

2026 Committee of Adjustment Meeting Dates and Application Checklist

Meetings are generally held on the first (1st) Tuesday of every 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
January 5, 2026	February 3, 2026	January 20, 2026
February 2, 2026	March 3, 2026	February 17, 2026
March 9, 2026	April 7, 2026	March 24, 2026
April 7, 2026	May 5, 2026	April 21, 2026
May 4, 2026	June 2, 2026	May 19, 2026
June 8, 2026	July 7, 2026	June 23, 2026
N/A	No Hearing in August	N/A
August 4, 2026	September 1, 2026	August 18, 2026
September 8, 2026	October 6, 2026	September 22, 2026
October 5, 2026	November 3, 2026	October 20, 2026
November 2, 2026	December 1, 2026	November 17, 2026

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)
 - ☐ Grey County Fee (\$400.00 for the first application; \$50.00 for each subsequent application)
- ☐ 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.**

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- ☐ 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.

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	\$1,000.00 – 1 zoning provision \$1,500.00 – 2 or more zoning provisions
Consent to Sever	\$2,200.00 – includes one (1) severed lot or easement and one (1) retained \$850.00 – additional fee for each additional severed lot or easement 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/cofa or contact:

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