COMMITTEE OF ADJUSTMENT
APPLICATION FOR CHANGE OF CONDITIONS
(Section 53 of the Planning Act)
Planning Division – 200 King Street West, 6th Floor
P.O. Box 1118, Kitchener ON N2G 4G7
519-741-2426; planning@kitchener.ca

SUBMISSION NUMBER: CC __________________________ (to be assigned by staff)

1. ADDRESS OF SUBJECT PROPERTY: __________________________

   Have you previously consulted with staff on this application?
   If yes, name and date of consultation: __________________________

2. FOR YOUR INFORMATION:

   • It is recommended to consult with staff prior to submitting your form. Applications will not be accepted as complete unless all legislated requirements have been met and will not be processed until all necessary information has been provided.
   • In addition to the submission requirements found on the application form, it is imperative that the applicant provide all the planning evidence necessary in support of the request being made. Depending on the nature of the application, this evidence may be in the form of photographs showing the existing streetscapes, contextual plans (in context with adjacent structures), historical information and/or detailed location plans (windows, openings, accessory structures) of the abutting properties. This will assist the Committee in making an informed decision regarding your application.
   • The owner and/or agent must attend the Committee meeting in support of their application. Information on the meeting date/time will be forwarded to the applicant. A deferral fee will apply on applications requiring re-circulation for failure to attend meeting or requesting postponement.
   • This is YOUR application - make sure that you know the exact details of why you are applying. You must identify exactly what is being requested, particularly as it relates to easements, rights-of-way or partial discharge of mortgage. It is your responsibility to provide a complete and accurate application. Staff are available for consultation, but they are not permitted to complete the form on your behalf.

3. SUBMISSION REQUIREMENTS:

   Complete applications shall be submitted by email to planning.applications@kitchener.ca (maximum 10 MB). Original, signed & commissioned application form, including plans, and cheque (payable to the City of Kitchener) must be delivered to City Hall - Planning Division, Attention: Manager of Development Review, within one week of the digital submission deadline (you may send by mail, courier or drop off in person).

   ☐ Application form (completed and signed)
   ☐ Written authorization of the owner(s) is required if the application is signed by an agent on their behalf.
   ☐ Affidavit – applicant’s signature has been witnessed and form signed by a commissioner, notary or lawyer (if you require commissioning services, please make an appointment with City staff at: https://outlook.office365.com/owa/calendar/CityofKitchenerServiceCounters@kitchener.ca/bookings/ - select “Planning: Commissioner Signature for Development Application Affidavit”)
   ☐ Notice of Decision of original consent application
   ☐ Other supporting documentation, if any
   ☐ Application fee of $762.00 (non-refundable)
4. REGISTERED OWNER(S)

Name(s): ______________________________________ Phone: ______________________
Company (if applicable): ______________________ Extension: ______________________
Street Address: __________________________________ Email: ______________________
City/Province: ________________________________ Postal Code: ______________________

5. AUTHORIZED AGENT (if different from registered owner)

Name(s): ______________________________________ Phone: ______________________
Company (if applicable): ______________________ Extension: ______________________
Street Address: __________________________________ Email: ______________________
City/Province: ________________________________ Postal Code: ______________________

6. PROPERTY INFORMATION

Street Address: __________________________________
Closest Intersection: ________________________________
Legal Description (from Survey or Plan):
Lot(s) No: ___________________________ Registered Plan No.: ___________________________
Lot(s) No: ___________________________ Reference Plan No.: ___________________________
Part(s) No: ______________________________

7. SUBMISSION NUMBER OF PROVISIONAL CONSENT: ______________________________

8. NUMBER ASSIGNED TO THE CONDITION(S) FOR WHICH YOU ARE REQUESTING A CHANGE:

____________________________________________

9. PLEASE PROVIDE DETAILED REASON(S) FOR THE REQUESTED CHANGE:

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10. AUTHORIZATION

If this application is being made by an agent that is not the owner of the subject lands, written authorization of the owner is required, as below:

I/we, ________________________________, owner(s) of the land that is the subject of this application, hereby authorize _______________________ to act on my/our behalf in regard to this application.

Signature of Owner: ________________________________ Date: ________________________________

Signature of Owner: ________________________________ Date: ________________________________

11. ACKNOWLEDGEMENT

I understand that receipt of this application by the City of Kitchener - Planning Division does not guarantee it to be a ‘complete’ application. Further review of the application will be undertaken and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

I further acknowledge that a City-issued notification sign must be posted at the front of the subject property in a location that is visible from the street. Staff will advise when to post the sign and it shall remain in place for 20 days after the Committee decision has been issued.

I further acknowledge that the City will conduct communications regarding this application by email, including sharing the meeting agenda, package, and post-meeting materials, except where a specific method is outlined in the Planning Act or by request of the owner or agent.

Signature of Owner or Agent: ________________________________ Date: ________________________________

12. AFFIDAVIT (to be completed in person in the presence of a Commissioner of Oaths)

I/we, ________________________________, of the Town/City of ________________________________, in the County/Regional Municipality of ________________________________, solemnly declare that all of the above statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Owner/Agent

Signature of Owner/Agent

Declared before me at the

Town/City of ________________________________ in the County/Regional Municipality of ________________________________

This _____ day of ________________________________, 20__.

Signature of Commissioner of Oaths

*Commissioner/Notary – please affix stamp
*Lawyer – please print name beside signature

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