



# Municipality of Casselman

## Minor Variance & Permission Guide

2 Weeks	<b>Step 1</b> Meet with Staff / Pre-Consultation	<ul style="list-style-type: none"> <li>Applicant meets with staff to discuss proposal and staff identifies any information required to make a decision on the support application</li> </ul>	<b>Application Fee:</b> \$550.00  <b>Time to Decision (complete application)</b> 30 days* + 20-day appeal period  <i>*The Planning Act outlines various timelines for the different steps in the application process. The timelines shown on the left side of the page are aligned with the maximum amount of time permitted under the Planning Act. Please note that a decision may be issued sooner, depending on the complexity of proposal and/or volume of applications being processed by department.*</i>
	<b>Step 2</b> Application Preparation & Submission	<ul style="list-style-type: none"> <li>Applicant completes the application and submits to the Municipality via email at urbanisme-planning@casselman.ca or in-person at 751 St-Jean Street, Casselman, ON, along with the application fee</li> </ul>	
	<b>Step 3</b> Application Review (Complete/Incomplete)	<ul style="list-style-type: none"> <li>Staff reviews application and supporting information for completeness</li> <li>If complete, Applicant will be notified and a Committee of Adjustment hearing will be scheduled within 30 days</li> <li>If incomplete, Applicant will be notified and/or instructed on requirements for a complete application (Repeat Step 2)</li> </ul>	
30 Days	<b>Step 4</b> Committee Meeting Scheduled and Application Circulated	<ul style="list-style-type: none"> <li>Staff will schedule a Committee of Adjustment hearing within 30 days of receiving a complete application</li> <li>Application is circulated to commenting departments and agencies for review (Building Department, Conservation Authority, County, etc.)</li> </ul>	
	<b>Step 5</b> Notice of Public Hearing	<ul style="list-style-type: none"> <li>At least 10 days before the hearing, notice will be sent via regular mail to the Applicant, all landowners within 60 metres of the lands, and the agencies outlined in the Planning Act</li> <li>A sign will also be posted at the property providing notice of the hearing</li> </ul>	
	<b>Step 6</b> Review of Proposal & Site Visit	<ul style="list-style-type: none"> <li>Proposal is reviewed and site visit may be conducted by staff, commenting agencies, or Committee members</li> <li>Staff prepares a report and recommendation to the Committee, and may contact applicant to discuss recommendation before hearing</li> </ul>	
	<b>Step 7</b> Committee of Adjustment Hearing	<ul style="list-style-type: none"> <li>Public Hearing is held. Applicant and members of the public may attend and provide feedback or ask questions.</li> <li>Committee of Adjustment will make decision to grant or refuse the request</li> </ul>	
20 Days	<b>Step 8</b> Decision & Appeal Period	<ul style="list-style-type: none"> <li>Once a decision is made, a copy of the decision and notice is provided to the Applicant and to anyone who requested a copy of the notice</li> <li>There is a 20-day appeal period for the decision - a decision may be appealed by the Applicant, commenting agency, or anyone else who provided feedback prior to the decision</li> </ul>	
	<b>Step 9</b> Decision Final	<ul style="list-style-type: none"> <li>If no appeals are received by the Municipality within the 20-day appeal period, the decision is final</li> <li>If an appeal is received, the file will be reviewed and processed by the OLT for a decision. The OLT's decision is final.</li> </ul>	

- If an appeal is received within the 20-day appeal period, the Municipality forwards the appeal and administration of the file is taken over by the Ontario Land Tribunal (OLT)
- The Applicant, Appellant, and any other party to an appeal before the OLT is responsible for arranging their own arguments and positions, and are responsible for all costs.
- All appeal and hearing timelines are determined by the OLT.