

**Township of Southgate
Administration Office**
185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

September 2nd, 2025

Circulation Agencies
Public residents of Southgate

SUBJECT: Official Plan Amendment No. 10 – Inactive Applications

I am providing this cover letter with the attached proposed Official Plan Amendment No. 10 to the Township of Southgate Official Plan as additional information to circulation agencies and the public.

Council directed staff, at the May 21, 2025 meeting, to initiate several Official Plan Amendments to help improve the planning process. This included examining tools for applications which become inactive or go dormant for long periods.

The proposed Official Plan Amendment would provide policy where staff could deem an application to be dormant/inactive after a period where no meaningful progress on application is made. This includes a lack of communication about the regular progress updates.

The application would become the subject of a monthly maintenance fee. If the fee is unpaid, then staff would deem the file to be abandoned and close the file. The applicant would have to submit a new application to proceed, starting at the beginning of the planning process.

While the Township rarely sees files where this may occur, given the increasing volume of applications – preparing for this possibility is prudent. This ensures orderly processing of planning applications and use of planning resources.

We look forward to receiving your feedback during the circulation and public meeting.

Sincerely,
Kenneth Melanson, BA, RPP, MCIP
Director of Development Services
Township of Southgate