

2023 Committee of Adjustment Meeting Dates and Application Checklist

Meetings are generally held every third (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 | Legislated Sign Posting Date |
|-----------------------------|------------------------|------------------------------|
| N/A | No Hearing in January | N/A |
| Tuesday, January 24, 2023 | February 21, 2023 | Tuesday, February 7, 2023 |
| Tuesday, February 21, 2023 | March 21, 2023 | Tuesday, March 7, 2023 |
| Tuesday, March 21, 2023 | April 18, 2023 | Tuesday, April 4, 2023 |
| Tuesday, April 18, 2023 | May 16, 2023 | Tuesday, May 2, 2023 |
| Tuesday, May 23, 2023 | June 20, 2023 | Tuesday, June 6, 2023 |
| Tuesday, June 20, 2023 | July 18, 2023 | Tuesday, July 4, 2023 |
| N/A | No Hearing in August | N/A |
| Tuesday, August 22, 2023 | September 19, 2023 | Tuesday, September 5, 2023 |
| Tuesday, September 19, 2023 | October 17, 2023 | Tuesday, October 3, 2023 |
| Tuesday, October 24, 2023 | November 21, 2023 | Tuesday, November 7, 2023 |
| Tuesday, November 14, 2023 | December 12, 2023 | Tuesday, November 28, 2023 |

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 variance(s) 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/survey(s) has been provided to the Secretary-Treasurer of the Committee of Adjustment.

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Planning Division Application Fees*

* Note: Other Department/Agency fees may apply – please consult with the Secretary-Treasurer of the Committee of Adjustment

| Application | Fee (Subject to change – view the City’s current Fees & Charges By-law at www.owensound.ca/by-laws) |
|--------------------|---|
| Minor Variance | \$850.00 |
| Consent to Sever | \$1,800.00 – includes retained lot and one (1) severed lot/easement \$600.00 – additional fee for each additional severed lot or easements affecting the same original lot (separate application form is required) |

Contact Information

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

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