



2021 COMMITTEE OF ADJUSTMENT MEETING DATES AND APPLICATION CHECKLIST

Meetings are generally held every 3rd Tuesday of the month at 3:00 p.m. Dates are subject to change as required. Committee meetings are open to the public and locations will be specified in the Agenda.

SUBMISSION DEADLINE DATE	COMMITTEE MEETING DATE
N/A	No Hearing in January
Friday January 22, 2021	Tuesday February 16, 2021
Friday February 19, 2021	Tuesday March 16, 2021
Friday March 26, 2021	Tuesday April 20, 2021
Friday April 23, 2021	Tuesday May 18, 2021
Friday May 21, 2021	Tuesday June 15, 2021
Friday June 18, 2021	Tuesday July 13, 2021
N/A	No Hearing in August
Friday August 27, 2021	Tuesday September 21, 2021
Friday September 24, 2021	Tuesday October 19, 2021
Friday October 22, 2021	Tuesday November 16, 2021
Friday November 26, 2021	Tuesday December 21, 2021

CHECKLIST FOR APPLICANTS

- The proposal has been discussed with Planning Division staff prior to making the application.
- The application has been fully completed or marked "not applicable".
- Justification for the requested variances is provided including an explanation of why the provisions of the Zoning By-law cannot be met.
- Application fee(s) are included:
 - Committee of Adjustment Application Fee
 - Engineering Services Fee (*where applicable*)
 - Grey Sauble Conservation Authority Planning Services Fee (*where applicable*)
- The required plan (in metric measurements) is attached to the application and illustrates the required information as identified in the *Application Guide*.
- The Declaration has been properly signed by the owner(s) or a duly authorized agent, and commissioned by the Clerk's Department. **Note: Original signature(s) are required for the record.**
- Where an agent will be acting on behalf of the owner, the Authorization section on the application form has been fully completed. **Note: Original signature(s) are required for the record.**
- The original hardcopy of the signed, completed application form and plan/surveys(s) has been provided to the Secretary-Treasurer of the Committee of Adjustment.

PLANNING DIVISION APPLICATION FEES*

Application	Fee (subject to change)
<i>Minor Variance</i>	\$850
<i>Consent to Sever</i>	\$1,800 – includes retained lot and 1 severed lot/easement
	\$600 – additional fee for each additional severed lot or easements affecting the same original lot (<i>separate application form is required</i>)

* **NOTE:** Other Department/Agency Fees May Apply – Please Consult with the Secretary-Treasurer

CONTACT INFORMATION

For further information about the Committee of Adjustment, you may wish to visit the City's website at www.owensound.ca, or contact:

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