



# COMMITTEE OF ADJUSTMENT APPLICATION FOR CHANGE OF CONDITIONS

(Section 53 of the Planning Act)

Planning Division – 200 King Street West, 6<sup>th</sup> Floor  
P.O. Box 1118, Kitchener ON N2G 4G7  
519-741-2426; [planning@kitchener.ca](mailto: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: \_\_\_\_\_

*Office Use Only:*

  
  
  
  
  

Date Stamp

**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](mailto: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:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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