

The Corporation of Loyalist Township  
P.O. Box 70, 263 Main Street,  
Odessa, Ontario  
K0H 2H0



Tel: (613) 386-7351  
Fax: (613) 386-3833  
[www.loyalist.ca](http://www.loyalist.ca)

Please find attached a copy of Loyalist Township's **Minor Variance** application. The fee to submit an application is **one thousand eight hundred dollars (\$1,800)**.

- For application \$1,500
- Engineering review fee \$ 300

Before you submit your application, you are encouraged to contact the Planning Technician, Hardi Pandya at [hpandya@loyalist.ca](mailto:hpandya@loyalist.ca) (613) 386-7351, ext. 142#, or the Planning Supervisor, James Griffin at [jgriffin@loyalist.ca](mailto:jgriffin@loyalist.ca) (613) 386-7351, ext. 140#, at the Loyalist Township office at 18 Manitou Crescent West, Amherstview. They can answer any questions you may have and can advise what Township policies pertain to your proposal.

**Appointments are required.**

**If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100 between 8:30 a.m. – 4:30 p.m. Monday to Friday (September to April) or 8:15 a.m. - 4:40 p.m. Monday to Thursday and 8:15 a.m. - 12:15 pm Friday ( May to August) or e-mail [info@loyalist.ca](mailto:info@loyalist.ca).**

# Technical Report Review Fee Schedule



## Technical Report Review Fees – Effective January 1, 2026

Engineering submissions are prepared by qualified professionals in the fields of civil engineering, water resources engineering, geotechnical engineering, coastal engineering and/or hydrogeology. Environmental submissions are prepared by an environmental consultant with relevant experience in wetland, wildlife habitat, and woodland ecology and species at risk. Cataraqui Conservation review involves evaluation of these submissions in consideration of applicable guidelines and legislation.

Report Type	Fee <sup>5</sup>	Notes
Technical Report – Brief <sup>1</sup>	\$435	<b>Normal Review (30 days)</b> <ul style="list-style-type: none"><li>• Floodplain hydrology analysis</li><li>• Geotechnical (unstable soils and slopes)</li><li>• Stormwater management</li><li>• Environmental impact analysis (EIA)</li><li>• Environmental impact statements (EIS)</li><li>• Sediment and erosion control plans</li><li>• Wetland hydrologic impact analysis</li></ul>
Technical Report – Standard <sup>2</sup>	\$1,010	
Technical Report – Major <sup>3</sup>	\$1,620	
Resubmissions / Revisions <sup>4</sup>	50%	

### Notes:

1. Brief Reports: are typically those prepared in the form of a letter or opinion generally relating to the development of a single residential lot.
2. Standard Reports: are typically those prepared for smaller scale subdivisions, commercial, industrial, or institutional developments.
3. Major Reports: are typically those prepared for larger scale subdivisions, commercial, industrial, or institutional developments, or may include the integrated assessment of multiple topics.
4. The applicable report fee includes the review of one submission. A 50% surcharge is applied for additional submissions.
5. These fees are not subject to taxation.

**Schedule "A"**  
**Loyalist Township Septic charges effective**  
**January 1, 2026**

<b>Class 2 (greywater pit) sewage systems and Class 3 (cesspool) sewage systems</b>	<b>\$950.00</b>
<b>Class 4 (leaching bed) sewage systems (4500 litres per day or less)</b>	<b>\$950.00</b>
<b>Class 5 (holding tank) sewage systems (4500 litres per day or less)</b>	<b>\$950.00</b>
<b>Additional inspections and Changes of Installers</b>	<b>\$250.00</b>
<b>Septic tank installation only</b>	<b>\$750.00</b>
<b>Performance review for renovations or building additions</b>	<b>\$500.00</b>
<b>Performance review for adding a pool, shed or garage</b>	<b>\$250.00</b>
<b>Minor Variances or zoning by-law amendments</b>	<b>\$450.00</b>
<b>Minor variance or zoning by-law amendments with a performance review</b>	<b>\$700.00</b>
<b>Subdivision or condominium applications</b>	<b>\$500.00 per lot</b>
<b>Severance or lot addition applications</b>	<b>\$250.00 per lot</b>
<b>Certificate of Approval renewals</b>	<b>\$150.00</b>
<b>File Searches</b>	<b>\$150.00</b>





## Application for Minor Variance or Permission

Application No. \_\_\_\_\_ Date Received \_\_\_\_\_

Payment Received \_\_\_\_\_

**The undersigned hereby applies to the Committee of Adjustment for the Loyalist Township, under Section 45 of the Planning Act, 1990, as amended, for relief, as described in this application, from By-law No. 2001-38 (as amended).**

1. Name of Owner \_\_\_\_\_

Address \_\_\_\_\_ Apt \_\_\_\_\_

City/ Township \_\_\_\_\_ Province/ State \_\_\_\_\_

Postal Code/ Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_

E-mail \_\_\_\_\_

2. Name of Solicitor or Authorized Agent \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_ Apt \_\_\_\_\_

City/ Township \_\_\_\_\_ Province/ State \_\_\_\_\_

Postal Code/ Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_

E-mail \_\_\_\_\_

3. Names and addresses of any mortgages, holders or charges or other encumbrances:

\_\_\_\_\_  
\_\_\_\_\_

**NOTE: Unless otherwise requested, all communications will be sent to the Agent, if any.**

4. Legal description of subject land, such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and civic number.

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5. Dimensions of the subject land:

Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

6. Current official plan provisions applying to the subject land:

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7. Current zoning and by-law provisions applying to the subject land:

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8. Nature and extent of the relief from the zoning by-law requested:

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9. Reason why the proposed use cannot comply with the provisions of the zoning by-law:

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10. Access to the subject land is by which of the following:

- |   |   |
|---|---|
| <input type="checkbox"/> provincial highway | <input type="checkbox"/> municipal road that is maintained all year |
| <input type="checkbox"/> county road        | <input type="checkbox"/> another public road                        |
| <input type="checkbox"/> right of way       | <input type="checkbox"/> by water                                   |

11. If access to the subject land is by water only, the location of 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:

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12. Any buildings or structures on the subject land:

☐

Yes

☐

No

13. If the answer to item 12 is yes, for each building or structure the type of building or structure, please provide the following: the setback from the front lot line, rear lot line, and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:

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14. Existing use of the subject land:

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15. Proposed uses of the subject land:

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16. Any buildings or structures proposed to be built on the subject land:

☐

Yes

☐

No

17. If the answer to item 16 is yes, for each building or structure the type of building or structure, please provide the following: the setback from the front lot line, rear lot line, and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:

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18. Date the subject land was acquired by the current owner:

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19. Date the existing buildings or structures on the subject land were constructed:

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20. Length of time that the existing uses of the subject land have continued:

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21. Which water system is provided to the subject land: (please check the appropriate box)

- ☐ Publicly owned and operated piped water system.
- ☐ Privately owned and operated individual.
- ☐ Communal well.
- ☐ Lake or other water body or other means.

22. Which sewage disposal system is provided to the subject land: (please check the appropriate box)

- ☐ Publicly owned and operated sanitary sewage system.
- ☐ Privately owned and operated septic system.
- ☐ Communal septic system.
- ☐ Privy or other means.

23. Storm drainage is provided by: (please check the appropriate box)

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Sewers  | <input type="checkbox"/> Swales      |
| <input type="checkbox"/> Ditches | <input type="checkbox"/> Other means |

24. If known, whether the subject land is the subject of an application under the Planning Act, R.S.O 1990, as amended, for approval of a **plan of subdivision or a consent**:

- ☐ Yes ☐ No

25. If the answer to item 24 is yes, and if known, the file number of the application, date (year) of application and the status of the application:

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26. If known, whether the subject land has ever been the subject of an application for a **minor variance or permission** under Section 45 of the Planning Act, R.S.O 1990, as amended.

☐

Yes

☐

No

27. If the answer to item 26 is yes, and if known, the file number of the application, date (year) of application and the status of the application:

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28. A sketch showing the following must be provided:

- i. The boundaries and dimensions of the subject property.
- ii. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- iii. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- iv. The current uses on the land that is adjacent to the subject land.
- v. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or right of way.
- vi. If access to the subject land is by water only, the location of parking and docking facilities to be used.
- vii. The location and nature of any easement affecting the subject land.

viii. Where it is determined by Township staff that a sketch will not adequately provide the information required, it may be necessary to provide a plan prepared by an Ontario Land Surveyor.

29. Name of surveyor or draftsperson and date of survey or sketch:

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**NOTICE OF COLLECTION  
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY  
ACT**

Personal information collected on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended, and will be used to assist in making a decision on this matter. All names, addresses, opinions and comments will be made available for public disclosure. Questions regarding this collection should be forwarded to the Township Clerk, Loyalist Township, 263 Main Street, Odessa, Ontario, K0H 2H0, Telephone (613) 386-7351, extension 121

Signature of Applicant or Authorized Agent: \_\_\_\_\_

Name of Applicant (Please Print): \_\_\_\_\_

Date: \_\_\_\_\_

**If the applicant is not the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application.**

**ACCESS TO LAND**

I authorize Township staff and Committee of Adjustment members to enter onto my property to conduct a site inspection related strictly to this application.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is true.**

**STATUTORY DECLARATION**

Dated at the \_\_\_\_\_ of \_\_\_\_\_  
(Municipality/City)

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

I, \_\_\_\_\_  
of the \_\_\_\_\_ of \_\_\_\_\_  
(Municipality/City)

in the \_\_\_\_\_ of \_\_\_\_\_ acknowledge  
(County/Region)

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.

Declared before me at the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Commissioner, etc.

\_\_\_\_\_  
Signature of Applicant, Solicitor,  
or Authorized Agent

**An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is true.**

**REMOTE STATUTORY DECLARATION**

Declared remotely by \_\_\_\_\_ stated as being located in the  
Owner/Applicant

City/Town of \_\_\_\_\_ In the County of \_\_\_\_\_

Before me at the Township of Loyalist in the County of Lennox & Addington, on this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

In accordance with O.Reg 431/20, Administering Oath or Declaration Remotely.

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.

\_\_\_\_\_  
Signature of Commissioner of Oaths

### **AGREEMENT TO INDEMNIFY**

The Owner/Applicant agrees to reimburse and indemnify Loyalist Township of all fees and expenses incurred by the Township to process the application, including any fees and expenses attributable to proceedings before the Ontario Land Tribunal or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

The Owner/Applicant also agrees to deposit with the Township such monies as required by Loyalist Township's Tariff of Fees By-law as amended to defend appeals brought before the OLT by parties other than the Applicant/Owner or Township.

The required fee for the processing of this application shall be in accordance with the Township's current Tariff of Fees By-law pertaining to planning matters. A cheque for the required amount must accompany the application at the time of submission. The amount of the required fees should be confirmed with the Township prior to the submission of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Owner

**SKETCH / DRAWING**

Application No. \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Civic Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Date of Drawing \_\_\_\_\_

**You may attach your sketch/drawing separately.**