

# GETTING TO KNOW

## *the City of Toronto*

# COMMITTEE OF ADJUSTMENT

The Committee of Adjustment is a quasi-judicial City of Toronto body comprised of citizen members appointed by City Council. It mainly considers minor variances related to municipal zoning bylaws and grants consents required by the Planning Act.

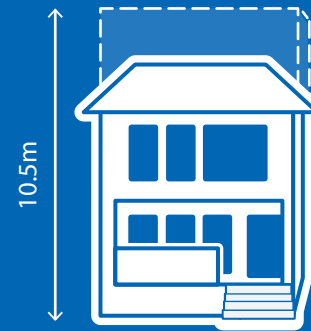
# THE COMMITTEE OF ADJUSTMENT CONSIDERS APPLICATIONS FOR:

## 1 MINOR VARIANCE

Whenever your project or development largely complies with the rules in the zoning bylaw but does not quite, you need to apply for a minor variance.

Example:

The maximum permitted height for this building is 10 m. The altered building is proposed to have a height of 10.5 m.

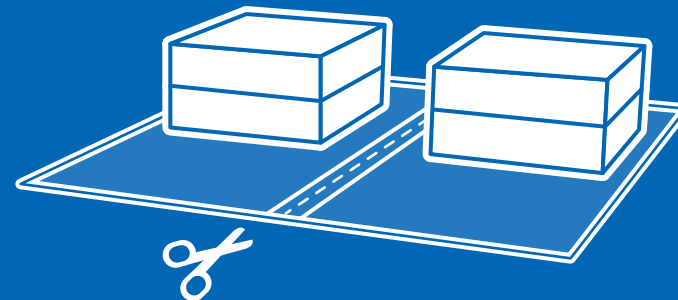


## 2 CONSENT

If you want to sever your property and/or create long-term easements or rights-of-way you need to apply for a consent.

Example:

You would like to divide your lot into two lots and build two new houses with a mutual driveway.



## 3 EXPANSION OF AN EXISTING LEGAL NON-CONFORMING USE

If you own a building that houses a use that was allowed by the zoning bylaw when it was built, but no longer is, you can apply to the Committee of Adjustment to enlarge it.

# WHEN DOES THE COMMITTEE DECIDE TO GRANT A MINOR VARIANCE ?

The Committee decides if an application is minor by applying the following 4 tests:

## 1 MINOR

The change must be minor in both size and impact.

Some impacts the Committee looks at:

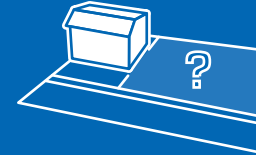


Traffic Generation and Parking



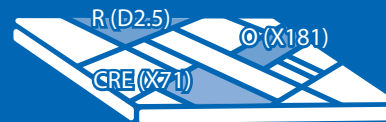
Privacy and Shadow Impacts on Surrounding Properties

## 2 APPROPRIATE CHANGE



The change must be desirable for the appropriate development of the site itself and neighbouring lands.

## 3 MEETS THE GENERAL INTENT OF THE ZONING BYLAW



The change must meet the general intent and purpose of the zoning bylaw, such as trying to maintain appropriate relationships between buildings, allowing for green space or providing a certain level of parking.

## 4 MEETS THE GENERAL INTENT OF THE OFFICIAL PLAN



Neighbourhood Character

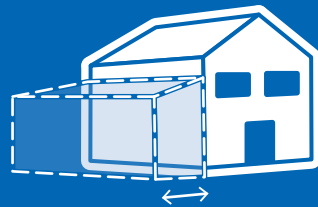
The change must fit in with the City's long-term goals and vision including respecting and reinforcing neighbourhood character.

# WHAT IS A ZONING BYLAW ?

A zoning bylaw controls the use of land in your community. It states exactly:

- ✓ how land may be used
- ✓ where buildings and other structures can be located
- ✓ the types of buildings that are permitted and how they may be used
- ✓ the lot sizes and dimensions, parking requirements, building heights and setbacks from the street

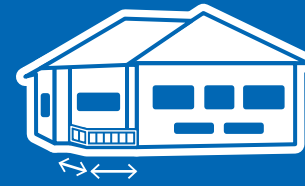
For houses, this includes rules for:



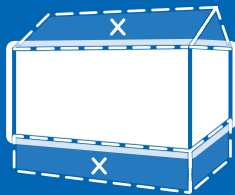
Setbacks



Structure Height



Porch Dimensions



Gross Floor Area



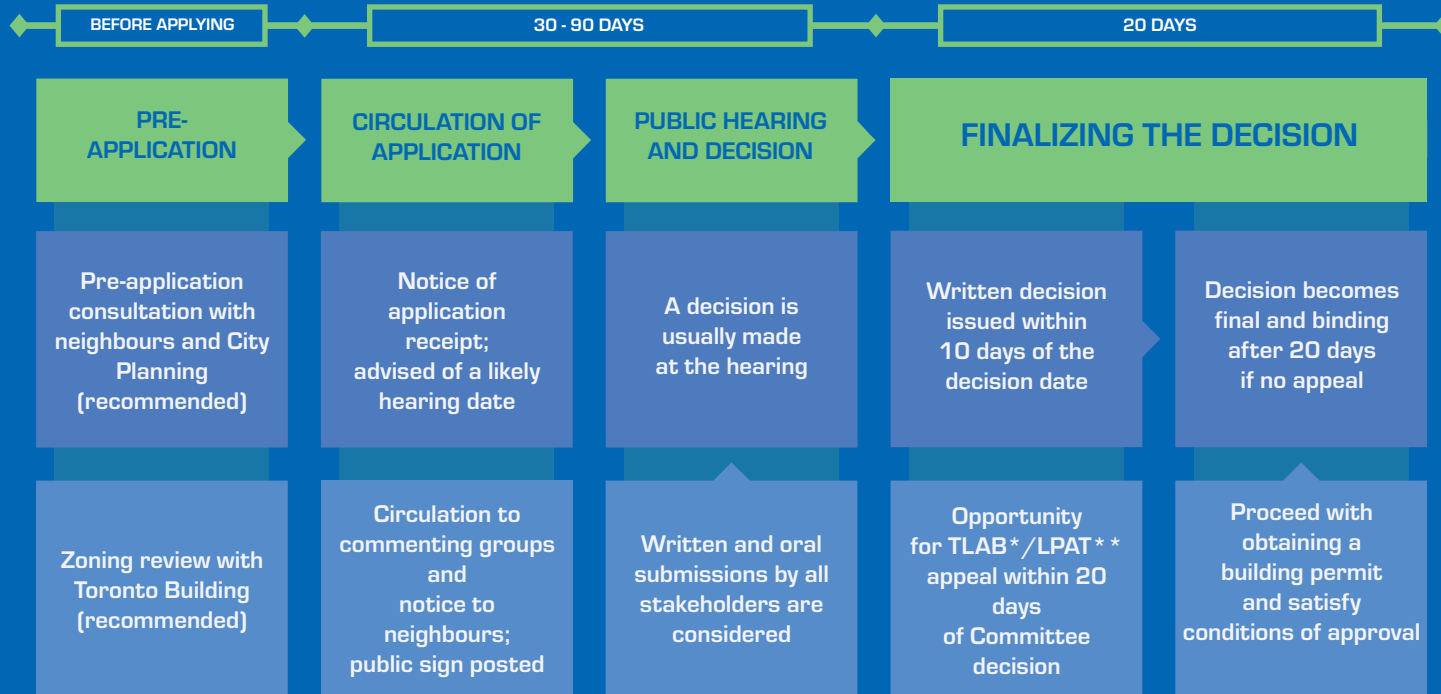
Balconies



Decks

# REVIEW PROCEDURE FOR MINOR VARIANCES

## OVERVIEW OF KEY STEPS



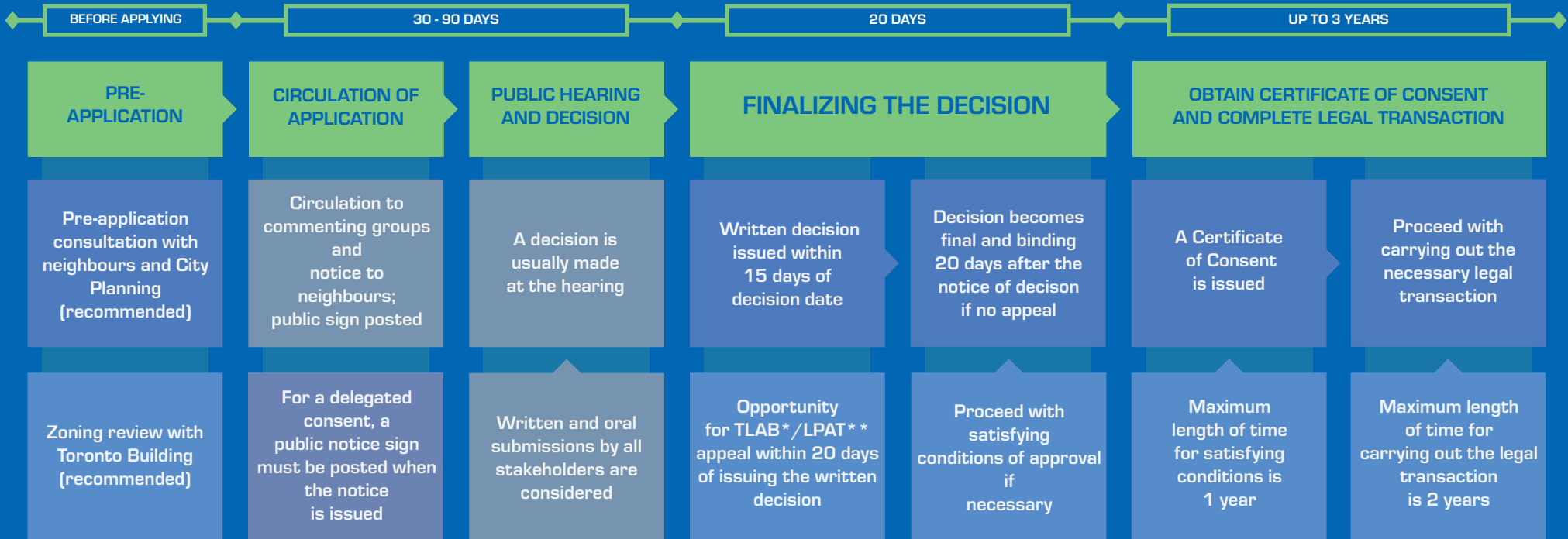
### WORDS TO KNOW

#### \* TORONTO LOCAL APPEAL BODY

The Toronto Local Appeal Body (TLAB) is an independent quasi-judicial tribunal that decides most Committee of Adjustment appeals in the City of Toronto. The TLAB has locally appointed members who will make decisions about local planning matters affecting Toronto neighbourhoods in a fair, consistent, fact-based and informed manner.

# REVIEW PROCEDURE FOR CONSENTS

## OVERVIEW OF KEY STEPS



Delegated consents do not require a hearing and are considered not less than 14 days after a Notice of Application has been issued.

**WORDS  
TO KNOW**

**\*\* LOCAL PLANNING  
APPEAL TRIBUNAL**

The Local Planning Tribunal (LPAT) is a quasi-judicial provincial tribunal that decides Committee of Adjustment appeals in the City of Toronto when there is a related official plan amendment, rezoning, subdivision or site plan appeal on the same site.

# WHAT SHOULD I EXPECT AT A HEARING?

- ✓ All applications will be announced, and interested parties must make themselves known
- ✓ Applicants are encouraged to seek a resolution with concerned parties outside the committee room
- ✓ Applicants have five minutes to introduce and explain the application
- ✓ All concerned parties have five minutes to speak
- ✓ Applicants have five minutes to respond after all parties have spoken and answer any questions
- ✓ Usually the Committee members will vote, in which case, the decision will be announced immediately



5 min



**Remember to speak directly to requested variances or consents.**

**Other comments you may have about the proposal are not permitted to be considered by the Committee, including:**

- ✗ Aspects of the proposal that do not require variances
- ✗ Property maintenance, construction, flooding and engineering concerns
- ✗ Prosecution for illegal construction (applications are viewed as if the construction has not occurred)
- ✗ Personal comments about neighbours, agents or applicants

# HOW TO PARTICIPATE

Any person having an interest in an application will be given the opportunity to make their views known. Written and oral submissions by all stake holders are considered if a hearing is involved. For delegated consents, comments must be written.

Visit [www.toronto.ca/developing-toronto](http://www.toronto.ca/developing-toronto) for the following resources:



[Application Forms and Requirements](#)  
Application Checklist



[Application Information Centre](#) to view details of active Committee of Adjustment applications



Committee of Adjustment [Public Hearing](#) schedules and agendas

## Staying Informed About a Decision



If you speak at a hearing or wish to receive a copy of the written decision, please complete the Decision Request Card (provided in the hearing room).

This brochure does not constitute legal advice. If you want legal advice on participating in the Committee of Adjustment, please seek independent legal counsel.



## CONTACTS

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[www.toronto.ca/planning](http://www.toronto.ca/planning)



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