8348 Wellington Road 124,
P.O. Box 700
Rockwood ON N0B 2K0
Tel: 519-856-9596
Fax: 519-856-2240
Toll Free: 1-800-267-1465

CORPORATION OF
THE TOWNSHIP OF GUELPH/ERAMOSA
MINOR VARIANCE APPLICATION GUIDE

PART 1	KEY POINTS

1. WHAT IS A MINOR VARIANCE?

A Minor Variance application is required when a small variation is proposed from the requirements of the Zoning By-law. There are four questions that will be considered in a Minor Variance application:

a. Is the application minor?
b. Is the application desirable for the appropriate development of the lands in question?
c. Does the application conform to the general intent of the Zoning By-law?
d. Does the application conform to the general intent of the Official Plan?

2. TIMELINE

Minor Variance hearing dates are scheduled in-advance for the year, and the hearings take place on an as-needed basis. As such, a minor variance takes roughly 2 months, but could take longer depending on when the next scheduled hearing is. The best way to ensure a timely process is to have all relevant documentation prepared before the application of submission. Please see the "Minor Variance Application Checklist" for requirements.

3. **COST**

    The application cost is a non-refundable administration fee of $2,577.00. However, be aware that there are other costs associated with an application, such as the GRCA review fee.

4. **WHAT DO I NEED?**

    It's recommended that potential applicants contact the Township to discuss their specific circumstances prior to submitting an application. However, required documents are listed in the "Minor Variance Application Checklist". Be aware that additional documents may be requested as needed/relevant to the application.

5. **WHERE CAN I GET MORE INFORMATION?**

    For information about the Township's Minor Variance process, contact the Planning Administrator at 519-856-9596 ext. 112. For information about Minor Variances in general, check out the "Citizens' Guides to Land-use Planning" at: http://www.mah.gov.on.ca/Page338.aspx

(Optional Pre-Consultation with Township Staff to discuss application)

Application Submitted

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Planners review application to determine if all information has been provided.

•If more information is needed, application is put on hold until it is provided.

Application is circulated to relevant Agencies and Staff and for their comments.

•Comments may have to be addressed by the applicant.

Agencies and neighbours within 60m of the property are sent a Notice of Hearing.

The applicant picks up and posts a sign on the property displaying the Notice of Hearing.

The Planning Report, Agency Comments, and Agenda are forwarded to the applicant one week before the hearing.

The Committee of Adjustment hears the application and considers approval of the Minor Variance(s).

•The Committee may impose additional conditions to the Minor Variance.

A Notice of Decision is issued to anyone who commented.

An Appeal Period of 20 days begins.

If no appeals are received, a Notice of No Appeals is mailed to the applicant and the Minor Variance is considered final and binding.

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