



APPLICATION FOR MINOR VARIANCE / PERMISSION

SUBMISSION REQUIREMENTS

Completed Application

- Include all registered property Owners registered on title and their signatures.
- Affidavit or Sworn Declaration - to be completed by the Applicant in the presence of a Commissioner for Taking Affidavits. The Secretary-Treasurer, Committee of Adjustment is a Commissioner at City Hall. Applicant must have government issued photo identification.

Sketch / Plan / Survey drawn to scale in metric units showing:

- the boundaries and dimensions of the subject land;
- the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
- the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the Applicant, may affect the Application. Examples of features include buildings, railways, roads, water courses, drainage ditches, river and stream banks, wetlands, wooded areas, wells and septic tanks;
- the current uses on land that is adjacent to the subject land;
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way;
- if access to the subject land is by water only, the location of the parking and docking facilities to be used;
- the location and nature of any easement affecting the subject land.
- the north arrow.

Notes:

- Current Survey Plan signed by an Ontario Land Surveyor is required for Applications where commercial and/or industrial uses are permitted or currently exist on the subject land.
- Current Survey Plan signed by an Ontario Land Surveyor may be required by the Committee of Adjustment for any other Application.
- An AutoCAD and/or PDF version may be required.
- If original Sketch / Plan / Survey is larger than Tabloid / Ledger paper size, submit 6 hard copies.

Fees

- 2026 City Fee: \$906.00 - paid by cash, debit or cheque made payable to City of Welland.
- 2026 City Rescheduling Fee: \$2,084.00 – Applicable to an Application deferred/adjourned at the request of the Applicant, or if the Applicant does not attend the scheduled Public Hearing.
- If required, Niagara Region Review Fee paid by cheque made payable to Niagara Region.
- If required, Niagara Peninsula Conservation Authority Plan Review Fee paid by cheque made payable to Niagara Peninsula Conservation Authority.

Supporting Reports / Studies / Letter

- If identified through the Preconsultation process.
- Applicant may choose to provide additional items such as a Planning Justification Report.

Other Documents and Drawings (at discretion of the City, including but not limited to)

- Transfer / deed to the property
- Building elevation drawings showing building height etc.
- Building floor plan drawings showing floor areas, dimensions etc.

Applicant acknowledges “Posting of Public Notice Sign Requirements”

- Statutory requirement to post a Public Notice Sign on subject property for a minimum of 10 days prior to the Public Hearing.
- City Staff will prepare the Public Notice Sign and notify the Applicant when it is ready for pick up at City Hall, Planning Division.
- Applicant will post the Public Notice Sign on the subject property in a prominent location near the lot frontage facing the street. The Sign must be clearly visible from the street. The Public Notice Sign must remain posted on the property until the day following the Public Hearing.
- Applicant will provide a digital photo of the posted Public Notice Sign to cofa@welland.ca
- Failure of the Public Notice Sign to remain posted continually on the property for a minimum of 10 days before the Hearing will result in a deferral of the Application.

I, the undersigned, acknowledge that each Public Notice Sign will be posted on the subject property for a minimum of 10 days prior to the Public Hearing date.

Name of Applicant

Signature of Applicant

Date