



Committee of Adjustment Application Process Summary

How do I apply?

It is strongly recommended that you consult with Planning Department staff prior to the submission of an application. Contact information can be located on the Township's website.

A Committee of Adjustment application can be downloaded, printed and completed manually. For your convenience, the application can also be completed on-line in a fillable PDF format and then printed. Please note that applicants must submit an original application form containing original signatures where indicated. In addition, the applicant must complete the Affidavit or Sworn Declaration section of the application form before a Commissioner or other person empowered to take affidavits.

How will my application be processed?

A complete application must be submitted a minimum of four weeks prior to the Committee meeting at which the application could first be considered. Due to the complexity of some applications, Planning staff require sufficient time to undertake a review of the application, conduct a site inspection, prepare a Planning report to the Committee and to fulfill the requirements of the Planning Act with respect to the giving of Notice of the Hearing.

A Hearing date will be set for the Committee to consider your application. The Committee of Adjustment is a quasi-judicial body which makes decisions solely on information gathered as a Committee. To avoid a conflict of interest, Committee Members are not to be contacted prior to the Hearing date.

Notice of the Hearing must be circulated at least 10 days prior to the Hearing, to owners of land within an area established by the Committee and to other parties as prescribed by Planning Act regulation. These parties are invited to attend the Hearing to express their views about the application or to submit written comments to the Committee. It is important that you and/or your agent attend the Hearing to explain the reasons for your application; if you do not attend, the Committee may proceed in your absence. If granted, the Committee may or may not impose conditions to be satisfied.

Notice of the Decision must be sent not later than ten days from the making of the Decision, to the applicant and to each person who appeared in person or by counsel at the Hearing and who filed a written request to be notified of the Decision. The Notice of Decision

outlines the appeal procedures and identifies the last day for appealing the Committee's Decision to the Ontario Land Tribunal (OLT). If no appeal is made by the end of the appeal period, the Decision is final and binding.

What if the Decision is appealed?

A Notice of Appeal to the Ontario Land Tribunal (OLT) can be submitted through the e-file portal or personally delivered or sent to the Secretary-Treasurer of the Committee of Adjustment. Information on the appeal process and Appeal forms are available on the Ontario Land Tribunal's website. The appeal must include the OLT's prescribed fee. The Secretary-Treasurer will then prepare an appeal package and forward it to the OLT. The OLT will give the appeal a case number, assign a case coordinator and contact the appellant.

For further information with respect to appeals, please contact the Planning Department. Additional information can also be found in the [**Ministry of Municipal Affairs' Citizen's Guide to Zoning By-laws.**](#)