



LOFT PLANNING

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July 22, 2026

Matt Rapke
Senior Planner
Municipality of West Grey
402813 Grey Road 4
Durham, ON N0G 1R0

Dear Ms. Rapke:

RE: Planning Justification Letter (Minor Variance)
6724 Highway 89, Municipality of West Grey
Legal Address: NORMANBY CON B PT LOT 75 RP 17R531 PT PART 1
ARN: 4205 010 00705501
File: MAR-70423-305 (MARTIN, MARVIN, MARTIN, ESTHER)

1.0 INTRODUCTION

We have been retained by Marvin Martin and Esther Martin, owners of 6724 Highway 89, Municipality of West Grey to act as planners for a Minor Variance Application and Site Plan Application on the aforementioned lands. The land is municipally known as 6724 Highway 89, Municipality of West Grey. The application proposes to increase the size of an existing Industrial workshop located on the subject property. This Planning Justification Letter is being submitted as part of a complete application.

We would note that this site has site specific Official Plan policies (County of Grey Official Plan) and site-specific Zoning By-law Amendment provisions as per previous approvals. County OPA No. 138 and ZBA No. 82-2017 were approved in August, 2017 which permitted a maximum GFA of 557.4 square metres and an outdoor storage area of 442.6 square metres. Following these approvals, the applicant's business continued to expand and additional outdoor storage area was sought. As a result of planning applications, County OPA No. 21 and ZBA No. 2025-036 were approved in August, 2025 which were twofold: the OPA re-designated a portion of the lands to Space Extensive Industrial and Commercial designation and amended the zoning to allow expansion and to set additional site planning provisions.

2.0 LOCATION

The subject lands are municipally known as 6724 Highway 89 Municipality of West Grey 132225 and legally described as NORMANBY CON B PT LOT 75 RP 17R531 PT PART 1. The lands are located on the northern side of Highway 89. (Figure 1)

3.0 SITE DESCRIPTION & SURROUNDING USES



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The subject lands are a rural parcel of land having a lot area of 12 hectares and a lot frontage of 485 metres onto Highway 89 (Figure 1 – Subject Lands). The lands are described as rural, include an existing rural industrial shop and business operating, and also contains woodlands and agricultural lands (Figure 2 – Aerial). The land contains a single detached residential dwelling and accessory structures including an agricultural building and an existing industrial use. The land is serviced by private services. (Figure 2)

The lands are designated Rural, Space Extensive Industrial and Commercial and Hazard in the County of Grey Official Plan as per a previous approval (OPA No. 21). The lands are zoned Rural Zone (A2), Rural Industrial Zone (M3-365) and Natural Environment Zone (NE) in the Municipality of West Grey Zoning By-law 37-2006, as per a previous approval (Bylaw No. 2025-036). The lands are partially regulated by the Saugeen Valley Conservation Authority (SVCA), however the area of the proposed expansion is not within the regulated area. The surrounding lands can be described as agricultural to the north, east, and south, and rural woodlands and wetlands to the west. The lands gain access from Highway 89 which is under MTO jurisdiction. We would note that an MTO Land Use Permit has been issued for this proposed expansion.

We have submitted for a minor variance to allow the expansion based on the following planning opinion:

1. The owners are operating a successful and growing business, and staff were of the opinion in 2025 – when a County Official Plan Amendment was required, to re-designate the lands to Space Extensive Industrial and Commercial in order to permit additional growth onsite without the need for an additional Official Plan Amendment.
2. The County of Grey Official Plan designates the subject lands to accommodate future development. Consistent with this direction, Official Plan Amendment (OPA) No. 21 designates the site for Space Extensive Industrial and Commercial uses, without imposing specific size limitations comparable to those that apply to on-farm diversified uses.
3. Zoning By-law 2025-036 permits a maximum Gross Floor Area of 630 square metres where 782.93 square metres is requested. A minor variance is not determined solely by the percentage of increase or reduction being requested. Rather, whether a variance is "minor" depends on whether it satisfies the four tests under the *Planning Act*, including whether it maintains the general intent and purpose of the Official Plan and Zoning By-law, is desirable for the appropriate development or use of the land, and is minor in both its quantitative and qualitative impacts.
4. In our opinion, the proposed meets the four tests of a Minor Variance and approvals can be sought via Section 45(1) of the Planning Act, RSO 1990.

4.0 DESCRIPTION OF PROPOSAL

The existing industrial shop has a gross floor area of 539.65 square metres. The proposed addition will contribute an additional 243.28 square metres, resulting in a total gross floor area of 782.93 square metres. (Figure 3)



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Site-specific Zoning By-law Exception 365 recognizes a reduced east interior side yard setback of 2.5 metres for the existing industrial building. However, the proposed addition extends beyond the area subject to the site-specific exception and, therefore, requires a minor variance to permit the reduced east interior side yard setback.

The site currently provides seven parking spaces. No additional parking spaces are anticipated to be required as a result of the proposed addition, as the expansion will not increase the operational demand for parking. Nevertheless, sufficient area exists on the property to accommodate additional parking should it be required in the future.

Minor Variance Request

The applicant proposes a Minor Variance to:

1. Where a maximum Gross Floor Area of 630 square metres is permitted and 782.93 square metres is requested. An increase of 152.93 square metres.
2. Where an Interior Side Yard setback (east only) of 9 metres is permitted and 2.74 metres is requested. A decrease of 6.26 metres.
3. Where 12 parking spaces are required and 7 parking spaces are provided. A reduction in 5 parking spaces.

5.0 MINOR VARIANCE

Under Section 45 of the Planning Act, RSO, 1990, the Committee of Adjustment is given the power to approve minor variances to the provisions of the Zoning By-law where it is demonstrated that the proposed variances represent good planning and are desirable for the appropriate development of the land and meet the general intent of the Official Plan and Zoning By-law.

The four tests were considered to determine the appropriateness of the proposed variances based on the impact on adjacent uses and a review of the Township of Southgate Official Plan and Zoning By-law. The analysis of the Four Tests is summarized as follows:

5.1 FOUR TESTS

1. Are the variances in keeping with the general intent and purpose of the County of Grey Official Plan?

The minor variance maintains the general intent and purpose of the County of Grey. County staff supported OPA No. 21 which re-designated the land to Space Extensive Industrial and Commercial designation in August, 2025.

The industrial operation on site was determined to be beyond an on-farm diversified use and the Space Extensive designation was supported. It is worth noting that this proposed expansion does not remove any farmland from production, does not impact the agricultural operations and is wholly located within the Space Extensive



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designated area on site. The proposed addition continues to meet the general intent and purpose of the County of Grey Official Plan and the Space Extensive Industrial and Commercial designation as follows:

- The use would have easy access to markets as it would be located on Highway 89, allowing for easy truck access. Further, it would continue to be close to the target market, being farm operations.
- Similarly, the use is located on Highway 89, providing a direct route for trucks delivering raw materials or shipping the metal feed storage containers.
- OPA 21 converted an existing OFDU into a Space Extensive Industrial and Commercial use to allow for growth.

The proposed variance maintains the general intent and purpose of the County of Grey Official Plan.

2. *Are the variances in keeping with the general intent and purpose of the Municipality of West Grey Zoning By-law 37-2006?*

The minor variance maintains the general intent and purpose of the Municipality of West Grey Zoning By-law. The subject lands are zoned Rural Zone (A2), Rural Industrial Zone (M3-365), Natural Environment (NE) in the Municipality of West Grey Zoning By-law 37-2006 (ZBA 2025-036) The proposed minor variance maintains the current zoning permissions, save and except the following: an increase in gross floor area from a permitted 630sqm to a requested 782.93sqm; a reduction in the interior side yard setback (east only) of 9 metres is permitted and 2.74 metres is requested; and, where 12 parking spaces are required and 7 parking spaces are provided.

Increase in Gross Floor Area:

Although the proposed addition comprises 243.28 square metres, the determination of whether the requested relief is minor is not based solely on the size of the addition. The test under Section 45(1) of the *Planning Act* is whether the requested variance is minor in terms of its planning impact. In this case, the proposed addition is an expansion of an existing industrial building on lands designated and zoned for industrial uses by way of site-specific provisions. The addition maintains the established character and function of the site, does not intensify the use beyond what is contemplated by the Official Plan or Zoning By-law, and is not anticipated to result in adverse impacts on adjacent properties. Furthermore, the additional space does not increase the demand for parking and sufficient space exists on the property should future parking demand increase.

Decrease in Interior Side Yard setback (East only):

Exception 365 does already permit a reduced Interior Side Yard setback of 2.5 metres for an existing accessory building align the east side of the existing building. We note that this reduction permitted an existing situation to exist as such, an additional variance is required for a new building addition. We would note that variance is request is to 2.74 metres (which is less variance than what is currently permitted).

The requested reduced interior side yard setback is entirely contained within the subject property, as the applicable zone boundary does not coincide with a property line. Accordingly, the variance does not reduce the physical separation between the proposed addition and an adjacent landowner. In effect, the requested relief



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relates to an internal zoning boundary rather than a lot line and, therefore, does not give rise to the land use compatibility, access, or amenity concerns that interior side yard setbacks are typically intended to address.

Decrease in Parking Spaces required:

Exception 365 does provide for 7 parking spaces to be required. The addition would require an additional 5 parking spaces. The owner does not anticipate that the building expansion will create more demand on parking requirements. The addition is not expected to increase customer demand or intensity of the use. The existing 7 parking spaces have been sufficient to accommodate the existing operation and is anticipated to service the use following the expansion. The reduction will not result in parking spillover on the road – which would not be permitted on Highway 89. We do note that should staff be of the opinion that the additional parking should be provided, the site plan would allow for these additional spaces to be accommodated.

The variance maintains the general purpose and intent of the Zoning By-law.

3. Is the Application minor in nature?

The variances requested are minor in nature:

- i. Building expansion (243.28 m²): The actual size of the addition is not the test. The addition expands an existing industrial building on lands designated and zoned for industrial/commercial uses. It does not intensify the use or create adverse impacts.
- ii. Interior side yard reduction (9.0 m to 2.5 m): The setback is measured to an internal zone boundary rather than a property line, the reduced setback remains entirely within the subject lands and does not reduce separation from an adjacent property.
- iii. Parking reduction (12 spaces to 7 spaces): The existing zoning permits/requires 7 parking spaces. The expansion does not increase parking demand, the existing seven spaces are adequate, and additional parking can be provided in the future if required.

In summary, it is our opinion that the variances requested are each minor:

- the proposed addition does not increase the intensity of the use;
- no adverse impacts are anticipated on adjacent lands;
- the reduced setback does not compromise the purpose of the zoning standards; and
- the existing parking supply is sufficient for the proposed operation.

4. Is the Application desirable for the appropriate development or use of the land, building, or structure?

The requested variances are considered desirable for the appropriate development and use of the subject lands. The proposal facilitates the expansion of an existing industrial operation on lands that are intended for industrial uses. The addition represents an efficient use of an existing developed site by allowing the continued operation and growth of an established use without requiring additional land or creating a new development pattern.



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The requested interior side yard setback variance does not negatively impact surrounding properties, as the reduced setback is contained within the subject lands and does not reduce the separation distance to an abutting property. Further, the parking reduction is appropriate for the proposed expansion, as the addition is not anticipated to increase parking demand, and adequate space remains available should additional parking be required in the future.

Overall, the variances support the continued productive use of the property, maintain compatibility with surrounding uses, and facilitate development that is consistent with the intended function of the lands.

6.0 CONCLUSION

This planning letter has been prepared in support of a Minor Variance application. Each of the variances maintains the four tests of a minor variance.

Respectfully Submitted,

LOFT PLANNING INC.

Kristine A. Loft, MCIP RPP
Principal

Figure 1 – Subject Lands

Figure 2 – Aerial

Figure 3 – Site Plan including Zoning Compliance

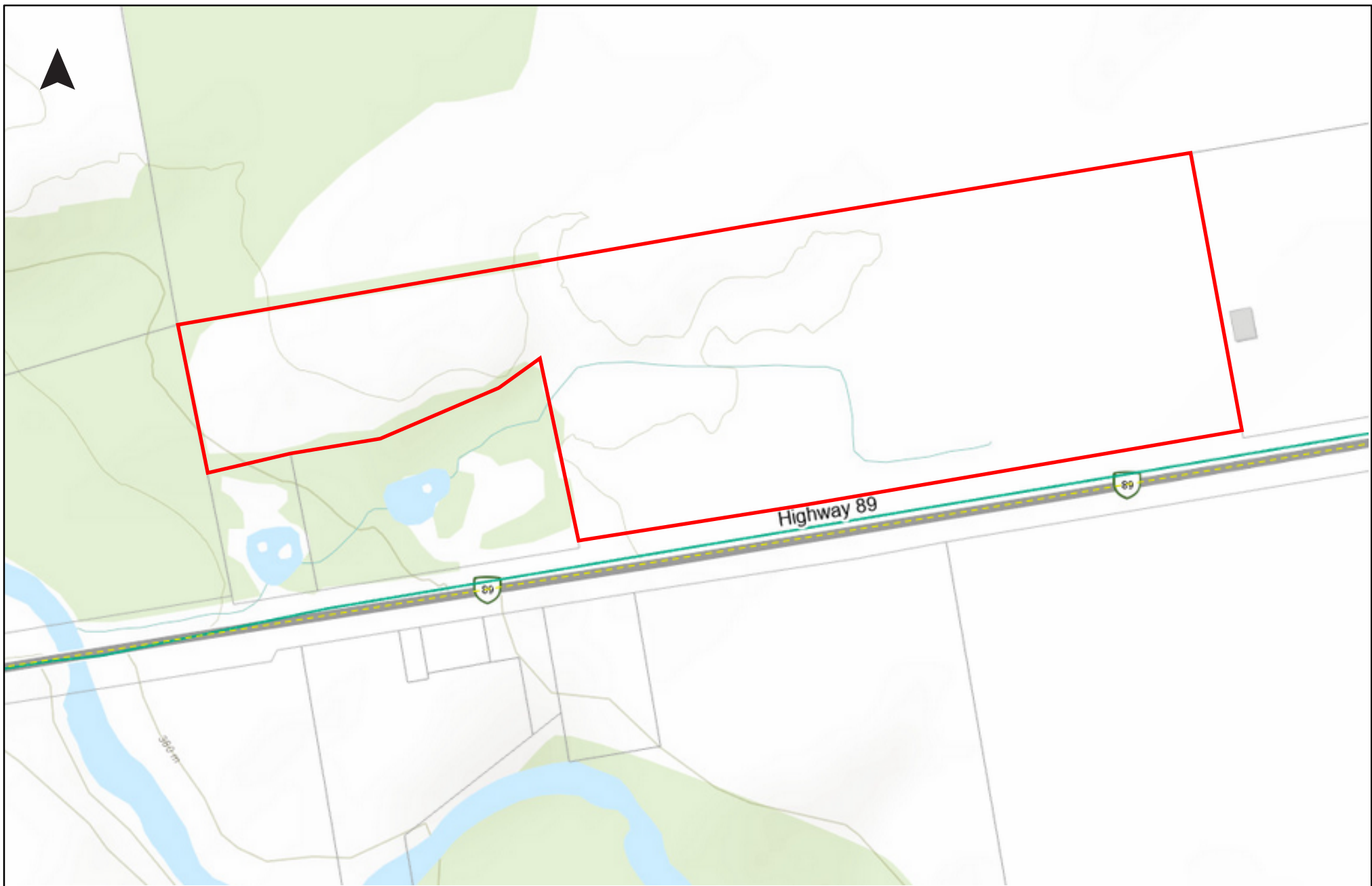


Figure 1
Location
6724 Highway 89
Municipality of West Grey

0 25 50 100m
Metres



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July 2026



Figure 2
Aerial
6724 Highway 89
Municipality of West Grey

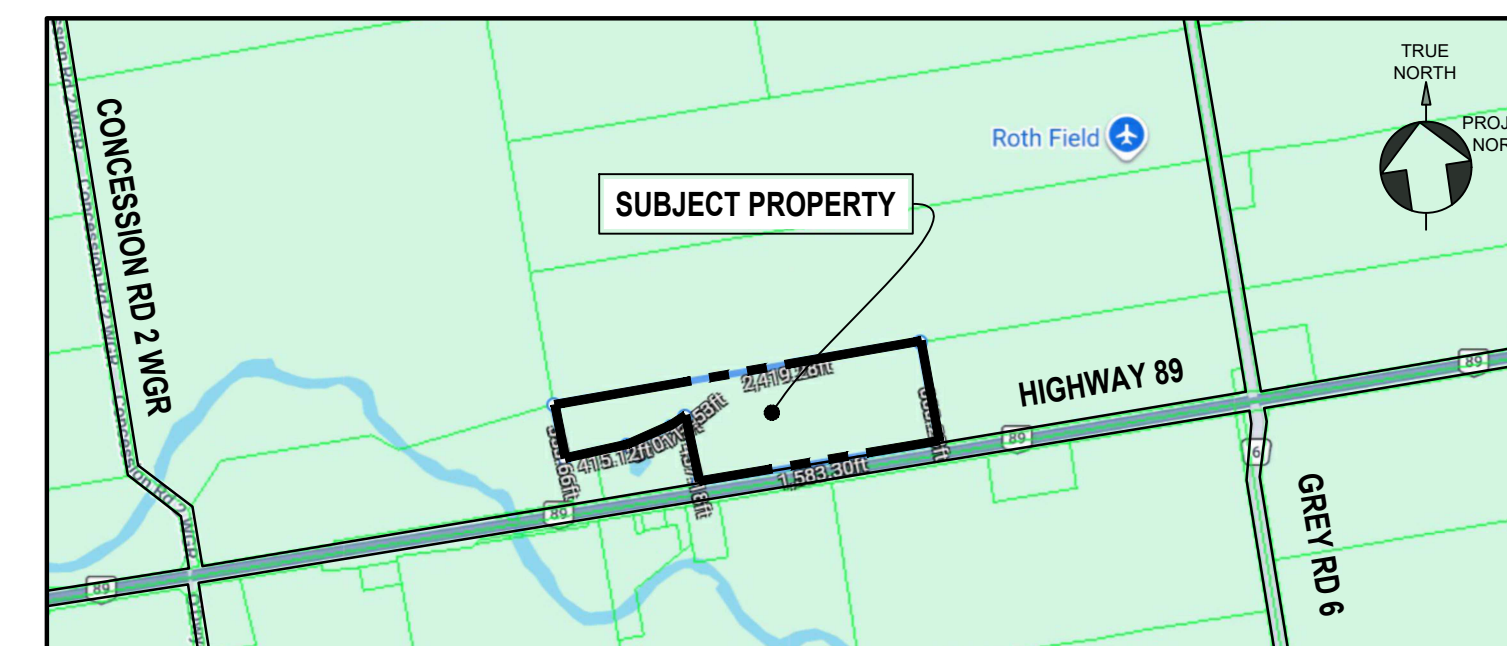
0 25 50 100m
Metres



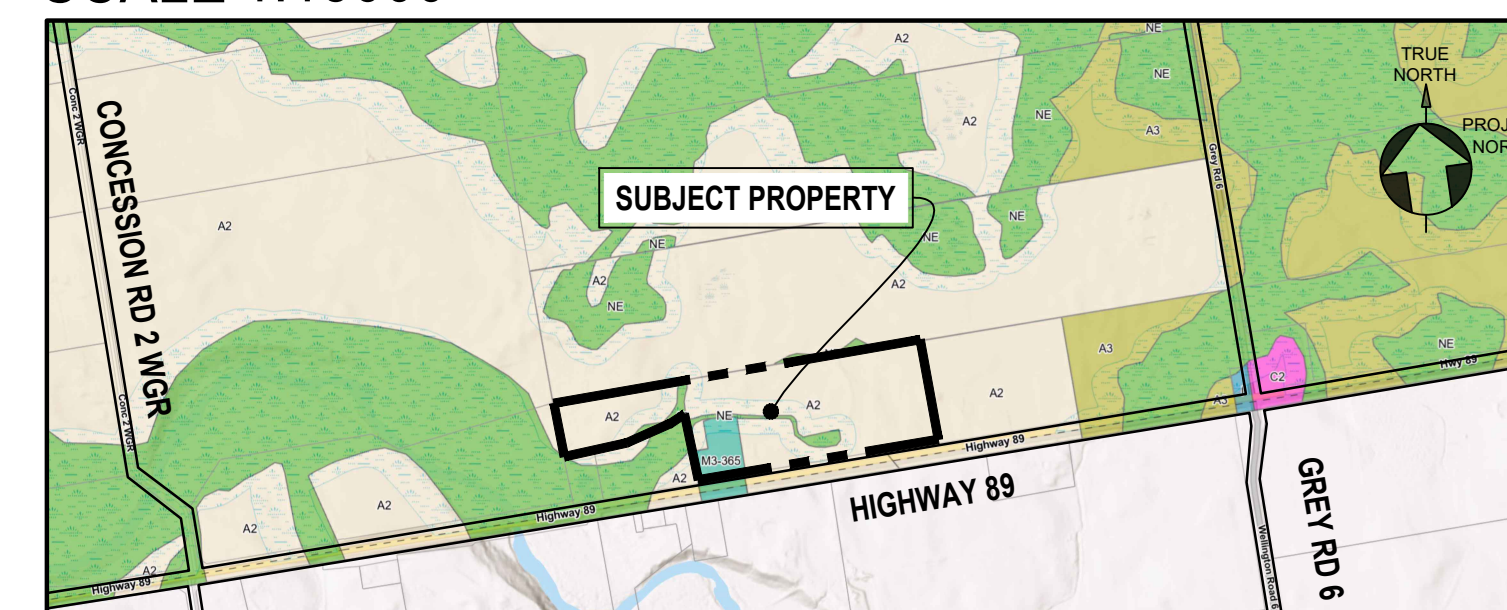
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July 2026

MOUNT FOREST, ON N0G 2L0

PARCEL DESCRIPTION	
ARN	420501000705501
LEGAL DESCRIPTION	PART LOT 75 CONCESSION B NORMANBY, PART 1 PLAN 17R531, SAVE AND EXCEPT PART 1 PLAN 16R10941
MUNICIPALITY	MUNICIPALITY OF WEST GREY
ADDRESS	6724 HIGHWAY 89, MOUNT FOREST

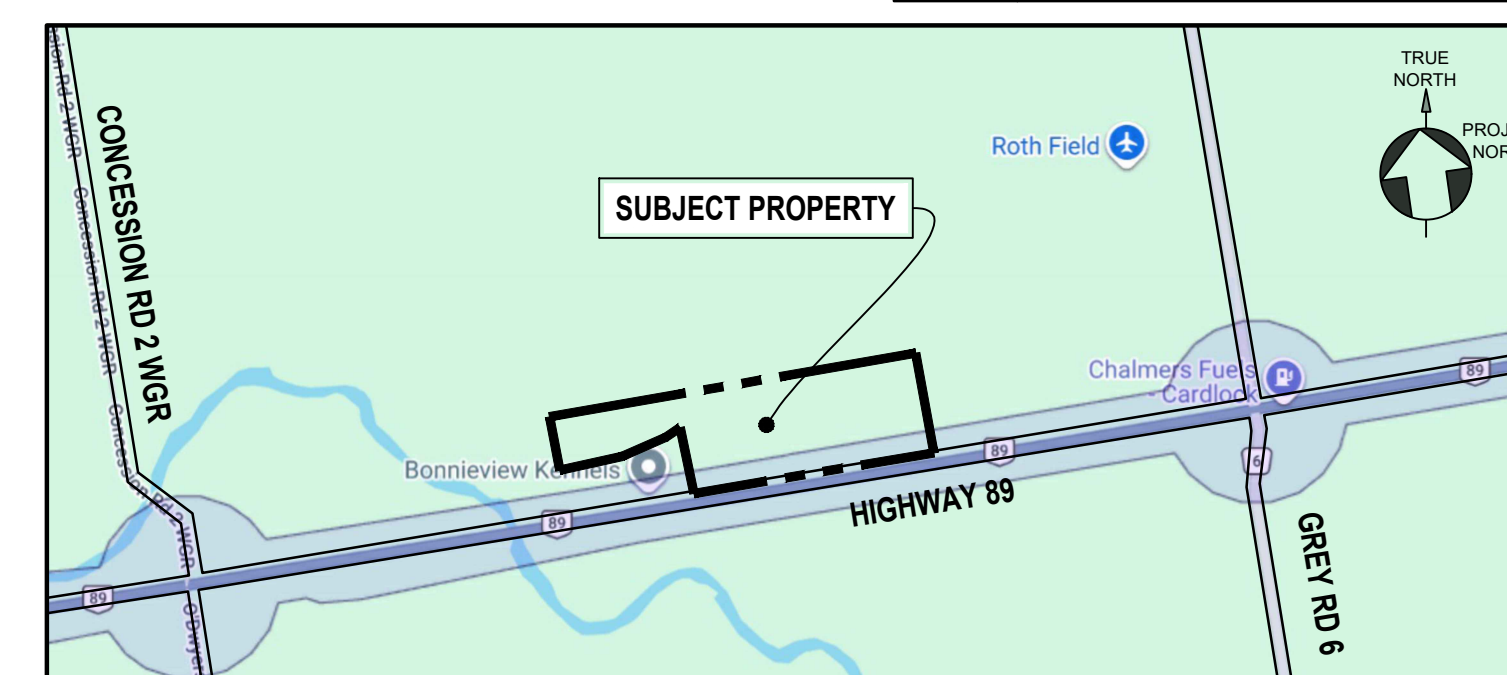


KEY PLAN
SCALE 1:15000



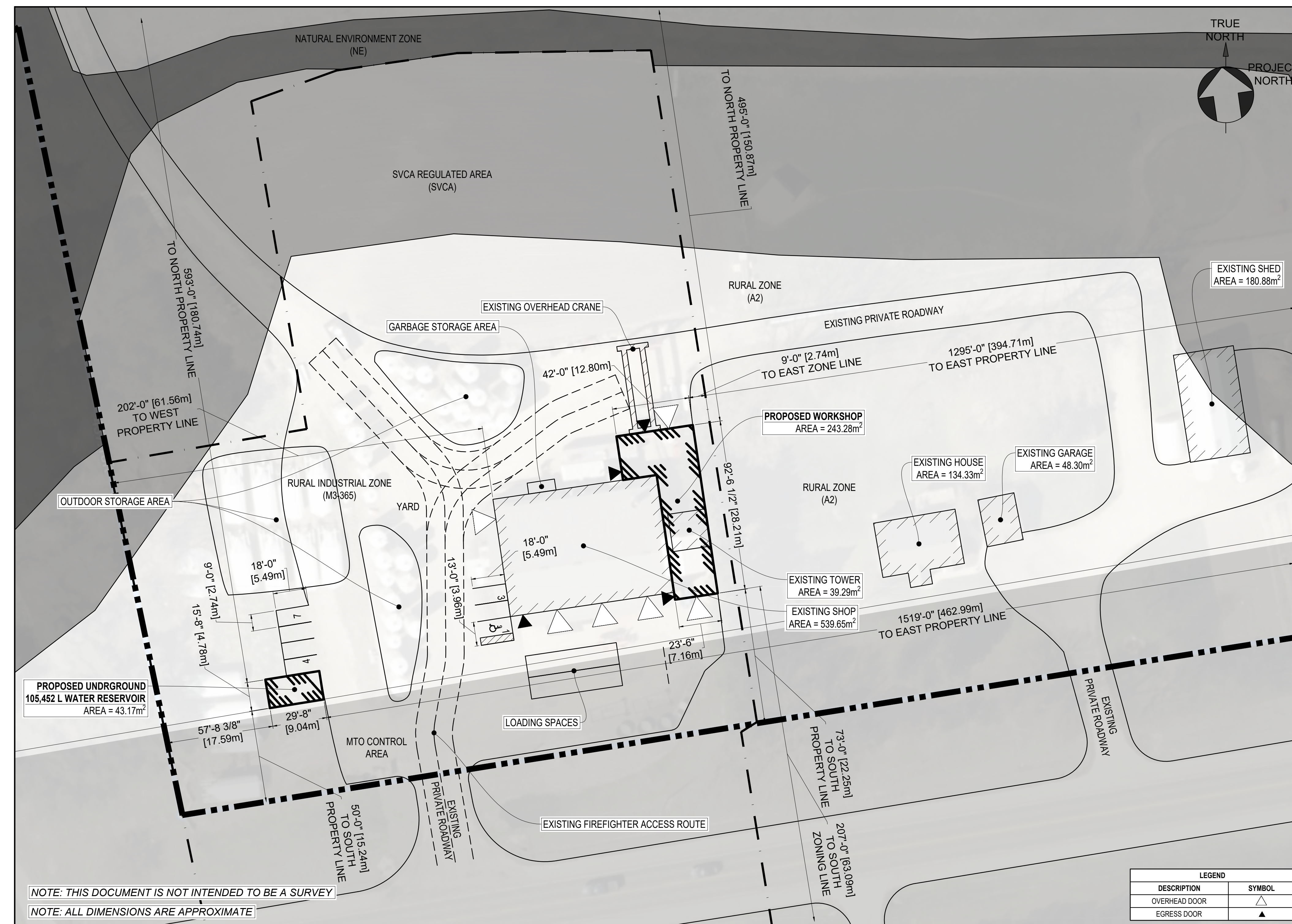
ZONING KEY PLAN: WEST GREY
SCALE 1:15000

Zoning Legend	
	RURAL ZONE (A2)
	RURAL INDUSTRIAL ZONE (M3)
	NATURAL ENVIRONMENT ZONE (NE)
	SVCA REGULATED AREA (SVCA)
	RESTRICTED RURAL (A3)
	HIGHWAY COMMERCIAL (C2)



ZONING KEY PLAN: MTO
SCALE 1:15000

Zoning Legend	
	MTD CONTROL AREA



ENLARGED SITE ORIENTATION PLAN
SCALE 1/32" = 1'-0"

LINE TYPES	
SUBJECT PROPERTY BOUNDARY LINE	— — — — — — — — — —
FIRE FIGHTER ACCESS ROUTE	- - - - -
RURAL INDUSTRIAL ZONE (M3-365)	- - - - -

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SCALE DRAW

OWNER: **MARVIN MARTIN**
6724 HIGHWAY 89
MOUNT FOREST, ONTARIO N0G 2L0

PROJECT NAME / LOCATION:

WORKSHOP ADDITION
6724 HIGHWAY 89
MOUNT FOREST, ONTARIO N0G 2L0

6" x SHEET TITLE:

3 SHEET TITLE: ENLARGED SITE PLAN

DIAG FILE:	2026.234 Spurensite Entwertung - Workshop.doc
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DWG FILE:	2026.234 3daddgeoside Etrial phases - Workshop.dwg		
DRAWN BY:	A.R	JOB#:	2026.234

CHECKED BY:	RMM	CD1
REVISION:	--	

DATE:	JUN. 30, 2026.
SCALE:	10 MILLION

SCALE:	AS NOTED	
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SECTION 26 - RURAL INDUSTRIAL ZONE (M3) (Municipality of West Grey Zoning By-law Number 37-2006)			
	DESCRIPTION	MINIMUM/MAXIMUM ZONING REQUIREMENTS	PROVIDED
26.1	PERMITTED USES	- Automotive Body Repair Shop - Automotive Service Station - Builders or Contractors Professional Office - Builders or Contractors Yard - Business or Professional Office - Construction Company - Custom Workshop - Dry Industry - Existing Agricultural uses - Feed Mill, Seed Plant, Grain Elevator - Mini-storage Establishment - Parking Area Lot - Public Building - Public Uses - Public Works Yard - Service or Repair Shop - Service Industry - Septic Tank Service - Transport Establishment - Warehouse - Well Driller - Wholesale Outlet - Accessory Uses, Buildings and Structures in accordance with Section 6.1, including offices, cafeteria, factory outlet, storage yards, showrooms and places of recreation - Storage industry	- Dry Industry
26.2.1	LOT AREA, Minimum	.4 ha (1 ac)	12.24 ha (30.25 ac)
26.2.2	LOT FRONTAGE, Minimum	30 m (98.4 ft)	91.44m (300 ft)
26.2.3	FRONT YARD, Minimum	7.5 m (24.6 ft) plus any applicable distance required by the applicable road authority as specified in the applicable regulations in Section 6.31 of this By-law.	SOUTH 22.25m (73 ft)
26.2.4	INTERIOR SIDE YARD, Minimum	3 m (9.8 ft); 9.2m (30.2 ft) where a Rural Industrial Zone abuts any residential zone.	EAST 394.71m (1295 ft) WEST 61.56m (202 ft)
26.2.5	EXTERIOR SIDE YARD, Minimum	7.5 m (24.6 ft) plus any applicable distance required by the applicable road authority as specified in the applicable regulations in Section 6.31 of this By-law.	N/A
26.2.6	REAR YARD, Minimum	7.5 m (24.6 ft); 9.2m (30.2 ft) where a Rural Industrial Zone abuts any residential zone	NORTH 150.87m (495 ft)
26.2.7	LOT COVERAGE, Maximum	30%	0.93%
26.2.8	BUILDING HEIGHT, Maximum	12 m (39.4 ft)	9.82m (32.25 ft)
26.2.9	RESIDENTIAL SETBACKS	No industrial activity including outdoor storage areas shall be located within 60 m (197 ft) of a residence on an abutting lot.	N/A
26.2.10	MAXIMUM GROSS FLOOR AREA	Maximum gross floor area of the main building shall not exceed 250 sq. metres	782.93m ²
26.3.1	BUFFER AREA AND LANDSCAPED AREA	a) Buffer area/strip shall be provided adjacent to every lot line that abuts any other zone in accordance with the applicable regulations required by Section 6.3 of this By-law. b) A landscaped area of 1.5 m (5 ft) in depth shall be provided across the entire frontage of the lot adjacent to the front lot line, or street line, except for areas of ingress and egress. c) Garbage Storage Areas shall be provided according to the regulations required by Section 6.11 of this By-law	
26.3.2	OUTDOOR STORAGE	Outdoor storage of goods, material, or supplies, will be permitted subject to the regulations as specified in Section 6.26 of this By-law.	

SECTION 6 - GENERAL PROVISIONS (Municipality of West Grey Zoning By-law Number 37-2006)			
	DESCRIPTION	MINIMUM/MAXIMUM ZONING REQUIREMENTS	PROVIDED
6.26	OUTDOOR STORAGE AREAS	In a Highway Commercial Zone, Rural Commercial Zone, Industrial Zone, and Rural Industrial Zone, the outdoor display of goods, materials and equipment, which is accessory to the main use of the lot, shall be permitted in accordance with the following regulations: a) Such storage area shall not be located in any required yard setback b) Such storage area shall not comprise more than 40% of the total lot area. c) Such storage area shall be visually screened from view from the street and from any abutting land zoned or used for residential, institutional or open space by a buffer area or strip in accordance with the applicable regulations of Section 6.3 of this By-law.	MET MET MET
6.27.4	CALCULATION OF PARKING REGULATIONS	Where a part of a parking space is required in accordance with this By-Law for a use listed above, such part shall be considered one parking space for the purpose of calculating the total parking requirements for the said use. In addition, where the number of parking spaces required in accordance with this By-law is based upon the capacity of a building or structure, such capacity shall be deemed to be the same as the maximum capacity for such building or structure permitted by the Ontario Building Code, the Ontario Fire Code, or where applicable, the Liquor Licensing Board of Ontario, whichever capacity is the lesser. Where, on the date of passing of this By-law, a use of a lot does not comply with number of parking spaces required by Subsection 6.27.8, this By-law shall not be interpreted to require that the deficiency be made up prior to the construction of any addition or change of use except that any additional parking spaces required for the addition or change of use are provided in accordance with all provisions of Section 6.27 of this By-law.	CONFIRMED
6.27.8	MINIMUM NUMBER OF PARKING SPACES REQUIRED	Industrial use 1/90 m (1/969 ft2) GFA Min 5 spaces + Visitor (3 max for 15m (49.2ft) front)	REQUIRED 12 - 7 PROVIDED VISITOR - MET

SECTION 35 - EXCEPTION ZONE (M3-365) (THE CORPORATION OF THE MUNICIPALITY OF WEST GREY BYLAW NO. 2025-036)			
	DESCRIPTION	MINIMUM/MAXIMUM ZONING REQUIREMENTS	PROVIDED
4 (a)	Permitted uses shall be limited to:	'Industry, Dry', carpentry shop, welding shop, machine shop, custom workshop, furniture fabrication, assembly, and repair; a tool and repair shop, and a small engine repair shop but shall not include autobody repairs or automobile sales, service and repair; automotive washing establishment, the sale of gas, or a wrecking yard.	- Dry Industry
4 (b)	For the purposes of this section the 'M3-365' zone shall be considered to be a 'Lot' for purposes of establishing the maximum and/or minimum lot coverage, building setbacks etc. ;		CONFIRMED
4 (c)	The Maximum Gross Floor Area of the main building shall not exceed 630m ² ;		782.93m ²
4 (d)	Front Yard, Minimum shall be no less than 14 metres;		SOUTH 63.09m (207 ft)
4 (e)	Interior Side Yard East, Minimum shall be no less than 9.0 metres;		EAST 2.74m (9 ft)
4 (f)	Interior Side Yard West, Minimum shall be no less than 40.0 metres;		WEST 61.56m (202 ft)
4 (g)	Section 26.2.9 Residential Setbacks shall not apply;		CONFIRMED
4 (h)	Section 26.3 Other Provisions shall not apply;		CONFIRMED
4 (i)	Notwithstanding the Interior Side Yard East Minimum, an existing 39 m ² accessory building along the side yard with a 2.5 m side yard setback shall be permitted;		BUILDING REMOVED AS PART OF THIS PROPOSAL.
4 (j)	Accessory Use, Buildings and Structures shall be prohibited;		CONFIRMED
4 (k)	Notwithstanding Section 26.3.1 Buffer Area and Landscaped Area, a Buffer Area/Landscaped Area/Garbage Storage Area shall be provided as follows: BUFFER AREA: A buffer area shall be provided along the West 'M3-365' zone line in accordance with the following provisions: i. Have a minimum width throughout of not less than 1.5 m (5 ft). ii. j Consist of a 'Planting Strip' of not less than 1.8 m (5.9 ft). iii. Be kept free of all parking, buildings or structures except for a legal boundary partition and used only for the placement of trees, shrubs, similar vegetation, fencing and landscaping features. iv. Be maintained by the owner of land on which the buffer area is located. LANDSCAPED AREA: A landscaped area of 1.5 m (5 ft) in depth shall be provided across the entire frontage of the lot adjacent to the front lot line, or street line, except for areas of ingress and egress. GARBAGE STORAGE AREAS: Garbage Storage Areas shall be provided according Section 6.11 Garbage Storage Areas.		MET MET MET MET MET MET
4 (l)	Outdoor Display Areas shall be prohibited;		CONFIRMED
4 (m)	Notwithstanding Section 6.26 Outdoor Storage Areas and Section 26.3.2 Outdoor Storage, the gross Outdoor Storage Area shall not exceed 2,300 m ² ;		MET
4 (n)	Notwithstanding Section 6.26 Outdoor Storage Areas and Section 26.3.2 Outdoor Storage, the Outdoor Storage Area shall be located to the rear of the main building;		MET
4 (o)	Notwithstanding Section 6.27.8 Minimum Number of Parking Spaces Required a minimum of 7 parking spaces shall be provided;		7 parking spots
4 (p)	Notwithstanding Section 6.16(f) Loading Regulations a minimum of 2 loading spaces shall be provided;		2 LOADING SPACES
4 (q)	There shall be no advertising other than a non-illuminating sign which has a maximum size of 1.487 square metres (16 square feet);		MET
4 (r)	Notwithstanding Section 6.9 External Lighting, all external lighting fixtures shall be dark sky friendly;		MET
4 (s)	All other Regulations of the M3 Rural Industrial Zone shall apply.		MET

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OWNER: MARVIN MARTIN 6724 HIGHWAY 89 MOUNT FOREST, ONTARIO N0G 2L0			
PROJECT NAME / LOCATION: WORKSHOP ADDITION 6724 HIGHWAY 89 MOUNT FOREST, ONTARIO N0G 2L0			
SHEET TITLE: ZONING NOTES			
DWG FILE:	2026-234 Saugamside Enterprises - Workshop.dwg	JOB#:	2026-234
DRAWN BY:	A.R		
CHECKED BY:	RAM		
REVISION:	-		
DATE:	JUN. 30, 2026		
SCALE:	AS NOTED		

SP2

SHEET SIZE = 36" x 24" - DO NOT SCALE DRAWINGS