COMMITTEE OF ADJUSTMENT



City Hall, 5th floor, 71 Main Street West, Hamilton, ON L8P 4Y5 Telephone (905) 546-2424, ext. 4221 E-mail: cofa@hamilton.ca

NOTICE OF PUBLIC HEARING Minor Variance

You are receiving this notice because you are either:

- Assessed owner of a property located within 60 metres of the subject property
- Applicant/agent on file, or
- Person likely to be interested in this application

APPLICATION NO.:	HM/A-24:24	SUBJECT PROPERTY:	33 STERLING STREET, HAMILTON
ZONE:	"C/S-1361" (Urban Protected Residential, Etc.)	ZONING BY- LAW:	Zoning By-law former City of Hamilton 6593, as Amended

APPLICANTS: Owner: BRIAN GOGEK Agent: T. JOHNS CONSULTING GROUP LTD. (JOE GRAVINA)

The following variances are requested:

- 1. To permit a floor area ratio factor of 0.54 shall be provided instead of the floor area ratio factor of 0.45 that is required.
- **PURPOSE & EFFECT:** The proposal is to facilitate a Secondary Dwelling Unit Detached within a existing accessory structure.

Notes:

i) A maximum of 2 bedrooms are permitted in a Secondary Dwelling Unit, additional variances may be required to comply with the Zoning By-law.

This Notice must be posted by the owner of any land which contains seven or more residential units so that it is visible to all residents.

This application will be heard by the Committee as shown below:

DATE:	Tuesday, March 26th, 2024
TIME:	11:05 a.m.
PLACE:	City Hall Council Chambers (71 Main St. W., Hamilton)

For more information on this matter, including access to drawings illustrating this request and other information submitted:

- Visit www.hamilton.ca/committeeofadjustment
- Visit Committee of Adjustment staff at 5th floor City Hall, 71 Main St. W., Hamilton

PUBLIC INPUT

Written: If you would like to submit written comments to the Committee of Adjustment you may do so via email or hardcopy. Comments can be submitted by emailing cofa@hamilton.ca or by mailing the Committee of Adjustment, City of Hamilton, 71 Main Street West, 5th Floor, Hamilton, Ontario, L8P 4Y5. Written comments must be received no later than noon March 22, 2024.

Comments are available the Friday prior to the Hearing and are available on our website: www.hamilton.ca/committeeofadjustment

Orally: If you would like to speak to this item at the hearing you may do so by attending in person. Interested members of the public, agents, and owners who wish to participate in person may attend Council Chambers on the date and time listed on the Notice of Public Hearing. Please note, you will be required to provide your name and address for the record. It is advised that you arrive no less than 10 minutes before the time of the Public Hearing as noted on the Notice of Public Hearing. We hope this is of assistance and if you need clarification or have any questions, please email <u>cofa@hamilton.ca</u>

FURTHER NOTIFICATION

If you wish to be notified of future Public Hearings, if applicable, you must submit a written request to cofa@hamilton.ca or by mailing the Committee of Adjustment, City of Hamilton, 71 Main Street West, 5th Floor, Hamilton, Ontario, L8P 4Y5.

If you wish to be provided a Notice of Decision, you must attend the Public Hearing and file a written request with the Secretary-Treasurer by emailing cofa@hamilton.ca or by mailing the Committee of Adjustment, City of Hamilton, 71 Main Street West, 5th Floor, Hamilton, Ontario, L8P 4Y5..



DATED: March 12, 2024

Jamila Sheffield, Secretary-Treasurer Committee of Adjustment Information respecting this application is being collected under the authority of the Planning Act, R.S.O., 1990, c. P. 13. All comments and opinions submitted to the City of Hamilton on this matter, including the name, address, and contact information of persons submitting comments and/or opinions, will become part of the public record and will be made available to the Applicant and the general public, and may include posting electronic versions.

COMMITTEE OF ADJUSTMENT



City Hall, 5th floor, 71 Main Street West, Hamilton, ON L8P 4Y5 Telephone (905) 546-2424, ext. 4221 E-mail: <u>cofa@hamilton.ca</u>

IN-PERSON PARTICIPATION PROCEDURES

Written Submissions

Members of the public who would like to participate in a Committee of Adjustment meeting are able to provide comments in writing advance of the meeting. Comments can be submitted by emailing <u>cofa@hamilton.ca</u> or by mailing the Committee of Adjustment, City of Hamilton, 71 Main Street West, 5th Floor, Hamilton, Ontario, L8P 4Y5. **Comments must be received by noon on the date listed on the Notice of Public Hearing.**

Comments are available the Friday prior to the Hearing and are available on our website: www.hamilton.ca/committeeofadjustment

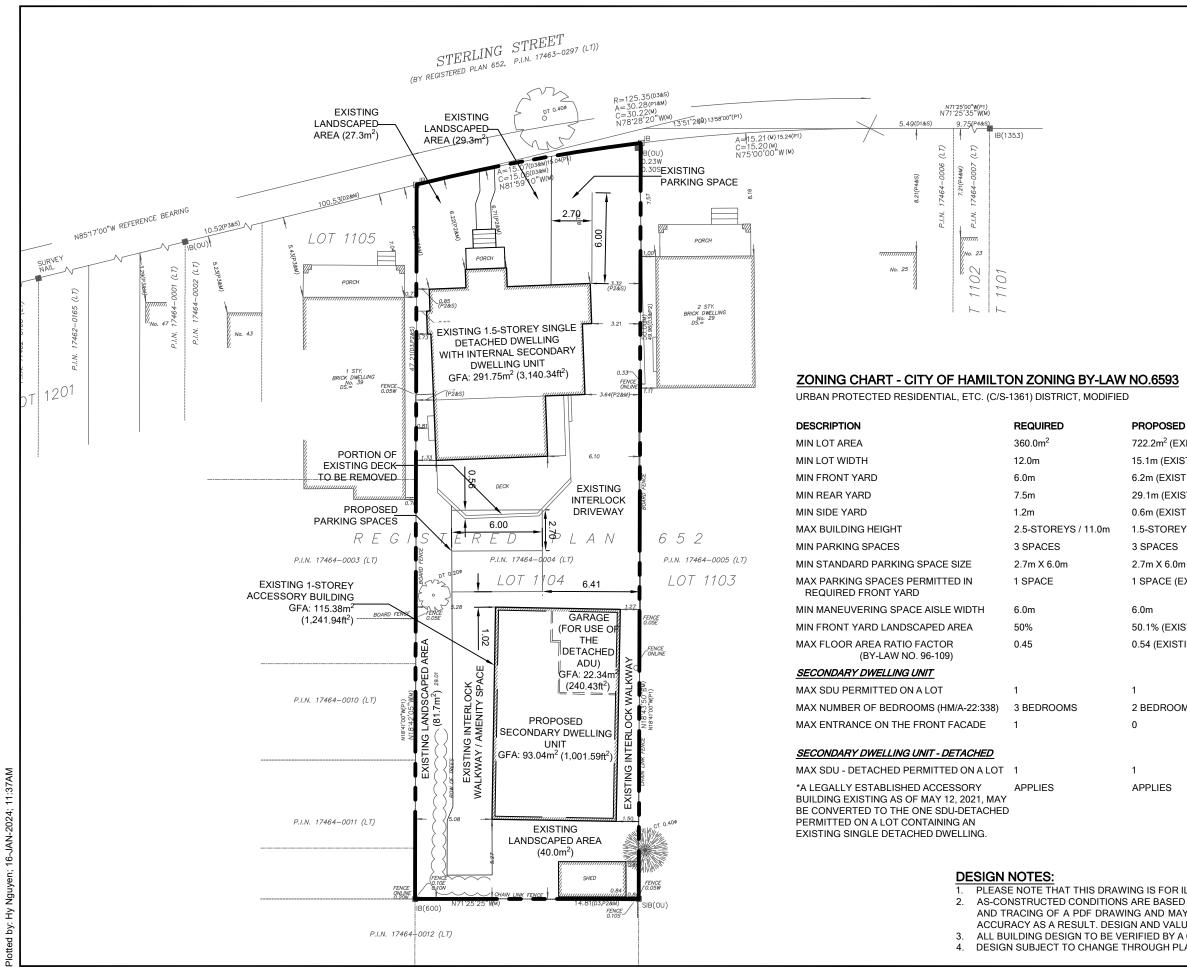
Oral Submissions

Members of the public are also able to provide oral comments regarding Committee of Adjustment Hearing items by participating in person at the Hearing.

In person Oral Submissions

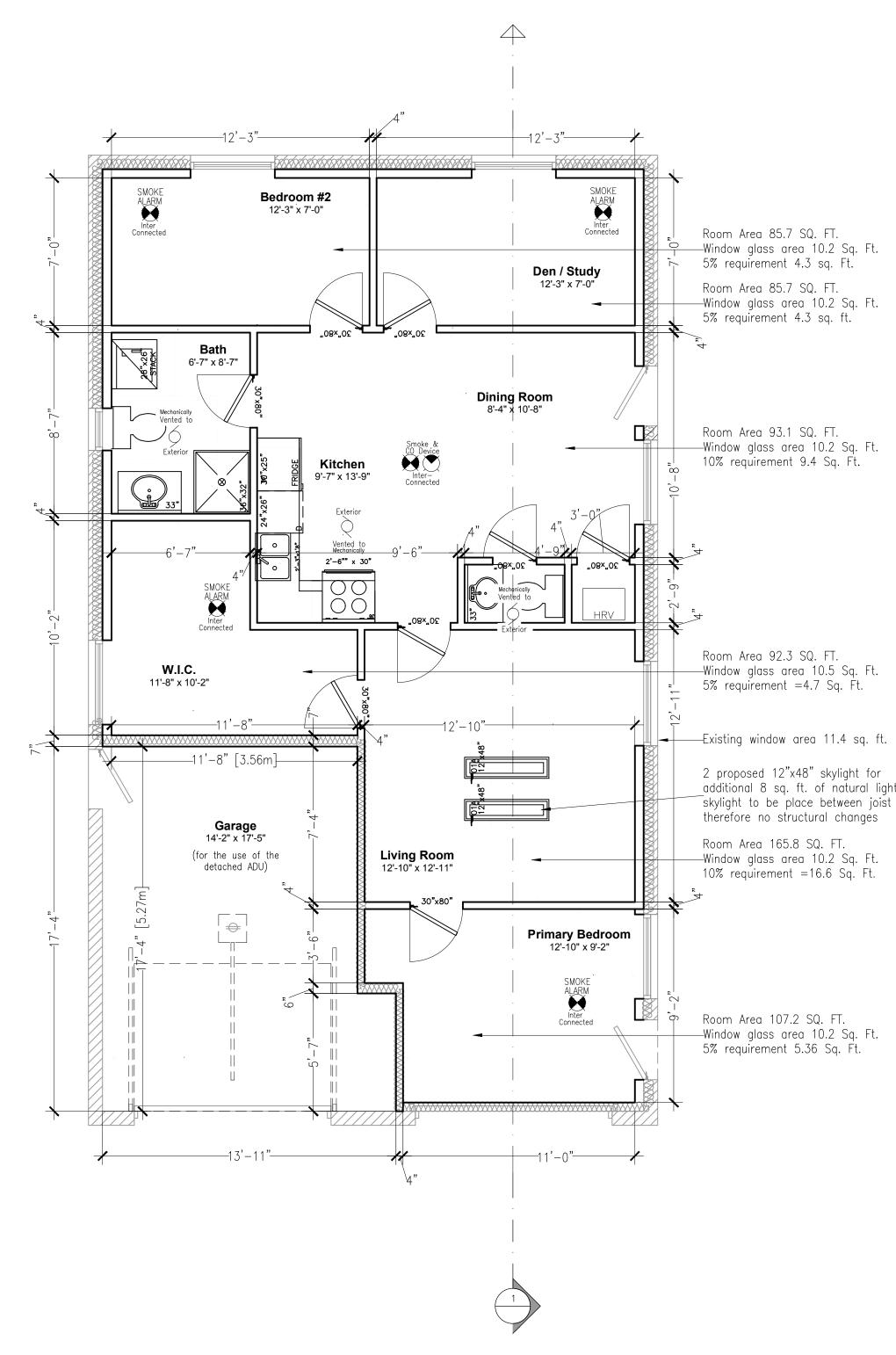
Interested members of the public, agents, and owners who wish to participate in person may attend Council Chambers on the date and time listed on the Notice of Public Hearing. Please note, you will be required to provide your name and address for the record. It is advised that you arrive **no less than 10 minutes** before the time of the Public Hearing as noted on the Notice of Public Hearing.

We hope this is of assistance and if you need clarification or have any questions, please email <u>cofa@hamilton.ca</u> or by phone at 905-546-2424 ext. 4221.



File Location: D:\TJCG Dropbox\SERVER\PROJECTS_INDEPENDENTS\33 Sterling Street, Hamilton\Drawings\Planning\33 Sterling Street_Concept Plan.dwg

		LEGAL DESCRI	PTION
		PART OF LOT	
		REGISTERED	PLAN 652
			LTON
			DF HAMILTON-WENTWORTH)
		REVISIONS	
		C ISSUED	16-01-2024 HN
		C ISSUED	12-12-2022 JB
		B ISSUED	03-10-2022 JB 17-08-2022 JB
		A ISSUED REV. DESCRIPTION	17-08-2022 JB DATE INIT.
		DISCLAIMER THIS DRAWING IS THE INTELL	
כ	COMPLIANCE	T. JOHNS CONSULTING GROU UNDER COPYRIGHT.	
XISTING)	YES	ANY DISCREPANCIES SHALL E T. JOHNS CONSULTING GROU	
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		CONCEPTUA	AL SITE PLAN
		DRAWN BY	DESIGNED BY
ILLUSTRATIVE PI		JB	JB
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UES SUBJECT TO	O CHANGE.	REVISION	DRAWING NUMBER
A QUALIFIED PRO LANNING APPRO		C	CSP1-1
		1:250	



First Floor Plan SCALE 1/4" = 1'-0" Room Area 85.7 SQ. FT. —Window glass area 10.2 Sq. Ft. 5% requirement 4.3 sq. Ft. Room Area 85.7 SQ. FT. -Window glass area 10.2 Sq. Ft. 5% requirement 4.3 sq. ft.

Room Area 93.1 SQ. FT. —Window glass area 10.2 Sq. Ft. 10% requirement 9.4 Sq. Ft.

Room Area 92.3 SQ. FT. —Window glass area 10.5 Sq. Ft. 5% requirement =4.7 Sq. Ft.

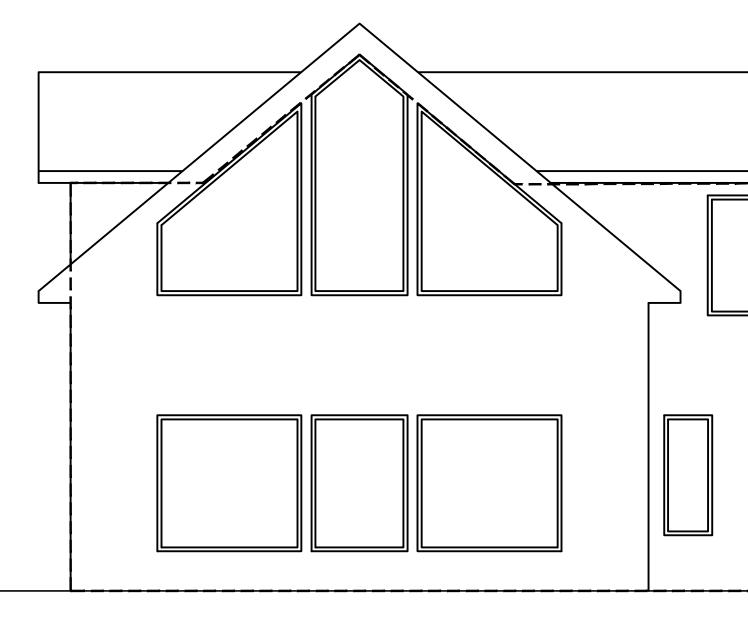
2 proposed 12"x48" skylight for additional 8 sq. ft. of natural light skylight to be place between joist therefore no structural changes

—Window glass area 10.2 Sq. Ft. 10% requirement =16.6 Sq. Ft.

Room Area 107.2 SQ. FT. —Window glass area 10.2 Sq. Ft. 5% requirement 5.36 Sq. Ft.

Renovations Only) Existing smoke alarms are acceptable, however, if the scope of work involves renovating existing bedrooms, changing room uses from a non bedroom use to proposed bedroom use or an addition which includes a bedroom many requirements of 9.10.19.3 would apply including being interconnected, hardwired and with visual notification. IF a smoke alarm is required it will be noted on drawings DIMENSION NOTE: 2019.12.05 - There are different ways of dimension architectural floors, what follows is an explanation of the why interior walls are dimensioned as 4" or 6" vs other methods. Some Architectural drawings chose to dimension the rough wood stud framing. However this would create a lot fractioned dimensions on the plans and would require the framer to account for the $\frac{1}{2}$ " drywall material in some conditions like bathroom tubs and stair wells. Some Architectural drawings chose to dimension the finished wall thickness. However this would create a lot fractioned dimensions as well. These Architectural set of drawings chose to dimension interior walls to a round 4" or 6" dimension. We feel this is the cleanest dimension as they do not have fractions, and at most produce ____ a $\frac{1}{4}$ " error which isn't typically an issue. Further we full appreciate that we can not ask trades in the field to measure to $\frac{1}{4}$ " accuracies nor to we assume that as built construction could hold those tolerances.

OBC 9.10.19.3 – Smoke Alarms



Limiting distance of 8.59 is between 28% and 57% Using straight line interpolation 8.59m = 45.11% Unprotected opening Calculations (9.10.15.4) | Wall face area = 576.8 sq. ft. | Openings = 163.0 sq. ft. Percentage = 28.3%

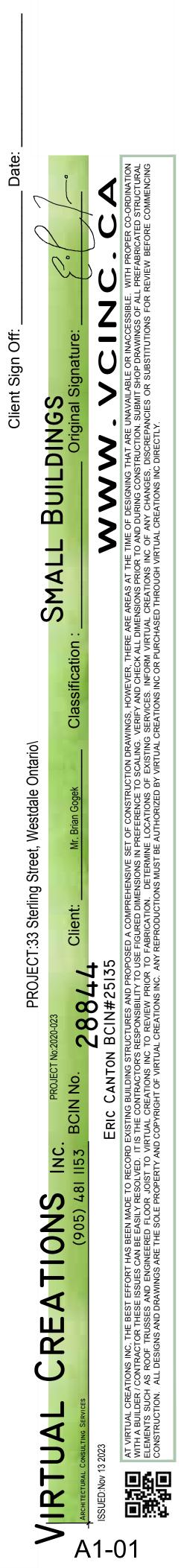
 Max
 allowed
 = 45,11%

 Wall
 area
 assumes

 wall
 area
 assumes

 conditions.
 And glazing
 calculations

 negardless
 if the window is below grade or not.





January 23, 2024 *Via Email*

ATTN: Jamila Sheffield, Secretary-Treasurer City of Hamilton Committee of Adjustment 71 Main Street West, 5th Floor Hamilton, ON L8P 4Y5

Dear Ms. Sheffield,

RE: 33 Sterling Street, Hamilton Committee of Adjustment - Minor Variance Application

T. Johns Consulting Group ("T. Johns") was retained by the landowners of 33 Sterling Street, Hamilton ("subject lands") to submit the following Minor Variance application on their behalf.

Site Description

33 Sterling Street ("subject lands") is located in the Westdale South neighbourhood. The subject lands are rectangular in shape with 15.1m of frontage on Sterling Street, a lot depth ranging from 47.21m - 50.0m, and a total lot size of 722.2m². The subject lands contain a single detached dwelling, a 1-storey accessory building, and two (2) parking spaces.

Planning Status

The *Urban Hamilton Official Plan Volume 1* designates the subject lands "Neighbourhoods" which permits residential dwellings of varying densities. The *Urban Hamilton Official Plan, Volume 2, Ainslie Wood Westdale Secondary Plan* designates the subject lands "Low Density Residential 2", which permits single detached dwellings. Secondary dwelling units are permitted, subject to zoning regulations.

The *City of Hamilton Zoning By-law No. 6593* zones the subject lands Urban Protected Residential, Etc. "C" District, which permits single detached dwellings and secondary dwelling units, subject to specific criteria, such as size and location.

Proposed Variance

The subject lands require relief from section 1.(a)(i) of *By-law No. 96-109* to permit a maximum floor area ratio factor of 0.54, whereas the maximum floor area ratio factor of 0.45 is permitted.

Please refer to the Site Plan and Appendix A: Planning Rationale dated January 23, 2024 for additional details.

T. Johns respectfully requests the circulation of this letter along with the enclosed documents in support of Minor Variance.



Please find the enclosed:

- Minor Variance application with signatures;
- Copy of the cheque in the amount of \$705.00 to satisfy the application fee;
- Appendix A: Planning Rationale;
- Floor Plans; and,
- Concept Plan.

The application and all required documents have been submitted electronically, save and except the cheque that was submitted to the City of Hamilton dated January 23, 2024.

Please do not hesitate to contact Joe Gravina at 905-574-1993 ext. 204 with any questions.

Respectfully submitted,

T. Johns Consulting Group Ltd.

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Joe Gravina Project Manager

Page 2 of 2 310 Limeridge Road West Hamilton, ON L9C 2V2 www.tjohnsconsulting.com

Appendix "A": Planning Rationale

33 Sterling Street, Hamilton January 23, 2024



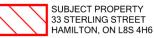
T. Johns Consulting Group Ltd. ("T. Johns") has prepared the following Planning Rationale Report in support of the Minor Variance application for 33 Sterling Street in the City of Hamilton.

Description of Subject Lands

33 Sterling Street ("subject lands") is located in the Westdale South neighbourhood of the City of Hamilton on the south side of Sterling Street (**Refer to Figure 1 - Site Location**). The subject lands are rectangular in shape with 15.1m of frontage on Sterling Street, a lot depth ranging from 47.21m - 50.0m, and a total lot size of 722.2m². The subject lands are occupied by a 1.5-storey single detached dwelling containing a Secondary Dwelling Unit ("SDU") and a 1-storey accessory building in the rear yard. The principal dwelling is supported by one (1) parking space in the front yard and one (1) parking space in the rear yard accessed via the existing driveway. To meet the Zoning Bylaw requirements for the principal dwelling, one (1) additional parking space is proposed in the rear yard. A portion of the existing deck will be removed to accommodate the additional parking space (**Refer to submitted Concept Plan**).









Planning Status

The Urban Hamilton Official Plan ("UHOP"), Volume 1, Schedule E-1 - Urban Land Use Designations designates the subject lands as "Neighbourhoods". The Neighbourhoods designation permits a range of residential uses and forms, including single detached dwellings and SDUs.

The *Ainslie Wood Westdale Secondary Plan* ("Secondary Plan") of the *Urban Hamilton Official Plan, Volume 2,* designates the subject lands "Low Density Residential 2" on *Map B.6.2-1 - Land Use Plan.* Single detached dwellings are permitted in the Low Density Residential 2 designation. The subject lands are also within the "Westdale Original Subdivision", as identified on *Map B.6.2-2 - Cultural Heritage Landscapes.*

The subject lands are currently zoned Urban Protected Residential (C/S-1361) District, Modified, in the former *City of Hamilton Zoning By-law No. 6593.* The "C" District permits single detached dwellings, SDUs, and SDUs - Detached, subject to the provisions of Section 19. *By-law No. 96-109* was adopted by Council on June 25, 1996, amending *Zoning By-law No. 6593* to implement site-specific zoning provision "S-1361". The site-specific zoning implements requirements for residential dwellings within the Westdale South neighbourhood.

Previous Planning Application

A Minor Variance (Application No. HM/A-22:338) was granted on December 8, 2022, to allow an SDU to contain three (3) bedrooms instead of the maximum two (2) bedrooms permitted within an SDU on the subject lands.

Proposed Development

The landowner of 33 Sterling Street received a building permit in 2016 for the construction of a garage. The garage has since been converted to an SDU - Detached and the landowner must acquire a Building Permit to legally recognize the conversion. However, a successful Minor Variance is required before a Building Permit can be granted.

As a garage, the floor area of the accessory building did not count towards the gross floor area ("GFA") of the subject lands. As an SDU - Detached, its floor area counts towards the GFA and renders a floor area ratio ("FAR") greater than permitted by the Zoning By-law. Thus, the variance being sought is to permit a maximum FAR of 0.54 for the subject lands whereas the Zoning By-law permits 0.45.

Nature and Extent of Relief Applied For:

The subject lands require relief from section 1.(a)(i) of *By-law No. 96-109* to permit a maximum floor area ratio factor of 0.54, whereas the maximum floor area ratio factor of 0.45 is permitted.



Planning Rationale

1. Overall Conformity to the Urban Hamilton Official Plan

The UHOP designates the subject lands as "Neighbourhoods" (Schedule E-1). Low density residential uses and forms are permitted in Neighbourhoods, including SDUs and SDUs - Detached (E.3.4.3, B.3.2.4.4).

The proposal is consistent with the UHOP's objective to utilize SDUs as a method for providing gentle intensification, diversifying housing typologies and tenures, and improving affordability within the City (B.3.2.4).

The proposed variance is intended to recognize the existing development on the site and as such, respects the surrounding neighbourhood built-form and character, consistent with the objectives of the Neighbourhoods designation (B.2.4.1.4).

2. Overall Conformity to the Ainslie Wood Westdale Secondary Plan

The Secondary Plan designates the subject lands as "Low Density Residential 2" (Map B.6.2-1). A range of residential types are encouraged in the Secondary Plan including low density housing, which is preferred at the interior of neighbourhoods in the Low Density Residential 2 designation (6.2.5.4a.iii). Further, the Secondary Plan recognizes the importance of rental housing in achieving a diverse housing stock (B.6.2.5.3 a). The proposal maintains the low density principal dwelling while providing an opportunity for rental housing in the SDU - Detached and as such, conforms to the objectives of the Secondary Plan.

The subject lands are more specifically within the "Westdale Original Subdivision" Cultural Landscape Area (Map B.6.2-2), which protects the integrity and residential character of the established historical neighbourhood (6.2.13.1 c). The proposed variance is intended to recognize existing site conditions and as such, respects the historical residential character, consistent with the Secondary Plan.

3. Why is it not possible to comply with the provision of the by-law?

Site-specific zoning provision S-1361 excludes the floor areas of detached garages in GFA calculations. The accessory building on the subject lands was initially constructed as a detached garage, thereby excluding its floor area from the GFA of the subject lands. Conversion to an SDU - Detached causes the building's floor area to be included in the GFA, rendering a greater FAR than permitted in the Zoning By-law. It is therefore not possible to comply with the provision of the by-law as the buildings' floor areas are pre-existing.

4. Conformity to the Intent of the Zoning By-law

The maximum FAR is intended to protect the historic residential character of the Westdale neighbourhood by maintaining consistent lot densities. As no new structures or additions to the existing buildings are proposed, the variance conforms to the intent of the Zoning By-law.



The site-specific zoning provision to exclude the floor area of detached garages in GFAs limits the ability of landowners in the Westdale neighbourhood to convert legally established accessory buildings (existing prior to May 12, 2021) to SDUs - Detached, as is permitted by section *19.(1).2 (ii)* of *Zoning By-law No. 6593.* The proposal is consistent with the intent of the Zoning By-law as the site-specific zoning provision is not intended to prevent the conversion of accessory buildings to SDUs - Detached. Further, the converted building will conform to the maximum of two bedrooms in an SDU - Detached, which is intended to limit the intensification of a property.

5. Is the Variance Minor and Desirable?

The proposed variance is required as a result of converting a legally established accessory building to an SDU - Detached. As no new structures are proposed and the conversion is permitted by the Zoning By-law, the variance is considered minor in nature.

The variance is desirable as it recognizes an existing condition, bringing the subject lands into conformity with the Zoning By-law. Further, the variance will help to facilitate the use of an SDU - Detached in providing residential intensification and diversifying housing types in the City.

Conclusion

The Secondary Dwelling Unit - Detached at 33 Sterling Street will provide gentle intensification within the Westdale neighbourhood that will support local commercial and community uses. The heritage resource and character of the site will be maintained. The requested variance meets the intent of the *Urban Hamilton Official Plan* and the *City of Hamilton Zoning By-law No. 6593*, is minor in nature, is desirable for the use of the lands, and represents good land use planning.

Respectfully Submitted, T. Johns Consulting Group Ltd.

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Joe Gravina Project Manager



Committee of Adjustment City Hall, 5th Floor, 71 Main St. W., Hamilton, ON L8P4Y5

Phone: (905) 546-2424 ext. 4221 Email: <u>cofa@hamilton.ca</u>

APPLICATION FOR A MINOR VARIANCE/PERMISSION

UNDER SECTION 45 OF THE PLANNING ACT

1. APPLICANT INFORMATION

	NAME		
Registered Owners(s)	Brian Gogek		
Applicant(s)	Same as above		
Agent or Solicitor	T. Johns Consulting Group Ltd. c/o Joe Gravina		
I.2 All corresponden	ce should be sent to	☐ Purchaser ☐ Applicant	☐ Owner ☑ Agent/Solicitor
1.3 Sign should be se	ent to	Purchaser Applicant	 ☐ Owner ☑ AgentSolicitor
1.4 Request for digita	al copy of sign		
If YES, provide e	mail address where sig	an is to be sent	

1.5 All correspondence may be sent by email

If Yes, a valid email must be included for the registered owner(s) AND the Applicant/Agent (if applicable). Only one email address submitted will result in the voiding of this service. This request does not guarantee all correspondence will sent by email.

Yes*

□ No

2. LOCATION OF SUBJECT LAND

2.1 Complete the applicable sections:

Municipal Address	33 Sterling Street, Hamilton		
Assessment Roll Number			
Former Municipality	Former City of Hamilton		
Lot	Part of Lot 1104	Concession	
Registered Plan Number	652	Lot(s)	
Reference Plan Number (s)		Part(s)	

2.2 Are there any easements or restrictive covenants affecting the subject land?

Yes	\checkmark	No

If YES, describe the easement or covenant and its effect:

3. PURPOSE OF THE APPLICATION

Additional sheets can be submitted if there is not sufficient room to answer the following questions. Additional sheets must be clearly labelled

All dimensions in the application form are to be provided in metric units (millimetres, metres, hectares, etc.)

3.1 Nature and extent of relief applied for:

Refer to Planning Rationale.

Second Dwelling Unit Reconstruction of Existing Dwelling

3.2 Why it is not possible to comply with the provisions of the By-law? Refer to Planning Rationale.

3.3 Is this an application 45(2) of the Planning Act. ☐ Yes ✓ No If yes, please provide an explanation:

4. DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

4.1 Dimensions of Subject Lands:

Lot Frontage	Lot Depth	Lot Area	Width of Street
15.06m	47.21m	722.20m ²	±20.00m

4.2 Location of all buildings and structures on or proposed for the subject lands: (Specify distance from side, rear and front lot lines)

Existing:

Type of Structure	Front Yard Setback	Rear Yard Setback	Side Yard Setbacks	Date of Construction
		Refer to Concept Plar	1	

Proposed:

Type of Structure	Front Yard Setback	Rear Yard Setback	Side Yard Setbacks	Date of Construction
		Refer to Concept Plan		
	<u> </u>			

4.3. Particulars of all buildings and structures on or proposed for the subject lands (attach additional sheets if necessary):

Existing:

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Height
		Refer to Concept Plan		

Proposed:

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Height
Refer to Concept Plan				

- 4.4 Type of water supply: (check appropriate box)
 ✓ publicly owned and operated piped water system
 ☐ privately owned and operated individual well
- □ lake or other water body □ other means (specify)
- 4.5 Type of storm drainage: (check appropriate boxes)
 ✓ publicly owned and operated storm sewers
 □ swales
 □ other means (specify)

- 4.6 Type of sewage disposal proposed: (check appropriate box)
 - ✓ publicly owned and operated sanitary sewage
 - system privately owned and operated individual
 - septic system other means (specify)
- 4.7 Type of access: (check appropriate box)
 provincial highway
 municipal road, seasonally maintained
 municipal road, maintained all year

right of way	
other public	road

- 4.8 Proposed use(s) of the subject property (single detached dwelling duplex, retail, factory etc.): Refer to Planning Rationale.
- 4.9 Existing uses of abutting properties (single detached dwelling duplex, retail, factory etc.): Single detached dwellings.

7 HISTORY OF THE SUBJECT LAND

7.1 Date of acquisition of subject lands:

May 29, 2009

- 7.2 Previous use(s) of the subject property: (single detached dwelling duplex, retail, factory etc) Single detached dwelling.
- 7.3 Existing use(s) of the subject property: (single detached dwelling duplex, retail, factory etc) Single detached dwelling.
- 7.4 Length of time the existing uses of the subject property have continued:

Unknown.

7.5 What is the existing official plan designation of the subject land?

Rural Hamilton Official Plan designation (if applicable):

Rural Settlement Area:

 Ainslie Wood Westdale Secondary Plan:

 Urban Hamilton Official Plan designation (if applicable)
 Low Density Residential 2

Please provide an explanation of how the application conforms with the Official Plan.

Refer to Planning Rationale.

7.6 What is the existing zoning of the subject land? City of Hamilton Zoning By-law No. 6593

C/S-1361 (Urban Protected Residential, Etc.) District City of Hamilton Zoning By-law No. 6593

7.8	Has the owner previously applied for relief in respect of the subject property?
	(Zoning By-lawAmendment or Minor Variance)
	√ Yes □ No

If yes, please provide the file number: HM/A-22:33
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7.9	Is the subject property the subject of a current application for consent under Section 53 of the
	Planning Act?

☐ Yes ☑ No

If yes, please provide the file number:

7.10 If a site-specific Zoning By-law Amendment has been received for the subject property, has the two-year anniversary of the by-law being passed expired?

□ Yes □ No

7.11 If the answer is no, the decision of Council, or Director of Planning and Chief Planner that the application for Minor Variance is allowed must be included. Failure to do so may result in an application not being "received" for processing.

8 ADDITIONAL INFORMATION

- 8.1 Number of Dwelling Units Existing: 1
- 8.2 Number of Dwelling Units Proposed: ³
- 8.3 Additional Information (please include separate sheet if needed):

Refer to Planning Rationale and Concept Plan for more details.

11 COMPLETE APPLICATION REQUIREMENTS

- 11.1 All Applications
 - Application Fee
 - Site Sketch
 - Complete Application form
 - Signatures Sheet
- 11.4 Other Information Deemed Necessary

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- Cover Letter/Planning Justification Report
- Authorization from Council or Director of Planning and Chief Planner to submit application for Minor Variance
- Minimum Distance Separation Formulae (data sheet available upon request)
- Hydrogeological Assessment
- Septic Assessment
- Archeological Assessment
- Noise Study
- Parking Study