

2019 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
Tuesday December 18, 2018	Tuesday January 15, 2019
N/A	No Hearing in February
Friday February 22, 2019	Tuesday March 19, 2019
Friday March 22, 2019	Tuesday April 16, 2019
Friday April 18, 2019	Tuesday May 21, 2019
Friday May 24, 2019	Tuesday June 18, 2019
Friday June 21, 2019	Tuesday July 16, 2019*
Friday July 19, 2019	Tuesday August 20, 2019*
Friday August 23, 2019	Tuesday September 17, 2019
Friday September 20, 2019	Tuesday October 15, 2019
Friday October 18, 2019	Tuesday November 19, 2019
Friday November 22, 2019	Tuesday December 17, 2019
Friday December 17, 2019	Tuesday January 21, 2020

* **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>	\$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:

Justin Teakle, Secretary-Treasurer,
Committee of Adjustment
Owen Sound City Hall
808 2nd Avenue East
Owen Sound, ON N4K 2H4

Phone: 519-376-1440 ext. 1250

Email: jteakle@owensound.ca