

## **South Huron Committee of Adjustment Hearing Guide**

Pursuant to Section 45 of the Planning Act, R.S.O. 1990

**Chair:** Calls the meeting to order.

**Motion:**

**That the South Huron Committee of Adjustment convenes at \_\_\_\_\_ p.m. to consider an application for a Minor Variance for lands owned by \_\_\_\_\_, known as \_\_\_\_\_, South Huron.**

**Chair:** Calls for declaration of pecuniary interest and the general nature thereof.

**Secretary-Treasurer:** Purpose of Meeting

The purpose of this Public Meeting of the South Huron Committee of Adjustment is to allow the presentation of an application for a Minor Variance and to allow interested members of the public the opportunity to ask questions or offer comments with regard to this application.

Written comments must be submitted to the Secretary-Treasurer of the Committee.

There is a public registry located on the table by the door and if any member of the public would like to be notified in writing of the Committee of Adjustment's decision on the application they are to provide their name and mailing address on the registry. This will also entitle you to be advised of a possible Ontario Municipal Board hearing in the event the decision on this application is appealed.

Notice was sent by regular mail on \_\_\_\_\_, 20\_\_\_\_ to property owners within 60 m (200 ft) of the subject property and to agencies requiring notice.

**Chair:** Request Planner to present report.

**Planner:** Presents report including purpose of minor variance application, related documents – maps, comments received, recommendation and recommended conditions.

**Secretary-Treasurer:** Advises Committee of correspondence received regarding the minor variance application or that no correspondence has been received.

**Chair:** Provide opportunity for comments or questions from:

1. Committee Members;
2. Applicant and/or Agent;
3. Members of the Public.

Members of the Public are asked to provide their name for the record.

**Chair:** Brings discussion to a close and thanks those in attendance for their input.

## **Decision**

### **Motion:**

That South Huron Committee of Adjustment hereby approves/denies Minor Variance Application D13-\_\_\_\_\_ because the application meets/does not meet the following criteria:

- The general intent and purpose of the Official Plan is maintained;
- The general intent and purpose of the Stephen Zoning By-Law is maintained;
- The variance is considered desirable for the appropriate development of land;
- In the opinion of the Committee, the variance is minor;

❖ include effect of comments received in decision

With the following conditions, if any:

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**Secretary-Treasurer:** Completes Decision Sheet, provides it to concurring Members for signatures.

**Chair:** Explains decision and reasons.

### **Motion:**

**That the South Huron Committee of Adjustment hereby closes this Public Meeting held pursuant to section 45 of the Planning Act at \_\_\_\_\_p.m.**