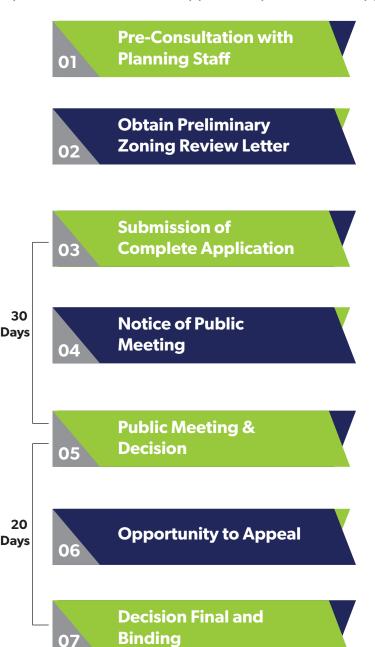
Committee of Adjustment Process Minor Variance & Consent Applications

The flow chart below represents a typical Committee of Adjustment (COA) Minor Variance or Consent Application process. Please note the application process takes approximately two (2) months.



It is encouraged that Applicants meet with Town staff to discuss the proposed application, which will make the process more efficient and ultimately help you save time and money.

Prior to submitting a Minor Variance or Consent application, please obtain a Preliminary Zoning Review (PZR) with the Building Branch to identify all of the required variances. The PZR requires 5 to 10 business days to complete, and will help confirm the zoning deficiencies as shown in the submitted Site Plan. A PZR must be completed prior to making an application to COA.

The Town will consider your application to be complete if it is accompanied by the required information identified in the Pre-Consultation with Planning Staff. A complete application will reduce the number of resubmissions of materials and provide greater clarity about the proposal.

A notice sign will need to be displayed along the frontage of the property 14 days prior to the meeting date for a Consent application, and 10 days prior to the meeting date for a Minor Variance. Please see the COA schedule for details. Additionally, the Town will circulate the notice to the appropriate departments and agencies, as well as all property owners within a minimum 60m of the subject property.

A public meeting is held once a month. A decision will be provided at the meeting. A Notice of Decision will be sent out no later than 15 days for a Consent application, and no later than 10 days for a Minor Variance application. This will be provided to the Applicant, Town's Departments, external agencies, and interested parties.

For a minor variance application, any individual may appeal the COA decision within 20 days of the public meeting. For consent applications, any individual may appeal the COA decision within 20 days from the Notice of Decision. All appeals are to be filed to the Secretary Treasurer and the application will be reviewed by the Local Planning Appeal Tribunal.

If no appeal is filed, the decision is final and binding and you will receive written confirmation from the Town that no appeals were filed. You can then satisfy any conditions of approval, if required.