



## 2025 Committee of Adjustment Meeting Dates and Application Checklist

Meetings are generally held every fourth (4<sup>th</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
January 28, 2025	February 25, 2025	February 11, 2025
February 25, 2025	March 25, 2025	March 11, 2025
March 25, 2025	April 22, 2025	April 8, 2025
April 29, 2025	May 27, 2025	May 13, 2025
May 27, 2025	June 24, 2025	June 10, 2025
June 20, 2025	July 22, 2025	July 8, 2025
N/A	No Hearing in August	N/A
August 25, 2025	September 23, 2025	September 9, 2025
September 29, 2025	October 28, 2025	October 14, 2025
October 28, 2025	November 25, 2025	November 10, 2025
November 25, 2025	December 23, 2025	December 9, 2025

### 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

Application	Fee (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:

Allison Penner  
 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)