

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	<input type="checkbox"/> Pre-submission consultation is strongly recommended. <input type="checkbox"/> Drawing – see instructions in Appendix 'A' <input type="checkbox"/> Completed application form <input type="checkbox"/> Commissioners stamp/signature <input type="checkbox"/> Application fee – see calculation instructions below

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. 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 (\$400.00 Flat Fee for 1 st Application plus \$50.00 for each related application.)	\$400.00 + _____	
f) Saugeen Valley Conservation Authority Planning Fee (\$190 Flat Fee for 1 st 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	Robert Brouse and Sarah Llewellyn
Mailing address	574276 Sideroad 40, West Grey, Markdale, Ontario N0C 1H0
Telephone no.	416-820-3469
Email address	kirkbrouse2@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	Sarah Llewellyn
Mailing address	574275 Sideroad 40, Markdale, Ontario N0C 1H0
Telephone no.	416-879-3450
Email address	sllewellyn11@gmail.com

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

4. Subject Lands	
Former township/town	
Legal description	
Civic address	574276 Sideroad 40, Markdale, ON L0C 1H0
Assessment roll number	4205-220-00514425 0000

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

6. Nature and extent of the relief from the zoning bylaw (what is being varied)	
<p>Describe the nature and extent of the relief being applied for?</p> <p>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.</p> <p>Reduce acreage requirement from 2.5 acres to 2.2 acres to allow a detached garage to the front side of the house as per drawings.</p>	
<p>Indicate why the proposed use cannot comply with the requirements of the zoning bylaw.</p> <p>As the accompanying pictures illustrate, the site for the proposed garage fits perfectly between a group of trees and is the most functional and aesthetically pleasing place for the garage to go without destroying any trees. By comparison, the south side of the property is heavily wooded with a ravine falling off from the deck. To be setback from the house on the north side would require taking down a number of trees and extending the driveway over a septic bed</p>	

7. Planning background	
What is the current West Grey zoning (see https://www.grey.ca/government/land-use-planning)	A2 rural
What is the current West Grey Official Plan designation (see https://www.westgrey.com/en/invest/resources/West-Grey-Official-Plan-2012.pdf)	residential
What is the County of Grey Official Plan designation	rural

(see https://www.grey.ca/government/land-use-planning)			
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:	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	House	Old barn in back	
Year Built	1990	No idea	
Are there any new buildings or structures proposed to be built? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes new 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	Garage		
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: _____	

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? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes provide the following: File No.: _____ Status: _____
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 <input type="checkbox"/> No <input checked="" type="checkbox"/> 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 <input type="checkbox"/> No <input checked="" type="checkbox"/> 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


Authorization for agent to act for owner

I/we Robert Brouse and Sarah Llewellyn am/are the registered owner(s) of the land that is the subject of this application for minor variance. I/we authorize Sarah Llewellyn 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

August 2, 2025
Date


Signature of witness

August 2, 2025
Date

Name of witness: PETER MACPHAIL

Affidavit or sworn declaration for the prescribed information

I/we Sarah Llewellyn 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 Dunham in the Municipality of West Grey this 5th day of August 2025.


Signature of Owner/Owners or Agent

Aug 5/25
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.

August 5, 2025
Date

Owner/applicant's declaration

In submitting this application, I/we _____ 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.


Signature of Owner/Owners/Agent

Aug 5/25
Date