

General Process

- Applications are received by the Secretary-Treasurer, a fee is paid and a sign is issued for placement on the subject lands
- A notification package is prepared for residents within 120 meters and a more extensive package is prepared for Town Departments, Agencies and Committee of Adjustment Members.
- Comments are received and compiled into a report for each application. Staff Reports (with potential recommendations) are circulated to the owners/agents, Committee of Adjustment Members and Interested parties. Agendas and reports are placed on the Town website at least two days prior to a hearing.
- At the hearing, the Committee of Adjustment will give the owner/agent an opportunity to speak to their application(s), ask if there are any members of the public who would like to speak. The Committee of Adjustment may then debate and/or make a motion.
- Following the hearing the Secretary-Treasurer will circulate the decision(s), together with directions on how to appeal, fees and deadline.