

What is a Minor Variance?

Each property within Middlesex Centre belongs to a zone (such as residential, commercial, or industrial) that determines what uses and buildings are permitted. Middlesex Centre's Zoning By-law contains regulations and standards for each zone (for example, the maximum building height). If a proposed use or structure meets the general intent and purpose of the Zoning By-law but there are some proposed deviations (such as an increased building height), an application for a Minor Variance would be necessary.

Applications are reviewed against and must meet all of the following tests: (1) is the variance minor, (2) is it desirable for the appropriate development or use of the land, building or structure, (3) does it meet the general intent and purpose of the Zoning By-law, and (4) does it maintain the general intent and purpose of the Official Plan.

The Minor Variance Process:

1. Schedule a pre-consultation discussion with the Planner.

2. Submit a complete application, any required documents, and the applicable fees to the Municipality.

3. A Notice of a Public Meeting is posted on the subject lands and circulated to the applicants, any landowners within 60 metres, and any relevant agencies at least 10 days before the meeting.

4. Staff collect public and agency comments and prepare a planning report that includes a planning recommendation.

5. A Committee of Adjustment public hearing is held where an application will be either approved (with or without conditions), denied, or deferred.

6. A Notice of Decision is mailed out to the applicants, agencies, and by request within 10 days of the Hearing.

7. A 20-day appeal period begins on the date of decision. Any appeals will be heard by the Ontario Land Tribunal for a final decision.

8. Once the application has been approved and is final an application for a building permit can be submitted.

Need More Information?

Find the Official Plan and Zoning By-Law at middlesexcentre.on.ca/planning

Contact a municipal planner at 519-666-0190 / 1-800-220-8968 or planning@middlesexcentre.on.ca

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