



130 Balm Beach Road West  
Tiny, Ontario L0L 2J0  
(705) 526-4204 | 1-866-939-8469  
www.tiny.ca

**APPLICATION TO REQUEST THE CONSTRUCTION OF A NEW DWELLING WHILE  
OCCUPYING AN EXISTING DWELLING**

**FOR OFFICE USE ONLY**

Roll No.: \_\_\_\_\_ Subject Property: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Date Complete: \_\_\_\_\_

Please accept this as an application to request Council permission to Construct a New Dwelling while Occupying an Existing Dwelling for a temporary period through an agreement with the Township of Tiny as authorized under Sections 8, 9 and 11 of the Municipal Act, S.O. 2001, c. M. 25, as amended.

I/We agree to and understand that the request is being made to facilitate the development of a new dwelling while occupying an existing dwelling (temporarily), recognizing that the Zoning By-law 06-001 do not permit more than one dwelling on a property.

I/We further agree and acknowledge the payment of the required fee is to cover the costs of processing the request.

I/We confirm that if the request is approved by the Township that I/we the owner(s), agree(s) to execute the necessary agreement and to post the required security deposit prior to building permit issuance for the new dwelling on the property.

**NOTE:**

- **Administration fee of \$2,000.00 applies, payable to the Township of Tiny.**
- **At time of Agreement, a \$5,000.00 security deposit is required as part of the terms.**
- **A copy of the current deed or transfer document for the subject property is required to process the application.**
- **Please see attached template of the Agreement for reference and information purposes.**

**1. Owner/Agent**

1.1 Name of Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

1.2 Name of Agent: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Description of Subject Land:**

2.1 Township Lot: \_\_\_\_\_ Concession: \_\_\_\_\_  
Registered Plan: \_\_\_\_\_ Lot No: \_\_\_\_\_  
Reference Plan: \_\_\_\_\_ Part(s): \_\_\_\_\_  
Municipal Address: \_\_\_\_\_  
Roll Number: \_\_\_\_\_

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**3. Cost Acknowledgement Agreement**

In consideration of the Township of Tiny receiving the Application;

The Owner represents that he/she is/are the registered owner(s) of the lands described in this application; and,

The Owner recognizes that there are a number of legal issues to be resolved which may necessitate time and effort on the part of both the Owner and the Township; and,

The Township may find it necessary to engage professional services in consideration of the proposal and,

The Owner in consideration of the associated professional services hereby agrees as follows:

1. In this agreement "expenses" means all professional services and/or consultant's fees and disbursements.
2. The Township agrees to review the application and if necessary retain such additional legal consultants as are necessary to properly evaluate the application.
3. The Owner shall submit with the application a \$2,000.00 fee payable to the Township of Tiny, representing the municipal administration fee, non-refundable.
4. The Owner agrees to be responsible for and agrees to reimburse the Township for all expenses the Township may have incurred in respect of the application.
5. As expenses are incurred by the Township, the Township shall pay the invoice(s) and submit an invoice to the Owner of the disbursements at which time the invoice(s) is to be paid within 30 days.
6. In the event that the invoice(s) remains outstanding for more than 30 days, the Township may halt all work in respect of the application until all arrears are satisfied.
7. The Owner may withdraw this application at any time, however, shall be responsible for the costs incurred up to the date that the Township of Tiny receives written notice of withdrawal of the application.
8. This Agreement shall not be construed as acceptance or approval by the Township of the application.

IN WITNESS WHEREOF, the Owner(s) has/have hereunto set by their hand and signature(s) on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_

In the \_\_\_\_\_ of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Commissioner, Etc.

**Agent Authorization**

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner(s) that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

**Authorization of Owner(s) for Agent  
To Make the Application**

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application for a minor variance and I/We authorize \_\_\_\_\_ to make this application on my/our behalf.

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Signature of Owner)