



### Committee of Adjustment 2024 Hearing Dates

January 17, 2024	February 14, 2024	March 13, 2024
April 10, 2024	May 8, 2024	June 12, 2024
July 10, 2024	August 14, 2024	September 11, 2024
October 9, 2024	November 13, 2024	December 11, 2024

**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, 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 [Samantha.Yeung@portcolborne.ca](mailto:Samantha.Yeung@portcolborne.ca) or in-person to City Hall - 66 Charlotte St. Port Colborne – 2<sup>nd</sup> floor.