



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 \$ 260.00 (per each net lot created) GRCA – Call 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.

Part One

Owner/Agent/Application Information

*To be completed by the applicant

1. Name of registered owner: Stephen Martin & Veronica Martin

Mailing address: _____

Phone#: (H) _____ (B) _____

Email Address: Not available

2. Name of applicant (if different than above): Dryden, Smith & Head
Planning Consultants Ltd.

Mailing address: _____

Phone#: 519-745-3540 Email: andrewh@dsh.ca

Applicant's Relationship to Subject Lands:

- ☐ Registered Property Owner
- ☐ Holder of Option to Purchase Subject Lands
- ☐ Signing Officer of Corporation
- ☒ Other (Specify) Planning Consultant

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 Township of Southgate, Proton

Road Name Grey Rd 14 Civic Address (911) No. 112191

Lot No. 13 Plan/Concession 10

Part _____ Reference Plan No. N/A

7. Description of Subject Land:

a) Existing use of the subject land:

☒ Agricultural ☐ Rural ☐ Commercial/Industrial ☐ Residential

☐ Other(explain) _____

b) Existing buildings None

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

☐ Easement ☐ Restrictive Covenants ☐ Right of Way

Describe: None

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

Frontage 90 metres

Depth 90 metres

Area 0.805 hectares

Dimensions of land intended
to be RETAINED

Frontage 292.2 metres

Depth 493.6 metres

Area 17.83 hectares

**These dimensions must be accurate*

9. Reason for severance

(a) Reason for severance To create new lot for parochial school

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: Trustees fro new school

Address: c/o Stephen Martin

10. Proposed use of land to be severed

Existing buildings No

Proposed buildings New school

☐ 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 Nil - Land under agricultural use (crops)

Proposed buildings Nil

☐ 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)	12 ☐	12 ☐
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 For School	☒	☐
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 For School	☒	☐
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: **None apply**

☐	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 _____

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), Stephen Martin and Veronica Martin
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.

[Redacted Signature] Aug 14 2026
Signature of Owner date
[Redacted Signature] Aug 14 2026
Signature of Owner date

19. Owner authorization for agent

I/we Stephen & Veronica Martin
authorize Dryden, Smith & Head Planning Consultants Ltd.

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

[Redacted Signature] [Redacted Signature]
Signature of Owner Signature of Witness

Dated at the Township of Southgate

this 17 day of August, 2026

20. Owners authorization for access

I/we Stephen & Veronica Martin

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.

[Redacted Signature] Aug 14 2026
Signature of Owner date
[Redacted Signature] Aug 14 2026
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) Stephen & Veronica Martin
Name of Owner(s) or Authorized Agent
of the Township of Southgate in the County of Grey
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:
Township of Southgate in the County of Grey
city/township/municipality county/region

This 14 day of August, 2026

X 
Signature of Owner or Authorized Agent

Aug 14 2026
Date

X 
Signature of Owner
Veronica Martin

Aug. 14, 2026
Date


Signature of Commissioner
Samuel Head

Aug 14, 2026
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
Samuel Roy Head, a Commissioner, etc.,
Regional Municipality of Waterloo,
for Dryden, Smith & Head Planning
Consultants Ltd. Expires August 2, 2026

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, $\geq 30\%$ 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: 18.64 ha
6. Number of tillable hectares: 17 ±
7. Do you own any other farm properties? ☒ Yes ☐ No
- If yes, indicate locations: Lot: 14 Concession: 12
- Former Township: Proton
- Total Hectares: _____
8. Do you rent any other land for farming purposes? ☐ Yes ☒ No
- If yes, indicate locations: Lot: 14 Concession: 12
- Former Township: Proton
- 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