

Committee of Adjustment Minor Variance Submission Checklist



Please make sure that you know the exact details of why you are applying. It is your responsibility to provide a complete and accurate application. Staff are not permitted to complete the form for you. Failure to provide all of the information included below may result in a deferral of your application.

A complete minor variance application package requires the submission of:

- completed application form
- application fee
- drawing(s) of the subject property

Before you submit:

Guelph City Council has approved a new Comprehensive Zoning Bylaw (2023)-20790, as amended. While the transition to the new Zoning By-law occurs, applicants may be required to apply for variances under both the current Zoning By-law (1995)-14864, and the new Comprehensive Zoning By-law (2023)-20790, as amended.

Step 1: Pre-consultation and/or Preliminary Zoning Review (Optional)

Pre-consultation

Planning Services provides the applicant with an opportunity to discuss a proposal with staff before submitting an application. Pre-consultation will allow the applicant to discuss the proposal, receive feedback and assist in determining what approvals are required. To request a pre-consultation, email planning@guelph.ca along with a description of your proposal and a site plan.

Preliminary Zoning Review

As it is the applicant's sole responsibility to identify all required variances, a preliminary zoning review will help applicants who are unsure what variance(s) are required for your application. To request a preliminary zoning review, complete the [Preliminary Zoning Review form](#) and email it to zoning@guelph.ca. Please be aware that Preliminary Zoning Reviews are available for residential applications only.

It is highly recommended that a pre-consultation and preliminary zoning review be completed prior to submitting your application to avoid your application being deemed incomplete or deferred to a subsequent hearing and incurring extra fees.

Step 2: Prepare the Site Plan Drawing and Supporting Material

The site plan must be shown in metric (metres), drawn to scale, and show the following information:

- The boundaries and accurate dimensions of the subject land.
- The size, location, and type of all existing and proposed buildings, structures or additions on the subject land, indicating the distance from the front, rear, and side lot lines.
- The location of all driveways, lanes, loading areas, and parking spaces.
- The location, width and name of any roads within or abutting the subject land, indicating whether it is a public travelled road, unopened road allowance, private road, or a right-of-way.
- The location and nature of any easement affecting the subject land.
- The location of any natural or artificial features on the subject land and on land adjacent to the subject land (examples: trees, roads, watercourses, river or stream banks, wetlands, wooded areas, drainage ditches, wells, septic tanks, buildings, and railways).
- The current uses on land that is adjacent to the subject land.

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Through the pre-consultation process, staff may identify additional material required to support the application, such as elevation drawings, floor plans, or parking studies. Please have this material ready to submit with your application.

Step 3: Complete the Application

Complete the minor variance application form. Once staff receives your application, staff will identify any revisions needed to your application and contact you to arrange for fee payment and to sign the affidavit. It is only once the completed application form, required site plan drawing, and fee are received that staff will accept the application as complete and begin processing. Once the application is deemed to be complete, it will be tentatively scheduled for a hearing date.

Step 4: Submit the Application

The completed application form, site plan drawing, and any other supporting material is to be submitted by email to cofa@guelph.ca. This will allow the application to be reviewed with staff to identify any possible issues or further information required and help to avoid unnecessary delays during processing. The application fee will be invoiced when an application has been accepted by Committee of Adjustment staff. All Committee of Adjustment fees can be found on our [fees page](#).

Note:

- An application will not be accepted as complete unless all legislated requirements have been met and will not be processed until all necessary information has been received.
- Please visit the [Committee of Adjustment website](#) which outlines the process, hearing dates, fees and application deadlines. Submission deadlines are subject to change at the discretion of the Secretary-Treasurer. Applications will not be added to the next available agenda until they are determined complete.
- Depending on the volume of applications received, submitting an application on or immediately before the application deadline does not guarantee the application will be heard at the next hearing. Applicants are encouraged to submit applications prior to the last submission day in order to confirm a hearing date.
- **The Committee of Adjustment application process is a public process.** Applications will be circulated to public agencies for comment. Notice of the hearing will be circulated to neighbouring property owners and a sign will be posted on the subject property. All parties are given the opportunity to provide written comment and/or attend the hearing, either in support or opposition of the application. The comments submitted on an application, including the name and address on the submission, become part of the public record and will be posted online.
- The owner, authorized agent, or other designated individual **must** attend the public hearing. It is in the applicant's best interest to ensure they are represented at the hearing. Failure to attend could result in the Committee of Adjustment making a decision in your absence or deferring your application. A deferral fee will apply to deferred applications.
- If you need assistance with your application or have questions about the process, please contact Committee of Adjustment staff.

Last revised: March 7, 2024

Committee of Adjustment

City Hall, 1 Carden Street
Guelph, Ontario N1H 3A1
519-822-1260 ext. 2524
cofa@guelph.ca

COMMITTEE OF ADJUSTMENT APPLICATION FOR MINOR VARIANCE OR PERMISSION



Office Use Only	
Date Received:	File Number:
Application deemed complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	

An asterisk (*) indicates a response is required.

A. Pre-Consultation

Was Planning Services staff consulted?*

Yes No

Was a Preliminary Zoning Review submitted for this proposal? (Residential properties only)*

Yes No

It is highly recommended that a [Preliminary Zoning Review](#) and pre-consultation with Planning Services staff be completed prior to submitting your application to the Committee of Adjustment. Failure to do so may result in your application being deferred, refused or deemed incomplete. If you would like to schedule a pre-consultation with Planning staff, please email planning@guelph.ca before submitting this form.

I understand that a Preliminary Zoning Review and pre-consultation with Planning Services staff are highly recommended *

I agree

B. Property Address

Street number and street name: * _____

Postal code: * _____

Legal Description of the property (the legal description is the registered plan and lot number(s)): *

C. Owner Information

Registered Property Owner(s)*:
(Please include all registered owner(s) as listed on the Transfer/Deed of Land)

Mailing Address: * _____

City: * _____ Province: * _____

Postal Code: * _____ Phone: * _____

Email: * _____

D. Authorized Agent Information (if applicable)

Name of Authorized Agent: _____

Company: _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Phone: _____

Email: _____

E. Official Plan and Zoning By-law Designations

Official Plan Designation – Land Use: *

[View Official Plan Designation – Schedule: Land Use \(PDF\)](#)

Current zoning designation under Zoning By-law
(1995)-14864, as amended: *

Current zoning designation under Zoning By-law
(2023)-20790, as amended: *

[View Zoning By-law \(1995\)-14864 Interactive Map](#)

[View Zoning By-law \(2023\)-20790 Interactive Map](#)

F. Property Information

Date property was purchased: *		Date property was first built on:	
Date of proposed construction on property:		Length of time existing uses have continued: *	
Existing use of the subject property: *			
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Other _____			
Proposed use of the subject property: *			
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Other _____			

G. Property Dimensions

(please refer to your survey or site plan)

Frontage: * _____ (metres)	Depth: * _____ (metres)	Area: * _____ (square metres)
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H. Purpose of Application

Select all that apply: *

- | | |
|---|--|
| <input type="checkbox"/> new building | <input type="checkbox"/> building addition |
| <input type="checkbox"/> accessory structure | <input type="checkbox"/> accessory apartment |
| <input type="checkbox"/> fence height | <input type="checkbox"/> additional use |
| <input type="checkbox"/> variance(s) related to a consent application | <input type="checkbox"/> enlargement/extension of legal non-conforming use |
| <input type="checkbox"/> other, please specify: | |

I. Variance(s) required under Zoning By-law (1995)-14864, as amended

The City of Guelph recently approved a new Zoning By-law. This means that applicants may need to apply under both the current, and previous Zoning By-law while the transition occurs. Please ensure you are applying for variances under both Zoning By-law (1995)-14864, as amended, and Zoning Bylaw (2023)-20790, as amended where needed.

[View the Zoning By-law](#)

Are variance(s) from Zoning By-law (1995)-14864, as amended, required?*

- Yes No

Nature and Extent of Relief Applied For (Please identify the relevant section(s) or table(s) of Zoning By-law (1995)-14864, as amended):*

J. Variance(s) required under Zoning By-law (2023)-20790, as amended

[View the Zoning By-law \(PDF\)](#)

Are variance(s) from Zoning By-law (2023)-20790, as amended, required?*

- Yes No

Nature and Extent of Relief Applied For (Please identify the relevant section(s) or table(s) of Zoning By-law (2023)-20790, as amended):*

K. Why is it not possible to comply with the Zoning By-law?

Please describe the reasons why the variance(s) are needed: *

L. Existing and Proposed Buildings and Structures

Please provide the dimensions of all existing and proposed buildings or structures on the subject land in metric units in the chart below. The location, size and setbacks of all existing and proposed buildings or structures must also be shown on the drawing submitted with the application.

	#1: <hr/> (building type) <input type="checkbox"/> Existing <input type="checkbox"/> Proposed	#2: <hr/> (building type) <input type="checkbox"/> Existing <input type="checkbox"/> Proposed	#3: <hr/> (building type) <input type="checkbox"/> Existing <input type="checkbox"/> Proposed	#4: <hr/> (building type) <input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Gross Floor Area (m ²)				
Building Height (m)				
Number of Storeys				
Width (m)				
Length (m)				
Front Yard Setback (m)				
Rear Yard Setback (m)				
Left Side Yard (m)				
Right Side Yard (m)				
Exterior Yard Setback (m) (corner lots only)				

M. Access and Servicing

Type of access to the subject lands (check all that apply): *

- Provincial Highway Municipal Road Private Road Other _____

Municipal services provided (check all that apply): *

- Water Sanitary Sewer Storm Sewer

N. Other Development Applications

Has the subject land ever been the subject of:

	No	Yes	File Number and File Status
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>	
Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>	_____
Site Plan Approval	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
Consent Application	<input type="checkbox"/>	<input type="checkbox"/>	_____
Previous Minor Variance Application	<input type="checkbox"/>	<input type="checkbox"/>	_____

Committee of Adjustment Fee(s)

Following the submission of this application form, Committee of Adjustment staff will contact the applicant to complete the required fee payment and that until such time that the fee is received, the application will not be considered complete and will not be processed. For the application fee and refund policy, please visit the [Committee of Adjustment fees](#) page.

I understand that following the submission of this application form, Committee of Adjustment staff will contact me to complete the required fee payment.

Additional Fees

Conservation Authority (GRCA): Should the lands be within an area of interest to the Grand River Conservation Authority (GRCA), a further fee may be required for GRCA comments.

Legal and Realty Services: Any municipal agreement required as a condition of minor variance approval will be subject to a fee of \$436.00 plus HST and applicable search and registration costs.

Building Services: For fees related to permits issued by Building Services, please visit the [Building Services fee webpage](#).

Municipal Freedom of Information

In submitting this development application and supporting document, the owner/authorized agent, hereby acknowledge that the City of Guelph will provide public access to all development applications and supporting documentation, and provide their consent, that personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be part of the public record and will also be available to the general public. Therefore, information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be **posted online** and available to the general public.

Questions regarding the collection, use, and disclosure of this information may be directed to the Information and Access Coordinator at privacy@guelph.ca or 519-822-1260 extension 2349.

I understand and provide my consent, that personal information, as defined by Section 2 of the MFIPPA is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA.

Permission to Enter the Site

The owner or authorized agent hereby authorizes the Committee of Adjustment members and City of Guelph staff to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

Posting of Advisory Sign

I understand that each sign must be posted at least ten (10) days before the scheduled hearing of this application and be replaced, if necessary, until the day following the hearing.*

I have read and agree with the statements above.*

Signature of Owner or Authorized Agent

Affidavit

Committee of Adjustment staff are available to commission the application by scheduling a virtual or in-person appointment once your application has been submitted. Please leave this page blank so the Commissioner of Oaths can witness your signature. Photo identification is required to verify identity.

I/We, _____, of the City/Town of _____ in County/Regional Municipality of _____, solemnly declare that all of the above statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Owner or Authorized Agent

Signature of Owner or Authorized Agent

Declared before me at the

City/Town of _____ in the County/Regional Municipality of _____

_____ this _____ day of _____,

20_____.

Commissioner of Oaths

(official stamp of Commissioner of Oaths)

Appointment and Authorization

(Complete this page only if an agent is authorized)

I / We, the undersigned, being the registered property owner(s)

(Organization name / property owners name(s))

of _____
(municipal address or legal description)

hereby authorize _____
(authorized agent's name)

as my/our agent for the purpose of submitting an application(s) to the Committee of Adjustment and acting on my/our behalf in relation to the application.

Dated this _____ day of _____ 20____.

Signature of the property owner

Signature of the property owner

NOTES:

1. If the owner is a corporation, this appointment and authorization shall include the statement that the person signing this appointment and authorization has authority to bind the corporation (or alternatively, the corporate seal shall be affixed hereto).
2. If the agent or representative is a firm or corporation, specify whether all members of the firm or corporation are appointed or, if not, specify by name(s) the person(s) of the firm or corporation that are appointed.