



The Corporation of the  
**Township of Otonabee-South Monaghan**

**Minor Variance Information Guide**

December 2025

Often a property owner will find that when they plan to construct an addition to their home or construct an accessory building such as a garage, that their building plans don't meet the applicable setback requirements contained in the Zoning By-law.

On other occasions the deficiency is found when a property has been sold and in order to have clear title, the purchaser requires a minor variance to be granted by the municipality.

The authority to grant a minor variance is set out in the Planning Act, R.S.O. 1990, c.P.13, as amended. – Section 45.

The Council for the Township of Otonabee-South Monaghan sits as the Committee of Adjustment and deals with all filed Minor Variance applications.

**Minor Variance Applications**

Copies of the Minor Variance application can be located on the municipal website [www.osmtownship.ca](http://www.osmtownship.ca) or at the municipal office.

The Committee of Adjustment will schedule a public meeting to deal with the application within 30 days of the filing date. Notice of the public meeting will be circulated to all property owners within 60 metres of the subject property.

In reaching a decision, the Committee considers the following points and makes a determination as to whether:

1. The requested variance is minor;
2. The variance is desirable for the appropriate development or use of the land;
3. The general intent and purpose of the Official Plan of the Township of Otonabee-South Monaghan is being maintained; and
4. The general intent and purpose of Zoning By-law No. 2010-65 of the Township of Otonabee-South Monaghan as amended, is being maintained.



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**Application fee:**

An application fee is payable upon filing an application for minor variance processing of the application. The applicant is required to complete and sign an Acknowledgement form stating that all costs associated with processing this application are the sole responsibility of the applicant.

Fees are as follows:

Minor variance: \$1650.00

The Otonabee Region Conservation Authority charges a fee to review the planning applications. Please contact Township Staff to discuss and determine the fee(s) and/or permit required for your project in Consultation with ORCA. This fee is collected by the municipality at time of application and forwarded to ORCA.

**Process:**

**Application**

The completed application, application fee, ORCA and required site sketch are filed with the municipality. The sketch should be to scale and include all structures (including decks, accessory buildings, etc); existing setbacks shown accurately; and location and dimension of proposed construction. You may require a surveyor to determine these measurements which must be accurate.

**Contact with Neighbours**

It is recommended that the property owner contact neighbouring property owners to inform them of their plans and obtain their feedback before the Township issues the Public Notice. This is not a mandatory step but often helps prevent delays in processing the application, due to concerns expressed related to the nature of the minor variance. It is also helpful for the location of the proposed building (when the application deals with setbacks) to be staked out or marked on the property so that Township officials or interested neighbours can see the subject location.

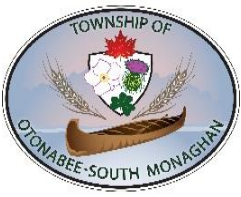
**Public Notice**

Upon receipt of a complete application a Public Hearing shall be scheduled within 30 days. Notice must be circulated to property owners within 60 metres of the subject property; and all other agencies/public bodies as prescribed in the Planning Act.

**Public Hearing**

The Public Hearings will be held in the Council Chambers at 20 Third Street, Keene. Unless decision is deferred, the Committee of Adjustment will render their decision normally after they have heard all particulars from the applicant, received a Planning Report from the Township Planner and received comments from any person in attendance.

It is recommended that you or an authorized agent attend the Public Hearing to provide additional information or answer any questions posed by the Committee or the public.



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**Notice of Decision**

The Notice of Decision (approval or denial) is sent by first class mail to the applicant and/or authorized agent; and to each person who filed in writing with the Secretary-Treasurer a request for the Notice of Decision. The Notice of Decision may include conditions to be met by the applicant such as an agreement with the municipality.

**Appeal of Decision**

A 20-day appeal period from the date of decision is required under the Planning Act. The applicant and/or authorized agent, or any person or public body who has an interest in the matter may file an appeal to the Ontario Land Tribunal.

The appeal is required in writing, filed with the Secretary-Treasurer with a \$400.00 fee payable to the Minister of Finance.

**No Appeal**

If no appeal is received within the appeal period, the decision of the Committee is final.

The applicant may then proceed to obtain building permits for the proposed structure and/or commence the permitted use.

**Appeal to OLT**

If an appeal is filed within the appeal period, the matter goes to the Ontario Land Tribunal. The Tribunal will issue notice(s), hold a hearing and render a decision.

If the appeal is by specified person/public body, the Township may request a deposit for these Hearing fees which can amount to thousands of dollars. If applicant does not wish to defend the matter before the OLT, the application may be withdrawn. No hearing would be held or costs incurred.

If the applicant wishes to proceed to the OLT hearing, the Township Solicitor and Planning Consultant will defend the Committee decision and all costs for legal and planning representation will be borne by the applicant.

**Contact:**

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