

COMMITTEE OF ADJUSTMENT

MEMBERS: Mr. Stephen Alexander
Mr. Ben Dehaan
Mr. Raymond Contant

MEETINGS ARE HELD: Every second Tuesday of each month
Civic Complex - MacLeod Room-2nd Floor
Use South Elevator
100 Water Street East, Cornwall, ON
Time: 5:00 PM

MINOR VARIANCE AND SEVERANCE APPLICATION PROCESS:

1. You make an application.
2. You are called to come back to the City to pick up a package that contains a "Yellow Sign", copy of "Notice of Public Hearing" and copy of your "Application". You must post the yellow sign in a front window or door of the property.
3. The Secretary/Treasurer prepares the Notice of Public Hearing; it is mailed to anyone owning a property within a 200 foot radius of the concerned property.
4. Planning Division will then circulate your application and the Notice of Public Hearing to 6 other City Departments to get their comments on your application. It may also be forwarded to other agencies if necessary.
 - Engineering
 - Building & Permits
 - Traffic
 - Municipal Works
 - Economic Development
 - Zoning
 - Others (R.R.C.A., etc.)
5. A report is prepared by the Planning Division staff giving advice and listing any comments received from the above mentioned City Departments or agencies.
6. At the Public Hearing, you will be asked to come forward to present your application. The Chairman at this time will read your application.
7. You may be asked questions pertaining to your application.

8. This is a public meeting.
9. A Decision by the Committee of Adjustment members will be made in camera after the meeting. You may call our department the next day and inquire about the Decision.
10. There is a 20 day appeal period.
11. Should you appeal the Decision, a copy of the file contents will be forwarded to the Local Planning Appeal Tribunal at a fee of \$300.00.
12. It is your responsibility, if you so wish, to get a representative (lawyer) to appeal your case to the Local Planning Appeal Tribunal.
13. If this is a consent (severance) application, the applicant must provide a Registered Plan and Transfer Documents. A fee of \$550.00 for the Final Consent Certificate (Stamping of Deed) will be charged as per By-law 2013-040.