

**PROCEDURE FOR PROCESSING
APPLICATION TO
THE COMMITTEE OF ADJUSTMENT**

REQUIREMENTS FOR SUBMISSION OF APPLICATIONS

1. NARRATIVE

- (a) Applications must be printed or typed. If hand printed they must be legible, and clear enough to permit legible photocopies to be made.
- (b) A brief statement must be made in the application to describe its purpose.

FOR EXAMPLE - "The purpose of this application is to sever the west half of the subject lot so that it can be sold" or
"A variance is requested to reduce the minimum side yard from x to y".

2. DRAWINGS

- (a) Plans drawn by land surveyors or experienced draftsman are required.
- (b) Each plan must be signed and dated by the draftsman, and must bear a title relating to the application it accompanies.
- (c) Plans must be recent and up to date, and must show all relevant natural or artificial features as they exist on the date of the application.
- (d) Where two or more different plans accompany an application, they must be consecutively numbered.
- (e) Plans must bear a "**NORTH**" arrow to indicate direction and must show dimensions of structures, and setbacks, from property lines if relevant to the application.
- (f) Generally, plans shall show all information called for as shown on the sample sketch attached to the application, insofar as it is required to support the application submitted.

PLANS SUBMITTED MUST BE 8-1/2 X 11 OR 11 X 14 IN ORDER THAT THEY CAN BE PHOTOCOPIED.

IF PLANS ARE LARGER THAN THE ABOVE MEASUREMENTS A MINIMUM OF 9 COPIES IS REQUIRED.

All applications **MUST BE SUBMITTED IN METRIC** form.

APPLICATIONS SHOULD BE IN BLACK INK OR TYPED AS BLUE INK DOES NOT PHOTOCOPY CLEARLY.

Upon receipt of the completed application, the Secretary must check the following:

- 1. That it is clerically correct;
- 2. That all questions have been properly answered;
- 3. That the application is properly signed and sworn; and
- 4. That the maps and/or drawings in support of the application are legible, signed, for verification by a responsible party or a draftsman.

The secretary then forwards a copy of the application to the Building Division and the Planning Division for technical review of completeness.

ONE CERTIFIED COPY of the application IS TO BE RETURNED TO THE SECRETARY-TREASURER.

FEES

MINOR VARIANCES: Single and 2 unit residential properties
All Others

\$375
\$500

SEVERANCES: Creation of a new building lot
All Others (e.g. additions to a lot, easements)

\$500 plus \$120 per lot
\$500

Re-issuance of Consent Certificates

\$ 35

****PLUS THE COST FOR SUBMISSION OF APPLICATION TO ORCA. Please see ORCA's website (<http://www.otonabee.com/orca/regqs/planning.htm>) for their fee schedule. Please note: the amount owing to ORCA must be made payable to the City of Peterborough. The City will forward the written request to ORCA, together with the fee.****