

## Process:

1. Preliminary review with planning staff
2. Applicant submits complete application
3. County of Brant circulates application
4. Internal and external reviews completed
5. County conduct site visits if deemed necessary
6. Applicant or Agent posts notice sign  
(15 day prior to meeting for Consent Application, 10 days prior for Minor Variance)
7. Public notices are mailed
8. Staff prepare recommendation report
9. Recommendation report and comments are posted approximately 1 week prior to meeting
10. Committee of Adjustment Meeting (third Thursday of every month, starting at 7:00 pm)

### If Approved

- County notifies interested parties of decision
- 20 day appeal period
- County issues final approval if not appealed
- Consents have 1 year to clear conditions
- If conditions are cleared within 1 year, County issues Certificate of Official

### If Deferred

- Applicant makes best attempt to provide additional information
- Staff review additional information
- Applicant may proceed to Committee of Adjustment for decision

### If Refused

- Applicant or interested parties may appeal to the LPAT
- LPAT hearing
- LPAT decision

Whether you are planning a new construction project, or proposing changes to an existing property or structure, the County of Brant Development Services Department is here to assist applicants as they consider how to move forward with their development proposals.

The County of Brant's Planning Division is here to guide and assist **residents, developers, builders, and other stakeholders** involved in the planning, design, and construction of a project.



## County of Brant Development Services Planning Division

### Questions?

Contact us at:

66 Grand River Street North  
Paris, Ontario N3L 2M2  
519.44-BRANT (27268) | 1.855.44-BRANT  
[planning@brant.ca](mailto:planning@brant.ca)  
[www.brant.ca/Planning](http://www.brant.ca/Planning)

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# Committee of Adjustment



COUNTY OF  
**Brant** Simply Grand

County of Brant  
Development Services  
[brant.ca/adjustment](http://brant.ca/adjustment)



## What is the Committee of Adjustment?

The Committee of Adjustment is a committee that hears **consent** and minor variance applications. This committee also hears bylaw appeals, and sign variance applications. The Committee of Adjustment meets once a month on the third Thursday of each month.

## What is a 'Consent'?

A **consent** is the authorized separation of a piece of land for a new lot, or a new parcel of land. Consents also include easements or any change to your existing property (boundary adjustment). This is commonly referred to as a severance.

When evaluating a consent application, the Committee will take into consideration the following:

- The intent and purpose of the Official Plan and Zoning Bylaw
- Compatibility with adjacent uses of land
- Adequacy of vehicular access
- The need to ensure the protection of the natural environment
- Staff recommendation
- Public input

## What is a Minor Variance?

A Minor Variance is a minor change to the provisions of the Zoning Bylaw. These can relate to the land, building or structure.

Minor Variance applications **need to meet the 4 tests** set out in the Planning Act:

- Is considered to be minor in nature
- Is desirable for the appropriate development or use of land, building or structure
- Maintains the general intent and purpose of the Official Plan
- Maintains the general intent and purpose of the Zoning Bylaw

When evaluating a Minor Variance application, the Committee will take into consideration the following:

- The application's ability to meet the 4 tests
- Compatibility with adjacent uses of land
- Staff recommendation
- Public input

## How to Start

**Step 1** - Provide relevant drawings and justification to the Planner for the Committee of Adjustment either by email or in person:

**Email:** [planning@brant.ca](mailto:planning@brant.ca)

**In Person:** 66 Grand River St. N., Paris

**Step 2** - Staff will get in contact to review the proposal and to provide additional feedback

**Step 3** - Submit complete application

The **following information is required** to be deemed a complete application unless otherwise noted by staff:

- Planning Justification Cover Letter
- Complete application form (signed by Applicant and Commissioned)
- Application fee(s)
- Authorization from Application (if being submitted by Agent)
- Additional information noted by Staff (i.e. MDS calculation or GRCA information)
- Dimensioned drawings with information identified in application form

## Fees 2021



Description	Taxes	Amount
Consent/Validation Application (per new lot)	Exempt	\$3,000.00
Revision Requests/Changes to Conditions	Exempt	\$729.00
Minor Variance Application	Exempt	\$2,000.00
Certification of Title	Exempt	\$575.00
Deed Stamping	Exempt	\$308.00
Sign Minor Variance	Exempt	\$986.00