

# Committee of Adjustment Application for Minor Variance

## Introduction – Minor Variance

An asterisk (\*) indicates a response is required

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## Pre-consultation with Zoning and Planning Services staff

**Was a Preliminary Zoning Review submitted for this proposal? (Residential properties only) \***

☐ Yes

☒ No

**Was Planning Services staff consulted? \***

☒ Yes

☐ No

It is **highly recommended** that a [Preliminary Zoning Review](#) and pre-consultation with Planning Services staff be completed prior to submitting your application to the Committee of Adjustment. Failure to do so may result in your application being deferred, refused or deemed incomplete.

[Preliminary Zoning Review form](#)

If you would like to schedule a pre-consultation with Planning staff, please email [planning@guelph.ca](mailto:planning@guelph.ca) before submitting this form.

**I understand that a Preliminary Zoning Review and pre-consultation with Planning Services staff is highly recommended \***

☒ I agree

## Committee of Adjustment fee(s)

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Following the submission of this online form, Committee of Adjustment staff will contact you to complete the required fee payment and that until such time that the fee is received, the application will not be complete and will not be processed. For the application fee and the fee refund policy, please visit the [Committee of Adjustment fees](#) page.

**I understand that following the submission of this online form, Committee of Adjustment staff will contact me to complete the required fee payment \***

☒ I agree

## Municipal Freedom of Information

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In submitting this development application and supporting document, the owner/authorized agent, hereby acknowledge the City of Guelph will provide public access to all development applications and supporting documentation, and provide their consent, that personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be part of the public record and will also be available to the general public. Therefore, information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be **posted online** and available to the general public.

Questions regarding the collection, use, and disclosure of this information may be directed to the Information and Access Coordinator at [privacy@guelph.ca](mailto:privacy@guelph.ca) or 519-822-1260 extension 2349.

**I understand and provide my consent, that personal information, as defined by Section 2 of the MFIPPA is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. \***

☒ I agree

## Permission to enter the site

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**The owner or authorized agent hereby authorizes the Committee of Adjustment members and City of Guelph staff to enter onto the above-noted property for the limited purposes of evaluating the merits of this application. \***

☒ I agree

## Posting of Advisory Sign

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**I understand that each sign must be posted at least ten (10) days before the scheduled hearing of this application and be replaced, if necessary, until the day following the hearing.\***

☒ I agree



# Committee of Adjustment Application for Minor Variance

## Contact information

An asterisk (\*) indicates a response is required

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## Registered owner

If there is more than one owner, please include all registered owner(s) as listed on Transfer/Deed of Land.

**Name \***

Kyle Carlous

**Phone \***

(519) 222-2159

**Extension**

**Email \***

kyle@sutcliffehome  
s.ca

## Mailing address

**Unit**

**Street address \***

5825 Sixth Line  
East RR2

**City \***

Ariss

**Postal code \***

N0B1B0

**Is there an authorized agent? \***

☒ Yes

☐ No

## Agent information

**Organization/company  
name**

GSP Group

**Name \***

Charlotte Balluch

**Phone \***

(905) 441-4846

**Email**

cballuch@gspgrou  
p.ca

**Is the agent mailing address the same as the  
one for the registered owner? \***

☐ Yes

☒ No

**Agent mailing address**

**Street address \***

72 Victoria St S  
Suite 201

**City \***

Kitchener

**Province \***

Ontario

**Postal code \***

N2G 4Y9

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# Committee of Adjustment Application for Minor Variance

## Property information

An asterisk (\*) indicates a response is required

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### Property address

**Street number \***

423

**Street \***

Woolwich Street

**City \* ?**

Guelph

**Province \***

Ontario

**Postal code**

N2K0C8

### Legal Description of the property

The legal description is the registered plan and lot number(s)

**Legal description of the property \***

Part Lot 9, Plan 18

[Official Plan Designation – Schedule: Land Use \(PDF\)](#)

**Official Plan Designation – Land Use \***

Mixed Use / Commercial

[Current Zoning Designation – Interactive Map](#)

**Current zoning designation \***

OR-36

**Date property was purchased \***

3/1/2022



**Is a building or structure proposed? \***



Yes



No

**Date of proposed construction \***

4/15/2023



**Is this a vacant lot? \***



Yes



No

**Is this a corner lot? \***



Yes



No

**Length of time existing uses have continued \***

30+ years

**Existing use of the subject property \***

Commercial

**Dimensions of the property**

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Please refer to survey plan or site plan

**Frontage (metres) \***

20.28

**Area (metres squared) \***

1300

**Depth (metres) \***

49



# Committee of Adjustment Application for Minor Variance

## Application details

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## Purpose of the application

Is the purpose of the application enlargement/extension of legal non-conforming use? \*

☐ Yes

☒ No

Purpose of the application \* ?

☐ new building

☒ building addition

☐ accessory structure

☐ accessory apartment

☐ fence height

☐ additional use

☐ variance(s) related to a consent application

☐ other

Type of proposal (select all that apply) \*

☐ Existing

☒ Proposed

## Variance(s) required

[View the Zoning Bylaw](#)



**Section or table of Zoning Bylaw \***

Table 6.5.2 Row 4

**Proposed \***0.4m front yard  
setback**Required \***3.0m front yard  
setback**Section or table of Zoning Bylaw \***

Table 6.5.2 Row 4

**Proposed \***2.3m exterior side  
yard setback**Required \***3.0m exterior side  
yard setback**Section or table of Zoning Bylaw \***

S. 4.6.1 i)

**Proposed \***Within any part of a  
sight line triangle at  
vehicular access  
area a Building,  
Structure may be  
located.**Required \***Within any part of a  
sight line triangle at  
vehicular access  
area no Building,  
Structure shall be  
located.**Section or table of Zoning Bylaw \***

Table 4.7 Row 12

**Proposed \***Maximum yard  
projection of 2.4m  
and minimum  
exterior side yard  
setback from lot  
line be 0.6m**Required \***Maximum  
projection into  
exterior side yard  
of 1.5m and  
minimum setback  
from exterior side  
yard of 0.8m

Why is it not possible to comply with the Zoning Bylaw?

**Please describe the reasons why the variance(s) are needed \* ?**

The existing 2-storey building on site is located within the required front yard and exterior side yard setbacks and corner visibility triangle. The proposed development includes the addition of a 3rd floor on top of the existing 2-storey building. The existing building will be renovated to convert the majority of the space into residential apartments with 1 office unit remaining. The new 3rd floor will be comprised of residential apartments. No changes are proposed to the footprint of the existing 2-storey building which is currently a building with legally non-conforming regulations.

**Other development applications that relate to this minor variance. Has the subject land ever been the subject of:**

- |  |   |
|--|---|
| <input type="checkbox"/> Official Plan Amendment             | <input type="checkbox"/> Zoning Bylaw Amendment |
| <input type="checkbox"/> Plan of Subdivision                 | <input checked="" type="checkbox"/> Site Plan   |
| <input type="checkbox"/> Building Permit                     | <input type="checkbox"/> Consent                |
| <input type="checkbox"/> Previous Minor Variance Application |   |

**Site Plan reference/application number \* ?**

SP23-002



# Committee of Adjustment Application for Minor Variance

## Building information

An asterisk (\*) indicates a response is required

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### Existing buildings and structures

#### Main building (dwelling and building)

**Gross floor area of main building (square metres) \***

232.99

**Number of stories of main building \***

3

**Height of the main building (metres) \***

9

**Width of the main building (metres) \***

11.9

**Length of the main building (metres) \***

19.6

### Additional existing buildings

**Are there any additional buildings or structures on the subject property? \***

☒ Yes

☐ No

Select the buildings or structures that are on the subject property?  
(check all that apply) \*

- ☐ Accessory structure
- ☐ Deck
- ☐ Porch
- ☒ Other

Other

Please specify

Type of structure *		Gross floor area of structure (square metres) *	
Existing fourplex		144.7	
Number of stories of structure *	Height of structure (metres) *	Width of structure (metres) *	Length of structure (metres) *
2	6	10	14

Type of structure *		Gross floor area of structure (square metres) *	
Existing duplex		77	
Number of stories of structure *	Height of structure (metres) *	Width of structure (metres) *	Length of structure (metres) *
2	6	6	12.8



# Committee of Adjustment Application for Minor Variance

## Building information (continued)

An asterisk (\*) indicates a response is required

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### Proposed buildings and structures

**Add a proposed building or structure (check all that apply) \***

- |  |   |
|--|---|
| <input type="checkbox"/> Accessory structure | <input checked="" type="checkbox"/> Building addition |
| <input type="checkbox"/> Deck                | <input type="checkbox"/> Porch                        |
| <input type="checkbox"/> Other               |   |

### Proposed building addition

**Gross floor area of proposed building addition (square metres) \***

232.99

**Number of stories of proposed building addition \***

1

**Height of building addition (metres) \***

2.43

**Width of building addition (metres) \***

11.9

**Length of building addition (metres) \***

19.5



# Committee of Adjustment Application for Minor Variance

## Setbacks, access and services

An asterisk (\*) indicates a response is required

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### Setbacks for all Buildings and Structures

A setback is the distance from a property line to the nearest wall/structure/building.

#### Existing

**Front setback  
(metres) \***

0.4

**Rear setback  
(metres) \***

20.2

**Exterior setback  
(metres) \***

0.7

**Interior setback  
(metres) \***

3.9

#### Proposed

**Front setback  
(metres) \***

0.4

**Rear setback  
(metres) \***

20.2

**Exterior setback  
(metres) \***

0.7

**Interior setback  
(metres) \***

3.9

## Type of Access to the Subject Lands

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**Type of Access to the Subject Lands (check all that apply) \***

- |   |  |
|---|--|
| <input type="checkbox"/> Provincial highway | <input checked="" type="checkbox"/> Municipal road |
| <input type="checkbox"/> Private road       | <input type="checkbox"/> Water                     |
| <input type="checkbox"/> Other              |  |

## Types of Municipal Services

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**Types of Municipal Service (check all that apply)**

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Water | <input checked="" type="checkbox"/> Sanitary<br>sewer | <input checked="" type="checkbox"/> Storm<br>sewer |
|---|---|--|



# Committee of Adjustment Application for Minor Variance

## Summary and review

An asterisk (\*) indicates a response is required

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## Sworn Declaration

I solemnly declare that all of the above statements contained in this application 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.

**Name \***

Charlotte Balluch

**Date \***

3/15/2023



**Street address \***

72 Victoria St S  
Suite 201

**City \***

Kitchener

**Province \***

Ontario

## Appointment and Authorization

I have been authorized by the registered property owner(s) as the agent for the purpose of submitting an application(s) to the Committee of Adjustment and I am acting on behalf of the owner(s) in relation to this application.

**Name \***

Charlotte Balluch

**Date \***

3/13/2023





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## Additional fees

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### Committee of Adjustment

For the application fee related to the Committee of Adjustment, please visit the [Committee of Adjustment fees](#) page.

### Conservation Authority - GRCA

Should the lands be within an area of interest to the [Grand River Conservation Authority](#) (GRCA), a further fee may be required for GRCA comments.

### Legal and Realty Services

Any municipal agreement required as a condition of minor variance approval will be subject to a fee of \$428.00 plus HST and applicable search and registration costs.

### Building Services

For fees related to permits issued by Building Services, please visit [Building Services fee webpage](#)

### Other Fees

For information on any other additional user fees, please visit the [2023 User Fee Guide](#)

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**I have read and understood the statements above. \***

☒ I agree

**What email address would you like us to contact you with? \***

cballuch@gspgroup.ca

# Office use only

File number

**A-20/23**

## Address

423 Woolwich Street  
Guelph, Ontario  
N2K0C8

Comments from staff

**Received March 14, 2023**