



Town of Georgina
 R.R.#2, 26557 Civic Centre Rd.,
 Keswick, Ontario
 L4P 3G1

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COMMITTEE OF ADJUSTMENT MINOR VARIANCE/PERMISSION APPLICATION GUIDE

Please note that the Minor Variance/Permission Application fee is in accordance with the Town of Georgina Fee By-law No. 2011-0015(PL-7), as amended. A copy of the fee schedule is attached for reference. Also, On-Site Sewage Inspection review fee (\$264), and Lake Simcoe Region Conservation Authority review Fee (\$525) may be applicable.

INFORMATION REQUIRED:

ALL the questions on the application form must be answered. If the form is incomplete or inaccurate, the application will be returned for completion, correction or clarification prior to processing.

A detailed and accurate site plan must accompany each application submitted on a 8 ½ X 11 paper. The site plan must show the dimensions of the subject land and abutting lands and the location, size and type of all structures located thereon. A survey or letter prepared by an Ontario Land Surveyor may be required due to the importance of accurate dimensions. Elevation drawings may be required.

Please be noted that a comprehensive review of non-conformities for the entire property will not be undertaken. Minor Variance application submitted will be reviewed with respect to the subject matter applied for only.

Applications must be submitted in person.

**NOTE: INFORMATION MUST BE IN DARK PEN.
 MEASUREMENTS MUST BE IN METRIC ON THE SITE PLAN & APPLICATION.
 SITE PLAN MUST BE ON 8 ½ X 11 PAPER.**

**CONTACT PERSON(S): Secretary-Treasurer to the
 Committee of Adjustment at extension 2267**

THE FOLLOWING MUST BE ENCLOSED	
1. SURVEY OR SITE PLAN WITH MEASUREMENTS IN METRIC	
2. APPLICABLE FEE (PAYMENT BY CHEQUE ONLY)	
3. PLANNER'S INITIALS	