



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- 9-26

Pre-Consult Date: _____

Date received: July 10, 2026

Accepted by: _____

Roll #42 07 060 004 13810

Conservation Authority Fee

Required: SVCA

Official Plan: Ag

Property's Zone: A1

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) Owner Marlene Ziobrowski

Address [REDACTED]

Postal Code [REDACTED] Telephone Number [REDACTED]

2. Name of Agent Melanie Martin, Evolve Builders Group Inc.

Address [REDACTED]

Postal Code [REDACTED] Telephone Number [REDACTED]

3. Nature and extent of relief applied for: requesting relief from Zoning by-law Section 5.24.1 ii)
Proposing replacement of existing garage to allow for additional storage with 1 bedroom accessory dwelling unit above.

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

existing dwelling is already set far back from the road and side yard leaving room for garage/additional dwelling to meet setbacks of the zoning by-law section 6.1 and not require removal of arable land from existing field to east of primary dwelling; existing berm to the northeast of existing primary dwelling and septic field to the south of existing primary dwelling prevent driveway(s) from reaching east of house; area north of existing dwelling is sensitive to spring flooding making unsuitable conditions for a driveway extension to rear (east) of existing dwelling

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

CON 15 PT LOT 26 RP 17R3326; PART 1

6. Dimensions of land affected in metric units:

Frontage: 151 M

Area: 3.28 hectares

Depth: 192 m

Width of Street: single lane each direction approx 7M

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: Existing one-storey garage S4 M2 (10M x 5M) to be demolished; existing one-storey 2 bdrm dwelling,
119 M2 (15.367M x 7.747M x 5.4M tall) ; 4 temporary storage seacans

Proposed: existing dwelling to remain; new two-storey building - garage with accessory dwelling above 118.05M2
(11.39 M x 10.36M x 9.52 M tall)

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

Existing: existing garage is 29.2M from front property line and 13.6M front side yard property line; existing dwelling
is 46.3M from front property line and 20.8M from side yard property line

Proposed: proposed new garage and ADU 27.9M from front property line and 15M from side yard property line;
existing dwelling to remain

9. Date of acquisition of subject land: June 2005

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

existing garage (to be demolished): unknown; existing single family dwelling: 2021

11. Existing uses of the subject property:

Residential and agricultural

12. Existing uses of the abutting properties:

North: Agricultural

East: Agricultural/Environmental & Wetland protection

South: Agricultural/Environmental & Wetland protection **West:** Agricultural/Wetland protection

West: Agricultural/Wetland protection

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

from beginning of present ownership

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

private septic privately owned and operated individual or communal well sanitary sewage system

_____ privy or other means (please explain)

16. Storm drainage is provided by (check applicable):

Sewers: none Ditches at road Swales : as marked on site plan

Other means (*please explain*) _____

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

18. Present Zoning By-law provisions applying to the land: A1 Section 6 (and 5.24.1)

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 Marlene Ziobrowski
(print name or names)

authorize Melanie Martin, Evolve Builders Group Inc.
(print name of agent)

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

 _____ (Signature of Owner)	<u>July 8, 2026</u> _____ (date)
 _____ (Signature of Owner)	 _____ (date)

22. Owners authorization for access:

I/we Marlene Ziobrowski
(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)	<u>July 8, 2026</u> _____ (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) Marlene Ziobrowski
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 10 day of July, 2026


Signatures of Owner

July 10/2026
Date

Signatures of Owner

Date


Signature of Commissioner

July 10, 2026
Date


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

