

Detach and retain Information and Instructions for future reference.**Pre-Consultation**

Before you apply for a minor variance, we strongly recommend talking to our Planning Services staff in the Economic and Development Services Department. Meeting with us early can help make the application process faster and smoother. We can let you know if you need to submit any other applications, and what plans, documents, or information you will need to include.

About the Committee of Adjustment

The Committee of Adjustment is a committee of five community members appointed by City Council. If an applicant wishes to use or develop their property in a way that does not conform to the requirements of the Zoning By-Law, but meets the general intent, they can apply for relief through submission of a minor variance application.

For information regarding the Committee of Adjustment please see the City of Oshawa website at <https://www.oshawa.ca/business-development/planning-and-development/development-applications/committee-of-adjustment>.

To schedule a pre-consultation, or to ask questions about the application form or minor variance process, email committeeofadjustment@oshawa.ca or call 905-436-3853 or in person at Planning Services, City Hall, 50 Centre Street South, Oshawa.

The Committee of Adjustment may authorize variances if the application meets the following four tests, as set out in Section 45(1) of the Planning Act.:

1. Is the proposed variance minor?
2. Is the proposed variance desirable for the appropriate development or use of the land, building or structure?
3. Does the proposed variance maintain the general intent and purpose of the zoning by-law?
4. Does the proposed variance maintain the general intent and purpose of the official plan?

To Submit Your Application

1. Complete the minor variance application. If you need help, you can book a meeting with the Development Planning division in Planning Services. You can meet with them in person, online or by phone.
2. Create an account on the [Oshawa Application Portal](#). Then upload a scan of your completed form, a site plan, and any other documents identified during the pre-consultation. You will also need to pay the application fee. Note: the application form that you upload does not need to be commissioned but you will need to provide us with a commissioned copy as mentioned below.
3. A paper copy of your application must be commissioned (signed in front of a legal official). You can use your own lawyer or notary, or you can come to City Hall and have it done for free. If you use your own lawyer or notary, drop off or mail the signed form to City Hall.

Your application cannot be reviewed until the commissioned form is received by the Committee of Adjustment.

4. Mail or deliver the original copy of the commissioned form along with two (2) printed copies of all the submission materials to the following address:

Secretary-Treasurer, Oshawa Committee of Adjustment
Economic and Development Services Department
Corporation of the City of Oshawa
50 Centre Street South (8th Floor)
Oshawa, Ontario L1H 3Z7

Submission Requirements

- Application form (completed, signed and commissioned)
- Site Plan (see Site Plan Guidelines below)
- Application fee (see Application Fees below)
- Letter of authorization, if necessary (see Section 1, 15 and 16)
- Separate document detailing existing and proposed buildings and structures (see Section 3)
- Site Screening Questionnaire (see Section 12)
- Any document, plan or study required for the application not specifically mentioned above

Note: Additional copies of plans, maps or other material may be required at a later date in response to site specific conditions and circumstances.

Application Fees

Processing fees:

- \$856/lot or proposed lot*** for applications involving a single detached dwelling, semi-detached dwelling, duplex, street townhouse dwelling, accessory apartment or converted dwelling, but in no case shall the fee exceed \$11,414
- \$2,049/lot or proposed lot*** for applications involving all other residential uses
- \$2,049*** for all other non-residential applications

Additional fees that may be required are as follows:

- \$348** for Tabling at applicant's request (reserve decision)
- \$1,710** for a Special Meeting (in addition to the relevant fee)
- \$930** Central Lake Ontario Conservation Authority (CLOCA) preliminary analysis fee
- Applicants and agents are advised that Central Lake Ontario Conservation (CLOCA) as part of its review of the application may, amongst other comments, request that the Committee of Adjustment require a Preliminary Analysis Fee.
- A separate cheque payable to the CLOCA for this amount is to be attached to the application. It is Council policy that the Committee of Adjustment make the payment of this fee a condition of any approval when requested by CLOCA. An additional fee may be applicable for the review of technical reports (\$3,640/technical report).

***Note:** After the fact variances intended to legalize existing conditions are subject to double the applicable processing fee (the doubling of the processing fee may be waived where it is demonstrated to the satisfaction of the Commissioner of Economic and Development Services that the current owner is not responsible for the existing non-conforming condition).

Methods of payments are: Cash, Cheque (payable to City of Oshawa), credit card and Interac Debit. Please make arrangements in advance with Planning Services staff if you will be paying in person by cash, credit card or debit. Applications can be paid by credit card in person or through the Oshawa Application Portal under the amount of \$10,000.

Note:

1. The City of Oshawa's Planning Services processing fees for applications increase annually by 3%, each January 1st in accordance with the Fees and Charges By-law.
2. Additional copies of plans, maps or other material may be required at a later date in response to site specific conditions and circumstances.

Example Site Plan:

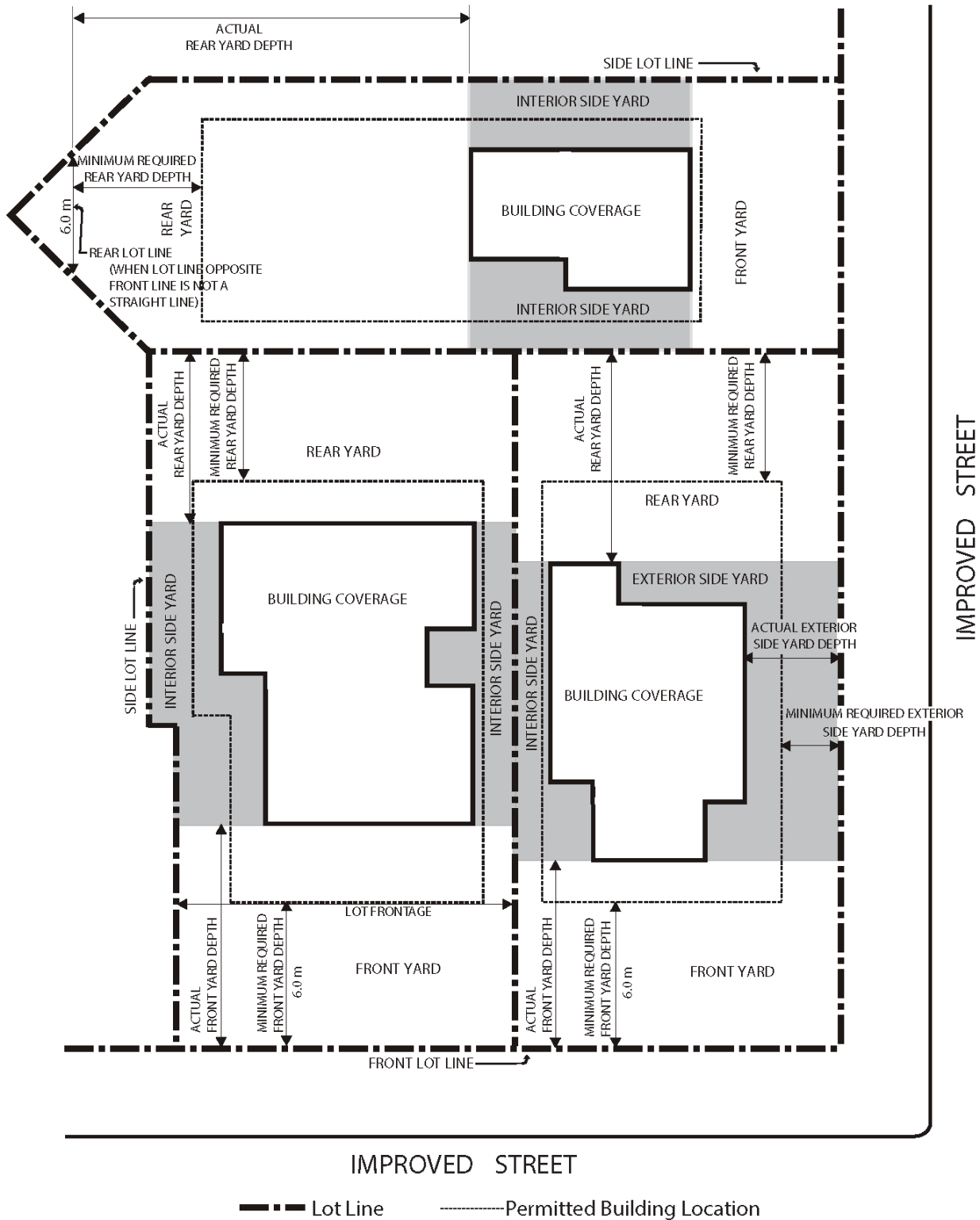
The example site plan attached has been prepared to assist you in the preparation of your own site plan, and also, as a guide to the dimensions required to evaluate your request for a minor variance(s).

Plans and Supplementary Information:

1. Site plan should be:
 - (a) Preferably drawn on 8½" × 14" paper; if larger it should be folded (not rolled) with the title block visible in the lower right hand corner of the sheet
 - (b) Drawn to scale (e.g. 1:100, 1:200, 1:300, 1:400, 1:500);
 - (c) Dimensioned in metric units with sufficient dimensions, as shown on this example site plan.
2. The plan should show:
 - (a) The boundaries and dimensions of the subject land.
 - (b) The location, size, height and type of **all existing and proposed buildings and structures** on the subject land, indicating the setbacks to the front lot line, rear lot line and side lot lines.
 - (c) The approximate location of all natural and artificial features on the subject land and on any adjacent 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, trees, gardens, wooded areas, wells and septic tanks.
 - (d) The current use of land that is adjacent to the subject land.
 - (e) 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 a right-of-way.
 - (f) The location and nature of any easement, right-of-way, restrictive covenant, etc., affecting the subject land.
 - (g) The location and nature of any easement, right-of-way, restrictive covenant, etc., the subject property enjoys over any adjacent property.
 - (h) The location and dimensions of any driveways and parking spaces on the subject land.

Note: The plan does not need the signature of a surveyor unless specifically requested by the Committee of Adjustment.

Example Site Plan



Do not submit these Information and Instructions pages with your application, retain for future reference.



Application for the Minor Variance

The undersigned hereby applies to the Committee of Adjustment for the City of Oshawa under Section 45 of the Planning Act for relief, as described in this application, from Zoning By-law 60-94 (as amended) and/or an Interim Control By-law.

Office Use
Date Received:
File Number:
Checked by:
Circulation Radius:
Ward:

1. Registered Owner/Applicant/Agent

Name	Mailing Address	Contact Information
Registered Owner*		Telephone
		Email
Applicant (if different than above)		Telephone
		Email
Agent (if different than above)		Telephone
		Email

* If more than one Registered Owner, please attach a sheet of paper with the required information. If numbered company, give name and address of principal Registered Owner.

Matters relating to this application should be sent to (**SELECT ONLY ONE BOX**):

Registered Owner
 Applicant
 Agent

The applicant is:

Registered Owner
 Lessee of land/ tenant
 Prospective Owner
 Agent

If the applicant is not the Registered Owner, the Registered Owner **must consent** to the proposed variance by signing the application in Sections 15 and 16 or submitting a letter of authorization. Is a separate Letter of Authorization attached? Yes No

Holders of mortgages, charges or other encumbrances in respect to the subject land:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
Name:	Address(es):

2. Details of Subject Lands

Location and Description		
Municipal Address(es) (Street Number and Name of Street)		
Lot(s)	Concession(s)	Former Township

Registered Plan Number (e.g. 40M)	Lot(s)/Block(s)	Reference Plan Number (e.g. 40R)	Part Number(s)
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Site Characteristics			
Frontage (metres)	Average Depth (metres)	Average Width (metres)	Area (sq. m./ha)

Other Details	
Date the site was acquired by the current Registered Owner, if known	
Date(s) existing buildings and structures were constructed on the property, if known	
Length of time the existing uses on the site have continued, if known	
Please identify the address of any abutting lands the Registered Owner of the subject property owns:	

3. Existing and Proposed Buildings and Structures

All dimensions are to be in metric units.

	Existing Building 1	Existing Building 2	Existing Building 3	Proposed Building
Type of Structure				
Setbacks – Front Lot Line				
Setbacks – Rear Lot Line				
Setbacks – Side Lot Line				
Setbacks – Side Lot Line				
Floor Area				
Height				
Building Footprint				

Please provide this information on the site plan required to be submitted with this application. If any buildings or structures are to be removed, please mark clearly on the attached site plan.

Note: If more than three buildings or structures, existing and/or proposed, please attach a separate document detailing the above Yes No

Is this application a result of contact with Municipal By-law Enforcement or an order by Building Permit and Inspection Services? Yes No

Is this application intended to legalize an existing condition?

Yes No

If **Yes**, and if the current owner was not responsible for the existing condition, please provide separate documentation proving the work was completed prior to the current owner(s) purchase of the property. **Note:** After the fact variances intended to legalize existing conditions are subject to double the applicable processing fee (the doubling of the processing fee may be waived where it is demonstrated to the satisfaction of the Commissioner of Economic and Development Services that the current owner is not responsible for the existing non-conforming condition).

When is the proposed construction or change intended to commence? _____

4. Interests and Encumbrances

Are there any existing easements, rights-of-way, restrictive covenants affecting the subject land? **If Yes**, please describe: Yes No

Are there any existing easements, rights-of-way or other rights over adjacent properties affecting the subject land (i.e. mutual driveways)? **If Yes**, please describe and show on the plan the nature and location of the easement, rights-of-way or other rights over adjacent properties: Yes No

5. Existing and Proposed Use of the Subject Land

Existing use:	(e.g. vacant, semi-detached dwelling, etc.)
Proposed use:	(e.g. single detached dwelling, single detached dwelling with new detached garage, mixed use building, etc.)

6. Current Planning Status

Current Durham Regional Official Plan (Envision Durham) designation:	
Current Oshawa Official Plan designation:	
Current Part II Plan/Secondary Plan designation (where applicable):	
Current Zoning:	

7. Current Heritage Status Designation

Is this property listed on the Heritage Oshawa Inventory of Heritage Properties?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, is the property:	<input type="checkbox"/> Designated	<input type="checkbox"/> Non-Designated
	<input type="checkbox"/> Class "A"	<input type="checkbox"/> Class "B"

The applicant, by submitting this application agrees not to demolish, alter, or apply for a demolition permit during the processing of this application.

8. Purpose of Application

What is the purpose and effect of this application?
Describe in plain language what your plans are and why this application is required.

For Office Use Only

Type of Variance (zoning items, e.g. maximum height)	Dimensions Requested	Dimensions Required by Zoning By-law 60-94

9. Lands Subject to Other Applications

Indicate (X) if the subject land was ever subject of an application for approval for any of the following applications for all or part of the subject property as applicable:

Type of Application	Submitted		File Number	Land Affected	Purpose and Effect of Application	Status of Application
	Yes	No				
Plan of Subdivision/ Condominium	<input type="checkbox"/>	<input type="checkbox"/>				
Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/>				
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>				
Application for Consent/Removal of Part Lot Control	<input type="checkbox"/>	<input type="checkbox"/>				
Application for Site Plan Approval	<input type="checkbox"/>	<input type="checkbox"/>				

Has the subject property ever been the subject of a previous Committee of Adjustment application? **If Yes**, describe briefly, including file number(s): Yes No

10. Servicing and Infrastructure

(a) Water Service

Existing type of water service:

- a municipal piped water system
- a privately owned and operated individual or communal well

Proposed type of water service:

- a municipal piped water system
- a privately owned and operated individual or communal well
- a lake or other water body
- other means (specify) _____

(b) Sewage Disposal

Existing type of sewage disposal:

- a municipal sanitary sewage system
- a privately owned and operated individual or communal septic system

Proposed type of sewage disposal:

- a municipal sanitary sewage system
- a privately owned and operated individual or communal septic system
- other means (specify) _____

(c) Storm Drainage

Existing method of storm drainage:

- storm sewers
- ditches
- drainage swales
- other means (specify) _____

Proposed method of storm drainage:

- storm sewers
- ditches
- drainage swales
- other means (specify) _____

11. Access to the Subject Property

Existing access to the subject property is by:

- Provincial Highway
- Municipal Road that is maintained all year or seasonally
- Right-of-Way
- Water (see Note below)
- Other (specify) _____

Proposed access to the subject property is by:

- Provincial Highway
- Municipal Road that is maintained all year or seasonally
- Right-of-Way
- Water (see Note below)
- Other (specify) _____

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

12. Site Contamination

	Yes	No
Has a site screening questionnaire, which is attached to this application, been completed for this site and submitted with your application?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Phase 1 or Phase 2 Environmental Site Assessment (ESA), Remedial Work Plan (RWP) or Record of Site Condition (RSC) in accordance with the Ministry of Environment’s Guideline been completed and provided for this site?	<input type="checkbox"/>	<input type="checkbox"/>
Has it been submitted to the City of Oshawa? If No , submit two (2) paper copies and one (1) digital copy in PDF format with your application.	<input type="checkbox"/>	<input type="checkbox"/>

Indicate the title, date and author of the report in the space provided.

Title	Author	Date	Attached?	To be Submitted

13. Other Information

(a) Additional Technical Studies or Background Material

The application may be deemed not to be complete without the submission of the required reports identified in this application. In addition, although not required, the submission of additional technical and information reports may be necessary in order to appraise the proposal and were identified at the pre-application consultation stage or through further processing of the application. Submit six (6) paper copies and one (1) digital copy in PDF format of each report/study with the application (or other number of copies as determined by the Economic and Development Services Department).

List any additional technical studies or background material being submitted to support the application and/or to satisfy requirements of the Oshawa Official Plan, Council policy, Provincial statutes and regulations, etc.:		
Name of Report	Prepared by	Date

(b) Woodlots

Does the subject property contain one or more woodlots as defined below?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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For the purposes of defining a woodlot, the diameter of a tree is measured at a point which is 1.37 metres (4.5 ft.) above the highest point of the undisturbed ground at the base of the tree. With that in mind, a “woodlot” is defined as any area which has a minimum of:

- (a) 1,000 trees per hectare (400 trees/ac.) of any size;
- (b) 750 trees per hectare (300 trees/ac.) which measure more than 5 centimetres (2 in.) in diameter;
- (c) 500 trees per hectare (200 trees/ac.) which measure more than 12 centimetres (4.7 in.) in diameter; or
- (d) 250 trees per hectare (100 trees/ac.) which measure more than 20 centimetres (8 in.) in diameter.

For further information on “woodlots”, refer to the Regional Municipality of Durham’s Tree Conservation By-law 30-2020 and any amendments thereto.

(c) Minimum Distance Separation

Are there one or more livestock barns or manure storage facilities located within 500 metres (1,640 ft.) of the boundary of the subject property? If Yes , complete the “Minimum Distance Separation 1 – Data Sheet”.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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14. Acknowledgements and Affidavit or Sworn Declaration**Applicant's Acknowledgements**

1. If the information and materials submitted by the applicant contains third party information as defined in Section 10(1) of the *Municipal Freedom of Information and Protection of Privacy Act*, RSO 1990, c M.56, as amended from time to time, the applicant shall specifically identify such information to the City of Oshawa at the time of submission and the applicant shall provide support for its position that such information comprises third party information, however, the identification and support evidence for such a position will not necessarily result in the withholding of the information or material from public disclosure. The applicant's failure to identify any third party information and provide support for its position with respect to the same will result in the full disclosure of the information or material to the public.
2. Personal information on this form is collected under the authority of the *Planning Act* and will be used to determine compliance with City of Oshawa by-laws and policies.
3. Plans submitted in conjunction with this application are not reviewed for compliance with the *Ontario Building Code* (OBC) and related regulations. It is the responsibility of the Registered Owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the OBC. If you need assistance in determining whether your plans comply with the OBC, contact Building Services, City Hall, 50 Centre Street South, 1st Floor, by telephone at (905) 436-5658 or by email at buildings@oshawa.ca.
4. The applicant acknowledges that the [City's File Closure Policy](#) dated March 1, 2013, is in effect and shall apply to this application. This policy is located on the City's website for information.
5. All vegetation, including that not within a defined woodlot, must be maintained during the processing of the application.
6. No regrading is permitted on site during the processing of the application.
7. Applicants and agents are advised that there may be additional approvals (i.e., site plan approval, building permit, etc.) and additional fees and charges (i.e., building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application.
8. Applicants and agents may be required to provide additional information that will assist the City in assessing the application. Applicants and agents acknowledge that the City may not be able to process the application unless the additional information is submitted.
9. Applicants and agents agree that any proposed construction must not block or alter the existing drainage pattern such that it would adversely affect the neighbouring lots.
10. The applicant is required to produce and provide alternate formats of all plans, drawings and reports, if necessary, in a timely manner at no additional cost, as per the *Accessibility for Ontarians with Disability Act 2005, Ont. Reg. 429/07 (A.O.D.A.)*.
11. Plans submitted in conjunction with this application are not reviewed for compliance with the A.O.D.A. and related regulations. It is the responsibility of the Registered Owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the A.O.D.A. Applicants and agents agree that they will not contact Committee members outside of Committee of Adjustment meetings.

Applicant's Acknowledgements

12. The Secretary-Treasurer will prepare a notice which is to be posted on the site by the applicant or agent in a clearly visible location. In accordance with the *Planning Act* and *Ont. Reg. 200/96*, this notice shall be posted at least 10 days before the day the application is scheduled to be heard by the Committee. Failure to post the notice will result in the tabling of the application. If an application is tabled for this reason, the application will not be lifted from the table and heard by the Committee of Adjustment until an appropriate notice is posted at the site and the applicant pays the tabling fee to the City.

I, _____ of the _____
(Print Name) (e.g., City of Oshawa, Town of Whitby, etc.)

in the _____ solemnly declare that all the statements
(e.g. Region of Durham, County, etc.)

contained in this application and all of the statements contained in all the exhibits transmitted herewith 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*. I also agree to allow the City of Oshawa, its employees and agents to enter upon the subject property for the purpose of conducting surveys and tests that may be necessary to this application. I further agree for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, to authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application. I fully understand and agree to comply with all of the Applicant's Acknowledgements as set out above.

Declared before me at the _____ in the _____
(e.g. City of Oshawa, Town of Whitby) (e.g. Region of Durham, County, etc.)

this _____ day of _____ in the year of _____.

A Commissioner, etc.

Signature of Registered Owner, Applicant or Authorized Agent

15. Authorizations

If the applicant is not the Registered Owner of the land that is the subject of this application, the written authorization of the Registered Owner (or the written authorization of each owner, in the case of shared ownership) that the applicant is authorized to make the application **must be attached**, or in the case of a single owner, the authorization set out below must be completed by the Registered Owner.

I, _____ (please print) am the Registered Owner of the land that is the subject of this application for minor variance and I authorize _____ (please print) to make this application on my behalf and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act* to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date_____
Signature of Registered Owner**16. Consent of Registered Owner**

Complete the consent of the owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership).

I, _____ (please print) am the Registered Owner of the land that is the subject of this application for minor variance and, for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Date_____
Signature of Registered Owner



Screening Questionnaire for Identifying Potentially Contaminated Sites

This questionnaire has been developed to assist the City of Oshawa in identifying development applications on sites that may be contaminated as a result of a previous use or activity. The Ministry of the Environment, Conservation and Parks (MECP) has developed a [“Guideline for Use at Contaminated Sites in Ontario \(February 1997\)”](#) that outlines the process recommended for the restoration and clean-up of contaminated sites. Applicants on sites that may be contaminated will be required to demonstrate to the satisfaction of the City that they have addressed this Guideline.

This questionnaire is not required to be completed if a Phase 1 or Phase 2 Environmental Site Assessment (ESA), Remedial Work Plan (RWP) or Record of Site Condition (RSC) in accordance with the MECP’s Guideline has been provided to the City of Oshawa.

1. Details of Subject Lands

Location and Description		
Landowner Name		
Mailing Address (Street Number and Street Name)		
Location of Subject Lands (Street Number and Name of Street)		
Lot(s)	Concession(s)	Former Twp.
Registered 40M Plan Number	Lot(s)/Block(s)	Registered 40R Plan Number

2. Current Use of the Property

What is the current use of the property? (Check the appropriate uses(s):

Category 1: Industrial Commercial Community

Category 2: Residential Institutional Parkland

Category 3: Agricultural Other

Note: daycare facilities and a property that contains a religious building(s) are considered institutional uses. See [Ontario Regulation 153/04](#), as amended, for definitions.

3. Previous Use of Subject Site

Questions	Yes	No
Does this development proposal require a change in property use that is prescribed under the Environmental Protection Act and O.Reg. 153/04 (e.g. a change to a more sensitive use from Category 1 to 2; 2 to 3; or 1 to 3 as identified above)? If yes, a Record of Site Condition must be filed on the Provincial Environmental Site Registry.	<input type="checkbox"/>	<input type="checkbox"/>
Has the property or any adjacent lands ever been used as an Enhanced Investigation Property (e.g. industrial uses; chemical warehousing; automotive repair garage; bulk liquid dispensing facility, including a gasoline outlet and/or a dry-cleaning equipment)?	<input type="checkbox"/>	<input type="checkbox"/>
Has fill (earth materials used to fill in holes) ever been placed on the property?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property or any adjacent lands identified as a wellhead protection zone? (Please review the Ministry of the Environment, Conservation and Parks Source Protection Information Atlas to confirm).	<input type="checkbox"/>	<input type="checkbox"/>
Is the property within 250 metres from an active or decommissioned landfill/dump, waste transfer station or Polychlorinated Biphenyl (PCB) storage site?	<input type="checkbox"/>	<input type="checkbox"/>
Has the property ever stored/generated/accepted hazardous materials requiring Hazardous Waste Information Network (HWIN) registration or other permits?	<input type="checkbox"/>	<input type="checkbox"/>
Does the subject lands or lands abutting it previously or currently support one or more of the Potentially Contaminating Activities identified in Table 2 of Schedule D of O.Reg 153/04 , as amended?	<input type="checkbox"/>	<input type="checkbox"/>

Note: If the answer is “Yes” to any question above, a Phase One ESA (and possibly a Phase Two ESA) at a minimum prepared in accordance with O.Reg. 153/04, is required. Please submit two hard copies and a digital copy of the Phase One and/or a Phase Two ESA that satisfies the requirements of O.Reg 153/04, as amended.

The City must be granted third party reliance on all ESA work through the completion of its Reliance Letter and Certificate of Insurance. City third-party reliance is not required if a Record of Site Condition is filed on the Environmental Site Registry for the proposed property use and/or the Ministry of the Environment, Conservation and Parks (MECP) issues a notice of a Certificate of Property Use where applicable.

Note: The City may scope the Environmental Site Assessment requirements for minor development proposals on Enhanced Investigation Properties (e.g. accessory structures) or determine if additional environmental work is required.

4. Declarations

This form must be completed and signed by both a Qualified Person and the property Owner(s) or Authorized Agent for all development applications made under the Planning Act and reviewed by the City of Oshawa Planning Department.

A Qualified Person sign-off may be waived by the City for minor variances; and/or applications where site contamination was recently addressed by a related planning application.

For a full list of Qualified Person exemptions, please see [Appendix B of the Regional Municipality of Durham's Soil and Groundwater Assessment Protocol](#). Where a Qualified Person sign-off is required on this form, the completion of a Regional Reliance Letter and Certificate of Insurance may be waived.

To the best of my knowledge, the information provided in this questionnaire is true, and I do not have any reason to believe that the subject property contains contaminants at a level that would interfere with the proposed property use.

I am a Qualified Person in accordance with Ontario Regulation 153/04 and carry the required liability insurance in accordance with [Appendix F of the Regional Municipality of Durham's Soil and Groundwater Assessment Protocol](#).

Qualified Person

Name of Qualified Person (please print)

Signature of Qualified Person

Name of Firm

Address

Telephone Number

Fax

Email Address

Date

Professional Seal:

Property Owner, or Authorized Agent:

Name of Registered Owner or
Authorized Agent (please print)

Signature of Registered Owner or Authorized Agent

Name of Company (if applicable)

Title of Authorized Agent

Address

Telephone Number

Fax

Email Address

City of Oshawa File Number

Regional File Number

Date

Proposed:
Location:
Building Permit Application No.:
Site Plan Application No.:
Oshawa Snow Load Map Received: <input type="checkbox"/> Yes <input type="checkbox"/> No
Major Occupancy: <input type="checkbox"/> A-_____ <input type="checkbox"/> B-_____ <input type="checkbox"/> C-_____ <input type="checkbox"/> D-_____ <input type="checkbox"/> E-_____ <input type="checkbox"/> F-_____
F-3 Combustible content of <input type="checkbox"/> _____ kg/sq. m (lb/sq. ft.) <input type="checkbox"/> _____ MJ/sq. m (BTU/sq. ft.)
Building Area: Existing _____ sq. m Proposed _____ sq. m Total _____ sq. m
Gross Area: Existing _____ sq. m Proposed _____ sq. m Total _____ sq. m
Building Height: Storeys _____ Height _____ m Level(s) of basement _____
Building Divided by Firewalls: <input type="checkbox"/> Yes <input type="checkbox"/> No Building A _____ sq. m Building B _____ sq. m Building C _____ sq. m
Firewall Construction: <input type="checkbox"/> Concrete <input type="checkbox"/> Masonry _____ Hours FRR, extended _____ mm above roof
Proposed Mezzanines: <input type="checkbox"/> Yes <input type="checkbox"/> No Open mezzanine: _____ sq. m located in _____ Enclosed mezzanine: _____ sq. m located in _____
Building is required to face: <input type="checkbox"/> _____ OBC defined public street(s) <input type="checkbox"/> _____ access route(s) for Fire Department vehicles
Fire Hydrant located within: _____ m <input type="checkbox"/> from building entrance <input type="checkbox"/> from Fire Department connection
Governing OBC Article: <input type="checkbox"/> 3.2.2. _____ <input type="checkbox"/> Table 9.10.8.1. <input type="checkbox"/> 3.2.2. _____ <input type="checkbox"/> High Building 3.2.6.
Permitted Construction: <input type="checkbox"/> Combustible <input type="checkbox"/> Noncombustible <input type="checkbox"/> Both
Actual Construction: <input type="checkbox"/> Combustible <input type="checkbox"/> Noncombustible <input type="checkbox"/> Both
Energy Efficient Design Standard: <input type="checkbox"/> To Be Determined at Building Permit Application <input type="checkbox"/> Exceed 13% of SB10 Div.2 or 4 <input type="checkbox"/> ASHRAE 189.1-2014 <input type="checkbox"/> ASHRAE 90.1-2013+SB10 <input type="checkbox"/> NECB-2015+SB10 <input type="checkbox"/> SB10 Div. 5 (Part 9 Non-Residential) <input type="checkbox"/> SB12 Chapter 1 and 3 (Part 9 Residential) <input type="checkbox"/> Exceed 15% of SB12 Chapter 2 <input type="checkbox"/> Exempt from Energy Efficiency – Explanation: _____

Proposed:
Total Occupant Load: _____ persons based on: <input type="checkbox"/> _____ sq. m /person <input type="checkbox"/> not found in OBC T.3.1.17.1.
Fire Alarm System: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Explain _____
Standpipe and Hose System: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Explain: _____
Fire Sprinkler System Proposed: <input type="checkbox"/> Entire Building____ <input type="checkbox"/> Addition Only. <input type="checkbox"/> Basement Only____ <input type="checkbox"/> In Lieu of Roof Railing.
Are fire protection and life safety systems, and systems with fire protection and life safety functions integrated with each other? <input type="checkbox"/> Yes <input type="checkbox"/> No
Barrier-Free Design: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Explain: _____

Required Fire Resistance Rating (FRR) (Note: Optional for Site Plan Application, Mandatory for Building Permit Application)

Horizontal Assemblies FRR Hours: Floors _____ hours Roof _____ hours Mezzanine _____ hours	FRR of Supporting Members Floors _____ hours Roof _____ hours Mezzanine _____ hours
Listed Design No. or Description Floors _____ hours Roof _____ hours Mezzanine _____ hours	ULC Design No. or Description Floors _____ hours Roof _____ hours Mezzanine _____ hours

Spatial Separation - Construction of Exterior Walls (submit calculations if required)

Wall	Area of EBF (m ²)	L.D. (m)	L/H or H/L	Permitted Max. % of Openings	Proposed % of Openings	FRR (Hours)	Listed Design or Description	Comb. Const.	Comb.Constr. Noncomb. Cladding	Noncomb. Constr.
North										
South										
East										
West										

Design & Review By: OAA P. Eng. CET MAATO BCIN

Name:	BCIN #
Firm:	BCIN #
Phone:	Email:
Date:	Signature:

Note: Every building or part thereof described in OBC Division C, Table 1.2.2.1. shall be designed and reviewed by an architect, professional engineer or both.

Reference: Ontario Building Code, as amended.