



# MINOR VARIANCE SUPPORTING INFORMATION FORM

2025

OWNER AND APPLICANT INFORMATION	
Address of Subject Land:	
Legal Description:	
Registered Owner on Title:	
Address:	
Telephone:	e-mail:
Applicant or Agent:	
Address:	
Telephone:	e-mail:

MORTGAGE, HOLDERS OF CHARGES OR OTHER EMCUMBERANCES	
Institution/Company:	
Contact/Reference:	
Address:	
Telephone:	e-mail:

CONDOMINIUM MANAGEMENT OFFICE INFORMATION	
Condominium Corporation Name:	
Condominium Office Address:	
Telephone:	e-mail:



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This application is being made under the following sections of the *Planning Act*, R.S.O. 1990, c. P.13, as amended (please select all that applies):

- Section 45(1) - Minor Variance**  
Changes to a by-law standard or use (e.g. setbacks, frontage, height, depth)
- Section 45(2)(a) - Permission**  
Extensions, enlargements or changes to legal non-conforming uses
- Section 45(2)(b) - Permission**  
Interpretation of general terms under the zoning by-law

1. Please confirm if a Zoning Preliminary Review (ZPR), Housing Permit (HP), Non-Housing Permit (NH) or Site Plan Control Application (SPC) application was made:

Yes - File Number: \_\_\_\_\_ Report Generated Date: \_\_\_\_\_

If yes, have changes to the plan been made since receiving Zoning comments or a Changemarks Report from a ZPR, HP, NH or SPC?  Yes  No

Note: If a ZPR was not completed, or Zoning comments or a Changemarks report has not been received, any additional variances identified during the building permit process will require a new application to the Committee of Adjustment.

If no was selected, or if variances are being revised, describe the nature and extent of relief applied for:

**Instructions:** for each variance requested, please provide the following:

1. By-law Number
2. The applicable section of the Zoning By-law for which relief is being sought
3. What is the proposed variance?
4. What is required by the Zoning By-law

**For Example:** By-law 28-97, Section 3.0: to permit a minimum of 2 parking spaces, whereas the By-law requires a minimum of 3 parking spaces.

a) By-law \_\_\_\_\_, Section \_\_\_\_\_:  
To permit \_\_\_\_\_ whereas the By-law \_\_\_\_\_.

b) By-law \_\_\_\_\_, Section \_\_\_\_\_:  
To permit \_\_\_\_\_, whereas the By-law \_\_\_\_\_.

c) By-law \_\_\_\_\_, Section \_\_\_\_\_:  
To permit \_\_\_\_\_, whereas the By-law \_\_\_\_\_.

2. Why is it not possible to comply with the provisions of the by-law, and how does it meet the 4 tests for Minor Variance?



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- 3. Provide the date of the acquisition of the property: \_\_\_\_\_
- 4. Provide the date of the construction of all buildings/structures: \_\_\_\_\_
- 5. What is the existing use of the property? \_\_\_\_\_
- 6. What is the proposed use of the property? \_\_\_\_\_
- 7. Provide the length of time the existing uses of the property have continued: \_\_\_\_\_
- 8. Provide the existing uses of the abutting properties: \_\_\_\_\_

9. Dimensions of the property affected:

Property Dimensions	Metric	Imperial
Frontage:		
Depth:		
Area:		

10. If not shown on submitted plans, describe the particulars (metric) of all buildings and/or structures on the existing and the proposed for the subject property:

Building/Structure Particulars	Existing	Proposed
Building (list all structures):		
Total Gross Floor Area:		
Height:		
Width:		
Depth:		
Number of Storeys:		
Identify side yard setback by minimum distance of the lot lines and geographical directions (N, S, E, W)	Existing	Proposed



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Front yard Setback:		
Rear yard Setback		
Side yard Setback:		
Side yard Setback:		

11. Check the appropriate box respecting the availability of Municipal Services and access to the property:

Source of Water/Sewer:	YES	NO	Source of Access:	YES	NO
Municipal Water			Provincial Highway		
Sanitary Sewers			Municipal Road		
Storm Sewers			Other Public Road		
Well			Water Access Only		

If access is by water only, indicate the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road:

12. What is the Parent Zoning By-Law Number? \_\_\_\_\_

13. What is the Zoning By-Law Designation? \_\_\_\_\_

14. What is the Official Plan Designation? \_\_\_\_\_

15. Is the subject property part of a current application for approval of a plan of subdivision or consent under the *Planning Act*, or has the present owner(s) ever applied for a minor variance or permission regarding the subject property?  Yes  No

If yes, briefly describe and include file numbers and the dates of filing:

17. Is there a site specific zoning by-law amendment for this property?  Yes  No

If yes, briefly describe, include file number(s), and date of passing by Council:



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## DECLARATION OF APPLICANT / AUTHORIZED AGENT

**A Zoning Preliminary Review (ZPR) is highly recommended prior to application submission**  
*Contact Information: City of Markham Building Department, (905)475-4870. Additional fee required*

It is the applicant and/or agent's responsibility to ensure that the application has accurately identified all the variances to the Zoning By-law required for the proposed development. Applicants are strongly encouraged to contact the Building Department to obtain a Zoning Preliminary Review (ZPR) **prior to submission of their application**. The Zoning Preliminary Review identifies the zoning requirements and development standards applicable to your property, and the relief from the zoning by-law required to permit the proposed development. If the variances in the application contains errors, or if the need for additional variances are identified during the building permit review process, further variance application(s) may be required to address the outstanding matters and there will be a delay in application processing time.

### **Online Zoning Search**

In addition to the above, applicants should also perform a Zoning Search prior to submission. The Zoning Search identifies the zoning requirements and development standards applicable to your property, but does not include a staff review of your application. It is the applicant and/or agent's responsibility to ensure that the application has provided all the variances to the Zoning By-law required for the proposed development. If additional variances are identified during the building permit process, a new variance application is required for submission. The following is a link to this service:

<https://www.markham.ca/economic-development-business/building-permits/zoning-search>

I/We \_\_\_\_\_ the Owner (or Agent as declared), hereby  
*(Type or print name)*

agree and acknowledge that it is the applicant and/or agent's responsibility to ensure that the application has accurately identified all the variances to the Zoning By-law required for the proposed development, and that all information contained in this application and information contained in the documents that accompany this application are true. I understand that applicants are strongly encouraged to contact the Building Department to obtain a Zoning Preliminary Review (ZPR) **prior to submission of their application**. The Zoning Preliminary Review identifies the zoning requirements and development standards applicable to your property, and the relief from the zoning by-law required to permit the proposed development. If the variances in the application contains errors, or if the need for additional variances are identified during the building permit review process, further variance application(s) may be required to address the outstanding matters and there will be a delay in application processing time.

\_\_\_\_\_  
*(signature of owner(s) or authorized agent)*

\_\_\_\_\_  
*Date*



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## AUTHORIZATION OF OWNER(S)

I/We, \_\_\_\_\_ the undersigned,

hereby authorize \_\_\_\_\_

*(print full name, including company)*

to submit the enclosed application to the Committee of Adjustment of the Corporation of the City of Markham, and to appear on my/our behalf at any hearing(s) of the application, and further, to provide any information or materials required by the Committee relevant to the application.

**Note:** If the owner is a corporation, this appointment and authorization shall include the statement that the person signing this appointment and authorization has authority to bind the corporation (or alternatively, the corporate seal shall be affixed hereto).

Signature(s): \_\_\_\_\_