



Township of Southgate Committee of Adjustment

Application for Minor Variance
Fees Effective February 9, 2026

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- _____
 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	\$ 1,600.00 due with submitted application
Public Notice Sign Fee	\$ 151.00
Conservation Authority Fees	
Saugeen Valley CA	\$400.00
Grand River CA	Contact directly for details
County of Grey Review Fee	\$400.00

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) Stephen & Veronica Martin

[REDACTED]

Postal Code [REDACTED] Telephone Number [REDACTED]

2. Name of Agent Dryden, Smith & Head Planning Consultants Ltd.

Address [REDACTED]

Postal Code [REDACTED] Telephone Number [REDACTED]

3. Nature and extent of relief applied for: Reduction in MDS setbacks

from Hopeville Settlement limits and new dairy barn & new liquid manure pit.

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

new buildings need to be close to existing home & building for ease of feeding & maintenance of animals and buildings.

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

Con. 12, Lot 14

6. Dimensions of land affected in metric units:

Frontage: 400 m± Area: 40.85 ha
Depth: 1017 m± 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: Residence, shed, barn, equipment shed

Proposed: New drive-in shed, chicken barn, new dairy barn. new liquid manure pit

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

Existing: See site sketch

Proposed: See site sketch

9. Date of acquisition of subject land: September 28, 2023

10. Date of construction of all buildings and structures on subject land:
Shed (2016) Balance 1900's

11. Existing uses of the subject property:
Dairy farm

12. Existing uses of the abutting properties:
North: Farm land East: Farm land
South: Farm land West: Single residence

13. Length of time the existing uses of the subject property have continued:
2 years, 5 months

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: Southgate O.P. - Rural Hazard
Restricted Agriculture

18. Present Zoning By-law provisions applying to the land: _____
A2 & Environmental Protection

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 Stephen & Veronica Martin
(print name or names)

authorize Andrew Head - Dryden, Smith & Head Planning Consultants Ltd.
(print name of agent)

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

[Redacted Signature] Mar 3 2026
(Signature of Owner) (date)

[Redacted Signature] Mar 3 2026
(Signature of Owner) (date)

22. Owners authorization for access:

I/we Stephen & Veronica Martin
(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.

[Redacted Signature] Mar 3 2026
(Signature of Owner) (date)

[Redacted Signature] Mar 3 2026
(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) Stephen & Veronica Martin
Name of Owner(s) or Authorized Agent or Applicant

of the Township of Southgate in the County of 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:

Township of Southgate in the County of Grey
city/town/municipality county/region

This 3 day of MARCH, 2026

[Redacted Signature]
Signatures of Owner

Mar 3 2026
Date

[Redacted Signature]
Signatures of Owner

Mar 3 2026
Date

[Redacted Signature]
Signature of Commissioner

Mar 3, 2026
Date

Samuel Roy Head, a Commissioner, etc.,
Regional Municipality of Waterloo,
for Dryden, Smith & Head Planning
Consultants Ltd. Expires August 2, 2026.