



**The Corporation of The  
Township of Southgate**

**Consent Application Form**

Fees Effective January 1, 2023

By-law 2022-180

**Instructions:**

- Please check all applicable boxes and answer all applicable questions
- Several of the questions are part of the minimum mandatory requirements as prescribed in Schedule 1 to Ontario Regulation 41/95, Planning Act, and must be completed
- 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

**For office use only**

File No: B11-23

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

Date received: October 11, 2023

Date accepted: \_\_\_\_\_

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

Roll # 42 07060 004 08100

Conservation Authority Fee

Required: \_\_\_\_\_

Other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

It is a requirement that any potential applicant pre-consult with the Planning Department 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 Review Fee	\$ 500.00 due prior to the application being submitted
Application Fees	\$ 1600.00 due with submitted application
	\$ 300.00 due on completion (if approved)
Public Notice Sign Fee	\$ 145.00
Parkland Dedication Fee	\$ 3,500.00 (all new residential lots)
Deed Stamping	\$ 380.00 due before finalization of approved consent
Conservation Authority Fee	SVCA \$ 260.00 (per each net lot created) GRCA – Call 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.

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

## Part One

### Owner/Agent/Application Information

\*To be completed by the applicant

1. Name of registered owner: The Trustees of the Mount Zion Congregation of the ROWN Methodist Church of Canada  
Mailing address: RR#4 Conn, Ontario, NOG 1N0

Phone# : (H) [REDACTED] (B) \_\_\_\_\_

Email Address: N/A

2. Name of applicant (if different than above): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Relationship to Subject Lands:

- Registered Property Owner  
 Holder of Option to Purchase Subject Lands  
 Signing Officer of Corporation  
 Other (Specify) \_\_\_\_\_

3. Name of agent: Kristine Loft, Loft Planning Inc.  
Mailing address: 25 Maple Street, Collingwood, Ontario L9Y 2P7  
Phone#: 705-446-1168 Email: kristine@loftplanning.com

4. Send all correspondence to: (Choose only ONE)  Applicant  Agent  
5. Preferred Method of communication:  Phone  email  Postal Mail

## Part Two

### The Subject Lands

6. Subject Land: (Legal Description)

*NOTE: On this form "SUBJECT LAND" means the parcel to be severed & the parcel to be retained.*

Former Municipality Egremont

Road Name Southgate Road 14 Civic Address (911) No. 144668

Lot No. PT LT 27 Plan/Concession CON 13

Part \_\_\_\_\_ Reference Plan No. \_\_\_\_\_

7. Description of Subject Land:

- a) Existing use of the subject land:

Agricultural  Rural  Commercial/Industrial  Residential

Other(explain) Cemetery

- b) Existing buildings None.

- c) Is the "subject land" presently subject to any of the following:

Easement  Restrictive Covenants  Right of Way

Describe: N/A

**NOTE:** all existing easements and right of ways must be shown on the sketch.

### Part Three The Proposal

## 8. Proposal

Dimensions of land intended to be SEVERED Frontage <u>12.75 m</u> metres Depth <u>25.14 m</u> metres Area <u>320.5 sqm (0.03 ha)</u> hectares	Dimensions of land intended to be RETAINED Frontage <u>67.7 m</u> metres Depth <u>25.14 m</u> metres Area <u>1701.9 sqm (0.17 ha)</u> hectares
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*\*These dimensions must be accurate*

## 9. Reason for severance

(a) Reason for severance \_\_\_\_\_

- i) New Lot
- ii) Lot Addition  (Question # 12 to be completed)
- iii) Lease/Charge
- iv) Easement/Right of Way

<input type="checkbox"/> Bell Canada	<input type="checkbox"/> Hydro
<input type="checkbox"/> Water Access	<input type="checkbox"/> Gas
<input checked="" type="checkbox"/> Other (Specify) <u>Access.</u>	

v) Correction of Title vi) Other  Specify \_\_\_\_\_(b) Name of person(s), if known, to whom land or interest in land is to be transferred,  
leased or charged: Dale George Watson and Lynda Mae WatsonAddress: RR #1 Holstein, Ontario N0G 2A0

## 10. Proposed use of land to be severed

Existing buildings None.Proposed buildings Nil.

<input type="checkbox"/> Non-farm residential	<input type="checkbox"/> Surplus farm dwelling
<input type="checkbox"/> Agricultural	<input type="checkbox"/> Agricultural related
<input type="checkbox"/> Hobby Farm	<input type="checkbox"/> Commercial/Industrial
<input type="checkbox"/> Other (Specify) _____	

## 11. Proposed use of land to be retained

Existing buildings None.Proposed buildings Nil.

<input type="checkbox"/> Non-farm residential	<input type="checkbox"/> Surplus farm dwelling
<input type="checkbox"/> Agricultural	<input type="checkbox"/> Agricultural related
<input type="checkbox"/> Hobby Farm	<input type="checkbox"/> Commercial/Industrial
<input type="checkbox"/> Other (Specify) _____	

12. Original lot being added to (lot addition only): \_\_\_\_\_

Existing buildings/structures: \_\_\_\_\_

Use: \_\_\_\_\_

Access: \_\_\_\_\_

Servicing: \_\_\_\_\_

13. Road Access:

	Severed Parcel	Retained Parcel
Provincial Highway(Provide Road Number)	<input type="checkbox"/>	<input type="checkbox"/>
County Road (Provide Road Number)	<input type="checkbox"/>	<input type="checkbox"/>
Southgate Road (Provide Road Number)	<input checked="" type="checkbox"/> Road 14	<input checked="" type="checkbox"/> Road 14
Non-maintained/seasonally maintained Municipal road allowance	<input type="checkbox"/>	<input type="checkbox"/>
If access is from a non-maintained or seasonally maintained road allowance has an agreement been reached with the municipality regarding upgrading of the road? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Private Right-of-Way	<input type="checkbox"/>	<input type="checkbox"/>

14. Servicing:

a) What type of water supply is proposed?

	Severed Parcel	Retained Parcel
Municipally owned/operated water supply	<input type="checkbox"/>	<input type="checkbox"/>
Lake/River	<input type="checkbox"/>	<input type="checkbox"/>
Private well - Individual	<input type="checkbox"/>	<input type="checkbox"/>
Private well - Communal	<input type="checkbox"/>	<input type="checkbox"/>
If proposed water supply is by private well, are the surrounding water well records attached? <input type="checkbox"/> YES <input type="checkbox"/> NO		

b) What type of sewage disposal is proposed?

	Severed Parcel	Retained Parcel
Municipally owned/operated sanitary sewers	<input type="checkbox"/>	<input type="checkbox"/>
Individual Private Septic	<input type="checkbox"/>	<input type="checkbox"/>
Communal Private Septic	<input type="checkbox"/>	<input type="checkbox"/>
Privy	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

c) Other services (check if any of these services are available to the "subject land")

Electricity  School Bus  Telephone  Garbage Collection

15. Agricultural property history

If this property is Agricultural in nature or located within 450m (1476 feet) of a barn or livestock facility, **you must complete Schedule "A"**, found at the end of this application. (Exception for minor lot line adjustment).

## Part Four

### Statement of Compliance

#### 16. Applicable legislation and policies

a) Is this application consistent with policy statements issued under subsection 3 (1) of Planning Act?  Yes  No

b) Is the subject land within an area of land designated under any provincial plan or plans?  Yes  No

i) If the answer to section b) is yes, does this application conform to, or not conflict with, the applicable provincial plan or plans.

Yes  No

c) Please indicate the existing Southgate Official Plan designation(s) of the subject land:

<input type="checkbox"/>	Agriculture	<input type="checkbox"/>	Space Extensive Industrial/Commercial
<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Mineral Aggregate Extraction
<input type="checkbox"/>	Village Community	<input type="checkbox"/>	Hazard Lands
<input type="checkbox"/>	Inland Lakes	<input type="checkbox"/>	Wetlands
<input type="checkbox"/>	Major Open Space	<input type="checkbox"/>	Neighbourhood Area
<input type="checkbox"/>	Arterial Commercial	<input type="checkbox"/>	Downtown Commercial
<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Public Space
<input type="checkbox"/>	Special Policy Area		

d) Please indicate whether any of the following Constraint Areas in Southgate Official Plan apply to the subject land:

<input type="checkbox"/>	Primary Aggregate Resource Areas	<input type="checkbox"/>	ANSI
<input type="checkbox"/>	Existing/known abandoned Land Fill Sites	<input type="checkbox"/>	Deer wintering yard

e) Does the application conform to the Southgate Official Plan?

Yes  No

f) Has any land been previously severed from the original parcel of land?

Yes  No If yes, how many severances? \_\_\_\_\_

Indicate year, file #'s, if known \_\_\_\_\_

g) Has the parcel intended to be severed ever been, or is it now, the subject of an application for a plan of subdivision under the Planning Act?

Yes  No  Unknown

h) Is the application being submitted in conjunction with a proposed County Official Plan Amendment?  Yes  No

i) Is the application being submitted in conjunction with a proposed Southgate Official Plan Amendment?  Yes  No

j) Has an application for a zoning by-law amendment, or a minor variance, been submitted to/or approved by the Township of Southgate?

Yes  No

i) If yes, please provide some additional information:

File # \_\_\_\_\_ Submitted \_\_\_\_\_ Approved \_\_\_\_\_

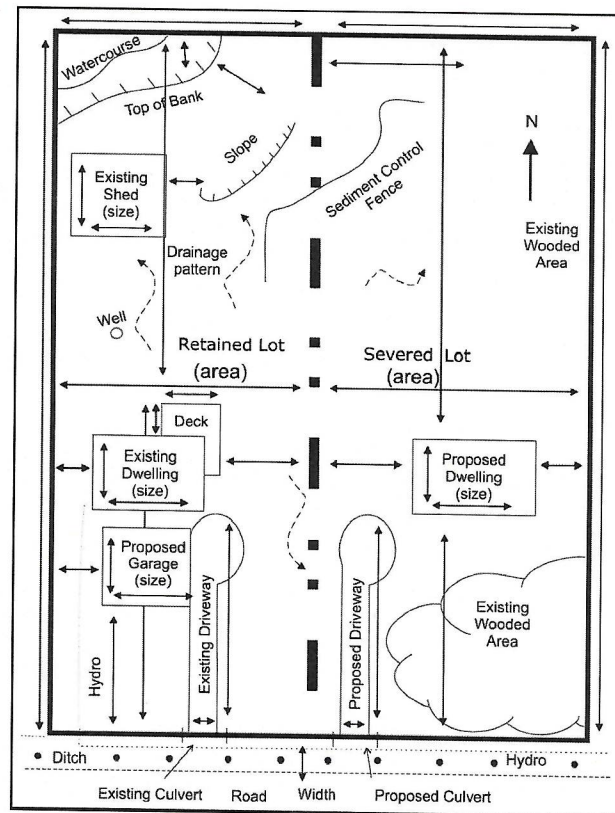
File # \_\_\_\_\_ Submitted \_\_\_\_\_ Approved \_\_\_\_\_

### Additional Requirements

17. Sketch \*\*\*You must show all of the required information\*\*\*

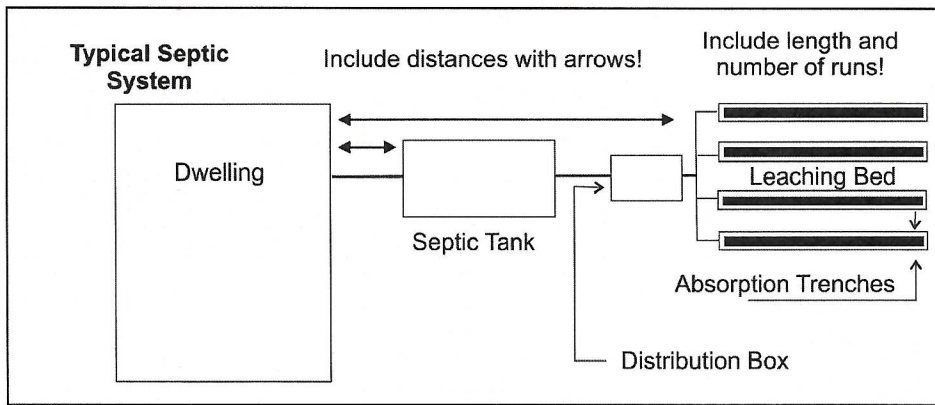
Sketch must be submitted on paper no larger than 8 1/2" x 14". Please review the example sketches to help you with what is required. Sketches must be neat and easy to read.

- a) Clearly label which is the severed parcel and which is the retained parcel
- b) "NORTH ARROW"
- c) "Subject Land" - all land owned by the applicant - boundaries & dimensions
- d) Distance between the applicant's land and the nearest township lot line or appropriate landmark (e.g. bridge, railway crossing, etc.)
- e) Boundaries and dimensions of the subject lands – clearly indicating the part of the parcel that is to be severed, the part that is to be retained and the location of all land previously severed
- f) Approximate location of all natural and artificial features on the subject land (e.g. buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, septic tanks) and the location of any of these features on adjacent lands which may affect the application
- g) Use of adjoining land (e.g. residential, agricultural, cottage, commercial, etc.)
- h) Location, width and names of all road allowances, rights-of-way, streets, or highways within or abutting the property, indicating whether they are publicly traveled roads, private roads, rights-of-way or unopened road allowances
- i) Location and nature of any easement affecting the subject land
- j) Location and distances of barns within 450 metres (1476 feet) of severance

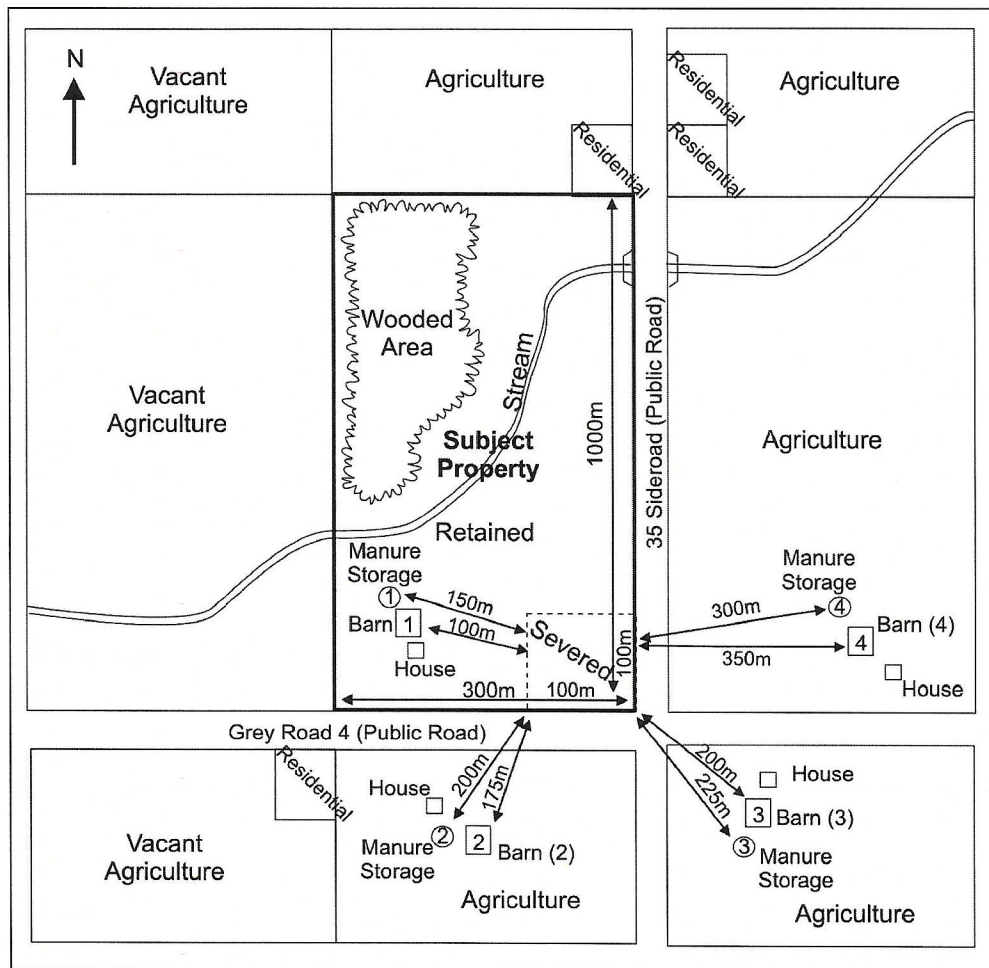


Sample 1 Residential Lot Severance Sketch

\*\*\*Please do not return this page\*\*\*



Sample 2 Septic System Information



Sample 3 Agricultural Severance

**Further Note on Sketches:**

The above samples are provided for your information. The exact details you will need to provide will depend on your proposal. Agricultural properties **MUST** provide information relating to barns on the subject property *and* the neighbouring properties as shown in Sample 3. Properties inside urban areas do not require agricultural information. Septic information in the urban area of Dundalk is not required if the property is on full municipal services.

\*\*\*Please do not return this page\*\*\*

**Part Five**  
**Authorization and affidavit**

18. Owner's Consent (Freedom of Information):

In accordance with the provision of the Planning Act, it is the policy of the Municipality to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation

I (we), The Trustees of the Mount Zion Congregation of the ROWN Methodist Church of Canada  
and \_\_\_\_\_  
*name of owner(s)*

hereby acknowledge the above-noted and 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, as well as commenting letters of reports issued by the municipality and other review agencies will be part of the public record and will also be available to the general public.

\_\_\_\_\_  
*Signature of Owner* / July 4, 2023  
*date*

\_\_\_\_\_  
*Signature of Owner* / \_\_\_\_\_  
*date*

19. Owner authorization for agent

I/we The Trustees of the Mount Zion Congregation of the ROWN Methodist Church of Canada

authorize Kristine Loft, Loft Planning Inc.

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

\_\_\_\_\_  
*Signature of Owner* / \_\_\_\_\_  
*Signature of Witness*

Dated at the \_\_\_\_\_ Township \_\_\_\_\_ of \_\_\_\_\_ Southgate \_\_\_\_\_,  
this ~~5th~~ 4th day of July, 2023.

20. Owners authorization for access

I/we The Trustees of the Mount Zion Congregation of the ROWN Methodist Church of Canada

Hereby do permit Township staff and its representatives to enter upon my/our lands during regular business hours for the purpose of performing inspections of the subject property as it relates to evaluation of this application.

\_\_\_\_\_  
*Signature of Owner* / July 4, 2023  
*date*

\_\_\_\_\_  
*Signature of Owner* / \_\_\_\_\_  
*date*



21. Affidavit or sworn declaration

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

I/ (We) Kristine Loft, Loft Planning Inc.  
*Name of Owner(s) or Authorized Agent*


of the Township of Clearview in the County of Simcoe  
*city/township/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:

Town of Collingwood in the County of Simcoe  
*city/township/municipality county/region*

This 7 day of September, 2023

  
*Signature of Owner or Authorized Agent*

Sept 7, 2023  
*Date*

*Signature of Owner*

*Date*

  
*Signature of Commissioner*

Sep 7, 2023  
*Date*

Anne Christine Norris,  
a Commissioner, etc.,  
Province of Ontario,  
for the Corporation of the Town of Collingwood,  
Expires January 3, 2026.

Return this completed form and payment to:  
Attention: Committee of Adjustment  
Township of Southgate  
185667 Grey Road 9, RR 1  
Dundalk Ontario  
N0C 1B0

**PLAN OF SURVEY OF  
PART OF LOT 27,  
CONCESSION 13  
(GEOGRAPHIC TOWNSHIP OF EGREMONT)  
TOWNSHIP OF SOUTHGATE  
COUNTY OF GREY**

Scale 1 : 750  
30 22.5 15 7.5 0 15 30 Metres

THE INTENDED PLOT SIZE OF THE PLAN IS 60.9cm IN WIDTH BY 45.7cm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:1000

**WILSON-FORD**

**METRIC CONVERSION**

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**BEARING NOTE**

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010).

FOR BEARING COMPARISONS, THE FOLLOWING ROTATIONS WERE USED:

PLAN	ROTATION
P1, P2 & P3	1°32'03" CCW

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999548.

OBSERVED REFERENCE POINTS (ORP'S) DERIVED FROM GPS OBSERVATIONS USING THE TOPNET NETWORK (RTN), UTM ZONE 17, NAD83 (CSRS)(2010)

COORDINATES TO URBAN ACCURACY PER SEC. 12(2) OF O. REG. 216/10.

POINT ID	NORTHING	EASTING
ORP (A)	4 881 547.007	530 924.260
ORP (B)	4 881 359.011	530 957.256

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

SCHEDULE			
PART	LOT	CONCESSION	PIN
1	PART OF LOT 27	13	PART OF PIN 37284-0136
2	PART OF LOT 27		PART OF PIN 37284-0136
3	PART OF LOT 27		PART OF PIN 37284-0135
4	PART OF LOT 27		PART OF PIN 37284-0135
			PARTS 1 & 2 COMPRISE ALL OF PIN 37284-0136
			PARTS 3 & 4 COMPRISE PART OF PIN 37284-0135

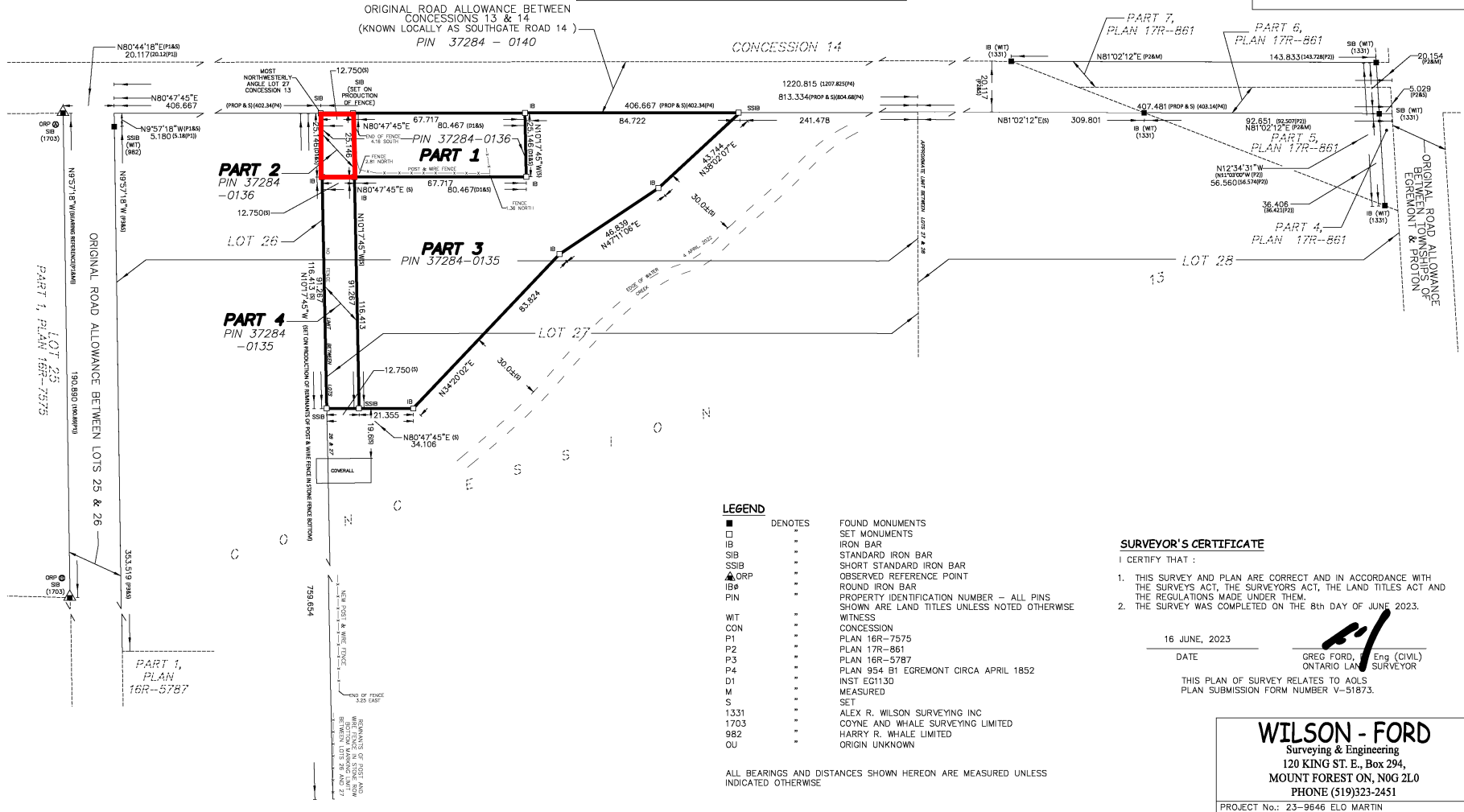
**PLAN 16R-11907**

Received and deposited

July 21<sup>st</sup>, 2023

Dragana Jovanovic

Representative for the  
Land Registrar for the  
Land Titles Division of  
Grey (No.16)



**LEGEND**

■	DENOTES	FOUND MONUMENTS
□		SET MONUMENTS
IB		IRON BAR
SIB		STANDARD IRON BAR
SSIB		SHORT STANDARD IRON BAR
ORP		OBSERVED REFERENCE POINT
IBØ		ROUND IRON BAR
PIN		PROPERTY IDENTIFICATION NUMBER - ALL PINS SHOWN ARE LAND TITLES NUMBER NOTED OTHERWISE
WT		WITNESS
CON		CONCESSION
P1		PLAN 16R-7575
P2		PLAN 17R-861
P3		PLAN 16R-5787
P4		PLAN 954 B1 EGREMONT CIRCA APRIL 1852
D1		INST EC1130
M		MEASURED
S		SET
L331		ALEX R. WILSON SURVEYING INC
1703		COYNE AND WHALE SURVEYING LIMITED
982		HARRY R. WHALE LIMITED
OU		ORIGIN UNKNOWN

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT :

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 8th DAY OF JUNE 2023.

16 JUNE, 2023

DATE

GREG FORD, Eng (CIVIL)  
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS  
PLAN SUBMISSION FORM NUMBER V-51873.

**WILSON - FORD**  
Surveying & Engineering  
120 KING ST. E., Box 294,  
MOUNT FOREST ON, N0G 2L0  
PHONE (519)323-2451

PROJECT No.: 23-9646 ELO MARTIN

FILED: ELECTRONICALLY RECORDED AND INDEXED. SURVEYOR'S PLAN FILED UNDER PIN 37284-0136. THIS PLAN IS A PART OF THE SURVEY OF LOT 27, CONCESSION 13, TOWNSHIP OF SOUTHGATE, COUNTY OF GREY, ONTARIO. THE SURVEY WAS COMPLETED ON THE 8th DAY OF JUNE 2023. PLAN 16R-11907.