



COMMITTEE OF ADJUSTMENT (COA) PROCESS

Can staff review and provide comment on my application before I submit?

Staff cannot provide comments on potential applications given that applications are based on their own merits and subject to review from a number of internal departments and agencies (i.e. CN Rail, TRCA etc.).

Should you choose to withdraw your application based on feedback received during the process, you are able to receive a percentage of fees back based on the stage at which your application is at in accordance with [By-law 069-2019](#).

How do I submit my application form?

Please visit the [Committee of Adjustment webpage](#) and follow links to submit an application.

If you require a hard copy of an application form please email cofa@vaughan.ca

Do I need to complete the entire application form?

Yes, you must complete the entire application form. The information requested in the application form is based on the minimum requirements under the Planning Act, which includes providing information on your lot size and the location of all current buildings/structures on your property.

Incomplete applications and drawings/plans may experience a delay in processing.

Do I have to mail or drop off a hard copy of my application?

A hard copy of your application form is not required. The online application form allows for fully electronic submission.

How much is the application fee?

Consent Application Fee: \$3,875.00

Minor Variance Application Fee (residential/agricultural/Institutional): \$3,155.00

Minor Variance Application Fee (industrial/commercial): \$3,671.00

Payments are processed after your online submission is made. Your file manager will be in touch to process payment.

How can I make payment?

As part of your online submission, you are asked in the application form if you would like to make a credit card payment.

If you are making payment by credit card your file manager will arrange payment and a copy of the receipt will be emailed to you.

If you would like to pay by cheque, you can mail or drop off at City Hall and make payable to 'The City of Vaughan'.

Please provide a covering memo with your cheque identifying that payment is for your minor variance and include reference to your property. Please address cheque and memo to:

Office of the City Clerk - Committee of Adjustment
2141 Major Mackenzie Dr., Vaughan ON L6A 1T1

Please email your COA file manager to confirm payment has been dropped off to prevent any processing delays.

How can I complete the Sworn Declaration portion of the application?

Ontario Regulation 431/20 now permits remote commissioning, however in order to do this we must set up a virtual meeting whereby the declarant and the person administering the oath to be able **to see, hear and communicate** with each other in real time throughout the entire transaction.

If you have access to a computer device that has both audio and camera function, you can arrange to have your file manager complete the commissioning of your application.

As part of your online submission, you are asked in the application form if you would like to make an appointment to Commission your application.

If you do not have access to a device that has both audio and camera function, you will need to upload a sworn affidavit as part of your online submission.

When will my application be scheduled?

A tentative hearing date will be provided by your file manager when your application has reached [Stage 4](#).

In summary, to deem your application complete we will require:

1. Your initial application form and drawing/plan has been deemed acceptable by staff and payment has been made (**you will receive email confirmation from staff that this is done**).
2. Your application has started processing and a zoning review has been completed (**you will receive email confirmation from staff that this has been done**).
3. You have submitted all studies and reports that were identified as a submission requirement during your preliminary review.

[Please review helpful tips to accelerate the timing of your submission.](#)

What happens if the Committee's decision on my application is appealed?

If the Committee's decision on your application is appealed, you will be notified by our office.

The City will forward a copy of the required municipal record to the Ontario Land Tribunal.

Once appealed, the decision of the Committee cannot be considered final and binding and a final decision from the Tribunal is required.

Appeals can take a minimum of six months to process. A case coordinator from the Tribunal will be assigned to your file within approximately 30 days after the appeal is processed by the City.

Where can I obtain assistance with completing my application?

If you require assistance with completing your application form you can request a virtual meeting with staff by emailing cofa@vaughan.ca. Meetings will be scheduled within 7 – 10 business days of request.

HELPFUL TIPS TO ACCELERATE THE TIMING OF YOUR SUBMISSION.

1. ENSURE COMPLETENESS OF YOUR INITIAL SUBMISSION

If your application and plans are not complete at the time of submission processing delays may result.

2. BE RESPONSIVE

As part of the internal review process, staff may request additional information or changes to your proposal. It is very important that you respond to these requests (by email) as soon as possible so that issues can be resolved.

Where possible, it is recommended that you provide a same day response to staff emails.

3. USE CLEAR SUBJECT LINES

It is recommended that you always use clear subject lines that include:

- a) the nature of your submission
- b) property address; and
- c) if available, always quote your file number

For example: *New COA Application: 2141 Major Mackenzie Drive OR Revised Application: A000/22, 2141 Major Mackenzie Drive*

Given the volume of emails received daily, staff rely on clear subject lines to prioritize emails and identify what action is required.

4. KEEP YOUR FILE MANAGER UP TO DATE

Please ensure that your assigned file manager or cofa@vaughan.ca is copied **on all emails and correspondence** throughout the process.

You will deal with multiple City staff throughout the internal review process and your file manager will coordinate the information received by all parties to ensure that necessary individuals receive information and that your record is kept up to date and accurate.

5. SUBMIT REQUIRED STUDIES & REPORTS

Depending on the variances being requested and the nature of your application, staff or external agencies may require additional studies and reports in order to complete their review of your submission.

The requirement of an Arborist Report is one of the most common requirements that can cause a delay in processing your application.

If your proposed development is within 6 metres of existing trees greater than 20 cm in diameter, you will likely be required to provide documentation from a certified arborist, such as an Arborist Report, to complete your submission.

In most cases, the requirement of an Arborist Report will be advised during the preliminary review by Development Planning staff.

For more information on the requirements for an Arborist Report, please review the [City's Tree Protection Protocol](#).

6. PROVIDE REQUIRED DOCUMENTATION WHEN MAKING ANY CHANGES TO YOUR APPLICATION OR PLANS.

As part of the review process, staff may request more information and/or changes to your application.

If you receive an email requesting any updates to your plans or application, **after the completing of your initial zoning review**, you must submit a Revised Application Package which contains:

1. [Revised Submission Form](#), required Charts (see form) and revised plans.

Revised plans must be **dated** and all variances must be **circled** and **labelled clearly**.

**COMMITTEE OF ADJUSTMENT
INTERNAL STAGES OF APPLICATION PROCESSING**

Stage	Requirements
<p>Stage 1: Preliminary Review</p>	<p>After submitting your application, you will receive an email confirmation confirming that your application has been received.</p> <p>If you do not receive a confirmation email within 24 hours, please email cofa@vaughan.ca</p> <p>A preliminary review of your application will be completed within approximately 5-7 business days.</p> <p>During this stage you may be asked for additional information to complete your submission.</p> <p>Once this stage is complete, you will receive an email with the following details:</p> <ul style="list-style-type: none"> - A file number will be assigned (please quote this number in the subject line of all emails moving forward - A file manager will be assigned - Contacts from Development Planning & Engineering will be copied on this email, they may request additional information (i.e. Arborist Report) which will be required to complete Stage 3 (see below). <p>Your file manager will send you an email to process payment to finalize Stage 1.</p>

Stage	Requirements
<p>Stage 2: Zoning Review **If any changes to your application are made after Stage 2 is complete, you are required to submit a Revised Application Package**</p>	<p>Once payment is received your file will be uploaded to our system to initiate the Zoning Review (Stage 2).</p> <p>Once payment is made, a Zoning Review of your application will be completed by a zoning examiner in the Building Standards Department to confirm the accuracy of the variances you have identified. As part of this review, zoning staff may request additional information and/or updates to your drawings/plans.</p> <p>A Zoning Review must be completed to complete your submission, so it is very important that you respond to staff emails and provide required information as soon as possible to prevent processing delays.</p> <p>You will receive an email from your file manager confirming that the Zoning Review of your file is complete.</p> <p>To finalize Stage 2, an applicant must:</p> <ol style="list-style-type: none"> 1. Sign an acknowledgment that they are in agreement with the variances identified in your Zoning Review. 2. Update your plans to identify all confirmed variances. Remove any information from your plans that impacts visibility of setbacks or structure dimensions. Staff must be able to clearly see all setbacks and variances on your plans. Click here to view sample of required plan(s).
<p>Stage 3: Studies/Reports/Information</p>	<p>Next, your file manager will confirm that you have submitted the required reports and information identified in your preliminary review.</p> <p>If this information has not been submitted your application will be placed on hold.</p>
<p>Stage 4: Scheduling</p>	<p>Your complete submission is now being circulated to all internal commenting departments and outside agencies for their review and comment.</p> <p>It is the applicant's responsibility to address any comments received that require action and/or additional information and ensure that your file manager or cofa@vaughan.ca is copied on all correspondence.</p> <p>At this stage, you will be provided a tentative hearing date and a PDF of a public notice sign together with directions on when/how to post the sign on your property.</p> <p>Tentative hearing dates are provided at this time to assist you with preparing the required public notice sign and should not be considered final as they are subject to change based</p>

Stage	Requirements
	on comments and recommendations received through the internal/external review process.
Stage 5: Committee of Adjustment Report	<p>On the Friday, prior to your scheduled hearing a report will be made available to you which contains staff/agency recommendations and any public comments received.</p> <p>You will be emailed a link to this report and the hearing agenda. Please review your report carefully and advise your file manager if you see any discrepancies.</p> <p>It is important that you re-check the link provided prior to your hearing as information received after the publishing of this report will be uploaded. This may include additional staff and public comments received on your application.</p>
Stage 6: Meeting Link	<p>A link to join the virtual Committee of Adjustment hearing will be emailed to the person representing your file at the hearing.</p> <p>This link is emailed the day prior to the hearing.</p> <p>We request that the link not be shared with anyone unless approval from your file manager is obtained.</p>
Stage 7: After the Hearing - Decision & Conditions	<p>You will be provided with a copy of the Committee's formal decision one week after the hearing.</p> <p>There is a statutory 20 day appeal period for all applications. If there are no appeals upon the expiry of the appeal period, your file manager will issue a letter confirming that the decision of the Committee is final and binding.</p> <p>If the Committee has included conditions as part of your approval, you must satisfy these conditions before your file manager can issue a Final Clearance Letter to assist you with obtaining a building permit.</p> <p>The formal decision on your application will contain all conditions of approval as well as the respective staff contact information. You will work directly with the staff contact(s) provided in your decision to satisfy the condition(s). Once all conditions have been satisfied, your file manager will issue a Final Clearance Letter and you may then proceed with obtaining any necessary permits.</p>