

### ***WHAT IS A VARIATION?***

An application to modify zoning requirements governing: height, site area, width or coverage, buildings, floor space, minimum yards, dwelling unit density or parking and loading requirements as they apply to an individual site.

### ***WHAT PROCESS IS INVOLVED IN AN APPLICATION FOR A VARIATION?***

- When the applicant is applying, the following items are required:
  - Survey certificate
  - Status of title
  - Site plan showing the area affected as well as what is to be adjusted – the more information the better
- A hearing date is set.
- The application is circulated to the Town and/or Rural Municipality for comments.
- A notice is sent by mail to property owners located within 100 meters (330 feet) of the property line in question for comments.

- Once comments are received, a report is presented to the members of the Carman-Dufferin Planning District Board on the hearing date specified. Anyone wishing to make presentation to the Board regarding the application may do so at the hearing.
- The Board will then approve or deny the application. The Board may at this time include conditions of approval on the application. An Order is then issued to the applicant and/or owner approving or denying the application. The Decision of the Board is mailed to the applicant and to any person who made representation at the hearing.
- Expiry of Approval – the approval of the Board shall expire and cease to have any effect if it is not acted upon within twelve (12) months of the date of the decision, unless it is renewed prior to the expiry date at the discretion of the Board of an additional period not exceeding twelve (12) months.

### ***WHAT TIMELINES ARE INVOLVED?***

The timeline for a Variation process is approximately forty (40) days. A minimum of fourteen (14) days' notice must be given to all those receiving a copy of the hearing notice.

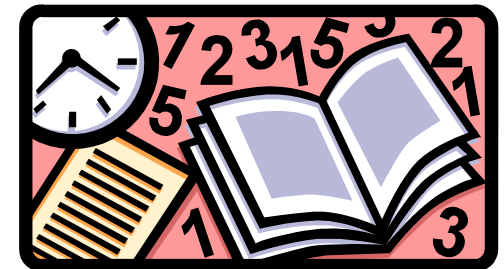
### ***WHERE DO I APPLY FOR A VARIATION?***

#### **Contact:**

Carman-Dufferin Planning District

### ***IF A VARIATION IS APPROVED, WILL A BUILDING PERMIT BE REQUIRED?***

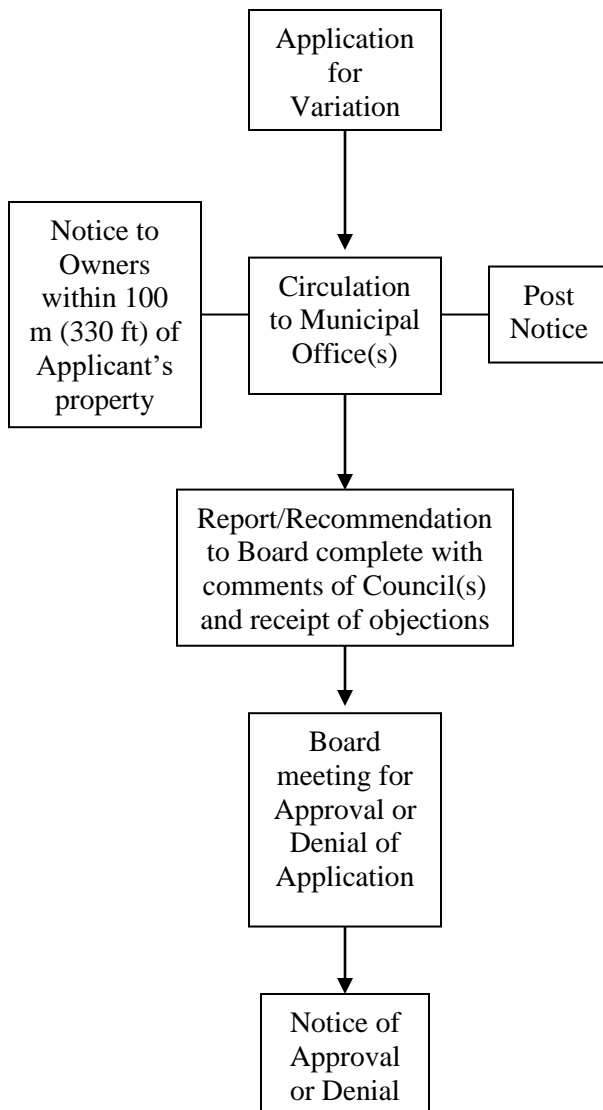
Always verify with the Carman-Dufferin Planning District before starting your building project.



## APPLICATION FOR VARIATION PROCESS

Planning Act Reference:

### Part 6



Every effort has been made to ensure the accuracy of the information contained in this brochure. However, in case of a discrepancy between this brochure and the respective By-laws, the applicable By-law will take precedence.

Please call for further information.

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August 2019



## Carman Dufferin Planning District

# Variation Application Information

*Zoning regulations for applying  
for a variation*

