



**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:**

|                                    |  |
|------------------------------------|--|
| <b>Pre-Consultation Fee</b>        | \$ 500.00 due prior to the application being submitted |
| <b>Application Fee</b>             | \$ 1,600.00 due with submitted application             |
| <b>Public Notice Sign Fee</b>      | \$ 151.00  |
| <b>Conservation Authority Fees</b> |  |
| Saugeen Valley CA                  | \$400.00   |
| Grand River CA                     | Contact directly for details                           |
| <b>County of Grey Review Fee</b>   | \$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) Timothy Roberts and Sharon Roberts  
Address [REDACTED]  
Postal Code [REDACTED] Telephone Number [REDACTED]

2. Name of Agent \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

3. Nature and extent of relief applied for: Relief from Section 5.1 of townships Zoning By-law  
No accessory building or structure as defined in this By-law shall be permitted in any existing front yard  
or exterior side yard.

4. Why is it not possible to comply with the provisions of the by-law? The Dwelling unit  
is positioned at the very back of the property line, on a steep hill. There is no room to build up there, as well  
we want to be able to park our 30ft boat and avoid the hill.

5. Legal description of subject land (registered plan number and lot number or other  
legal description, and, where applicable, street and street number):  
Engremont Con 1 Pt Lot 3, Div 3 Roll # 4207060001031000000

6. Dimensions of land affected in metric units:

Frontage: 355m Area: 19.83 Acres  
Depth: 199m Width of Street: 20m

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: House 128.98m<sup>2</sup> ( 1.5 storey) 1 car detached garage 36.8m<sup>2</sup> ( 1 storey)  
Shed 17.8 m<sup>2</sup> ( 1 storey)  
See Sketch

Proposed: New Proposed detached garage 223m<sup>2</sup>  
See Sketch

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

Existing: House- 155m to front property line, 21m to back, 196m to East, 260m to West  
1 car garage- 160m to front property line, 26m to back, 172m to East, 288m to West  
Shed- 53m to front property line, 139m to back, 169m to East, 177m to West  
Proposed: New Proposed Garage - 130m to front property line, 40m to back, 265m to East,  
200m to West

9. Date of acquisition of subject land: July11/2016

10. Date of construction of all buildings and structures on subject land:  
House - 1965, 1 car garage- Unknown 25+yrs, Shed - unknown 25+ yrs

11. Existing uses of the subject property:  
Residential A2-504

12. Existing uses of the abutting properties:  
North: A2 East: A2  
South: Residential R5 West: Residential R5 + A2

13. Length of time the existing uses of the subject property have continued:  
2016 to Present, Before unknown

14. Water is provided to the subject land by a:  
 publicly owned and operated piped water system  
 yes 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  
 yes privately owned and operated individual or communal well  
 privy or other means (please explain)

16. Storm drainage is provided by (check applicable):  
Sewers: \_\_\_\_\_ Ditches  yes Swales :  yes  
Other means (please explain) \_\_\_\_\_

17. Present Official Plan designation on the subject lands: Village Community and Hazard Lands

18. Present Zoning By-law provisions applying to the land: A2-504 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.)  
Rezoned -2021 2021-187 FILE # C22-21  
No minor variance that I know of.

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 Timothy Roberts and Sharon Roberts  
(print name or names)

hereby permit Township staff and its representatives to enter upon the premises \_\_\_\_\_  
purpose of performing inspections of the

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

June 12/26  
(date)

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

June 12/26  
(date)

23. Affidavit or sworn declaration :

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

I/ (We) Timothy Roberts and Sharon Roberts  
*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 12 day of June, 2026

[Redacted Signature]

*Signature of Owner*

June 12/26  
*Date*

[Redacted Signature]

*Signature of Owner*

June 12/26  
*Date*

[Redacted Signature]

*Signature of Commissioner*

June 12/26  
*Date*

[Redacted Signature]  
Christa White, a Commissioner, etc.,  
Province of Ontario, for The Corporation of  
the Township of Southgate, County of Grey.