



Instructions for Processing Applications to the Committee of Adjustment

Applications

- a) Applications may be filled out electronically and printed by using the forms on the City's website at: http://www.peterborough.ca/Business/Planning/Planning_Forms.htm, or by hand by clearly printing the required information using black ink so photocopies can be produced.
- 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".
- c) All measurements in the application must be in **metric**.

Drawings

- a) Plans drawn by land surveyors or an 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 up to date and must show all relevant natural or built 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.
- g) Plans submitted must be 8 ½" x 11", 8 ½" x 14", or 11" x 17" in order that they may be photocopied. If plans are larger than the above measurements a PDF is required.
- h) **If available, submit a PDF of all drawings.**

Processing

Upon receipt of the completed application the Secretary of the Committee of Adjustment will check:

- a) That it is clerically correct;
- b) That all questions have been properly answered;
- c) That the application is properly signed and sworn;
- d) That the maps and/or drawings in support of the application are in metric, legible and signed for verification by a responsible party or a draftsman; and
- e) That all applicable fees have been submitted.

The Secretary will forward a copy of the application to the Building Division and the Planning Division for technical review of completeness.

Fees (all fees are payable by cash, cheque or debit)

Minor Variances:	Single and two-unit residential properties	\$440.00*
	All others	\$600.00*
Severances:	Creation of a new building lot	\$600.00*
	(plus \$130.00 per each additional lot)	
	All others (e.g. additions to a lot, easements).....	\$600.00*
	Re-issuance of Consent Certificates	\$55.00

*Plus the cost for submission of application to ORCA. Please see ORCA's website (<http://www.otonabeeconservation.com/development-and-permits/fee-policy-and-schedule/>) 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.