



Township of Southgate Committee of Adjustment

Application for Minor Variance

Fees Effective January 1, 2024

By-law 2023-109

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- 5-25

Pre-Consult _____ Date: _____

Date received: April 30, 2025

Accepted by: _____

Roll #42 07 110-001-28400

Conservation Authority Fee

Required: GRCA

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	<u>\$510.00</u>
Application Fee	\$ 1,400.00 due with submitted application	<u>\$1428.00</u>
Public Notice Sign Fee	\$ 145.00	<u>\$148.00</u>
Conservation Authority Fees		
Saugeen Valley CA	\$190.00	
Grand River CA	Contact directly for details	
County of Grey Review Fee	\$400.00	<u>\$400.00</u>

\$2486

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.

PAID
APR 30 2025
Township of
Southgate

1. Name of Owner/Applicant (circle one) Andrea Jones 1000927503 Ontario Corp
Address [REDACTED]
Postal Code [REDACTED] Telephone Number [REDACTED]

2. Name of Agent as above
Address _____
Postal Code _____ Telephone Number _____

3. Nature and extent of relief applied for: relief for side yard 3m to 0.23m west, 0.69m east and front yard 7.5m to 0.98m. Relief of lot coverage of 40% to 63.4% to build wheelchair ramp and porch.
4. Why is it not possible to comply with the provisions of the by-law? _____

The existing structure does not comply.

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

20 Main St. E. Dundalk
PLAN 480 BLKE PT LOT 23 PT LOT 24

6. Dimensions of land affected in metric units:

Frontage: 7.57m Area: 138.38m²
Depth: 18.28m 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: Single storey building, ground floor dimensions (6.7m x 11m, area 73.7m², lot coverage 53.2%)

Proposed: as existing with addition of porch across the front of the building (1.2m deep) and attached wheelchair ramp (4.572m long), increase of lot coverage to 63.4%

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

Existing: Side 1: 0.23m, Side 2: 0.69m, front: 6.75m, rear: 0.53m

Proposed: Side 1: 0.23m, Side 2: 0.69m, front 0.9m, rear 0.53m

9. Date of acquisition of subject land: August 22, 2024

10. Date of construction of all buildings and structures on subject land:
~1975

11. Existing uses of the subject property:
Office building

12. Existing uses of the abutting properties:

North: parking lot East: retail
South: road West: Lions Parkette

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

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: downtown commercial

18. Present Zoning By-law provisions applying to the land: C2

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 Andrea Jones _____
(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)

April 29, 2025
(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) Andrea Jones
Name of Owner(s) or Authorized Agent or Applicant

of the Town of Melancthon in the County of Dufferin
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 30 day of April, 2025


Signatures of Owner


April 30, 2025
Date

Signatures of Owner

Date


Signature of Commissioner

April 30, 2025
Date


Elisha Milne, a Commissioner, etc.,
Province of Ontario, for The Corporation of
the Township of Southgate, County of Grey.