

Committee of Adjustment Application for Consent Submission Checklist



This is your application – 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 consent application package requires the submission of:

- a completed application form;
- the required fee; and
- sketch(es) (drawings) of the subject property.

Before You Submit:

Pre-consultation with Planning, Engineering and Zoning Services staff is recommended before you submit an application. Pre-consultation can help identify which type of consent is involved, whether or not a related minor variance application is necessary, if there are servicing requirements/limitations or land dedications involved with the proposal, and whether the proposal is beyond the scope of the consent process (for example, a Plan of Subdivision process).

To schedule a pre-consultation meeting, please contact Planning Services at 519-837-5616 or planning@guelph.ca. Failure to consult with staff prior to application submission may result in your application being deferred, possibly denied or deemed incomplete.

Fee: A Committee of Adjustment 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](#). 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.

Application:

- One completed application form is required (form can be submitted electronically).
- Written authorization by the owner(s) is required if the application is signed by an agent or solicitor on the owner's behalf.
- A sketch prepared an Ontario Land Surveyor (OLS) is required.

Sketch:

The Planning Act requires that sketches, drawings, or surveys show the following information. Should deficiencies be found, you may be required to re-apply.

- All measurements must be shown in **metric** (metres) and **drawn to scale**.
- The boundaries and **accurate** dimensions of the proposed severed and retained lands, and any abutting land that is owned by the owner of the subject land
- The size, location, and type of all existing and proposed buildings, structures or additions on the subject land, measured from the front, rear, and side lot lines
- The location of any land previously severed from the subject property
- 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 that may affect the application (examples: trees, roads, watercourses, river or stream banks, wetlands, wooded areas, drainage ditches, wells, septic tanks, buildings, and railways)
- If the subject land is adjacent to a municipal boundary, the approximate distance between the subject land and the nearest municipal boundary line
- The current uses of land that is adjacent to the subject land (ie. residential, commercial, industrial, etc.)

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Note:

- **All application forms and sketches must be submitted by emailing a completed application, and all related documentation, 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.
- 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 agenda until they are determined complete.
- Depending on the volume of applications received, submitting an application on or 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 and to confirm a hearing date with the Secretary-Treasurer.
- **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 or attend the hearing, either in support or opposition of the application, or to appeal a subsequent decision of the Committee of Adjustment. The comments and opinions submitted on an application, including the name and address on the submission, become part of the public record and may be viewed by the general public.
- The owner, 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.

Committee of Adjustment

City Hall, 1 Carden Street
Guelph, Ontario N1H 3A1
T 519-822-1260 ext. 2524
TTY 519-826-9771
E cofa@guelph.ca
W guelph.ca/cofa

Committee of Adjustment Application for Consent



Consultation with City staff is encouraged prior to submission of this application.	OFFICE USE ONLY	
	Date Received: _____	Application #: _____
	Application deemed complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	

TO BE COMPLETED BY APPLICANT

Was there pre-consultation with Planning Services staff? **Yes** **No**

THE UNDERSIGNED HEREBY APPLIES TO THE COMMITTEE OF ADJUSTMENT FOR THE CITY OF GUELPH UNDER SECTION 53 OF THE PLANNING ACT, R.S.O. 1990, C.P.13, AS DESCRIBED IN THIS APPLICATION, FROM BY-LAW NO. (1995)-14864, AS AMENDED.

PROPERTY INFORMATION:

Address of Property: _____

Legal description of property (registered plan number and lot number or other legal description):

Are there any easements, rights-of-ways or restrictive covenants affecting the subject land? No Yes
If yes, describe: _____

Are the lands subject to any mortgages, easements, right-of-ways or other charges: No Yes
If yes, explain: _____

OWNER(S) OR PURCHASER(S) OF LAND: (Indicate name(s) exactly as shown on Transfer/Deed. If purchaser(s), a portion of the Purchase and Sale agreement that authorizes the purchaser(s) to make this application must be submitted.)

Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____

Email: _____

AGENT: (If Any)

Name: _____

Company: _____

Mailing Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____

Email: _____

Is the subject land within an area of land designated under any other provincial plan or plans? YES NO

If yes, indicate which plan(s) and provide explanation:

HISTORY OF SUBJECT LAND

Has the subject land ever been the subject of:

a) An application for approval of a Plan of Subdivision under section 51 of the *Planning Act*? YES NO

If yes, provide the following:

File No.: _____ Status: _____

b) An application for Consent under section 53 of the *Planning Act*? YES NO

If yes, provide the following:

File No.: _____ Status: _____

Is this application a resubmission of a previous application? YES NO

If yes, please provide previous file number and describe how this application has changed from the original application:

Has any land been severed from the parcel originally acquired by the owner of the subject land? YES NO

If yes, provide transferee's name(s), date of transfer, and uses of the severed land:

IS THE SUBJECT LAND THE SUBJECT OF ANY OF THE FOLLOWING DEVELOPMENT TYPE APPLICATIONS?

	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	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>	_____
Previous Minor Variance Application	<input type="checkbox"/>	<input type="checkbox"/>	_____
Minister's Zoning Order	<input type="checkbox"/>	<input type="checkbox"/>	_____

Committee of Adjustment Fee(s):

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

Should the subject lands be within an area of interest to the [Grand River Conservation Authority](#) (GRCA), a further fee may be required for GRCA comments. Any municipal agreement required as a condition of consent approval will be subject to a fee of \$428.00 plus HST and applicable search and registration costs. For fees related to permits issued by Building Services, please visit the [Building Services page](#). For information on any other additional user fees, please visit the [2023 User Fee Guide](#).

I, the undersigned, have read and understood the statements above and understand that following the submission of this online form, Committee of Adjustment staff will contact me to complete the required fee payment.

Municipal Freedom of Information:

In submitting this development application and supporting document, the owner/authorized agent, hereby acknowledge 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/purchaser/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/purchaser/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 ext. 2349.

By signing below, you understand and provide your 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:

By signing below, the owner, purchaser 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:

This will confirm the requirement that a sign be posted on the subject land. I, the undersigned, understand that each sign must be posted at least 14 days before the scheduled hearing of my application and be replaced, if necessary, until the day following the hearing.

 Signature of Owner, Purchaser or Authorized Agent

 Signature of Owner, Purchaser or Authorized Agent

AFFIDAVIT

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, Purchaser or Authorized Agent

Signature of Owner, Purchaser or Authorized Agent

NOTE: The signature of the owner, purchaser or authorized agent must be witnessed by a Commissioner. A Commissioner is available by scheduling a virtual or in-person appointment with Committee of Adjustment staff.

Declared before me at the _____ of _____ in the County/Regional Municipality of _____ (city or town) _____ this _____ day of _____, 20_____.

Commissioner of Oaths

(official stamp of Commissioner of Oaths)

APPOINTMENT AND AUTHORIZATION

I / We, the undersigned,

[Organization name / property owner(s) / purchaser name(s)]

being the registered property owner(s) or purchaser(s) of

(Legal description and/or municipal address)

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 or purchaser of land) (Signature of the property owner or purchaser or land)

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.