

OFFICE USE ONLY			
Date Received:		File No:	
Receipt #		Total Application Fee Received:	
Roll Number:			

### WHAT IS REQUIRED TO SUBMIT AN INQUIRY?

There are several application specific requirements, as listed below, which apply. Note: There could be additional requirements in the form of studies, reports, plans, verification, etc.

APPLICATION SPECIFIC	REQUIREMENTS - CHECKLIST
Inquiry	<input type="checkbox"/> Drawing or survey – see instructions in Appendix 'A' <input type="checkbox"/> Completed Application Form

### SUBMISISON 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](mailto:notice@westgrey.com).

Please ensure to complete this application in its entirety.

1. Owner/Applicant	
Name	
Mailing Address	
Telephone No.	
Email Address	

2. Agent (if applicable)	
<b>All correspondence, notices, etc.</b> with respect to this application, <b>will only be directed to the Owners/Applicant's Agent.</b> Where no Agent is identified notices etc. will be directed to the Owner/Applicant.	
Name	
Mailing Address	
Telephone No.	
Email Address	

3. Solicitor (if applicable)	
Name	
Mailing Address	
Telephone No.	
Email Address	

4. Subject Lands	
Former Township/Town	
Legal Description	
Civic Address	
Assessment Roll Number	

5. Purpose of the application
Provide a detailed summary of the proposal:

6. Supporting Documents

List the titles of any supporting documents submitted with this application (e.g., site servicing plan, grading plan etc.).	
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7. Provincial Highways	
Where the Subject Lands have access to, or propose access from, or are within 45 metres of a Provincial Highway consultation with the Ministry of Transportation is mandatory prior to submission of this application.	The Subject Lands are NOT within 45 metres of a Provincial Highway <input type="checkbox"/>  The Subject Lands are within 45 metres of a Provincial Highway and consultation has taken place <input type="checkbox"/>

8. Background			
	<b>Lot Dimensions</b>		
Frontage (metres/m)			
Depth (m)			
Area (ha. or m <sup>2</sup> )			
Access		Sewage Service	
Provincial Highway <input type="checkbox"/> Municipal Road (All Season) <input type="checkbox"/> County Road <input type="checkbox"/> Right-of-Way <input type="checkbox"/>		Municipal Service <input type="checkbox"/> Private Septic <input type="checkbox"/> Communal Septic <input type="checkbox"/> Privy/Outhouse <input type="checkbox"/> Other _____	
Water Service		Storm Drainage	
Municipal Service <input type="checkbox"/> Private Well <input type="checkbox"/> Communal Well <input type="checkbox"/> Other: _____		Municipal Storm Sewers <input type="checkbox"/> Ditches/Swales <input type="checkbox"/> Other _____	
<b>What is the current use(s) on the Subject Lands?</b>			
<b>Are there any Existing buildings or structures on the Subject Lands?</b>			
Yes <input type="checkbox"/> No <input type="checkbox"/> If yes identify the following:			
	Existing Building No. 1*	Existing Building No. 2*	Existing Building No. 3*
Currently used for			
Year Built			
<b>* Must be shown on the required Drawing.</b>			
<b>What is the proposed NEW use(s) on the Subject Lands?</b>			
<b>Are there any NEW buildings or structures proposed to be built on the Subject Lands?</b>			
Yes <input type="checkbox"/> No <input type="checkbox"/> If yes identify the following:			
	New Building No. 1*	New Building No. 2*	New Building No. 3*
Proposed Use			
<b>* Must be shown on the required Drawing.</b>			

9. Other	
<b>Have the lands ever been the subject to an application under the <i>Planning Act</i> for an Official Plan Amendment, a Zoning By-law Amendment, a Minister's Zoning Order, an application for Minor Variance or an application for approval of a Plan of Subdivision or Consent (severance)?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes provide the following:	
File No.:	Status:

**Are there any other application(s) under the *Planning Act*, such as an application for an Official Plan Amendment, a Zoning By-law Amendment, a Minister's Zoning Order, an application for Minor Variance or an application for an approval of a Plan of Subdivision or Consent currently in process?**  
 Yes  No  If yes provide the following:  
 File No.: \_\_\_\_\_ Status: \_\_\_\_\_

**Are there any existing easements or restrictive covenants affecting the subject lands?**  
 Yes  No  If yes describe each easement or restrictive covenant and its effect:

**What is the West Grey Official Plan Designation**  
 (see <https://www.westgrey.com/en/invest/resources/West-Grey-Official-Plan-2012.pdf>)

**What is the County of Grey Official Plan Designation**  
 (see <https://www.grey.ca/government/land-use-planning>)

**What is the West Grey Zoning**  
 (see <https://www.grey.ca/government/land-use-planning>)

**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.

**Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?**  
 Yes  (**Must be shown on the required Drawing.**) No

**Are there any gravel pits (in operation OR not in operation) within 500 metres of the subject lands?**  
 Yes  (**Must be shown on the required Drawing.**) No

**Are there any livestock barns (currently empty OR currently within livestock) within 750 metres of the subject lands?**  
 Yes  (**Must be shown on the required Drawing**) No

**Authorization for Agent to Act for Owner**

I/we \_\_\_\_\_ am / are the registered owner(s) of the land that is the subject of this application. I/we authorize \_\_\_\_\_ to make this application on my/our behalf.

This authorization also allows the Agent to appear at any hearing(s) if required and provide any information or material required relevant to the application on my/our behalf.

\_\_\_\_\_  
 Signature of Owner/Owners \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Witness \_\_\_\_\_  
 Date

Name of Witness: \_\_\_\_\_

**Owner/Applicant's or Agent Declaration**

In submitting this application, I/we \_\_\_\_\_ the Owner/Applicant hereby:

- a) apply to the Municipality of West Grey for Inquiry, as described in this application; and
- b) 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
- c) authorize members of the staff of the Municipality of West Grey 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
- d) acknowledge that in accordance with the provisions of the Planning Act, it is the policy of the Municipality of West Grey 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.

\_\_\_\_\_  
Signature of Owner/Applicant's or Agent

\_\_\_\_\_  
Date

### Appendix 'A' – Drawing Requirements

**Drawing** in metric units must be included showing the following (see Examples):

- a) North Arrow;
- b) Boundaries and dimensions of the subject land;
- c) Approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and immediately adjacent to it;
- d) 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;
- e) Location and nature of any easement affecting the subject land;
- f) Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction therewith and of all facilities and works required including facilities designed to have regard for accessibility for persons with disabilities;
- g) Drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing fewer than 25 dwelling units, which drawings are sufficient to display:
  - the massing and conceptual design of the proposed building;
  - the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;
  - the provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
  - matters relating to building construction required under a by-law referred to in section 97.1 of the *Municipal Act, 2001*,
  - matters relating to exterior access to each building that will contain affordable housing units or to any part of such building, but only to the extent that it is a matter of exterior design, if the municipal by-law passed under subsection (2) and the official plan to which the by-law gives effect both include provisions relating to policies described in subsection 16 (4) and both include requirements or standards for exterior access to buildings that will contain affordable housing units;
- h) Facilities designed to have regard for accessibility for persons with disabilities;
- i) Subject to the *Public Transportation and Highway Improvement Act*, facilities to provide access to and from the land such as access ramps and curbing and traffic direction signs;
- j) Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways;
- k) Walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access;
- l) Facilities for the lighting, including floodlighting, of the land or of any buildings or structures thereon;
- m) Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands;
- n) Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material;
- o) Easements to be conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the municipality thereof on the land;
- p) Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon. Note: A lot grading plan, prepared by a qualified person, may be required.

#### Notes:

A Surveyor's Real Property Report prepared by an Ontario Land Surveyor may be required to be submitted with the application where the location of existing or new buildings and structures appears to be on, or over, the property line.

### Example Drawings

