



## **City of Stratford Committee of Adjustment Process**

Minor Variance and Consent applications are processed in accordance with the Planning Act of Ontario. The Planning Act requires agency and public consultation on all Minor Variance and Consent applications, and a public Hearing. From the date of receipt of a complete application to a public Hearing is approximately 30 to 45 days. Decisions are required to be circulated. The total processing time for a minor variance is approximately 60 to 75 days. For consent applications, an application is not final until all conditions have been fulfilled. Consultation with the staff in advance of an application is encouraged.

The Minor Variance and Consent process is shown on page three.

### Complete Application

Upon receipt of a Committee of Adjustment Application, it is reviewed to ensure it is complete. The planner will contact the applicant/agent to clarify aspects of the application and, if required, request additional information. Notice of Application is sent to both the public and required agencies.

### Committee Meeting/Hearing

The Committee of Adjustment conducts a mandatory public Hearing. Notice of the public Hearing is posted on the City's webpage, advertised in the 'Town Crier' and mailed to property owners within 60m of the subject lands a minimum of 10 days prior to consideration of a Minor Variance and a minimum of 14 days prior to consideration of a Consent.

Development Services staff will prepare a report to the Committee of Adjustment. The report evaluates the application required by the Planning Act and also contains public and agency feedback. Members of the public are invited to participate in the meeting. The Committee will make a decision on the application at the public Hearing and the Decision will be circulated to any person who requested a copy of the Decision.

### Appeal Process

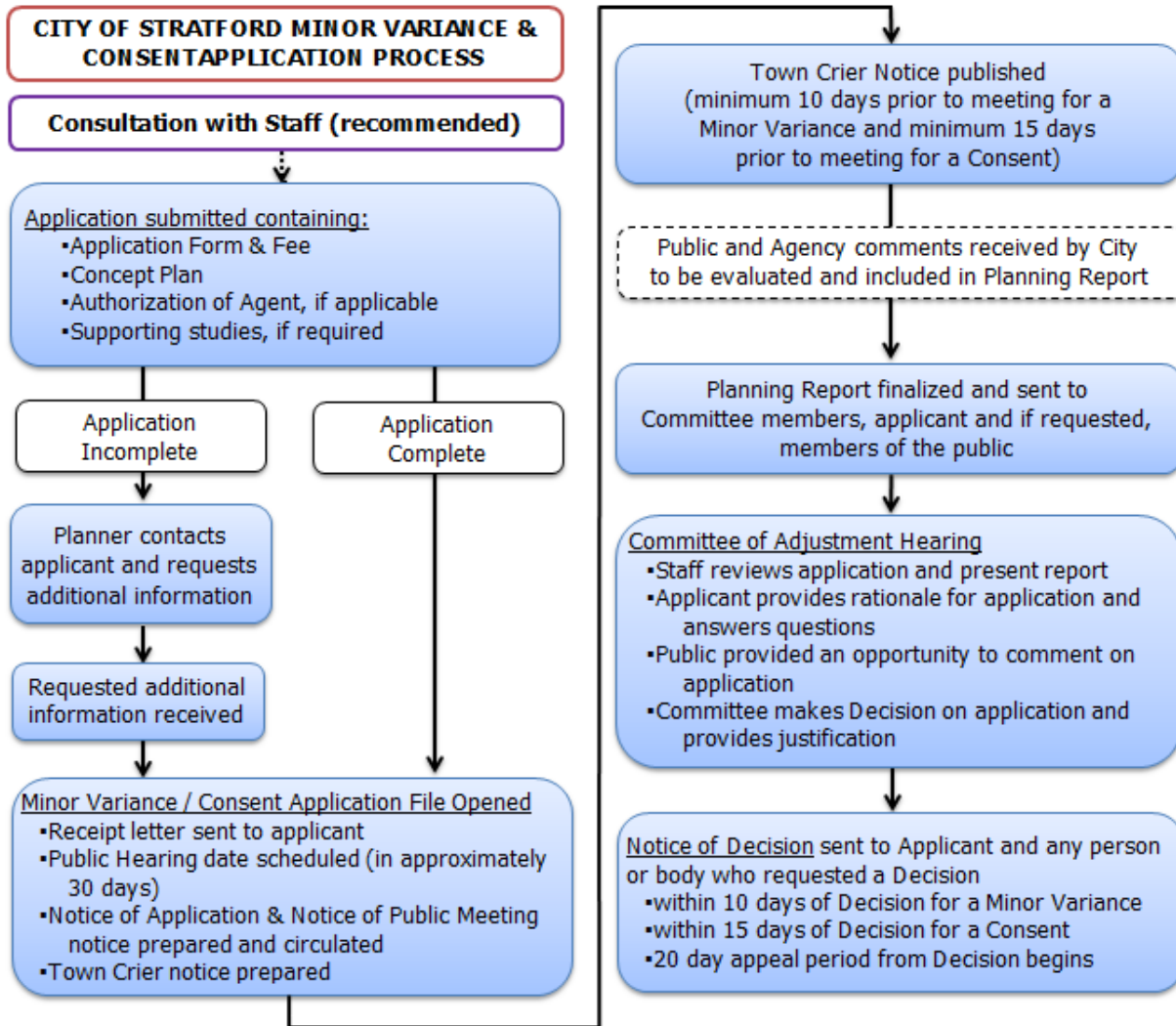
A Decision of Committee of Adjustment may be appealed to the Local Planning Appeal Tribunal (LPAT). Details on rights of appeal are contained in the Notice of Public Hearing and Notice of Decision. Staff will send a Notice of Decision within 10 days of a Minor Variance Decision and within 15 days of a Consent Decision. A person or body has 20 days to appeal a Decision from the date of the meeting for a Minor Variance and 20 days from the date of the mailing of the Decision for a Consent application.



### Contact Information

For information about the Minor Variance or Consent process please contact:  
The City of Stratford Development Services Division  
82 Erie Street, Stratford  
Phone: (519) 271-0250 x 345  
Email: [planning@stratford.ca](mailto:planning@stratford.ca)

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