

OFFICE USE ONLY			
Date Received:		File No:	
Receipt #		Total Application Fee Received:	
Roll Number:		Pre-Submission Consultation:	Yes ☐ No ☐

Completeness of the Application:

This application form sets out the information that must be provided by the applicant, as prescribed in the various Ontario Regulations made under the Planning Act.

What is required to submit a minor variance application?

There are several application specific requirements, as listed below, which apply to certain applications.

Note: There could be additional requirements in the form of studies, reports, plans, verification, etc. as conditions of final approval.

Application Specific	Requirements - Checklist
All minor variance applications	☐ Pre-submission consultation is strongly recommended. ☐ Drawing – see instructions in Appendix 'A' ☐ Completed application form ☐ Commissioners stamp/signature ☐ Application fee – see calculation instructions below

Submission of Application

Applications made be mailed to, or dropped off at West Grey Municipal Office, 402819 Grey Road 4, Durham, ON N0G 1R0 and/or e-mailed as an adobe PDF document to notice@westgrey.com. Applications will not be reviewed/processed until the application fee is received.

Application Fee

The application fee is to be submitted at the time of submission. Application fees may be paid by cheque (made out to the Municipality of West Grey (Municipality), money order, or cash. Interac/debit payment may be made at the West Grey Municipal Office. Online payment is not available.

Type of Application	Fee	Subtotal
a) Minor Variance Application	\$1,400.00	\$1,400
Additional Required Application Fees		
e) Grey County Planning Fee (\$400.00 Flat Fee for 1 st Application plus \$50.00 for each related application.)	\$400.00 + \$50 (includes Consent application review fee)	\$450
f) Saugeen Valley Conservation Authority Planning Fee (\$400 Flat Fee for 1 st Application plus 50% of \$400 for each related application.)	~~\$400.00~~ + \$200 (includes Consent application review fee)	\$800
Total Application Fee:		\$4,550*

*includes Consent application fee

Please ensure to complete this application in its entirety and submit any additional information that may have been identified as required through the Pre-Submission Consultation process.

1. Owner/applicant	
Name	Margaret (Marney) Cuff
Mailing address	381103 Concession 4 NDR, RR3 Hanover, ON N4N 3B9
Telephone no.	(519) 889-3425
Email address	marnpaul@gmail.com

2. Agent (if applicable)	
All correspondence, notices, etc., with respect to this application, will only be directed to the owners/applicant's agent. Where no agent is identified notices etc., will be directed to the owner/applicant.	
Name	Ron Davidson Land Use Planning Consultant Inc.
Mailing address	265 Beattie Street, Owen Sound, ON N4K 6X2
Telephone no.	(519) 371-6829
Email address	ronalddavidson@rogers.com

3. Solicitor (if applicable)	
Name	
Mailing address	
Telephone no.	
Email address	

4. Subject Lands	
Former township/town	Township of Bentinck
Legal description	Lot 3, Concession 5
Civic address	381103 Concession 4 NDR
Assessment roll number	4205280005269000

5. Pre-submission/consultation	
Have you completed pre-submission consultation with the Municipality?	Yes ☒ No ☐

6. Nature and extent of the relief from the zoning bylaw (what is being varied)	
Describe the nature and extent of the relief being applied for? Example: reduce front yard, minimum from x metres to x metres to allow addition to dwelling/permit a new garage in the front yard/permit an accessory building of x square metres whereas x square metres is permitted by the bylaw. To reduce the minimum lot area requirement of the A2 zone (including the NE lands) from 20 ha to 2.0 ha.	
Indicate why the proposed use cannot comply with the requirements of the zoning bylaw. A lot is being severed and does not comply with this standard. It does, however, conform with the lot area requirements of the Grey County Official Plan.	

7. Planning background	
What is the current West Grey zoning (see https://www.grey.ca/government/land-use-planning)	A2 and NE
What is the current West Grey Official Plan designation (see https://www.westgrey.com/en/invest/resources/West-Grey-Official-Plan-2012.pdf)	Not applicable
What is the County of Grey Official Plan designation	Rural and Hazard Lands

(see https://www.grey.ca/government/land-use-planning)			
Describe how the application conforms with the policies of the West Grey and/or County of Grey Official Plan(s) noted above:		Please see Planning Justification Report	
Describe the surrounding land uses:		Agriculture, forested lands, several residential lots to the east.	
What is the current use of the subject lands?		Agriculture with residence, with forested lands.	
Are there any existing buildings or structures on the subject lands? Yes ☒ No ☐ If Yes Existing buildings and structures need to be shown on the drawing (see Appendix A). Provide the following:			
	Existing Building No. 1	Existing Building No. 2	Existing Building No. 3
Currently used for	Detached dwelling	Storage building	
Year Built	1950s	1970s	
Are there any new buildings or structures proposed to be built? Yes ☐ No ☒ If yes new buildings and structures need to be shown on the drawing (see Appendix A). Provide the following: The details regarding the proposed house are not known at this time.			
	New Building No. 1	New Building No. 2	New Building No. 3
Proposed Use	Detached dwelling		
Access		Water Service	
Provincial Highway ☐ Municipal Road (All Season) ☒ County Road ☐ Right-of-Way ☐		Municipal Service ☐ Private Well ☒ Communal Well ☐ Other: _____	
Sewage Service		Storm Drainage	
Municipal Service ☐ Private Septic ☒ Communal Septic ☐ Privy/Outhouse ☐ Other: _____		Municipal Storm Sewers ☐ Ditches/Swales ☒ Other: _____	

8. Other

Are the lands the subject of any other application under the <i>Planning Act</i>, such as an application for a County of Grey official plan amendment, an application for minor variance, an application for an approval of a plan of subdivision or consent or a minister's zoning order? Yes ☒ No ☐ If yes provide the following: File No.: Not assigned yet Status: The Consent application has been filed in conjunction with this MV application.
Saugeen, Grey Sauble Northern Bruce Peninsula Source Protection Plan Is the subject land within a Wellhead Protection Area (WHPA)? (see https://home.waterprotection.ca/) Yes ☐ No ☒ If yes, identify the WHPA: If yes do you have an approved Risk Management Plan (RMP) and/or a Section Fifty Nine (59) Notice to Proceed from the Risk Management Official (RMO)? Please attach.
Are there any registered easements/right-of-way or restrictive covenants on the lot? Yes ☐ No ☒ If yes describe each easement or restrictive covenant and its effect: *If yes your drawing must include the location of the easement/right-of-way

Authorization for agent to act for owner

I/we Margaret (Marney) Cuff am/are the registered owner(s) of the land that is the subject of this application for minor variance. I/we authorize Ron Davidson to make this application on my/our behalf.

This authorization also allows the agent to appear at any hearing(s) of the application and provide any information or material required by West Grey Council relevant to the application on my/our behalf.

Margaret Cuff
Signature of owner/owners

Oct 7/26
Date

[Signature]
Signature of witness

Oct 7/26
Date

Name of witness: Ron Davidson

Affidavit or sworn declaration for the prescribed information

I/we Ron Davidson solemnly declare that all statements contained in this application and supporting documentation are true and complete. 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 City of Owen Sound in the County of Grey Municipality of West Grey this October day of 2026.

[Signature]
Signature of ~~Owner/Owners or Agent~~ **Heather Ann Waite, a Commissioner, etc, Province of Ontario, for Andrew Drury Law Professional Corporation. Expires March 4, 2028.**

Oct 8/26
Date

Oct 8/26
Date

Owner/applicant's declaration

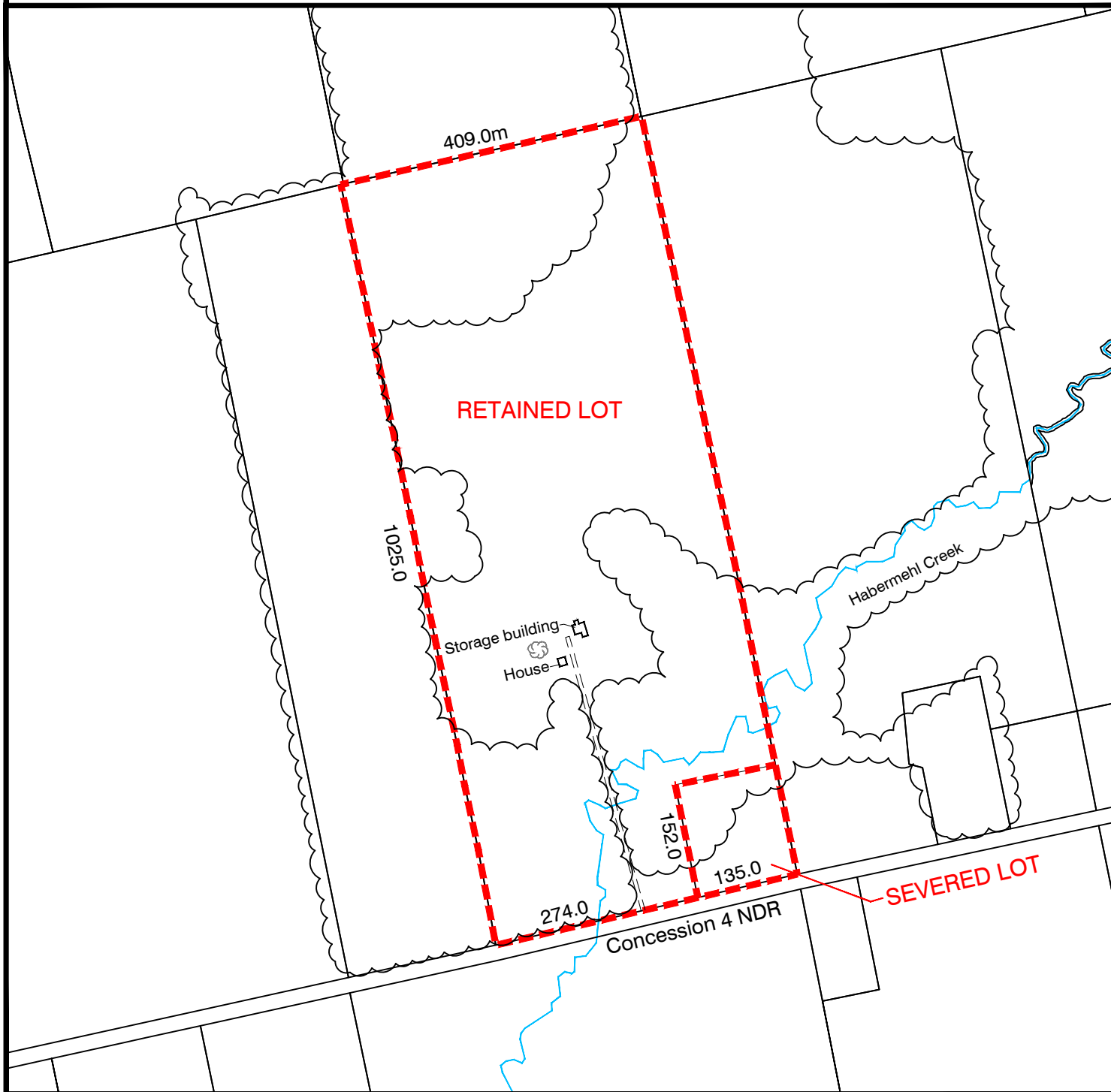
- In submitting this application, I/we Margaret (Marney) Cuff the owner/applicant hereby:
- a) apply to the Municipality for a minor variance as described in this application; and
 - b) agree and enclose the application fees as calculated; and
 - c) understand application fees are non-refundable and that no assurance is given that the payment of the application fee will result in approval of the application; and
 - d) agree that the cost of any professional peer review of the application deemed to be required by the Municipality in order to proceed with the application is the responsibility of owner/applicant and that a peer review deposit may be required prior to the processing of the application; and
 - e) authorize the Council members of the Municipality, members of the staff of the Municipality and designated consultants to enter onto the above-noted property for the limited purposes of evaluating the merits of this application over the time this application is under consideration by the Municipality; and
 - f) acknowledge that in accordance with the provisions of the Planning Act, it is the policy of the Municipality to provide the public access to all development applications and supporting documentation and hereby 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 will be part of the public record and will also be available to the general public; and
 - g) agree/acknowledge that I/we are responsible for ensuring that a 'Notice of Application' sign, as provided by the Municipality, is posted on the lands at the intersection of a driveway and a public road. Where there is no existing driveway, the sign shall be erected in the middle of the lot along a public road. And further, agree to not remove the sign until the day after a public meeting.

Margaret Cuff
Signature of Owner/Owners/Agent

Oct 7/26
Date

Proposed Severance

 Subject Lands



Lot Creation
381103 Concession 4 NDR
Municipality of West Grey



RON DAVIDSON
LAND USE PLANNING CONSULTANT INC
OWEN SOUND, ONTARIO
SCALE 1:7500