

## Minor Variance Fees

- The Township of West Lincoln's Minor Variance application fee is:  
⇒ **\$1565.00**
- If your proposal requires review from either the Niagara Peninsula Conservation Authority (NPCA) or the Niagara Region, their fees will be applied
- Fees may vary depending on the application

*These fees are as of 2017 and are subject to change*

## Minor Variance Application Checklist

An Application for a Minor Variance must contain the following:

- Completed Application form for Minor Variances
- A cheque made payable to the Township of West Lincoln for the application fee
- A drawing of the proposal depicting the lot, the location and the size of existing and proposed buildings and other relevant features
- If you are using an agent or solicitor, your written authorization identifying by individual who will be your agent or solicitor
- You are encouraged to submit photos or other relevant documentations



### For more information

Contact the Township of West Lincoln's Planning Department

### Hours of Operation

Monday to Friday from 9 a.m. to 4:30 p.m

### Contact Information

Phone: 905-957-3346 ext. 5134

Fax: 905-957-3219

TTY: 905-957-0680

Email: [planning@westlincoln.ca](mailto:planning@westlincoln.ca)

Website: [www.westlincoln.ca](http://www.westlincoln.ca)

### Address

Planning Department

Township of West Lincoln's Municipal Office

318 Canborough Street,

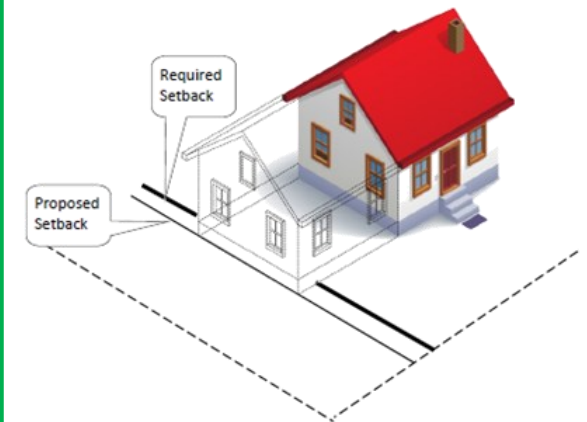
Box 400

Smithville, Ontario

LOR 2A0



## Guide to Minor Variance Application



### In This Guide...

- [Minor Variance Procedure](#)
- [Minor Variance Checklist](#)
- [Fees & Signage](#)

## What Is a Minor Variance Application?

The Township of West Lincoln's Zoning By-law (79-14 as amended) regulates the use of land, buildings and other structures. All new development proposals must comply with the Township's Zoning By-law.

A Minor Variance Application is the process through which the Township of West Lincoln's Council-appointed Committee of Adjustment (CoA) makes decisions on proposed changes to a property which do not conform to the Zoning By-law but meet its general intent. This process engages the public by offering an opportunity to voice concerns or questions at a public meeting prior to the CoA's consideration of the application.

This process usually takes  
**6-8 Weeks**

Complex applications can take longer

## How to Tell if it is a Minor Variance

The following criteria are guidelines under the *Ontario Planning Act*, Section 45:

- The Variance must be Minor
- The Variance must be desirable and appropriate development for use of the land, building or structure
- The general intent and purpose of the Zoning By-law and Official Plan must be maintained
- Also, variances for existing non-conforming uses.

This Pamphlet is intended to provide preliminary information only. Processes may vary. For more information please contact the Township's Planning Department

