

Minor Variance Application

#	Document Name	Description	Required / Optional
1	Site Plan	Site Plan to include: north arrow, labelled streets and lanes, dimensioned buildings, property lines and setbacks, building layouts and dimensions, the location and dimensions of all landscaping elements, sidewalks, driveways, parking and loading areas, including the number of parking spaces	Required
2	Project Description	Description of the project and reasons in support of the application.	Required
3	Real Property Report or Surveyors Certificate	A legal document prepared by a licensed surveyor showing the location of permanent structure in relation to property lines.	Optional
4	Letter(s) of Support	Signed letters from neighbouring property owner(s)	Optional
5	Letter of Consent	If the applicant is not the owner of the property, a letter of consent will need to be submitted (form is accessible through the ePermitting application).	Optional