

Minor Variance Application Process

Step 1 - Minor Variance Determined through:

- Pre-consultation with Planning staff by way of providing them with a draft site plan identifying the proposed works on the property; or
- Planning staff's review of a building permit application

Step 2 - Application Form

- Form is completed and submitted to the Township with all required documents and \$1,030.00* non-refundable fee is paid

*Fees may be subject to change. For a complete copy of the Fee & Charges By-law, please visit the Township's website: www.springwater.ca/fees

Step 3 - Complete Application Received

- Assigned application number
- Paper and electronic file created containing all associated documents
- Planner reviews application submission and deems complete (or if incomplete identifies additional information required)
- Planner begins preparing recommendation report regarding the application to be considered by the Committee of Adjustment

Step 4 - Notice of Hearing

- Notice of hearing for the application is prepared and circulated via mail to all property owners within 60m of the subject property
- Notice sign is prepared and posted on the property by Township staff
- Staff completes site visit
- Staff creates and publishes a meeting agenda

Step 5 - Committee of Adjustment Hearing

- Committee will introduce your application where you are given the opportunity to present your proposal
- Any person having an interest in your application will be invited to make comment(s)
- Committee members may ask questions to the applicant or members of the public
- Committee will render a decision to approve, differ or deny the application
- To approve the application, the Committee must be satisfied that the four tests (under section 45(1) of the *Planning Act*) are met

- Four Tests**
1. The general intent and purpose of the Township's Official Plan is maintained.
 2. The general intent and purpose of the Township's Zoning By-law is maintained.
 3. The proposal is appropriate for the development of the land and/or building.
 4. The variance requested is minor.

Step 6 - Notice of Decision

- Within 10 days
- Prepared and mailed to applicant and to those who participated or who filed with the secretary-treasurer a written request for notice of the decision

Step 7 - Appeal Period

- Following decision, a 20-day appeal period begins
- An appeal may be filed with the Ontario Land Tribunal (OLT) by the applicant, a specified person* or public body* against the Committee's decision
- If appeal filed, matter is referred to OLT

*As identified in the Planning Act, R.S.O. 1990, c.P.13

Step 8 - Decision Final

- If no appeals filed, Committee's decision is final and binding subject to applicant complying with any conditions attached to the decision
- Building permit application can now be pursued
- Minor Variance stays with the property