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:

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.

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

1. Name of Owner/Applicant (circle one) _____

Address_____

Postal Code _____ Telephone Number _____

2. Name of Agent _____

Address_____

Postal Code _____ Telephone Number _____

3. Nature and extent of relief applied for:_____

_____

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

_____

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

_____

_____

6. Dimensions of land affected in metric units:

Frontage: _____ Area:

Depth: _____ 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: _____

_____

_____

Proposed:_____

_____

_____

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

Existing: _____

_____

_____

Proposed: _____

_____

_____

9. Date of acquisition of subject land: _____

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

_____

11. Existing uses of the subject property:

_____

12. Existing uses of the abutting properties:

North: _____ East:_

South: _____ West: _____

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

_____

14. 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 : _____

Other means (*please explain*) _____

_____

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

18. Present Zoning By-law provisions applying to the land:_____

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 ad 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_____
(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) (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)_____
Name of Owner(s) or Authorized Agent or Applicant

of the_____of_____ in the_____of _____
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:

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

This_____day of_____,20____

_____ _____
Signatures of Owner *Date*

_____ _____
Signatures of Owner *Date*

_____ _____
Signature of Commissioner *Date*