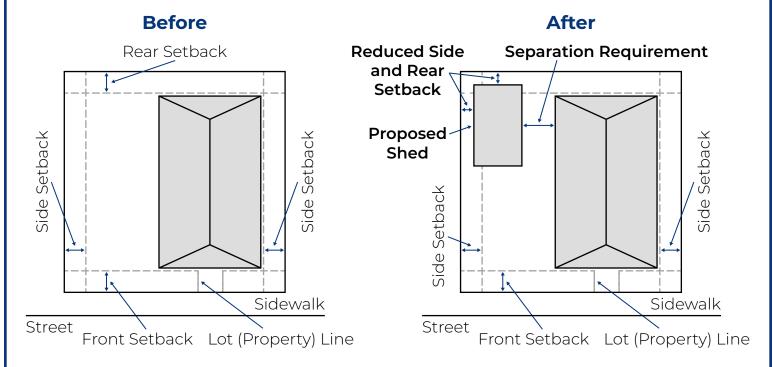


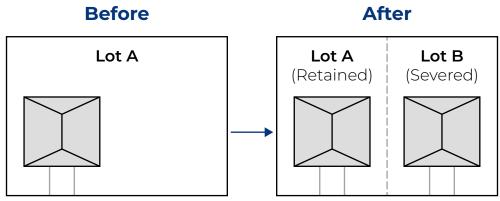
COMMITTEE OF ADJUSTMENT

The Committee of Adjustment is made up of community members appointed by Council for a four-year term. The Committee is responsible for making decisions on certain property-related requests in Niagara-on-the-Lake. These decisions are made under authority delegated by Council and in alignment with the *Ontario Planning Act*, as well as applicable provincial, regional, and local planning policies. Committee of Adjustment hearings are held to make decisions regarding:

Minor variances: small changes or exceptions to property rules/by-laws



Consents or severances: changes in property boundaries or uses, such as splitting a
property, adjusting a boundary, creating an easement, or handling certain types of leases or
mortgages



- Exceptions to fence rules/by-laws
- Exceptions to sign rules/by-laws
- Appeals related to property standards



COMMITTEE OF ADJUSTMENT

THE PROCESS

Applicant meets with Town Staff for a Pre-Consultation Meeting

Applicant submits complete *Planning Act* application

Planner and Secretary-Treasurer review submitted materials for completeness

Secretary-Treasurer circulates to Town Staff and external agencies for review

Reviewers provide comments back to Secretary-Treasurer

Secretary-Treasurer mails Public Notice to neighboring within 60m of the subject property

Applicant erects a Public Notice sign on the property

Staff report with recommendation provided to Committee of Adjustment

Applicant/representative agent attends the Committee of Adjustment hearing

Committee of Adjustment members decide to approve, refuse of modify the application

The Application is subject to a 20-day appeal period. If no appeals are received, the decision of the Committee is final

Applicant must clear any conditions that were approved by the Committee (if applicable)

PUBLIC NOTICES AND HEARINGS

Public Notices for Committee of Adjustment applications are mailed to property owners within 60 meters of the subject property. Additionally, yellow Public Notice signs must be placed visibly on the property, and residents can submit written comments or attend meetings in person to provide their feedback on the application.

Committee of Adjustment hearings are held at Town Hall, 1593 Four Mile Creek Road, Virgil, on the third Thursday of every month at 6:00 p.m. Committee of Adjustment information is frequently updated on the Town's website at www.notl.com.