

# Committee of Adjustment Minor Variance



For specific inquiries:  
*Town of Renfrew*  
*Department of*  
*Development and Works*  
127 Raglan Street South,  
Renfrew, Ontario  
K7V 1P8

Tel: (613) 432-8166

This pamphlet is intended to  
provide preliminary  
information only  
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## The Committee of Adjustment: Minor Variance

The Committee of Adjustment is appointed by Town Council to make decisions on minor variances, alterations to legal non-conforming uses and consents or severances. Two alternatives the Committee of Adjustment considers in allowing some variation to the existing planning policies and by laws are:

### 1) *Minor Variances from the provisions of a zoning by-law:*

If a minor variance is granted, a development can proceed without conforming exactly to the zoning by-law. Without minor variances, each time a proposed land use did not exactly meet the provisions of the zoning by-law, the applicant would have to undergo the more onerous and detailed process of a formal amendment to the zoning by-law.

2) *Enlargement, extension or alteration of legal non-conforming uses of land, buildings or structures:* “Legal non-conforming use” refers to land, buildings or structures which existed before the enactment of a zoning by-law which controls the use of land and buildings and regulates the height, bulk, location, size, floor area, spacing, character and use of buildings or structures. When existing uses do not conform to the regulations in a new zoning by-law, their prior legal existence ensures their continuation as a lawful use. The intention is to allow the possibility of some variation to legal non-conforming uses without the much more elaborate requirement of a zoning by-law.

## Pre-Consultation

Prior to submission of an application, applicants are advised to consult the development planner to decide whether a Minor Variance is the best approach or if an amendment to the specific by-law is necessary for the proposed change. To arrange a meeting with the development planner, please contact:

Town of Renfrew, Department of Development and Works  
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## Application Processing

### 1) *Complete an application:*

Each application must undergo a pre-consultation process to prevent oversights, errors, delays and additional costs in the processing. Also ensure that the required drawing(s) are in compliance with the minimum standards and that the correct fee accompanies the submission.

2) *Submit the application and required documents:* Submit these to the Secretary-Treasurer, Committee of Adjustment, 127 Raglan Street South.

### 3) *After the application has been submitted:*

- The application is circulated by the Secretary-Treasurer, to various agencies and to other Town Departments for comments. As well, notices outlining your application and the date of the hearing will be sent to all assessed persons within a 60 metre radius of the subject property (30 metre radius in a Residential – Low Density (R1) zone).
- In accordance with the *Planning Act*, the hearing must be conducted within thirty (30) days of receipt of your completed application by the Secretary-Treasurer. You will receive written notice of the hearing date and be expected to attend to present your proposal.
- The Committee will hear evidence in support of, and in opposition to, your application, and will render a decision during the hearing. The *Planning Act* requires that the Secretary-Treasurer notify the applicant of the Committee’s decision within ten (10) days.
- Any appeal of the decision must be filed with the Secretary-Treasurer of the Committee of Adjustment within twenty (20) days of the date of the Committee’s decision.
- If no appeals have been filed, or if all appeals have been withdrawn, you will receive notice that the appeal period has expired and that the decision of the Committee is final, subject to all conditions being fulfilled.
- Each application *must* be signed in the presence of a “commissioner of Oaths.” The Clerk of the Municipality is a Commissioner. Commissioners may also be available at local law offices.

## Application

Applications are available at the Department of Development and Works, 127 Raglan Street South. They are also available through the Town of Renfrew’s web site.

## Fees

Please refer to The Committee of Adjustment: Minor Variance application for the fee schedule.

