



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

COMMITTEE OF ADJUSTMENT APPLICATION INSTRUCTIONS

1. Only the Owner or their Authorized Agents may make application to the Committee of Adjustment.
2. Applicants are asked to submit the required fee of \$750.00 when filing the application.
3. Township staff will assist you in the submission of your application. However, you are advised to consider whether any legal or other advice may be required as part of the application.
4. Depending on the nature of the application, you may be advised to consult with applicable agencies prior to submitting this application to the Township.
5. You will be notified, in writing, of the date the Committee of Adjustment will meet to hear your application.
6. Make sure that the application, including the sketch, is complete in every respect. **FAILURE TO PROVIDE ALL OF THE INFORMATION REQUIRED BY THIS APPLICATION MAY CAUSE DELAYS OR DISQUALIFY THE APPLICATION UNTIL FURTHER OR MORE ACCURATE INFORMATION IS OBTAINED.**
7. Any costs beyond regular processing costs relating to this application, including but not limited to engineering studies, legal opinions, planning consultant fees, and Ontario Municipal Board hearing costs, will be the responsibility of the applicant.
8. Any questions regarding the application may be directed to the Township of McKellar Municipal Office at 705-389-2842.