

# Planning Process Guide No. 1

## What is a Minor Variance?

Each property within Southwest Middlesex belongs to a zone (such as residential, commercial, or industrial) that determines what uses and buildings are permitted. Southwest Middlesex's Zoning By-law contains regulations and standards for each zone (for example, the maximum building height). If a proposed use or structure meets the general intent and purpose of the Zoning By-law but there are some proposed deviations from the regulations and standards (for example, an increased building height), a Minor Variance would be necessary. Applications are reviewed against and must meet all of the following tests: (1) is the variance minor, (2) is it desirable for the appropriate development or use of the land, building or structure, (3) does it meet the general intent and purpose of the Zoning By-law, and (4) does it maintain the general intent and purpose of the Official Plan.

## What is the Minor Variance Process?

1. Schedule a **pre-consultation** discussion with the Planner.

2. Submit a **complete application**, any required documents, and the applicable fees to the Municipality.

3. A **Notice of a Public Meeting** is posted on the subject lands and circulated to the applicants, any landowners within 60 meters, and any relevant agencies at least 10 days before the meeting.

4. Staff collect public and agency comments and prepare a **planning report** that includes a planning recommendation.

5. A **Committee of Adjustment** public hearing is held where an application will be either approved (with or without conditions), denied, or deferred.

6. A **Notice of Decision** is mailed out to the applicants, agencies, and by request within 10 days of the Hearing.

7. A 20-day **appeal period** begins on the date of decision. Any appeals will be heard by the Local Planning Appeal Tribunal for a final decision.

8. Once the application has been approved and is final an application for a **building permit** can be submitted.

### Need More Information?

Contact a municipal planner at (519) 287-2015

Find the Zoning By-Law at [www.southwestmiddlesex.ca](http://www.southwestmiddlesex.ca)

Visit the Municipal Office at 153 McKellar Street, Glencoe

