



The Corporation of the  
**Municipality of West Grey**

402819 Grey Road 4  
Durham, ON N0G 1R0  
Phone (519) 369-2200  
E-mail [notice@westgrey.com](mailto:notice@westgrey.com)  
Web [www.westgrey.com](http://www.westgrey.com)

2A04-2025

**Application for Zoning Bylaw Amendment  
and/or West Grey Official Plan Amendment**

OFFICE USE ONLY			
Date Received:		File No:	
Receipt #		Total Application Fee Received:	
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 Bylaw 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 bylaw 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 bylaw amendment applications	<input type="checkbox"/> Pre-submission consultation is strongly recommended. <input checked="" type="checkbox"/> Drawing – see instructions in Appendix 'A' <input checked="" type="checkbox"/> Completed application form <input checked="" 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	Pre-submission consultation is strongly recommended. <input type="checkbox"/> Drawing – 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 m 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 m 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.



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**Application for Zoning Bylaw Amendment  
and/or West Grey Official Plan Amendment**

**Submission 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 emailed as an Adobe PDF document to [notice@westgrey.com](mailto:notice@westgrey.com). One application form may be used to apply for a zoning bylaw 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. Online payment is not available.

Type of Application		Fee	Subtotal
a)	Zoning bylaw amendment	\$3,000.00	
b)	Contingency fee – zoning bylaw amendment  Note: Contingency fee payable upon submission. Contingency fee required to pay municipal legal, engineering and planning fees related to <u>zoning bylaw 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 <u>developer</u> upon completion of planning requirements.	\$2,000.00	
c)	Official plan amendment	\$6,800.00	
d)	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	
<b>Additional Required Application Fees</b>			
e)	Grey County planning fee (\$400.00 flat fee for 1 <sup>st</sup> application plus \$50.00 for each related application.)	\$400.00 + _____	
f)	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 + _____	
<b>Total Application Fee:</b>			

Please ensure to complete this application in its entirety and submit any additional information that may have been identified as required through the pre-submission consultation process.

1. Owner/applicant	
Name	SCOTT + JILL HAEFLING
Mailing address	382267 CONCESSION 4 NDR HANOVER, ONT N4N 3B9
Telephone no.	416-505-4512
Email address	HAEFS@ROGERS.COM

2. Agent (if applicable)	
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.	
Name	
Mailing address	
Telephone no.	
Email address	

3. Solicitor (if applicable)	
Name	
Mailing address	
Telephone no.	
Email address	

4. Subject lands	
Former township/town	BENTINCK TWP
Legal description	LOT 27 CONCESSION 55
Civic address	382267 CONCESSION 4 NDR HANOVER ONT N4N 3B9
Assessment roll number	

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

6. Type and purpose of the application (select all applicable)	
Zoning bylaw amendment <input type="checkbox"/>	West Grey official plan amendment <input type="checkbox"/>

7. Zoning bylaw amendment information		
Provide the reason for the zoning bylaw amendment/what is the proposed use for the subject lands? Example: permit an automobile repair shop, automobile spray paint booth and automobile body shop. ARU AMENDMENT FOR A 2ND DWELING ON OUR PROPERTY TO KEEP THE EXISTING HOUSE ON OUR PROPERTY		
What area does the amendment cover?	Entire Lot <input type="checkbox"/>	Portion of the Lot <input checked="" type="checkbox"/>
*If zoning bylaw amendment applies only to a portion of the lot then your drawing must include dimensions of the area.		

8. West Grey official plan amendment information		
Provide the reason for the official plan amendment/what is the proposed use for the subject lands? Example: designate the subject lands to allow for a commercial use being an automobile repair shop, automobile spray paint booth, automobile body shop. RESIDENCE FOR DAUGHTER		
What area does the amendment cover?	entire lot <input type="checkbox"/>	portion of the lot <input checked="" type="checkbox"/>
*If official plan amendment applies only to a portion of the lot then your drawing must include dimensions of the area.		

9. Planning Background			
What is the current West Grey zoning? (see <a href="https://www.grey.ca/government/land-use-planning">https://www.grey.ca/government/land-use-planning</a> )		A2 RESIDENTIAL	
What is the current West Grey official plan designation? (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> )		420528000605400	
What is the County of Grey official plan designation? (see <a href="https://www.grey.ca/government/land-use-planning">https://www.grey.ca/government/land-use-planning</a> )			
Describe how the application conforms with the policies of the West Grey and/or County of Grey official plan(s) noted above:		2ND DWELLING ON EXISTING PROPERTY	
Describe the surrounding land uses:		RESIDENTIAL	
What is the current use of the Subject Lands?		RESIDENTIAL	
Are there any existing buildings or structures on the subject lands? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
If yes existing buildings and structures need to be shown on the drawing (see Appendix A). Provide the following:			
	Existing building no. 1	Existing building no. 2	Existing building no. 3
Currently used for	EXISTING HOUSE	GARAGE	NEW HOUSE
Year Built	1966	2017	2022
Are there any <u>new</u> buildings or structures proposed to be built? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes <u>new</u> buildings and structures need to be shown on the drawing (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 checked="" type="checkbox"/> County Road <input type="checkbox"/> Right-of-Way <input type="checkbox"/>		Provincial Highway <input type="checkbox"/> Municipal Road (All Season) <input checked="" type="checkbox"/> County Road <input type="checkbox"/> Right-of-Way <input type="checkbox"/>	
<b>Water service – exiting use</b>		<b>Water service – proposed use</b>	
Municipal Service <input type="checkbox"/> Private Well <input checked="" type="checkbox"/> Communal Well <input type="checkbox"/> Other: _____		Municipal Service <input type="checkbox"/> Private Well <input checked="" 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 checked="" type="checkbox"/> Communal Septic <input type="checkbox"/> Privy/Outhouse <input type="checkbox"/> Other: _____		Municipal Service <input type="checkbox"/> Private Septic <input checked="" 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: _____	

**10. 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:

**Explain how your application is consistent with the Provincial Policy Statement 2020**

(see: <https://www.ontario.ca/page/provincial-policy-statement-2020>)

INCREASING HOUSING

**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.

**Are there any registered easements/right-of-way or restrictive covenants on the lot?**

Yes  No

If yes describe each easement or restrictive covenant and its effect:

\*If yes, your Drawing must include the location of the easement/right-of-way

the easement is a right of way  
and is shown on the drawing to the  
west of the lot.

**Authorization for Agent to Act for Owner**

I/we JILL HAEFLING am/are the registered owner(s) of the land that is the subject of this application for zoning bylaw amendment and/or official plan amendment. I/we authorize SCOTT HAEFLING 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.

Jill Haefling  
Signature of Owner/Owners

Jan. 14/25  
Date

C. Walterhouse  
Signature of Witness

Feb. 2. 2025  
Date

Name of Witness: Cornie Walterhouse

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

I/we SCOTT HAEFLING 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 Durham in the Municipality of West Grey this 11 day of February 2025.

[Signature]  
Signature of Owner/Owners or Agent

Feb 11/25  
Date

Krista House  
Signature of Commissioner

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

Feb. 11/25  
Date

**Owner/Applicant's Declaration**

In submitting this application, I/we \_\_\_\_\_ the owner/applicant hereby:

- a) apply to the Municipality of West Grey for a zoning bylaw amendment and/or official plan amendment, as described in this application; and
- b) agree and enclose the application fees as calculated; and
- c) 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
- d) 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
- e) 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
- f) 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
- g) 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.

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

\_\_\_\_\_  
Date

## Appendix 'A' – Drawing Requirements

Drawing in metric units must be included showing the following (see Example):

- a) North arrow;
- b) The boundaries and dimensions (frontage, depth and area) of the subject land;
- c) The location, size and use of all existing and proposed buildings, structures and additions on the subject land, indicating:
  - i. distance from the edge of the access road, the front lot line, the rear lot line, the interior side lot lines and the exterior lot line;
  - ii. number of stories;
  - iii. building height;
  - iv. ground floor area;
- d) The location, dimensions and set back to the front lot line, the rear lot line, the interior side lot lines and the exterior lot line and to existing and proposed buildings and structures of the on-site septic system (if applicable);
- e) The location of on-site well (if applicable);
- f) The location and dimensions of existing and proposed driveways and parking areas;
- g) Distance from the lands to be rezoned to all barns/manure storage within 750 m (if applicable)
- h) The approximate location of all natural and artificial features (for example, buildings, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas) 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;
- i) The current uses of land that is adjacent to the subject land;
- j) 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; and
- k) The location and nature of any easements affecting the subject land.

### Notes:

A Surveyor's Real Property Report prepared by an Ontario Land Surveyor may be required to be submitted with the application where the location of buildings and structures appears to be on, or over, the property line.

### Example Drawing

