MINOR VARIANCE – 2026
Committee of Adjustment
Department of Community Planning
426 Brant Street, Burlington ON
committeeofadjustment@burlington.ca

IT IS THE RESPONSIBILITY OF THE OWNER OR AUTHORIZED AGENT TO PROVIDE COMPLETE AND ACCURATE INFORMATION AT ALL TIMES.

THIS FORM WILL NOT BE ACCEPTED AS AN APPLICATION UNTIL SUCH TIME AS ALL QUESTIONS HAVE BEEN ANSWERED AND ALL REQUIREMENTS HAVE BEEN MET IN THE MANNER REQUESTED HEREIN. PLEASE READ THE FOLLOWING CAREFULLY.

COMMITTEE OF ADJUSTMENT SUBMISSION STANDARDS

Submit new applications to committeeofadjustment@burlington.ca. Please ensure the subject line reads **"New MV Application_Applicant Name_Property Address."** Follow the instructions below to make a proper submission. Please refer to our webpage for meeting information at www.burlington.ca/coa.

DEEMED STREET WIDTH

To reflect any future road widening on streets that abut an applicant's property, the deemed width must be confirmed. Please visit our **Deemed Street Width** interactive map and follow the instructions to obtain the deemed street width. All property calculations and setbacks **must** reflect the deemed street width. All zoning regulations or any other provisions of the Zoning By-law are taken from the Deemed Street Width.

MATERIALS REQUIRED*

Please ensure the following material is included along with the provided checklist on pages 3 and 4. All drawings must be true to scale, in metric and legible:

- One (1) complete application form in PDF format; All fields must be completed.
- One (1) full size copy of the survey in PDF format (Please refer to checklist on Pages 3 and 4).
- 1 complete set of plans (plans include site plan, elevation drawings and floor plans);
- For commercial, industrial, and all multi-residential applications, please include on your plans the following additional information, and complete pages 11 or 12.
    - Site Plan must include parking layout, parking space sizes, and Landscaping Details.
- All documents must be in PDF format.
- Please refer to Page 2 for the acceptable document naming convention.

*Additional documentation may be requested to assist with zoning review and processing your application

Common Document Naming Standards

Document Type:	**Abbreviation:**
Minor Variance Application	MV APP
Land Division (Consent) Application	LD APP
Legal OLS survey	SVY
Site plan	SP
Grading and drainage plan	GDPL
Elevations	ELEV
Drawing Package	DWG
Planning Justification Report	PLN RP
Arborist report	ARB
Tree protection plan	ARB TPP
Conservation Halton	CH
Niagara Escarpment Commission	NEC
Halton Region	HREG
Burlington Hydro	HYD
Ministry of Transportation	MTO

For any other documents not indicated above, please name documents plainly so that the contents are clear. Do not use obscure abbreviations. Do **not** separate drawing packages into individual pages.

Minor Variance Application Checklist Please add a check mark beside the items you have provided with your application. Illegible drawings or those missing required details will be returned to applicant.	**Select (✓)**
LEGAL SURVEY (must be prepared and signed and dated by an Ontario Land Surveyor) *** For new development, a Proposed Building Plan stamped by an Ontario Land Surveyor or Professional Engineer may be required.**	☐
OR	
DETAILED SITE PLAN (must be prepared and stamped by Professional Engineer, Ontario Land Surveyor or Professional Architect). A legal survey may still be required at the discretion of staff.	☐
AND	
PLAN and ELEVATION DRAWINGS which include the following as applicable: (Missing details or illegible drawings will be sent back to the applicant for correction)	☐

SITE PLAN

- ☐ Metric Scale
- ☐ North Arrow
- ☐ Frontage
- ☐ Depth
- ☐ Lot Area
- ☐ Lot Coverage
- ☐ Deemed Street Line
- ☐ Existing Front Yard Setbacks
- ☐ Existing Rear Yard Setbacks
- ☐ Existing Side Yard Setbacks
- ☐ Existing Street Side Yard Setbacks
- ☐ Existing Porch, Stairs and Overhang Setbacks
- ☐ Proposed Front Yard Setbacks
- ☐ Proposed Rear Yard Setbacks
- ☐ Proposed Side Yard Setbacks
- ☐ Proposed Street Side Yard Setbacks
- ☐ Proposed Porch, Stairs and Overhang Setbacks
- ☐ Streets (Public and Private)
- ☐ Street Names
- ☐ Parking (Dimensioned spaces, Driveway Width, Arrangement)
- ☐ Railways (Location of them and setbacks to structures)
- ☐ All Watercourses and/or Conservation Halton Areas(creeks, lakes, etc)

Minor Variance Application Checklist

Please add a check mark beside the items you have provided with your application.
Illegible drawings or those missing required details will be returned to applicant.

LOCATION AND MEASUREMENTS OF SHED, DECK OR OTHER STRUCTURES

- ☐ Setbacks
- ☐ Height
- ☐ Area
- ☐ Length
- ☐ Width

ELEVATIONS

- ☐ Metric
- ☐ Front
- ☐ Rear
- ☐ Side 1
- ☐ Side 2

FLOOR PLANS

- ☐ Metric
- ☐ North Arrow
- ☐ Gross Floor Area Calculation
- ☐ Ground Floor Area Calculation
- ☐ Floor Area Ratio (where applicable)

I have reviewed the minor variance checklist and ensure all the applicable information is shown on the drawings submitted as part of this application.

_____ _____

Signature of Owner/Agent Date (mmm/dd/yyy)

Minor Variance Application Payment Fee Schedule

The City of Burlington is set up to accept E-transfers that can be sent to **accounting@burlington.ca.**

In the memo field of the e-transfer, please be sure to include the following:

- your name,
- site address,
- applicant/owner name,
- brief description of what your payment is for.

(ex: 426 Brant Street, John Doe, MV for house)

****Important**** - E-transfers must be sent from a bank that recognizes auto-deposit. The City cannot receive funds if a password is required.

Payment may also be made by certified cheque, personal cheque, debit or credit in person at City Hall during regular business hours. For Wire Transfers, please contact committeeofadjustment@burlington.ca

Application Type	Fee
Existing Single Detached/Semi Detached Dwelling (decks, fences, accessory buildings, walkways, pools, residential additions up to 75m^2)	$1,145.00
New Single Detached/Semi Detached Dwelling (Includes all additions over 75 m^2 and Accessory Dwelling Units)	$6,865.00
Institutional, Commercial, Industrial, all Multi-Residential over 2 units	$8,040.00
Additional Fees	
Revisions to Applications (Requiring application to be recirculated Detached, Semi-detached Residential, Commercial, Industrial, and Multi-unit Residential	$3,960.00
Requests for Deferrals (Additional fees may apply)	$725.00
*Fees continue on following page	

Minor Variance Application Payment Fee Schedule

Region of Halton Fees	Fee
Application where the Region of Halton is required for circulation. (*additional Health Department lot assessment fee may be required) The Region is set up to receive E-transfers can be sent to PlanningFees@halton.ca In the memo field of the e-transfer, please be sure to include the following: ➢ your name, ➢ site address, ➢ applicant/owner name, ➢ File Number (if known) or reason for payment. (ex. 426 Brant St, John Doe, Burlington MV) **Important**- E-transfers must be sent from a bank that recognizes auto-deposit. The Region cannot receive funds if a password is required. ** **Important**** The City of Burlington cannot accept payment on behalf of the Region of Halton.	$41.92
Conservation Halton Consultation Fee	
Minor Application without a Site Visit	$158.00
Minor Application with a Site Visit	$280.00
Intermediate Application	$688.00
Major Application Please contact Conservation Halton at 905-336-1158 to arrange payment. ** **Important**** The City of Burlington cannot accept payment on behalf of Conservation Halton	$2,055.00

Committee of Adjustment
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Is my Application a Minor Variance or Permission?

Minor Variance – Planning Act, Section 45(1)

The power of the Committee to grant a minor variance under Section 45(1) of the Act is based on the following four (4) tests, all of which must be satisfied for approval:

1. Is the variance minor?
2. Is the variance desirable for the appropriate development or use of the land, building or structure?
3. Is the general intent and purpose of the Zoning By-law maintained?
4. Is the general intent and purpose of the Official Plan maintained?

Permission – Legal Non-Conforming Uses and General Terms – Planning Act, Section 45(2)

2 (a) (i) The Committee may permit an enlargement or extension to an existing legal non-conforming building or structure wherein the use of such building or structure does not conform with the provisions of the Zoning By-law but legally has been in continuous existence before and following the date the By-law was passed.

(ii) The Committee may permit a use that is similar to the purpose of the existing legal non-conforming use, or that is more compatible with the uses permitted in the By-law.

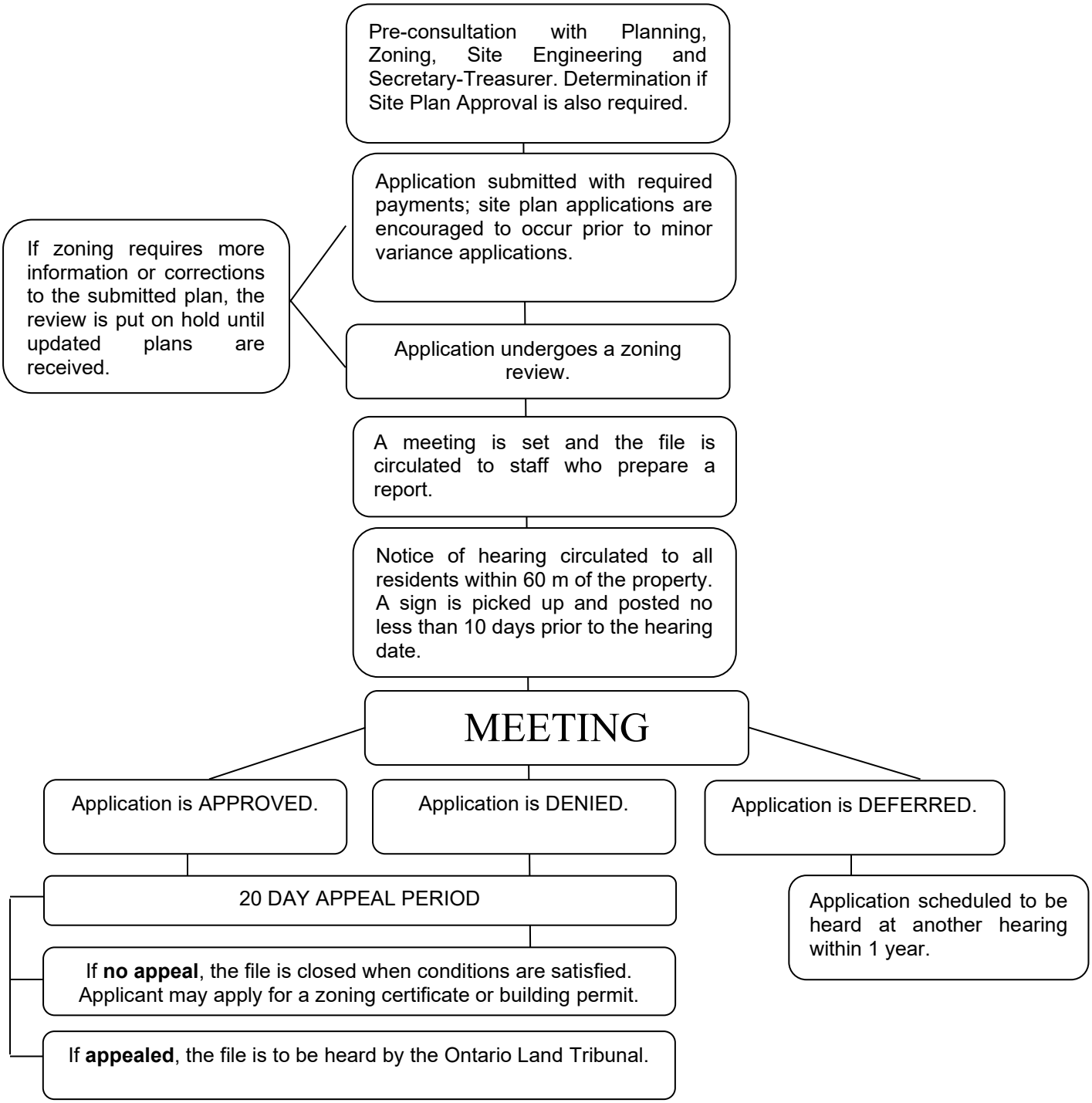
(b) Where uses are defined in general terms, the Committee may permit the use of any land, building or structure for any purpose that, in its opinion, conforms with the uses permitted in the By-law.

Acceptable forms of evidence to support an application made under Section 45 (2) include:

- old property survey (must be signed, stamped and dated by an OLS)
- building permit records
- an Owners, or someone who has first hand knowledge, sworn affidavit confirming the use/existing building location has not change (a date confirming how long its existed in the current location)
- dated photographs
- Dated aerial photo

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APPLICATION PROCESS



MINOR VARIANCE – 2026
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PLANNING ACT, R.S.O. 1990, C.P. 13
APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

THE UNDERSIGNED HEREBY APPLIES TO THE COMMITTEE OF ADJUSTMENT FOR THE CITY OF BURLINGTON UNDER SECTION 45 OF THE PLANNING ACT, R.S.O. 1990, C.P.13, AS DESCRIBED IN THIS APPLICATION, FROM BY-LAW NO. 2020. (AS AMENDED)

Application made under:
☐ Section 45 (1) of the Planning Act ☐ Section 45 (2) of the Planning Act

Discussed the application with a City Zoning Examiner and Development Planner Y☐ or N☐
Name of Planner: _____ Name of Zoning Examiner: _____

PROPERTY INFORMATION
Municipal Address(es) of property:

_____

Legal Description of property:

_____
_____
_____

Official Plan Designation: _____ Current Zoning Designation_____

OWNER(S) INFORMATION:
Legal Name (as it appears on the title for the property):

_____

Mailing Address: _____ City: _____

Postal Code: _____ Home Phone: _____ Mobile Phone: _____

Work Phone: _____ E-Mail: _____

AGENT INFORMATION (if applicable)**:** (This person will be the primary point of contact if provided)

Name:

_____

Business Address: _____ City: _____

Postal Code: _____ Home Phone: _____ Mobile Phone: _____

Work Phone: _____ E-Mail: _____

PROPOSED DEVELOPMENT Please outline in detail your proposed development and list each variance you are requesting, as well as the Zoning By-law Requirements. Attach a separate sheet if required.

_____
_____
_____
_____
_____

Variance(s) Requested	Zoning Bylaw Requirement

In your own words, please explain why you are unable to comply with the provisions of the Zoning By-law and how the minor variance(s) meet the four (4) tests under the Planning Act:

1. Why is the variance(s) minor in nature? _____

_____
_____
_____
_____

2. Why are the variance(s) desirable for the appropriate use of the land? _____

_____
_____
_____
_____

3. Do the variance(s) meet the intent and purpose of the Official Plan? _____

_____
_____
_____
_____

4. Do the variance(s) meet the intent and purpose of the Zoning By-law? _____

_____

PROPERTY DETAILS (please complete all fields):

Date property purchased:	Date property first built on:	Date of proposed construction:
_____ mmm/dd/yyyy	_____ mmm/dd/yyyy	_____ mmm/dd/yyyy

Existing Use of the Subject Property (check one):

Detached Dwelling ☐ Semi-Detached Dwelling ☐
Townhouse Dwelling ☐ Street Townhouse Dwelling ☐ Stacked Townhouse Dwelling ☐
Apartment ☐ Mixed Use ☐ Hi Rise ☐
Commercial ☐ Industrial ☐ Vacant ☐
Other ☐ _____

Length of time the existing uses of the subject property have continued:

Proposed Use of the Land:

Existing Uses of Abutting Properties (check all that apply)

Residential ☐ Commercial ☐ Industrial ☐ Multi-Residential ☐ Vacant ☐ Hydro right of-way ☐
Railway right-of-way ☐ Provincial Highway ☐ Park ☐ Other ☐ _____
Conservation Halton Lands: Lake Ontario ☐ Creek ☐ Storm Water Management Pond/Channel ☐
Ravine ☐

Additional Information

Is liquor sold on site? Y ☐ or N ☐

Is the property on the Municipal Cultural Heritage Register for the City of Burlington? Y ☐ N ☐ Unknown ☐

Type of Access to the Subject Lands

Provincial Highway ☐	Municipal Road ☐	Private Road ☐	Water ☐	Other(specify) ☐

Municipal Services Provided

Water ☐ If not available, by what means is it provided: _____
Sanitary Sewers ☐ If not available, by what means is it provided: _____
Storm Sewers ☐ If not available, by what means is it provided: _____

IS THE SUBJECT LAND(S) THE SUBJECT OF ANY OF THE FOLLOWING DEVELOPMENT APPLICATIONS: ☐ Official Plan Amendment ☐ Zoning By-law Amendment ☐ Building Permit ☐ Site Development Plan ☐ Plan of Subdivision ☐ Previous Minor Variance ☐ Consent

FOR RESIDENTIAL DETACHED OR SEMI-DETACHED DWELLINGS

Dimensions of Property			Street Width (see first page of application for how to obtain)				
Frontage	Depth	Area	Actual	Deemed	Required	Lot Coverage	Corner Lot? Y ☐ N ☐

Particulars of all buildings and structures on or proposed for the subject lands
(attach additional page if required)

EXISTING (Dwelling/Building)		**PROPOSED (Dwelling/Building/Addition)**	
Ground Floor Area (incl. attached garage)	M^2	Ground Floor Area (incl. attached garage)	M^2
Gross Floor Area:	M^2	Gross Floor Area:	M^2
Number of Storeys:		Number of Storeys:	
Width:	M	Width:	M
Length:	M	Length	M
Height:	M	Height	M
Garage/Car Port		**Garage/Car Port**	
Detached?	Y ☐ N ☐	Detached?	Y ☐ N ☐
Gross Floor Area:	M^2	Gross Floor Area:	M^2
Width:	M	Width:	M
Length:	M	Length:	M
Height:	M	Height:	M
Accessory Structures (Shed, Gazebo, etc)		**Accessory Structures**	
Gross Floor Area:	M^2	Gross Floor Area:	M^2
Width:	M	Width:	M
Length:	M	Length:	M
Height:	M	Height:	M
Other (pool, additional sheds, decks, driveways, etc.)		**Other**	
Gross Floor Area:	M^2	Gross Floor Area:	M^2
Width:	M	Width:	M
Length:	M	Length:	M
Height:	M	Height:	M

LOCATION of all existing and proposed buildings and structures

EXISTING		**PROPOSED**	
Front:	M	Front:	M
Rear:	M	Rear:	M
Side/Street Side:	M	Side/Street Side:	M
Side/Other Side:	M	Side/Other Side:	M

FOR COMMERCIAL, MIXED USE, INDUSTRIAL AND OTHER

Dimensions of Property			Street Width (see first page of application for how to obtain)				
Frontage	Depth	Area	Actual	Deemed	Required	Density	Have you applied for Site Plan Approval? Y ☐ N ☐ File #:

Particulars of all buildings and structures on or proposed for the subject lands
(attach additional page if required)

EXISTING (Building)		**PROPOSED (Building/Addition)**	
Ground Floor Area:	M^2	Ground Floor Area:	M^2
Gross Floor Area:	M^2	Gross Floor Area:	M^2
Number of Storeys:		Number of Storeys:	
Width:	M	Width:	M
Length:	M	Length	M
Height:	M	Height	M
Floor Area: Office Space	M^2	Floor Area: Office Space	M^2
Floor Area: Warehouse/Retail/Other:	M^2	Floor Area: Warehouse/Retail/Other	M^2
# of Existing Units:		# of Proposed Units:	
Floor Area Ratio:		Floor Area Ratio:	
Required Parking Spaces:		Proposed Parking Spaces:	
Existing Parking Spaces:			
EXISTING (Other)		**PROPOSED (Other)**	
Ground Floor Area:	M^2	Ground Floor Area:	M^2
Gross Floor Area:	M^2	Gross Floor Area:	M^2
Number of Storeys:		Number of Storeys:	
Width:	M	Width:	M
Length:	M	Length	M
Height:	M	Height:	M

LOCATION of all existing and proposed buildings and structures

EXISTING (Building)		**PROPOSED (Building)**	
Front:	M	Front:	M
Rear:	M	Rear:	M
Side:	M	Side:	M
Side:	M	Side:	M
OTHER		**OTHER**	
Front:	M	Front:	M
Rear:	M	Rear:	M
Side:	M	Side:	M
Side:	M	Side:	M

MULTI-RESIDENTIAL

(STREET TOWNHOUSE, HI-RISE, STACKED TOWNHOUSES, DUPLEXES, etc)

Dimensions of Property			Street Width (see first page of application for how to obtain)				
Frontage	Depth	Area	Actual	Deemed	Required	Density	Have you applied for Site Plan Approval? Y ☐ N ☐ File #:

Particulars of all buildings and structures on or proposed for the subject lands
(attach additional page if required)

EXISTING (Building)		**PROPOSED (Building/Addition)**	
Ground Floor Area:	M^2	Ground Floor Area:	M^2
Gross Floor Area:	M^2	Gross Floor Area:	M^2
Number of Storeys:		Number of Storeys:	
Width:	M	Width:	M
Length:	M	Length	M
Height:	M	Height	M
# of Existing Units:	M^2	# of Proposed Units:	M^2
Floor Area Ratio:	M^2	Floor Area Ratio:	M^2
Required Parking Spaces:		Proposed Parking Spaces:	
Existing Parking Spaces:			
EXISTING (Other)		**PROPOSED (Other)**	
Ground Floor Area:	M^2	Ground Floor Area:	M^2
Gross Floor Area:	M^2	Gross Floor Area:	M^2
Number of Storeys:		Number of Storeys:	
Width:	M	Width:	M
Length:	M	Length	M
Height:		Height:	M

LOCATION of all existing and proposed buildings and structures

EXISTING (Building)		**PROPOSED (Building)**	
Front:	M	Front:	M
Rear:	M	Rear:	M
Side:	M	Side:	M
Side:	M	Side:	M
OTHER		**OTHER**	
Front:	M	Front:	M
Rear:	M	Rear:	M
Side:	M	Side:	M
Side:	M	Side:	M

EXEMPTION FROM NEW SURVEY REQUIREMENT

Minor additions to an existing dwelling or for a proposed accessory building or structure (i.e., deck, driveway, pergola, shed), may be exempt from having to provide a new survey. Please refer to Page 3 of this application package for more details. Minor Variances with concurrent Consent applications require a new survey.

Applicant/Owner:	Property Address:

1. I, _____ (Print Name) In my capacity as _____ (Owner or agent) do attest to the following:

Please complete Section A, B, or C

A. The OLS survey/sketch of survey dated _____ (mmm/dd/yyyy)

has been revised by: _____ (Person or Company Name)

OR

B. The site plan, architect's plan or engineer's plan dated _____ (mmm/dd/yyyy)

has been revised by: _____ (Person or Company Name)

OR

C. The sketch or plot plan** dated _____ (mmm/dd/yyyy)

**Accepted for applications involving variances for Uses only.

was prepared by: _____ (Person or Company Name)

2. All structures, measurements, setbacks and boundaries of the property are shown accurately as of: _____ (mmm/dd/yyyy)

3. The material submitted shows all measurements in metric, as calculated/converted by: _____ (Person or Company Name)

4. Should the need arise during application processing for an new OLS survey, the applicant/agent agree to provide the survey as required by Committee or city staff in order to receive a decision on the application.

_____ Signature of Owner/Applicant

_____ Date (mmm/dd/yyyy)

Committee of Adjustment
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POSTING OF ADVISORY SIGN

This will confirm the requirement of the Committee of Adjustment for a sign to be posted by all applicants or agents on each property under application.

A sign will be made available to you after completion of the zoning review of your application(s) and you are directed to post each sign in a prominent location that will enable the public to observe the sign.

The location of each sign will depend on the lot and location of structures on it, however, the sign should be placed so as to be legible from the roadway in order that the public can see the sign and make note of the telephone number should they wish to make inquiries. In most cases, please post the sign on a stake as you would a real estate sign. For commercial or industrial buildings it may be appropriate to post the sign on the front wall of the building at its entrance. Please contact the undersigned if you have any queries on the sign location.

DO NOT POST THE SIGN INSIDE THE BUILDING BY A WINDOW. The sign must be outdoors by the roadway in order to be visible and readable.

Each sign must remain posted beginning 10 days prior to the hearing, until the day following the hearing. Please fill in the form below indicating your agreement to post the sign(s) as required. This form must be submitted with the application so that it may be placed on file as evidence that you have met the committee's requirements. Failure to post the sign as required will result in deferral of the application.

I UNDERSTAND THAT EACH SIGN MUST BE POSTED AT LEAST 10 DAYS BEFORE THE HEARING, AND WILL REMAIN POSTED AND BE REPLACED, IF NECESSARY, UNTIL THE DAY FOLLOWING THE HEARING.

Owner Name _____ Property Address _____

_____ _____

Signature of Owner/Applicant Date (mmm/dd/yyyy)

AFFIDAVIT

*Please fill out at time of submission of application

I have the authority to bind the Corporation (check if applicable) ☐ Signature of Applicant or Authorized Agent:_____

I, _____ (print name) of the _____ (Region/City/County) of _____ in the _____ (City/Town/Township)

of _____ solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the_____ (Region/City/County) of_____ in the _____ (City/Town/Township)

this _____day of_____ 20_____.

_____ Signature of Commissioner, etc.

_____ Signature of Applicant or Authorized Agent

PERMISSION TO ENTER

IMPORTANT This MUST be completed for all applications and signed by the OWNER.

Municipal Address of Subject Lands: _____

I hereby authorize the Committee of Adjustment members, City of Burlington and Region of Halton staff to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

_____ Signature of Owner

_____ Print Name

OWNERS AUTHORIZATION

If using an agent, the owner must also complete the following form:

I, _____being the registered owner of the subject lands, hereby
(print name)

Authorize _____ to prepare, submit and act on my behalf with respect to this
(print agent name)

application for a Minor Variance.

_____ _____
Signature of Owner Date (mmm/dd/yyyy)

Notice of collection of personal information

Personal information contained on this form is collected under the authority of the Planning Act, RSO 1990, c. P.13, to process applications and make decisions. Applications made under the Planning Act, are considered part of the public record and shall be made available to the public. Questions about this collection can be directed to the Manager of Development Planning, City of Burlington, 426 Brant Street, Burlington, Ontario, L7R 3Z6, 905-335-7600.

The applicant acknowledges that an application, all supporting information and materials, including studies and drawings, submitted under the Planning Act, pursuant to s. 1.0.1 of the Planning Act, RSO 1990, c.P.13, as amended, shall be made available to the public.

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Frequently Asked Questions

What is involved in the application process?

Once you have submitted your application, the Secretary-Treasurer will circulate to staff and agencies for comment. All property owners within 60 m (200 ft) of the site will be notified in writing ten days prior to the meeting. This notice, setting out the time, date, and place of the hearing, is also sent to the owner and agent listed on the application. The Secretary-Treasurer will be able to provide the date of your hearing when zoning has finished its review.

When does the committee meet?

Committee meetings are held twice a month on Wednesdays, alternating between 1:00 pm start times and 5:30 pm start times. Meetings will be conducted via a hybrid model at City Hall, Council Chambers and Zoom Webinar videoconferencing technology.

How can you prepare for the hearing?

You will receive a copy of the agenda containing all staff comments prior to the hearing. As well, any letters received from the public will be e-mailed to the owner and agent as soon as they are received.

What happens next?

The committee will make its decision at the meeting which is followed by a 20 (twenty) day appeal period. During this time, you or a specified person or public body that has an interest in the matter has the right to appeal to the Ontario Land Tribunal (OLT). At the end of the appeal period, if there has been no appeal, the committee's decision is final and binding.

If the committee defers its decision to a later date, the applicant will receive written confirmation of the deferral. The applicant should proceed expeditiously so the application can be rescheduled for another hearing. A deferral fee may be charged and is payable prior to the scheduling of a new hearing. A revised application and a revised application fee may also apply.

If approval was given subject to conditions and no appeals are submitted, the owner/agent is responsible for meeting all conditions. A decision does not take effect until all conditions are met within the given time periods. When all conditions have been fulfilled, the notice of final approval will be released.

How do you appeal the decision?

If you are dissatisfied with the decision, you may, during the 20 (twenty) day appeal period, deliver personally to the Secretary-Treasurer or send by registered mail, a “notice of appeal form” (available on the OLT website) with reason for appeal, together with a cheque in the amount of $400.00* made payable to the Minister of Finance. The appeal is then forwarded, with all necessary material, to the OLT. The OLT office will notify you of a hearing date to present your appeal to the Board.

If you have any further questions, please contact the Secretary-Treasurer at (905) 335-7629 or committeeofadjustment@burlington.ca

*Additional fees may apply. Please confirm fee directly with the OLT