

## Fees

Effective January 1, 2020

Service	Fee
<b>Consents</b>	
Application fee <i>Per lot/block created</i>	\$1,896
Administration fee (new lots) <i>Payable prior to issuance of the Certificate of Official</i>	\$634
Administration fee (all other consents) <i>Payable prior to issuance of the Certificate of Official</i>	\$271
Validation of Title/Power of Sale	\$1,735
Request for Change of Condition	\$804
<b>Minor variances</b>	
Application fee	\$950
<b>Other fees</b>	
Special hearing	\$1,270 + application fee
Deferral fee	\$297
Replacement sign (per sign)	\$22 + HST

Accepted methods of payment: cash, cheque, credit or debit.

## Application details

Hearing date (at 4 p.m.)

---

Sign available pickup at ServiceGuelph counter

---

Deadline to post sign

---

Comments from staff and public agencies emailed

---

**City Hall**  
1 Carden Street  
Guelph ON N1H 3A1

**519-822-1260 x 2524**  
**TTY 519-826-9771**  
**cofa@guelph.ca**  
**guelph.ca/cofa**



Accessible formats available upon request.

## Committee of Adjustment



## 2020 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;
- permit enlargements, extensions, or changes to legal non-conforming uses;
- give consent to sever a parcel of land into more than one lot, or as a lot addition to abutting properties;
- give consent to mortgages (or charges) on part of a property, or partial discharge of mortgages (or charges);
- issue certificates of validation; and
- give consent to create easements and grant leases for a period of 21 years or more.

### What is a minor variance?

A minor variance is a minor deviation from to 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 application meets all four tests of the Planning Act:

- the variance is minor;
- the variance is desirable for the appropriate development of the subject lands;
- the general intent and purpose of the Zoning Bylaw is maintained; and
- the general intent and purpose of the Official Plan is maintained.

### 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 land to an abutting property.

An application for consent may require a minor variance approval. Applications for both minor variance and consent may be submitted at the same time 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. If you are unsure what variance(s) are required for your application, complete and submit a Preliminary Zoning review form.

## Your application, sketch and fee

Along with your application forms, you are required to submit a 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. We recommend you 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 attend the hearing and may 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 hearing. 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 Local Planning Appeal Tribunal. The Local Planning Appeal Tribunal 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 Local Planning Appeal Tribunal 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, 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 within one year from the date of the notice of the Committee's decision. As part of the conditions, the owner may need to enter into a development agreement with the City. Conditions must be satisfied prior to a building permit being issued.

## How long does an application take?

The process from the application deadline to the last day of appeal is usually between 8 and 9 weeks. If your application is approved with conditions, additional time would be required to satisfy conditions.

## How do I apply?

Application forms and submission checklists are available online or at City Hall. Please see back page for contact information.

# 2020 public hearing dates

Application deadline (by 4 p.m.)	Sign pick up	Comments available from staff, public, and agencies	Public hearing (4 p.m., Council Chambers)
December 10, 2019	December 16, 2019	January 3	January 9
January 14	January 24	February 7	February 13
February 11	February 21	March 6	March 12
March 10	March 20	April 3	April 9
April 14	April 24	May 8	May 14
May 12	May 22	June 5	June 11
June 9	June 19	July 3	July 9
July 14*	July 24	August 7	August 13
August 11*	August 21	September 4	September 10
September 8	September 18	October 2	October 8
October 13	October 23	November 6	November 12
November 10	November 20	December 4	December 10

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

Location, dates and times subject to change. Last revised: 11/13/2019

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

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 application deadline does not guarantee the application will be heard at the next hearing. Applicants are encouraged to submit applications prior to the application deadline in order to confirm a hearing date.