

Minor Variance Application Committee of Adjustment

www.mississauga.ca/council/committees/committee-of-adjustment

Inquiries: committee.adjustment@mississauga.ca

Applications: cofa.applications@mississauga.ca



300 City Centre Dr, Mississauga, ON, L5B 3C1

Telephone: 905-615-3200 x5507

NOTICE TO ALL APPLICANTS

Please ensure you read the entirety of this form carefully and follow all instructions.

The Committee has the authority to grant a minor variance to the Zoning By-law or an Interim Control By-law if the four tests of a minor variance are met, as set out in Section 45(1) of the Province of Ontario's Planning Act:

1. Is the variance minor?
2. Is the variance desirable for the appropriate development/use of the property?
3. Does the variance maintain the general intent and purpose of the Official Plan?
4. Does the variance maintain the general intent and purpose of the Zoning By-law?

The Committee can also permit the expansion of legal non-conforming uses or the continuation of similar uses.

While the Committee will make a decision on the merits of the application, it is recommended that applicants review their application with staff and neighbours in advance and obtain a zoning review (see the Variance Acknowledgement form below).

- Planning staff: Please contact committee.adjustment@mississauga.ca for your Planner's information.
- Transportation & Works staff: twdeveng@mississauga.ca
- Parking staff: parkingstudy.review@mississauga.ca
- Heritage staff: heritage.planning@mississauga.ca
- Region of Peel Public Works: 905-791-7800
- Conservation Authority: If applicable, please contact the relevant authority directly.
 - Toronto and Region Conservation Authority: 416-661-6600, Email: info@trca.ca
 - Credit Valley Conservation Authority: 905-670-1615, Website: www.cvc.ca
 - Conservation Halton: 905-336-1158, Email: envserv@hrca.on.ca

GETTING YOUR APPLICATION READY

- ☐ Complete Application Form (all pages completed, and the form commissioned)
 - Appointments for commissioning can be made through our webpage using the Committee of Adjustment or Commissioner of Oaths options
- ☐ One digital copy of the site plan showing the following with measurements in metric units:
 - The front, side, a rear property lines, including their dimensions. If more than one lot is shown on the plan, lands owned by the applicant shall be highlighted in red
 - The location, size, and type of all existing and proposed buildings/structures, including setbacks
 - The approximate location of all features on or adjacent to the property that may affect the application (such as roads, railways, waterways, buildings, wells, septic tanks & wooded areas)
 - The current uses on adjacent properties
 - The location, name, and width of any abutting road(s) or right of ways
 - The location and nature of any easements on the property
- ☐ Building Elevations (if applicable; please consult with Committee of Adjustment staff)
- ☐ Floor Plans (if applicable; please consult with Committee of Adjustment staff)
- ☐ Other plans/reports (if applicable; please consult with Committee of Adjustment staff)

All materials should be submitted at the time of application, or staff may not be able to review prior to the hearing. Staff will not review materials submitted after circulation without prior authorization.

If you are requesting a reduction in required parking, it is recommended you provide a Parking Utilization Study (Letters of Justification may be accepted for a reduction of 10% or less). Terms of Reference for a Parking Utilization Study can be obtained from www.mississauga.ca/publication/parking-studies-terms-of-reference/ or by emailing Parking staff. Applications without justification will be recommended for deferral by staff.

SUBMITTING YOUR APPLICATION

To apply for a minor variance, please submit all the above information by email as PDF attachments to cofa.applications@mississauga.ca. If you'd prefer to submit in person, please make an appointment via the Committee of Adjustment webpage: www.mississauga.ca/council/committees/committee-of-adjustment.

FEES

The following fees are effective as of January 1, 2025, and are charged per application. Staff will confirm the relevant fee once your application is deemed complete. Payment can be made by credit, debit, or cheque payable to "Treasurer, City of Mississauga." A copy of the receipt must be forwarded to cofa.applications@mississauga.ca to receive your hearing date.

Low & Medium Density Residential:

Driveways, decks & accessory structures <16sq.m (excluding detached garages)	\$771
Other low & medium density residential applications	\$1,322
In excess of the first 10 applications within the same plan of subdivision	\$53

High Density Residential or Non-Residential

(including non-residential uses in residential zones) \$1,680*

Applications relating to existing seasonal outdoor patios	\$0
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Deferral Fee (covers circulation of a new public notice and staff review) \$218 to \$1,261

Inactive File Fee (files not revised or rescheduled for a period over 1 year) \$20 + HST

For variances from Table 2.1.2.1.1 of the Zoning By-law, an additional fee shall be payable before the hearing date. The fee shall reflect the cost of circulation beyond 60m to the distance indicated in Table 2.1.2.1.1.

Conservation Authority fees (if applicable) are paid directly to the relevant authority.

BEFORE YOUR HEARING

- ☐ A notice of public hearing is circulated, including to nearby property owners within 60 metres
- ☐ The agent (or, if none, the owner) receives an email to register for the hearing
- ☐ The agent (or, if none, the owner) receives an email regarding how the notice sign is to be posted
- ☐ The agent/owner picks up the notice sign board from City Hall (instructions are provided in the email)
- ☐ At least 10 days before the hearing, the agent/owner posts the sign on the property
- ☐ One week before the hearing staff comments are posted on the Council and Committee Calendar

DURING YOUR HEARING

- ☐ Agent or owner presents the application to the Committee (maximum 5 minutes)
- ☐ Other interested parties make presentations to the Committee (maximum 5 minutes each)
- ☐ The Committee considers all presentations, renders a verbal decision, and may impose conditions

AFTER YOUR HEARING

- ☐ The sign can be removed from the property after the hearing ends
- ☐ 7 days after the hearing a written decision is sent out to the owner, agent, and interested parties
- ☐ A 20-day appeal period starts when the decisions are sent out (as required by the Planning Act)*
- ☐ At the end of the appeal period a second notice is sent indicating if the decision is final or appealed

*Within the appeal period, the owner, the City, public bodies, Specified Persons under the Planning Act, or the Minister may appeal a decision. Appeals to the Ontario Land Tribunal (OLT) must be in writing and outline the reasons for appeal. Fees are payable both to the City and the OLT for each application appealed. Inquiries surrounding appealed files will be handled by the OLT. OLT fees and more information is available online at <https://olt.gov.on.ca/appeals-process/>.



Application for Minor Variance

File Number A _____

The undersigned hereby applies to the Committee of Adjustment under Section 45 of the Planning Act, R.S.O. 1990, c.P.13, as amended, for relief, as described in this form, from Zoning By-law 0225-2007, as amended.

1. Address & Legal Description (ex. 123 Street Dr. & Lot A, Plan M-1234)

2. Property Owner Information (please list all registered owners)

Name(s):

Address:

City:

Postal Code:

Email:

Phone:

2.1 Authorized Agent/Representative Information (if applicable)

Name(s):

Address:

City:

Postal Code:

Email:

Phone:

3. Property Details (for the entire property, not just the portion under application)

Lot Frontage (m):

Lot Depth (m):

Lot Area (m²/ha):

Existing Use(s):

Proposed Use(s):

The length of time the existing use(s) of the subject land have continued:

3.1 Property History

The date the subject land was acquired by the current owner:

Has the property merged with or split from another property in the past year: ☐ No ☐ Yes*

*If yes, please explain:

3.2 Servicing & Access (please check the appropriate boxes for how the property is serviced/accessed)

☐ City Water ☐ Sanitary Sewer ☐ Storm Sewer ☐ Other (specify, ex. septic/swales):

☐ City Road ☐ Private Road ☐ Provincial Highway ☐ Other (specify):

4. Is the property within the regulated area of a Conservation Authority?

☐ No ☐ Yes, CVC* ☐ Yes, TRCA* ☐ Yes, Halton* ☐ N/A (as determined by the relevant authority)

*If yes, separate payment for applicable fees shall be made directly to the appropriate Conservation Authority.

5. Purpose of Application (check all that apply)
<input type="checkbox"/> New Build (House) <input type="checkbox"/> New Build (Other) <input type="checkbox"/> Addition <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Driveway Width <input type="checkbox"/> Parking Count <input type="checkbox"/> Change of Use <input type="checkbox"/> Other (specify):
Does this application result in the closure of a residence for seniors? <input type="checkbox"/> Yes <input type="checkbox"/> No

☐ New Build (House) ☐ New Build (Other) ☐ Addition ☐ Accessory Structure ☐ Driveway Width

☐ Parking Count ☐ Change of Use ☐ Other (specify):

Does this application result in the closure of a residence for seniors? ☐ Yes ☐ No

6. Relief Required From Zoning By-law (please identify relief requested and Zoning By-law requirement)			
Provision:	Proposed:	Requirement:	Existing Condition?
Ex: Interior Side Yard	Ex: 0.90m	Ex. 1.20m	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N

Existing
Condition?

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N

☐ Y ☐ N☐ Y ☐ N☐ Y ☐ N☐ Y ☐ N☐ Y ☐ N

7.	Have you discussed your proposal with Planning staff?
<input type="checkbox"/> Yes	<input type="checkbox"/> No*
<p>*A pre-consultation with staff may help avoid deferrals and additional fees. To get your Planner's contact information, please contact committee.adjustment@mississauga.ca with your address or ward number.</p>	

☐ Yes ☐ No*

*A pre-consultation with staff may help avoid deferrals and additional fees. To get your Planner's contact information, please contact committee.adjustment@mississauga.ca with your address or ward number.

[illegible]

9. Building & Structures Information			
Please specify:	Primary Existing Structure	Other Existing Structure	Proposed
Type of building/structure			
Floor area or dimensions			
Front/rear/side yard setbacks			
Height			
Date constructed			

10. Other Planning Information			
Official Plan Designation (ex. RLD1):		Zoning Category (ex. RS-14):	
10.1 If known, is or was the property subject to any of the following types of applications?			
Previous Minor Variance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	File:
Previous Consent or Plan of Subdivision	<input type="checkbox"/> Yes	<input type="checkbox"/> No	File: Decision:
Building Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	File:
Certificate of Occupancy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	File:
Pre-Application Zoning Review	<input type="checkbox"/> Yes	<input type="checkbox"/> No	File:
Site Plan Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	File:
Official Plan or Zoning By-law Amendment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	File:

DECLARATION OF PROPERTY OWNER OR AUTHORIZED AGENT

This section must be signed in front of a Commissioner, etc. Please see "Getting Your Application Ready".

I, _____
(Name)

of the _____ in the _____
(City) (Region)

declare that the statements and attached documentation contained within the application are accurate and true. I make this same declaration conscientiously believing it to be true and knowing that it is the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

DECLARED BEFORE ME

at _____
in the _____
this ____ day of _____ 20 _____

Signature of Applicant/Authorized Agent

☐ I have the authority to bind the Corporation.

Signature of Commissioner, etc.

Name/Stamp/LSO# of Commissioner, etc.



(Property Address/Legal Description)

PROPERTY OWNER APPOINTMENT & AUTHORIZATION OF AGENT

(TO BE SIGNED BY ALL REGISTERED OWNERS OF THE PROPERTY)

I/We, the undersigned, being the registered property owner(s) of the above noted property, hereby authorize

(Name of Authorized Agent/Company)

as my/our agent for the purpose of submitting this application to the Committee of Adjustment and acting on my/our behalf in relation to the application. The authority granted by this authorization shall continue until I/we revoke such authority in writing and have delivered such written revocation to the Committee of Adjustment office. No such revocation shall invalidate any action taken by me or my/our agent prior to the date such written revocation is received. If only a company name is authorized, I/we understand that all members of the company are authorized to act on my behalf for the purposes of this application.

Dated this _____ day of _____, 20____.

Name of Property Owner/Signing Officer

Signature of Property Owner/Signing Officer

☐ I have the authority to bind the Corporation or Partnership, if applicable

Name of Property Owner/Signing Officer

Signature of Property Owner/Signing Officer

☐ I have the authority to bind the Corporation or Partnership, if applicable

PERMISSION TO ENTER PROPERTY

I, the undersigned, hereby irrevocably authorize and consent to the Committee of Adjustment members, City of Mississauga staff, and Region of Peel staff to enter upon the above noted property at any reasonable time for the purpose of evaluating the merits of the application.

Dated this _____ day of _____, 20____.

Name of Property Owner/Signing Officer/Agent

Signature

☐ I have the authority to bind the Corporation or Partnership, if applicable

Note: All properties must be identified with the municipal address visible from the street, including unit numbers.

(Property Address/Legal Description)

ACKNOWLEDGEMENT OF PUBLIC INFORMATION

Application information is collected under the authority of the Planning Act, R.S.O. 1990, c.P.13, as amended. In accordance with Section 1.0.1 of the Act, the City of Mississauga provides public access to all Planning Act applications and supporting documentation submitted to the City. I, the undersigned, hereby agree and acknowledge that the information contained in the application and any documentation including reports, studies, and drawings provided in support of the application, whether included with the application or submitted at any time subsequent to its filing, by myself, agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended or substituted from time to time, I hereby consent to the City of Mississauga making this request and its supporting documentation available to the general public, including copying, posting on the City's website and/or releasing a copy of the request and any of its supporting documentation to any third party upon their request or otherwise, and as part of a standard distribution of copies of such documentation. I consent to the City releasing copies of any of the documentation to additional persons, including but not limited to Members of Council and resident associations.

Dated this _____ day of _____, 20____.

Name of Property Owner/Signing Officer/Agent

Signature

☐ I have the authority to bind the Corporation or Partnership, if applicable

POSTING OF ADVISORY SIGN

A public notice board must be posted on the property under application at least 10 days prior to the hearing. At least 3 weeks prior to your scheduled hearing, you will receive an email from the Committee of Adjustment office with a PDF attachment which will serve as an insert to the sign. Instructions on where to collect the sign board and how it should be posted will be included in the email.

The sign should be placed so that it is legible from the public right of way and accessible so that the public can read the contents and make note of the phone number. For industrial/commercial buildings, it may be appropriate to post the sign on the front wall of the building by the entrance. Should you have any questions as to where the sign should be posted, please contact the Committee of Adjustment office.

I, the undersigned, acknowledge that the public notice board and insert must be posted at least 10 days prior to the scheduled hearing of my application and be replaced, if necessary, until the day following the hearing.

Dated this _____ day of _____, 20____.

Name of Property Owner/Signing Officer/Agent

Signature

☐ I have the authority to bind the Corporation or Partnership, if applicable



(Property Address/Legal Description)

VARIANCE ACKNOWLEDGEMENT

Please indicate how you obtained your Zoning Review (circle one):

Building Permit Site Plan Approval Pre-Application Zoning Review Occupancy/Zoning Certificate

Other/None*: _____

Are the drawings submitted for the above Zoning Review identical to the drawings submitted with this application (check one): ☐ Yes ☐ No** ☐ No Zoning Review Completed*

* Please note that a Zoning Review is not conducted through the Committee of Adjustment process. It is the applicant/agent's responsibility to ensure the accuracy of the requested variances through a Zoning Review that has been performed and fully completed prior to submitting this application.

** If the drawings submitted with this application differ from those submitted for a Zoning Review, the variances may no longer be correct and staff may recommend a deferral of the application.

I, the undersigned, acknowledge that it is my responsibility to ensure that all required variances for the project located at the above noted address have been identified and listed in Section 6 of this form correctly, and that any errors may result in delays in processing, deferral fees, the inability to obtain other approvals, and/or a requirement for a second application (including the full application fee and any other associated fees).

Dated this _____ day of _____, 20____.

Name of Property Owner/Signing Officer/Agent

Signature

☐ I have the authority to bind the Corporation or Partnership, if applicable