



The corporation of  
The Township of Southgate

Application for Planning Amendment  
Official Plan and Zoning By-law

**\*\* Pre-consultation is required with the Township before any zoning or official plan amendment applications will be accepted (By-law 66-2012)\*\***

**Instructions:**

- Please check all applicable boxes and answer all applicable questions.
- 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.
- Further information is on the last two pages for your reference.
- Applications are not accepted without the required fees

<b>For office use only</b>	
File no:	C24-24
Pre-Consult Date:	Aug 8, 24
Date received:	Aug 16, 2024
Date accepted:	
Accepted by:	
Roll # 42 07	070 002 06201
Conservation authority fee required:	SVCA
Other information:	

Pursuant to one or more of the following Sections 22, 34, 36, and/or 39 of the *Planning Act*, as amended, I/we apply for: (check appropriate box)

<b>Pre- Consultation Fee</b>	<b>\$500.00</b>
<b>Amendment to the Official Plan</b>	Minor \$4,000.00 application fee <i>plus</i> \$4,000.00 contingency fee Major \$6,500.00 application fee <i>plus</i> \$6,000.00 contingency fee
<b>Amendment to the Zoning By-law</b>	<b>\$2,900.00</b> application fee Major \$4,000.00 application fee <i>plus</i> \$5,000.00 contingency fee
<b>Removal of Holding Provision</b>	\$1,000.00 application fee or \$600.00 application fee (with related Site Plan Agreement)
<b>Temporary Use By-Law Amendment</b>	\$1,674.00 application fee <i>plus</i> \$400.00 agreement fee <i>plus</i> \$2,500.00 contingency fee
<b>Other Required Fees:</b>	
<b>Public Notice Sign Fee</b>	<b>\$145.00</b>
<b>Conservation Authority Fee</b>	<b>\$260.00</b> Saugeen Valley Conservation Grand River Conservation – Call directly for details
<b>County of Grey Municipal Review Fee</b>	<b>\$400.00</b>

\*Contingency fee required for all Official Plan Amendment applications

\*Contingency fee required only for Major Zoning By-law Amendment applications

\$4205.00

**Note on fees:**

It is a requirement that any potential applicant pre-consult with the Planning Department prior to submitting any planning application. For the pre consultation meeting, please provide a drawing or a sketch of your proposal, accompanied by a written description.

The application fees were adopted and approved under the Township of Southgate's fees 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.

Contingency fees will be utilized to cover costs associated with this application when deemed necessary by the Township of Southgate, i.e. professional consultants and legal advice. Any portion of the contingency fee not used in connection with the review and completion of an application will be returned. The applicant further agrees to pay any additional costs and expenses beyond the initial contingency fee which shall be determined by staff of the Corporation of the Township of Southgate in the event that the amount of the initial contingency fee taken is insufficient.

Be advised that the applicant or a representative is expected to appear at any meetings (including the public meeting) to explain the proposal and answer any questions that may arise. Failure to do so may result in deferral of the application and increased costs.

**Part A**

**Owner/Agent/Application information**

\*To be completed by the applicant

1. Name of registered owner: John MS martin  
Mailing address: 146024 Southgate Rd 14 RR#2 Dundalk On N0C 1B0  
Phone# : (H) [REDACTED] (B) [REDACTED]  
Email Address: [REDACTED]

2. Name of applicant: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone#: \_\_\_\_\_ Email: \_\_\_\_\_  
Applicant's Relationship to Subject Lands:  
 Registered Property Owner  
 Holder of Option to Purchase Subject Lands  
 Signing Officer of Corporation  
 Other [Specify] \_\_\_\_\_

3. Name of agent (if applicable) \_\_\_\_\_  
Mailing address: Solomon Martin  
Phone: [REDACTED] Email: [REDACTED]

4. Send all correspondence to (choose only one):  Applicant  Agent  
5. Preferred Method of communication:  Phone  email  Postal Mail  
6. Name any mortgages, charges or encumbrances, in respect to the subject lands:

\_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone#: \_\_\_\_\_

**Part B**

**The subject lands**

7. Location of subject property (former municipality):  
 Township of Egremont  Township of Proton  Village of Dundalk  
Road/street and number: 146024 Southgate Rd 14  
Tax Roll#: 420709000206201  
Lot PT LOT 23 RP 17R1000;PART 1 Concession CON 10  
Lot \_\_\_\_\_ of Plan RP 17R1000;PART 1

8. The date the subject land was acquired by the current owner: 2014

9. Dimensions of subject property:

frontage 305m m depth 668 m area 20ha sq m/ha

10. Description of the area affected by this application if only a portion of the entire property this application is just to modify the current zoning to permit the maximum 750m2 shop to permit the proposed office addition and to delete the 4 employees and to permit unlimited employees, the shop size limits employees already

11. Abutting and nearby lands uses

(a) Interest in abutting lands - does the owner or applicant of the subject lands own or have a legal interest in any lands abutting the subject lands? Yes  No

If yes, describe to what extent \_\_\_\_\_

(b) Use of abutting and nearby lands - describe the present use on all properties abutting and opposite the subject lands.

North agriculture East agriculture

South agriculture West agriculture

(c) Agricultural livestock operations

if an existing livestock operation is located within 450 metres of the subject lands, prepare a sketch showing locations and approximate size of livestock barns (as per Additional Requirements 20. (b) request) and you must fill out Schedule "A".

12. Environmental Constraints

Indicate whether any of the following environmental constraints apply to the subject lands:

- |                                   |                                     |  |                                     |
|-----------------------------------|-------------------------------------|--|-------------------------------------|
| Wetlands                          | <input checked="" type="checkbox"/> | Specialty Crop Lands                             | <input type="checkbox"/>            |
| Floodplains                       | <input checked="" type="checkbox"/> | ANSI's (areas of natural or scientific interest) | <input type="checkbox"/>            |
| Streams, Ravines and Lakes        | <input checked="" type="checkbox"/> | Aggregate Resources                              | <input checked="" type="checkbox"/> |
| Water Resources                   | <input type="checkbox"/>            | Thin Overburden                                  | <input type="checkbox"/>            |
| Wooded Areas & Forest Management  | <input checked="" type="checkbox"/> | Solid Waste Management                           | <input type="checkbox"/>            |
| Fisheries, Wildlife & Environment | <input type="checkbox"/>            | Sewage Treatment Plant                           | <input type="checkbox"/>            |
| Heritage Resources                | <input type="checkbox"/>            |  |                                     |

13. Official Plan

Indicate the current Official Plan Designation:

- |                     |                          |                                       |                                     |
|---------------------|--------------------------|---------------------------------------|-------------------------------------|
| Neighbourhood Area  | <input type="checkbox"/> | Agriculture                           | <input type="checkbox"/>            |
| Downtown Commercial | <input type="checkbox"/> | Rural                                 | <input checked="" type="checkbox"/> |
| Arterial Commercial | <input type="checkbox"/> | Inland Lakes                          | <input type="checkbox"/>            |
| Industrial          | <input type="checkbox"/> | Space Extensive Industrial/Commercial | <input type="checkbox"/>            |
| Public Space        | <input type="checkbox"/> | Hazard Lands                          | <input checked="" type="checkbox"/> |
| Special Policy Area | <input type="checkbox"/> | Wetlands                              | <input type="checkbox"/>            |
| Major Open Space    | <input type="checkbox"/> | Mineral Aggregate Extraction          | <input type="checkbox"/>            |
| Village Community   | <input type="checkbox"/> |                                       |                                     |

14. Zoning By-law

Present zoning RU, EP, A1-350

Requested zoning RU, EP, A1-350 no change requested to zoning, only modify the A1-350

15. Specific proposed use(s) of subject property that this amendment would authorize: (provide a sketch showing locations and approximate size for each building or structure)  
expanding the A1-350 zone to permit 750m2 shop

**For Official Plan Amendment Applications Only:**

14.

16. Please answer the following about this proposed Official Plan Amendment:

Does this application change or replace a designation in the Official Plan?

Changes  Replaces

17. Is this application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?

Yes  No

If yes, please provide the details of the official plan or the official plan amendment that deals with this matter.

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18. Does this application propose to remove land from an area of employment?

Yes  No

If yes, please provide the details of the official plan or official plan amendment that deals with this matter.

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19. Is the application being submitted in conjunction with a proposed County Official Plan Amendment? Yes  No

If yes, please provide the details of the official plan or official plan amendment that deals with this matter.

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Type of building/structure proposed office addition

Setbacks:

front lot line 126m

rear lot line     

side lot line 78m , 184m

Building/structure:

height 8.5m dimensions / floor area 750m2

20. The date the existing building(s) or structure(s) on the subject land were constructed: 2015
21. The length of time that the existing uses of the subject land have continued: 2015
22. If proposed use is residential, indicate proximity of subject lands to community facilities (parks, schools, etc.): \_\_\_\_\_
23. Specific reason(s) for requesting amendment(s), if not sufficient space, a cover letter should be attached:  
to permit the maximum 750 m2 shop and not restrict employees
24. Has the subject land ever been the subject of a Zoning By-law Amendment?  
Yes  No  Unknown
- If yes, and if known, specify the file number and status of the application:  
A1-350

#### Servicing for subject land

25. Facilities existing or proposed for subject lands:

<b>type of access</b>	<b>existing</b>	<b>proposed</b>
_____ provincial highway	_____	_____
<input checked="" type="checkbox"/> _____ municipal road, maintained year round	<input checked="" type="checkbox"/> _____	_____
_____ municipal road, seasonally maintained	_____	_____
_____ other public road	_____	_____
please specify _____		
_____ right of way available	_____	
please specify _____		
_____ water access available	_____	

Describe the parking and docking facilities and the approximate distance of these facilities \_\_\_\_\_

<b>type of water supply</b>	<b>existing</b>	<b>proposed</b>
_____ municipally operated piped water system	_____	
<input checked="" type="checkbox"/> _____ privately owned/operated individual well	<input checked="" type="checkbox"/> _____	
_____ privately owned/operated communal well	_____	
_____ lake or other water body	_____	
please specify _____		
_____ other means	_____	
please specify _____		

<b>type of storm water management</b>	<b>existing</b>	<b>proposed</b>
_____ storm drainage sewer pipe	_____	
_____ ditch	_____	
_____ swale	_____	
<input checked="" type="checkbox"/> _____ other means	_____	



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**Part D**  
**Statement of compliance**

32. Is this application consistent with the policy statements issued under subsection 3(1) of the Planning Act?  
Yes  No
33. Is the subject land within an area of land designated under any provincial plan or plans?  
Yes  No

If yes, explain how the application conforms with or does not conflict with the applicable provincial plan or plans.

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**Additional requirements**

34. Supplementary and support material to accompany application, where applicable
- a) a survey of the property prepared by an Ontario Land Surveyor indicating topographical contours and other natural and artificial features such as existing buildings and their uses, railways, highways, pipelines, ditches, swamps, watercourses, drainage, and wooded areas within or adjacent to the subject land. This survey should clearly indicate the land which is the subject of the amendment.
- OR
- b) a sketch *drawn to scale* showing the following:
    - 1) Boundaries and dimensions of the subject land.
    - 2) Location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
    - 3) 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, roads, watercourses, drainage ditch, river or stream banks, wetlands, wooded areas, wells and septic tanks.
    - 4) Current use(s) on land that is adjacent to the subject land.
    - 5) Location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.
    - 6) If access to the subject land is by water only, the location of the parking and docking facilities to be used.
    - 7) Location and nature of any easement affecting the subject land.
    - 8) North Arrow



**Other information**

35. Is there any other information that you think may be useful to the municipality or other agencies in reviewing the application? If so, explain below or attach on a separate page:

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**Part E**  
**Authorization and affidavit**

36. 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 documents I (we),

John MS martin and \_\_\_\_\_  
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.

\_\_\_\_\_  
Signature of Owner 14/08/24  
date

\_\_\_\_\_  
Signature of Owner date

37. Owner's Authorization for Agent

I(we), John MS martin and \_\_\_\_\_  
Name of Owner(s)

hereby authorize Solomon Martin to act as our agent(s) for the purpose of this application.

\_\_\_\_\_  
Signature of Owner 14/08/24  
date

\_\_\_\_\_  
Signature of Owner date

38. Owner's Authorization for Access

I/we, John MS martin, and \_\_\_\_\_  
Name of Owner(s)

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.

\_\_\_\_\_  
Signature of Owner 14/08/24  
date

\_\_\_\_\_  
Signature of Owner date

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

**Solemn declaration**

39. Affidavit

To be completed by owner(s), agent(s), or applicant(s) having completed the application form

**Note: This Affidavit must be signed in the presence of a Commissioner for Taking Oaths.**

I/ (We) Solomon Martin  
Name(s)

of the Township of Wellisley in the 3 Region of Waterloo  
city/town/municipality county/region

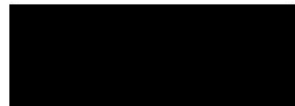
Solemnly declare that all statements contained in this application and all the information provided is true, and I/we make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.


Declared before me at the:

Township of Southgate in County of Grey  
city/town/municipality county/region

This 16 day of August, 2024

  
Signature of Commissioner

  
Signature of Applicant  
Solomon Martin  
print name

  
Elisha Milne, a Commissioner, etc.,  
Province of Ontario, for The Corporation of  
the Township of Southgate, County of Grey.

Signature of Applicant  
print name

**Schedule "A"**

**Supplementary Information - Agricultural Lands**

Agricultural Property History on the subject parcel

(i) What type of farming has been or is currently being conducted?

- Beef
- Dairy
- Swine
- Poultry
- Sheep
- Cash Crop
- Other (describe) \_\_\_\_\_

Describe in detail the size, age and feed type used for the type of farming conducted: this is a beef grower farm with pasture feeding

(i) How long have you owned the farm? 2014

(ii) Are you actively farming the land (or - do you have the land farmed under your supervision)?

Yes - For how long?

2014

No - When did you stop farming? \_\_\_\_\_

For what reason did you stop farming? \_\_\_\_\_

(iii) Area of total farm holding: 20 ha

(iv) Number of tillable hectares: 14.9 ha

(v) Do you own any other farm properties?  Yes  No

If yes, indicate locations: Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Former Township: \_\_\_\_\_

Total Hectares: \_\_\_\_\_

(vi) Do you rent any other land for farming purposes?  Yes  No

If yes, indicate locations: Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Former Township: \_\_\_\_\_

Total Hectares: \_\_\_\_\_

(vii) Is there a barn on the subject property?  Yes  No

Please indicate the condition of the barn: excellent shape

How big is the barn? 850m2

What is the present use of the barn? beef cattle

What is the capacity of the barn, in terms of livestock? 60 head

- (viii) Indicate the manure storage facilities on the subject lands
- Storage already exists
  - No storage required (manure/material is stored for less than 14 days)
  - 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

- (ix) Are there any barns on other properties within 450 meters (1,476.38 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 containing a barn regardless of current use.

- (x) What type of farming has been conducted on this other property?

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- (xi) Indicate the number of tillable hectares on other property: \_\_\_\_\_

(xii) Indicate the size of the barn(s): \_\_\_\_\_

- (xiii) Capacity of barn in terms of livestock: \_\_\_\_\_

- (xiv) Manure Storage facilities on other property (see storage types listed in question above)

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Additional information will be required for Minimum Distance Separation (MDS) calculations – please discuss this with Planning Staff prior to submitting your application

## Zoning amendment process

**Purpose:** a zoning by-law amendment is required to change a zone symbol on a property to permit expanded or different land uses on a specific property. A zoning by-law amendment may also be requested to change a zone provision (setback or similar regulation) or general provision.

**Process:** Discuss your proposal with the municipal planning department prior to submitting your application. Make your application to the planning department along with the required fee. A planning staff report will be prepared and a public meeting will be set. The applicant will be advised of the time and date of this meeting and invited to make representation at this time in order to explain why the zoning amendment request is being made.

You can expect a decision on your application within 150 days. This time is used to review the application, set up a public meeting, post the required public notice, draft a zoning by-law amendment and ensure that all other required documentation is in order.

At least 20 days prior to the public meeting, notice of the public meeting is either sent to every assessed property within 120 metres (400 feet) of the subject property or a notice is placed in the appropriate local newspaper. The applicant or a representative must attend the public meeting to explain why the zoning amendment is required to members of the Council and the public, as well as answer any questions that may arise.

A site plan and agreement may be required to be negotiated prior to any further proceedings of the rezoning process. Following the public meeting and if Council is satisfied with the application, an amending by-law will be considered by Council. Should the by-law be passed, a notice of passing is prepared and sent to everyone on the first mailing list or published in the newspaper. A 20 day appeal period is required to be included in this notice to allow anyone to appeal the by-law to the Ontario Municipal Board.

Should your application not be approved by Council, you also have the right to appeal to the Local Planning Appeals Tribunal within the same 20 day appeal period. More information is available by contacting the municipal planning department or on the Web at: <http://elto.gov.on.ca/news/local-planning-appeal-tribunal/>

If the application is approved and no appeal is filed, a notice of no appeal is prepared and sent to the applicant at which time the process is now completed. A building permit would not be available for any works associated with the by-law until the appeal period has passed and if no appeals were filed.

### Zoning by-law amendment process summary

1. Pre-consultation (required by By-law 66-2012)
2. Submit application
3. Clerk sets a public meeting  
Notice sent to neighbours within 120 metres (400 feet) and various agencies, 20 days prior to public meeting.
4. Public meeting  
Applicant and/or agent should attend to resolve any potential concerns. Council will consider the proposal and may pass a by-law that meeting.
5. Appeal period  
After a Notice of Passing for the by-law amendment is sent to neighbours within 120 metres (400 feet) and agencies, 20 day appeal period begins.
6. Decision final  
If not appeal is filed with the Township within the appeal period, the process is complete and the zoning by-law amendment is in full force and effect.

\*\*\*please do not return this page\*\*\*