TOWNSHIP OF MALAHIDE: MINOR VARIANCE APPLICATION PROCESS

Pre-consultation with Township's Planning Consultant (recommended)

Applicant submits application, required documents, and $2,000.00 deposit to the Township

Planner deems application complete

Application is circulated to internal staff and applicable outside agencies for comment

Notice of Public Hearing
The notice is published in two editions of the Aylmer Express, and circulated via mail to neighbours within a 60-meter buffer from the subject property to provide for public review and comment

Receipt of comments and preparation of Planning Report with recommendation to the Committee of Adjustment

Public Hearing occurs and decision to approve or refuse application is made by the Committee of Adjustment

Decision to Approve

Decision to Refuse

Decision Deferred

Notice of Decision circulated to applicant, property owners, agencies, and anyone who has requested notice of decision

20-day appeal period begins the day after the Notice of Decision is circulated

No Appeals: decision is final and binding

Fulfill Conditions (if any)

Apply for building permit through the Township

Appealed: to Ontario Land Tribunal (OLT) for final decision

Additional information on the Township's Minor Variance process is provided and detailed on the minor variance application form, which is available on our website.