

Fees as of January 2026:
\$1,655.00 = \$1,525.00 + \$130**
**Public Works Review Fee
Submit to:
Town of Ingersoll
Clerk's Department
130 Oxford St. 2nd floor



File No: _____

Date Received: _____

Date Considered Complete: _____

Application for Minor Variance or Permission Town of Ingersoll, Committee of Adjustment

1. Submission Information

Please note, as of January 1, 2020, the Town of Ingersoll's planning review process is facilitated with the separation of the public meeting and Council (as Committee of Adjustment) decision. Applications will be reviewed in accordance with the following schedule:

1st Meeting

1. Submissions considered to be complete will be scheduled for a public meeting during which:
 - a. The Planner will outline the application for the Committee of Adjustment and fully explain the requested variance;
 - b. The applicant/agent will speak to their submission and answer any questions the Committee may have; and
 - c. The public may speak in support or opposition of the application.

2nd Meeting

1. At a subsequent meeting the Planner's report containing his/her recommendations, agency comments and any concerns/issues of merit arising from the public meeting are brought before the Committee of Adjustment for consideration.
2. The Committee of Adjustment will approve or deny the application, or defer the matter to a subsequent meeting.

The two-meeting approach extends the length of the planning application review process. However, this extension allows for greater consideration of the matter and an opportunity for public input prior to a decision being made by the Committee of Adjustment.

The undersigned hereby applies to the Committee of Adjustment of the Town of Ingersoll under section 44 of the *Planning Act*, 1990, for relief as described in this application, from By-Law No 04-4160, as amended.

2. Owner / Applicant / Agent Information

a) Registered Owner(s) (if other than Applicant)

Owner(s)' Name:

Owner(s)' Address:

Postal code:

Telephone Number:

Alternate Phone Number:

Email Address:

b) Applicant Information

Applicant's Name:	
Applicant's Address:	Postal code:
Telephone Number:	
Alternate Phone Number:	
Email Address:	

3. Minor Variance Information

1. Name and extent of relief applied for: To be completed by the applicant (include by-law section if known):

2. Why is it not possible to comply with the provisions of the by-law?

4. Site Information

Lot Number(s):	Plan No. or Concession:
Part Number(s):	Reference Plan:
Street Address (if any):	
The subject land is located on the _____ side of the street lying between _____ Street and _____ Street.	
P.I.N.:	

Dimensions of land affected:

Frontage: _____ Depth: _____

Area: _____ Width of Street: _____

1. Particulars of all buildings and structures on or proposed for the subject lands: (specify ground floor area, gross floor area, number of storeys, width, length, height, etc.)

Existing: _____

Proposed: _____

2. Location of all buildings and structures on or proposed for the subject land: (specify distance from side, rear and lot lines.)

Existing: _____

Proposed: _____

3. Date of acquisition of subject land: _____		
4. Date of construction of all buildings and structures on the subject land(s) (if known): _____		
5. Existing uses of the subject property: _____ _____		
6. Existing uses of abutting properties: _____ _____		
7. Length of time the existing uses of the subject property have continued: _____ _____		
8. Municipal services available (check all that apply): <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <input type="checkbox"/> Water / <input type="checkbox"/> Connected </div> <div style="width: 30%;"> <input type="checkbox"/> Sanitary Sewers / <input type="checkbox"/> Connected </div> <div style="width: 30%;"> <input type="checkbox"/> Storm Sewers </div> </div>		
9. Present Official Plan designation of subject land: _____ _____		
10. Present Zoning of subject land: _____ _____		
11. Has the owner previously applied for relief in respect of the subject property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the answer is yes, briefly describe the previously requested relief: _____ _____		
12. Is the property the subject of a current application for consent under Section 53 of the Planning Act, 1990? <input type="checkbox"/> Yes <input type="checkbox"/> No		

5. Authorization

Note: The property owner or the authorized agent must complete the application. When an agent is making the application, the written authorization of the owner must be completed below. If the application is being made under an agreement of purchase and sale, a copy of the agreement must be attached and will remain confidential.

a) Authorization of Owner(s) for Applicant/Agent to Make the Application (where applicable)

I / We, _____, of _____
(name of owner/signing authority) (company, if applicable)

am/are the owner(s) of the land that is the subject of this application, and I/We authorize _____, of _____ to make this
(name of applicant) (company, if applicable)

application on my/our behalf.

Date Signature of Owner(s)/Signing Authority Signature of Owner(s)

b) Affidavit

I/We, _____ of the _____ of _____
Owners Name(s) Town/City

_____ in the _____ of _____
Name of Town/City County Name of County

DO SOLEMNLY DECLARE THAT:

All of the statements contained in this application are true and I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of the Canada Evidence Act.

Date _____, 20_____
Signature of Owner/Applicant

DECLARED before me at the _____ of _____
in the _____ of _____
this _____ day of _____, 20_____

Commissioner for Taking Affidavits, etc.

APPEALS

Only specified persons, public bodies, registered owners of the land to which the application applies, the requestor of the minor variance, and the Minister may appeal the decision of the Committee of Adjustment to the Ontario Land Tribunal. Excluding the Minister, any party wishing to make an appeal must have made written or oral submissions to the Committee at a public meeting.

Submission Checklist:

- ☐ Consultation with Oxford County Planning on the requested variance
- ☐ *Complete application
- ☐ Commissioner of Oaths/Affidavits signature
- ☐ Drawings of the subject lands to the satisfaction of the Chief Building Official, including at a minimum a sketch, drawn to scale, showing the following:
 - c) The boundaries and dimensions of the subject land;
 - d) The location, size and type of all existing and proposed buildings and structures on the subject lands, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
 - e) The approximate location of all natural and artificial features on the subject land that, in the opinion of the applicant, may affect the application. Examples of features include buildings, railways, drainage ditches, river or stream banks, wetlands, wooded area, well and septic tanks/tile fields;
 - f) The current uses on the land that is adjacent to the subject land;
 - g) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or right of way; and
 - h) The location and nature of any easement affecting the subject land.
- ☐ Application fee paid

* Please note: further drawings/reports including a survey prepared by an Ontario Land Surveyor may be required at the discretion of Town Staff for an application to be considered complete.