

# The Minor Variance Step by Step Guide

**Application Fees: Minor \$650.00** 

Major \$1000.00 (Includes all Commercial/Industrial/Agricultural)

### 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 the Municipality's requirements.
- If your building does not conform exactly to the zoning By-law, but follows its general intent, you can apply for a minor variance.

## Step 2 Fill out application

• The applicant completes the application (Municipal staff are available 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 Department

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

# Step 4 Pay Fee & **Commission Signature**

- The Clerk or Alternate will commission the signature of the registered owner(s) or authorized agent of the application. Applicants may have applications commissioned elsewhere.
- Pay an application fee of \$650.00 for minor variances or \$1000.00 for major minor variances.

**Notice of Application** (min. 10 days in advance of meeting)

Step 5

- A Public Meeting Notice is sent to all applicable commenting agencies (ie. Municipalities, South Nation 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.

Planning Department

Step 6 Committee of Adjustment hearing is held. Committee of Adjustment • This is a public hearing; any member of the public may Department attend. Hearing Planning Step 7 Notice of Decision is mailed out to all commenting agencies and landowners 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 OLT. Contesting the application may appeal to the OLT • If no appeal has been filed, the decision becomes Step 9 final and binding. • A Building Permit may be permitted to be issued **Final** following the completion of the appeal period. **Approval** 

<sup>\*</sup>This application process may take approximately 2 months to complete.