

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

Committee of Adjustment fee(s)

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

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 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

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

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

Registered owner

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

Name *	Phone *	Extension	Email *
<input type="text" value="David Bartram"/>	<input type="text" value="(519) 820-0684"/>	<input type="text"/>	<input type="text" value="dave.bartram@bart
ramwoodlands.ca"/>

Mailing address

Unit	Street address *	City *	Postal code *
<input type="text"/>	<input type="text" value="3 King St."/>	<input type="text" value="Guelph"/>	<input type="text" value="N1E4P4"/>

Name *	Phone *	Extension	Email *
<input type="text" value="Cheryl McGowan"/>	<input type="text" value="(519) 820-0684"/>	<input type="text"/>	<input type="text" value="beelightful@sympa
tico.ca"/>

Mailing address

Unit	Street address *	City *	Postal code *
<input type="text"/>	<input type="text" value="3 King St."/>	<input type="text" value="Guelph"/>	<input type="text" value="N1E4P4"/>

Is there an authorized agent? *

Yes

No

Agent information

Organization/company name

Grinham Architects

Name *

Lloyd Grinham

Phone *

(519) 766-1580

Email

lloyd@grinhamarchitect.com

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

Yes

No

Agent mailing address

Street address *

15 Yarmouth St

City *

Guelph

Province *

Ontario

Postal code *

N1H4G2

Organization/company name

Grinham Architects

Name *

Caroline Prochazka

Phone *

(519) 766-1580

Email

cprochazka@grinham.ca

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

Yes

No

Agent mailing address

Street address *

15 Yarmouth St

City *

Guelph

Province *

Ontario

Postal code *

N1H4G2



Committee of Adjustment Application for Minor Variance

Property information

An asterisk (*) indicates a response is required

Property address

Street number *

Street *

City * ?

Province *

Postal code

Legal Description of the property

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

Legal description of the property *

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

Official Plan Designation – Land Use *

[Zoning Designation under Zoning By-law \(1995\)-14864 – Interactive Map](#)

Current zoning designation under Zoning By-law (1995)-14864, as amended *

R.1B

Zoning Designation under Zoning By-law (2023)-20790, as amended – Interactive Map

Current zoning designation under Zoning By-law (2023)-20790, as amended *

RL.1

Date property was purchased *

11/30/2005



Is a building or structure proposed? *

Yes

No

Date of proposed construction *

8/1/2023



Is this a vacant lot? *

Yes

No

Is this a corner lot? *

Yes

No

Length of time existing uses have continued *

147 years - Original dwelling built in 1876

Existing use of the subject property *

Residential

Dimensions of the property

Please refer to survey plan or site plan

Frontage (metres) *

16

Area (metres squared) *

959.6

Depth (metres) *

59

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 under Zoning By-law (1995)-14864, as amended

The City of Guelph recently approved a new Zoning By-law. This means that applicants will need to apply under both the current, and previous Zoning By-law while the transition occurs. Please ensure you are applying for variances under both Zoning By-law (1995)-14864, as amended and Zoning By-law (2023)-20790, as amended.

[View the Zoning Bylaw](#)

Are variance(s) from Zoning By-law (1995)-14864, as amended, required? *

Yes

No

Section or table of Zoning Bylaw (1995)-14864, as amended *

Proposed *

Required *

Table 5.1.2. Row 7

0.85m

1.5m

Variance(s) required under Zoning By-law (2023)-20790, as amended

[View the Zoning Bylaw](#)

Are variance(s) from Zoning By-law (2023)-20790, as amended, required? *

Yes

No

Section or table of Zoning Bylaw (2023)-20790, as amended *

Proposed *

Required *

Table 6.3, C

0.85m

1.5m

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

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

The existing setback along the west side of the existing garage structure is just 1m (existing non-conforming). In order to convert the garage into habitable space, this proposal seeks to retain the existing concrete block garage walls, but add insulation and siding to their exterior face in partial fulfillment of current building code requirements. The insulation and siding assembly will be determined at a later time, but this will not exceed 6" from the existing face of concrete block.

In addition to the above, the existing foundations have been assessed by Structural Engineers and deemed sufficient for the proposed load.

However, as they are shallow trench foundations, additional insulation is also required to the exterior face of this existing foundation to prevent damage from frost action.

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

Official Plan Amendment

Zoning Bylaw Amendment

Plan of Subdivision

Site Plan

Building Permit

Consent

Previous Minor Variance Application

Building Permit application number * 

Open Permit Number 22 000838 000



Committee of Adjustment Application for Minor Variance

Building information

An asterisk (*) indicates a response is required

Existing buildings and structures

Main building (dwelling and building)

Gross floor area of main building (square metres) *

175.5

Number of stories of main building *

1

Height of the main building (metres) *

5.4

Width of the main building (metres) *

6.8

Length of the main building (metres) *

11.5

Additional existing buildings

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

Yes

No



Committee of Adjustment Application for Minor Variance

Building information (continued)

An asterisk (*) indicates a response is required

Proposed buildings and structures

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

- Accessory structure
- Building addition
- Deck
- Porch
- Other

Proposed deck

Gross floor area of proposed deck (square metres) *

Height of deck (metres) *

Width of deck (metres) *

Length of deck (metres) *



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Setbacks, access and services

An asterisk (*) indicates a response is required

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) *

Rear setback (metres) *

Left setback (metres) *

Right setback (metres) *

Proposed

Front setback (metres) *

Rear setback (metres) *

Left setback (metres) *

Right setback (metres) *

Type of Access to the Subject Lands

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

Provincial highway

Municipal road

Private road

Water

Other

Types of Municipal Services

Types of Municipal Service (check all that apply)

Water

Sanitary
sewer

Storm
sewer



Committee of Adjustment Application for Minor Variance

Summary and review

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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 *

Caroline Prochazka

Date *

5/29/2023



Street address *

15 Yarmouth St

City *

Guelph

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 *

Grinham Architects

Date *

5/29/2023



Additional fees

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](#)

I have read and understood the statements above. *

I agree

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

cprochazka@grinham.ca

Office use only

File number

A-40/23

Address

3 King Street
Guelph, Ontario
N1E4P4

Comments from staff

Received May 30, 2023