



FORM 1  
PLANNING ACT, 1990  
APPLICATION FOR MINOR VARIANCE OR PERMISSION  
Town of Tillsonburg Committee of Adjustment Fee  
\$950.00 (\$1,900.00 - See Note 1 - Page 4)

Building, By-Law &  
Planning Services  
10 Lisgar Avenue  
Tillsonburg ON  
N4G 5A7

**For Office Use Only**

PIN#: \_\_\_\_\_ ROLL#: \_\_\_\_\_ FILE: \_\_\_\_\_

The undersigned hereby applied to the Committee of Adjustment for the Town of Tillsonburg under Section 44 of the Planning Act, 1990, for relief, as described in this application form By-Law No. 3295 (as amended).

Name and Address of Owner		Name and Address of Applicant/Agent (if	
JMG Adventures Inc.			
669 Conc. A, Port Rowan ON			
Postal Code:	Telephone Number:	Postal Code:	Telephone Number:
N0E 1M0	519 688 1000		
Email: ppenner@cjdldeng.com		Email:	

1. Name and addresses of any mortgagees, holders of charges or other encumbrances:

Kindred Credit Union

1265 Strassburg Road, Kitchener ON N2R 1S6

2. Nature and extent of relief applied for: To be completed by the applicant. (include By-Law Section if known)

Current NC-3 zoning allows 280m<sup>2</sup> Gross Floor Area for office use to suit the original building size. We would like to add a two story addition with a full basement to increase the office space to 470m<sup>2</sup> above grade. Five (5) additional parking spaces will be created which is 4 short of the required number for the addition (Section 5.24.1.9, 5.24.2.1). The total number of parking spaces will be 13 which is 11 short of the required 24 spaces. Sufficient on street parking and nearby municipal parking lots will accommodate the shortfall. The existing aisle width for the rear parking lot is 6.8m rather than the required 7.3 (Section 5.24.16). The existing exterior side yard set back is 3.6 m rather than the required 6.0m (Section 15.2). There are three existing driveways to the property all to be maintained (Section 5.24.1.7.4). The existing parking along the rear lot line is 0.5m from the rear property line with a 1.0 to 1.3m tall brick privacy wall and the most southerly parking space is 0.2m from the street line (Section 5.24.3 but NC Zone not specifically identified).

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3. Why is it not possible to comply with the Provision of the By-Law?

Tenant (CJDL) would like to expand the office space at the current location thus the increased gross floor area will exceed the previous site specific NC-3 maximum. There is physically not enough room to accommodate 24 parking spaces. Additional parking directly in front of the building are possible but would compromise the historic appearance of the building. Two additional spaces are possible in the 6.1m wide frontage to Fox Alley but planting strips will not fit and/or the parking spaces would have to be less than the requirements. The parking aisle width, exterior side yard, number of driveways and reduced parking offsets along the rear and south property lines are existing conditions.

4. Legal Description of Subject land:

Lot Number(s) \_\_\_\_\_ Plan Number or Concession \_\_\_\_\_

Part Number(s) 942 and part of 941 Reference Plan Number Plan 500

Street Address (if any) 261 Broadway

The lot is located on the West side of the Street lying between Venison Street and Bear Street

5. Dimensions of land affected:

Frontage 26.2m Depth (average) 40.1m to 51.0m  
Area 1117.4m<sup>2</sup> Width of Street \_\_\_\_\_

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

Existing: The existing two storey professional office has an irregular footprint of 153.4m<sup>2</sup> with maximum dimensions of 16.3m x 11.3m and a height of 9+/-m. See attached sketch. The gross floor area is 297+/-m<sup>2</sup>

Proposed: The proposed 2 story addition to the north side of the existing building will be 6.7m wide x 12.8m long with a 86m<sup>2</sup> ground floor and a combined gross floor area of 172m<sup>2</sup>. The total gross floor area gross floor area will be 470m<sup>2</sup>. The height of the building will remain at 9+/-m. See attached sketch and east elevation.

7. Location of all buildings and structures on or proposed for the subject land: (specify distance from side, rear and front lot lines.) Please attach a sketch plan with measurements.

Existing: Front setback =10.9m  
Rear setback = 12.8m  
Interior side yard =11.2m  
exterior side yard =3.6m

Proposed: Front setback =10.9m  
Rear setback = 12.8m  
Interior side yard =4.5m  
exterior side yard =3.6m

8. Date of acquisition of subject land: December 2008

9. Date of Construction of all buildings and structures on subject land (if known): 1879 +/-

10. Existing uses of the subject property Professional Office

11. Existing uses of abutting properties: Multi-Family Residential, Residential with Massage Therapy office

12. Length of time the existing uses of the subject property have continued: Professional Office Since 1981, an upper apartment was converted to office space c 1994

13. Municipal Services available (please check all appropriate boxes)

<input checked="" type="checkbox"/> Water	<input checked="" type="checkbox"/> Connected
<input checked="" type="checkbox"/> Sanitary Sewers	<input checked="" type="checkbox"/> Connected
<input checked="" type="checkbox"/> Storm Sewers	

14. Present Official Plan Provisions applying to the land: Residential

15. Present Zoning by-Law provisions applying to the land: : Site Specific Neighbourhood Commercial NC-3

16. Has the owner previously applied for relief in respect of the subject property? ☐ Yes ☒ No

If the answer is yes, describe briefly \_\_\_\_\_

17. Is the subject property the subject of a current application for consent under Section 53 of the Planning Act, 1990? ☐ Yes ☒ No

THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS

I/We \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_

In the \_\_\_\_\_ of \_\_\_\_\_.

DO SOLEMNLY DELCIARE THAT: All of the prescribed information contained in the is application is true and that the information contained in the documents that may accompany this application is true and I make the solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath by virtue of the Canada Evidence Act.

DECLARED before me at the \_\_\_\_\_

Of \_\_\_\_\_ in the \_\_\_\_\_

Owner(s)/Applicant

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Owner(s)/Applicant

\_\_\_\_\_  
A Commissioner for Taking affidavits

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## AUTHORIZATION

NOTE: The property owner or the authorized agent must complete the application. Where 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.

### Authorization of Owner(s) for Applicant/Agent to Make the Application

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application for site plan and I/we authorize \_\_\_\_\_, to make this application on my/our behalf.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
DATED

### **Notes:**

1. It is required that one original copy of this application and all drawings be filed at the Town's Customer Service Centre, accompanied by a fee of \$950 in cash or cheque made payable to the Town of Tillsonburg. A fee of \$1,900 will be charged if an application is required after the fact.