

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.

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	☒ Pre-submission consultation is strongly recommended. ☒ Drawing – see instructions in Appendix 'A' ☒ Completed application form ☒ Commissioners stamp/signature ☒ 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	1400
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 + 50.00	450.00
f) Saugeen Valley Conservation Authority Planning Fee (\$190 Flat Fee for 1 st Application plus 50% of \$190 for each related application.)	\$190.00 + 95	285
Total Application Fee:		2135.00

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	Marvin Martin and Esther Martin
Mailing address	6724 Highway 89, RR4, Mount Forest, Ontario N0G 2L0
Telephone no.	519.509.1415
Email address	Nil.

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	Kristine Loft, Loft Planning Inc.
Mailing address	25 Maple Street, Collingwood, ON, L9Y 3Y9
Telephone no.	705.446.1168
Email address	kristine@loftplanning.com

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

4. Subject Lands	
Former township/town	Normanby
Legal description	NORMANBY CON B PT LOT 75 RP 17R531 PT PART 1
Civic address	6724 Highway 89
Assessment roll number	4205 010 00705501

5. Pre-submission/consultation		
Have you completed pre-submission consultation with the Municipality?	Yes ☒	No ☐

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.	
To vary the Rural Industrial-Site Specific Zone (M3-365) where a maximum gross floor area of 630sqm is permitted and 782.93sqm is requested; where an interior side yard setback (east) of 9 m is permitted and 2.74 m is requested; where 12 parking spaces are required and 7 parking spaces are provided.	
Indicate why the proposed use cannot comply with the requirements of the zoning bylaw.	
The existing ground floor area is 539.65sqm, the proposed addition is 243.28sqm and the total proposed ground floor area is 782.93sqm. The existing site-specific exemption M3-65 recognizes a reduced east yard setback of 2.5m for the existing tower structure however, a variance is required for the new structure. Additionally, 7 parking spaces are provided and no further parking spaces are anticipated to be required as a result of the addition. Please review Planning Report for detailed planning review.	

7. Planning background	
What is the current West Grey zoning (see https://www.grey.ca/government/land-use-planning)	Rural Zone (A2), Rural Industrial Zone (M3-365), Natural Environment Zone (NE)
What is the current West Grey Official Plan designation (see https://www.westgrey.com/en/invest/resources/West-Grey-Official-Plan-2012.pdf)	---
What is the County of Grey Official Plan designation	Rural, Hazard Lands and Space Extensive Industrial and Commercial

(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:		See Planning Report.	
Describe the surrounding land uses:		Agricultural fields, wooded areas, natural environment areas, rural residential uses and commercial uses.	
What is the current use of the subject lands?		The lands contain a single-detached dwelling, accessory structure barn and a space extensive use that includes a an industrial shop and outdoor storage area.	
Are there any existing buildings or structures on the subject lands? Yes ☒ No ☐ 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	Residence	Barn	Shop
Year Built	1980 approx.	1980 Approx.	2017
Are there any new buildings or structures proposed to be built? Yes ☒ No ☐ 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	Industrial Addition (243.28sqm)		
Access		Water Service	
Provincial Highway ☒ Municipal Road (All Season) ☐ County Road ☐ Right-of-Way ☐		Municipal Service ☐ Private Well ☒ Communal Well ☐ Other: _____	
Sewage Service		Storm Drainage	
Municipal Service ☐ Private Septic ☒ Communal Septic ☐ Privy/Outhouse ☐ Other: _____		Municipal Storm Sewers ☐ Ditches/Swales ☒ 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 ☒ No ☐ If yes provide the following: File No.: County File # 42-05-010-OPA-21 Status: Approved ZBA # ZA16.2024
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 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 ☐ No ☒ 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 Marvin Martin and Esther Martin am/are the registered owner(s) of the land that is the subject of this application for minor variance. I/we authorize Kristine Loft, Loft Planning Inc. 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.

Marvin Martin Esther Martin

Signature of owner/owners

July 15 2026

Date

Levi Martin

Signature of witness

July 15 2026

Date

Name of witness: Levi Martin

Affidavit or sworn declaration for the prescribed information

I/we Kristine Loft, Loft Planning 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 Collingwood in the Town of Collingwood, County of Simcoe Municipality of West Grey this 17th day of

July

2026

Kristine Loft JD

Signature of Owner/Owners or Agent

July 17, 2026

Date

[Signature]

Signature of Commissioner

July 17, 2026

Date

Jordan Christopher de Jong,
a Commissioner, etc.,
Province of Ontario,
for the Corporation of the Town of Collingwood.
Expires December 8, 2026.

Owner/applicant's declaration

In submitting this application, I/we Marvin Martin and Esther Martin 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.

Marvin Martin Esther Martin

Signature of Owner/Owners/Agent

July 15 2026

Date

Appendix 'A' – Drawing Requirements

Drawing in metric units must be included showing the following (see example):

- North arrow;
- The boundaries and dimensions (frontage, depth and area) of the subject land;
- The location, size and use of all existing and proposed buildings, structures and additions on the subject land, indicating:
 - 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;
 - number of stories
 - building height
 - ground floor area
- 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);
- The location of on-site well (if applicable);
- The location and dimensions of existing and proposed driveways and parking areas;
- Distance from the lands to be rezoned to all barns/manure storage within 750 metres (if applicable)
- 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,
 - 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;
- 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 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

