



## 2024 Committee of Adjustment Meeting Dates and Application Checklist

Meetings are generally held every third (3<sup>rd</sup>) Tuesday of the month at 3:00 p.m. Dates are subject to change as required. Committee meetings are open to the public and locations will be specified in the agenda.

Submission Deadline Date	Committee Meeting Date	Legislated Sign Posting Date
N/A	No Hearing in January	N/A
Tuesday, January 23, 2024	February 20, 2024	Tuesday, February 6, 2024
Tuesday, February 20, 2024	March 19, 2024	Tuesday, March 5, 2024
Tuesday, March 19, 2024	April 16, 2024	Tuesday, April 2, 2024
Tuesday, April 23, 2024	May 21, 2024	Tuesday, May 7, 2024
Tuesday, May 21, 2024	June 18, 2024	Tuesday, June 4, 2024
Tuesday, June 18, 2024	July 16, 2024	Tuesday, July 2, 2024
N/A	No Hearing in August	N/A
Tuesday, August 20, 2024	September 17, 2024	Tuesday, September 3, 2024
Tuesday, September 17, 2024	October 15, 2024	Tuesday, October 1, 2024
Tuesday, October 22, 2024	November 19, 2024	Tuesday, November 5, 2024
Tuesday, November 19, 2024	December 17, 2024	Tuesday, December 3, 2024

### **Checklist for Applicants**

- The proposal has been discussed with Planning Division staff prior to making the application.**
- The application has been fully completed or marked "not applicable".
- Justification for the requested variance(s) is provided including an explanation of why the provisions of the Zoning By-law cannot be met.
- Application fee(s) are included:
  - Committee of Adjustment Application Fee
  - Engineering Services Fee (where applicable)
  - Grey Sauble Conservation Authority Planning Services Fee (where applicable)
- The required plan (in metric measurements) is attached to the application and illustrates the required information as identified in the 'Application Guide'.
- The Declaration has been properly signed by the owner(s) or a duly authorized agent and commissioned by the Clerk's Department. **Note: Original signature(s) are required for the record.**
- Where an agent will be acting on behalf of the owner, the Authorization section on the application form has been fully completed. **Note: Original signature(s) are required for the record.**
- The original hardcopy of the signed, completed application form and plan/survey(s) has been provided to the Secretary-Treasurer of the Committee of Adjustment.

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### **Planning Division Application Fees\***

\* Note: Other Department/Agency fees may apply – please consult with the Secretary-Treasurer of the Committee of Adjustment

<b>Application</b>	<b>Fee</b> (Subject to change – view the City’s current Fees & Charges By-law at <a href="http://www.owensound.ca/by-laws">www.owensound.ca/by-laws</a> )
Minor Variance	<b>\$1,000.00</b> – 1 zoning provision <b>\$1,500.00</b> – 2 or more zoning provisions
Consent to Sever	<b>\$2,200.00</b> – includes one (1) severed lot/easement and one (1) retained <b>\$850.00</b> – additional fee for each additional severed lot or easement affecting the same original lot (separate application form is required)

### **Contact Information**

For further information about the Committee of Adjustment, you may wish to visit the City’s website at [www.owensound.ca/apply](http://www.owensound.ca/apply) or contact:

Staci Landry  
 Secretary-Treasurer of the Committee of Adjustment  
 808 2<sup>nd</sup> Avenue East  
 Owen Sound, ON N4K 2H4  
 Phone: 519-376-4440 ext. 1235  
 Email: [notice@owensound.ca](mailto:notice@owensound.ca)

Planning Division  
 808 2<sup>nd</sup> Avenue East  
 Owen Sound, ON N4K 2H4  
 Phone: 519-376-4440 ext. 1231  
 Email: [osplanning@owensound.ca](mailto:osplanning@owensound.ca)