

TOWNSHIP OF ELIZABETHTOWN-KITLEY

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Information Guide - Applications for Minor Variance

Prior to filing an application, persons are encouraged to consult with staff at the Planning & Development Department

A public hearing is held before the Committee of Adjustment (C.O.A.) for all minor variance applications. To meet the notification requirements under the Planning Act and related regulations, notice of the application and meeting date will either be published in the local newspaper or circulated to neighbours within 200 ft. of the property and a sign will be posted on the property by Township staff. Agencies are also circulated for comments.

Members of the public are welcome to attend the hearings and provide comments. Applicants are encouraged to attend the hearing. The Committee generally considers and decides upon minor variance applications at these public hearings, although they may also reserve their decision.

The C.O.A. generally meets the fourth Thursday of every month. Minor variance applications **should be submitted 20 days** prior to the meeting date to allow for proper evaluation and to meet notice circulation.

IN ORDER TO PROCESS AND PROPERLY EVALUATE A MINOR VARIANCE APPLICATION, THE FOLLOWING MUST BE UNDERTAKEN BY THE APPLICANT. Failure to comply with these requirements may delay consideration of the application.

1. The attached **APPLICATION FORM** must be submitted to the New Dublin Municipal Office and must:
 - be **legible** and page five must be **signed and witnessed** by a Commissioner for taking affidavits
 - include the required **fee** of \$600.00*
 - include a **lot plan**, drawn to scale, (refer to item 25 of application form)
 - if available, include a **survey** of the property (or a photocopy copied at 100%).
2. Members of the Committee conduct site visits on all applications. To assist on-site review, please **PHYSICALLY MARK THE PROPERTY** as follows:
 - (a) Where unclear, mark **property corners** (by stakes, tape, ribbons, spray paint, etc.);
 - (b) Where a building or addition is proposed, mark the exact location and size of the proposed **building/addition**. (Mark foundation size/location, not the overhang.);
 - (c) Where a reduced yard requirement(s) is being requested, mark **lot lines**;
3. For VACANT LOTS, please provide specific directions to the property (include road names, neighbouring addresses, landmarks etc.).
4. Where deemed required by Township staff the attached HEALTH UNIT and CONSERVATION AUTHORITY FORMS are to be submitted by the applicant directly to these authorities with the required **FEES**.
Note: Conservation Authority Forms and their fee can be forwarded to them by the Township.

* TOWNSHIP FEE: The Committee may reduce the amount of, or waive the requirement for payment of, the Township fee where they are satisfied that it would be unreasonable to require payment in accordance with the tariff. (Section 4, By-law No. 0130), *also* Any person who is required to pay a fee for a planning application may pay the fee under protest and thereafter appeal to the Ontario Municipal Board against the levying of, or amount of, the fee by giving written notice of appeal to the Board within thirty days of payment. (Planning Act, R.S.O. 1990)

Thank you for your Anticipated Co-operation