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THE MUNICIPALITY OF CENTRAL ELGIN

MINOR VARIANCE/PERMISSION APPLICATION

Form MVA-1/2014

REQUIREMENTS FOR A COMPLETE APPLICATION:
Note: Until the Municipality of Central Elgin has received the information and material requested herein (as required under subsection 2 of Ontario Regulation 200/96) and any fee under Section 69(1) of the *Planning Act*, **the application will be deemed incomplete and the time periods referred to in section 45(4) of the Act will not begin.** Please ensure your submission includes:

OFFICE USE ONLY
Date Stamp – Date Received:

Fee Paid: ☒ Yes ☐ No

- ☐ The completed application form and declarations.
- ☐ 1 digital copy of sketch/plan showing **EXISTING** and **PROPOSED** building(s) and structure(s) on subject lands, where applicable. Sketch is to include, for each existing and proposed building or structure, the location including setbacks from lot lines, height and dimensions (or floor areas) in metric units. See Section 18 of this application for more detail.
- ☐ **Application Fee made payable to "The Municipality of Central Elgin". Application Fee Amount: $ 553.75**
- ☐ A Letter of Authorization from the Owner (with dated, original signature) **OR** completion of the Owner's Authorization on page 7, **if the Owner is not filing the application.**
- ☐ Other information identified through Pre-consultation.

PLEASE LIST THE REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (supply two copies of each):
Note: This section applies to all reports that may have been identified as a result of any pre-application consultation meeting as studies required for a complete application.

Proof of Ownership, Drilled Well Agreement, Septic Letter, Schedule to Applicant to Permit the Construction or Repair of Sewage System, Stone Cairn Consulting Report, Sketch of wells and Sewage Systems, Survey Sketch.

About Pre-Consultation
Prior to submitting this application for a Minor Variance to the Municipality of Central Elgin, a proponent is encouraged to consult with relevant staff. Pre-application consultation is intended to facilitate early discussions between the proponent and staff pertaining to the application, and to allow staff to assist in determining the specific reports, studies and information that may be required to be submitted together with the application form as part of a complete application.

THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:

Municipality of Central Elgin
Planning and Engineering Services Department
450 Sunset Drive, St. Thomas, Ontario N5R 5V1

Telephone: 519-631-4860
Facsimile: 519-631-4036

Personal information is collected under the authority of the *Planning Act* and will be used only for the purposes of considering and reviewing your application.

THE MUNICIPALITY OF CENTRAL ELGIN

MINOR VARIANCE/PERMISSION APPLICATION

I/We hereby apply, as outlined in this application, to the Council of the Corporation of the Municipality of Central Elgin pursuant to the provisions of the Planning Act, for a Minor Variance/Permission under Section 45 of the *Planning Act*.

1. Name of applicant: Helen Krygsman
   Address: 36 Talbot Street E., Aylmer, Ontario, N5H 1H4
   Telephone (home): 519-709-1521 (business) 519-709-1521
   E-Mail: helen.krygsman2@gmail.com

2. Is the applicant the owner of the land? ☐ Yes ☑ No If no, please provide:
   Name of owner: Sparta District Historical Society Trustees John P Martyn and W F Darryl Roberts
   Address: 6089 Quaker Road, Sparta Ontario
   Telephone (home): 519-775-2292 (business) 519-775-2292
   E-Mail: tcg@execulink.com

3. When was the subject land acquired by the current owner? May 31, 2012

4. Name of Agent (if any): Helen Krygsman
   Address: 36 Talbot Street E., Aylmer, Ontario, N5H 1H4
   Telephone: (home): 519-709-1521 (business) 519-709-1521
   E-Mail: helen.krygsman2@gmail.com

5. Location of Property ("subject lands"):
   Registered Plan No.: PLAN 7 YARMOUTH Lot No.(s): LT 2 N/S CHURCH STREET,LT 3 W/S KING ST (FORMERLY LT 21 CON
   Concession No.: 3 Lot No.(s): LT 4 W/S KING ST (FORMERLY LT 21 CON 3)
   Reference Plan No.: E131860; CENTRAL ELGIN? Part No.(s): PT LT 2 S/S JAMES ST
   Municipal Address: 6089 Quaker Road, Sparta

6. Municipality of Central Elgin Official Plan:
   Designation of the subject lands: *Residential within the Heritage Preservation Area*

7. Current applicable Zoning By-law: 9.2.1.3.1 Lot size, 9.2.1.4.1 frontage, 9.2.1.5 Lot depth
   Current applicable zone: Residential 1, Special Provision 59 (R1-59), Per the Yarmouth Zoning By-Law

8. What is the present use(s) of the subject lands? Former church building is being used as a museum. Former manse has been used as a residence but is now vacant because of the need for repairs.

How long has this use(s) continued on the subject lands? Since May, 2012. Approximately 14.5 years

9. What is the proposed use of the subject lands? After severance, the church museum lot will continue to be used as a museum.The Manse property will be used as a single family residence.

10. Nature and extent of relief from the zoning by-law: Lots are presently undersized for the present lot requirements of the village of Sparta. All the needed services (wells and septic systems) to meet present standards can be provided on both properties, according to licensed providers, by drilling 2 new wells (one for each property) and a new septic system for the Manse property.

Reason(s) why the proposed use cannot comply with the provisions of the zoning by-law: Lots are not large enough to meet the required dimensions, but needed services upgraded to present day standards can be provided.

11. Dimensions of the subject lands:

Frontage (m): 25.02 m and 25.02 m on Quaker Road Street/Road/Highway

Depth (m): 60.52 mand 60.35 m

Area (m^2): 1514.3 sq m and 1511.8 sq m.

12. Access to the subject lands is provided by:

- [x] A Provincial highway or municipal road that is maintained year-round or other public road;
- [ ] A right of way; or
- [ ] By water (Please provide a description of the parking/docking facilities to be used and the approximate distance of these facilities from the subject lands and the nearest public road):

13. Particulars of all existing and proposed structures on the subject lands (as applicable - add additional pages if necessary):

EXISTING	BUILDING 1	BUILDING 2	BUILDING 3
Building type:	Building 1: Church museum	residence	detached garage
Length (m):	24.4 m	14.3 m	6.2 m
Width (m):	17 m	9.6 m	5 m
Height (m):	13.5	7.315 m	2.74 m
No. of storeys:	1	2	1
Ground floor area (m^2):	281.8 sq m	97.08 sq m	31 sq m
Gross floor area (m^2):	551.6 sq m including basement	176.77 sq m	31 sq m
Parking area (m^2):	94.64 sq m	40 sq m	
Setback, front lot line (m):	0.31 m	7.07 m	37.03 m
Setback, rear lot line (m):	34.50 m	38.49 m	17.22 m
Setback, side lot line (m):	0.74 m	10.51 m	19.21 m
Setback, side lot line (m):	8.36 m	4.91 m	0.78 m
Date constructed:	1886	1884	unknown

PROPOSED	BUILDING 1	BUILDING 2	BUILDING 3
Building type:	no new buildings proposed		
Length (m):			
Width (m):			
Height (m):			
No. of storeys:			
Ground floor area (m^2):			
Gross floor area (m^2):			
Parking area (m^2):			
Setback, front lot line (m):			
Setback, rear lot line (m):			
Setback, side lot line (m):			
Setback, side lot line (m):			

14. Potable water will be supplied to the subject lands through:
- ☐ Publicly owned and operated piped water system.
- ☑ Privately owned and operated individual or communal well.
- ☐ Lake or other water body.
- ☐ Other means. Explain: _____

15. Sewage disposal will be supplied to the subject lands through:
- ☐ Publicly owned and operated sanitary sewage system.
- ☑ Privately owned and operated individual or communal septic system.
- ☐ A privy.
- ☐ Other means. Explain: _____

16. Storm drainage will be supplied to the subject lands through:
- ☑ Publicly owned and operated storm sewer system.
- ☐ Privately owned and operated storm sewer system.
- ☐ Ditches and swales.
- ☐ Other means. Explain: _____

17. Has the subject lands ever been the subject of any of the following matters under the Planning Act:

(a) For approval of a plan of subdivision under Section 51. ☐ Yes ☑ No
File No.: _____ Status: _____

(b) For approval of a consent under Section 53. ☑ Yes ☐ No
File No.: E 53-26 Status: Pending

(c) For approval of minor variance/permission under Section 45. ☐ Yes ☑ No
File No.: _____ Status: _____

18. This application must be accompanied by a digital sketch, in metric, showing as applicable:
- ✓ The boundaries and dimensions of the subject lands;
- ✓ The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- ✓ The approximate location of all natural and artificial features (i.e. buildings, railways, roads, watercourses, drainage ditches, rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
  - (i) are located on the subject land and on land that is adjacent to it; and
  - (ii) in the applicant's opinion, may affect the application.
- ✓ The current uses of land that is adjacent to the subject land;

(continued on next page)

- ✓ 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;
- ✓ If access to the subject lands will be by water only, the location of the parking and docking facilities to be used; and
- ✓ The location and nature of any easement affecting the subject land.

19. This application must be filed **with the Municipality of Central Elgin, 450 Sunset Drive, St. Thomas, Ontario, N5R 5V1, and must be accompanied by the application fee of $553.75.**

PLEASE MAKE CHEQUES PAYABLE TO "THE MUNICIPALITY OF CENTRAL ELGIN"

DECLARATION:

I, Helen Krygsman of Village of Belmont
do solemnly declare that all above statements contained in all of 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.

Declared before me at the
Town of Aylmer
In the County of Elgin
this 28
day of August A.D. 2026

Helen Krygsman
Signature of Owner or Authorized Agent

A Commissioner, etc.
Christie Leatham's

OWNER'S AUTHORIZATION:

THIS MUST BE COMPLETED BY THE OWNER IF THE OWNER IS NOT FILING THE APPLICATION

Note: If there are multiple Owners, an authorization letter from each Owner (with dated, original signature) is required OR each Owner must sign the following authorization.

I, (we) John Parks Martyn & WF Daryl Roberts, being the Applicant(s) and/or registered Owner(s) of the subject lands, hereby authorize _____ to prepare and submit an Application for a Minor Variance.

John Parks Martyn & W.F. Daryl Roberts

Signature

26 08 2026

Day Month Year

Municipal Freedom of Information Declaration:

In accordance with the provisions of the Planning Act, it is the policy of the Municipality of Central Elgin to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I Helen Krygsman (please print name) the ☐ Owner ☐ Applicant ☐ Authorized Agent, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the Municipality of Central Elgin to post a "Possible Land Use Change" sign and allow municipal staff to access to the subject lands for purposes of evaluation of the subject application.

Helen Krygs

Signature

28 August 2026

Day Month Year