

Minor Variance Application Process

(In accordance with Section 45 of the Planning Act, R.S.O., 1990, & Ontario Regulation 200/96, as amended by Ontario Regulation 432/96, 508/98)

Application Submitted

Secretary-Treasurer Reviews Application and seeks further information if required

Notice of Hearing Prepared & Circulated (minimum 10 days before hearing) to parties prescribed in Reg. 200/96 and Notice Posted on Property
Notice includes: Time/place of Hearing & Nature of Application

Public Hearing held before the Committee of Adjustment (C.O.A.)

Applicant/ Agent Attends

Written Comments Received/Interested Persons Comment

2 Possible Outcomes

Hearing Adjourns to Reconvene at a later date (if Full Information is not available)

C.O.A. Makes a Decision

2 Possible Outcomes

Minor Variance Not Granted

Minor Variance Granted (conditions of approval may apply)

Written Decision noting last day to appeal decision to the Ontario Municipal Board (O.M.B.) is Forwarded (within 10 days of decision) to Applicant & Persons requesting Notification

Last Day to Appeal Decision
(20 days from date of Decision-Sec.45(12)Planning)

2 Possible Outcomes

Appeal(s) Filed

No Appeal(s) Filed

Documentation sent to O.M.B.

O.M.B. Hearing

Decision becomes final & binding with issuance of Certificate of Secretary-Treasurer

Any conditions to be fulfilled