



## COMMITTEE OF ADJUSTMENT 2025 HEARING DATES

January 15, 2025	February 12, 2025	March 12, 2025
April 9, 2025	May 14, 2025	June 11, 2025
July 9, 2025	August 13, 2025	September 10, 2025
October 8, 2025	November 13, 2025	December 10, 2025

This schedule is intended as a guideline only. Applicants will receive confirmation of their hearing date once a complete application has been received. All hearings will take place at 6:00 P.M. EST on the date of the respective meeting.

A complete application includes all required forms, fees, and applicable sketches, as well as 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's fees, if applicable (i.e. Niagara Region and NPCA).

The hearing date for your application will be confirmed in writing once the Secretary-Treasurer has deemed your application complete with all necessary documentation. Failure to submit a complete application will result in the hearing being delayed until deemed complete by Planning Staff.

Prior to an 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 – Planning and Development website.

All applications for minor variance or consent may be submitted to the Secretary-Treasurer by email at [taya.taraba@portcolborne.ca](mailto:taya.taraba@portcolborne.ca), over the phone at (905)-228-8124, or in-person to City Hall - 66 Charlotte St. Port Colborne – 2<sup>nd</sup> floor.