



## Township of Southgate Committee of Adjustment

### Application for Minor Variance

Fees Effective July 2, 2025

#### 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.

#### For office use only:

File No. A-15-25 \_\_\_\_\_

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

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

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

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

Conservation Authority Fee

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

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

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

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

Potential applicants are strongly encouraged to 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:

<b>Pre-Consultation Fee</b>	\$ 510.00 due prior to the application being submitted
<b>Contingency Fee (refundable)</b>	<del>\$ 2000.00</del> due prior to the application being submitted
<b>Application Fee</b>	\$ 1,428.00 due with submitted application
<b>Public Notice Sign Fee</b>	\$ 148.00
<b>Conservation Authority Fees</b>	\$190.00 Saugeen Valley CA Grand River CA Contact directly for details
<b>County of Grey Review Fee</b>	\$400.00

*not require*

#### 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.

1. Name of Owner/Applicant (circle one) Martin's Farm Service Inc.

Address 311303 Highway 6, Mount Forest, ON

Postal Code N0G 2L0 Telephone Number [REDACTED]

2. Name of Agent Greg Ford, Wilson-Ford Surveying & Engineering

Address [REDACTED]

Postal Code N0G 2L0 Telephone Number [REDACTED]

3. Nature and extent of relief applied for: Relief from required minimum 32m setback from center line for retaining wall to existing 23.0 m+/- on the west end and 26.0 m+/- on the east end of the retaining wall

4. Why is it not possible to comply with the provisions of the by-law? Retaining wall has been built and tentatively approved by the Ministry of Transportation as is

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

Part of Division 2 of Lot 28, Concession 1 EGR, Geo. Township of Egremont

6. Dimensions of land affected in metric units:

Frontage: 414 m+/- Area: 33.95 Ha+/-  
Depth: 917 m+/- Width of Street: n/a

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: Single storey metal clad office building (878.7 sqm+/- with 478.7 sqm+/- office and 400 sqm+/- retail) single storey metal clad workshop (670 sqm+/- used for storage), single storey metal clad shed (173 sqm+/- used for storage) and concrete block retaining wall

Proposed: Metal clad office building (878.7 sqm+/- with 478.7 sqm+/- office and 400 sqm+/- retail), metal clad shed (173 sqm+/- used for storage), metal clad workshop (670 sqm +/- used for storage), new storage building of 594.5 sqm+/- for warehouse/storage uses and concrete block retaining wall.

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

Existing: Metal clad office building - 22.63 m+/- from northerly side lot line, 60.3 m+/- from front lot line  
metal clad workshop 8.15 m+/- from northerly lot line 96 m+/- from front lot line and concrete block retaining wall 5.1 m+/- from front lot line at its closest.

Proposed: Proposed building 9.26 m+/- from northerly lot line and 155.5 m+/- from front lot line and concrete block retaining wall 5.1 m+/- from front lot line at its closest.

9. Date of acquisition of subject land: December 15, 2021

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

\_\_\_\_\_

11. Existing uses of the subject property:

Agricultural Equipment Repairs

12. Existing uses of the abutting properties:

North: Agricultural

East: Agricultural

South: Agricultural

West: Residential

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

x 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

x 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*) \_\_\_\_\_

Eaves troughs outletting to ditch

17. Present Official Plan designation on the subject lands: Agricultural and Hazard

18. Present Zoning By-law provisions applying to the land: Agricultural-1 (A1) Rural Commercial and EP

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.)

Application A4-25 to interpret definitions of Farm Supply Outlet, Agricultural Bulk Sales, and Farm Equipment Supply under Section 45(1)(b) of the Planning Act to include the proposed use of land as uses in the current Rural Commercial (C4) Zone

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 ☒

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.

(date

23. Affidavit or sworn declaration :

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

I/ (We) Elmer Martin  
*Name of Owner(s) or Authorized Agent or Applicant*

of the Township Southgate in the County Grey  
*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:

Municipality West Grey in the County Grey  
*city/town/municipality county/region*

This 26 day of November, 2025

  
*Signatures of Owner*

November 26, 2025  
*Date*

*Signatures of*

*Date*

  
*Signature of Commissioner*

November 26, 2025  
*Date*

Gregory Ian Ford, a Commissioner,  
Province of Ontario, for Wilson-Ford  
Surveying & Engineering Ltd.  
Expires May 3, 2026