

Committee of Adjustment Application Submission Guide: Consent

Town of Oakville
Building Department
1225 Trafalgar Road
Oakville, ON L6H 0H3
Tel: 905-845-6601
www.oakville.ca



Electronic Application Submission Process

Prior to submitting an application, applicants are encouraged to consult with the Planning & Development Department with respect to the application. Contact the Planning & Development Department through Service Oakville at 905-845-6601. Applicants are also encouraged to communicate with their neighbours with respect to the application.

What are the Submission Requirements?

The following materials will be required in a PDF file format:

- COMPLETED APPLICATION FORM, including the Property Owner Authorization and Acknowledgement, and the – File name should indicate ‘Application Form’.
- SURVEY PLAN/SKETCH – File name should indicate ‘Survey Plan or Sketch’. The site plan/sketch must show the following, in metric units:
 - a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
 - b) the approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
 - c) the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
 - d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
 - e) the approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that,
 - i. are located on the subject land and on land that is adjacent to it, and
 - ii. in the applicant’s opinion, may affect the application.
 - f) the current uses of land that is adjacent to the subject land (*for example, residential, agricultural or commercial*);
 - g) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
 - h) if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and
 - i) the location and nature of any easement affecting the subject land.
- DRAFT REFERENCE PLAN (R-Plan):
 - Must be prepared by Ontario Land Surveyor listing the Part(s) and Area(s) to be severed, retained, easement(s) and/or right(s)-of-way, with boundaries, dimensions and the area of each part clearly identified.
- COVER LETTER or PLANNING JUSTIFICATION REPORT – For new lots and lot additions. File name for the letter/report should identify the type of document and include the following information:
 - An explanation of how the application is consistent with provincial policy statement;
 - An explanation of how the application conforms with the regional and local (town) official plans; and
 - Whether the subject land is within an area designated under any provincial plan, such as the Parkway Belt West Plan or Greenbelt Plan; and if yes, an explanation of how the application conforms or does not conflict with the provincial plan(s).

- ANY OTHER SUPPORTING DOCUMENTS / DRAWINGS – File names for documents should identify the type of document. File names for drawings should indicate the first character of discipline name followed by the sheet number and drawing type (e.g. A101 – Site Plan.pdf). Files submitted with multiple drawing plan sheets will not be accepted. Refer to the chart below for sample file naming conventions.

Drawing Type	Character – Discipline	Sample File Name
Site Plan	A – Architectural	A100 – Site Plan
Elevations	A – Architectural	A200 – North Elevation
Floor Plans	A – Architectural	A300 – Ground Floor Plan
Reference Plan	C – Civil	C100 – Reference Plan
Landscape Plan	L – Landscape	L100 – Landscape Plan

How do I submit my application?

Submit your *application request* electronically to coarequests@oakville.ca. Upon submission, your *application request* will be pre-screened for quality assurance. Please be advised that your application will only be deemed complete upon payment of town and agency fees, and a file / application number and meeting date has been provided to you.

How do I pay the application fees?

When your application request has been pre-screened and satisfactory, fee payment options and instructions will be provided, including fees for the Region of Halton and the Conservation Authority, if applicable. Please be advised that your application will only be deemed complete upon payment of town and agency fees, and a file / application number has been provided to you.

Town Application Fees – Effective January 01, 2026

Consent Fees	Amount
Base Application Fee	\$8,319.00
Plus each additional lot being created	\$4,160.00
A complete list of the rates and fees can be viewed online at https://www.oakville.ca/business/rates-fees.html	

Agency Fees – Effective January 01, 2026

Agency	Amount
Region of Halton	\$ 1,340.51
Conservation Authority	Contact the applicable Conservation Authority for the required fees

Further Committee of Adjustment Information:

<https://www.oakville.ca/residents/committee-of-adjustment-info.html>

Personal information on the following forms and any supporting documentation is collected under the authority of the *Planning Act* and will be used by the Building Services Department in the processing of the Committee of Adjustment application. The information may be used by other town departments and external agencies for the purpose of assessing the requested consent. This information may also be released to the public. Questions about the collection of this information should be directed to the Director of Building Services, Town of Oakville, 1225 Trafalgar Road, Oakville, ON L6H 0H3, Phone: 905-845-6601 Ext. 1829.

Committee of Adjustment Application for Consent

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1. Applicant Information			
Name	Company		
Address	City	Province	Postal Code
E-mail	Phone No.	Additional Phone No.	
Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Authorized Agent of Property Owner			

2. Property Information			
Address		Roll No.	
Legal Description			
Dimensions of land affected:	Frontage (m)	Depth (m)	Area (m ²)

3. Property Owner Information <i>(complete if different from applicant in part 1)</i>			
Name	Company		
Address	City	Province	Postal Code
E-mail	Phone No.	Additional Phone No.	

4. Official Plan Designation and Zoning	
Local (Town) Official Plan Designation	Zoning
Regional Official Plan Designation	<input type="checkbox"/> By-law 2014-014 <input type="checkbox"/> By-law 2009-189

5. Type and Purpose of Transaction

Type of Transaction:

- New Lot(s) Easement or R.O.W. Mortgage / Discharge Other – Specify:
 Lot Addition Lease Validation of Title

Purpose of Transaction:

Date of acquisition of land by current property owner:

If known, the name of the person to whom the land or an interest in the land is to be transferred, charged or leased:

6. Easements or Restrictive Covenants

Are there any easements or restrictive covenants affecting the subject land? Yes No

If yes, provide a description of each easement or covenant and its effect:

7. Severed Land

Existing use	Frontage as per zoning by-law definition (m)	Area (m ²)
Proposed use	Frontage at streetline (m)	Depth (m)
Number of Buildings / Structures: Existing to remain Existing to be removed Proposed		
Road Access: <input type="checkbox"/> Municipal road <input type="checkbox"/> Private right-of-way <input type="checkbox"/> Public / Private lane <input type="checkbox"/> Provincial highway		
Water Supply: <input type="checkbox"/> Municipal water <input type="checkbox"/> Private water system <input type="checkbox"/> Other – specify:		
Sewage: <input type="checkbox"/> Municipal sewers <input type="checkbox"/> Private septic system <input type="checkbox"/> Other – specify:		
Storm Drainage: <input type="checkbox"/> Municipal sewers <input type="checkbox"/> Swales / Ditches <input type="checkbox"/> Other – specify:		

8. Retained Land

Existing use	Frontage as per zoning by-law definition (m)	Area (m ²)
Proposed use	Frontage at streetline (m)	Depth (m)
Number of Buildings / Structures: Existing to remain Existing to be removed Proposed		
Road Access: <input type="checkbox"/> Municipal road <input type="checkbox"/> Private right-of-way <input type="checkbox"/> Public / Private lane <input type="checkbox"/> Provincial highway		
Water Supply: <input type="checkbox"/> Municipal water <input type="checkbox"/> Private water system <input type="checkbox"/> Other – specify:		
Sewage: <input type="checkbox"/> Municipal sewers <input type="checkbox"/> Private septic system <input type="checkbox"/> Other – specify:		
Storm Drainage: <input type="checkbox"/> Municipal sewers <input type="checkbox"/> Swales / Ditches <input type="checkbox"/> Other – specify:		

9. Previous Transfers

Has any land been severed from the parcel originally acquired by the owner of the subject land? Yes No

If yes, how was the property severed/split from the original parcel and provide for each parcel severed, the date of transfer, the name of the transferee, and the land use:

10. Current and Previous Planning Applications / Approvals

Is the subject land currently, or has it ever been the subject of any application under the *Planning Act*? Yes No Uncertain

If yes, provide file number(s) and current status of the application:

Official Plan Amendment

Zoning By-law Amendment

Minister's Zoning Order

Plan of Subdivision

Site Plan Approval

Minor Variance

Consent

Other – Specify

12. Declaration of Applicant / Authorized Agent

I, the undersigned, being the applicant / authorized agent, solemnly declare that all of the above statements and attached documentation 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*.

DECLARED BEFORE ME)

at _____,)

in the _____,)

this _____ day of _____ 20 _____.)

Signature applicant / authorized agent (to be signed in the presence of a commissioner for taking affidavits)

A commissioner, etc.

Name/Stamp of commissioner, etc.

13. Property Owner Authorization to Enter Property

I, the undersigned, being the registered property owner of the below noted property hereby authorize and consent to the Town of Oakville Committee of Adjustment members, Town of Oakville staff and circulated agencies to enter upon the subject property at any reasonable time for the purpose of evaluating the merits of this application.

I have the authority to bind the Corporation or Partnership, if applicable.

Address of subject property

Signature of property owner or signing officer

Print name

Date

14. Property Owner Acknowledgement of Public Information

Application information is collected under the authority of the Planning Act, R.S.O. 1990, c. P.13, as amended. In accordance with Section 1.0.1 of the Act, the Town of Oakville provides public access to all *Planning Act* applications and supporting documentation submitted to the Town.

I, the undersigned, being the registered property owner of the above noted property hereby agree and acknowledge that the information contained in the application and any documentation, including reports, studies and drawings, provided in support of the request, by myself, my agents, consultants and solicitors, constitute public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended or substituted from time to time, I hereby consent to the Town of Oakville making this request and its supporting documentation available to the general public, including copying, posting on the Town's website and/or releasing a copy of the request and any of its supporting documentation to any third party upon their request or otherwise, and as part of a standard distribution of copies of such documentation. I consent to the Town releasing copies of any of the documentation to additional persons, including but not limited to Members of Council and resident associations.

I have the authority to bind the Corporation or Partnership, if applicable.

Signature of property owner or signing officer

Print name

Date

15. Property Owner Appointment and Authorization of Agent

I, the undersigned, being the registered property owner of the above noted property hereby authorize:

Authorized agent's name / company

as my agent for the purpose of submitting a Committee of Adjustment application to the Town of Oakville and acting on my/our behalf in relation to this application. The authority granted by this Agent Appointment and Authorization shall continue until I shall have revoked such authority in writing and delivered such written revocation to the Town of Oakville Building Services Department. No such revocation shall, however, invalidate any action taken by me/our agent prior to the date the Town of Oakville Building Services Department received such written revocation.

I have the authority to bind the Corporation or Partnership, if applicable.

Signature of property owner or signing officer

Print name

Date