



**Planning Review & Adjustment Committee**

**Application for:**

**Fee**

<input type="checkbox"/> Variance	\$250.00
<input type="checkbox"/> Amendment to a Plan / Rezoning	\$1500.00
<input type="checkbox"/> Tentative Plan of Subdivision: Type 2	\$500.00 + \$50 per lot
<input type="checkbox"/> Re-Approval of Subdivision	\$100.00

**\*Application will not be accepted without full payment of fees.**

Payment can be made by visa, mastercard, debit, or cheque made payable to Western Valley Regional Service Commission.

***Please Print***

**Civic Address and PID of Subject Property**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Owner Information**

Name or Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Information**

Name or Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

**Current Use of Property**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Proposed Use of Property**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Existing Zoning \*** \_\_\_\_\_  
 (\*if applicable)

**Proposed Zoning\*** \_\_\_\_\_

**Services (“x” those which apply or explain):**

Municipal Water       Private Well       Other : \_\_\_\_\_

Municipal Sewer       Private Septic



**Have there been any previous applications with respect to the subject property?**

Yes                       No

If yes, please describe briefly:

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**Information to accompany this application:**

- a) Letter of intent providing a detailed description of the proposal. Include nature of operation, hours of operations, expected traffic generations, number of employees and other relevant information.
- b) The appropriate application fee.
- c) Signature of property owner or attach written permission of the owner; and
- d) Any additional information deemed suitable by the Development Officer which may include, but not limited to:
  - a. Site plan
    - i. All existing property lines
    - ii. All buildings and/or proposed expansions of existing buildings
    - iii. Setbacks to property lines
    - iv. Locations and size of any easements
  - b. Proposed buildings and additions
    - i. Floor plans (e.g., ground floor area, gross floor area)
    - ii. Number of stories
    - iii. Number of units
    - iv. Width, length and height of the building
  - c. Survey plan
    - i. Total area to be subdivided
    - ii. Number of lots
    - iii. Locations of streets, easements, etc.
    - iv. Location of any existing buildings on the property and whether they are to be retained, demolished or changed externally

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Signature of Applicant Date

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Signature of Landowner Date

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Development Officer Date Received