

# COMMITTEE OF ADJUSTMENT APPLICATION FOR MINOR VARIANCE SUBMISSION CHECKLIST



## PLEASE READ CAREFULLY

Prior to filing this application, the applicant is strongly encouraged to meet and consult with the Planning and Development Department staff with respect to the variances proposed. It is the applicant's responsibility to provide a complete and accurate application, as staff are not permitted to complete the form. Failure to provide all of the information included below may result in a deferral of the application. The owner, applicant, or agent must appear in person at the Committee of Adjustment meeting. Failure to appear in person at the meeting may result in the deferral or denial of the application.

### COMPLETE APPLICATION:

A complete minor variance application package requires the submission of:

- a completed application form;
- the required fee; and,
- sketch(es)(drawings) of the subject property.

**FEE:** (Payable by cash, debit or cheque payable to the Township of Centre Wellington)

- Commercial - \$1071.00
- Residential/Agricultural - \$1071.00
- Multiple Related Application - \$522.00
- Deferral of Hearing (Applicant's Request) - \$269.00
- Withdrawal of Application Prior to Circulation – Original Fee is refunded, less \$135.00 Admin Fee

Should the lands be within an area of interest to the Grand River Conservation Authority (GRCA), a further fee may be required for GRCA review.

### APPLICATION:

One (1) original copy of the completed form is required.

The nature and extent of relief applied for on page 2 (Item 5) must include the applicable sections of the Township of Centre Wellington Zoning By-law,

- Written authorization by the owner(s) is required if the application is signed by an agent or solicitor on the owner's behalf. If the applicant is a Corporation acting without an agent the application must be signed by an officer that has the authority to bind the Corporation.
- 2 copies of the sketch are required:
  - 1 full size copy (maximum size of 11 inches x 17 inches) **drawn to scale**
  - 1 copy reduced to legal size (8.5 inches x 14 inches)
  - In some cases, it may be preferable that this sketch be prepared by a qualified professional
  - The sketch must contain all the information noted below.

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## **SKETCH:**

The Planning Act requires that sketches, drawings, or surveys shall all of the following information. Should deficiencies be found, you may be required to re-apply. The responsibility is on the applicant to provide accurate drawings and that a sketch prepared by a surveyor is preferred. Processing delays as a result of inaccurate information provided on a sketch is not the responsibility of the Township.

- All measurements must be shown in metric (metres) and drawn to scale
- The boundaries and accurate dimensions of the subject land
- The size, location, and type of all existing and proposed buildings, structures or additions on the subject land, measured from the front, rear and side lot line
- The location of all driveways, lanes, loading areas, and parking spaces
- The location of and nature of any easement affecting the subject land
- The location of any natural or artificial features on the subject land and on land adjacent to the subject land (examples: trees, roads, watercourses, wetlands, wooded areas, wells, septic tanks and buildings)
- The current uses on land that is adjacent to the subject land

## **ADDITIONAL INFORMATION:**

- An application will not be accepted as complete unless all legislated requirements have been met, and will not be processed until all necessary information has been received.
- Depending on the volume of applications received, submitting an application on or before the application deadline does not guarantee the application will be heard at the next hearing. Applicants are encouraged to submit their application prior to the last submission day and to confirm a hearing date with the Secretary-Treasurer.
- In addition to the submission requirements found on the application form, the application should provide all the planning evidence necessary in support of the request being made. This will assist the Committee in making an informed decision regarding your application. Depending on the nature of the application, this evidence may be in the form of:
  - Photographs showing the existing streetscapes, structures, etc;
  - Contextual plans (in context with adjacent structures); and
  - Historical information and/or detailed location plans (windows, openings, accessory structures) of the abutting properties.
- The Committee of Adjustment application process is a public process. Applications will be circulated to public agencies for comment. Notice of the hearing will be circulated to neighbouring property owners and a sign will be posted on the subject property. All parties are given the opportunity to provide written comments or attend the hearing, either in support of or in opposition to the application, or to appeal a subsequent decision of the Committee of Adjustment. The comments and opinions submitted on an application, including the name and address on the submission, become part of the public record and may be viewed by the general public.

**Committee of Adjustment  
Planning and Development**

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