

Town of Whitchurch-Stouffville Committee of Adjustment Schedule - 2025

1. Pre-Consultation Application for Minor Variances and Consent Applications

Town Staff strongly encourage that applicants complete the pre-consultation process prior to making application for Minor Variance and/or Consent particularly if you are unfamiliar with the process or uncertain about Staff supportability of your proposal.

2. Mandatory Preliminary Zoning Review (PZR) for Committee of Adjustment Applications

A Preliminary Zoning Review Notice (PZR) is **mandatory** for submitting a complete Committee of Adjustment Application. Please contact the Zoning Administrator in the Town's Building Department to request for a PZR **prior to the Material Deadline as noted in the table below, the PZR process may take up to ten (10) business days to complete**. The PZR Application Form can be found on the Town's Website at <https://townofws.ca/work/building-and-renovating/preliminary-zoning-review/>. All requirements can be submitted as PDF by email to buildingpermits@townofws.ca. Payment of fees to be paid by credit card. Planning Staff will take no responsibilities for any delays in obtaining the PZR from the Building Department. Committee of Adjustment Applications without a PZR Notice received for Planning Review, will not be accepted by the Planning Department.

3. Material Submission Deadline

Applications must be complete and received no later than 12:00 PM (Noon) on the Material Submission Deadline date. Applications not meeting this deadline will automatically be placed on the Agenda of the next Committee of Adjustment scheduled hearing/meeting.

Schedule of Meetings For 2025

Material Submission Deadline*	Confirmation of Complete Application Deadline**	C of A Hearing/Meeting Date
Consents – November 25, 2024 Variances – December 9, 2024	Consents – December 2, 2024 Variances – December 16, 2024	January 23, 2025
Consents – December 16, 2024 Variances – January 27, 2025	Consents – December 23, 2024 Variances – February 3, 2025	February 27, 2025
Consents – January 27, 2025 Variances – February 24, 2025	Consents – February 3, 2025 Variances – March 3, 2025	March 27, 2025
Consents – February 24, 2025 Variances – March 24, 2025	Consents – March 3, 2025 Variances – March 31, 2025	April 24, 2025
Consents – March 24, 2025 Variances – April 21, 2025	Consents – March 31, 2025 Variances – April 28, 2025	May 22, 2025
Consents – April 28, 2025 Variances – May 26, 2025	Consents – May 5, 2025 Variances – June 2, 2025	June 26, 2025
Consents – May 26, 2025 Variances – June 23, 2025	Consents – June 2, 2025 Variances – June 30, 2025	July 24, 2025
Consents – June 30, 2025 Variances – July 28, 2025	Consents – July 7, 2025 Variances – August 4, 2025	August 28, 2025
Consents – July 28, 2025 Variances – August 25, 2025	Consents – August 5, 2025 Variances – September 2, 2025	September 25, 2025
Consents – August 25, 2025 Variances – September 22, 2025	Consents – September 2, 2025 Variances – September 29, 2025	October 23, 2025
Consents – September 29, 2025 Variances – October 27, 2025	Consents – October 6, 2025 Variances – November 3, 2025	November 27, 2025
Consents – October 20, 2025 Variances – November 17, 2025	Consents – October 27, 2025 Variances – November 24, 2025	December 18, 2025

* ALL materials and application forms must be submitted to the Town's Development Services Department by this date to be confirmed complete by statutory timelines.

** Applicants will be contacted by Town staff during this timeline for completeness or incompleteness of Applications.