

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 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.

If you would like to schedule a pre-consultation with Planning staff, please email 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)

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



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Contact information

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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 *	Phone *	Extension	Email *
<input type="text" value="SSMW Holdings Limited"/>	<input type="text" value="(416) 570-8458"/>	<input type="text"/>	<input type="text" value="joseph@akja.ca"/>

Mailing address

Unit	Street address *	City *	Postal code *
<input type="text"/>	<input type="text" value="1952 Gordon Street"/>	<input type="text" value="Guelph"/>	<input type="text" value="N1L 1G6"/>

Is there an authorized agent? *

- Yes
- No

Agent information

Organization/company name

MHBC Planning

Name *

Andrea Sinclair

Phone *

(519) 835-7101

Email

asinclair@mhbcplan.com

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

Yes

No

Agent mailing address

Street address *

540 Bingemans
Centre Drive, Suite
200

City *

Kitchener

Province *

Ontario

Postal code *

N2B 3X9



Committee of Adjustment Application for Minor Variance

Property information

An asterisk (*) indicates a response is required

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Property address

Street number *

191

Street *

Kortright Road Wes

City * ?

Guelph

Province *

Ontario

Postal code

N1N 1N1

Legal Description of the property

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

Legal description of the property *

Lot 1, Plan 707

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

Official Plan Designation – Land Use *

Low Density Residential

[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 *

10/18/2022



Is a building or structure proposed? *

Yes

No

Date of proposed construction *

11/30/2023



Is this a vacant lot? *

Yes

No

Is this a corner lot? *

Yes

No

Length of time existing uses have continued *

Residential since 1980's

Existing use of the subject property *

Residential

Dimensions of the property

Please refer to survey plan or site plan

Frontage (metres) *

24.6

Area (metres squared) *

985

Depth (metres) *

41



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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 *

4.15.1.1

Proposed *

Both ARU's permitted within the same building as the primary unit.

Required *

Only one ARU is permitted within the same building as the primary unit.

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

4.15.1.6.1

Proposed *

No cap on the size of an ARU provided any future addition meets all required zoning setbacks.

Required *

45% of of the size of the primary dwelling.

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

4.13.4.3

Proposed *

Allow one ARU with no minimum parking requirement. Resulting in a total parking requirement of 2 spaces for three units.

Required *

1 parking space per ARU unit.

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

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

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

See cover letter for detail. The variances will essentially allow for a triplex which is now permitted under the new zoning by-law. Since the new by-law is under appeal, variances are being sought to the old by-law which does not currently permit a triplex. As such, we are working within the ARU framework which is restrictive when compared to the new requirements for a triplex. Parking will be located within the existing garage and driveway. No new parking areas are proposed. The exact configuration of the addition is to be determined but will comply with all zoning setbacks.

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

Plan of Subdivision reference/application number *



Unknown - the subdivision was approved likely in the early 1980's.

Building Permit application number *

Unknown - the building was likely constructed in the 1980s



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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) *

Number of stories of main building *

Height of the main building (metres) *

Width of the main building (metres) *

Length of the main building (metres) *

Additional existing buildings

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

Yes

No



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

Proposed other structure

Please specify

Type of proposed structure *

Building addition at a later date. Exact size to be determined but will be in compliance with all required setbacks.

Gross floor area of proposed structure (square metres) *

87

Number of stories of structure *

2

Height of structure (metres) *

7

Width of structure (metres) *

9.8

Length of structure (metres) *

8.8



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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) *

Exterior setback (metres) *

Interior setback (metres) *

Proposed

Front setback (metres) *

Rear setback (metres) *

Exterior setback (metres) *

Interior 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 *

Andrea Sinclair

Date *

9/21/2023



Street address *

540 Bingemans
Centre Drive

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 *

Andrea Sinclair

Date *

9/21/2023



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? *

asinclair@mhbcplan.com

Office use only

File number

A-73/22

Address

191 Kortright Road West
Guelph, Ontario

Comments from staff

Received September 12, 2023