The Corporation of The Township of Southgate

Consent Application Form
Effective February 9, 2026

Instructions:

- Please check all applicable boxes and answer all applicable questions.
- Several of the questions are part of the minimum mandatory requirements as prescribed in Schedule 1 to Ontario Regulation 41/95, Planning Act, and must be completed.
- 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:_____

Pre-Consult Date: _____

Date received:_____

Date accepted_____

Accepted by:_____

Roll # 42 07_____

Conservation Authority Fee Required: _____

Other information: _____

_____

Potential applicants are strongly encouraged to consult with the Planning Department 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 Review Fee	$ 500.00 due prior to the application being submitted
Contingency Fees (refundable)	$ 2000.00 due prior to the application being submitted
Application Fees	$ 1,663.00 due with submitted application
	$ 313.00 due on completion (if approved)
Public Notice Sign Fee	$ 151.00
Parkland Dedication Fee	$ 3,650.00 (all new residential lots)
Deed Stamping	$ 396.00 due before finalization of approved consent
Conservation Authority Fee	SVCA $ 600.00 (per each net lot created) GRCA – Call directly for details
County of Grey Review Fee	$400.00

It is the responsibility of the applicant to ensure that progress is being made on their application. Applications that show no meaningful progress for an extended period may be deemed inactive and may be cancelled as per section 7.20 of the Township Official Plan.

Applications that need to be commissioned at the Township office must schedule an appointment. To schedule an appointment please email Alysha Black at ablack@southgate.ca or call 519-923-2110 ext. 232

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.

Part One

Owner/Agent/Application Information

*To be completed by the applicant

1. Name of registered owner:_____

   Mailing address:_____

   Phone#: (H)_____ (B)_____

   Email Address:_____

2. Name of applicant *(if different than above)*:_____

   Mailing address:_____

   Phone#:_____Email:_____

   Applicant's Relationship to Subject Lands:
   - ❑ Registered Property Owner
   - ❑ Holder of Option to Purchase Subject Lands
   - ❑ Signing Officer of Corporation
   - ❑ Other (Specify)_____

3. Name of agent: _____

   Mailing address:_____

   Phone#:_____Email:_____

4. Send all correspondence to: (Choose only ONE) ❑ Applicant ❑ Agent

5. Preferred Method of communication: ❑ Phone ❑ email ❑ Postal Mail

Part Two

The Subject Lands

6. Subject Land: (Legal Description)

NOTE: On this form "SUBJECT LAND" means the parcel to be severed & the parcel to be retained.

Former Municipality _____

Road Name_____Civic Address (911) No. _____

Lot No._____Plan/Concession _____

Part_____Reference Plan No. _____

7. Description of Subject Land:

a) Existing use of the subject land:

❑ Agricultural ❑ Rural ❑ Commercial/Industrial ❑ Residential

❑ Other(explain) _____

b) Existing buildings _____

_____

c) Is the "subject land" presently subject to any of the following:

❑ Easement ❑ Restrictive Covenants ❑ Right of Way

Describe:_____

NOTE: all existing easements and right of ways must be shown on the sketch.

Part Three
The Proposal

8. Proposal

Dimensions of land intended to be SEVERED	Dimensions of land intended to be RETAINED
Frontage_____metres	Frontage_____metres
Depth_____metres	Depth_____metres
Area_____hectares	Area_____hectares

**These dimensions must be accurate*

9. Reason for severance

(a) Reason for severance _____

i) New Lot ❑

ii) Lot Addition ❑ (Question # 12 to be completed)

iii) Lease/Charge ❑

iv) Easement/Right of Way ❑

❑ Bell Canada	❑ Hydro
❑ Water Access	❑ Gas
❑ Other (Specify)_____	

v) Correction of Title ❑

vi) Other ❑ Specify_____

(b) Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:_____

Address: _____

10. Proposed use of land to be severed

Existing buildings_____

Proposed buildings_____

❑ Non-farm residential	❑ Surplus farm dwelling
❑ Agricultural	❑ Agricultural related
❑ Hobby Farm	❑ Commercial/Industrial
❑ Other (Specify)_____	

11. Proposed use of land to be retained

Existing buildings_____

Proposed buildings_____

❑ Non-farm residential	❑Surplus farm dwelling
❑ Agricultural	❑ Agricultural related
❑ Hobby Farm	❑ Commercial/Industrial
❑ Other (Specify)_____	

12. Original lot being added to *(lot addition only):*_____

Existing buildings/structures:_____

Use:_____

Access:_____

Servicing:_____

13. Road Access:

	Severed Parcel	Retained Parcel
Provincial Highway(Provide Road Number)	❑	❑
County Road (Provide Road Number)	❑	❑
Southgate Road (Provide Road Number)	❑	❑
Non-maintained/seasonally maintained Municipal road allowance	❑	❑
If access is from a non-maintained or seasonally maintained road allowance has an agreement been reached with the municipality regarding upgrading of the road? ❑ YES ❑ NO		
Private Right-of-Way	❑	❑

14. Servicing:

a) What type of water supply is proposed?

	Severed Parcel	Retained Parcel
Municipally owned/operated water supply	❑	❑
Lake/River	❑	❑
Private well - Individual	❑	❑
Private well - Communal	❑	❑
If proposed water supply is by private well, are the surrounding water well records attached? ❑ YES ❑ NO		

b) What type of sewage disposal is proposed?

	Severed Parcel	Retained Parcel
Municipally owned/operated sanitary sewers	❑	❑
Individual Private Septic	❑	❑
Communal Private Septic	❑	❑
Privy	❑	❑
Other (Specify)	❑	❑

c) Other services (check if any of these services are available to the "subject land")

Electricity ❑ School Bus ❑ Telephone ❑ Garbage Collection ❑

15. Agricultural property history

If this property is Agricultural in nature or located within 450m (1476 feet) of a barn or livestock facility, ***you must complete Schedule "A",*** found at the end of this application. *(Exception for minor lot line adjustment).*

Part Four

Statement of Compliance

16. Applicable legislation and policies

a) Is this application consistent with policy statements issued under subsection 3 (1) of Planning Act? ❑ Yes ❑ No

b) Is the subject land within an area of land designated under any provincial plan or plans? ❑ Yes ❑ No

i) If the answer to section b) is yes, does this application conform to, or not conflict with, the applicable provincial plan or plans.
❑ Yes ❑ No

c) Please indicate the existing Southgate Official Plan designation(s) of the subject land:

❑	Agriculture	❑	Space Extensive Industrial/Commercial
❑	Rural	❑	Mineral Aggregate Extraction
❑	Village Community	❑	Hazard Lands
❑	Inland Lakes	❑	Wetlands
❑	Major Open Space	❑	Neighbourhood Area
❑	Arterial Commercial	❑	Downtown Commercial
❑	Industrial	❑	Public Space
❑	Special Policy Area		

d) Please indicate whether any of the following Constraint Areas in Southgate Official Plan apply to the subject land:

❑	Primary Aggregate Resource Areas	❑	ANSI
❑	Existing/known abandoned Land Fill Sites	❑	Deer wintering yard

e) Does the application conform to the Southgate Official Plan?
❑ Yes ❑ No

f) Has any land been previously severed from the original parcel of land?
❑ Yes ❑ No If yes, how many severances?_____

Indicate year, file #'s, if known_____

_____

g) Has the parcel intended to be severed ever been, or is it now, the subject of an application for a plan of subdivision under the Planning Act?
❑ Yes ❑ No ❑ Unknown

h) Is the application being submitted in conjunction with a proposed County Official Plan Amendment? ❑ Yes ❑ No

i) Is the application being submitted in conjunction with a proposed Southgate Official Plan Amendment? ❑ Yes ❑ No

j) Has an application for a zoning by-law amendment, or a minor variance, been submitted to/or approved by the Township of Southgate?
❑ Yes ❑ No

i) If yes, please provide some additional information:

File # _____ Submitted _____ Approved _____

File # _____ Submitted _____ Approved _____

Additional Requirements

17. Sketch ***You must show all of the required information***
Sketch must be submitted on paper no larger than 8 1/2" x 14". Please review the example sketches to help you with what is required. Sketches must be need and easy to read.

a) Clearly label which is the severed parcel and which is the retained parcel

b) "NORTH ARROW"

c) "Subject Land" - all land owned by the applicant - boundaries & dimensions

d) Distance between the applicant's land and the nearest township lot line or appropriate landmark (e.g. bridge, railway crossing, etc.)

e) Boundaries and dimensions of the subject lands – clearly indicating the part of the parcel that is to be severed, the part that is to be retained and the location of all land previously severed

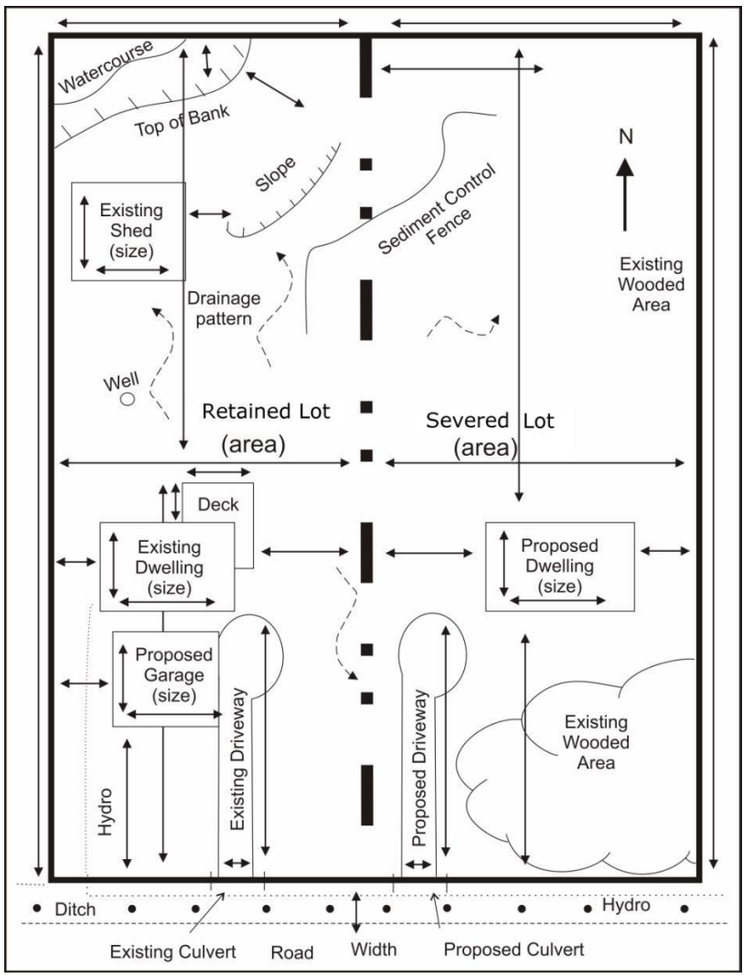
f) Approximate location of all natural and artificial features on the subject land (e.g. buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, septic tanks) and the location of any of these features on adjacent lands which may affect the application

g) Use of adjoining land (e.g. residential, agricultural, cottage, commercial, etc.)

h) Location, width and names of all road allowances, rights-of-way, streets, or highways within or abutting the property, indicating whether they are publicly traveled roads, private roads, rights-of-way or unopened road allowances

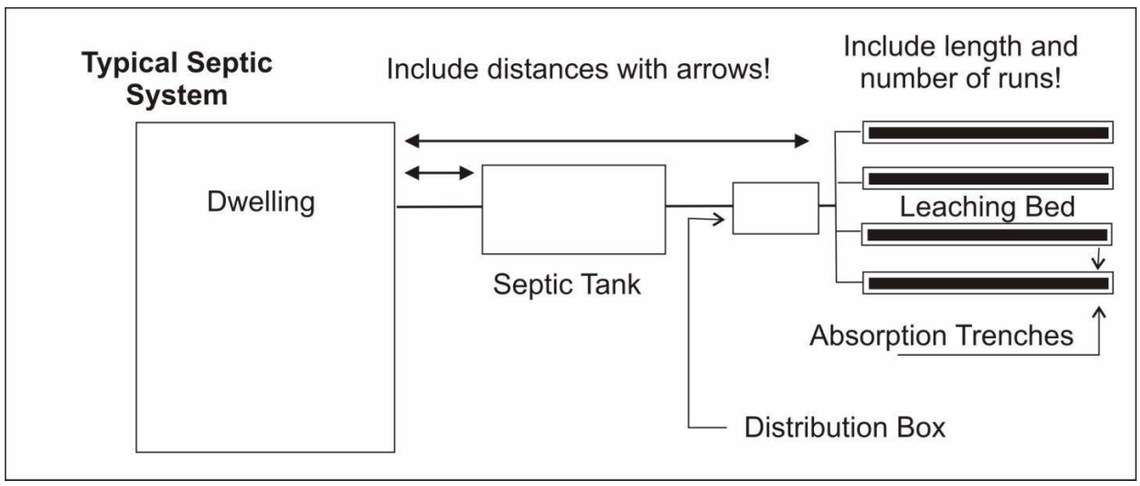
i) Location and nature of any easement affecting the subject land

j) Location and distances of barns within 450 metres (1476 feet) of severance

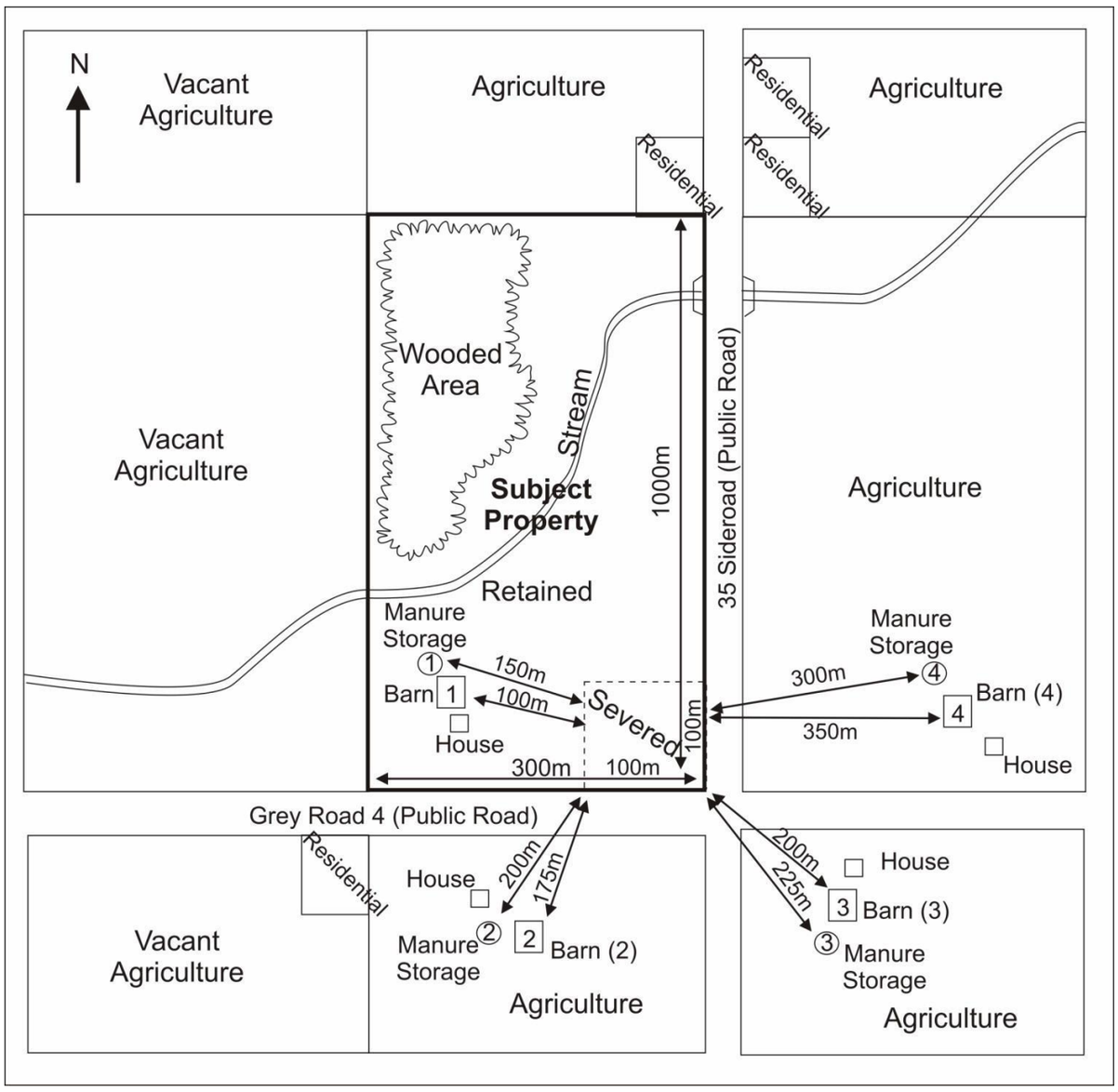


Sample 1 Residential Lot Severance Sketch

Please do not return this page



Sample 2 Septic System Information



Sample 3 Agricultural Severance

Further Note on Sketches:
The above samples are provided for your information. The exact details you will need to provide will depend on your proposal. Agricultural properties MUST provide information relating to barns on the subject property *and* the neighbouring properties as shown in Sample 3. Properties inside urban areas do not require agricultural information. Septic information in the urban area of Dundalk is not required if the property is on full municipal services.

Please do not return this page

Part Five

Authorization and affidavit

18. Owner's Consent (Freedom of Information):

In accordance with the provision of the Planning Act, it is the policy of the Municipality to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation

I(we),_____and _____
name of owner(s)

hereby acknowledge the above-noted and provide my/(our) consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, as well as commenting letters of reports issued by the municipality and other review agencies will be part of the public record and will also be available to the general public.

_____ _____
Signature of Owner *date*

_____ _____
Signature of Owner *date*

19. Owner authorization for agent

I/we _____

authorize_____

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

_____ _____
Signature of Owner *Signature of Witness*

Dated at the_____of_____,

this_____day of_____, 20_____.

20. Owners authorization for access

I/we _____

Hereby do permit Township staff and its representatives to enter upon my/our lands during regular business hours for the purpose of performing inspections of the subject property as it relates to evaluation of this application.

_____ _____
Signature of Owner *date*

_____ _____
Signature of Owner *date*

21. Affidavit or sworn declaration

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

I/ (We)_____
Name of Owner(s) or Authorized Agent

of the_____of_____ in the_____of _____
city/township/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:

_____of _____ in the_____of _____
city/township/municipality *county/region*

This_____day of_____,20____

_____ _____
Signature of Owner or Authorized Agent *Date*

_____ _____
Signature of Owner *Date*

_____ _____
Signature of Commissioner *Date*

Return this completed form and payment to:
Attention: Committee of Adjustment
Township of Southgate
185667 Grey Road 9, RR 1
Dundalk Ontario
N0C 1B0

Schedule "A"

Supplementary Information – Agricultural Lands

Agricultural property history

1. What type of farming has been or is currently being conducted?

❑ Beef	❑ Swine	❑ Poultry
❑ Dairy	❑ Cash Crop	❑ Sheep
❑ None		
❑ Other (describe) _____		

a) Describe in detail the size and age of animals, and feed type used for the type of farming conducted: _____

_____

_____

2. Is there a barn on the *subject property*? ❑Yes ❑ No

If yes, answer the questions below:

a) Indicate the condition of the barn: _____
b) Size of Barn: _____
c) Present Use of Barn: _____
d) Livestock Capacity of Barn:_____
e) MANURE STORAGE:

Please indicate the manure storage facilities on the subject lands

- ❑ No storage required (manure/material is stored for less than 14 days)
- ❑ Storage already exists

i) Type of Storage:

- ❑ Liquid
  - ❑ inside, underneath slatted floor
  - ❑ outside, with permanent, tight fitting cover
  - ❑ (treated manure/material) outside, no cover
  - ❑ outside, with a permanent floating cover
  - ❑ outside, no cover, straight-walled storage
  - ❑ outside, roof but with open sides
  - ❑ outside, no cover, sloped-sided storage
- ❑ Solid
  - ❑ inside, bedded pack
  - ❑ outside, covered
  - ❑ outside, no cover, >= 30% DM
  - ❑ outside, no cover, 18-30% DM, with covered liquid runoff storage
  - ❑ outside, no cover, 18-30% DM, with uncovered liquid runoff storage

3. Are you actively farming the land (or – do you have the land farmed under your supervision)?
   - ❑ Yes – For how long? _____
   - ❑ No – When did you stop farming? _____
     a) If no, for what reason did you stop farming? _____

_____

4. How long have you owned the farm? _____

5. Area of total farm holdings: _____

6. Number of tillable hectares: _____

7. Do you own any other farm properties? ❑Yes ❑ No

   If yes, indicate locations: Lot:_____Concession: _____

   Former Township: _____

   Total Hectares: _____

8. Do you rent any other land for farming purposes? ❑Yes ❑ No

   If yes, indicate locations: Lot:_____Concession: _____

   Former Township: _____

   Total Hectares: _____

9. Adjacent and nearby farms

a) Are there any barns on other properties within 450 m (1500 ft) of the subject lands?
   ❑ Yes ❑ No

***If yes, these barns and distances to the subject property must be shown on the sketch.

The following questions must be answered for each property within 450m containing a barn regardless of current use. Attach a list if necessary.

b) What type of farming has been conducted on the property/properties?

_____

_____

_____

c) Indicate the number of tillable hectares on other property: _____

_____

d) Indicate the size of the barn(s):_____

e) Capacity of barn in terms of livestock: _____

f) Manure Storage facilities on other property *(see storage types listed in question above):*

_____

_____

_____

Additional information may be required for Minimum Distance Separation (MDS) calculations – please discuss this with Planning Staff prior to submitting your application