

The Minor Variance Step by Step Guide

Application Fee: \$500.00 application fee plus any additional fees

Step 1

Meet with Municipality

- By meeting with the Planning Department the applicant is able to apply for the minor variance with an understanding of Municipalities requirements.
- If your building does not conform exactly to the zoning By-law, but follows it's general intent, you can apply for a minor variance.

Step 2

Fill out application

 The applicant completes the application (Municipal staff are avilable to guide you with the application, by appointment only; however you may be required to retain professional assistance as Municipal staff cannot complete the application).

Step 3

Bring completed application to Planning/Building Department

- •Bring application to the Planning/Building Department.
- •Staff will review and make sure all questions have been answered
- A Committee of Adjustment hearing is held within 30 days of receipt of application.

Step 4 Pay Fee & Commisson Signature

- The Clerk or Alternate will commission the signature of the registered owner(s) or authorized agent of the application. Applicant may have application commissioned elsewhere.
- •Pay application fee of \$500.00*

Step 5

Notice of Application (min. 10 days in adavnca of meeting)

- A Public Meeting Notice is sent to all applicable commenting agencies (ie.
 Municpalities, Raisin Region Conservation Authority, County Engineer,
 applicable utilities and other agencies) and all landowners abutting the subject
 property within 60 m (200 ft) a minimum of 10 days in advance of a Committee
 of Adjustment hearing.
- A Public Notice Sign is posted on the Subject Property.

Applicant

Planning Department

Step 6 Committee of Adjustment hearing is held. Committee of Adjustment •This is a public meeting, any member of the public may Planning Department attend. Hearing • Notice of Decision is mailed out to all commmenting Step 7 agencies and land owners that requested notification **Notice of Decision** within 10 days of the decision. (20 day appeal period) •There is a 20 day Appeal period whereby an appeal of the decision can be filed within 20 days of the decision. Step 8 **Interested Parties** •Staff will provide the information to the LPAT. Contesting the application may appeal to the LPAT •If no appeal has been filed the decision becomes final Step 9 and binding. • A Building Permit may be permitted to be issued **Final** following the completion of the appeal period. **Approval**

^{*}This application process may take approximately 2 months to complete.