

OFFICE USE ONLY			
<b>Date Received:</b>		<b>File No:</b>	
<b>Roll Number:</b>		<b>Pre-Submission Consultation:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**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.

As per 'Section 34(10.2) Other Information' of the Planning Act RSO 1990 as amended the Council of the Municipality of West Grey requires that assessments, reports, studies, analyses or other material as outlined in the West Grey Official Plan and/or Grey County Official Plan be submitted at the time of application. Zoning By-law Amendment applications submitted without the required assessments, reports, studies, analyses or other material as required by the Official Plan(s) will be deemed incomplete and Council shall refuse to accept or further consider the application as per Section 34(10.3) of the Act. Applications deemed incomplete will be returned to the Owner/Applicant.

As per 'Section 22(5) Other Information' of the Planning Act RSO 1990 as amended the Council of the Municipality of West Grey requires that assessments, reports, studies, analyses or other material as outlined in the West Grey Official Plan and/or Grey County Official Plan be submitted at the time of application. Official Plan Amendment applications submitted without the required assessments, reports, studies, analyses or other material as required by the Official Plan(s) will be deemed incomplete and Council shall refuse to accept or further consider the application as per Section 22(5) of the Act. Applications deemed incomplete will be returned to the Owner/Applicant.

**WHAT IS REQUIRED TO SUBMIT A ZONING BY-LAW AND/OR OFFICIAL PLAN AMENDMENT?**

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 Zoning By-law Amendment Applications  ALL 'H Holding' removal Applications	<input type="checkbox"/> <b>Pre-Submission Consultation is strongly recommended.</b> <input type="checkbox"/> Sketch – see instructions in Appendix 'A' <input type="checkbox"/> Completed Application Form <input type="checkbox"/> Proof of Ownership <input type="checkbox"/> Commissioners Stamp/Signature <input type="checkbox"/> Application Fee – see calculation instructions below
ALL Official Plan Amendment Applications	<b>Pre-Submission Consultation is strongly recommended.</b> <input type="checkbox"/> Sketch – see instructions in Appendix 'A' <input type="checkbox"/> Completed Application Form <input type="checkbox"/> Proof of Ownership <input type="checkbox"/> Commissioners Stamp/Signature <input type="checkbox"/> Application Fee – see calculation instructions below
If the application is for a Surplus Farm Dwelling	If the application is for a surplus farm dwelling: <input type="checkbox"/> Complete Appendix 'B' Surplus Farm Dwelling <input type="checkbox"/> A surplus farm dwelling must be surplus to the current owner. Proof may be required: <input type="checkbox"/> Valid Farm Registration Number <input type="checkbox"/> Other lands owned <input type="checkbox"/> Address of primary residence
If the application is within 750 metres of a livestock barn and/or manure storage	If there are livestock barns and/or manure storage (either currently used for livestock or capable of being used for livestock) located within 750 metres of the lands: <input type="checkbox"/> An MDS 1 calculation is required to be submitted with this application pursuant to Minimum Distance Separation (MDS) document - Implementation Guideline #6.

**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). One application form may be used to apply for a Zoning By-law Amendment and West Grey Official Plan Amendment. 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), money order, or cash. Interac/debit payment may be made at the West Grey Municipal Office. On-line payment is not available.

Type of Application		Fee	SubTotal
a)	Zoning By-law Amendment	\$3,000.00	
b)	Contingency Fee – Zoning By-law Amendment  Note: Contingency fee payable upon submission. Contingency fee required to pay municipal legal, engineering, and planning fees related to <u>Zoning By-law Amendments</u> , not necessarily limited to, but including, corresponding site plan agreements, subdivision agreements, development agreements, condominium plan agreements, required as part of the planning process. As accounts are received from West Grey’s solicitor, engineer or planner, they will be paid by West grey and then submitted to the Developer for reimbursement, so that the initial deposit will again be built up to enable West Grey to pay the next accounts as they are received. Balance of deposit will be returned to developer upon completion of planning requirements.	\$2,000.00	
c)	Zoning By-law Amendment - Removal of H Holding	\$800.00	
d)	Official Plan Amendment	\$6,800.00	
e)	Contingency Fee – Official Plan Amendment  Note: Contingency fee payable upon submission. Contingency fee required to pay municipal legal, engineering, and planning fees related to <u>Official Plan Amendments</u> , not necessarily limited to, but including, corresponding site plan agreements, subdivision agreements, development agreements, condominium plan agreements, required as part of the planning process. As accounts are received from West Grey’s solicitor, engineer or planner, they will be paid by West grey and then submitted to the Developer for reimbursement, so that the initial deposit will again be built up to enable West Grey to pay the next accounts as they are received. Balance of deposit will be returned to developer upon completion of planning requirements.	\$5,000.00	
<b>Additional Required Application Fees</b>			
f)	Grey County Planning Fee (\$400.00 Flat Fee for 1 <sup>st</sup> Application plus \$50.00 for each related application.)	\$400.00 + _____	
g)	Saugeen Valley Conservation Authority Planning Fee (\$260.00 Flat Fee for 1 <sup>st</sup> Application plus \$130.00 for each related application.)	\$260.00 + _____	
<b>TOTAL Application Fee:</b>			

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

2. Agent (if applicable)	
<b>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.</b>	
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. Pre-Submission/Consultation		
Have you completed Pre-Submission Consultation with the Municipality of West Grey?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

6. Planning Background	
What is the current West Grey Zoning (see <a href="https://www.grey.ca/government/land-use-planning">https://www.grey.ca/government/land-use-planning</a> )	
What is the current West Grey Official Plan Designation (see <a href="https://www.westgrey.com/en/invest/resources/West-Grey-Official-Plan-2012.pdf">https://www.westgrey.com/en/invest/resources/West-Grey-Official-Plan-2012.pdf</a> )	
What is the County of Grey Official Plan Designation (see <a href="https://www.grey.ca/government/land-use-planning">https://www.grey.ca/government/land-use-planning</a> )	

7. Type & purpose of the application (select all applicable)	
Zoning By-law Amendment <input type="checkbox"/>	West Grey Official Plan Amendment <input type="checkbox"/>
Zoning By-law Amendment – Remove H Holding <input type="checkbox"/>	

8. Removal of H Holding		
<b>Provide the 'H Holding' wording from the West Grey Zoning By-law 37-2006:</b> Example: "H Holding may be removed upon submission of an Archaeological Assessment."		
<b>How has the H Holding condition been satisfied?</b> Example: "An Archaeological Assessment has been completed and registered with the province."		
<b>What area is the H Holding to be removed from?</b>	The 'H' is to be removed from some of the lands <input type="checkbox"/>	The 'H' is to be removed from ALL of the lands <input type="checkbox"/>
* If the removal of the 'H Holding' requires the approval of an agency, ministry i.e., conservation authority, Provincial ministry etc. you must provide correspondence from the agency, ministry etc. indicating their approval for the removal.		

9. Zoning By-law Amendment Information		
<b>Provide the reason for the Zoning By-law Amendment/What is the proposed use for the Subject Lands?</b> Example: permit an automobile repair shop, automobile spray paint booth, and automobile body shop.		
<b>What area does the Amendment cover?</b>	Entire Lot <input type="checkbox"/>	Portion of the Lot <input type="checkbox"/>
<b>Describe how the application conforms with the policies of the West Grey and/or County of Grey Official Plans noted above.</b>		
* If Zoning By-law Amendment applies only to a <u>Portion of the Lot</u> then your Sketch must include dimensions of the area.		

10. West Grey Official Plan Amendment Information		
<b>Provide the purpose for the Official Plan Amendment/What is the proposed use for the Subject Lands?</b> Example: designate the subject lands to allow for a commercial use being an automobile repair shop, automobile spray paint booth, automobile body shop.		
<b>Does the Amendment add a NEW policy to the Official Plan?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes what is the text of the policy to be added?		
<b>Does the Amendment change, replace or delete an EXISTING policy in the Official Plan?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes what is the policy to be changed, replaced or deleted?  What is the proposed text of the policy?		
<b>Does the Amendment change or replace a schedule to the Official Plan?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes provide the revised/new schedule.		
<b>Does the Amendment alter all or any part of the boundary of Durham or Neustadt?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes provide the current official plan policies, if any, dealing with the alteration of a boundary.		
<b>Does the Amendment remove any of the subject land from an area of employment?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes provide the current official plan policies, if any, dealing with the removal of land from an area of employment.		
<b>What area does the Amendment cover?</b>	Entire Lot <input type="checkbox"/>	Portion of the Lot <input type="checkbox"/>
* If Official Plan Amendment applies only to a <u>Portion of the Lot</u> then your Sketch must include dimensions of the area.		

11. Planning Background	
<b>Describe the surrounding land uses:</b> i.e., single family dwelling; commercial; farm land with no houses or barns, farm with barn; etc.	
<b>What is/are the existing use(s) on the Subject Lands?</b> i.e., single family dwelling; commercial; farm land with no houses or barns, farm with barn; etc.	Use 1:  Use 2:
<b>How long have the existing <u>uses</u> on the Subject Land been there?</b>	Use 1:  Use 2:
<b>Provide the date the Subject Land was acquired by the current owner.</b>	

<b>Are there any Existing buildings or structures on the Subject Lands?</b>			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes Existing buildings and structures need to be shown on the Sketch (see Appendix A). Provide the following:			
	Existing Building No. 1	Existing Building No. 2	Existing Building No. 3
Currently used for			
Year Built			
<b>Are there any NEW buildings or structures proposed to be built?</b>			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes NEW buildings and structures need to be shown on the Sketch (see Appendix A). Provide the following:			
	New Building No. 1	New Building No. 2	New Building No. 3
Proposed Use			
<b>Access – Existing Use</b>		<b>Access – Proposed Use</b>	
Provincial Highway <input type="checkbox"/> Municipal Road (All Season) <input type="checkbox"/> County Road <input type="checkbox"/> Right-of-Way <input type="checkbox"/>		Provincial Highway <input type="checkbox"/> Municipal Road (All Season) <input type="checkbox"/> County Road <input type="checkbox"/> Right-of-Way <input type="checkbox"/>	
<b>Water Service – Existing Use</b>		<b>Water Service – Proposed Use</b>	
Municipal Service <input type="checkbox"/> Private Well <input type="checkbox"/> Communal Well <input type="checkbox"/> Other: _____		Municipal Service <input type="checkbox"/> Private Well <input type="checkbox"/> Communal Well <input type="checkbox"/> Other: _____	
<b>Sewage Service – Existing Use</b>		<b>Sewage Service – Proposed Use</b>	
Municipal Service <input type="checkbox"/> Private Septic <input type="checkbox"/> Communal Septic <input type="checkbox"/> Privy/Outhouse <input type="checkbox"/> Other: _____		Municipal Service <input type="checkbox"/> Private Septic <input type="checkbox"/> Communal Septic <input type="checkbox"/> Privy/Outhouse <input type="checkbox"/> Other: _____	
<b>Storm Drainage – Existing Use</b>		<b>Storm Drainage – Proposed Use</b>	
Municipal Storm Sewers <input type="checkbox"/> Ditches/Swales <input type="checkbox"/> Other: _____		Municipal Storm Sewers <input type="checkbox"/> Ditches/Swales <input type="checkbox"/> Other: _____	

<b>12. Other</b>
<b>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?</b>
Yes <input type="checkbox"/> No <input type="checkbox"/> If yes provide the following:
File No.: _____ Status: _____
<b>Describe how the application conforms with the policies of the West Grey and/or County of Grey Official Plan(s) noted above:</b>
<b>Explain how your application is consistent with the Provincial Planning Statement 2024</b> (see: <a href="https://www.ontario.ca/page/provincial-planning-statement-2024">https://www.ontario.ca/page/provincial-planning-statement-2024</a> )
<b>Saugeen, Grey Sauble Northern Bruce Peninsula Source Protection Plan</b>
Is the subject land within a Wellhead Protection Area (WHPA)? (see <a href="https://home.waterprotection.ca/">https://home.waterprotection.ca/</a> )
Yes <input type="checkbox"/> No <input type="checkbox"/>
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 Sketch must include the location of the Easement/Right-of-Way

**Are the subject lands in an area where conditional zoning may apply?**

Yes  No

If Yes provide details of how this application conforms to Official Plan conditional zoning policies.

**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 for Zoning By-law Amendment and/or Official Plan Amendment. I/we authorize \_\_\_\_\_ 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.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

**Affidavit or Sworn Declaration for the Prescribed Information**

I/we \_\_\_\_\_ 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 \_\_\_\_\_ in the Municipality of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_.

\_\_\_\_\_  
Signature of Owner/Owners or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Date

**Owner/Applicant's Declaration**

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

- a) apply to the Municipality of West Grey for a Zoning By-law Amendment and/or Official Plan Amendment, 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 of West Grey, 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
- f) 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; 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.

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

\_\_\_\_\_  
Date



## Appendix 'A' – Sketch Requirements

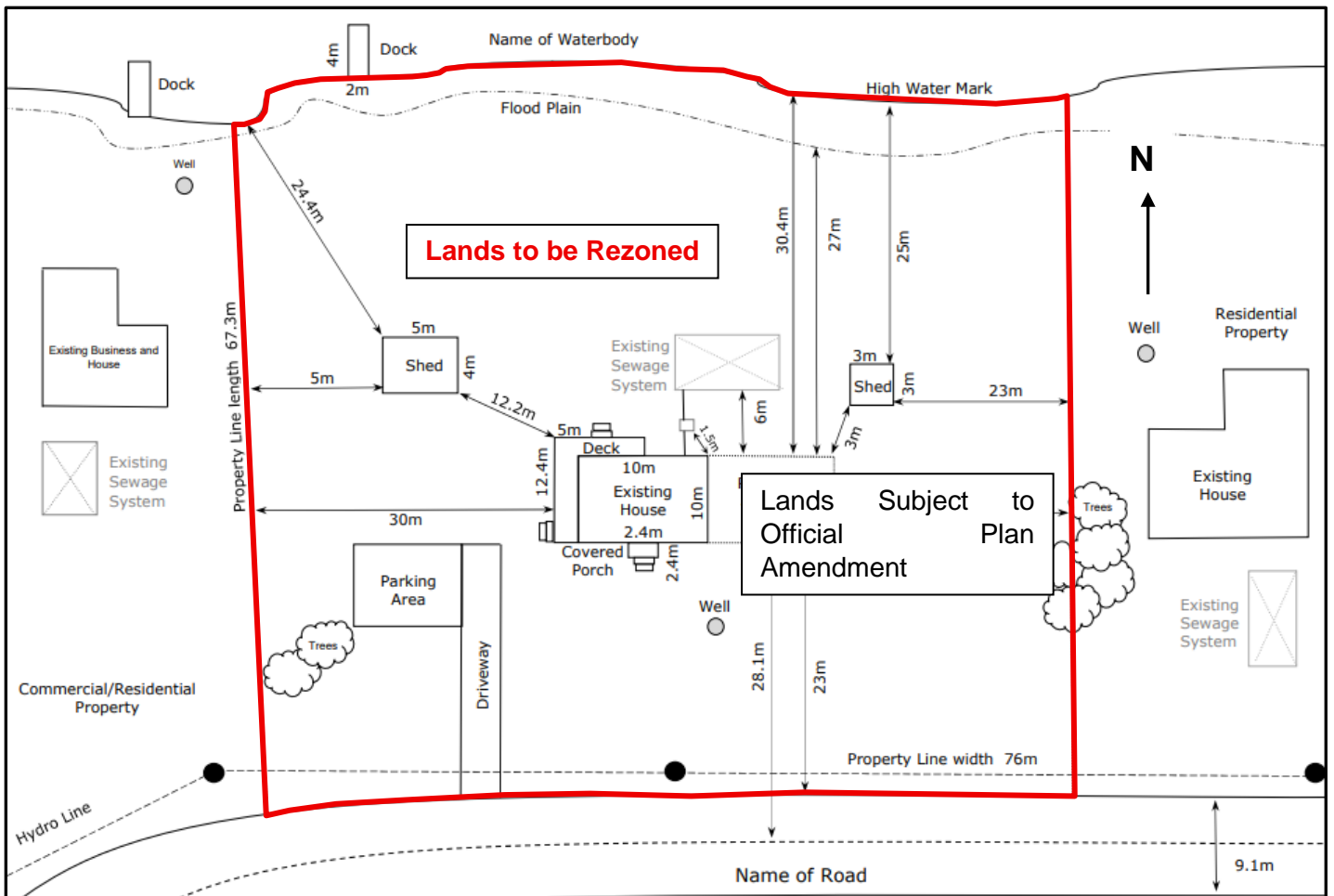
**Sketch** in metric units must be included showing the following (see Example):

- a) North arrow;
- b) The boundaries and dimensions (frontage, depth and area) of the subject land;
- c) The location, size and use of all Existing and Proposed buildings, structures and additions on the subject land, indicating:
  - i. distance from the edge of the access road, the front lot line, the rear lot line, the interior side lot lines and the exterior lot line;
  - ii. number of stories
  - iii. building height
  - iv. ground floor area
- d) The location, dimensions and set back to the front lot line, the rear lot line, the interior side lot lines and the exterior lot line and to existing and proposed buildings and structures of the on-site septic system (if applicable);
- e) The location of on-site well (if applicable);
- f) The location and dimensions of Existing and Proposed driveways and parking areas;
- g) Distance from the lands to be rezoned to all barns/manure storage within 750 metres (if applicable)
- h) The approximate location of all natural and artificial features (for example, buildings, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas) that,
  - i. are located on the subject land and on land that is adjacent to it, and
  - ii. in the applicant's opinion, may affect the application;
- i) The current uses of land that is adjacent to the subject land;
- j) 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; and
- k) The location and nature of any easements affecting the subject land.

**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 buildings and structures appears to be on, or over, the property line.

### Example Sketch





**Appendix 'B' - Surplus Farm Dwelling Information Form**

In Support of an Application for Zoning By-law Amendment and/or Official Plan Amendment under the Planning Act, R.S.O. 1990 c. P.13, as amended

<b>1. Details of Subject Lands</b>
Municipal Address:
What year was the surplus farm dwelling constructed?
Is the surplus farm dwelling capable of human habitation <b>today</b> ? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Complete Situation 1, Situation 2 or Situation 3</b>
<b>Situation 1: I am selling my farm and want to sever the surplus farm dwelling and some land.</b> I am selling the remainder of the farmland to a bona fide farmer who has farmland and a house elsewhere. The surplus farm dwelling is not required by the purchaser.
Q1a. Who will the farmlands be sold or conveyed to? Q1b. Where is the primary residence of the purchaser of the farmlands? Q1c. Does the purchaser have a valid Farm Business Registration Number? Q1d. How many hectares of farmland does the purchaser own? Q1e. How many hectares of farmland does the purchaser farm themselves? Q1f. Where are the farmlands located (lot, concession, municipality)?
<b>Situation 2: I currently own the farm and the surplus farm dwelling.</b> I have a primary residence elsewhere. I own and farm other farmlands elsewhere. The surplus farm dwelling is not required for my needs.
Q2a. Where is your primary residence? Q2b. Do you have a valid Farm Business Registration Number? Q2c. How many hectares of farmland do you own? Q2d. How many hectares of farmland do you farm yourself? Q2e. Where are the farmlands located (lot, concession, municipality)?
<b>Situation 3: I am buying the farm.</b> I have a primary residence elsewhere. I own and farm other farmlands elsewhere. The surplus farm dwelling is not required for my needs.
Q3a. Where is your primary residence? Q3b. Do you have a valid Farm Business Registration Number? Q3c. How many hectares of farmland do you own? Q3d. How many hectares of farmland do you farm yourself? Q3e. Where are the farmlands located (lot, concession, municipality)?

**NOTE**

If the purchasing farmer or owner cannot provide sufficient evidence as to their farm business status/status as a farmer, the application may be refused and/or not accepted by the Municipality of West Grey. Additionally, if the surplus farm dwelling criteria contained in the Grey County Official Plan cannot be met, the application may be refused and/or not accepted by the Municipality of West Grey.