
Minor Variances - Frequently Asked Questions (FAQs)

What is a minor variance? Why are they required?

- A minor variance is a small change from the provisions/requirements of the Zoning By-Law. A minor variance application is required if a proposal requires minor relief from certain zoning requirements to obtain a building permit.

Where can I find the Minor Variance Application Forms and where do I submit them?

- The minor variance application forms are located at:
https://webresources.oxfordcounty.ca/documents/swo-coa_fillable.pdf, or a paper copy can be picked up at the Township Office. The completed forms can be sent to clerk@swox.org or dropped off at the Township Office.

How much is a Minor Variance, how do I pay, and what forms of payment are accepted?

- The current Fee Schedule can be found on the Oxford County website through this link: [application-fees-combined-web.pdf](#). Fees are payable to the 'Township of South-West Oxford' either in person at the municipal office paid by cash, cheque, or debit, or by e-transfer payments sent to revenueofficer@swox.org (e-transfer comments must include sender's full name and reason for payment).

Who provides the Public Notice sign that I must put up on my property?

- The Township provides the Public Notice sign. The applicant will receive communication from the Township when their sign is ready for pick up. Signs can be picked up at the Township office: 312915 Dereham Line, Mount Elgin, between the hours of 8:00 am – 5:00 pm, Monday to Friday.

Where do I put the sign once I pick it up?

- The Township provides instruction and responsibilities upon picking up the sign, which includes where to place the sign and when to take it down.

Why does the Committee of Adjustment need to approve my application?

- The Committee of Adjustment, authorized under the Ontario Planning Act (OPA), considers and makes decisions on all requests for variances from the Township's Zoning By-law. At the meeting, the Committee will decide to approve, deny, or defer a minor variance application.

Can I apply for a Building Permit before the Appeal Period is over?

- A building Permit can be applied for before the appeal period is over, however, the permit will not be issued until the appeal period is complete with no active appeals.

If the answers to your questions are not on this list, please feel free to contact Township Planning Admin by phone (519-485-0477 x 7001) or by email (eferrell@swox.org).