

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.

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	<div><input type="checkbox"/> <b>Pre-submission consultation is strongly recommended.</b></div> <div><input type="checkbox"/> Drawing or survey – see instructions in Appendix ‘A’</div> <div><input type="checkbox"/> Completed application form</div> <div><input type="checkbox"/> Proof of ownership</div> <div><input type="checkbox"/> Commissioners stamp/signature</div> <div><input type="checkbox"/> Application fee – see calculation instructions below</div>
If the application is for a surplus farm dwelling	<div>If the application is for a surplus farm dwelling:</div> <div><input type="checkbox"/> Complete appendix ‘B’ surplus farm dwelling</div> <div><input type="checkbox"/> A surplus farm dwelling must be surplus to the current owner. Proof may be required:</div> <div><input type="checkbox"/> Valid farm registration number</div> <div><input type="checkbox"/> Other lands owned</div> <div><input type="checkbox"/> Address of primary residence</div>
If the application is within 750 m of a livestock barn	<div>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:</div> <div><input type="checkbox"/> A minimum distance separation (MDS) 1 calculation is required to be submitted with this application for consent pursuant to MDS document - Implementation Guideline #6.</div>
If a previous application for consent has occurred on the site	<div>If there have been any previous severances of land from this holding:</div> <div><input type="checkbox"/> Provide previous severance file number</div> <div><input type="checkbox"/> Indicate previous severances on the provided drawing</div> <div><input type="checkbox"/> Provide grantee’s name</div> <div><input type="checkbox"/> Provide use of parcel</div> <div><input type="checkbox"/> Provide date parcel created (year)</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 emailed as an Adobe PDF document to [notice@westgrey.com](mailto: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 # <u>  2  </u> lots =	\$3,800
b)	Lot addition (\$1,900.00 per each lot addition)	\$1,900.00 x # <u>      </u> lot addition(s) =	
c)	Lot line adjustment (\$1,900.00 per each lot line adjustment)	\$1,900.00 x # <u>      </u> lot line adjustment =	
d)	Easement/right-of-way (\$1,900.00 per each easement required)	\$1,900.00 x # <u>      </u> easements =	
e)	Validation certificate (\$1,000.00 per each validation certificate)	\$1,000.00 x # <u>      </u> lots =	
f)	Lease over 20 years	\$1,900.00	
<b>Additional Required Application Fees</b>			
d)	Grey County planning fee (\$400.00 flat rate)	\$400.00 These are the 2nd and 3rd applications, which are billed at \$50 per application.	\$100.00
e)	Saugeen Valley Conservation Authority planning fee (\$260.00 per each new lot created)	\$260.00 x # <u>  2  </u> lots = These are the 2nd and 3rd applications, which are billed at \$130 per application.	\$260.00
<b>Total Application Fee:</b>			\$4,160.00

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	Holly Hartery and Tom Steen
Mailing address	444503 Concession 8, Markdale, ON N0C 1H0
Telephone No.	(519) 323-6064
Email address	72steen@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	Ron Davidson Land Use Planning Consultant Inc.
Mailing address	265 Beattie Street, Owen Sound, ON N4K 6X2
Telephone no.	(519) 371-6829
Email address	ronalddavidson@rogers.com

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

4. Subject lands	
Former township/town	Township of Glenelg
Legal description	Lot 22, Concession 9
Civic address	444503 Concession 8
Assessment roll number	420522000304801

5. Type and purpose of the application (select all applicable)	
Creation of a new lot <input checked="" type="checkbox"/>	Lot addition to existing Lot <input type="checkbox"/>
Lot line adjustment to existing lot <input type="checkbox"/>	Easement/right-of-way <input type="checkbox"/>
Lease <input type="checkbox"/>	Validation certificate <input type="checkbox"/>
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: To be determined	

6. Retained land certificate	
Are you also requesting a consent certificate be issued for the retained land?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If <b>yes</b> , 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)	104 m+/- and 150 m+/-	84 m+/-
Depth (m)	1012 m	106.1 m+/-
Area (ha. or m²)	38.89 ha+/-	0.78 ha
Access - retained lot		Access – new lot
Provincial highway <input type="checkbox"/> Municipal road (all season) <input checked="" type="checkbox"/> County road <input type="checkbox"/> Right-of-way <input type="checkbox"/>		Provincial highway <input type="checkbox"/> Municipal road (all season) <input checked="" type="checkbox"/> County road <input type="checkbox"/> Right-of-way <input type="checkbox"/>

Water service - retained lot		Water service – new lot	
Municipal service <input type="checkbox"/> Private well <input checked="" type="checkbox"/> Communal well <input type="checkbox"/> Other: _____		Municipal service <input type="checkbox"/> Private well <input checked="" type="checkbox"/> Communal well <input type="checkbox"/> Other _____	
Sewage service - retained lot		Sewage service – new lot	
Municipal service <input type="checkbox"/> Private septic <input checked="" type="checkbox"/> Communal septic <input type="checkbox"/> Privy/outhouse <input type="checkbox"/> Other _____		Municipal service <input type="checkbox"/> Private septic <input checked="" type="checkbox"/> Communal septic <input type="checkbox"/> Privy/outhouse <input type="checkbox"/> Other _____	
Storm drainage - retained lot		Storm drainage – new lot	
Municipal storm sewers <input type="checkbox"/> Ditches/swales <input checked="" type="checkbox"/> Other _____		Municipal storm sewers <input type="checkbox"/> Ditches/swales <input checked="" type="checkbox"/> Other _____	
What is the current use of the lot to be retained?		Residential, forested, wetland	
What is the current use of lot to be severed?		Residential	
Are there any existing buildings or structures on the lands? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes identify the following:			
	Existing building no. 1*	Existing building no. 2*	Existing building no. 3*
Used for	House	Garage	Storage
Year Built	1989	1990	2008
*Must be shown on the required Drawing			
What is the proposed use for the lot to be retained?		Residential, forested, wetland (no changes)	
What is the proposed use for the new lot?		Residential	
Are there any new buildings or structures proposed to be built on the retained lot or the new lot? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes identify the following:			
	New building No. 1*	New building No. 2*	New building No. 3*
Proposed use	A house is to be erected on both severed lots. The details will be provided by the future owners at the building permit stage.		
*Must be shown on the required drawing			

8. Lot addition/lot line adjustment				Not applicable	
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 m²)					

9. Easement/Right-of-Way		Not applicable	
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 m²)			

10. Lease		Not applicable
Provide reason for lease		
Name of lessee		
Name of lessor		
Duration of lease		
Legal description of lands subject to lease		
Area (ha. or m²) of lease or Unit #		

11. Validation certificate		Not applicable
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		
<b>Have the lands ever been the subject of an application under the <i>Planning Act</i> for approval of a plan of subdivision or consent (severance)?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes provide the following:  File No.: Status:		
<b>Has any land been severed from the parcel originally acquired by the owner of the subject lands?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes provide the following:  Date of transfer: Name of transferee: Uses of the severed lands:		
<b>Are the subject lands the subject of any other application under the <i>Planning Act</i>, 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?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes provide the following:  File No.: ZBA application Status: Submitted simultaneously with these Consent applications.		
<b>Are there any existing easements or restrictive covenants affecting the subject lands?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes describe each easement or restrictive covenant and its effect:		
<b>Explain how the application is consistent with the Provincial Policy Statement 2020</b> (See <a href="https://www.ontario.ca/page/provincial-policy-statement-2020">https://www.ontario.ca/page/provincial-policy-statement-2020</a> ) See Planning Justification Report		
<b>What is the West Grey Official Plan designation</b> (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> )	Not applicable	
<b>What is the County of Grey Official Plan designation</b> (See <a href="https://www.grey.ca/government/land-use-planning">https://www.grey.ca/government/land-use-planning</a> )	Rural, Provincially Significant Wetland, and Hazard Lands	
<b>Describe how the application conforms with the consent policies of the West Grey and/or County of Grey Official Plan(s) noted above:</b> See Planning Justification Report		
<b>What is the West Grey Zoning</b> (See <a href="https://www.grey.ca/government/land-use-planning">https://www.grey.ca/government/land-use-planning</a> )	A2, NE, and NE2	
<b>Describe the surrounding land uses</b>	Residential, forested, wetlands, agriculture.	



**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 Holly Hartley and Tom Steen am/are the registered owner(s) of the land that is the subject of this application for consent. I/we authorize Ron Davidson 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.

x [Signature]  
Signature of owner/owners

x Holly Hartley

April 1 2025  
Date

Signature of witness

Date

Name of witness: Ron Davidson

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

I/we Ron Davidson 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 City of Owen Sound in the County of Grey Municipality of West Grey this 2 day of April 2025.

Signature of [Signature] or Agent Leather Ann Waite, a Commissioner, etc.,  
Province of Ontario, for Andrew Drury  
Law Professional Corporation.  
Expires March 4, 2028.

Date

Date

**Owner/applicant's consent declaration**

- In submitting this application, I/we Holly Hartley and Tom Steen the owner/applicant hereby:
- apply to the Committee for the Municipality for Consent, 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 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
  - 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
  - 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.

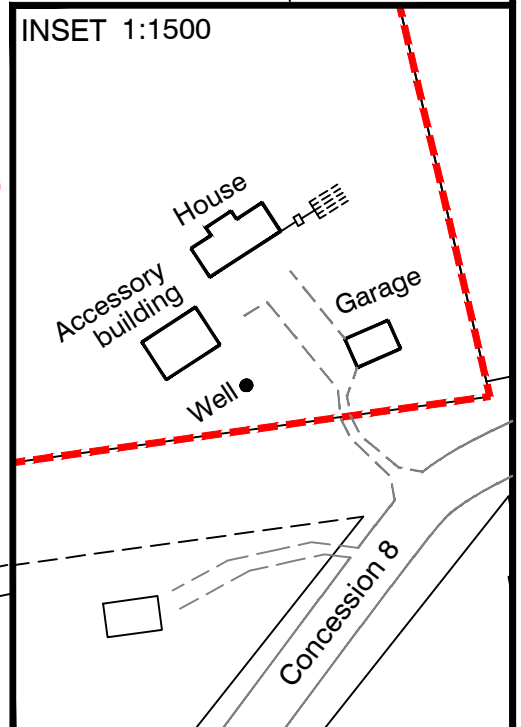
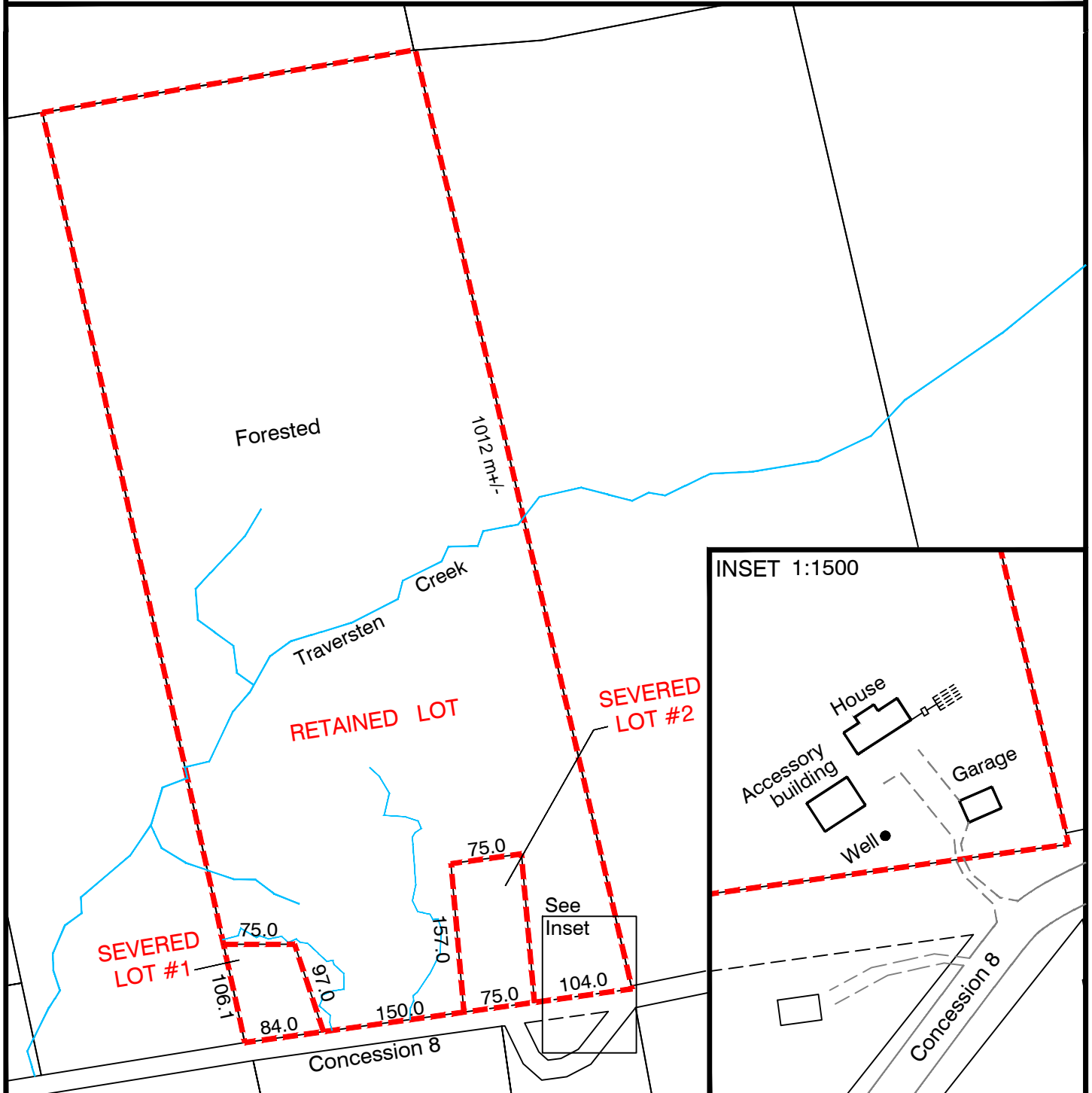
x [Signature]  
Signature of Owner/Owners

Holly Hartley

April 1 2025  
Date

# Proposed Lot Creation

 Subject Property



Proposed Lot Creation  
444503 Concession 8  
Municipality of West Grey

**RD** **RON DAVIDSON**  
LAND USE PLANNING CONSULTANT INC  
OWEN SOUND, ONTARIO  
SCALE 1:6000