

**2022 COMMITTEE OF ADJUSTMENT  
MEETING DATES AND APPLICATION CHECKLIST**

Meetings are generally held every 3<sup>rd</sup> 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.

<b>SUBMISSION DEADLINE DATE</b>	<b>COMMITTEE MEETING DATE</b>	<b>LEGISLATED SIGN POSTING DATE</b>
<b>N/A</b>	<b>No Hearing in January</b>	<b>N/A</b>
Friday January 21, 2022	Tuesday February 15, 2022	Tuesday February 1, 2022
Friday February 18, 2022	Tuesday March 15, 2022	Tuesday March 1, 2022
Friday March 25, 2022	Tuesday April 19, 2022	Tuesday April 5, 2022
Friday April 22, 2022	Tuesday May 17, 2022	Tuesday May 3, 2022
Friday May 27, 2022	Tuesday June 21, 2021	Tuesday June 7, 2022
Friday June 24, 2022	Tuesday July 19, 2021	Tuesday July 5, 2022
<b>N/A</b>	<b>No Hearing in August</b>	<b>N/A</b>
Friday August 26, 2022	Tuesday September 20, 2022	Tuesday September 6, 2022
Friday September 23, 2022	Tuesday October 18, 2022	Tuesday October 4, 2022
Friday October 21, 2022	Tuesday November 15, 2022	Tuesday November 1, 2022
Friday November 25, 2022	Tuesday December 20, 2022	Tuesday December 6, 2022

**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\***

\* **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](http://www.owensound.ca), or contact:*

**Jamie Eckenswiller, AMP**

Deputy Clerk  
 Secretary-Treasurer, Committee of Adjustment  
 Owen Sound City Hall  
 808 2<sup>nd</sup> Avenue East  
 Owen Sound, ON N4K 2H4  
 Phone: 519-376-1440 ext. 1235

Email: [jeckenswiller@owensound.ca](mailto:jeckenswiller@owensound.ca)

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