



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- 10-26

Pre-Consult Date: _____

Date received: _____

Accepted by: _____

Roll #42 07 110-001-15100

Conservation Authority Fee

Required: _____

Official Plan: _____

Property's Zone: - _____

Other Information: _____

B9-25

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) C Black Construction (Clint Black)
Address 346 Victoria Street East Dundalk ON
Postal Code N0C 1B0 Telephone Number [REDACTED]

2. Name of Agent Jack Snell

Address [REDACTED]

Postal Code [REDACTED]

Telephone Number [REDACTED]

3. Nature and extent of relief applied for: Slightly inadequate lot frontage on retained and severed lot.
slightly inadequate area on retained lot.

4. Why is it not possible to comply with the provisions of the by-law? despite being an oversized town lot, dividing it in half creates lot size deficiencies

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

PLAN 480 BLK N PT LOT 26 BLK; O PT LOT 48
346 Victoria Street East Dundalk ON

6. Dimensions of land affected in metric units:

Frontage: 25.99m Area: 1158.71m²
Depth: 50.43m Width of Street: approx 9m

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: House: 50.6m² (ground floor area).
90.79m² (gross floor area). Storey and a half
W = 5.49m L = 9.14m H = 6.1m *Shed to be demolished
*Garage to be demolished

Proposed: House: 137.7m² (ground floor area).
275.4m² (gross floor area). 2 storey
W = 7.92m L = 15m H = 7.4m

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

House to Existing: Front: 7.18m East side: 1.83m - 1.95m
Rear: 22.11m West side: 6.13m
*Shed and garage to be demolished

Proposed: Front: 7m East side: 1.5m
Rear: 28.45m West side: 2.76m

*all distances are based on proposed house on severed lot.

9. Date of acquisition of subject land: November 8. 2024

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

approx 1950

11. Existing uses of the subject property:

Residential Dwelling

12. Existing uses of the abutting properties:

North: Residential

East: Residential

South: Residential

West: Residential

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

70+ years

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: Neighbourhood Area

18. Present Zoning By-law provisions applying to the land: Residential Type 2 Zone (R2)

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 C Black Construction (Clint Black)
(print name or names)

authorize Jade Snell
(print name of agent)

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

[Redacted Signature]
(Signature of Owner)

June 5, 2026
(date)

(Signature of Owner)

(date)

22. Owners authorization for access:

I/we C Black Construction (Clint Black)
(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.

[Redacted Signature]
(Signature of Owner)

June 5, 2026
(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) Jade Snell
Name of Owner(s) or Authorized Agent or Applicant
of the township of Melancthon in the County of Dufferin
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 29th day of July, 2026.

[Redacted Signature]

Signatures of Owner

June 5, 2026
Date

[Redacted Signature]

Signatures of Owner

Date

[Redacted Signature]

Signature of Commissioner

July 29, 2026
Date

