

Consent 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.

This form is for consent applications for a new lot, a lot addition, or a lease or private easement for a term of 21 years or greater. For applications for Change of Conditions, Certificate of Validation, or Certificate of Cancellation, please contact the Committee of Adjustment office.

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 (especially if structures are to remain).

- Planning staff: Please contact committee.adjustment@mississauga.ca for your Planner's information.
- Transportation & Works staff: twdevenq@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

The Committee may impose conditions on favourably considered applications for Consent. Some examples of conditions may include: preparation of a reference plan, compliance with the Zoning By-law, provision of adequate services, gratuitous conveyance of land (or payment in lieu of conveyance), fees for planting of street trees, and approval from a relevant Conservation Authority.

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 boundaries and dimensions of the land and any abutting land owned by the same owner
 - The boundaries and dimensions of the lands to be severed and the lands to be retained, both of which must be labeled as such
 - The location of all land previously severed from the parcel originally acquired by the current owner
 - 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
- ☐ 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.

It is highly recommended that all applications for Consent be based on an up-to-date survey from an Ontario Land Surveyor (OLS).

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.

New Lot or Lot Addition (includes 1 certificate)	\$2,798
In excess of the first 10 applications within the same plan of subdivision	\$53
All Other Consent Applications (includes 1 certificate)	\$2,235
Certificate Fee (for additional certificates, per certificate)	\$418
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

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 14 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 imposes 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
- ☐ Conditions must be cleared within 2 years, or the application is deemed to be refused
- ☐ Once all conditions have been cleared, a Certificate will be issued by the Secretary-Treasurer

*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/>.

The Committee of Adjustment may authorize changes to conditions at any time before the Certificate is issued or the decision lapses. Written notice of changes will be provided to all parties who expressed an interest in the original application. Please contact the Committee of Adjustment office for more information.



Application for Consent

File Number B _____

The undersigned hereby applies to the Committee of Adjustment under Section 53 of the Planning Act, R.S.O. 1990, c.P.13, as amended.

1. Description of the subject land (being the land to be severed and the land to be retained)	
Registered Plan Number:	Lot(s)/Block(s):
Reference Plan Number:	Part(s):
Concession Number:	Lot(s):
Municipal Address:	

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 both the severed and retained lands)	
Are there any easements or restrictive covenants affecting the subject lands: <input type="checkbox"/> No <input type="checkbox"/> Yes*	
*If yes, please explain:	
3.1 Property History	
Has any land been severed from the parcel originally acquired by the owner: <input type="checkbox"/> No <input type="checkbox"/> Yes*	
If yes: Name of Transferee:	Date of Transfer: Land Use:
Does the owner own a parcel of land that shares a lot line or portion thereof: <input type="checkbox"/> No <input type="checkbox"/> Yes*	
*If yes to either, how was it severed from the original parcel:	

4. Is the property within the regulated area of a Conservation Authority?	
<input type="checkbox"/> No <input type="checkbox"/> Yes, CVC* <input type="checkbox"/> Yes, TRCA* <input type="checkbox"/> Yes, Halton* <input type="checkbox"/> 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. Type and purpose of the proposed transaction
<input type="checkbox"/> New Lot <input type="checkbox"/> Lot Addition <input type="checkbox"/> Easement <input type="checkbox"/> Lease

6. Description of land intended to be severed/leased/subject to easement (metric units only)			
Frontage/Width:	Required Frontage:	Depth:	Area:
Zoning Category:		Official Plan Designation:	
Existing Use:		Proposed Use:	
Number of Buildings/Structures	Existing:	To Remain:	Proposed:
Access: <input type="checkbox"/> Municipal Road <input type="checkbox"/> Provincial Highway <input type="checkbox"/> Other:			
Are water/sewage disposal provided by a publicly owned & operated system? <input type="checkbox"/> Yes <input type="checkbox"/> No (specify):			

7. Description of land intended to be retained (metric units only)			
Frontage/Width:	Required Frontage:	Depth:	Area:
Zoning Category:		Official Plan Designation:	
Existing Use:		Proposed Use:	
Number of Buildings/Structures	Existing:	To Remain:	Proposed:
Access: <input type="checkbox"/> Municipal Road <input type="checkbox"/> Provincial Highway <input type="checkbox"/> Other:			
Are water/sewage disposal provided by a publicly owned & operated system? <input type="checkbox"/> Yes <input type="checkbox"/> No (specify):			
Do you request a certificate for these lands under Section 53(42.1)(a) of the Planning Act? <input type="checkbox"/> No <input type="checkbox"/> Yes*			
*Additional certificate fee applies. O.Reg. 197/96 requires that this request be accompanied by a letter from an Ontario Solicitor that there is no land abutting the subject land owned by the same owner other than land that could be conveyed without contravening Section 50 of the Planning Act.			

8. Have you discussed your proposal with Planning staff?
<input type="checkbox"/> Yes <input type="checkbox"/> 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.

9. If known, the name of the person to whom the land or interest in the land is to be transferred/leased

10. Provincial Matters
Is the property within an area designated under any Provincial Plan? <input type="checkbox"/> No <input type="checkbox"/> Yes
10.1 How is the application consistent with the Official Plan, PPS, and any relevant Provincial Plan?

11. 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:	Decision:
Previous Consent or Plan of Subdivision	<input type="checkbox"/> Yes	<input type="checkbox"/> No	File:	Decision:
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:	Decision:
Minister's Zoning Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No	File:	Decision:
Official Plan or Zoning By-law Amendment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	File:	Decision:

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 14 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 14 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