

# GUIDE TO MINOR VARIANCES

## WHAT IS A MINOR VARIANCE?

If a proposed use or structure deviates from the Zoning By-law, but follows its general intent, the owner may apply for a Minor Variance.

Minor Variances allow for a minor change including constructing a building within the minimum setbacks, exceeding lot coverage, or building heights.

A Minor Variance doesn't change the zoning of a property, but allows for relief from a requirement to obtain a building permit.

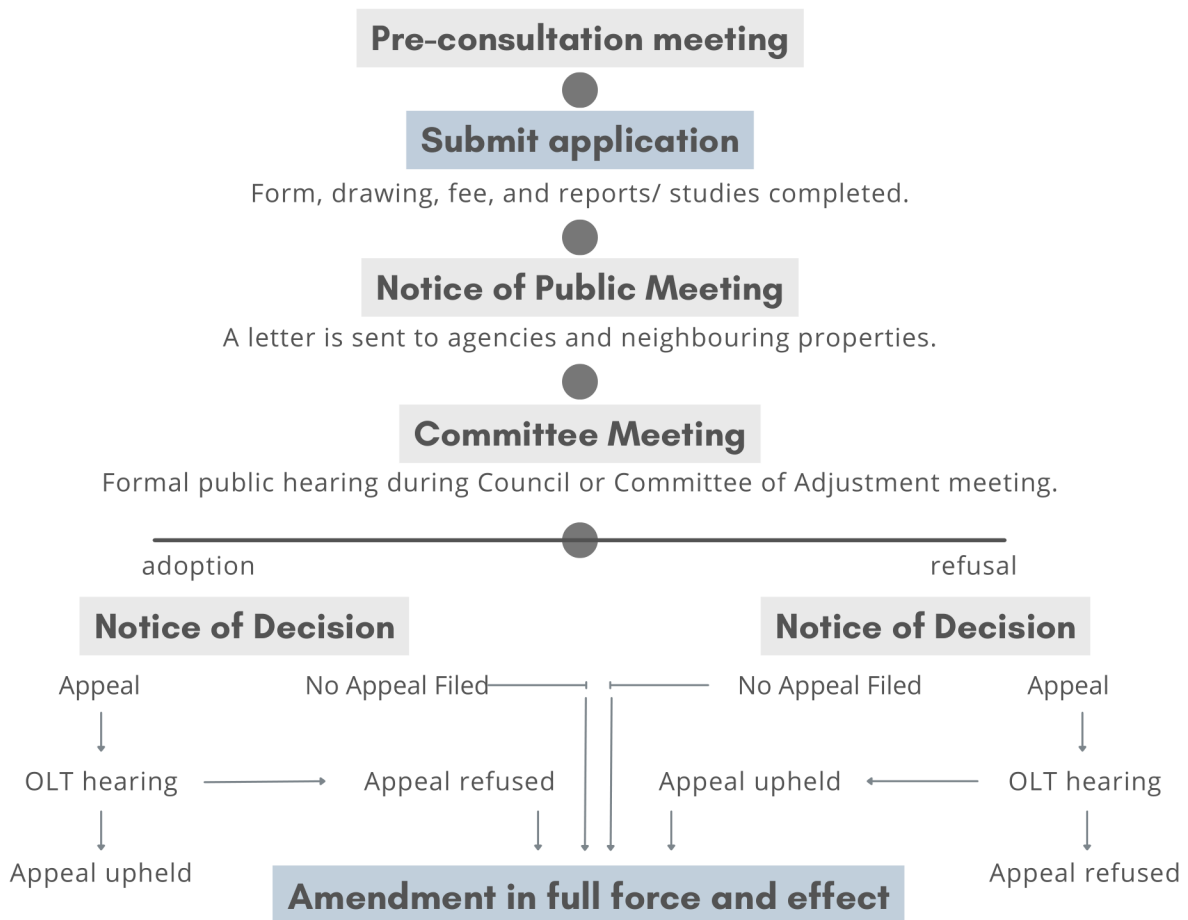
The Decision to approve or deny a Minor Variance is made by the Municipality's Committee of Adjustment. Your plan is brought forward by a Municipal Planner.

## APPLICATION PROCESS

- 1 Review this guide** and become familiar with the Minor Variance process.
- 2 Book a pre-consultation** with municipal planning staff to ensure your project falls within the scope of a Minor Variance.
- 3** Complete the application form, with any additional documents recommended during your pre-consultation process.
- 4 Submit the application** to the Clerk's department at the Municipality of West Perth's office with the required fee.
- 5** A Planner will be in contact with you to deem the application complete, and advise you of the steps and dates to be aware of moving forward with the application including the **Notice of Public Meeting**.
- 6** At the Public Meeting, the Planner will present your file to the Committee of Adjustment, where questions may be asked, and the **file can be approved or denied**. The Committee may impose conditions as part of the decision.

- 7 A **Notice of Decision** will be sent to the applicant and all who legally need to be notified. The notice is sent within 10 days of the date of decision.
- 8 There is a **20 day period for appeals** to the Ontario Land Tribunal. If no appeals are filed, the applicant will **receive a Declaration** stating no appeals were received. A decision to approve your Minor Variance only becomes final and binding if there are no appeals and if all conditions (if any) are met.

### MINOR VARIANCE PROCESS FLOW DIAGRAM



Each Minor Variance is unique. If you have questions, please reach out to the Municipal planner or the Building Department using the contact information on our website [www.westperth.com/Planning](http://www.westperth.com/Planning)