

## WHAT HAPPENS AFTER THE MEETING?

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A written decision from the Committee will be sent to the applicant, agent and all persons that requested a copy of the decision by Certified Mail within ten days from the date of the hearing. At the end of the **twenty day** appeal period, if there has been no appeal filed, the decision will become final and binding and a notice to this effect will be issued.

## APPEAL PROVISIONS

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The decision of the Committee of Adjustment is subject to appeal within twenty days from the date that the decision is signed. During the appeal period any person having an interest in the application may file an appeal of the Committee's decision to the Local Planning Appeal Tribunal. The notice of appeal is filed with the Secretary-Treasurer of the Committee of Adjustment. The notice of appeal must be in writing and outline the reasons for the objection and include the require fee payable to "The Minister of Finance". The notice of appeal, the fee and all required documents will be forwarded by the Local Planning Appeal Tribunal. The LPAT will hold a hearing on the issue and will make a final decision.

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Should you have any questions with respect to the Consent process or the Committee of Adjustment, contact:

**Nancy Thompson,  
Secretary-Treasurer**

Phone: 519-669-1647 or

1-877-969-0094

Ext. 6040

Fax: 519-669-4669

Email: [planning@woolwich.ca](mailto:planning@woolwich.ca)

**Rino Dal Bello, Senior Planner**

Phone: 519-669-1647 or

1-877-969-0094 Ext. 6033

Fax: 519-669-4669

Email: [planning@woolwich.ca](mailto:planning@woolwich.ca)

Township of Woolwich

24 Church Street West

P.O. Box 158, Elmira, Ontario

N3B 2Z6

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Questions or comments regarding the Grand River Conservation Authority process and fees should be directed to a

Resource Planner who reviews applications in Woolwich Township.

Call 519-621-2761

or email [planning@grandriver.ca](mailto:planning@grandriver.ca)

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*Quick and  
Easy Look*

**AT THE COMMITTEE OF  
ADJUSTMENT**

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**MINOR  
VARIANCE  
PROCESS**

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## **WHAT IS AN APPLICATION FOR MINOR VARIANCE?**

The owner of a property or any person authorized in writing by the owner who is unable to comply with the provisions of the Zoning By-law may apply to the Committee of Adjustment by means of an "Application for Minor Variance" for relief from the Zoning By-law. Minor Variances may be granted provided that, in the opinion of the Committee, the request is minor in nature, is desirable for the appropriate development or use of the land, building or structure and if in the opinion of the committee, the general intent and purpose of the Zoning By-law and the Official Plan are maintained. The Committee of Adjustment is composed of 5 members, who are appointed by the Council of the Township of Woolwich. The authority of the Committee of Adjustment is set out in the **Planning Act** (Provincial Statute).



### **HOW DO I APPLY?**

If you wish to apply to the Committee of Adjustment you should obtain and complete the application form. The application form outlines the requirements for submitting an application for minor variance. The requirements include a site plan or survey which will indicate the location of the property, the setbacks of all buildings or structures on the property and sufficient information to clearly

identify the variance required. The number and size of the site plans is outlined on the application form. If you are acting as an agent for the purposes of the application, a letter of authorization is required from the registered owner of the property.

### **HOW MUCH WILL IT COST?**

The application fee is outlined on the application form, payable at the time an application is submitted. Fees may be paid by cash or cheque. If the fee is being paid by cheque, the cheque must be made payable to: "**Township of Woolwich**". A fee may also be required by the Grand River Conservation Authority, please contact Conservation staff to determine the required fee. Fees for the Conservation Authority must be made out to the "Grand River Conservation Authority", and can be submitted to Township staff as part of the application.

### **WHAT HAPPENS THEN?**

Public Hearing. A notice of all Committee of Adjustment applications are placed in the local newspaper, and a written notice is also mailed to every owner within 60 m. (200 ft.) of the subject lands at least ten days in advance of the Committee Hearing. The notice is also distributed to all Township Departments, Members of Council, other outside agencies, the property owner and the authorized agent (if any).

## **WHAT HAPPENS AT THE HEARING?**

At the hearing **you or your agent will be required to make a verbal presentation** of your case to the Committee. Presentations may also be made by any other interested parties in support of or in objection to your application. The Committee considers all presentations for and against your proposal and renders a verbal decision in the presence of all interested parties at the time of the Public Hearing. An approval of your application may be subject to such conditions and/or restrictions as the Committee deems appropriate. If an individual wishes to receive a copy of a Committee decision their request must be in writing.

To obtain an application form, fee schedule or meeting calendar please visit the Township website at:

[www.woolwich.ca](http://www.woolwich.ca)

Select Township Services / Departments / Development Services / Consent (Severance) or Minor Variance

