

What is a Minor Variance?

Each property within the Township of Warwick has a zone (such as residential, commercial, or industrial) that determines what uses and buildings are permitted. Warwick Township's Zoning By-law contains regulations and standards for each zone (for example, the maximum building height). If a proposed use or structure meets the general intent and purpose of the Zoning By-law but there are some proposed deviations from the regulations and standards (for example, an increased building height), a Minor Variance would be necessary. Applications are reviewed against and must meet all of the tests outlined in Section 5.2.1 of the Warwick Official Plan.

What is the Minor Variance Process?

1. Schedule a pre-consultation discussion with the Planner.

2. Submit a complete application, any required documents, and the applicable fees to the Municipality.

3. Once the application is deemed complete, a Notice of a Public Meeting is posted on the subject lands and circulated to the applicants, any landowners within 60 meters, and any relevant agencies at least 10 days before the meeting.

4. Staff collect public and agency comments and prepare a planning report that includes a planning recommendation.

5. A Committee of Adjustment public hearing is held where an application will be either approved (with or without conditions), denied, or deferred.

6. A Notice of Decision is mailed out to the applicants, agencies, and by request within 10 days of the Hearing.

7. A 20-day appeal period begins on the date of decision. Any appeals will be heard by the Ontario Land Tribunal for a final decision.

8. Once the application has been approved and is final an application for a building permit or site plan can be submitted.

Need More Information?

Contact the Warwick Planning Team at 226-848-3926

Find the Zoning By-Law at www.warwicktownship.ca

Visit the Municipal Office at 5280 Nauvoo Road, Watford

