

Minor Variances A Step by Step Guide

Application Fee: \$550.00

Township of North Stormont

15 Union St., PO Box 99 Berwick, ON K0C 1G0

Community Planner: Paul Hicks

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Step 1

Meet with Township

•The applicant meets with the Township prior to applying to discuss proposed Minor Variance

Step 2

Fill out application

• The applicant completes the application.

Step 3

Bring completed application to Community Planner

- •Bring application to Township Office (15 Union Street, Berwick)
- •The Community Planner will review and make sure all of the information is provided.

Step 4

Pay Fee & **Commisson Signature**

- •The Township will commission the signature of the registered owner(s) or authorized agent of the application. Applicant may have application commissioned elsewhere.
- •Pay application fee of \$550.00

Step 5

Preparation of Notice of **Public Meeting**

- The Community Planner prepares all the information necessary in order to notify neighbouring property owners within 60 metres (196 ft) and the required agencies
- A site visit is conducted by the Community Planner

Township Planning Department

Applicant

Step 6

Notice of Public Meeting

(10 Day Notice Period)

- •The Community Planner, 10 days prior to the public meeting, mails out the notice of public meeting to property owners and respective agencies and posts a sign on the subject property.
- •Community Planner prepares report to Committee of Adjustment, Public Meeting Presentation and drafts decision

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 A public meeting is held at the Township Office • Members of the public can provide comment prior to or at the meeting Step 7 Applicant should attend the public meeting to answer any Township Planning Department **Public Meeting** questions from members of the Committee or the Public. •Committee of Adjustment grants or refuses the variance/relief Step 8 • Notice of decision is mailed out to any person who requested notice, as well as the Clerk of the United Counties Notice of Decision •If an appeal is received the application is in the hands of the OMB. (20 day appeal period) •The decision does not take effect until after the appeal period ends and if there have been no appeals. Step 9 •If an appeal is received the Township forwards all relevant Applicant information as per the OMB. **Ontario Municpial Board** • Applicant is responsible for defending their application before the board or agrees in writing to use the Township's Planner & Lawyer (If Application is • The Applicant is responsible for all legal, planning and associated appealed) costs incurred Township Planning Department Applicant & All decisions of the OMB are final Step 10 • Council will enforce the decision of the OMB as stated in the OMB's decision (if applicable) **OMB** Decision

Application Checklist:

- ✓ Completed Application
- ✓ Site Plan of property showing setbacks of buildings to property lines (if applicable)
- ✓ Administrative fee of \$550.00
- ✓ Additional supporting documents (i.e. proposed building drawings, conceptual renderings, reference plan)

Additional Comments/Requirements: