

Application fees

Effective January 1, 2017

Service	Fee
Consents	
Application fee Per lot/block created	\$1,559
Administration fee (new lots) Payable prior to deed endorsement	\$570
Administration fee (all other consents) Payable prior to deed endorsement	\$243
Validation of Title/Power of Sale	\$1,559
Request for Change of Condition	\$722
Minor variances	
Single or semi-detached	\$780
On-street townhouse unit	\$780
Other uses	\$935
Special hearing	\$1,044 + application fee
Deferral fee	\$243

Accepted methods of payment: cash, cheque or debit

Application details

Last date to submit application

Hearing date

Sign pickup at ServiceGuelph counter

Comments from staff and
public agencies emailed

City Hall
1 Carden Street
Guelph ON N1H 3A1

519-822-1260 x 2524
Fax **519-763-1269**
cofa@guelph.ca



Alternate formats are available
as per the *Accessibility for
Ontarians with Disabilities Act*.

Committee of Adjustment



2017 Public hearing dates and fees



Committee of Adjustment

What is the Committee of Adjustment?

The Committee of Adjustment is an independent, quasi-judicial committee of seven citizens appointed by Guelph City Council. The Committee is authorized to grant minor variances from the City's Zoning Bylaw, adjust property boundaries, create new lots, permit enlargements, extensions or changes to legal non-conforming uses.

What is a minor variance?

A minor variance is a minor deviation from the provisions of the Zoning Bylaw. A variance can relate to land, a building or structure or the use thereof. The Committee may authorize such minor variances if, in the opinion of the Committee, the variance is minor, desirable for the appropriate development or use of the land, building or structure, and if, in the opinion of the Committee, the general intent and purpose of the By-law and the Official Plan are maintained [the four tests in Section 45(1) of the Planning Act].

What is a consent?

A consent is often referred to as a "land severance". The most common types of consent applications are used to divide a parcel of land into two or more lots, or to add a lot to an abutting property.

An application for consent or severance may require a minor variance approval. Applications for both minor variance and consent may be submitted together for simultaneous consideration by the Committee.



Applying for a minor variance and/or consent

Before you apply

It is strongly recommended that you consult with a member of the City's Planning and Engineering Services teams before submitting an application. In many cases, we can help you through the process, and give you an idea of what is likely to be permitted or supported by City staff.

Your application, sketch and fee

Along with your application forms, you are required to submit a professional sketch of the proposal and the applicable fees. City staff can check your forms for completion, and is available to witness signatures.

Notice of Public Hearing

A Notice of Public Hearing regarding your application will be mailed to property owners in the area. A sign explaining the nature of your application must be posted on your property, and must be visible from the street. Please consult with your neighbours about your plans for your property, and identify or resolve any potential conflicts before a Public Hearing.

Public Hearing

A Public Hearing is held to hear all current applications. You or your representative must make a brief presentation to the Committee about your application. The Committee will also hear anyone who is in support of, or has concerns about, the application. City staff also makes recommendations to the Committee at this time.

The Committee considers your application, presentations and staff recommendations before making a decision during the meeting. A copy of the decision is mailed to you and to anyone who requested a copy of the decision in writing.

Objections and appeals

If there is an objection to the Committee's decision, an individual or public body can appeal to the Ontario Municipal Board. The Ontario Municipal Board is an independent quasi-judicial tribunal established by the Provincial Government. All appeals must be received in writing by the secretary-treasurer within the prescribed appeal period along with the associated fee. Upon receiving an appeal the Ontario Municipal Board schedules a hearing in the municipality.

Appeal period

The appeal period for minor variances is 20 days from the date of the Committee's decision. For consents or severances, the appeal period is 20 days from the giving of written notice of the Committee's decision. If there are no appeals filed within the appeal period, the decision of the Committee is final and binding.

Conditions

The Committee of Adjustment is authorized to impose conditions on its decisions. For consent applications, the conditions must be fulfilled and the deed stamped within one year from the date of the notice of the Committee's decision.

How long does an application take?

The process from submission of a complete application to the last day of appeal is usually between 10 and 12 weeks.

How do I apply?

Please contact the City of Guelph to begin your application process.

City Hall

1 Carden Street
Guelph ON N1H 3A1

519-822-1260 x 2524

Fax **519-763-1269**

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2017 public hearing dates

Application deadline (by 4 p.m.)	Pick up and post sign	Comments available from staff, public, and agencies	Public hearing (4 p.m., Council Chambers)
December 13, 2016	December 23, 2016	January 6	January 12
January 10	January 20	February 3	February 9
February 7	February 17, 2017	March 3	March 9
March 14	March 24	April 7	April 13
April 11	April 21	May 5	May 11
May 9	May 19	June 2	June 8
June 13	June 23	July 7	July 13
July 11*	July 21	August 4	August 10
August 8*	August 18	September 1	September 7
September 12	September 22	October 6	October 12
October 10	October 20	November 3	November 9
November 7	November 17	December 1	December 7

*Applications are due by 3:30 p.m.

Location, dates and times subject to change. Last revised: 11/16/2016

A second hearing per month may be held if there is a large volume of applications received for the first hearing of the month. Please contact the secretary-treasurer to confirm if there will be a second hearing will be held.

Please contact the secretary-treasurer to confirm filing deadlines. Applications will not be added to the next agenda until they are determined complete. Depending on the volume of applications received, submitting an application on or immediately before the last submission date does not guarantee the application will be heard at the next hearing. Applicants are encouraged to submit applications prior to the last submission day and to confirm a hearing date with the secretary-treasurer.