

TOWN OF WHITCHURCH-STOUFFVILLE COMMITTEE OF ADJUSTMENT SCHEDULE - 2024

1. **Mandatory Pre-Consultation Application for Consent Applications**

In accordance with the Town's "Pre-consultation By-Law 2023-080-RE", it is **mandatory** for Applicants to consult with Town Staff prior to the submission of a Complete Consent Application. The pre-consultation meeting allows the applicant and/or their representative to discuss the development proposal with Town staff and relevant external agencies and to identify the information and materials required for submitting a Complete Application for Consent, as required by the *Planning Act*.

2. **Mandatory Preliminary Zoning Review (PZR) for Committee of Adjustment Applications**

A Preliminary Zoning Review Notice (PZR) is **mandatory** for submitting a complete Committee of Adjustment Application. Please contact the Zoning Administrator in the Town's Building Department to request for a PZR **prior to the Material Deadline as noted in the table below, the PZR process may take up to ten (10) business days to complete**. The PZR Application Form can be found on the Town's Website at www.townofws.ca. Planning Staff will take no responsibilities for any delays in obtaining the PZR from the Building Department. Committee of Adjustment Applications without a PZR Notice received for Planning Review, will not be accepted by the Planning Department.

3. **Material Submission Deadline**

Applications must be complete and received no later than 12:00 Noon on the Material Submission Deadline date. Applications not meeting this deadline will automatically be placed on the Agenda of the next Committee of Adjustment scheduled hearing/meeting.

SCHEDULE OF MEETINGS FOR 2024

Material Submission Deadline*	Confirmation of Complete Application Deadline**	C of A Hearing/Meeting Date
Consents – November 6, 2024 Variances – December 4, 2024	Consents – November 13, 2023 Variances – December 11, 2023	January 10, 2024
Consents – December 11, 2024 Variances – January 8, 2024	Consents – December 18, 2023 Variances – January 15, 2024	February 14, 2024
Consents – January 8, 2024 Variances – February 5, 2024	Consents – January 15, 2024 Variances – February 12, 2024	March 13, 2024
Consents – February 5, 2024 Variances – March 4, 2024	Consents – February 12, 2024 Variances – March 11, 2024	April 10, 2024
Consents – March 4, 2024 Variances – April 1, 2024	Consents – March 11, 2024 Variances – April 8, 2024	May 8, 2024
Consents – April 1, 2024 Variances – May 6, 2024	Consents – April 8, 2024 Variances – May 13, 2024	June 12, 2024
Consents – May 6, 2024 Variances – June 3, 2024	Consents – May 13, 2024 Variances – June 10, 2024	July 10, 2024
Consents – June 3, 2024 Variances – July 8, 2024	Consents – June 10, 2024 Variances – July 15, 2024	August 14, 2024
Consents – July 8, 2024 Variances – August 12, 2024	Consents – July 15, 2024 Variances – August 19, 2024	September 18, 2024
Consents – August 12, 2024 Variances – September 3, 2024	Consents – August 19, 2024 Variances – September 9, 2024	October 9, 2024
Consents – September 3, 2024 Variances – October 7, 2024	Consents – September 9, 2024 Variances – October 15, 2024	November 13, 2024
Consents – October 7, 2024 Variances – November 4, 2024	Consents – October 15, 2024 Variances – November 11, 2024	December 11, 2024
Consents – November 4, 2024 Variances – December 2, 2024	Consents – November 11, 2024 Variances – December 9, 2024	January 15, 2025

* ALL materials and application forms must be submitted to the Town's Development Services Department by this date to be confirmed complete by statutory timelines.

** Applicants will be contacted by Town staff during this timeline for completeness or incompleteness of Applications.