

| 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.

**What is required to submit a minor variance application?**  
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 minor variance applications | <div><input type="checkbox"/> <b>Pre-submission consultation is strongly recommended.</b></div> <div><input type="checkbox"/> Drawing – see instructions in Appendix ‘A’</div> <div><input type="checkbox"/> Completed application form</div> <div><input type="checkbox"/> Commissioners stamp/signature</div> <div><input type="checkbox"/> Application fee – see calculation instructions below</div> |

**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 e-mailed as an adobe PDF document to [notice@westgrey.com](mailto:notice@westgrey.com). 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 (Municipality), 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) Minor Variance Application                                                                                                                             | \$1,400.00       |          |
| Additional Required Application Fees                                                                                                                      |                  |          |
| e) Grey County Planning Fee<br>(\$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<br>(\$190 Flat Fee for 1 <sup>st</sup> Application plus 50% of \$190 for each related application.) | \$190.00 + _____ |          |
| Total Application Fee:                                                                                                                                    |                  |          |

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               |  |
| Mailing address    |  |
| Telephone no.      |  |
| Email address      |  |

| 2. Agent (if applicable)                                                                                                                                                                                               |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <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                                                                                                                                                                                                          |  |

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

| 4. Subject Lands       |  |
|------------------------|--|
| Former township/town   |  |
| Legal description      |  |
| Civic address          |  |
| Assessment roll number |  |

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

| 6. Nature and extent of the relief from the zoning bylaw (what is being varied)                                                                                                                                                                                                                                |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Describe the nature and extent of the relief being applied for?</b><br>Example: reduce front yard, minimum from x metres to x metres to allow addition to dwelling/permit a new garage in the front yard/permit an accessory building of x square metres whereas x square metres is permitted by the bylaw. |  |
| <b>Indicate why the proposed use cannot comply with the requirements of the zoning bylaw.</b>                                                                                                                                                                                                                  |  |

| 7. Planning background                                                                                                                                                                                                                             |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>What is the current West Grey zoning</b><br>(see <a href="https://www.grey.ca/government/land-use-planning">https://www.grey.ca/government/land-use-planning</a> )                                                                              |  |
| <b>What is the current West Grey Official Plan designation</b><br>(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> ) |  |
| <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> )                                                                                                                                       |                         |                                                                                                                                               |                         |
| Describe how the application conforms with the policies of the West Grey and/or County of Grey Official Plan(s) noted above:                                                                                                                                 |                         |                                                                                                                                               |                         |
| Describe the surrounding land uses:                                                                                                                                                                                                                          |                         |                                                                                                                                               |                         |
| What is the current use of the subject lands?                                                                                                                                                                                                                |                         |                                                                                                                                               |                         |
| Are there any existing buildings or structures on the subject lands?<br>Yes <input type="checkbox"/> No <input type="checkbox"/><br>If Yes Existing buildings and structures need to be shown on the <b>drawing</b> (see Appendix A). Provide the following: |                         |                                                                                                                                               |                         |
|                                                                                                                                                                                                                                                              | Existing Building No. 1 | Existing Building No. 2                                                                                                                       | Existing Building No. 3 |
| Currently used for                                                                                                                                                                                                                                           |                         |                                                                                                                                               |                         |
| Year Built                                                                                                                                                                                                                                                   |                         |                                                                                                                                               |                         |
| Are there any new buildings or structures proposed to be built?<br>Yes <input type="checkbox"/> No <input type="checkbox"/><br>If <b>yes</b> new buildings and structures need to be shown on the <b>drawing</b> (see Appendix A). Provide the following:    |                         |                                                                                                                                               |                         |
|                                                                                                                                                                                                                                                              | New Building No. 1      | New Building No. 2                                                                                                                            | New Building No. 3      |
| Proposed Use                                                                                                                                                                                                                                                 |                         |                                                                                                                                               |                         |
| Access                                                                                                                                                                                                                                                       |                         | Water Service                                                                                                                                 |                         |
| Provincial Highway <input type="checkbox"/><br>Municipal Road (All Season) <input type="checkbox"/><br>County Road <input type="checkbox"/><br>Right-of-Way <input type="checkbox"/>                                                                         |                         | Municipal Service <input type="checkbox"/><br>Private Well <input type="checkbox"/><br>Communal Well <input type="checkbox"/><br>Other: _____ |                         |
| Sewage Service                                                                                                                                                                                                                                               |                         | Storm Drainage                                                                                                                                |                         |
| Municipal Service <input type="checkbox"/><br>Private Septic <input type="checkbox"/><br>Communal Septic <input type="checkbox"/><br>Privy/Outhouse <input type="checkbox"/><br>Other: _____                                                                 |                         | Municipal Storm Sewers <input type="checkbox"/><br>Ditches/Swales <input type="checkbox"/><br>Other: _____                                    |                         |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Are the lands the subject of any other application under the <i>Planning Act</i> , 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?<br><br>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes provide the following:<br><br>File No.: Status:                                                                                                |
| <b>Saugeen, Grey Sauble Northern Bruce Peninsula Source Protection Plan</b><br>Is the subject land within a Wellhead Protection Area (WHPA)? (see <a href="https://home.waterprotection.ca/">https://home.waterprotection.ca/</a> )<br><br>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, identify the WHPA:<br><br>If <b>yes</b> 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?<br><br>Yes <input type="checkbox"/> No <input type="checkbox"/><br><br>If <b>yes</b> describe each easement or restrictive covenant and its effect:<br><br>*If <b>yes</b> your drawing must include the location of the easement/right-of-way                                                                                                                                                                                |

**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 minor variance. 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 \_\_\_\_\_ 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 \_\_\_\_\_ in the Municipality of West Grey this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

\_\_\_\_\_  
Signature of Owner/Owners or Agent  
Date

\_\_\_\_\_  
Signature of Commissioner  
Date

**Owner/applicant’s declaration**

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

- a) apply to the Municipality for a minor variance 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, members of the staff of the Municipality 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 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/Agent  
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 metres (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

