

The Minor Variance Step-by-Step Guide

Application Fee: \$600.00

Minor Variances are used when your building does not conform exactly with the Zoning By-law but does follow its general intent. For example, you may apply for a Minor Variance if you want to build on your property, but you cannot meet the minimum setback requirement due to the shape of your lot.



Please see next page

Planning Department

Step 5
Notice of Application: Issue
10-Day Notice of Public
Meeting

- A Notice of Public Meeting is sent to all applicable commenting agencies (e.g. Townships, Raisin Region Conservation Authority, County Engineer, applicable utilities, etc.), and landowners abutting the subject property within 60 m (200 ft).
- A Public Notice sign is posted on the subject property.

Applicant & Planning Department

Step 6
Committee of Adjustment
Hearing

- Committee of Adjustment hearing is held.
- This is a public meeting, any member of the public may attend.

Step 7
Notice of Decision
(20-day Appeal Period)

- Notice of Decision is mailed to all commenting agencies and land owners requesting notification within 10 days of the decision.
- There is a 20-day period after the decision where appeals can be filed with the Township.

Step 8
Interested Parties May
Appeal the decision to the
OLT

- **Only** the Applicant, the Municipality, the Minister of Municipal Affairs and Housing and certain public bodies may appeal the decision to the Ontario Land Tribunal (OLT). The OLT appeal fee is a \$400.

Step 9
Final
Approval

- If no appeal has been filed the decision becomes final and binding.
- A building permit may be issued following the completion of the 20-day appeal period.



*This application process may take approximately 60 days to complete.