

## WHAT HAPPENS AFTER THE MEETING?

A written decision from the Committee will be sent to the applicant, agent and all persons that requested a copy of the decision by mail / email within ten days from the date of the meeting. At the end of the twenty day appeal period, if there has been no appeal filed, the decision will become final and a notice to this effect will be issued. If the application is approved by the Committee of Adjustment all conditions must be fulfilled within one year of the mailing date of the decision. If the conditions are not fulfilled within this time period, the application is deemed to be refused and the decision will lapse.

## APPEAL PROVISIONS

The decision of the Committee of Adjustment, or any condition imposed, is subject to appeal within the twenty days from the date of the mailing of the decision. No one other than the applicant, municipality, certain public bodies and the Minister may file an appeal of the Committee's decision or any condition to the Ontario Land Tribunal (OLT). The notice of appeal is to be filed with the Secretary-Treasurer of the Committee of Adjustment. The notice of appeal, the fee and all required documents will be forwarded by the Secretary-Treasurer to the OLT. The OLT may hold a hearing on the issue and will make a final decision.

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

### Secretary-Treasurer

Phone: 519-669-1647 or  
1-877-969-0094 Ext. 6040

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

Township of Woolwich  
24 Church Street West  
P.O. Box 158, Elmira, Ontario  
N3B 2Z6

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)

Questions or comments regarding the Region of Waterloo process and fees should be directed to Regional Planning staff who review applications in

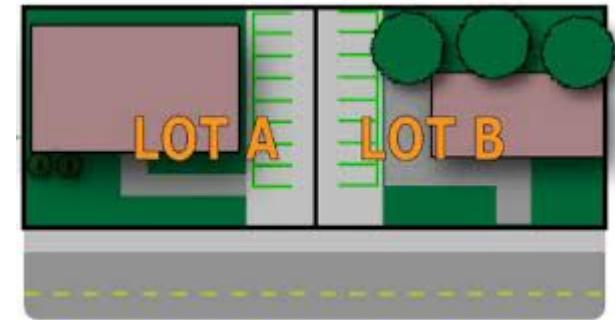
Woolwich Township.  
Call 519-575-4757 ext. 3210  
or email [planningapplications@regionofwaterloo.ca](mailto:planningapplications@regionofwaterloo.ca)



## Quick and Easy Look

### AT THE COMMITTEE OF ADJUSTMENT

## CONSENT (SEVERANCE) PROCESS



## WHAT IS AN APPLICATION FOR CONSENT?

The owner of land or a person authorized in writing by the owner who wishes to convey part of their land may apply to the Committee of Adjustment for "Consent" to convey the land. The *Planning Act* requires property owners to obtain "Consent" approval before conveying part of their property. Approval is also required when the terms of an agreement, such as a lease, easement or mortgage commits the land to a use for a period in excess of 21 years. The power under the *Planning Act* to give "Consent" has been delegated to the Committee of Adjustment. The Committee is composed of seven members who are appointed by the Council of the Township of Woolwich.



## HOW DO I APPLY?

If you wish to apply to the Committee of Adjustment you should obtain and complete the "Consent" application form. The application form outlines the requirements for submitting the application. The requirements include a site plan or survey which will indicate the location of the property and the setbacks of all buildings and structures on the property. The number and size of the site plans is outlined on the application form. If you are an agent for the purposes of the application, authorization is required from the registered owner of the property.

The application package is available at the Township of Woolwich Development Services Department.

## HOW MUCH WILL IT COST?

Please contact Township Planning staff at [planning@woolwich.ca](mailto:planning@woolwich.ca) to inquire on the required Minor Variance fees which are payable at the time an application is submitted. Fees may be paid by cash, cheque or debit. 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 Region of Waterloo and / or the Grand River Conservation Authority. Please contact the respective agency to determine the required fee. Fees payable to each agency must be made by cheque and can be submitted to Township staff as part of the application.

## WHAT HAPPENS THEN?

Staff prepares a Notice of Application which among other things describes the details of your request for "Consent" and the date and the time of the Public Meeting and the Committee hearing. A written notice is also mailed to every property owner within 60 m (200 ft.) of the subject lands at least 14 days in advance of the Committee Hearing, and a notice is placed in the newspaper. The notice is also distributed to Township Departments, other outside agencies, the property owner and the authorized agent (if any).

## WHAT HAPPENS AT THE HEARING?

At the meeting the applicant or their agent will be required to make a verbal presentation of their request 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 the proposal and renders a verbal decision in the presence of all interested parties at the time of the Public Meeting. An approval of your application may be subject to such conditions as the Committee deems appropriate. If an individual wishes to receive a copy of the Committee's written decision, their request must be in writing to the Secretary/Treasurer of the Committee. A sign up sheet entitled "Request for Decision" is available at the meetings. To find out more about a particular application, call us for an appointment to visit our office and review the file.

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

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

Select Learn About / Council / Committees / Committee of Adjustment

[www.woolwich.ca/learn-about/council/committees/#coa](http://www.woolwich.ca/learn-about/council/committees/#coa)