MUNICIPALITY OF
West Grey

Application for Consent

402819 Grey Road 4
Durham, ON N0G 1R0

Office Use Only			
Date Received:		**File No:**	
Receipt #		**Total Application Fee Received:**	
Roll Number:		**Pre-submission Consultation:**	Yes ☐ No ☐

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 53(3) Other Information' of the Planning Act RSO 1990 as amended the Council of the Municipality of West Grey (Municipality) 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. Consent 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 53(4) of the Act. Applications deemed incomplete will be returned to the owner/applicant.

What is required to submit a consent 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 consent approval.

Application Specific	Requirements - Checklist
All consent applications	☐ **Pre-submission consultation is strongly recommended.** ☐ Drawing or survey – see instructions in Appendix 'A' ☐ Completed application form ☐ Proof of ownership ☐ Commissioners stamp/signature ☐ Application fee – see calculation instructions below
If the application is for a surplus farm dwelling	If the application is for a surplus farm dwelling: ☐ Complete appendix 'B' surplus farm dwelling ☐ A surplus farm dwelling must be surplus to the current owner. Proof may be required: ☐ Valid farm registration number ☐ Other lands owned ☐ Address of primary residence
If the application is within 750 m of a livestock barn	If there are livestock barns (either currently used for livestock or capable of being used for livestock) located within 750 m of the dwelling on the retained lands: ☐ A minimum distance separation (MDS) 1 calculation is required to be submitted with this application for consent pursuant to MDS document - Implementation Guideline #6.
If a previous application for consent has occurred on the site	If there have been any previous severances of land from this holding: ☐ Provide previous severance file number ☐ Indicate previous severances on the provided drawing ☐ Provide grantee's name ☐ Provide use of parcel ☐ Provide date parcel created (year)

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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. One application form may be used to apply for multiple consents/severances. 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)	New lot ($1,900.00 per each new lot created)	$1,900.00 x # _____ lots =	19000
b)	Lot addition ($1,900.00 per each lot addition)	$1,900.00 x # _____ lot addition(s) =	
c)	Lot line adjustment ($1,900.00 per each lot line adjustment)	$1,900.00 x # _____ lot line adjustment =	
d)	Easement/right-of-way ($1,900.00 per each easement required)	$1,900.00 x # _____ easements =	
e)	Validation certificate ($1,000.00 per each validation certificate	$1,000.00 x # _____ lots =	
f)	Lease over 20 years	$1,900.00	
Additional Required Application Fees			
d)	Grey County planning fee ($400.00 flat rate)	$400.00	$400.00
e)	Saugeen Valley Conservation Authority planning fee ($260.00 per each new lot created)	$260.00 x # ___1___ lots =	260.00
		Total Application Fee:	2560 —

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	Merle and Florence Brubacher
Mailing address	493734 Baptist Church Rd., Priceville, Ont. N0C1K0
Telephone No.	519 321-9155
Email address	merlebrubacher@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	
Mailing address	n/a
Telephone no.	
Email address	

3. Solicitor (if applicable)	
Name	Waters, Hastings and Grainger Prof. Corp.
Mailing address	21 Arthur St. S. Elmira, Ont. N3B 2M4
Telephone no.	519 669-1641
Email address	

4. Subject lands	
Former township/town	West Grey
Legal description	Part Lot 2, Plan 500
Civic address	278-280 Garafraxa St. S., Durham
Assessment roll number	4205 260 0040 1300 0000

5. Type and purpose of the application (select all applicable)	
Creation of a new lot ☑	Lot addition to existing Lot ☐
Lot line adjustment to existing lot ☐	Easement/right-of-way ☐
Lease ☐	Validation certificate ☐
If known, the name of the person to whom the land or the interest in the land is to be sold, transferred, charged or leased:	

6. Retained land certificate	
Are you also requesting a consent certificate be issued for the retained land?	Yes ☒ No ☐
If **yes,** your lawyer must provide a separate written statement that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening section 50 of the Planning Act.	

7. Creation of a new lot		
	Lot dimensions - retained lot	**Lot dimensions** - new lot
Frontage (m)	10.36/9.652	7.62./7.928
Depth (m)	85.65	85.65
Area (ha. or m²)	887.33	~~652.65~~
Access - retained lot		**Access** – new lot
Provincial highway ☑ Municipal road (all season) ☐ County road ☐ Right-of-way ☐		Provincial highway ☑ Municipal road (all season) ☐ County road ☐ Right-of-way ☐

Water service - retained lot	**Water service** – new lot
Municipal service ☑ Private well ☐ Communal well ☐ Other: _____	Municipal service ☑ Private well ☐ Communal well ☐ Other _____
Sewage service - retained lot	**Sewage service** – new lot
Municipal service ☐ Private septic ☐ Communal septic ☑ Privy/outhouse ☐ Other _____	Municipal service ☐ Private septic ☐ Communal septic ☑ Privy/outhouse ☐ Other _____
Storm drainage - retained lot	**Storm drainage** – new lot
Municipal storm sewers ☑ Ditches/swales ☐ Other _____	Municipal storm sewers ☑ Ditches/swales ☐ Other _____
What is the current use of the lot to be retained?	Semi-detached residential
What is the current use of lot to be severed?	Semi-detached residential

Are there any existing buildings or structures on the lands?
Yes ☑ No ☐ If yes identify the following:

	Existing building no. 1*	**Existing building no. 2***	**Existing building no. 3***
Used for	Single Family Resid. Owen.	Single Family Resid. Owen.	N/A
Year Built			

***Must be shown on the required Drawing**

What is the proposed use for the lot to be retained?	Single Family Residential
What is the proposed use for the new lot?	Single Family Residential

Are there any new buildings or structures proposed to be built on the retained lot or the new lot?
Yes ☐ No ☑ If yes identify the following:

	New building No. 1*	**New building No. 2***	**New building No. 3***
Proposed use			

***Must be shown on the required drawing**

8. Lot addition/lot line adjustment

Provide reason for lot addition/lot line adjustment

Year the lot to be added to was created/severed

	Lot retained (size)	**Lot addition (size)**	**Lot to be added to (size)**
Frontage (m)			
Depth (m)			
Area (ha. or m^2)			

9. Easement/Right-of-Way

Provide reason for easement/right-of-way

Legal description of land to benefit from the easement (dominant)	
Legal description of land subject to the easement (serviant)	
Frontage (m)	
Depth (m)	
Area (ha. or m^2)	

10. Lease	
Provide reason for lease	
Name of lessee	
Name of lessor	
Duration of lease	
Legal description of lands subject to lease	
Area (ha. or m^2) of lease or Unit #	

11. Validation certificate	
Provide reason for validation certificate:	
Legal description of lands subject to validation certificate	
PIN number	
Year instrument was registered that contravened Planning Act	
Name of owner(s) at time of Planning Act contravention	

12. Other

Have the lands ever been the subject of an application under the *Planning Act* for approval of a plan of subdivision or consent (severance)?

Yes ☒ No ☐ If yes provide the following:

File No.: ZA 24. 2021 Status: The severance application was approved on No

Has any land been severed from the parcel originally acquired by the owner of the subject lands?

Yes ☐ No ☒ If yes provide the following:

Date of transfer:

Name of transferee:

Uses of the severed lands:

Are the subject lands the subject of any other application under the *Planning Act*, such as an application for an official plan amendment, a zoning bylaw amendment, a minister's zoning order, an application for minor variance or an application for an approval of a plan of subdivision or another consent?

Yes ☑ No ☐ If yes provide the following:

File No.: B 19. 2021 Status: approved on the 7th & no appeals were filed so the zoning amendment went into effect.

Are there any existing easements or restrictive covenants affecting the subject lands?

Yes ☐ No ☒ If yes describe each easement or restrictive covenant and its effect:

Explain how the application is consistent with the Provincial Policy Statement 2020
(See https://www.ontario.ca/page/provincial-policy-statement-2020)

What is the West Grey Official Plan designation (See https://www.westgrey.com/en/invest/resources/West-Grey-Official-Plan-2012.pdf)	R1B residential and MU1 (mixed use)
What is the County of Grey Official Plan designation (See https://www.grey.ca/government/land-use-planning)	

Describe how the application conforms with the consent policies of the West Grey and/or County of Grey Official Plan(s) noted above:

What is the West Grey Zoning (See https://www.grey.ca/government/land-use-planning)	~~MU1~~ R1B residential (mixed) + MU1 MU1-442. mixed use with exception)
Describe the surrounding land uses Residential	

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 59 Notice to Proceed from the Risk Management Official (RMO)? Please attach.

Authorization for agent to act for owner

I/we Merle Brubacher and Florence Brubacher am/are the registered owner(s) of the land that is the subject of this application for consent. I/we authorize Waters Hastings and Grainger Professional Corporation 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 the Committee of Adjustment (Committee) relevant to the application on my/our behalf.

Florence Brubacher — Jan. 28, 2026
Signature of owner/owners — Date

Jan. 28, 2026
Signature of witness — Date

Name of witness: Lee-Anne Ruggle

Affidavit or sworn declaration for the prescribed information

I/we Merle Brubacher and Florence Brubacher 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 Elmira in the Municipality of ~~West Grey~~ AZ Waterloo this 28th day of Jan. 20 26.

Florence Brubacher — Jan. 28, 2026
Signature of Owner/Owners or Agent — Date

Ashton Zimmerman — Jan. 28, 2026
Signature of Commissioner — Date

Ashton Ann Buttimor Zimmerman, a Commissioner, etc., Province of Ontario, for Waters, Hastings & Grainger Professional Corporation, Barristers and Solicitors. Expires June 17, 2028.

Owner/applicant's consent declaration

In submitting this application, I/we Merle Brubacher and Florence Brubacher the owner/applicant hereby:

a) apply to the Committee for the Municipality for Consent, 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 or Committee 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 members of the Committee, 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.

Florence Brubacher — Jan 26/26
Signature of Owner/Owners — Date

Appendix 'A' – Drawing Requirements

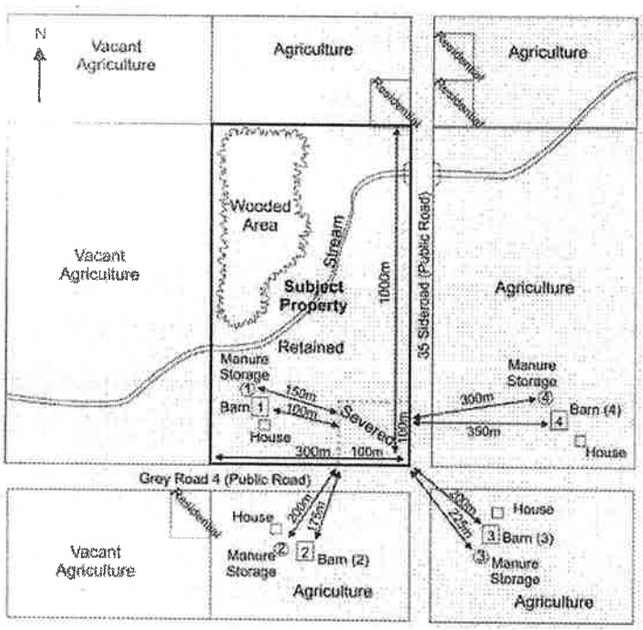
Two Drawings in metric units must be included showing the following (see examples):

- North arrow;
- the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- the approximate location of all natural and artificial features (e.g., for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
  - are located on the subject land and on land that is adjacent to it, and
  - in the applicant's opinion, may affect the application;
- the current uses of land that is adjacent to the subject land (for example, residential, agricultural or commercial);
- 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
- the location and nature of any easement affecting the subject land.

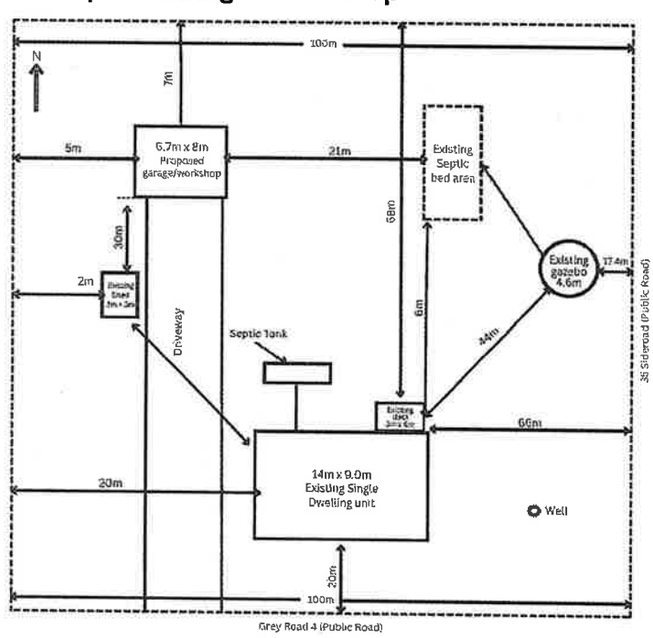
Notes:
For consent applications proposing to create a new lot, lot addition or easement a draft reference plan and/or Surveyor's Real Property Report prepared by an Ontario Land Surveyor may be required to be submitted with the application to confirm the proposed boundaries/dimensions.

All new lot/lot additions/lot line adjustment/easement/right-of-way applications will require an Ontario Land Surveyor to prepare a Reference Plan as a condition of approval by the Municipality.

Example Drawing 1 – General Area



Example Drawing 2 – Close Up



Appendix 'B' - Surplus Farm Dwelling Information Form

In Support of an Application for Consent under the Planning Act, R.S.O. 1990 c. P.13, as amended.

1. Details of Subject Lands
Municipal Address:
What year was the surplus farm dwelling constructed?
Is the surplus farm dwelling capable of human habitation **today**? Yes ☐ No ☐
Complete Situation 1, Situation 2 or Situation 3
Situation 1: I am selling my farm and want to sever the surplus farm dwelling and some land. I am selling the remainder of the farmland to a bona fide famer who has farmland and a house elsewhere. The surplus farm dwelling is not required by the purchaser.
Q1a. Who will the farmlands be sold or conveyed to? Q1b. Where is the primary residence of the purchaser of the farmlands? Q1c. Does the purchaser have a valid Farm Business Registration Number? Q1d. How many hectares of farmland does the purchaser own? Q1e. How many hectares of farmland does the purchaser farm themselves? Q1f. Where are the farmlands located (lot, concession, municipality)?
Situation 2: I currently own the farm and the surplus farm dwelling. I have a primary residence elsewhere. I own and farm other farmlands elsewhere. The surplus farm dwelling is not required for my needs.
Q2a. Where is your primary residence? Q2b. Do you have a valid Farm Business Registration Number? Q2c. How many hectares of farmland do you own? Q2d. How many hectares of farmland do you farm yourself? Q2e. Where are the farmlands located (lot, concession, municipality)?
Situation 3: I am buying the farm. I have a primary residence elsewhere. I own and farm other farmlands elsewhere. The surplus farm dwelling is not required for my needs.
Q3a. Where is your primary residence? Q3b. Do you have a valid Farm Business Registration Number? Q3c. How many hectares of farmland do you own? Q3d. How many hectares of farmland do you farm yourself? Q3e. Where are the farmlands located (lot, concession, municipality)?

Note:

If the purchasing farmer or owner cannot provide sufficient evidence as to their farm business status/status as a farmer, the application may be refused and/or not accepted by the Secretary-Treasurer of the Committee. Additionally, if the surplus farm dwelling criteria contained in the Grey County Official Plan cannot be met, the application may be refused and/or not accepted by the Secretary-Treasurer of the Committee.