



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- _____

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	\$ 510.00 due prior to the application being submitted
Contingency Fee (refundable)	\$ 2000.00 due prior to the application being submitted
Application Fee	\$ 1,428.00 due with submitted application
Public Notice Sign Fee	\$ 148.00
Conservation Authority Fees	\$190.00 Saugeen Valley CA 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) Josh Chasse

Address [REDACTED]

Postal Code [REDACTED] Telephone Number [REDACTED]

2. Name of Agent Amy Kozak - Balan Engineering Corp.

Address [REDACTED]

Postal Code N4G 4H5 Telephone Number [REDACTED]

3. Nature and extent of relief applied for: _____

Property owners wish to proceed with a 1 storey primary dwelling with future oversized 2 storey ARU as recommended in Pre-consultation summary by Victoria Mance (Dec 4, 2025)

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

Future oversized 2 storey ARU dwelling exceeds bylaw height of 1 storey and allowable floor area

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

115 Christie Street Southgate Ontario N0C 1B0

6. Dimensions of land affected in metric units:

Frontage: 200m Area: 211m

Depth: 211m 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: No existing building or structures are on the property

Proposed: 1 Storey 140m² Primary Dwelling with a 2 storey 325m² Oversized Additional

Residential Unit (ARU) to be constructed at future date.

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

Existing: No existing building or structures are on the property

Proposed: Primary Dwelling - Front yard depth = 20m; Interior side yard = 11m; Rear yard depth = 177m

Future ARU - Front yard depth = 32m; Interior side yard = 30.5m; Rear yard depth = 168m

9. Date of acquisition of subject land: Nov 28, 2024

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

No existing building or structures are on the property

11. Existing uses of the subject property:

Vacant land

North: N/A East: Environmental Protection / Agriculture

12 | [Lamoth's reflections on the conflict](#) | [Gilligan's theory of the self](#) | [Women's responses to conflict](#)

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... 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: _____ X _____

Other means (*please explain*) _____

17. Present Official Plan designation on the subject lands: Residential

18. Present Zoning By-law provisions applying to the land: Residential Zone 6 & 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)

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 _____ Josh Chasse
(print name or names)

authorize _____ Amy Kozak at Balan Engineering Corp
(print name of agent)

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

_____ Jan 13th 2026
✓ (Signature of Owner) _____ (date)

_____ (Signature of Owner) _____ (date)

22. Owners authorization for access:

I/we _____ Josh Chasse
(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.

_____ Jan 13th 2026
✓ (Signature of Owner) _____ (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) _____ Amy Kozak at Balan Engineering Corp
Name of Owner(s) or Authorized Agent or Applicant

of the town of Tillsonburg in the county of Oxford
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:

town of Tillsonburg in the county of Oxford

This 14th day of January, 2026

JAN. 14, 2026

Signatures of Owner

AGENT

Date

Signatures of Owner

Date

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Jan. 14, 2026

TRISHA RENEE VOTH
a Commissioner, etc.,
Province of Ontario,
for The Corporation of the
Town of Tillsonburg.
Exp. March 26, 2027.