



**Corporation of the
Municipality of West Grey**

402813 Grey Road 4
RR2 Durham, ON N0G 1R0
519-369-2200

For office use only	
File #	<u>A05.2024</u>
Date Received:	<u>Mar. 25/24</u>
Date considered complete:	<u> </u>
Fees; \$	<u> </u>
Receipt number:	<u>464866</u>
Roll number:	<u>4205.260.002.02010</u>

Committee of Adjustment
Application for Minor Variance

Prior to completing this application form, a pre consultation meeting with West Grey planning staff is required. To arrange a meeting or for more information please contact:

Lorelie Spencer
Manager, planning and development
Phone: 519 369 2200 x 236
Email: lspencer@westgrey.com

The undersigned hereby applies to the committee of adjustment for the Municipality of West Grey under section 45 of the Planning Act R.S.O 1990, as amended for relief as described in this application from bylaw No. 2006-37, as amended.

Your submission must include the appropriate fees (cash, cheque, debit only) to cover the minor variance application and the applicable Saugeen Valley Conservation Authority review fee. Please contact the municipality to determine the exact amount to be paid. The applicable Saugeen Valley Conservation Authority fee can be found on [http://saugeenconservation.com/downloads/Reg_Fee_List_2020 - Authority Approved.pdf](http://saugeenconservation.com/downloads/Reg_Fee_List_2020_-_Authority_Approved.pdf) or by calling 519-364-1255.

The application must be signed by the applicant before a commissioner of oaths. Municipal staff members have been appointed this position. If the applicant is not the owner of the subject property, the applicant must have authorization from the owner to submit the application (see Part F of this application.) If two or more persons collectively own the property, all owners must sign the application form. Upon completion of the application the required signage provided by the municipality must be posted by the property owner on the subject property.

Part A Applicant information

1. Registered owner's name(s) _____
Mailing address _____ City _____
Province _____ Postal code _____ Email _____
Phone _____ Work _____ Ext. _____

2. Authorized applicant's/agent's name (If different than above)

Mailing address _____ City _____
Province _____ Postal code _____ Email _____
Phone _____ Work _____ Ext. _____

3. Send all correspondence to:
 Applicant Agent Both

Part B Property information

1. Subject land:
Municipal address _____ Former municipality _____
Legal description: Lot _____ Concession _____ Registered plan _____ Part(s) _____
Date lands were acquired by current owner(s) _____

2. Description:
Dimensions of the entire property (in metric units)

Lot frontage	Lot depth	Lot area

3. Current planning status of subject lands:
a. Zoning: _____
b. Official Plan Designation: _____

4. Provide the following details for all existing buildings. **This information must be indicated on the required sketch.** (metric units)

Type of existing building/structure	Structure #1	Structure #2	Structure #3	Structure #4
Date of construction				
Ground floor area (m ²)				
Gross floor area (m ²)				
Number of storeys				
Width				
Length				
Height				
Use				
Setback from front lot line				
Setback from rear lot line				
Setback from side lot lines				

5. Indicate the type of road access:

- Open and maintained municipal road allowance
- County road
- Provincial highway access
- Non-maintained/seasonally maintained municipal road allowance private
- Right of way

6. Indicate the applicable water supply and sewage disposal:

	Existing	Proposed
Municipal water	<input type="checkbox"/>	<input type="checkbox"/>
Communal water	<input type="checkbox"/>	<input type="checkbox"/>
Private well	<input type="checkbox"/>	<input type="checkbox"/>
Municipal sewers	<input type="checkbox"/>	<input type="checkbox"/>
Communal sewers	<input type="checkbox"/>	<input type="checkbox"/>
Private septic	<input type="checkbox"/>	<input type="checkbox"/>

7. Indicate the storm drainage:

	Existing	Proposed
Sewers	<input type="checkbox"/>	<input type="checkbox"/>
Ditches	<input type="checkbox"/>	<input type="checkbox"/>
Swales	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>

Part C Purpose of application

1. Provide the following details for all proposed buildings. **This information must be indicated on the required sketch.** (metric units)

Type of proposed building/structure	Building #1	Building #2	Building #3	Building #4
Date of construction				
Ground floor area (m ²)				
Gross floor area (m ²)				
Number of storeys				
Width				
Length				
Height				
Use				
Setback from front lot line				
Setback from rear lot line				
Setback from side lot lines				

2. Describe the nature and extent of relief from the zoning bylaw:

3. Provide the reasons why the proposed use cannot comply with the provisions of the bylaw:

Part D Status of other planning applications

1. Other applications (if known, indicate if the subject land is the subject of an application under the Ontario Planning Legislation for):

Plan of subdivision – file/status (s.51): _____

Consent – file/status (s.53): _____

Zoning bylaw amendment (s.34): _____

Previous minor variance - File (s.45): _____

Part E Sketch

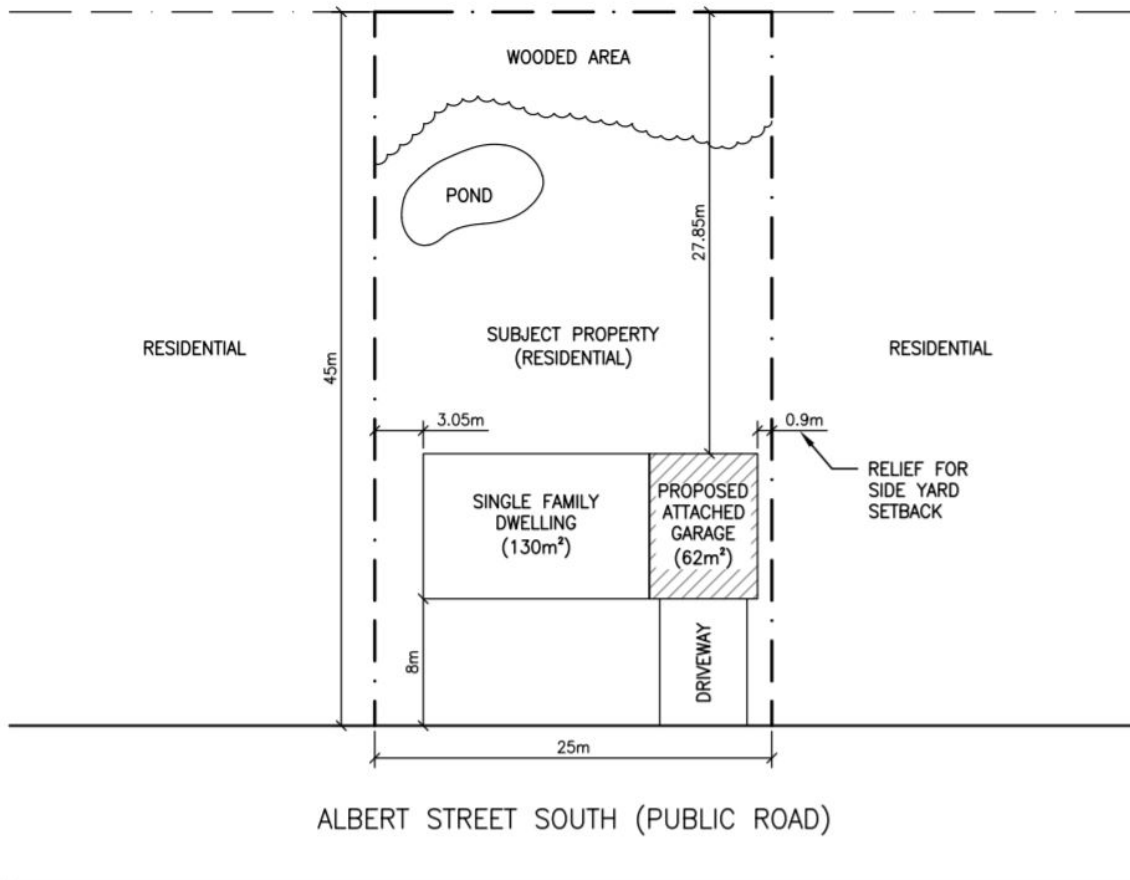
1. The application shall be accompanied by a clear, legible sketch showing the following information on the blank sheet provided. Failure to provide the following information can result in a delay of processing the application

The sketch must be accurate, to scale and include the following:

- a. The boundaries and dimensions of the subject land;
- b. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures form the front yard lot line, rear yard lot line and the side yard lot line;
- c. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
- d. The current uses on the land that is adjacent to the subject land;
- e. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way;
- f. The location and nature of any easement affecting the subject land.

(The committee may also request the applicant to provide a photograph and/or survey of the lands or location for which this application is made.)

SAMPLE DRAWING





Part F Authorization/declaration and affidavit

1. Authorization for agent/solicitor to act for owner:

(If the solemn declaration is to be completed by other than the registered owner(s) of the subject lands, the owner's written authorization below (or letter of authorization) **must** be completed.)

I/We, _____ am/ are the owner(s) of the land that is subject of this application for a minor variance.

I/We authorize _____ to make this application on my/our behalf as my/our agent.

Signature of owner(s) _____
Date

Signature of witness _____
Date

2. Declaration of owner/applicant:

Note: This affidavit must be signed in the presence of a commissioner of oaths.

I/We _____ of the _____
(print name of applicant) (name of town, township, etc)

In the _____ solemnly declare that all of the statements
(region/county/district)

contained in this application and supporting documentation are true and complete. I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effects as if made under oath and by virtue of the "Canada Evidence Act."

Declared before me at _____
(region/county/district)

In the Municipality of _____

This _____ day of _____, _____
(day) (month) (year)

Signature of owner/agent _____
Date

Signature of commissioner _____
Date

3. Owner/Applicant's Consent Declaration:

In accordance with the provisions of the Planning Act, it is the policy of the Municipality of West Grey Planning Department to provide the public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I, _____, the owner/the authorized applicant, hereby acknowledge the above-noted policy and provide my 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.

I hereby authorize the Municipal staff and members of the decision making authority to access to the subject site for purposes of evaluation of the subject application.

Signature

Date