

OFFICE USE ONLY			
Date Received:		File No:	
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 34(10.2) Other Information' of the Planning Act RSO 1990 as amended the Council of the Municipality of West Grey 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. Zoning By-law Amendment 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 34(10.3) of the Act. Applications deemed incomplete will be returned to the Owner/Applicant.

As per 'Section 22(5) Other Information' of the Planning Act RSO 1990 as amended the Council of the Municipality of West Grey 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. Official Plan Amendment 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 22(5) of the Act. Applications deemed incomplete will be returned to the Owner/Applicant.

WHAT IS REQUIRED TO SUBMIT A ZONING BY-LAW AND/OR OFFICIAL PLAN AMENDMENT?

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 Zoning By-law Amendment Applications	☐ Pre-Submission Consultation is strongly recommended. ☒ Sketch – see instructions in Appendix 'A' ☒ Completed Application Form ☒ Proof of Ownership ☒ Commissioners Stamp/Signature ☒ Application Fee – see calculation instructions below
ALL 'H Holding' removal Applications	
ALL Official Plan Amendment Applications	☐ Pre-Submission Consultation is strongly recommended. ☐ Sketch – 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 metres of a livestock barn and/or manure storage	If there are livestock barns and/or manure storage (either currently used for livestock or capable of being used for livestock) located within 750 metres of the lands: ☐ An MDS 1 calculation is required to be submitted with this application pursuant to Minimum Distance Separation (MDS) document - Implementation Guideline #6.

SUBMISISON 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. One application form may be used to apply for a Zoning By-law Amendment and West Grey Official Plan Amendment. 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. On-line payment is not available.

Type of Application		Fee	SubTotal
a)	Zoning By-law Amendment	\$3,000.00	\$3000
b)	Contingency Fee – Zoning By-law Amendment Note: Contingency fee payable upon submission. Contingency fee required to pay municipal legal, engineering, and planning fees related to <u>Zoning By-law Amendments</u> , not necessarily limited to, but including, corresponding site plan agreements, subdivision agreements, development agreements, condominium plan agreements, required as part of the planning process. As accounts are received from West Grey's solicitor, engineer or planner, they will be paid by West grey and then submitted to the Developer for reimbursement, so that the initial deposit will again be built up to enable West Grey to pay the next accounts as they are received. Balance of deposit will be returned to developer upon completion of planning requirements.	\$2,000.00	\$2000
c)	Zoning By-law Amendment - Removal of H Holding	\$800.00	
d)	Official Plan Amendment	\$6,800.00	
e)	Contingency Fee – Official Plan Amendment Note: Contingency fee payable upon submission. Contingency fee required to pay municipal legal, engineering, and planning fees related to <u>Official Plan Amendments</u> , not necessarily limited to, but including, corresponding site plan agreements, subdivision agreements, development agreements, condominium plan agreements, required as part of the planning process. As accounts are received from West Grey's solicitor, engineer or planner, they will be paid by West grey and then submitted to the Developer for reimbursement, so that the initial deposit will again be built up to enable West Grey to pay the next accounts as they are received. Balance of deposit will be returned to developer upon completion of planning requirements.	\$5,000.00	
Additional Required Application Fees			
f)	Grey County Planning Fee (\$400.00 Flat Fee for 1 st Application plus \$50.00 for each related application.)	\$400.00 + _____	\$400 50 (PP)
g)	Saugeen Valley Conservation Authority Planning Fee (\$260.00 Flat Fee for 1 st Application plus \$130.00 for each related application.)	\$260.00 + _____	\$260 130 (PP)
TOTAL Application Fee:			\$5660 5100 (3P)

1. Owner/Applicant	
Name	Willowbrook Farms Inc.
Mailing Address	95 Concession 4 E, Mildmay, ON N0G 2J0
Telephone No.	519-532-9760
Email Address	pierbg@live.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	Cobide Engineering Inc. c/o Dana Kieffer
Mailing Address	517 10th St. Hanover, ON N4N 1R4
Telephone No.	519-506-5959 ext. 106
Email Address	dkieffer@cobideeng.com

3. Solicitor (if applicable)	
Name	
Mailing Address	
Telephone No.	
Email Address	

4. Subject Lands	
Former Township/Town	Township of Normanby
Legal Description	Lot 19 and Part Lot 20, Concession 16, geographic Township of Normanby
Civic Address	241789 Concession 16, Neustadt
Assessment Roll Number	420501000407500

5. Pre-Submission/Consultation	
Have you completed Pre-Submission Consultation with the Municipality of West Grey?	Yes ☐ No ☒

6. Planning Background	
What is the current West Grey Zoning (see https://www.grey.ca/government/land-use-planning)	Agricultural Zone (A1) and 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)	N/A
What is the County of Grey Official Plan Designation (see https://www.grey.ca/government/land-use-planning)	Agriculture and Hazard Lands

7. Type & purpose of the application (select all applicable)	
Zoning By-law Amendment ☒	West Grey Official Plan Amendment ☐
Zoning By-law Amendment – Remove H Holding ☐	

8. Removal of H Holding		
Provide the 'H Holding' wording from the West Grey Zoning By-law 37-2006: Example: "H Holding may be removed upon submission of an Archaeological Assessment."		
How has the H Holding condition been satisfied? Example: "An Archaeological Assessment has been completed and registered with the province."		
What area is the H Holding to be removed from?	The 'H' is to be removed from some of the lands ☐	The 'H' is to be removed from ALL of the lands ☐
* If the removal of the 'H Holding' requires the approval of an agency, ministry i.e., conservation authority, Provincial ministry etc. you must provide correspondence from the agency, ministry etc. indicating their approval for the removal.		

9. Zoning By-law Amendment Information		
Provide the reason for the Zoning By-law Amendment/What is the proposed use for the Subject Lands? Example: permit an automobile repair shop, automobile spray paint booth, and automobile body shop. Zone the proposed severed lot to recognize decreased size and frontage Zone the proposed retained to prohibit residential dwellings.		
What area does the Amendment cover?	Entire Lot ☒	Portion of the Lot ☐
Describe how the application conforms with the policies of the West Grey and/or County of Grey Official Plans noted above.	Consistent with Grey County Official Plan Policy 5.2.3.1 b	
* If Zoning By-law Amendment applies only to a <u>Portion of the Lot</u> then your Sketch must include dimensions of the area.		

10. West Grey Official Plan Amendment Information		
Provide the purpose for the Official Plan Amendment/What is the proposed use for the Subject Lands? Example: designate the subject lands to allow for a commercial use being an automobile repair shop, automobile spray paint booth, automobile body shop.		
Does the Amendment add a NEW policy to the Official Plan? Yes ☐ No ☐ If Yes what is the text of the policy to be added?		
Does the Amendment change, replace or delete an EXISTING policy in the Official Plan? Yes ☐ No ☐ If Yes what is the policy to be changed, replaced or deleted? What is the proposed text of the policy?		
Does the Amendment change or replace a schedule to the Official Plan? Yes ☐ No ☐ If Yes provide the revised/new schedule.		
Does the Amendment alter all or any part of the boundary of Durham or Neustadt? Yes ☐ No ☐ If Yes provide the current official plan policies, if any, dealing with the alteration of a boundary.		
Does the Amendment remove any of the subject land from an area of employment? Yes ☐ No ☐ If Yes provide the current official plan policies, if any, dealing with the removal of land from an area of employment.		
What area does the Amendment cover?	Entire Lot ☐	Portion of the Lot ☐
* If Official Plan Amendment applies only to a <u>Portion of the Lot</u> then your Sketch must include dimensions of the area.		

11. Planning Background	
Describe the surrounding land uses: i.e., single family dwelling; commercial; farm land with no houses or barns, farm with barn; etc.	Agriculture
What is/are the existing use(s) on the Subject Lands? i.e., single family dwelling; commercial; farm land with no houses or barns, farm with barn; etc.	Use 1: single family dwelling & shed Use 2: agriculture
How long have the existing <u>uses</u> on the Subject Land been there?	Use 1: Use 2: Over 100 years
Provide the date the Subject Land was acquired by the current owner.	2022

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 Sketch (see Appendix A). Provide the following:			
	Existing Building No. 1	Existing Building No. 2	Existing Building No. 3
Currently used for	house	shed	
Year Built	~1900s	2018	
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 Sketch (see Appendix A). Provide the following:			
	New Building No. 1	New Building No. 2	New Building No. 3
Proposed Use			
Access – Existing Use		Access – Proposed Use	
Provincial Highway ☐ Municipal Road (All Season) ☒ County Road ☐ Right-of-Way ☐		Provincial Highway ☐ Municipal Road (All Season) ☒ County Road ☐ Right-of-Way ☐	
Water Service – Existing Use		Water Service – Proposed Use	
Municipal Service ☐ Private Well ☒ Communal Well ☐ Other: _____		Municipal Service ☐ Private Well ☐ Communal Well ☐ Other: _____	
Sewage Service – Existing Use		Sewage Service – Proposed Use	
Municipal Service ☐ Private Septic ☒ Communal Septic ☐ Privy/Outhouse ☐ Other: _____		Municipal Service ☐ Private Septic ☐ Communal Septic ☐ Privy/Outhouse ☐ Other: _____	
Storm Drainage – Existing Use		Storm Drainage – Proposed Use	
Municipal Storm Sewers ☐ Ditches/Swales ☐ Other: _____		Municipal Storm Sewers ☐ Ditches/Swales ☐ Other: _____	

12. 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:
An application for consent accompanies this application File No.: _____ Status: _____
Describe how the application conforms with the policies of the West Grey and/or County of Grey Official Plan(s) noted above: Lot creation in an agricultural area consistent with Grey County Official Plan Policy 5.2.3.1 b
Explain how your application is consistent with the Provincial Planning Statement 2024 (see: https://www.ontario.ca/page/provincial-planning-statement-2024) Lot creation in an agricultural area proposed to be consistent with PPS policy 4.3.3.1 c
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 Sketch must include the location of the Easement/Right-of-Way
Are the subject lands in an area where conditional zoning may apply? Yes ☐ No ☒ If Yes provide details of how this application conforms to Official Plan conditional zoning policies.

Authorization for Agent to Act for Owner

I/we BAS Pien am / are the registered owner(s) of the land that is the subject of this application for Zoning By-law Amendment and/or Official Plan Amendment. I/we authorize COBIDE ENGINEER 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.

Bon
Signature of Owner/Owners

SEP 24 2025
Date

Kalind Patel
Signature of Witness

Sep 24, 2025
Date

Name of Witness: Kalind Patel

Affidavit or Sworn Declaration for the Prescribed Information

I/we BASPIEA 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 403813 Grey Rd 4 in the Municipality of West Grey this 24th day of September 2025.

Bon
Signature of Owner/Owners or Agent

SEP 24 2025
Date

Heather Janette Webb
Signature of Commissioner
Heather Janette Webb, a Commissioner, etc.,
County of Grey, for the Corporation of the
Municipality of West Grey. Expires April 20, 2028.

Sep 24, 2025
Date

Owner/Applicant's Declaration

In submitting this application, I/we BAS P I E A the Owner/Applicant hereby:

- apply to the Municipality of West Grey for a Zoning By-law Amendment and/or Official Plan Amendment, 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 of West Grey, members of the staff of the Municipality of West Grey 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 of West Grey 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.

Bon
Signature of Owner/Owners

SEP 24 2025
Date

Appendix 'A' – Sketch Requirements

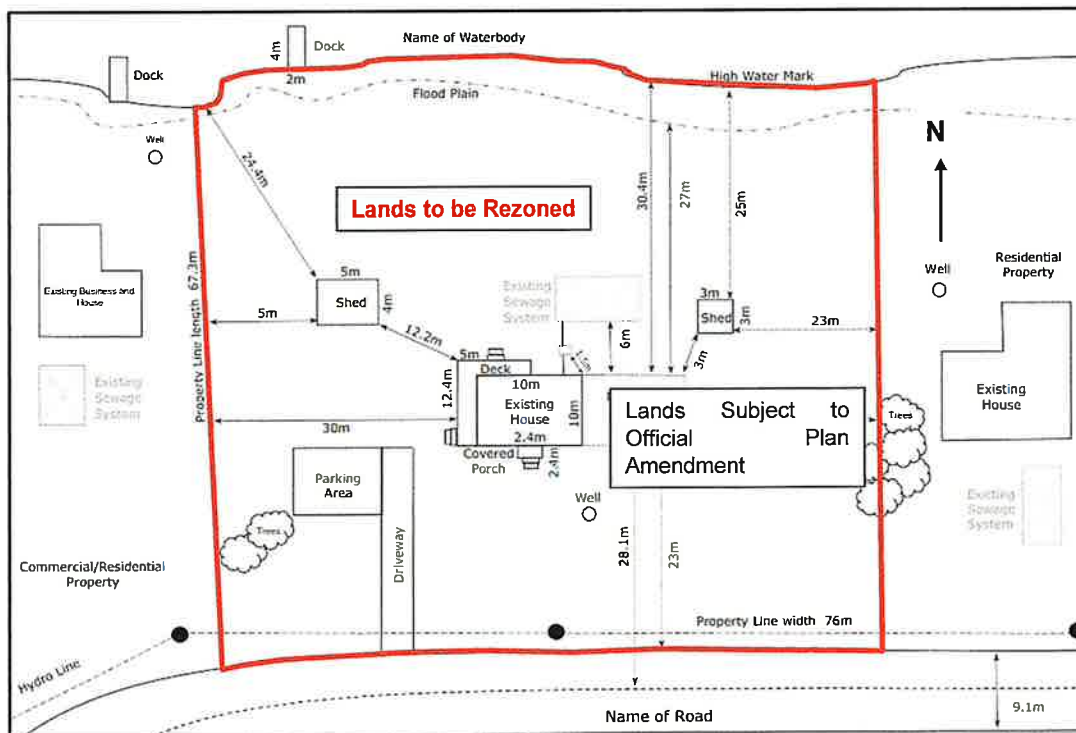
Sketch in metric units must be included showing the following (see Example):

- 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 Sketch



Appendix 'B' - Surplus Farm Dwelling Information Form
 In Support of an Application for Zoning By-law Amendment and/or Official Plan Amendment 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 farmer 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 Municipality of West Grey. 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 Municipality of West Grey.