

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	\$1,400
Additional Required Application Fees		
e) Grey County Planning Fee (\$400.00 Flat Fee for 1 <sup>st</sup> Application plus \$50.00 for each related application.)	\$400.00 + _____	\$400
f) Saugeen Valley Conservation Authority Planning Fee (\$190 Flat Fee for 1 <sup>st</sup> Application plus 50% of \$190 for each related application.)	\$190.00 + _____	\$190
Total Application Fee:		\$1,990

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	Diane Barlow
Mailing address	474789 Townsend Lake Road, Markdale, ON, N0C 1H0
Telephone no.	519-369-4716
Email address	alexcolley00@gmail.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	Design Plan Services Inc. (c/o Roshan Thiru)
Mailing address	87 Skyway Avenue, Suite 200, Toronto, ON, M9W 6R3
Telephone no.	416-626-5445
Email address	roshan@designplan.ca

3. <del>Solicitor (if applicable)</del>	
Name	
Mailing address	
Telephone no.	
Email address	

4. Subject Lands	
Former township/town	Glenelg Township
Legal description	PT LT 6 CON 12 PT 2, 16R2194
Civic address	474789 Townsend Lake Road
Assessment roll number	4205220003110400000

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

6. Nature and extent of the relief from the zoning bylaw (what is being varied)	
Describe the nature and extent of the relief being applied for? 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. <small>To require relief from Section 6.29 of Zoning By-law 37-2006. The Proposal to construct an accessory apartment unit requires relief from Section 6.29 (d) as the Proposal will introduce 3 bedrooms (one within the main principal dwelling) and will have a floor area of 1656 sq.ft (the accessory apartment building will only have a floor area of 718 sq.ft).</small>	
Indicate why the proposed use cannot comply with the requirements of the zoning bylaw. The proposal requires from the Zoning By-law.	

7. 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> )	A3 - Restricted Rural Zone
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> )	
What is the County of Grey Official Plan designation	Inland Lakes & Shoreline Settlement Areas

(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:		The proposal to construct an accessory apartment unit conforms to Policy 4.2.5.	
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 <b>drawing</b> (see Appendix A). Provide the following:			
	Existing Building No. 1	Existing Building No. 2	Existing Building No. 3
Currently used for	Main residential dwelling	Old/Existing house (to be converted to accessory apartment unit)	
Year Built	2022-2023	Unknown	
Are there any new buildings or structures proposed to be built? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 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	Accessory apartment unit		
Access		Water Service	
Provincial Highway <input type="checkbox"/> Municipal Road (All Season) <input checked="" type="checkbox"/> County Road <input type="checkbox"/> Right-of-Way <input type="checkbox"/>		Municipal Service <input type="checkbox"/> Private Well <input checked="" type="checkbox"/> Communal Well <input type="checkbox"/> Other: _____	
Sewage Service		Storm Drainage	
Municipal Service <input type="checkbox"/> Private Septic <input checked="" type="checkbox"/> Communal Septic <input type="checkbox"/> Privy/Outhouse <input type="checkbox"/> Other: _____		Municipal Storm Sewers <input type="checkbox"/> Ditches/Swales <input checked="" type="checkbox"/> Other: _____	

<b>8. Other</b>	
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?  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes provide the following:  File No.: Status:	
<b>Saugeen, Grey Sauble Northern Bruce Peninsula Source Protection Plan</b> Is the subject land within a Wellhead Protection Area (WHPA)? (see <a href="https://home.waterprotection.ca/">https://home.waterprotection.ca/</a> )  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, identify the WHPA:  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?  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  If <b>yes</b> describe each easement or restrictive covenant and its effect:  *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 Diane Barlow am/are the registered owner(s) of the land that is the subject of this application for minor variance. I/we authorize Design Plan Services Inc. (c/o Roshan Thiru) 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.

D Barlow  
Signature of owner/owners

26-MAY-2025

Date

Brett Barlow  
Signature of witness

26-May-25  
Date

Name of witness: Brett Barlow

**Affidavit or sworn declaration for the prescribed information**

I/we Roshan Thiru of Design Plan Services Inc. 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 the City of Toronto, in the Province of Ontario, this 26 day of May, 2025  
in the Municipality of West Grey this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_.

Roshan  
Signature of Owner/Owners or Agent

26-MAY-2025

Date

Nadine Cieciura  
Signature of Commissioner

**NADINE CIECIURA, A COMMISSIONER, ETC.,  
PROVINCE OF ONTARIO.  
FOR DESIGN PLAN SERVICES INC**

Date

May 26, 2025

**AUGUST 8, 2026**

**Owner/applicant's declaration**

In submitting this application, I/we Diane Barlow the owner/applicant hereby:

- apply to the Municipality for a minor variance 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, 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
- 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
- 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.

D Barlow  
Signature of Owner/Owners/Agent

26-MAY-2025

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

