

# Information Brochure Zoning (Variation Order)

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## ZONING VARIANCE APPLICATIONS IN THE R.M. OF SPRINGFIELD

THIS BROCHURE IS INTENDED ONLY AS A GENERAL GUIDE TO THE ZONING VARIANCE PROCESS IN SPRINGFIELD. IT IS NOT MEANT TO REPLACE PREVAILING BY-LAWS OR REGULATIONS.

### *WHAT IS A VARIANCE?*

SPRINGFIELD ZONING BYLAW AND/OR SPRINGFIELD TOWN PLANNING SCHEME 1959 SET OUT MINIMUM REQUIREMENTS FOR SUCH MATTERS AS SITE AREA, SITE WIDTH, SITE COVERAGE, VEHICLE PARKING SPACES, AND LANDSCAPING. WHERE LANDOWNERS FEEL THE REGULATIONS ADVERSELY AFFECTS THEM, THEY CAN APPLY TO VARY THESE REGULATIONS

### *WHY DO ZONING VARIANCES NEED TO BE APPROVED?*

ZONING REGULATIONS ARE PUT IN PLACE TO ENSURE A MINIMUM STANDARD AND QUALITY OF DEVELOPMENT TO PROTECT THE MUNICIPALITY AND PROPERTY OWNERS FROM UNSAFE AND POORLY PLANNED DEVELOPMENTS. WHEN CONSIDERING VARIANCES, THE MUNICIPALITY IS REQUIRED TO HOLD A PUBLIC HEARING. THE APPLICANT AND LANDOWNERS IN THE SURROUNDING AREA ARE NOTIFIED OF THE DATE OF PUBLIC HEARING. THIS PROVIDES AN OPPORTUNITY FOR THOSE PEOPLE AFFECTED TO EXPRESS ANY CONCERNS THEY MAY HAVE RELATIVE TO THE VARIANCE APPLIED FOR.

### *THE ZONING VARIANCE APPLICATION PROCESS*

HERE ARE THE MAJOR STAGES IN THE ZONING VARIANCE APPLICATION PROCESS:

#### **PRE-APPLICATION**

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PRIOR TO SUBMITTING YOUR ZONING VARIANCE APPLICATION, YOU SHOULD MEET WITH THE DEVELOPMENT OFFICER OR MUNICIPAL STAFF TO DISCUSS YOUR PROPOSAL AND REVIEW APPLICABLE PLANS, POLICIES AND REGULATIONS. STAFF CAN ALSO INFORM YOU AS TO HOW COUNCIL HAS DEALT WITH SIMILAR APPLICATIONS IN THE PAST.

#### **SUBMIT AN APPLICATION**

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ZONING VARIANCE APPLICATION FORMS ARE AVAILABLE AT THE PLANNING OFFICE. STAFF CAN ASSIST YOU, BUT BE PREPARED TO SUBMIT THE FOLLOWING INFORMATION:

- THE REQUISITE FEE;
- THE PROPERTY OWNER'S NAME AND ADDRESS. (IF THE APPLICANT IS APPLYING ON BEHALF OF THE PROPERTY OWNER, A LETTER OF AUTHORIZATION MUST BE SUBMITTED);
- A CURRENTLY DATED (WITHIN 30 DAYS) STATUS OF TITLE WITH ALL CAVEATS;
- THE ADDRESS AND LEGAL DESCRIPTION OF THE SUBJECT PROPERTY;
- A DESCRIPTION OF THE PROPOSED VARIANCE;
- A SITE PLAN OR BUILDING LOCATION CERTIFICATE SHOWING;
  - DIMENSIONS AND SHAPE OF SITE
  - THE SIZE AND LOCATION OF EXISTING BUILDINGS
  - THE SIZE AND LOCATION OF ANY PROPOSED BUILDING (S)
  - LOCATION OF ANY EXISTING OR PROPOSED WELL, SEPTIC FIELD, POND OR OTHER WATER BODY
  - THE DIRECTION AND ESTIMATED DISTANCE BETWEEN SIDE AND REAR LOT LINES AND ANY DWELLING, STRUCTURE, BARN, WELL, POND, DRAINAGE SYSTEM, OR ANY WATER BODY SITUATED ON ANY ABUTTING PROPERTY;

## **NOTICE OF APPLICATION**

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ONCE ESTABLISHED THE APPLICANT AND NEIGHBOURING PROPERTY OWNERS WILL BE INFORMED AS TO THE DATE, TIME AND PLACE THE APPLICATION WILL BE CONSIDERED

## **APPLICATION REVIEW**

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THE DEVELOPMENT OFFICER WILL REVIEW YOUR APPLICATION IN REGARDS TO ITS IMPACT ON OTHER PROPERTY OWNERS IN THE AREA. A REPORT WILL BE PREPARED AND A RECOMMENDATION WILL BE MADE TO COUNCIL REGARDING THE APPROPRIATENESS OF THE VARIANCE APPLIED FOR.

## **REPORT TO COUNCIL AND PUBLIC HEARING**

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THE REPORT WILL BE AVAILABLE BEFORE THE PUBLIC HEARING. ANY PERSON WHO FEELS THEY MAY BE AFFECTED WILL BE GIVEN AN OPPORTUNITY TO EXPRESS THEIR VIEWS IN REGARD TO THE APPLICATION. THIS INCLUDES THE APPLICANT WHO WILL PRESENT THE DETAILS AND RESPOND TO ANY QUESTIONS. WHEN ALL INTERESTED PARTIES HAVE BEEN HEARD PUBLIC REPRESENTATIONS WILL BE CLOSED.

## **COUNCIL'S DECISION**

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ON COMPLETION OF REPRESENTATIONS, COUNCIL WILL CONSIDER WHETHER THE APPLICATION ADVERSELY AFFECTS THE GENERAL ENVIRONMENT, AMENITY, VALUE AND CONVENIENCE OF ADJOINING PROPERTIES OR THE COMMUNITY AS A WHOLE, AND WHETHER TO IMPOSE CONDITIONS IN ORDER TO MAINTAIN THE INTENT OF SPRINGFIELD DEVELOPMENT PLAN AND/OR THE ZONING REGULATIONS. IN REGARDS TO ZONING VARIANCES, THE APPLICANT AND THOSE PEOPLE WHO MADE REPRESENTATION AT THE PUBLIC HEARING WILL BE NOTIFIED BY MAIL OF COUNCIL'S DECISION. COUNCIL'S DECISION IS BINDING AND FINAL AND IS NOT SUBJECT TO APPEAL.

FOR FURTHER INFORMATION CONTACT THE DEVELOPMENT OFFICER AT 444-3824.