

## What is the Committee of Adjustment (COA)?

The *Planning Act* grants authority to Municipal Councils to appoint committees to approve a number of consent applications. Section 53 of the *Planning Act* permits the Committee of Adjustment to make decisions on applications for new lots, lot additions, and right-of-ways.

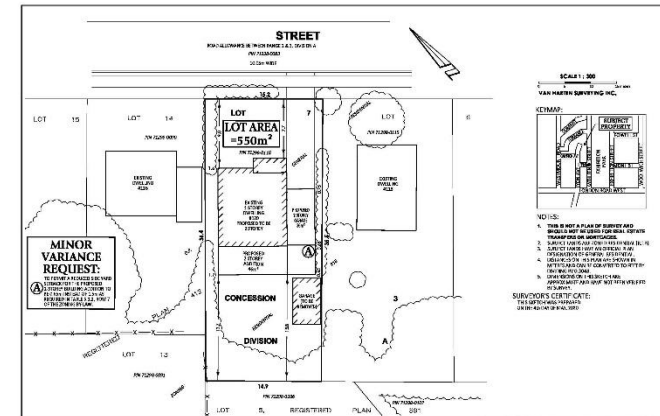
There are seven (7) members of the Committee of Adjustment, three (3) of which are members of Council.

## When is a Minor Variance required?

When a site plan control application, subdivision application, severance application, or building permit application is submitted, your proposal will be compared with the minimum development requirements set out in the Municipality's Zoning By-law. If one or more requirements are not met, you will be provided the option of seeking a Minor Variance.



THE MUNICIPALITY OF  
**LAMBTON SHORES**



For more information, contact:  
Municipality of Lambton Shores  
Planning and Development Services  
9575 Port Franks Rd  
Thedford, ON N0M 2N0  
519-243-1400 Ext. 8512 or 8311 / 1-866-943-1400  
[planning@lambtonshores.ca](mailto:planning@lambtonshores.ca)  
[www.lambtonshores.ca](http://www.lambtonshores.ca)

# Minor Variance

# Minor Variance Application Process

## What is a Minor Variance?

Each property within Lambton Shores belongs to a zone (such as residential, agricultural, commercial, industrial or institutional) that determines the permitted uses and site regulations for each property. Lambton Shores' Zoning By-law contains regulations and standards for each zone (for example, the maximum building height). If a proposed use or structure meets the general intent and purpose of the Zoning By-law but there are some proposed deviations from the regulations and standards (for example, an increased building height), a Minor Variance would be required. Applications are reviewed against and must meet all of the following tests: **(1) is the variance minor, (2) is it desirable for the appropriate development or use of the land, building or structure, (3) does it meet the general intent and purpose of the Municipality's Zoning By-law, and (4) does it maintain the general intent and purpose of the Municipality's Official Plan.**

## What is the Minor Variance Process?

1

Schedule a **pre-consultation** discussion with the Planner.

2

Submit a **completed application**, any required documents including a sketch, and applicable fees to the Municipality.

3

A **Notice of a Public Meeting** is posted on the subject lands and circulated to the applicants, landowners within 60 meters, and outside agencies at least 10 days before the meeting.

4

Staff collect public comments, outside agency comments, and prepare a **planning report** that includes a recommendation.

5

A decision is made during a **Committee of Adjustment** meeting where an application will be either approved (with or without conditions), denied, or deferred.

6

A **Notice of Decision** is mailed out to the applicants, agencies, and by request within 10 days of the meeting.

7

A 20-day **appeal period** begins on the date of decision. Any appeals will be heard by the Ontario Land Tribunal for a final decision.

8

Once the application has been approved and is final, an application for a building permit can be submitted.



THE MUNICIPALITY OF  
**LAMBTON SHORES**

Please contact one of our Municipal Planners at 519-243-1400 Ext 8311 or 8512.  
Municipal Website: <https://www.lambtonshores.ca/en/invest-and-build/minor-variance.aspx>