

# **COMMITTEE OF ADJUSTMENT PROCESS**

## **MEMBERS:**

Mr. Dale Allen  
Mr. Michael Pescod  
Ms. Jordan Suffel

## **MEETINGS ARE HELD:**

Every second Wednesday of each month.  
City Hall, Council Chambers  
360 Pitt Street, Cornwall, ON  
**Time: 5:00 PM**

## **MINOR VARIANCE AND SEVERANCE APPLICATION PROCESS:**

1. The property owner and/or authorized agent 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 that is visible to Committee members.
3. The Secretary/Treasurer prepares the Notice of Public Hearing; it is mailed to anyone owning a property within a 200-foot (60 metres) radius of the concerned property.
4. The Secretary/Treasurer circulates the application and the Notice of Public Hearing to city departments to get their comments on the application. It may also be forwarded to other agencies if necessary (external agencies may charge application review fee). Please contact directly for updated rates.
  - Engineering
  - Building & Permits
  - Traffic
  - Municipal Works
  - Economic Development
  - Zoning & Planning
  - Others (R.R.C.A. Raisin Region Conservation Authority) etc.
5. A report is prepared by the Planning Division staff listing conditions, comments and notes received from the above-mentioned city departments/agencies.

6. At the Public Hearing, the Chairman will present your application and asked the applicant/agent to come forward. You may be asked questions regarding your application.
7. This is a public meeting therefore, the public/neighbouring residents/landowners are welcome to attend.
8. A decision by the Committee of Adjustment members will be made at the meeting. You may call the Secretary-Treasurer, Valeria Hernandez at (613-930-2787 ex: 2362) on the next day receive the decision.
9. There is a 20-day appeal period which begins the day after a decision is made. A decision is not final & binding until the appeal period ends.
10. Should you appeal the decision, a copy of the file contents will be forwarded to the Ontario Land Tribunal at a fee of \$400.00. An appeal must be filed within the 20-day appeal period. It is the applicant/agent's responsibility, if you so wish, to get a representative (lawyer) to appeal your case to the Ontario Land Tribunal.
11. If this is a consent (severance) application, the applicant must provide a Reference Plan and Transfer Documents within 2 years after the Form 3 has been sent. A fee of \$610.00 for the Final Consent Certificate (Stamping of Deed) will be charged as per By-law 2013-040.