

What is a Variance and a Minor Variance?

A Variance is an alteration or change of standard prescribed under the current Town of Ste. Anne Zoning By-Law. A Variance shall be considered only in cases of undue hardship or practical difficulties particular to the use, character or situation of land or building which is not generally common to other land in the same district.

A Minor Variance is a minor alteration or change to a standard prescribed by the current Town of Ste. Anne Zoning By-Law. The approving authority is the Chief Administrative Officer or their designate. A Minor Variance may or may not be granted at the discretion of the Chief Administrative Officer, and shall not exceed fifteen (15) percent of any height, distance, area, size, intensity of use or parking space requirement of the current Town of Ste. Anne Zoning By-Law. An applicant may appeal an order of the Chief Administrative Officer. A minor variance may be referred by the Chief Administrative Officer to Council for a decision.

Application Requirements

To process your application, please provide the following:

- Completed Application form, signed by both registered owners and applicant (if different)
- Application Fee (Payable to the Town of Ste. Anne by cheque, cash or debit)
- Detailed Site Plan showing existing and proposed development including measurements and setbacks
- Other plans and documentation may be required, depending on the request

Final Approval Requirements (Potential list of Requirement(s) as a Condition of Approval)

- Development Agreement, signed by the registered owner of the property and registered caveat to title
- Other Conditions as set by the Town of Ste. Anne.

Process:

- Once the Application and required documents have been received, it will be reviewed by the Town. A Public Hearing will be required, giving the surrounding neighbors within 100 meters of the property in question and to comment on the application prior to the decision of Council. Applicants are encouraged to attend the hearing to answer questions and comments that Council and the Public may have regarding the request. Once the Public Hearing has been held, Council shall make their decision.

Fees:

Application Fee	\$400.00 (\$150.00 Minor)
Actual Costs (Legal Fees, Advertising Costs, etc.)	To be Invoiced to Applicant

Please note that incomplete applications will be returned.

Please see next page for application form.

Contact Information:

Applicant's Name: _____

Registered Owner(s): _____

Civic Address of Development: _____ Roll No. _____

Legal Description of Development: _____
Lot Block Plan

Mailing Address: _____ Postal Code: _____

Applicant's Phone Number: _____
Home Phone Cellphone

Applicant's Email Address: _____

Details of Application:

(A) Requirement to be Varied (i.e. side yard, rear yard, building height, etc.)	(B) Requested Variance	(C) By-Law Section (Determined by the Town)	(D) Variance Percentage (Determined by the Town)
1.			
2.			
3.			

What is the reason for the Variance request? What options have you considered to eliminate the need for the Variance request and why are these options not feasible? How will you minimize the potential impact on neighboring properties from this Variance request? (Please provide as much details as possible. Attach extra paper to your application if needing more room)

Application Conditions

1. Applications citing solely financial or self-induced hardships will not be considered.
2. A hardship or hardships that an application seeks to mitigate must arise due to the unique circumstances or considerations peculiar to the particular property. Unique circumstances or conditions may include lot irregularities such as narrowness, shallowness, or shape. The applicant must show that a hardship arises due to these unique circumstances rather than from the general land use provisions of the current Town of Ste. Anne Zoning By-Law.
3. By referencing the circumstances in Number 2, the application must explain why there is no possibility that the property can be developed to conform within the current Town of Ste. Anne Zoning By-Law.
4. The applicant must provide evidence to show that the application will not alter the essential character of the neighborhood.
5. The Town of Ste. Anne may require a development agreement as a condition of approval.
6. A Variance approval:
 - a. may have condition(s) attached;
 - b. must be satisfied within 12 months from the date of approval unless otherwise indicated;
 - c. that is inactive for 12 months after the date of approval will expire and become null and void.

Registered Owner Signature_____
Date_____
Applicant Signature_____
Date

Office Use Only:

Zoning: _____ Application Number: _____ Date Application Received: _____

Payment Date: _____ Receipt #: _____ Amount: \$ _____

Received by: _____ Minor Variance: Yes ___ No ___

Approved: Yes ___ No ___ Resolution Number: _____

Date Approved: _____

Conditions: _____

Conditions Met: Yes ___ No ___

Expiration Date: _____ Expired: Yes ___ No ___ If yes, when: _____