

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	\$1,400
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 xx	\$50
f) Saugeen Valley Conservation Authority Planning Fee (\$190 Flat Fee for 1 st Application plus 50% of \$190 for each related application.)	\$190.00 xx	\$95
Total Application Fee:		\$1,545

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	
Mailing address	
Telephone no.	
Email address	

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	
Telephone no.	
Email address	

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

4. Subject Lands	
Former township/town	
Legal description	
Civic address	
Assessment roll number	

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

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.	
Indicate why the proposed use cannot comply with the requirements of the zoning bylaw.	

7. Planning background	
What is the current West Grey zoning (see https://www.grey.ca/government/land-use-planning)	
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	

(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:			
What is the current use of the subject lands?			
Are there any existing buildings or structures on the subject lands? Yes <input 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			
Year Built			
Are there any new buildings or structures proposed to be built? Yes <input 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			
Access		Water Service	
Provincial Highway <input type="checkbox"/> Municipal Road (All Season) <input type="checkbox"/> County Road <input type="checkbox"/> Right-of-Way <input type="checkbox"/>		Municipal Service <input type="checkbox"/> Private Well <input type="checkbox"/> Communal Well <input type="checkbox"/> Other: _____	
Sewage Service		Storm Drainage	
Municipal Service <input type="checkbox"/> Private Septic <input type="checkbox"/> Communal Septic <input type="checkbox"/> Privy/Outhouse <input type="checkbox"/> Other: _____		Municipal Storm Sewers <input type="checkbox"/> Ditches/Swales <input 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 type="checkbox"/> If yes provide the following: Consent application has been filed in conjunction with MV application. File No.: None assigned at this time Status: Submitted / in process
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 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 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

Additonal Sheet for Question 7

	<i>Existing Building No. 1</i>	<i>Existing Building No. 2</i>	<i>Existing Building No. 3</i>	<i>Existing Building No. 4</i>	<i>Existing Building No. 5</i>
<i>Currently used for:</i>	<i>Detached dwelling</i>	<i>Barn (delapitated, to be removed)</i>	<i>Barn (storage)</i>	<i>Storage shed</i>	<i>Storage shed</i>
<i>Year built:</i>	<i>1900s</i>	<i>1980s</i>	<i>1900s</i>	<i>1900s</i>	<i>1900s</i>

Authorization for agent to act for owner

I/we Agnes Brindley and Crystal Henderson am/are the registered owner(s) of the land that is the subject of this application for minor variance. 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 West Grey Council relevant to the application on my/our behalf.

Agnes Brindley
Signature of owner/owners

Crystal Henderson

Jan 29/2026
Date

[Signature]
Signature of witness

Jan 29/26
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 the City of Owen Sound in the County of Grey Municipality of West Grey this 29 day of January 2026.

[Signature]
Signature of ~~Owner/Owners~~ Agent

Jan 29/26
Date

[Signature]
Signature of Commissioner
**Heather Ann Walte, a Commissioner, etc.
Province of Ontario, for Andrew Drury
Law Professional Corporation.
Expires March 4, 2028.**

Jan 29/26
Date

Owner/applicant's declaration

In submitting this application, I/we Agnes Brindley and Crystal Henderson the owner/applicant hereby:

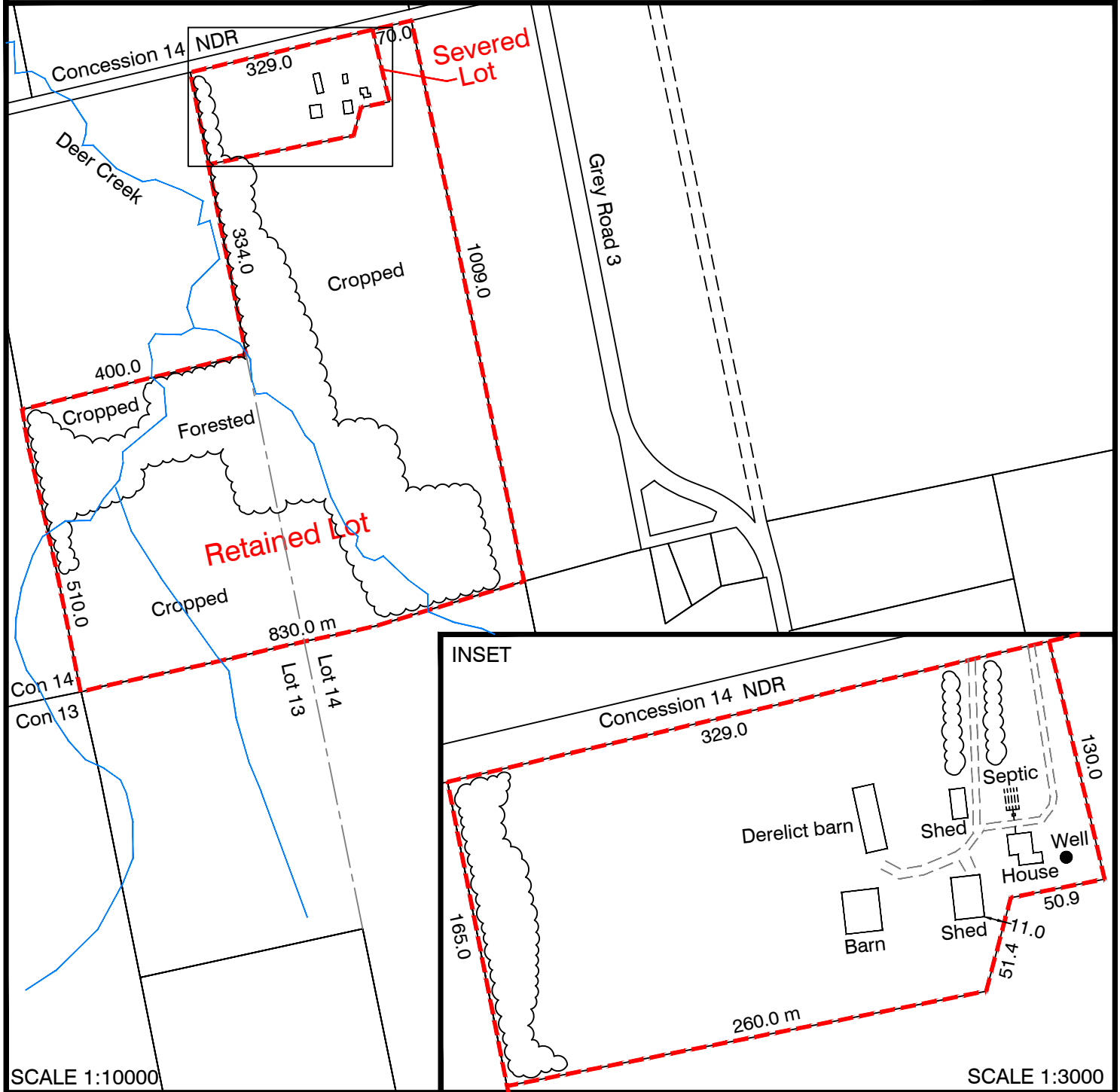
- a) apply to the Municipality for a minor variance as described in this application; and
- b) agree and enclose the application fees as calculated; and
- c) understand application fees are non-refundable and that no assurance is given that the payment of the application fee will result in approval of the application; and
- d) agree that the cost of any professional peer review of the application deemed to be required by the Municipality 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 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
- 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.

Agnes Brindley
Signature of Owner/Owners/Agent

Jan 29/2026
Date

Figure 1: Proposed Lot Creation

 Subject Lands



541568 Concession 14 NDR
Municipality of West Grey