



## Township of Southgate Committee of Adjustment

### Application for Minor Variance

Fees Effective January 1, 2023

By-law 2022-180

**Instructions:**

This is an application under Section 45 of the Planning Act, 1990, R.S.O. c.P. 13 as amended, for relief, as described in this application, from Zoning By-law 19-2002 (as amended).

- Please check all applicable boxes and answer all applicable questions
- Failure to provide adequate, correct information may result in your application being refused
- All measurements must be in metric units. (Imperial Units will not be accepted)
- Additional information may be attached if necessary
- Incomplete applications will be returned
- The Township reserves the right to ask for more information or clarification pertaining to this application at a later time
- Applications are not accepted without the required fees \$1267 (\$976 application plus \$111 sign fee and if required, \$180 SVCA fee) in cash or by cheque made payable to the Corporation of the Township of Southgate.

**For office use only:**

File No. A-\_\_\_\_\_

Pre-Consult \_\_\_\_\_ Date:\_\_\_\_\_

Date received:\_\_\_\_\_

Accepted by:\_\_\_\_\_

Roll #42 07\_\_\_\_\_

Conservation Authority Fee  
Required:\_\_\_\_\_

Official Plan:\_\_\_\_\_

Property's Zone:\_\_\_\_\_

Other Information:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

It is a requirement that any potential applicant pre-consult with the Planning Department pursuant to by-law 66-2012 prior to submitting any planning application, for the initial pre consultation meeting, please provide a drawing or sketch of your proposal accompanied by a written description.

**The Approval Authority is the *Township of Southgate Committee of Adjustment***  
**Required Fees:**

Pre-Consultation Fee	\$ 500.00 due prior to the application being submitted
Application Fee	\$ 1400.00 due with submitted application
Public Notice Sign Fee	\$ 145.00
Conservation Authority Fees	
Saugeen Valley CA	\$190.00
Grand River CA	Contact directly for details

**Note on fees:**

The application fees were adopted and approved under the Township of Southgate's Fee's and Charges By-law and will only be accepted once the application is deemed complete by the Township of Southgate Planning Department.

All required application fees shall be paid in cash or by cheque made payable to the Township of Southgate at the time of submission of the application.

Please review the required Conservation Authority fees prior to submitting your application. Saugeen Valley Conservation Authority requires their fee to be submitted to the Township of Southgate along with this application. Make this payment out to the Saugeen Valley Conservation Authority.

In the event that all fees are not paid in full at the time of submission, the application shall be deemed incomplete.

1. Name of Owner/Applicant (circle one) \* \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

**\*See Note 1**

2. Name of Agent\* \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

**\*\* See Note 2**

3. Nature and extent of relief applied for: \_\_\_\_\_

\_\_\_\_\_

4. Why is it not possible to comply with the provisions of the by-law? \_\_\_\_\_

\_\_\_\_\_

5. Legal description of subject land (registered plan number and lot number or other legal description, and, where applicable, street and street number):

\_\_\_\_\_

\_\_\_\_\_

6. Dimensions of land affected in metric units:

Frontage: \_\_\_\_\_

Area: \_\_\_\_\_

Depth: \_\_\_\_\_

Width of Street: \_\_\_\_\_

7. Particulars of all buildings and structures on or proposed for the subject land (specify, in metric units) the ground floor area, gross floor area, number of storeys, width, length, height, etc.):

Existing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Location of all buildings and structures on or proposed for the subject land (specify distance from side, rear and front lot lines):

Existing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Date of acquisition of subject land: \_\_\_\_\_

10. Date of construction of all buildings and structures on subject land:

\_\_\_\_\_

11. Existing uses of the subject property:

\_\_\_\_\_

12. Existing uses of the abutting properties:

North: \_\_\_\_\_ East: \_\_\_\_\_

South: \_\_\_\_\_ West: \_\_\_\_\_

13. Length of time the existing uses of the subject property have continued:

\_\_\_\_\_

14. Water is provided to the subject land by a:

\_\_\_\_\_ publicly owned and operated piped water system

\_\_\_\_\_ privately owned and operated individual or communal well

\_\_\_\_\_ lake or other water body or other means (please explain)

15. Sewage disposal is provided to the subject land by a:

\_\_\_\_\_ publicly owned and operated sanitary sewage system

\_\_\_\_\_ privately owned and operated individual or communal well

\_\_\_\_\_ privy or other means (please explain)

16. Storm drainage is provided by (check applicable):

Sewers: \_\_\_\_\_ Ditches \_\_\_\_\_ Swales : \_\_\_\_\_

Other means (*please explain*) \_\_\_\_\_

\_\_\_\_\_

17. Present Official Plan designation on the subject lands: \_\_\_\_\_

18. Present Zoning By-law provisions applying to the land: \_\_\_\_\_

19. Has the subject land ever been the subject of an application for minor variance (under Section 45 or its predecessor of the Planning Act)

Yes  No

If the answer is yes, describe briefly (i.e. date of application, file number, nature of relief, etc.)

\_\_\_\_\_

\_\_\_\_\_

20. Is the subject property the subject of a current application for a plan of subdivision or consent under Section 51 or 53 of the Planning Act?

Yes  No

Sketch Instructions:

Each copy of this application must be accompanied by a sketch or survey showing the following:

- (i) The boundaries and dimensions of the subject land.
- (ii) The location, size and type of all existing and proposed buildings and structures on the subject land, indication the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- (iii) The current uses and location of all existing buildings and/or structures on the adjacent lands. (indicate the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines).
- (iv) 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, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- (v) 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.
- (vi) If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- (vii) The location and nature of any easement affecting the subject land.

21. Owners authorization and declaration:

Authorization for agent

I/we \_\_\_\_\_  
(print name or names)

authorize \_\_\_\_\_  
(print name of agent)

to act as our agent(s) for the purpose of this application.

\_\_\_\_\_  
(Signature of Owner) (date)

\_\_\_\_\_  
(Signature of Owner) (date)

22. Owners authorization for access:

I/we \_\_\_\_\_  
(print name or names)

hereby permit Township staff and its representatives to enter upon the premises during regular business hours for the purpose of performing inspections of the subject property.

\_\_\_\_\_  
(Signature of Owner) (date)

\_\_\_\_\_  
(Signature of Owner) (date)

23. Affidavit or sworn declaration :

Note: This Affidavit must be signed in the presence of a Commissioner of Oaths.

I/ (We) \_\_\_\_\_  
*Name of Owner(s) or Authorized Agent or Applicant*

of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
*city/town/municipality county/region*

Solemnly declare that all statements contained in this application and all the information provided is true, and 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:

\_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
*city/town/municipality county/region*

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
*Signatures of Owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signatures of Owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Commissioner*

\_\_\_\_\_  
*Date*