



For general information,  
telephone 311.

For specific inquiries:  
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[www.citywindsor.ca](http://www.citywindsor.ca)

# Committee of Adjustment

Building & Development  
Department

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The Corporation of  
The City of Windsor



## **Committee of Adjustment (COA)**

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The Committee of Adjustment/Consent Authority is an independent body appointed by City Council, under the authority granted by the Province of Ontario. The Committee of Adjustment is comprised of five members. Meetings of the Committee of Adjustment are held in Council Chambers alternate Wednesdays at 3:30 p.m. (Note: Hearing dates are available at our website).

The role of the Committee is to hear applications pertaining to Minor Variances and/or Consent applications.

### **Minor Variance Applications**

If a proposed use does not conform to a municipal by-law, but follows its general intent, the owner may apply for a Minor Variance. A Minor Variance does not amend the by-law. It allows the owner to vary from a specific requirement of the by-law.

A Minor Variance may be granted provided that:

- The request is minor in nature
- The request is desirable for the appropriate development or use of the land, building or structure, and
- If in the opinion of the Committee the general intent and purpose of the Zoning by-law and the Official Plan are maintained

### **Consent Applications**

Property owners who wish to divide their property for the purpose of selling it, registering or discharging a mortgage, or leasing it for a period of over 21 years, must apply for a severance.

## **COA Meetings**

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Public notices are sent by mail to all tenants and owners within a 30.50 metre (100 foot) radius of the subject lands. Newspaper notices are also used. Notices advise of the date, location and time that the Committee of Adjustment will hear applications, as well as the name of the applicant, the location of the subject lands and a brief description of the matter.

Recommendations are usually to approve; approve with conditions; defer for further information; or to deny the application.

Decisions rendered by the Committee of Adjustment must adhere to the Official Plan, the Zoning By-law and the Planning Act.

Anyone may attend COA meetings. You do not need to have received a notice. You are encouraged to attend and express your concerns so that COA has all of the information it needs to make a decision.

COA meetings are held in an open public forum where any parties concerned about an application are afforded the opportunity to ask questions and express concerns. In a usual COA meeting, the Chair opens the meeting with a request for any declarations of pecuniary interest by COA Members, explains the role of the Committee, and asks if there are any requests for deferral of agenda items. Items are considered in the order listed on the agenda. COA Members will ask questions of the applicant, following which the general public is permitted to address their concerns.

If you have an interest in a particular matter, you may attend the scheduled meeting. When an item on the agenda is considered, any person interested in the matter will be invited to speak. You may also submit your concerns in writing, e-mail or fax to the Building & Development Department and it will be given to the COA.

## **COA Presentations**

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To make your presentation effective, please follow these guidelines:

- Introduce yourself, who you are, where you live, and whom you represent (i.e. if you are an Agent for an applicant).
- Focus on the purpose of your application, how you are affected and what your concerns are.
- Be calm and relaxed. This procedure is informal and the Chair will guide you through the process.
- COA members will normally render a decision following the presentation of the applicant and/or agent. If the decision rendered is unfavourable to the applicant/agent, the applicant/agent is afforded the opportunity to appeal the decision to the Ontario Municipal Board.

To access application forms and Hearing dates, please visit our website at: [www.citywindsor.ca](http://www.citywindsor.ca) Choose the Services A-Z tab, then select the letter C and scroll down to Committee of Adjustment.

### **Applications**

Applications are available from the Building & Development Department, 350 City Hall Square West, 4th floor or through the City of Windsor website [www.citywindsor.ca](http://www.citywindsor.ca) in the Committee of Adjustment section.

### **Fees**

Please refer to the City of Windsor website [www.citywindsor.ca](http://www.citywindsor.ca) in the Committee of Adjustment section.

Fees are also specified in each application package.

For more information, contact the Committee of Adjustment at 519-255-6267 ext. 6450 or 6436.