

MINOR VARIANCE PROCEDURES, (as of January 27th, 2010)

- Receive and review application – Be sure everything is complete and check the Official Plan designation and Zoning policies. Review with the Building Official.

- The following cheques are to be submitted with the application:
 - ❖ Township of Alwick/Haldimand - \$500.00
 - ❖ Pine Ridge Municipal Planning Agency – \$150.00
 - ❖ Haliburton, Kawartha, Pine Ridge District Health Unit – \$250.00
 - ❖ Lower Trent Conservation Authority - \$150.00 **or** the Ganaraska Region Conservation Authority - \$200.00

- A Public Meeting is to be scheduled **no sooner than 10 days** and the Notice of Decision is to be circulated to the following:
 - ❖ Owner of property
 - ❖ Property owners within 200 feet of the subject lands
 - ❖ Affected agencies as per attached list

- If Council approves the Minor Variance, the Notice of Decision is to be sent **within 10 days** to the following:
 - ❖ Owner of property
 - ❖ Any person or agency who requested, **in writing**, to be notified of the decision.

- Appeal Period: There is a **20 day appeal period** from the date of the decision of by Council.