



THE MUNICIPALITY OF CENTRAL ELGIN

MINOR VARIANCE/PERMISSION APPLICATION

Form MVA-1/2014

REQUIREMENTS FOR A COMPLETE APPLICATION:

Note: Until the Municipality of Central Elgin has received the information and material requested herein (as required under subsection 2 of Ontario Regulation 200/96) and any fee under Section 69(1) of the Planning Act, the application will be deemed incomplete and the time periods referred to in section 45(4) of the Act will not begin. Please ensure your submission includes:

OFFICE USE ONLY
Date Stamp - Date Received:
Fee Paid: [] Yes [] No

- The completed application form and declarations.
1 digital copy of sketch/plan showing EXISTING and PROPOSED building(s) and structure(s) on subject lands, where applicable.
Application Fee made payable to "The Municipality of Central Elgin". Application Fee Amount: \$ 553.75
A Letter of Authorization from the Owner (with dated, original signature) OR completion of the Owner's Authorization on page 7, if the Owner is not filing the application.
Other information identified through Pre-consultation.

PLEASE LIST THE REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (supply two copies of each):

Note: This section applies to all reports that may have been identified as a result of any pre-application consultation meeting as studies required for a complete application.

Preliminary Lot Development Plan
Planning Letter

About Pre-Consultation

Prior to submitting this application for a Minor Variance to the Municipality of Central Elgin, a proponent is encouraged to consult with relevant staff. Pre-application consultation is intended to facilitate early discussions between the proponent and staff pertaining to the application, and to allow staff to assist in determining the specific reports, studies and information that may be required to be submitted together with the application form as part of a complete application.

THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:

Municipality of Central Elgin
Planning and Engineering Services Department
450 Sunset Drive, St. Thomas, Ontario N5R 5V1

Telephone: 519-631-4860
Facsimile: 519-631-4036

Personal information is collected under the authority of the Planning Act and will be used only for the purposes of considering and reviewing your application.



THE MUNICIPALITY OF CENTRAL ELGIN

MINOR VARIANCE/PERMISSION APPLICATION

I/We hereby apply, as outlined in this application, to the Council of the Corporation of the Municipality of Central Elgin pursuant to the provisions of the Planning Act, for a Minor Variance/Permission under Section 45 of the *Planning Act*.

1. Name of applicant: _____
Address: _____
Telephone (home): _____ (business) _____
E-Mail: _____

2. Is the applicant the owner of the land? Yes No If no, please provide:

Name of owner: _____
Address: _____
Telephone (home): _____ (business) _____
E-Mail: _____

3. When was the subject land acquired by the current owner? _____

4. Name of Agent (if any): _____
Address: _____
Telephone: (home): _____ (business) _____
E-Mail: _____

5. Location of Property ("subject lands"):
Registered Plan No.: _____ Lot No.(s): _____
Concession No.: _____ Lot No.(s): _____
Reference Plan No.: _____ Part No.(s): _____
Municipal Address: _____

6. Municipality of Central Elgin Official Plan:
Designation of the subject lands: _____

7. Current applicable Zoning By-law: _____
Current applicable zone: _____

8. What is the present use(s) of the subject lands? _____

How long has this use(s) continued on the subject lands? _____

9. What is the proposed use of the subject lands? _____

10. Nature and extent of relief from the zoning by-law: _____

Reason(s) why the proposed use cannot comply with the provisions of the zoning by-law: _____

11. Dimensions of the subject lands:
Frontage (m): _____ on _____ Street/Road/Highway
Depth (m): _____
Area (m²): _____

12. Access to the subject lands is provided by:
 A Provincial highway or municipal road that is maintained year-round or other public road;
 A right of way; or
 By water (Please provide a description of the parking/docking facilities to be used and the approximate distance of these facilities from the subject lands and the nearest public road):

13. Particulars of all existing and proposed structures on the subject lands (as applicable - add additional pages if necessary):

<u>EXISTING</u>	<u>BUILDING 1</u>	<u>BUILDING 2</u>
Building type:	_____	_____
Length (m):	_____	_____
Width (m):	_____	_____
Height (m):	_____	_____
No. of storeys:	_____	_____
Ground floor area (m ²):	_____	_____
Gross floor area (m ²):	_____	_____
Parking area (m ²):	_____	_____
Setback, front lot line (m):	_____	_____
Setback, rear lot line (m):	_____	_____
Setback, side lot line (m):	_____	_____
Setback, side lot line (m):	_____	_____
Date constructed:	_____	_____

<u>PROPOSED</u>	<u>BUILDING 1</u>	<u>BUILDING 2</u>	<u>BUILDING 3</u>
Building type:	_____	_____	_____
Length (m):	_____	_____	_____
Width (m):	_____	_____	_____
Height (m):	_____	_____	_____
No. of storeys:	_____	_____	_____
Ground floor area (m ²):	_____	_____	_____
Gross floor area (m ²):	_____	_____	_____
Parking area (m ²):	_____	_____	_____
Setback, front lot line (m):	_____	_____	_____
Setback, rear lot line (m):	_____	_____	_____
Setback, side lot line (m):	_____	_____	_____
Setback, side lot line (m):	_____	_____	_____

14. Potable water will be supplied to the subject lands through:
- Publicly owned and operated piped water system.
 - Privately owned and operated individual or communal well.
 - Lake or other water body.
 - Other means. Explain: _____
15. Sewage disposal will be supplied to the subject lands through:
- Publicly owned and operated sanitary sewage system.
 - Privately owned and operated individual or communal septic system.
 - A privy.
 - Other means. Explain: _____
16. Storm drainage will be supplied to the subject lands through:
- Publicly owned and operated storm sewer system.
 - Privately owned and operated storm sewer system.
 - Ditches and swales.
 - Other means. Explain: _____
17. Has the subject lands ever been the subject of any of the following matters under the Planning Act:
- (a) For approval of a plan of subdivision under Section 51. Yes No
 File No.: _____ Status: _____
- (b) For approval of a consent under Section 53. Yes No
 File No.: _____ Status: _____
- (c) For approval of minor variance/permission under Section 45. Yes No
 File No.: _____ Status: _____
18. This application must be accompanied by a digital sketch, in metric, showing as applicable:
- ✓ The boundaries and dimensions of the subject lands;
 - ✓ The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
 - ✓ The approximate location of all natural and artificial features (i.e. buildings, railways, roads, watercourses, drainage ditches, rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
 - (i) are located on the subject land and on land that is adjacent to it; and
 - (ii) in the applicant's opinion, may affect the application.
 - ✓ The current uses of land that is adjacent to the subject land; (continued on next page)

- ✓ The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way;
- ✓ If access to the subject lands will be by water only, the location of the parking and docking facilities to be used; and
- ✓ The location and nature of any easement affecting the subject land.

19. This application must be filed **with the Municipality of Central Elgin, 450 Sunset Drive, St. Thomas, Ontario, N5R 5V1, and must be accompanied by the application fee of \$553.75.**

PLEASE MAKE CHEQUES PAYABLE TO “THE MUNICIPALITY OF CENTRAL ELGIN”

DECLARATION:

I, Claire Koops of The Town of Ingersoll
do solemnly declare that all above statements contained in all of the exhibits transmitted herewith are true, and I 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.

Declared before me at the _____ Town of Tillsonburg

In the County of Oxford
this 10th
day of April A.D. 2026

Karla Cyr
A Commissioner, etc.

Claire Koops
Signature of Owner or Authorized Agent

**Karla Suzanne Cyr, a Commissioner, etc.,
Province of Ontario,
for Cyril J. Demeyere Limited.
Expires March 21, 2028.**

OWNER'S AUTHORIZATION

THIS MUST BE COMPLETED BY THE OWNER IF THE OWNER IS NOT FILING THE APPLICATION

Note: If there are multiple Owners, an authorization letter from each Owner (with dated, original signature) is required OR each Owner must sign the following authorization.

I, (we) Fatima Sherif being the Applicant(s) and/or registered Owner(s) of the subject lands, hereby authorize Claire Koops per CUDL to prepare and submit an Application for a Minor Variance.

Fatima Sherif
Signature

10-Apr-2026

Day Month Year

Municipal Freedom of Information Declaration:

In accordance with the provisions of the Access to Information Act, it is the policy of the Municipality of Central Elgin to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I Claire Koops (please print name) the Owner Applicant Authorized Agent, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the Municipality of Central Elgin to post a "Possible Land Use Change" sign and allow municipal staff to access to the subject lands for purposes of evaluation of the subject application.

10-Apr-2026

Signature

Day Month Year

OWNER'S AUTHORIZATION:

THIS MUST BE COMPLETED BY THE OWNER IF THE OWNER IS NOT FILING THE APPLICATION

Note: If there are multiple Owners, an authorization letter from each Owner (with dated, original signature) is required OR each Owner must sign the following authorization.

I, (we) Fatime Sherifi, being the Applicant(s) and/or registered Owner(s) of the subject lands, hereby authorize Claire Koops per CJDL to prepare and submit an Application for a Minor Variance.

Signature

10-Apr-2026

Day

Month

Year

Municipal Freedom of Information Declaration:

In accordance with the provisions of the Planning Act, it is the policy of the Municipality of Central Elgin to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I Claire Koops (please print name) the Owner Applicant Authorized Agent, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the Municipality of Central Elgin to post a "Possible Land Use Change" sign and allow municipal staff to access to the subject lands for purposes of evaluation of the subject application.

Signature

Claire Koops

10-Apr-2026

Day

Month

Year