



CITY OF STEINBACH
PLANNING & ZONING DEPARTMENT
MINOR VARIANCE APPLICATION GUIDE

City of Steinbach
225 Reimer Avenue
Steinbach, Manitoba R5G 2J1
204-326-9877

What is a Minor Variance?

A Minor Variance is a minor alteration or change to the standard prescribed by the City of Steinbach Zoning By-Law. However, the offense **shall not exceed ten (10) percent** of any height, distance, area, size intensity of use or parking space requirement of the current City of Steinbach Zoning By-Law.

Application Requirements

All Minor Variance applications require the following prior to the land use request being processed:

- Completed Application form with signatures of both the registered owner and applicant (if different)
- Application Fee: (Payable to the City of Steinbach by cheque, cash or debit)
- Detailed Site Plan showing existing and proposed development including measurements and setbacks
- Current Building Location Certificate complete with surveyor's seal and signature showing all building(s) on the subject property
- Other plans and documentation may be required, depending on the nature of the request

Timeline

The process from the time the completed application and all supporting documentation is submitted to the City Planner for review until the Minor Variance is approved will take on average one week. Complicated land use requests may take longer; also summer months may take longer due to the amount of construction taking place. If the Minor Variance request is approved the applicant must take out a building permit within 12 months or the Minor Variance becomes null and void.

Decision Making Authority

The approving authority for a Minor Variance request is the City Planner or an employee designated by the City Manager. A Minor Variance may be granted at the discretion of the City Planner, or depending on the request may be referred to Council for a decision. If a Minor Variance is referred to Council for a decision the process, timeline and application fee for a full Variance is required.



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**Please note: Incomplete applications will be returned*

Civic Address of Development: _____ Roll# _____

Legal Description of Development Lot: _____ Block: _____ Plan: _____

Registered Owner Name: _____ Email: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Fax: _____
Primary Secondary

Applicant Name: _____ Email: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Fax: _____
Primary Secondary

What is a Minor Variance?

A Minor Variance is a minor alteration or change to a standard prescribed by the current City of Steinbach Zoning By-Law. The approving authority is the City Planner or an employee designated by the City Manager. A Minor Variance may or may not be granted at the discretion of the City Planner, and shall not exceed ten (10) percent of any height, distance, area, size, intensity of use or parking space requirement of the current City of Steinbach Zoning By-Law. An applicant may appeal an order of the City Planner. A minor variance may be referred by the City Planner to Council for a decision.

Application Requirements

1. Current building location certificate.
2. Sketch or site plan.
3. Payment of the application fee at the time of submission.
(Payment may be made by cash, cheque or debit).
4. Signatures & contact information of both the registered owner and applicant (if different than registered owner).
5. All fields of the application must be completed by the applicant and all supporting documentation must be attached.

Application Conditions

1. Applications citing solely financial or self-induced hardships will not be considered.
2. A hardship or hardships that an application seeks to mitigate must arise due to the unique circumstances or considerations peculiar to the particular property. Unique circumstances or conditions may include lot irregularities such as narrowness, shallowness, or shape. The applicant must show that a hardship arises due to these unique circumstances rather than from the general land use provisions of the current City of Steinbach Zoning By-Law.
3. The application must explain why there is no possibility that the property can be developed in strict conformity within the current City of Steinbach Zoning By-Law.
4. If the hardship has been inadvertently created by the applicant, evidence and explanation must be provided to support the request for the variance.

* The applicant may apply by citing unavoidable circumstances or inadvertent error with evidence provided to support the submission.



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Specify the details of each Minor Variance requested. For each Variance, indicate (A) what is to be varied, (B) your requested Minor Variance, and the specific section of the current City of Steinbach Zoning By-Law (if known).

(A) Requirement to be Varied (i.e. side yard, rear yard, height etc...)	(B) Requested Minor Variance	By-Law Section <i>(Determined by City Planner)</i>	Minor Variance Percentage <i>(Determined by City Planner)</i>
1.			
2.			
3.			

1. What are the reason(s) for the Minor Variance request? (Please provide as much detail as possible and attach any additional information, pages if required)

2. What options have you considered to eliminate the need for a Minor Variance request? Why are these options not feasible? (Please provide as much detail as possible and attach any additional information, pages if required)

3. How will you minimize the potential impact that the Minor Variance request may have on adjacent properties? (Please provide as much detail as possible and attach any additional information, pages if required)

Registered Owner Signature

Date

Applicant Signature (If not Registered Owner)

Date

FOR PLANNING DEPARTMENT USE ONLY:
Client No.: _____
Zoning Designation: _____
Official Community Plan Designation: _____
Date Application Received: _____
Payment Amount: _____
Payment Date: _____
Receipt No.: _____

