MUNICIPALITY OF PORT HOPE COMMUNITY DEVELOPMENT

MINOR VARIANCE 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 determined whether this step is necessary.

Zoning review form

Form to be submitted to the planner 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.

Notice of Hearing circulated to agencies and residents

Agencies and residents circulated at least 10 days prior to the hearing.

Posting of sign on subject lands

Applicant has to post sign provided by Secretary-Treasurer on subject land

Public Hearing and Decision-Making

Applicant must attend the hearing.

Notice of Decision

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

Appeal Period

20 days from notice of decision date.

Final and Binding

If no appeals are made, the decision is final and binding. Minor variance will be issued once all condition(s) are met, if applicable.