

Committee of Adjustment Application Process

Step 1: Meeting with Planning Staff (Pre-Consultation)

Before applying for a minor variance or land severance, the Applicant is encouraged to meet with Planning Staff regarding the application.

Step 2: Filing your application

Two complete copies of the application (minor variance or consent application) are required to be filed with the Secretary-Treasurer, along with the prescribed fee together with copies of a plan (drawn to scale) showing dimensions of the subject land and of abutting land and showing the location, size and type of all building structures on the subject land and Land Surveyor.

Step 3: Notice of Public Meeting

For every application the Secretary-Treasurer must give written notice of the time and place of the Public Hearing, together with a brief explanation of the nature of the application. This notice is sent to the applicant and/or agent, all assessed property owners within 60 metres of the subject property, various Municipal and Provincial Officials to give them an opportunity to review the application and make their comments.

Step 4: Public Meeting

The applicant or agent must appear at the Hearing.

The hearing is conducted in public and the applicant is asked to provide a brief explanation of the situation and the reason for requiring a minor variance or consent (severance, easement, right-of-way etc.). All the Committee members have read the application and some will have visited the subject property.

Each committee member, in turn, has an opportunity to ask questions about the application.

Step 5: Notice of Decision

A written decision of the Committee will be sent within 10 days of the hearing to the applicant and agent. All other persons who wish to receive a copy of the decision must request a copy of the decision in writing.

Step 6: Appeals

After the Committee hearing, there is a 20 day appeal period for consent and minor variance applications in which anyone may appeal the Committee's decision. If there are no appeals received, then the decision is final and binding.