

**For Office Use Only:**

File Number

Related File Number

Pre-consultation Meeting

Application Submitted

Complete Application

ANP2020225

Application Fee

Conservation Authority Fee

Well &amp; Septic Info Provided

Planner

Public Notice Sign

SCOTT WILSON

**Check the type of planning application(s) you are submitting.**☐  
☐  
☒  
☐

Consent/Severance/Boundary Adjustment

Surplus Farm Dwelling Severance and Zoning By-law Amendment

Minor Variance

Easement/Right-of-Way

Property Assessment Roll Number: 337-040-19321-0000

**A. Applicant Information**

Name of Owner

SUSAN ARIAS / NORRIS HARRY HOPE

It is the responsibility of the owner or applicant to notify the planner of any changes in ownership within 30 days of such a change.

Address

176 SCHOONER DRIVE

Town and Postal Code

PORT DOVER, ON N0A 1N3

Phone Number

647-286-6871

Cell Number

647-286-6871

Email

SUSANARIAS1951@gmail.com

Name of Applicant

Bill Klyn Carpentry Inc.

Address

2 Palmer St East

Town and Postal Code

Norwich, N05 1P0

Phone Number

519-424-2816

Cell Number

519-532-4494

Email

mark@bklcarpentry.ca



Name of Agent

Bill Klyn Carpentry Inc.

Address

2 Palmer St. East.

Town and Postal Code

Norwich N0S 1P0

Phone Number

519-424-2816

Cell Number

Email

mark@bklcarpentry.ca

Please specify to whom all communications should be sent. Unless otherwise directed, all correspondence and notices in respect of this application will be forwarded to the agent noted above.



Owner



Agent



Applicant

Names and addresses of any holder of any mortgagees, charges or other encumbrances on the subject lands:

## B. Location, Legal Description and Property Information

1. Legal Description (include Geographic Township, Concession Number, Lot Number, Block Number and Urban Area or Hamlet):

Municipal Civic Address: 176 Schomer Drive Port Dover.

Present Official Plan Designation(s):

Present Zoning: R4

2. Is there a special provision or site specific zone on the subject lands?



Yes



No If yes, please specify:

3. Present use of the subject lands: Residential.

4. Please describe **all existing** buildings or structures on the subject lands and whether they are to be retained, demolished or removed. If retaining the buildings or structures, please describe the type of buildings or structures, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

Existing house, No ~~add~~ out-buildings

5. If an addition to an existing building is being proposed, please explain what it will be used for (for example a bedroom, kitchen, or bathroom). If new fixtures are proposed, please describe.

Sunroom - outdoor space

6. Please describe **all proposed** buildings or structures/additions on the subject lands. Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

Studio Sunroom, see drawings

7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being architecturally and/or historically significant? Yes ☐ No ☒  
If yes, identify and provide details of the building:

8. If known, the length of time the existing uses have continued on the subject lands:

5 years

9. Existing use of abutting properties:

Residential to the sides, golf course to the rear

10. Are there any easements or restrictive covenants affecting the subject lands?

☐ Yes ☒ No If yes, describe the easement or restrictive covenant and its effect:

### C. Purpose of Development Application

Note: Please complete all that apply.

#### 1. Site Information

##### Existing

##### Proposed

Please indicate unit of measurement, for example: m, m<sup>2</sup> or %

Lot frontage	<del>35'</del> 16.764m	<del>35'</del> 16.764m.
Lot depth	<del>113'</del> 34.442m	<del>113'</del> 34.442m
Lot width	<del>35'</del> 16.764m	<del>35'</del> 16.764m.
Lot area	<del>6215 ft<sup>2</sup></del> 1894.33m <sup>2</sup>	<del>6215 ft<sup>2</sup></del> 1894.33m <sup>2</sup>
Lot coverage	739.14m <sup>2</sup> <del>2418.57m<sup>2</sup></del> (391%)	<del>2567.5 ft<sup>2</sup></del> (411%) 782.57m.
Front yard	<del>19'6"</del> 5.944m	<del>19'6"</del> 5.944m
Rear yard	<del>11'11"</del> 8.38m	<del>21'</del> 6.399m.
Left Interior side yard	<del>6'8"</del> 1.905m	<del>6'8"</del> 1.905m
Right Interior side yard	<del>6'8"</del> 1.905m	<del>6'8"</del> 1.905m
Exterior side yard (corner lot)	N/A	N/A

#### 2. Please outline the relief requested (assistance is available):

1.98m ~~6'6"~~ of relief for the Sunroom.  
rear yard  
2x ~~11'11"~~ lot coverage over the 40% allowable.

#### 3. Please explain why it is not possible to comply with the provision(s) of the Zoning By-law:

The existing lot size/placement of the home does not allow for a reasonable size Sunroom space without protruding into the setback allowance

#### 4. Description of land intended to be severed in metric units:

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Width: \_\_\_\_\_

Lot Area: \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Proposed final lot size (if boundary adjustment): \_\_\_\_\_

If a boundary adjustment, identify the assessment roll number and property owner of the lands to which the parcel will be added: \_\_\_\_\_

\_\_\_\_\_ N/A \_\_\_\_\_

Description of land intended to be retained in metric units:

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Width: \_\_\_\_\_

Lot Area: \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Buildings on retained land: \_\_\_\_\_

5. Description of proposed right-of-way/easement in metric units:

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Width: \_\_\_\_\_

Area: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

6. List all properties in Norfolk County, which are owned and farmed by the applicant and involved in the farm operation:

Owners Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Workable Acreage: \_\_\_\_\_

Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_

Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built \_\_\_\_\_

**Note: If additional space is needed please attach a separate sheet.**

**D. Previous Use of the Property**

1. Has there been an industrial or commercial use on the subject lands or adjacent lands? ☐ Yes ☒ No ☒ Unknown  
If yes, specify the uses (for example: gas station, or petroleum storage): \_\_\_\_\_
  
2. Is there reason to believe the subject lands may have been contaminated by former uses on the site or adjacent sites? ☐ Yes ☒ No ☒ Unknown
  
3. Provide the information you used to determine the answers to the above questions: \_\_\_\_\_

4. If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached? ☐ Yes ☐ No

**E. Provincial Policy**

1. Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the *Planning Act*, R.S.O. 1990, c. P. 13? ☒ Yes ☐ No

If no, please explain:

2. It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement subsection 2.1.7? ☐ Yes ☒ No

If no, please explain:

Existing subdivision with no habitats on the property

3. Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection? ☐ Yes ☒ No

If no, please explain:

Property is fed with municipal water supply

Note: If in an area of source water Wellhead Protection Area (WHPA) A, B or C please attach relevant information and approved mitigation measures from the Risk Manager Official.

4. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified? Please check boxes, if applicable.

**Livestock facility or stockyard** (submit MDS Calculation with application)

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Wooded area**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Municipal Landfill**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Sewage treatment plant or waste stabilization plant**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Provincially significant wetland (class 1, 2 or 3) or other environmental feature**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Floodplain**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Rehabilitated mine site**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Non-operating mine site within one kilometre**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Active mine site within one kilometre**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Industrial or commercial use (specify the use(s))**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Active railway line**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Seasonal wetness of lands**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Erosion**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Abandoned gas wells**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_



## F. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

- ☒ Municipal piped water  
☐ Individual wells

- ☐ Communal wells  
☐ Other (describe below)

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Sewage Treatment

- ☒ Municipal sewers  
☐ Septic tank and tile bed in good working order
- ☐ Communal system  
☐ Other (describe below)

---

Storm Drainage

- ☒ Storm sewers  
☐ Other (describe below)
- ☐ Open ditches

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2. Existing or proposed access to subject lands

- ☒ Municipal road  
☐ Unopened road
- ☐ Provincial highway  
☐ Other (describe below)

Name of road/street:

Schooner Drive

## G. Other Information

1. Does the application involve a local business? ☐ Yes ☒ No

If yes, how many people are employed on the subject lands?

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2. Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

The neighbours home is the same model with a sunporch built into the floor plan. This sunroom addition matches the neighbours built in sunporch footprint.

## H. Supporting Material to be submitted by Applicant

In order for your application to be considered complete, folded hard copies (number of paper copies as directed by the planner) and an **electronic version (PDF) of the site plan drawings, additional plans, studies and reports** will be required, including but not limited to the following details:

1. ✓ Concept/Layout Plan
2. ✓ All measurements in metric
3. ✓ Existing and proposed easements and right of ways ✓
4. ✓ Parking space totals – required and proposed
5. ✓ All dimensions of the subject lands ✓
6. ✓ Dimensions and setbacks of all buildings and structures ✓
7. ✓ Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
8. ✓ Names of adjacent streets ✓
9. ✓ Natural features, watercourses and trees

In addition, the following additional plans, studies and reports, including but not limited to, **may** also be required as part of the complete application submission:

- ☒ Zoning Deficiency Form
- ☐ On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- ☐ Environmental Impact Study
- ☐ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Schedule
- ☐ Record of Site Condition
- ☐ Agricultural Impact Assessment

Your development approval might also be dependent on Ministry of Environment Conservation and Parks, Ministry of Transportation or other relevant federal or provincial legislation, municipal by-laws or other agency approvals.

**All final plans must include the owner's signature as well as the engineer's signature and seal.**

### I. Transfers, Easements and Postponement of Interest

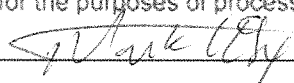
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner for the registration of postponements of any charges in favour of the County.

### Permission to Enter Subject Lands

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

### Freedom of Information

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act, R.S.O. 1990, c. P. 13* for the purposes of processing this application.

  
Owner/Applicant/Agent Signature

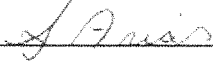
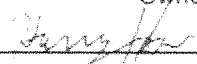
Nov 3, 2020  
Date

### J. Owner's Authorization

If the applicant/agent is not the registered owner of the lands that is the subject of this application, the owner must complete the authorization set out below.

I/We SUSAN ARIAS / MORRIS HUNT / HOPE am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Mark Klyn to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

  
Owner  
  
Owner

OCTOBER 24/20  
Date  
OCTOBER 24/20  
Date

**K. Declaration**

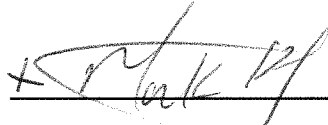
I, Mark Klyn of Tillsonburg

solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I 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:

\_\_\_\_\_



Owner/Applicant/Agent Signature

In NORFOLK COUNTY

This 24<sup>th</sup> day of NOVEMBER, 2020

A.D., 20\_\_\_\_

  
\_\_\_\_\_

A Commissioner, etc.

Sherry Ann Mott, a  
Commissioner, etc., Province of Ontario,  
for the Corporation of Norfolk County.  
Expires January 5, 2023.

# SUNSPACE SPECIFICATION SHEET

Customer: Sunspace by Bill Klyn Carpentry

Order Date: Nov 3, 2020

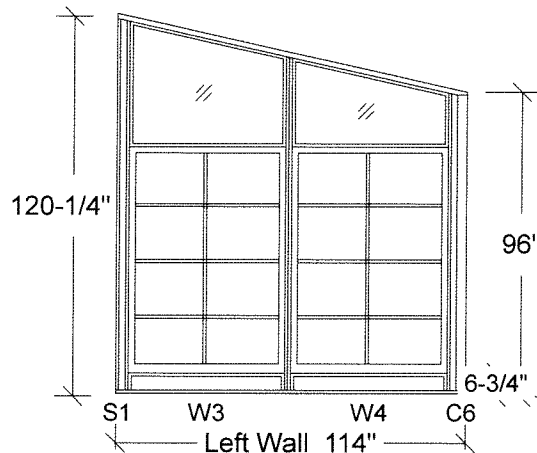
Tag Name: Arias

Page 2 of 2

## Wall Specifications

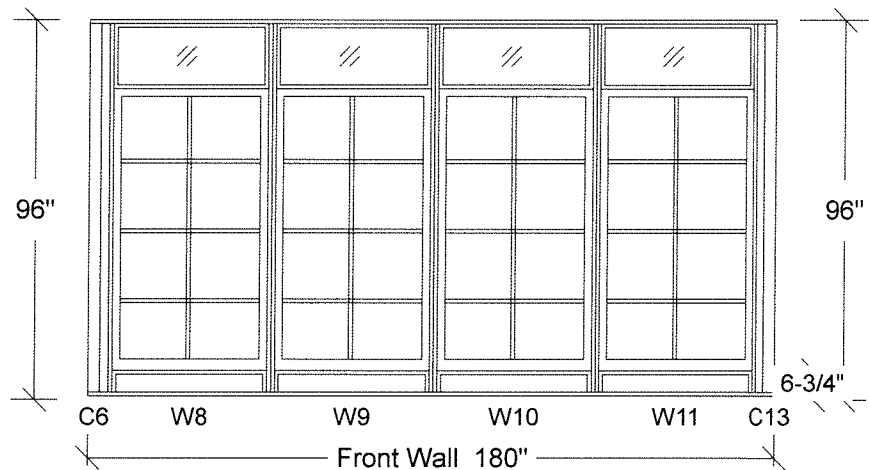
### Left Wall

- S1 Starter
- F2 2-1/8" Solid Wall
- W3 50-7/8" x 72" Vertical 4 Track  
Smoke Grey Vinyl Trapezoid
- W4 50-7/8" x 72" Vertical 4 Track  
Smoke Grey Vinyl Trapezoid
- F5 2" Solid Wall
- C6 90° Corner



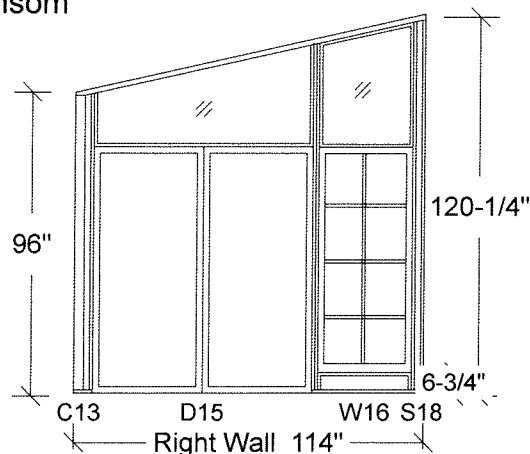
### Front Wall

- C6 90° Corner
- F7 2-1/8" Solid Wall
- W8 40-3/8" x 72" Vertical 4 Track  
Smoke Grey Vinyl Transom
- W9 40-3/8" x 72" Vertical 4 Track  
Smoke Grey Vinyl Transom
- W10 40-3/8" x 72" Vertical 4 Track  
Smoke Grey Vinyl Transom
- W11 40-3/8" x 72" Vertical 4 Track  
Smoke Grey Vinyl Transom
- F12 2-1/8" Solid Wall
- C13 90° Corner

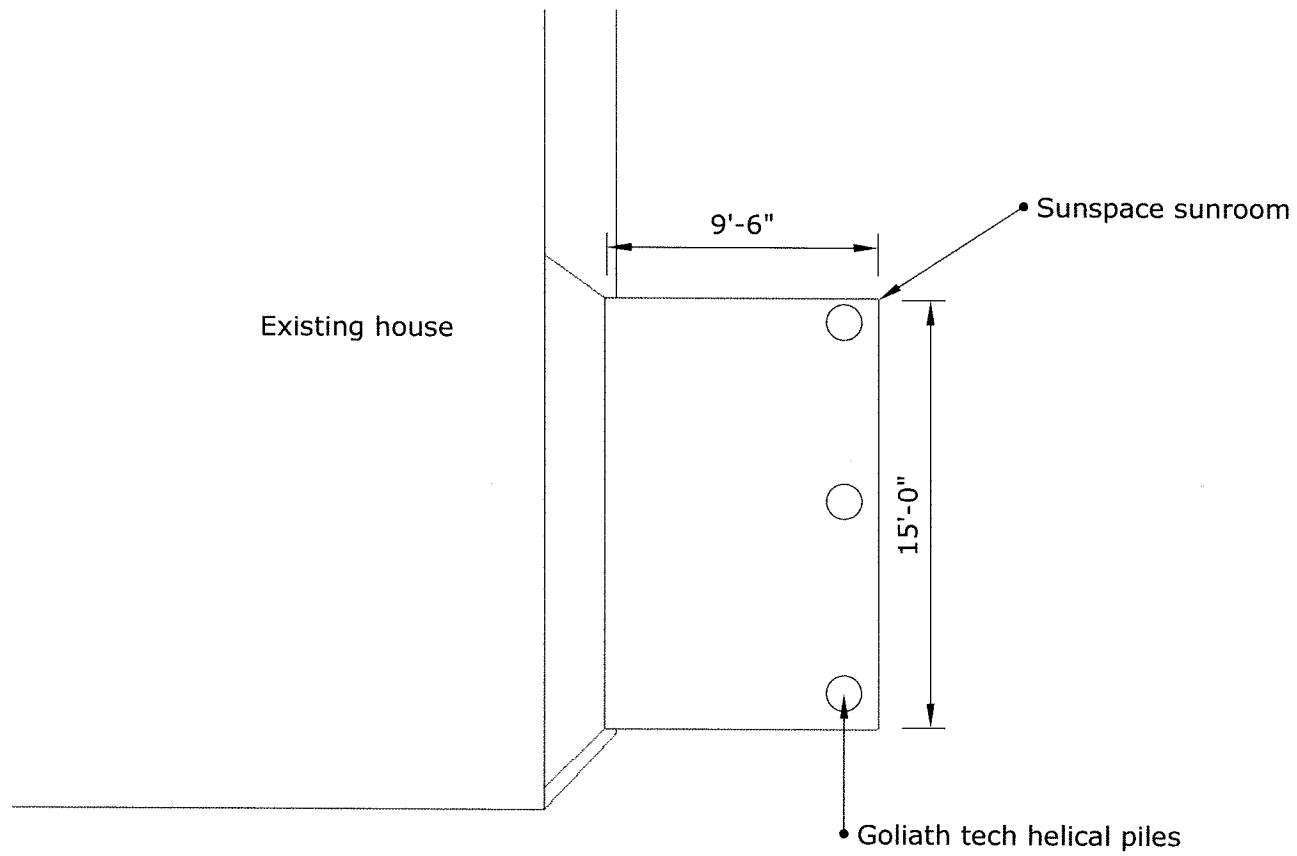


### Right Wall

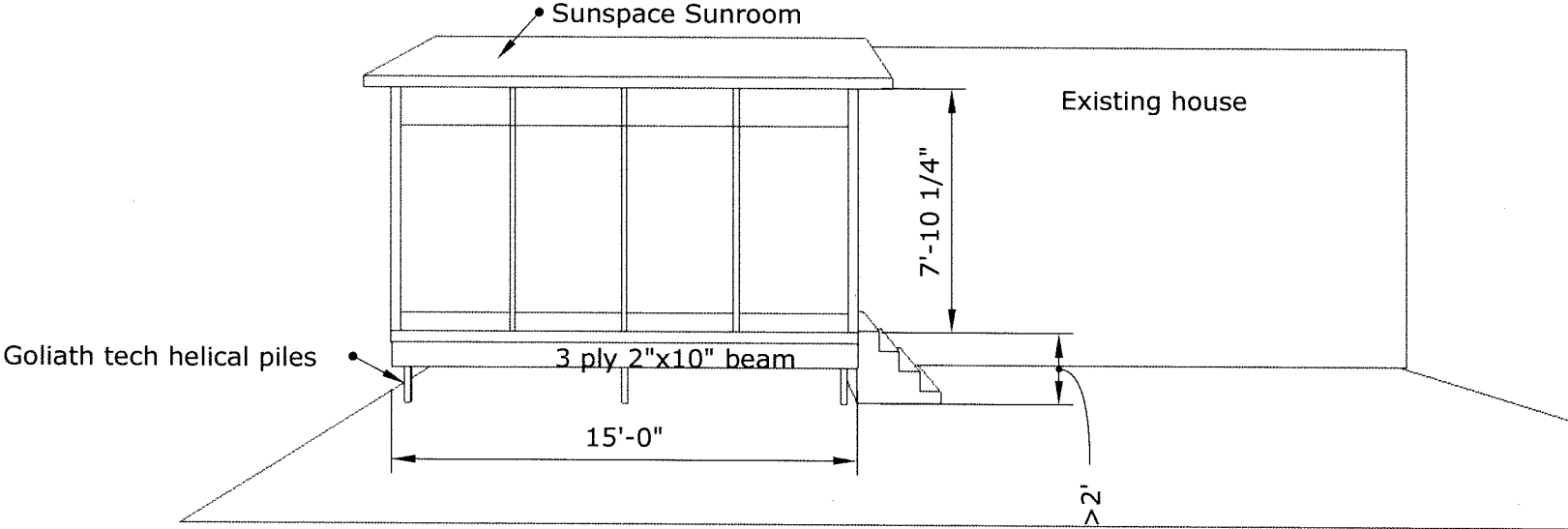
- C13 90° Corner
- F14 2" Solid Wall
- D15 6 Foot Patio Door  
Smoke Grey Vinyl Trapezoid Transom
- W16 30-1/2" x 72" Vertical 4 Track  
Smoke Grey Vinyl Trapezoid
- F17 2" Solid Wall
- S18 Starter



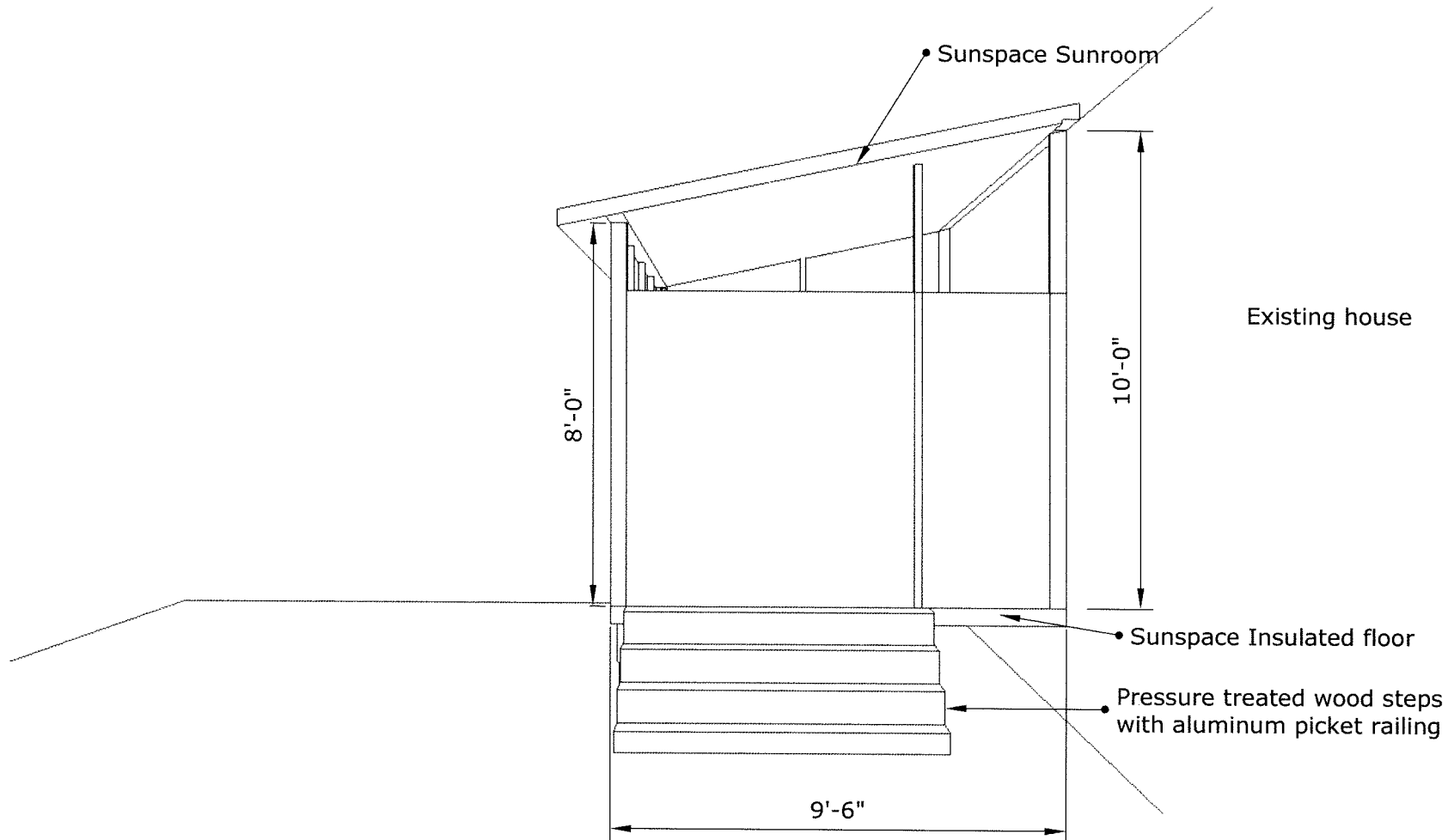
Susan Arias  
176 Schooner Drive  
Port Dover, ON



Susan Arias  
176 Schooner Drive  
Port Dover, ON



Susan Arias  
176 Schooner Drive  
Port Dover, ON







## Zoning Deficiency

Simcoe: 185 Robinson St.  
Simcoe, ON  
N3Y 5L6  
519-426-5870  
Langton: 22 Albert St.  
Langton, On.  
N0E 1G0  
519-875-4485

### PROPERTY INFORMATION

Address: 176 Schooner Drive

Legal Description:

Roll Number: 33704019321

Application #:

Information Origins: building permit application with site sketch for rear sunroom

Urban Residential Type 4 Zone (R4)		Zoning	Street	Townhouse	
Main Building		REQUIRED	PROPOSED	DEFICIENCY	UNITS
5.4.2	a) minimum lot area				
	i) attached garage	156.00		N/A	m.sq
	ii) corner lot	264.00		N/A	m.sq
	iii) detached garage	162.00		N/A	m.sq
	b) minimum lot frontage				
	i) interior lot	6.50		N/A	m
	ii) corner lot	11.00		N/A	m
	iii) corner lot accessed by a rear lane	6.50		N/A	m
	c) minimum front yard				
	i) attached garage	6.00		N/A	m
	ii) detached garage or rear yard parking	1.50		N/A	m
	d) minimum exterior side yard				
	i) with a 6 metre front yard	6.00		N/A	m
	ii) with a 1.5 metre front yard	1.50		N/A	m
	e) minimum interior side yard	1.20		1.20	m
	f) minimum rear yard				
	i) attached garage	7.50	6.40	1.10	
	ii) detached garage	13.00		N/A	
	g) minimum separation between townhouse dwellings	2.00		N/A	m
	h) maximum building height	11.00		N/A	
	sp provision 14.543 max lot coverage	40.00	42.00	2.00	%
Comments		construction of a enclosed sunroom required relief from rear yard setback, and lot coverage			

The proposed information and any supporting documents have been provided by the owner/applicant. The above information is only in respect to the associated planning application and does not relieve the owner/applicant from obtaining all other permits/approvals required. The owner/applicant hereby accepts full responsibility for the accuracy of the proposed information provided on this form.

#### Prepared By:

Roxanne Lambrecht

I have read and understand the above.

Signature of owner or authorized agent

date

AS PER: Fritz R. Enzlin. CBCO,  
CIBC



## Zoning Deficiency

Simcoe: 185 Robinson St.  
Simcoe, ON  
N3Y 5L6  
519-426-5870  
Langton: 22 Albert St.  
Langton, On.  
N0E 1G0  
519-875-4485

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### PROPERTY INFORMATION

Address: 176 Schooner Drive

Legal Description:

Roll Number: 33704019321

Application #:

Information Origins: building permit application with site sketch for rear sunroom

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**Urban Residential Type 4 Zone (R4)**

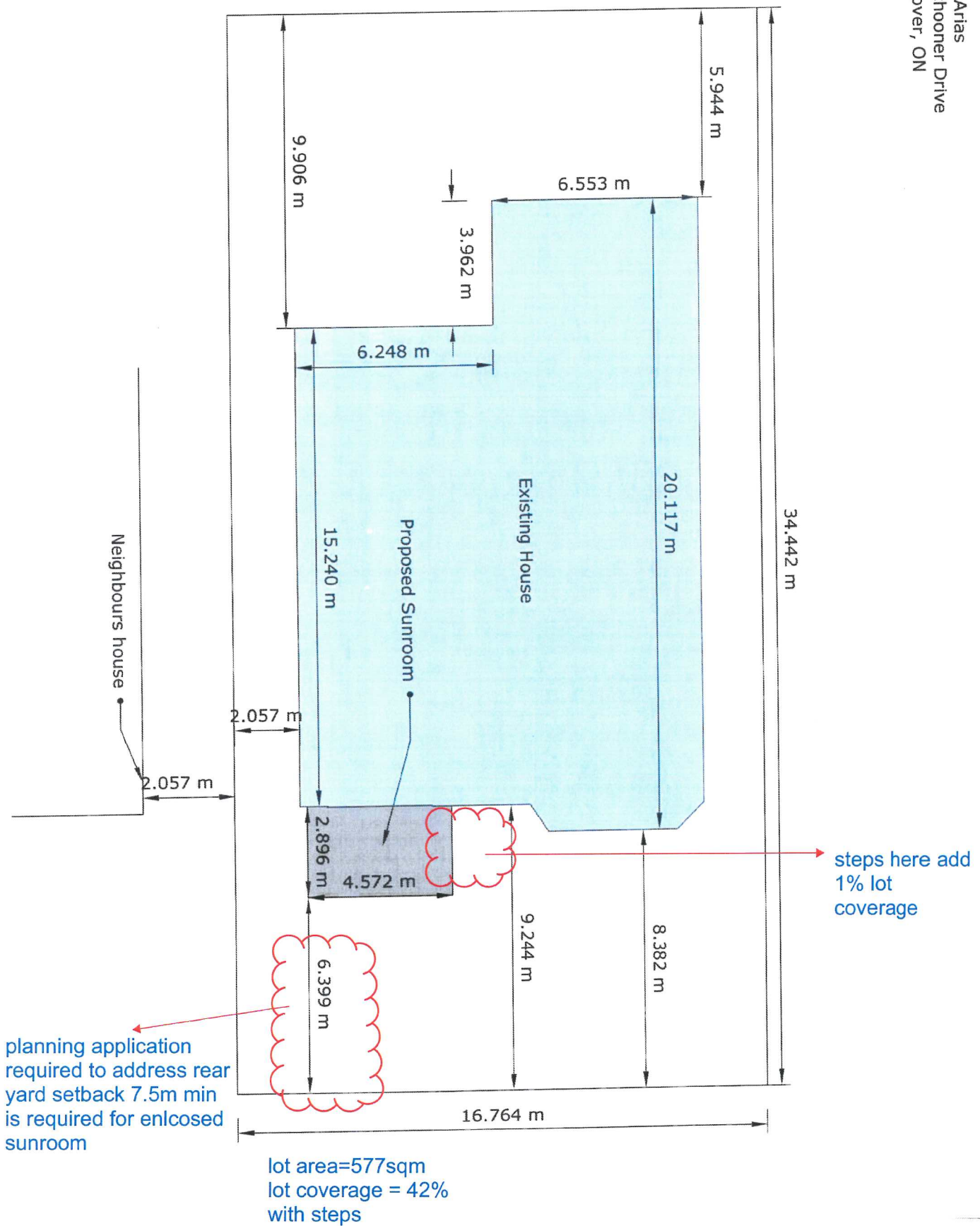
Zoning

*Street* *Townhouse*

CRBU - Chief Building Official  
Manager, Building & Bylaw  
Division, Norfolk County

---

Susan Arias  
176 Schooner Drive  
Port Dover, ON



## SUNSPACE SPECIFICATION SHEET

Customer: Sunspace by Bill Klyn Carpentry  
Tag Name: Arias

Order Date: Nov 3, 2020

Page 1 of 2

### Room Specifications

9' 6" Projection x 15' 0" Width

Room Style: Studio  
Wall Type: Model 200  
Backwall Height: 124-1/4" Incl. Roof  
Frontwall Height: 100" Incl. Roof  
Framing Colour: White  
Ext. Panel Skin: White Alum. Stucco  
Int. Panel Skin: White Alum. Stucco  
Kneewall: 6-3/4" Solid Panel  
Transom Style: Smoke Grey Vinyl  
Cut Pitch: Yes

### Floor Specifications

9' 6" Projection x 15' 0" Width

Thickness: 6-1/2"  
Ledger: 3"  
Sides: 1-1/2"  
Front: 1-1/2"  
Joint: 0-3/4"  
Floor Has Metal Vapour Barrier

### Roof Specifications

10' 6" Projection x 17' Width

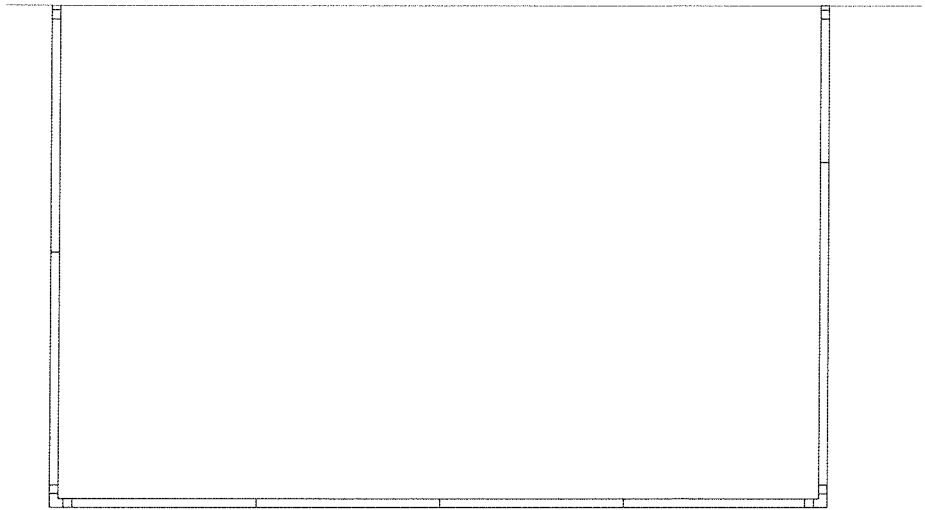
Roof Type: Pressure Cap OSB  
4" x 48" O.C. x 1 lb  
Roof Pitch: 2.55 / 12 (12.01°)  
Int. Panel Color: White  
Ext. Skin: O.S.B.  
Gutter Color: White  
Downspout Kits: 1  
Downspout Color: White

### Windows and Doors

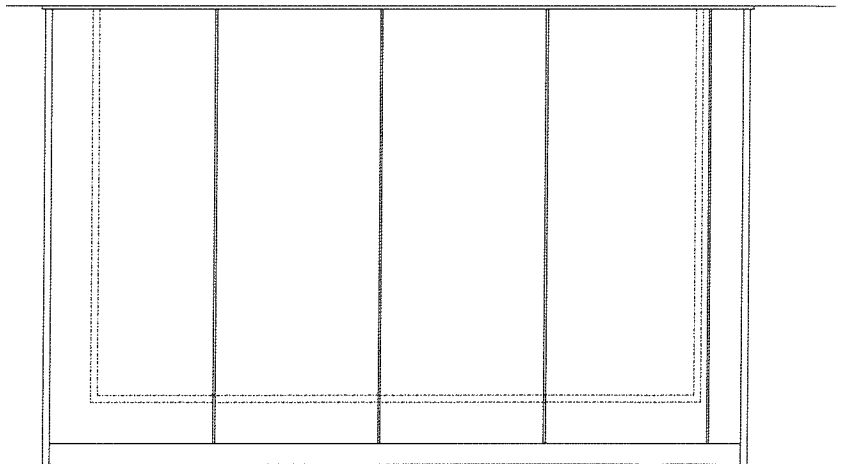
Window Type: Vertical 4 Track  
Window Color: White  
Vinyl Tint: Smoke Grey  
Screen Type: Better Vue Insect Screen  
Right Wall: 6' Patio - Smoke Grey Tint  
Smoke Grey Vinyl Trapezoid Transom

This Room is to be installed on a House

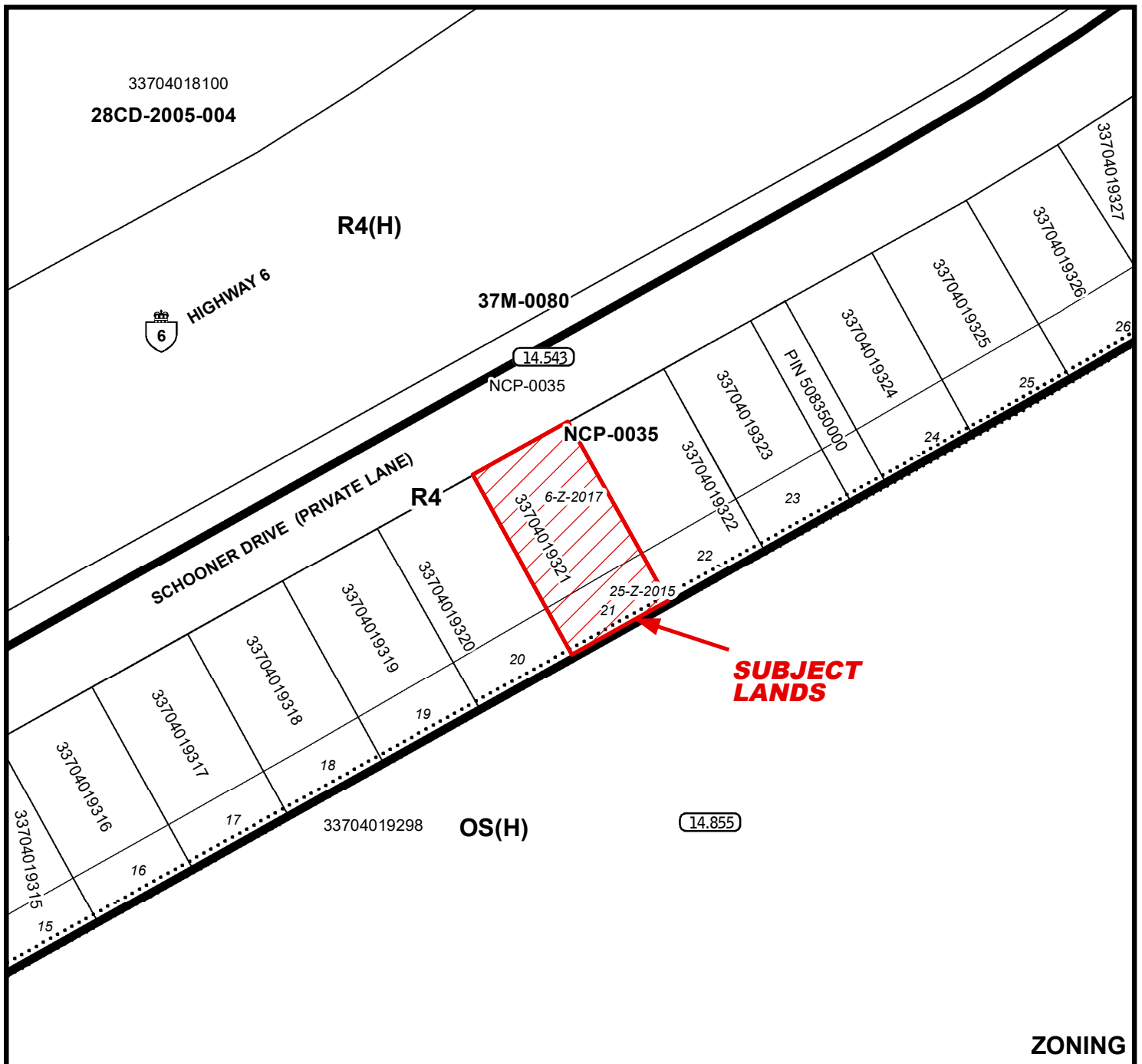
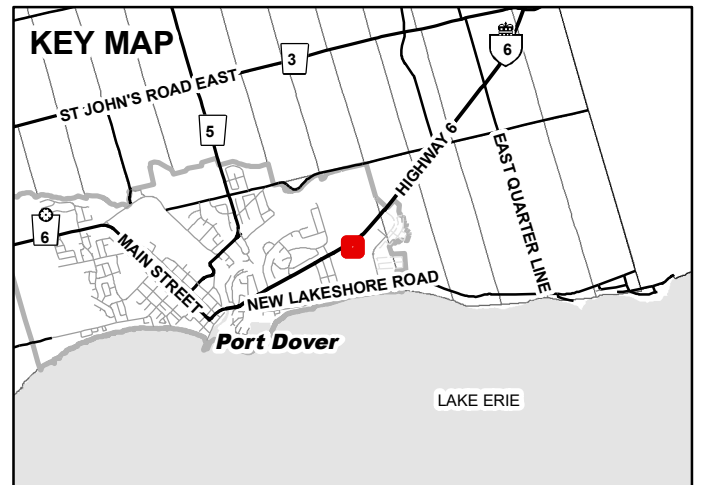
### Room Layout



### Roof Layout



Urban Area of  
**PORT DOVER**

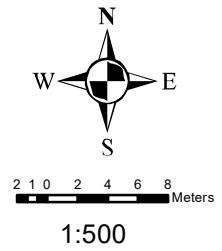




## MAP 2

File Number: ANPL2020225

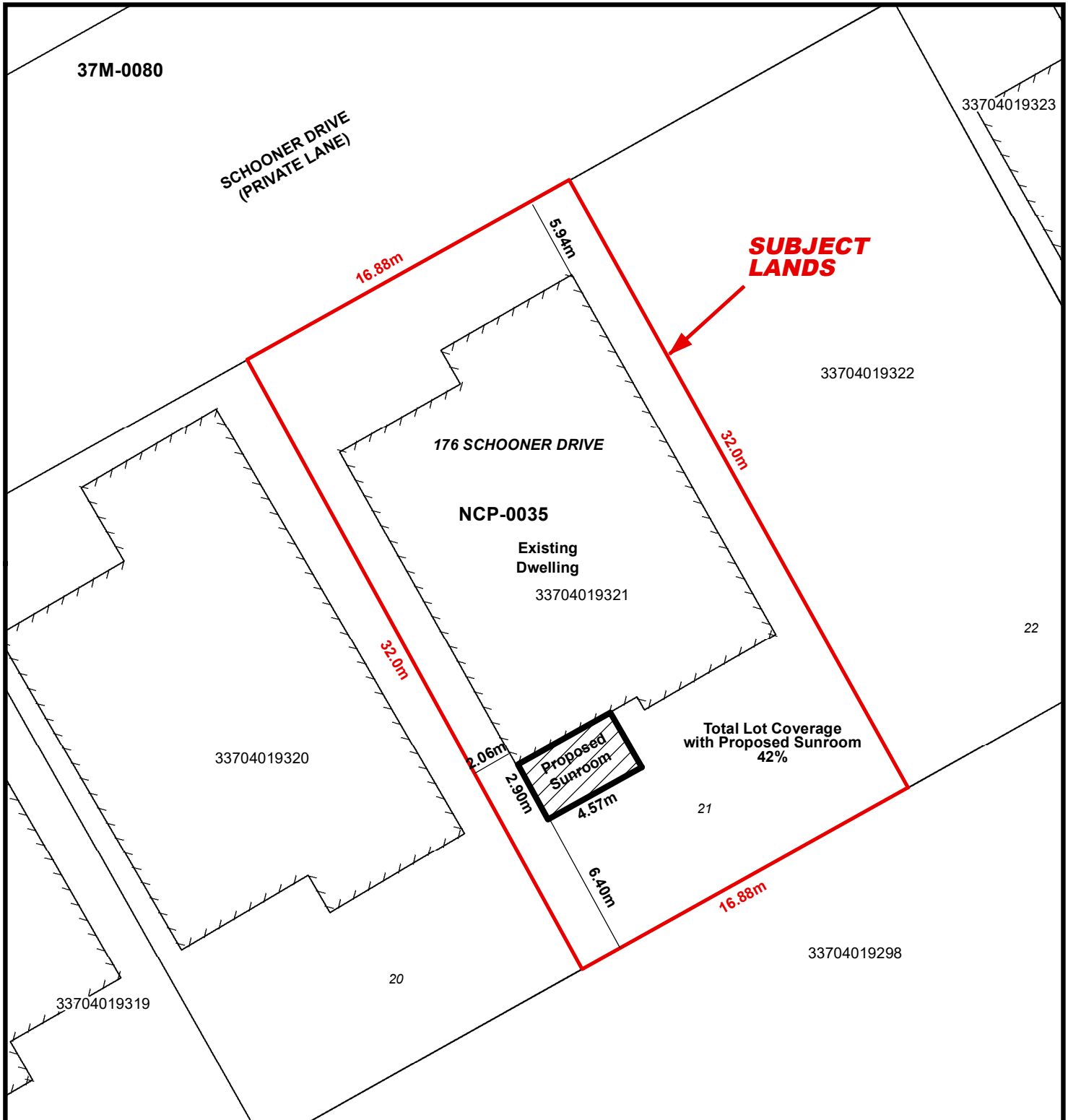
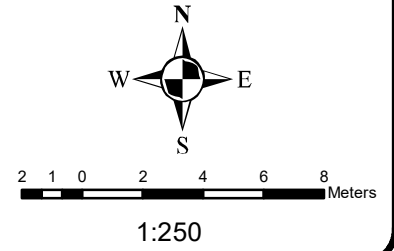
Urban Area of PORT DOVER



# MAP 3

File Number: ANPL2020225

Urban Area of PORT DOVER



# LOCATION OF LANDS AFFECTED

File Number: ANPL2020225

Urban Area of PORT DOVER

