

## 2018 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.

| SUBMISSION DEADLINE DATE   | COMMITTEE MEETING DATE     |
|----------------------------|----------------------------|
| Tuesday December 19, 2017  | Tuesday January 16, 2018   |
| Tuesday January 30, 2018   | Tuesday February 20, 2018  |
| Tuesday February 27, 2018  | Tuesday March 20, 2018     |
| Tuesday March 27, 2018     | Tuesday April 17, 2018     |
| Tuesday April 24, 2018     | Tuesday May 15, 2018       |
| Tuesday May 29, 2018       | Tuesday June 19, 2018      |
| Tuesday June 26, 2018      | Tuesday July 17, 2018*     |
| Tuesday July 31, 2018      | Tuesday August 21, 2018*   |
| Tuesday August 28, 2018    | Tuesday September 18, 2018 |
| Tuesday September 25, 2018 | Tuesday October 16, 2018   |
| Tuesday October 30, 2018   | Tuesday November 20, 2018  |
| Tuesday November 27, 2018  | Tuesday December 18, 2018  |
| Tuesday December 18, 2018  | Tuesday January 15, 2019   |

\* **NOTE:** July and August meetings at the call of the chair.

### 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>   | <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> ) |

\* **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:

**Justin Teakle**, Secretary-Treasurer,  
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