

Planning Notices from Middlesex Centre

What is this notice about?

The enclosed planning notice is to let you know that someone is proposing a change to their property that is outside of what is allowed under Provincial policy, the Municipal Official Plan and/or Zoning By-law. You may hear this referred to as a “planning application.”

The change can be something small, like asking to build a shed closer to the property line than is permitted or it can be something large, like asking to change the kind of activity that is permitted on the property.

The municipality is required by provincial legislation to send notices to neighbouring properties to let you know about the proposed change. Usually, this notice is sent to neighbours within about 160 metres (525 feet), but this distance can be larger or smaller depending on the type of change proposed.

You are receiving this notice because someone has submitted a planning application for a property in your neighbourhood.

What do I need to do?

You should read the enclosed notice carefully to find out what is being proposed. Then you can decide if you want to find out more information or provide comments on what is being proposed.

Find Out More Information

Not all planning applications have more details, but some do – things like site plan maps and technical studies.

If there is additional information available, it will be posted with the agenda for the Council or Committee of Adjustment meeting when the application will be heard. You can find the agendas at middlesexcentre.ca/council-meetings. The agenda is usually posted by the Thursday prior to the meeting. You can find out the date of the meeting for this application on the enclosed notice.

Larger applications will have their own page on our website where you can find more information: www.middlesexcentre.ca/development.

If you don't have access to the internet, or cannot find the information you are looking for, contact the planner listed on the notice to find out if more studies are available.

Ask Questions about the Application

If you have questions about the application, please:

- Speak to your neighbour who is proposing the change about what they are planning.
- Contact the Middlesex Centre planner listed at the top of the notice.



We encourage you to discuss any questions about the application with the planner as early as you can. If you have concerns with the application, there may be ways to address them through minor revisions or potentially conditions on the application.

Provide Comments about the Application

If you are satisfied with the planning application – that is, you are OK with it being approved and going forward, or your questions have been answered by speaking with municipal staff – you don't need to do anything.

If you wish to make a statement in favour of or against the planning application, you can send in written comments (by post or email) or speak about it at the public meeting. The instructions and deadlines for submitting written comments or signing-up to speak at the meeting are in the notice. Please note that if you are making a statement you will need to provide your name and address for the meeting record.

You are welcome to attend the meeting in-person even if you don't wish to speak. Committee of Adjustment and Council meetings are broadcast on Middlesex Centre's YouTube channel if you'd prefer to watch the meeting from your home.

Has the municipality already decided on this application?

No.

Anyone can submit a planning application to ask the municipality to consider a change for their property. One of the responsibilities of the municipality is to let neighbouring property owners know that an application has been submitted and will be considered by Council or the Committee of Adjustment (a sub-committee of Council).

Notices like the one enclosed give neighbours a "heads up" on something happening in their neighbourhood, an opportunity to learn more, and/or to provide comments for or against the application before Council or the Committee of Adjustment decides on the matter.

- For some types of planning applications, like minor variances, the Committee of Adjustment typically decides for or against on the same night the matter is raised.
- For other types of applications, like subdivisions or zoning by-law amendments, Council will host a public meeting to gather feedback and the application will come back to Council for a decision at a later date.

Council or the Committee of Adjustment can decide to approve, deny or defer an application.

What if I don't agree with the decision?

You may have an option to appeal the decision to the Ontario Land Tribunal (OLT). There are specific rules surrounding who can appeal different types of applications to the OLT. Review the information in the enclosed notice or contact the planner for more information.

Municipality of Middlesex Centre Planning & Development Services

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