



# CONSENT (SEVERANCE) FLOWCHART

Consult with Secretary-Treasurer of the Committee of Adjustment

Contact Information:  
Planning Division  
905-885-2431  
planning@porthope.ca

Pre-consultation meeting with staff

Consult with Secretary-Treasurer and Planning Staff to schedule meeting

Preliminary review form

Form to be submitted to planning at least 10 days prior to the application submission deadline

Submit complete application and applicable fee

Application must be deemed complete by the planning division before it can be circulated to the committee.

Posting of sign on subject lands

Notice of Hearing Circulation

Agencies and residents circulated at least 15 days prior to the hearing.

Public Hearing and Decision-Making

Applicant must attend the hearing (meeting).

Appeal Period  
(20 days from the date of decision)

Notice of Decision

Notice of decision will be issued to the applicant. If approved, the committee may include conditions to be met.

Decision Appealed  
(Consult with Secretary-Treasurer)

No appeal received

Decision Final and Binding

Applicant has **one year** from the date of mailing of the notice of decision to meet all conditions.

Conditions have been met

Consent Certificate issued by Secretary-Treasurer