

TOWN OF WHITCHURCH-STOUFFVILLE COMMITTEE OF ADJUSTMENT SCHEDULE - 2023

1. Mandatory Pre-Consultation Application for Consent Applications

In accordance with the Town's "Pre-consultation By-Law 2009-043-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 2023

Material Submission Deadline*	Confirmation of Complete Application Deadline**	C of A Hearing/Meeting Date
January 10, 2023 to January 13, 2023	Consents – December 12, 2022 Variances – January 9, 2023	February 8, 2023
February 7, 2023 to February 10, 2023	Consents – January 9, 2023 Variances – February 6, 2023	March 8, 2023
March 14, 2023 to March 17, 2023	Consents – February 13, 2023 Variances – March 13, 2023	April 12, 2023
April 12, 2023 to April 14, 2023	Consents – March 13, 2023 Variances – April 11, 2023	May 10, 2023
May 16, 2023 to May 19, 2023	Consents – April 17, 2023 Variances – May 15, 2023	June 14, 2023
May 5, 2023 June 5, 2023	Consents – May 15, 2023 Variances – June 12, 2023	July 12, 2023
June 5, 2023 June 30, 2023	Consents – June 12, 2023 Variances – July 10, 2023	August 9, 2023
June 30, 2023 July 31, 2023	Consents – July 10, 2023 Variances – August 8, 2023	September 6, 2023
August 8, 2023 September 1, 2023	Consents – August 14, 2023 Variances – September 11, 2023	October 11, 2023
September 1, 2023 October 2, 2023	Consents – September 11, 2023 Variances – October 10, 2023	November 8, 2023
October 6, 2023 November 6, 2023	Consents – October 16, 2023 Variances – November 13, 2023	December 13, 2023
November 6, 2023 December 4, 2023	Consents – November 13, 2023 Variances – December 11, 2023	January 10, 2024

* 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.