



PORT COLBORNE

DEVELOPMENT AND LEGISLATIVE SERVICES

CITY OF PORT COLBORNE

COMMITTEE OF ADJUSTMENT

2023 Hearing Schedule

Committee of Adjustment 2023 Hearing Schedule

January 18, 2023	February 8, 2023	March 8, 2023
April 12, 2023	May 10, 2023	June 14, 2023
July 12, 2023	August 9, 2023	September 13, 2023
October 11, 2023	November 8, 2023	December 13, 2023

This schedule is intended as a guideline only. Applicants will receive confirmation of their hearing date once a complete application has been received.

A complete application includes all required forms, fees, applicable sketches, and additional information that may be identified by the Secretary-Treasurer in accordance with the provisions under the *Planning Act, R.S.O. 1990, c.P. 13*, as amended.

Once the application has been received by the Secretary-Treasurer, it will be pre-circulated to external agencies for up to 10 days to determine whether additional information is required to deem the application complete. Once comments from these agencies have been received, the Secretary-Treasurer will identify the required fees, including external and internal agency fees, if applicable (i.e. Niagara Region and NPCA).

The hearing date for each application will be confirmed by the Secretary-Treasurer. **Failure to submit a complete application will delay the hearing until deemed complete by Planning Staff.**

Prior to application submission, a pre-consultation meeting may be arranged to discuss the general intent of the application. Consent applications for properties outside the Urban Boundary must attend a pre-consultation meeting. The pre-consultation request form can be found on the City of Port Colborne website on the Planning and Development webpage, at the following link:

<https://www.portcolborne.ca/en/business-and-development/planning-and-development.aspx>

All applications for minor variance or consent may be submitted to the Secretary-Treasurer by email, addressed to diana.vasu@portcolborne.ca, or in person, on the 2nd floor of Port Colborne City Hall, at 66 Charlotte Street, Port Colborne.