

OFFICE USE ONLY		
Date Received:	File No:	
Roll Number:	Pre-Submission Consultation:	Yes <input type="checkbox"/> No <input type="checkbox"/>

**COMPLETENESS OF THE APPLICATION:**

This application form sets out the information that must be provided by the applicant, as prescribed in the various Ontario Regulations made under the Planning Act.

As per 'Section 34(10.2) Other Information' of the Planning Act RSO 1990 as amended the Council of the Municipality of West Grey requires that assessments, reports, studies, analyses or other material as outlined in the West Grey Official Plan and/or Grey County Official Plan be submitted at the time of application. Zoning By-law Amendment applications submitted without the required assessments, reports, studies, analyses or other material as required by the Official Plan(s) will be deemed incomplete and Council shall refuse to accept or further consider the application as per Section 34(10.3) of the Act. Applications deemed incomplete will be returned to the Owner/Applicant.

As per 'Section 22(5) Other Information' of the Planning Act RSO 1990 as amended the Council of the Municipality of West Grey requires that assessments, reports, studies, analyses or other material as outlined in the West Grey Official Plan and/or Grey County Official Plan be submitted at the time of application. Official Plan Amendment applications submitted without the required assessments, reports, studies, analyses or other material as required by the Official Plan(s) will be deemed incomplete and Council shall refuse to accept or further consider the application as per Section 22(5) of the Act. Applications deemed incomplete will be returned to the Owner/Applicant.

**WHAT IS REQUIRED TO SUBMIT A ZONING BY-LAW AND/OR OFFICIAL PLAN AMENDMENT?**

There are several application specific requirements, as listed below, which apply to certain applications. Note: There could be additional requirements in the form of studies, reports, plans, verification, etc. as conditions of final approval.






APPLICATION SPECIFIC	REQUIREMENTS - CHECKLIST
ALL Zoning By-law Amendment Applications	<input type="checkbox"/> <b>Pre-Submission Consultation is strongly recommended.</b> <input checked="" type="checkbox"/> Sketch – see instructions in Appendix 'A' <input type="checkbox"/> Completed Application Form <input type="checkbox"/> Proof of Ownership <input type="checkbox"/> Commissioners Stamp/Signature <input type="checkbox"/> Application Fee – see calculation instructions below
ALL 'H Holding' removal Applications	<input type="checkbox"/> <b>Pre-Submission Consultation is strongly recommended.</b> <input type="checkbox"/> Sketch – see instructions in Appendix 'A' <input type="checkbox"/> Completed Application Form <input type="checkbox"/> Proof of Ownership <input type="checkbox"/> Commissioners Stamp/Signature <input type="checkbox"/> Application Fee – see calculation instructions below
ALL Official Plan Amendment Applications	<input type="checkbox"/> <b>Pre-Submission Consultation is strongly recommended.</b> <input type="checkbox"/> Sketch – see instructions in Appendix 'A' <input type="checkbox"/> Completed Application Form <input type="checkbox"/> Proof of Ownership <input type="checkbox"/> Commissioners Stamp/Signature <input type="checkbox"/> Application Fee – see calculation instructions below
If the application is for a Surplus Farm Dwelling	If the application is for a surplus farm dwelling: <input type="checkbox"/> Complete Appendix 'B' Surplus Farm Dwelling <input type="checkbox"/> A surplus farm dwelling must be surplus to the current owner. Proof may be required: <input type="checkbox"/> Valid Farm Registration Number <input type="checkbox"/> Other lands owned <input type="checkbox"/> Address of primary residence
If the application is within 750 metres of a livestock barn and/or manure storage	If there are livestock barns and/or manure storage (either currently used for livestock or capable of being used for livestock) located within 750 metres of the lands: <input type="checkbox"/> An MDS 1 calculation is required to be submitted with this application pursuant to Minimum Distance Separation (MDS) document - Implementation Guideline #6.

SUBMISISON OF APPLICATION

Applications made be mailed to, or dropped off at West Grey Municipal Office, 402819 Grey Road 4, Durham, ON N0G 1R0 and/or e-mailed as an Adobe PDF document to [notice@westgrey.com](mailto:notice@westgrey.com). One application form may be used to apply for a Zoning By-law Amendment and West Grey Official Plan Amendment. Applications will not be reviewed/processed until the Application Fee is received.

APPLICATION FEE

The Application Fee is to be submitted at the time of submission. Application Fees may be paid by cheque (made out to the Municipality of West Grey), money order, or cash. Interac/debit payment may be made at the West Grey Municipal Office. On-line payment is not available.

Type of Application		Fee	SubTotal
a)	Zoning By-law Amendment	\$3,000.00	
b)	Contingency Fee – Zoning By-law Amendment  Note: Contingency fee payable upon submission. Contingency fee required to pay municipal legal, engineering, and planning fees related to <u>Zoning By-law Amendments</u> , not necessarily limited to, but including, corresponding site plan agreements, subdivision agreements, development agreements, condominium plan agreements, required as part of the planning process. As accounts are received from West Grey's solicitor, engineer or planner, they will be paid by West grey and then submitted to the Developer for reimbursement, so that the initial deposit will again be built up to enable West Grey to pay the next accounts as they are received. Balance of deposit will be returned to developer upon completion of planning requirements.	\$2,000.00	
c)	Zoning By-law Amendment - Removal of H Holding	\$800.00	
d)	Official Plan Amendment	\$6,800.00	
e)	Contingency Fee – Official Plan Amendment  Note: Contingency fee payable upon submission. Contingency fee required to pay municipal legal, engineering, and planning fees related to <u>Official Plan Amendments</u> , not necessarily limited to, but including, corresponding site plan agreements, subdivision agreements, development agreements, condominium plan agreements, required as part of the planning process. As accounts are received from West Grey's solicitor, engineer or planner, they will be paid by West grey and then submitted to the Developer for reimbursement, so that the initial deposit will again be built up to enable West Grey to pay the next accounts as they are received. Balance of deposit will be returned to developer upon completion of planning requirements.	\$5,000.00	
Additional Required Application Fees			
f)	Grey County Planning Fee (\$400.00 Flat Fee for 1 <sup>st</sup> Application plus \$50.00 for each related application.)	\$400.00 + _____	
g)	Saugeen Valley Conservation Authority Planning Fee (\$260.00 Flat Fee for 1 <sup>st</sup> Application plus \$130.00 for each related application.)	\$260.00 + _____	
TOTAL Application Fee:			

<b>1. Owner/Applicant</b>	
Name	Candue Homes 2020 Ltd
Mailing Address	PO Box 656, Durham, ON N0G 1R0
Telephone No.	519-369-5051
Email Address	homes@canduehomes.com

<b>2. Agent (if applicable)</b> <b>All correspondence, notices, etc. with respect to this application, will only be directed to the Owners/Applicant's Agent. Where no Agent is identified notices etc. will be directed to the Owner/Applicant.</b>	
Name	
Mailing Address	
Telephone No.	
Email Address	

<b>3. Solicitor (if applicable)</b>	
Name	
Mailing Address	
Telephone No.	
Email Address	

<b>4. Subject Lands</b>	
Former Township/Town	Durham
Legal Description	Plan 502 PT LOTS 15 16 E/S; Garafraxa St and W/S Albert;ST RP 16R119651 Parts 1& 2
Civic Address	150 Mill Street E
Assessment Roll Number	4205-260-002-07000

<b>5. Pre-Submission/Consultation</b>		
Have you completed Pre-Submission Consultation with the Municipality of West Grey?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

<b>6. Planning Background</b>		
<b>What is the current West Grey Zoning</b> (see <a href="https://www.grey.ca/government/land-use-planning">https://www.grey.ca/government/land-use-planning</a> )	C1-192	
<b>What is the current West Grey Official Plan Designation</b> (see <a href="https://www.westgrey.com/en/invest/resources/West-Grey-Official-Plan-2012.pdf">https://www.westgrey.com/en/invest/resources/West-Grey-Official-Plan-2012.pdf</a> )	Downtown Commercial	
<b>What is the County of Grey Official Plan Designation</b> (see <a href="https://www.grey.ca/government/land-use-planning">https://www.grey.ca/government/land-use-planning</a> )	Primary Settlement	

<b>7. Type &amp; purpose of the application (select all applicable)</b>		
Zoning By-law Amendment <input checked="" type="checkbox"/>	West Grey Official Plan Amendment <input type="checkbox"/>	
Zoning By-law Amendment – Remove H Holding <input type="checkbox"/>		

<b>8. Removal of H Holding</b>		
<b>Provide the 'H Holding' wording from the West Grey Zoning By-law 37-2006:</b> Example: "H Holding may be removed upon submission of an Archaeological Assessment."		
<b>How has the H Holding condition been satisfied?</b> Example: "An Archaeological Assessment has been completed and registered with the province."		

<b>What area is the H Holding to be removed from?</b>	The 'H' is to be removed from some of the lands <input type="checkbox"/>	The 'H' is to be removed from ALL of the lands <input type="checkbox"/>
* If the removal of the 'H Holding' requires the approval of an agency, ministry i.e., conservation authority, Provincial ministry etc. you must provide correspondence from the agency, ministry etc. indicating their approval for the removal.		

9. Zoning By-law Amendment Information		
<b>Provide the reason for the Zoning By-law Amendment/What is the proposed use for the Subject Lands?</b> Example: permit an automobile repair shop, automobile spray paint booth, and automobile body shop. A requirement from consent application - B11.2025.		
<b>What area does the Amendment cover?</b>	Entire Lot <input type="checkbox"/>	Portion of the Lot <input type="checkbox"/>
<b>Describe how the application conforms with the policies of the West Grey and/or County of Grey Official Plans noted above.</b>	It was requirement from committee of adjustments	
* If Zoning By-law Amendment applies only to a <u>Portion of the Lot</u> then your Sketch must include dimensions of the area.		

10. West Grey Official Plan Amendment Information		
<b>Provide the purpose for the Official Plan Amendment/What is the proposed use for the Subject Lands?</b> Example: designate the subject lands to allow for a commercial use being an automobile repair shop, automobile spray paint booth, automobile body shop.		
<b>Does the Amendment add a NEW policy to the Official Plan?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes what is the text of the policy to be added?		
<b>Does the Amendment change, replace or delete an EXISTING policy in the Official Plan?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes what is the policy to be changed, replaced or deleted?  What is the proposed text of the policy?		
<b>Does the Amendment change or replace a schedule to the Official Plan?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes provide the revised/new schedule.		
<b>Does the Amendment alter all or any part of the boundary of Durham or Neustadt?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes provide the current official plan policies, if any, dealing with the alteration of a boundary.		
<b>Does the Amendment remove any of the subject land from an area of employment?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes provide the current official plan policies, if any, dealing with the removal of land from an area of employment.		
<b>What area does the Amendment cover?</b>	Entire Lot <input type="checkbox"/>	Portion of the Lot <input type="checkbox"/>
* If Official Plan Amendment applies only to a <u>Portion of the Lot</u> then your Sketch must include dimensions of the area.		

11. Planning Background		
<b>Describe the surrounding land uses:</b> i.e., single family dwelling; commercial; farm land with no houses or barns, farm with barn; etc.	Commercial	
<b>What is/are the existing use(s) on the Subject Lands?</b> i.e., single family dwelling; commercial; farm land with no houses or barns, farm with barn; etc.	Use 1:	
	Use 2:	
<b>How long have the existing <u>uses</u> on the Subject Land been there?</b>	Use 1:	
	Use 2:	
<b>Provide the date the Subject Land was acquired by the current owner.</b>	2020	

**Are there any Existing buildings or structures on the Subject Lands?**

Yes ☐ No ☐

If Yes Existing buildings and structures need to be shown on the Sketch (see Appendix A). Provide the following:

	Existing Building No. 1	Existing Building No. 2	Existing Building No. 3
Currently used for	N/A	N/A	N/A
Year Built	N/A	N/A	N/A

**Are there any NEW buildings or structures proposed to be built?**

Yes ☐ No ☐

If Yes NEW buildings and structures need to be shown on the Sketch (see Appendix A). Provide the following:

	New Building No. 1	New Building No. 2	New Building No. 3
Proposed Use			

<b>Access – Existing Use</b>	<b>Access – Proposed Use</b>
Provincial Highway <input type="checkbox"/> Municipal Road (All Season) <input type="checkbox"/> County Road <input type="checkbox"/> Right-of-Way <input type="checkbox"/>	Provincial Highway <input type="checkbox"/> Municipal Road (All Season) <input type="checkbox"/> County Road <input type="checkbox"/> Right-of-Way <input type="checkbox"/>
<b>Water Service – Existing Use</b>	<b>Water Service – Proposed Use</b>
Municipal Service <input type="checkbox"/> Private Well <input type="checkbox"/> Communal Well <input type="checkbox"/> Other: _____	Municipal Service <input type="checkbox"/> Private Well <input type="checkbox"/> Communal Well <input type="checkbox"/> Other: _____
<b>Sewage Service – Existing Use</b>	<b>Sewage Service – Proposed Use</b>
Municipal Service <input type="checkbox"/> Private Septic <input type="checkbox"/> Communal Septic <input type="checkbox"/> Privy/Outhouse <input type="checkbox"/> Other: _____	Municipal Service <input type="checkbox"/> Private Septic <input type="checkbox"/> Communal Septic <input type="checkbox"/> Privy/Outhouse <input type="checkbox"/> Other: _____
<b>Storm Drainage – Existing Use</b>	<b>Storm Drainage – Proposed Use</b>
Municipal Storm Sewers <input type="checkbox"/> Ditches/Swales <input type="checkbox"/> Other: _____	Municipal Storm Sewers <input type="checkbox"/> Ditches/Swales <input type="checkbox"/> Other: _____

**12. Other**

Are the lands the subject of any other application under the *Planning Act*, such as an application for a County of Grey Official Plan Amendment, an application for Minor Variance, an application for an approval of a Plan of Subdivision or Consent or a Minister's Zoning Order?

Yes ☐ No ☐ If yes provide the following:

File No.: Status:

Describe how the application conforms with the policies of the West Grey and/or County of Grey Official Plan(s) noted above:

This is a requirement from a severance application B11.2025

**Explain how your application is consistent with the Provincial Planning Statement 2024**  
(see: <https://www.ontario.ca/page/provincial-planning-statement-2024>)

**Saugeen, Grey Sauble Northern Bruce Peninsula Source Protection Plan**  
Is the subject land within a Wellhead Protection Area (WHPA)? (see <https://home.waterprotection.ca/>)

Yes ☐ No ☐

If yes, identify the WHPA:

If YES do you have an approved Risk Management Plan (RMP) and/or a Section Fifty Nine (59) Notice to Proceed from the Risk Management Official (RMO)? Please attach.

<p><b>Are there any registered Easements/Right-of-Way or Restrictive Covenants on the Lot?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes describe each easement or restrictive covenant and its effect: * If Yes your Sketch must include the location of the Easement/Right-of-Way</p> <p><b>Are the subject lands in an area where conditional zoning may apply?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes provide details of how this application conforms to Official Plan conditional zoning policies.</p>
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**Authorization for Agent to Act for Owner**

I/we \_\_\_\_\_ am / are the registered owner(s) of the land that is the subject of this application for Zoning By-law Amendment and/or Official Plan Amendment. I/we authorize \_\_\_\_\_ to make this application on my/our behalf.

This authorization also allows the Agent to appear at any hearing(s) of the application and provide any information or material required by West Grey Council relevant to the application on my/our behalf.

Signature of Owner/Owners \_\_\_\_\_

Date \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Date \_\_\_\_\_

Name of Witness: \_\_\_\_\_

**Affidavit or Sworn Declaration for the Prescribed Information**

I/we Becky Melk \_\_\_\_\_ solemnly declare that all statements contained in this application and supporting documentation are true and complete. I/we 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 Dorham in the Municipality of West Grey this 16 day of July 2025.

Becky Melk  
Signature of Owner/Owners or Agent

July 16/25  
Date

Krista House  
Signature of Commissioner

Krista Jane House, a Commissioner, etc.,  
Province of Ontario, for the Corporation of the  
Municipality of West Grey.  
Expires October 17, 2027.

July 16, 2025  
Date

**Owner/Applicant's Declaration**

In submitting this application, I/we Becky Melk \_\_\_\_\_ the Owner/Applicant hereby:

- apply to the Municipality of West Grey for a Zoning By-law Amendment and/or Official Plan Amendment, as described in this application; and
- agree and enclose the Application Fees as calculated; and
- understand Application Fees are non-refundable and that no assurance is given that the payment of the Application Fee will result in approval of the application; and
- agree that the cost of any professional peer review of the application deemed to be required by the Municipality in order to proceed with the application is the responsibility of Owner/Applicant and that a Peer Review Deposit may be required prior to the processing of the application; and
- authorize the Council members of the Municipality of West Grey, members of the staff of the Municipality of West Grey and designated consultants to enter onto the above-noted property for the limited purposes of evaluating the merits of this application over the time this application is under consideration by the Municipality; and
- acknowledge that in accordance with the provisions of the Planning Act, it is the policy of the Municipality of West Grey to provide the public access to all development applications and supporting documentation and hereby provide my/our consent in accordance with the provisions of the Municipal freedom of Information and Protection of Privacy Act that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors will be part of the public record and will also be available to the general public; and
- agree/acknowledge that I/we are responsible for ensuring that a 'Notice of Application' sign, as provided by the Municipality, is posted on the lands at the intersection of a driveway and a public road. Where there is no existing driveway, the sign shall be erected in the middle of the lot along a public road. And further, agree to not remove the sign until the day after a public meeting.

Becky Melk  
Signature of Owner/Owners

July 16/25  
Date

