



Committee of Adjustment

A Citizen Guide to Minor Variances and Consents



Contact:

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Committee of Adjustment:

- The Township of South Algonquin Committee of Adjustment is a Council appointed committee consisting of up to seven (7) members. The Committee of Adjustment operates under the Planning Act to deal with **Minor Variances and Consents**.

Hearing Schedule:

- Meetings are scheduled on an as needed basis usually the **third Wednesday** of the month in the Council Chambers, 7 Third Ave. Whitney.

What is a Consent?

- A consent allows an Applicant to divide land into parcels such as single lots, multiple lots, lot addition and easements/right-of-way. The consent process ensures that provincial interests and criteria in the Township Official Plan are satisfied.

What is a Minor Variance?

- A minor variance is a change or permission from the specific requirements of the Township Comprehensive Zoning By-Law. This allows the property owner to apply to the Committee of Adjustment for permission or relief from specific provisions of the Zoning By-Law.
- The Planning Act directs that the Committee of Adjustment must be satisfied that an application for a minor variance meets the four tests.
 - 1) Is the minor variance request “minor”?
 - 2) Will the minor variance maintain the general intent and purpose of the Official Plan?
 - 3) Will the minor variance maintain the general intent and purpose of the Zoning By-Law?
 - 4) Will the minor variance be desirable for the appropriate use of the land or structure?

Submitting an Application:

- The Applicant is required to complete a Pre-Consultation Form prior to submitting a Formal Application for Consent. A Pre-Consultation Form is not required for Minor Variances.
- Forms and applications are available on the Township website or at the Township office.
- Application fees are outlined in the Township Schedule of Fees By-Law.
- Prior to submitting the application please ensure all questions on the application are completed and all the required documentation is included.

Before the Hearing:

- Township Staff and the Township Planner will review the application for completeness and compliance
- The Notice of Hearing will be circulated to all land

owners within 60 metres of the subject property, Township departments and applicable outside agencies.

- The Applicant is responsible to post and ensure the Notice of Hearing sign is posted on the property for the entire period and must be posted prior to the Hearing (at least 10 days for Minor Variances and 14 days for Consents).
- Township Staff/Planner will prepare a planning report regarding the application and comments received. The report will be forwarded to the Committee of Adjustment.

At the Hearing:

- The Applicant or Agent is recommended to attend the hearing.
- Staff will provide an overview of the application to the committee and the public will

have an opportunity to ask questions regarding the application.

- After everyone has had an opportunity to speak, the Committee may make a decision or defer their decision.

After the Hearing:

- Notice of the decision including the appeal process to the Ontario Municipal Board is provided to the Applicant and anyone else who provided a written request.
- After the 20 day appeal period is over and no appeal(s) were received, a notice of final decision and applicable conditions are forwarded to the Applicant.
- If an appeal is filed, notice is given to the Applicant and the appeal is forwarded to the Ontario Municipal Board.