

For Office Use Only:

File Number

Related File Number

Pre-consultation Meeting

Application Submitted

Complete Application

SPR 2018178
A-SPR 2021310
December 16, 2021
Dec 21, 2021

Application Fee

Conservation Authority Fee

Well & Septic Info Provided

Planner

Public Notice Sign

\$1560
N/A
JH

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: 33104020100397700003**A. Applicant Information****Name of Owner**

Janice Hearn

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

3 Serviceberry Lane

Town and Postal Code

Simcoe, N3Y0E7

Phone Number

289-253-3680

Cell Number

Email

janicehearn@live.ca

Name of Applicant

Janice Hearn

Address

3 Serviceberry Lane

Town and Postal Code

Simcoe, N3Y0E7

Phone Number

289-253-3680

Cell Number

Email

janicehearn@live.ca

Name of Agent	Bill Klyn Carpentry (Mark)
Address	2 Palmer Street East
Town and Postal Code	Norwich, N0J1P0
Phone Number	519-424-2816
Cell Number	519-532-4494
Email	mark@bkllcarpentry.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):

PLAN NVLCP40 LEVEL 1 UNIT 25

Municipal Civic Address: 3 Serviceberry Lane

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 housing

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:

Townhouse/row housing and a 12'x12' deck. All to remain

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 to be build on existing deck - seasonal/outdoor use

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:

Sunroom - see drawings for details

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:

2

9. Existing use of abutting properties:

Residential/Farm

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, m² or %

Lot frontage	8.376	
Lot depth	29.968	
Lot width	8.376	
Lot area	251.01	
Lot coverage	139.53(55%)	152.9(61%)
Front yard	5.1	
Rear yard	7.55	3.89
Left Interior side yard		
Right Interior side yard		
Exterior side yard (corner lot)		

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

Rear setback relief of 2.11m to accommodate a sunroom on existing deck

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

Rear yard is not deep enough to add anything on without encroaching on the rear setback

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: _____

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:
Former forest

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:

A new housing development was just completed here and the sunroom is just going into an existing back yard

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:

Proposed project is being installed on existing deck with no alteration to the ground level

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)
-

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
-

2. Existing or proposed access to subject lands

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

Name of road/street:

Serviceberry Lane

G. Other Information

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

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

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.

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.

J. 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.

K. 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.

L. 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.

Mark H

Owner/Applicant Signature

December 3, 2021

Date

M. Owner's Authorization

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

I/We Jane Hearn am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Bill Klyn Carpentry Inc ^(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.

J. Hearn

Owner

Dec 3 2021

Date

Owner

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:

In Norfolk County

Mark Klyn
Owner/Applicant/Agent Signature

This 21st day of December 2021

A.D., 20

Sherry Ann Mott
A Commissioner, etc.

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



NORFOLK VACANT LAND
CONDOMINIUM PLAN No. 40

Proposed Sunroom
on existing deck

COMMON ELEMENT
(KNOWN AS SEVIEBERRY LANE)

UNIT 43

UNIT 42

UNIT 41

UNIT 40

SURVEYOR'S REAL PROPERTY REPORT

PART A

PLAN
OF ALL OF
UNITS 20, 21, 22, 23, 24, 25 & 26
LEVEL 1, NORFOLK VACANT LAND
CONDOMINIUM PLAN No. 40

IN THE
TOWN OF SIMCOE
COUNTY OF NORFOLK

SCALE 1:300



2020
ARCHIBALD, GRAY & McKAY LTD.
ONTARIO LAND SURVEYORS

NOTES & LEGEND

BEARINGS ARE UTM GRID BEARINGS, REFERRED TO CONTROL POINTS
ORP 1, ORP 2 AND ORP 3 AS SHOWN ON NORFOLK VACANT LAND
CONDOMINIUM PLAN No. 40.
DISTANCES SHOWN HEREON ARE GROUND DISTANCES.

- DENOTES MONUMENT FOUND
- DENOTES MONUMENT PLANTED
- SIB DENOTES STANDARD IRON BAR
- SSIB DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- CC DENOTES CUT CROSS
- AGM DENOTES ARCHIBALD, GRAY & McKAY LTD., O.L.S.'s
- NVLCP DENOTES NORFOLK VACANT LAND CONDOMINIUM PLAN
- G DENOTES GARAGE
- P DENOTES PORCH
- DPN DENOTES DOOR POINT NUMBER
- C.W. DENOTES CENTRELINE OF WALL
- P1 DENOTES NVLCP 40
- N1 DENOTES AGM FILE SIMT-CONO40-01-4

SURVEYOR'S CERTIFICATE:

- I CERTIFY THAT:
- 1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT AND THE SURVEYORS ACT AND THE REGULATIONS MADE UNDER THEM.
 - 2) THE SURVEY WAS COMPLETED ON THE 4th DAY OF AUGUST, 2020.

AUGUST 20/2020

ROBERT WOOD
ONTARIO LAND SURVEYOR

ASSOCIATION OF ONTARIO
LAND SURVEYORS
PLAN SUBMISSION FORM

2133354



THIS PLAN IS NOT VALID
UNLESS IT IS AN EMBOSSED
ORIGINAL COPY
ISSUED BY THE SURVEYOR
In accordance with
Regulation 1026 Section 28(3)

© COPYRIGHT 2020

AGM
PLAN • SURVEY • ENGINEER

ARCHIBALD, GRAY & McKAY LTD.
3514 WHITE OAK ROAD, LONDON, ON, N6E 2Z9
PHONE 519-685-5300 FAX 519-685-5303
EMAIL info@agm.on.ca WEB www.agm.on.ca

DRAWN BY: CRC	DIGITAL FILE: CONO40BLSSR1.dwg	PLAN No:
CHECKED BY: DDC	COGO FILE: CON894GN.COG	W-17840
Plot date: Aug 20, 2020	FILE No: SIMT-CONO40-01-5	

PART B

SURVEY REPORT

1. THIS REPORT DOES NOT CERTIFY ZONING COMPLIANCE.
2. SITUATE ON THE PARCEL IS A CONCRETE FOUNDATION.

AUGUST 20/2020

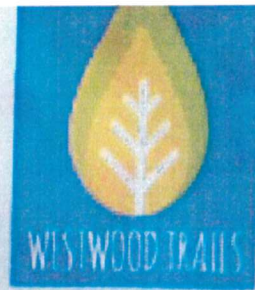
RLW

METRIC:

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND
CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

THIS REPORT WAS PREPARED FOR
WARREN D. SINCLAIR CONSTRUCTION LTD.

F:\Projects\BLDRS\CONDOS\Condo 40 Simcoe\Block 5\CAD\CONO40BLSSR1.dwg



**Norfolk Vacant Land Condominium Corporation #40
Simcoe, Ontario**

September 6, 2021

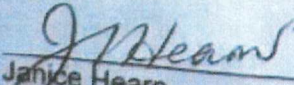
Janice Hearn
3 Serviceberry Lane
Simcoe, Ontario, N3Y 0E7

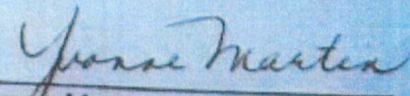
Reference: Agreement for Sunroom

Request to install a Sunspace Model 200 Sunroom was received by Yvonne Martin on August 20, 2021
Drawings and specifications were received by Bill Klyn Carpentry by email.

The Board of Directors gives approval with the following terms:

1. The installation of the sunroom by Bill Klyn Carpentry will be the Sunspace Model 200 Sunroom 12' x 12' with acrylic roof and follow all other specifications as presented.
2. The colour of the trim is to be black.
3. The building permit and any minor variance if required must be completed and a copy of the permit(s) are to be submitted to the property manager for the Corporation records prior to installation.
4. All changes to the deck to accommodate the sunroom will be at the cost of the owner.
5. All installation costs will be the responsibility of the owners.
6. All maintenance costs (current & future) will be the responsibility of the units' owners.
7. Any damage incurred during the installation will be repaired at the owners' costs.
8. This change will be documented in the Corporation records for unit the unit as an upgrade to the unit. This change will not be included in the Corporations' insurance.


Janice Hearn


Yvonne Martin

SUNSPACE SPECIFICATION SHEET

Customer: Sunspace by Bill Klyn Carpentry
Tag Name: Hearn

Order Date: Sep 13, 2021

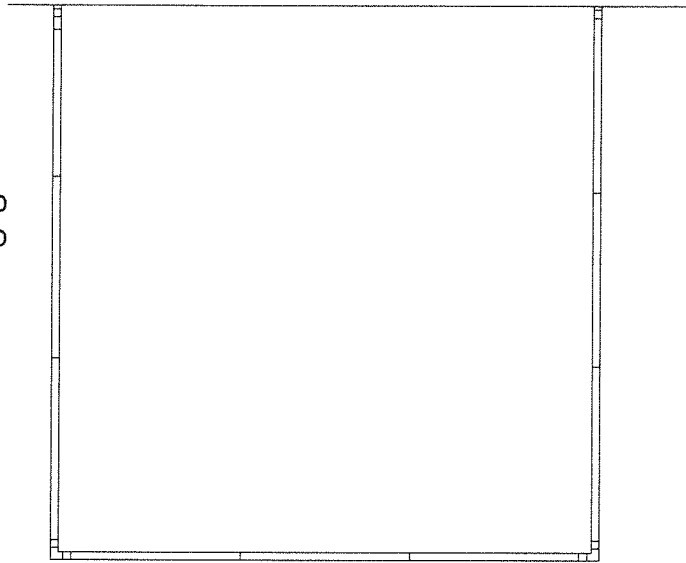
Page 1 of 2

Room Specifications

12' 0" Projection x 12' 0" Width

Room Style: Studio
Wall Type: Model 200
Backwall Height: 103"
Frontwall Height: 96"
Framing Colour: Black
Ext. Panel Skin: Black Aluminum Stucco
Int. Panel Skin: Black Aluminum Stucco
Kneewall: 42" Tempered Glass
Transom Style: Clear Vinyl
Cut Pitch: Yes

Room Layout



Floor Specifications

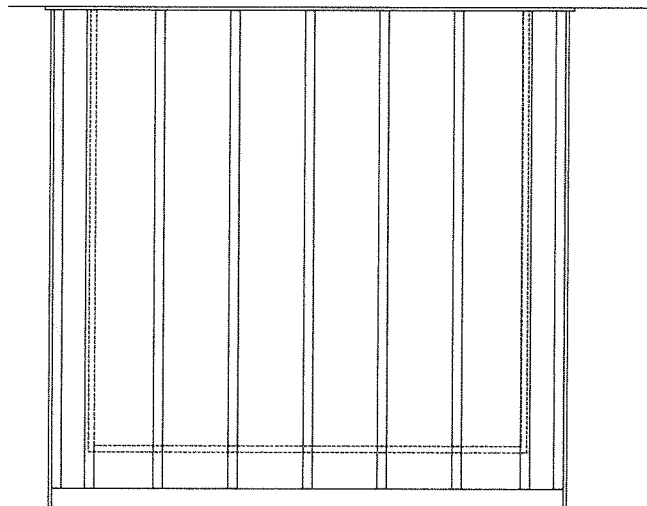
Use Existing Floor

Roof Specifications

13' Projection x 14' Width

Roof Type: Acrylic Roof System
Roof Pitch: 0.58 / 12 (2.78°)
Panel Color: Heat Stop Blue
Gutter Color: Black
Downspout Kits: 2
Downspout Color: Black

Roof Layout



Windows and Doors

Window Type: Vertical 4 Track
Window Color: Black
Vinyl Tint: Clear
Screen Type: Better Vue Insect Screen
Left Wall: V4T Entry Door
36" x 79-3/8", LHH, Outswing, 7"
Kneewall, Clear, Silver Satin Hardware,
Clear Vinyl Trapezoid Transom

Sun-Shades

3% Openness

Fabric Color: White/Gray
Valance Color: Black
Units Required: 6

This Room is to be installed on a House

SUNSPACE SPECIFICATION SHEET

Customer: Sunspace by Bill Klyn Carpentry
Tag Name: Hearn

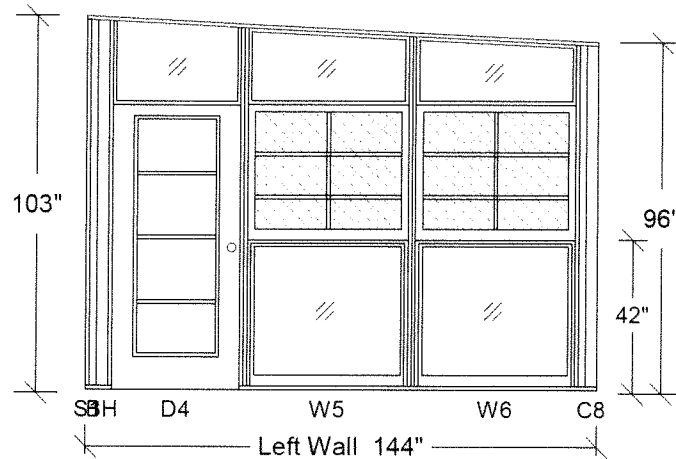
Order Date: Sep 13, 2021

Page 2 of 2

Wall Specifications

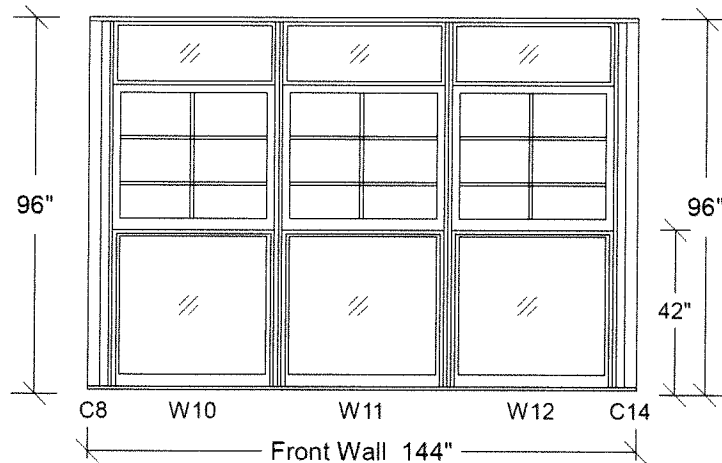
Left Wall

- S1 Starter
- F2 2" Solid Wall
- BH3 Box Header
- D4 Vinyl 4 Track Entry Door
Clear Vinyl Trapezoid Transom
- W5 45-1/4" x 37" Vertical 4 Track
3 Vents
Clear Vinyl Trapezoid
- W6 45-1/4" x 37" Vertical 4 Track
3 Vents
Clear Vinyl Trapezoid
- F7 2" Solid Wall
- C8 90° Corner



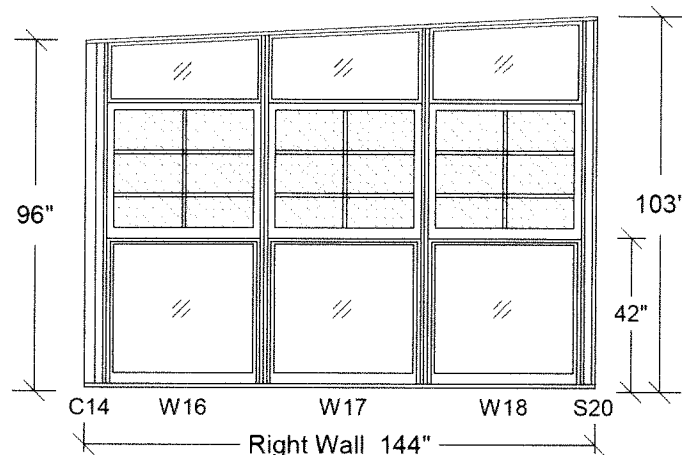
Front Wall

- C8 90° Corner
- F9 2-1/8" Solid Wall
- W10 42-1/2" x 37" Vertical 4 Track
3 Vents
Clear Vinyl Transom
- W11 42-1/2" x 37" Vertical 4 Track
3 Vents
Clear Vinyl Transom
- W12 42-1/2" x 37" Vertical 4 Track
3 Vents
Clear Vinyl Transom
- F13 2-1/8" Solid Wall
- C14 90° Corner



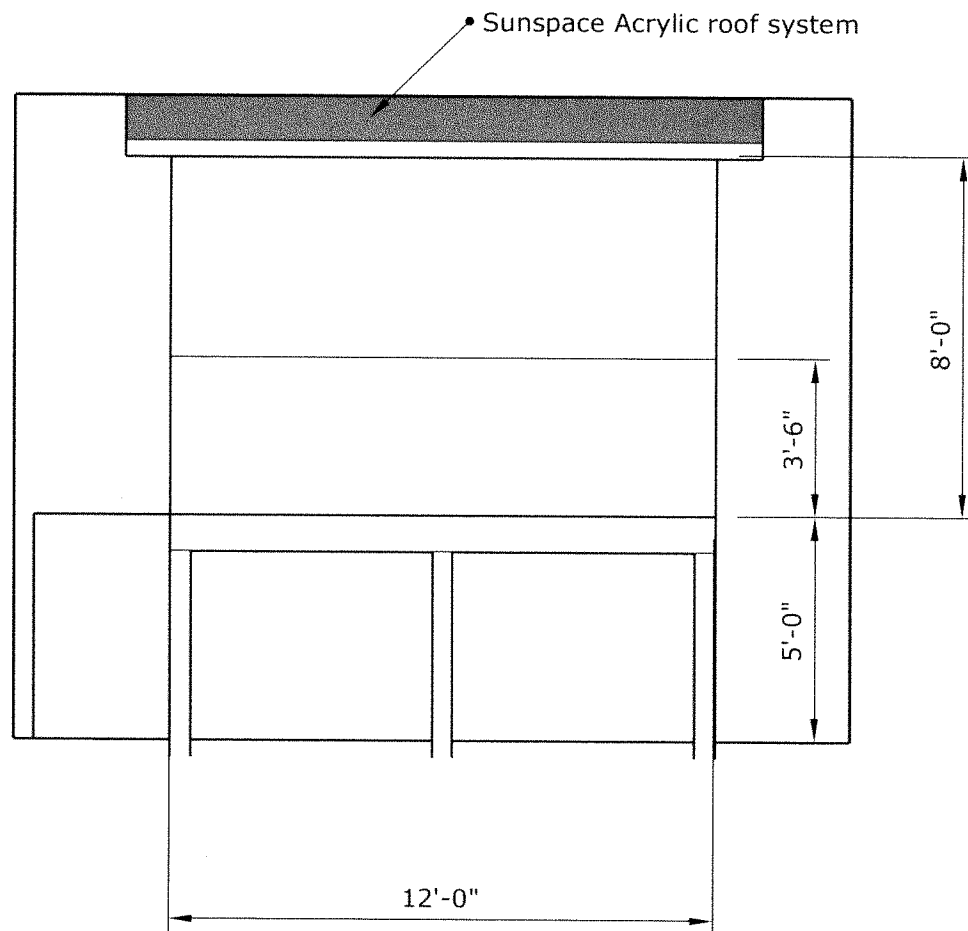
Right Wall

- C14 90° Corner
- F15 2" Solid Wall
- W16 43-1/4" x 37" Vertical 4 Track
3 Vents
Clear Vinyl Trapezoid
- W17 43-1/4" x 37" Vertical 4 Track
3 Vents
Clear Vinyl Trapezoid
- W18 43-1/4" x 37" Vertical 4 Track
3 Vents
Clear Vinyl Trapezoid
- F19 2-1/8" Solid Wall
- S20 Starter

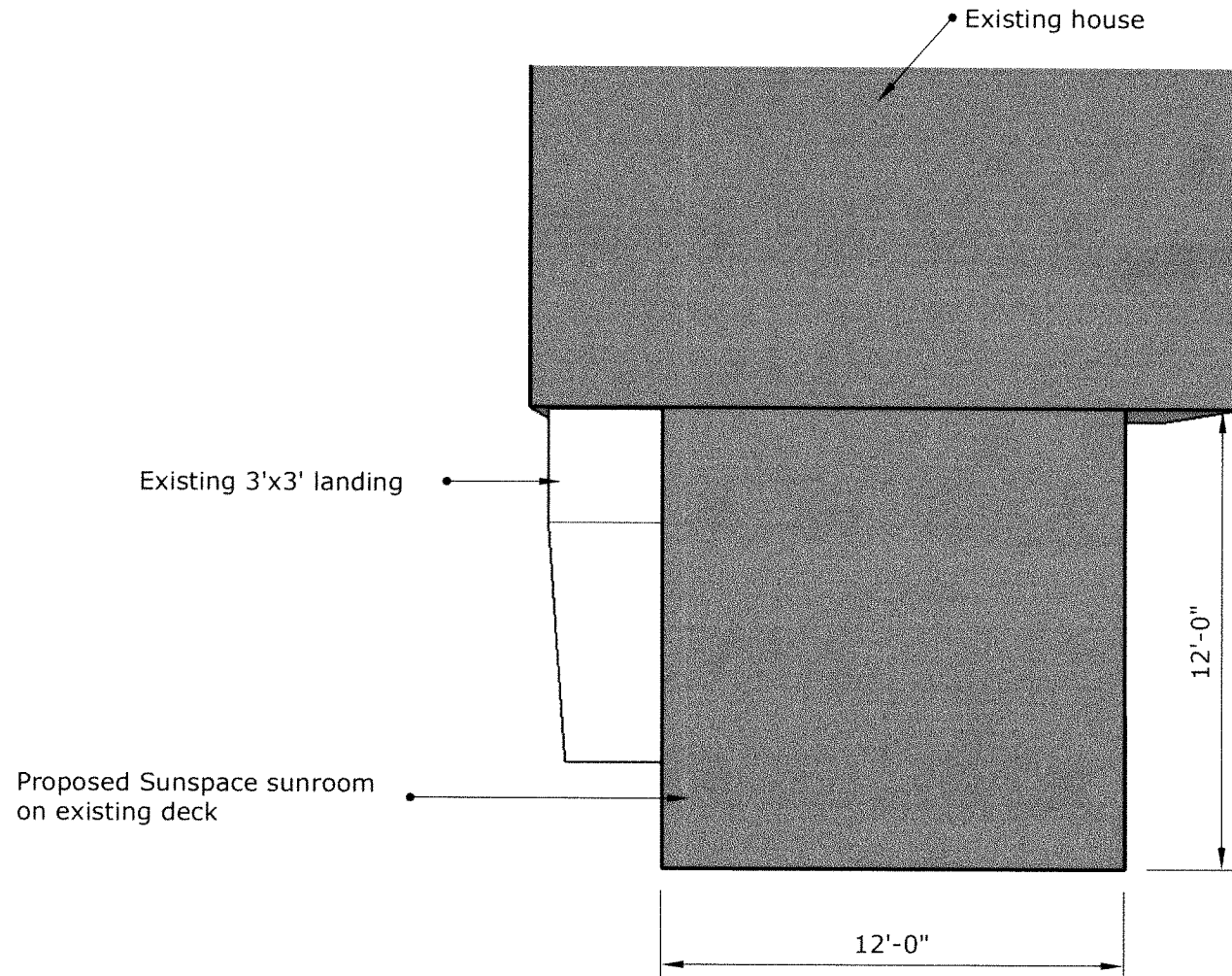


Janice Hearn
3 Serviceberry Lane,
Simcoe, ON
N3Y 4Z6

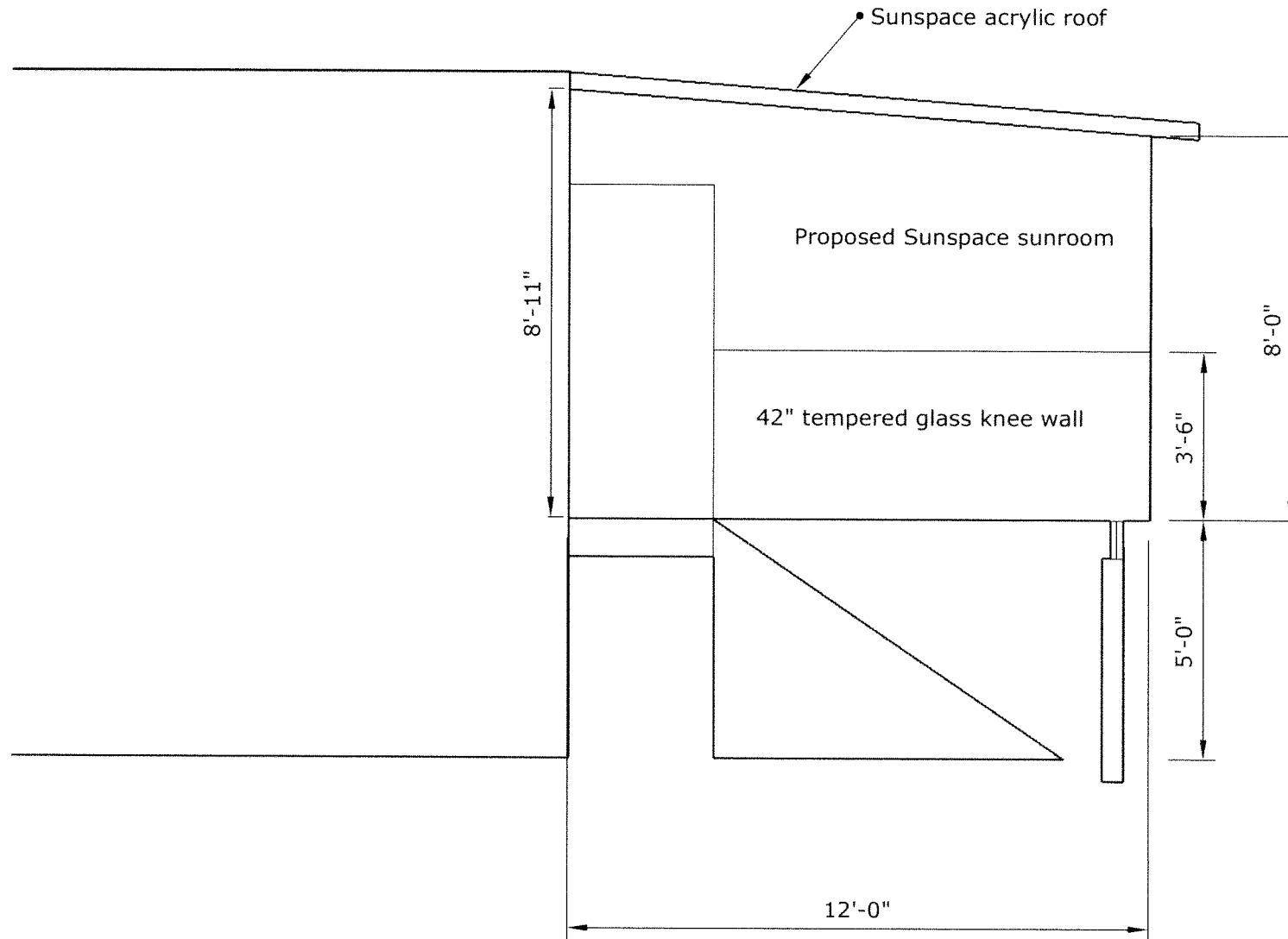
Sunspace Sunroom built
on existing deck
Sunroom to have 42"
tempered glass knee wall



Janice Hearn
3 Serviceberry Lane,
Simcoe, ON
N3Y 4Z6

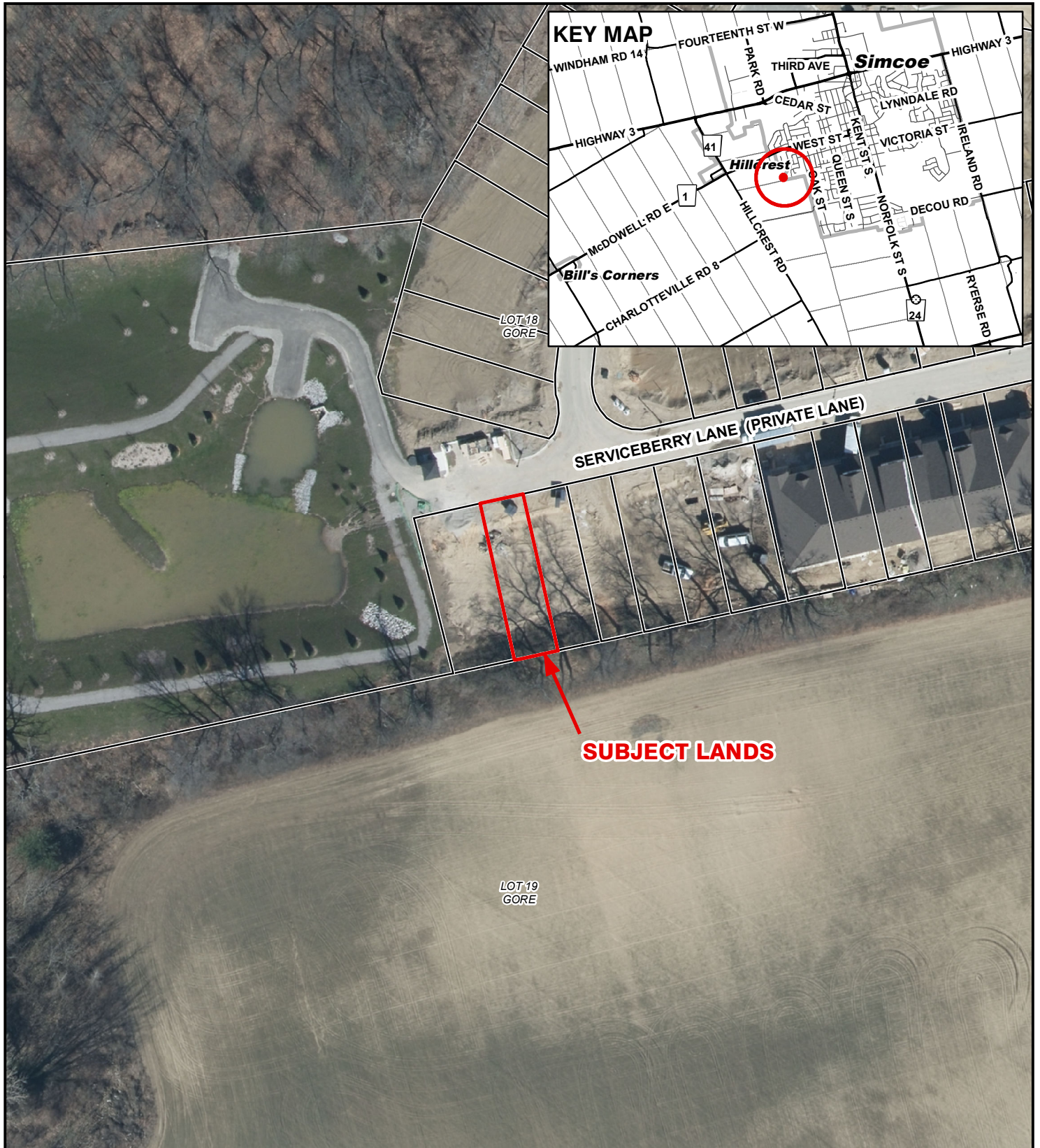


Janice Hearn
3 Serviceberry Lane,
Simcoe, ON
N3Y 4Z6




CONTEXT MAP

Geographic Township of WOODHOUSE

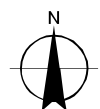


Legend

 Subject Lands

2020 Air Photo

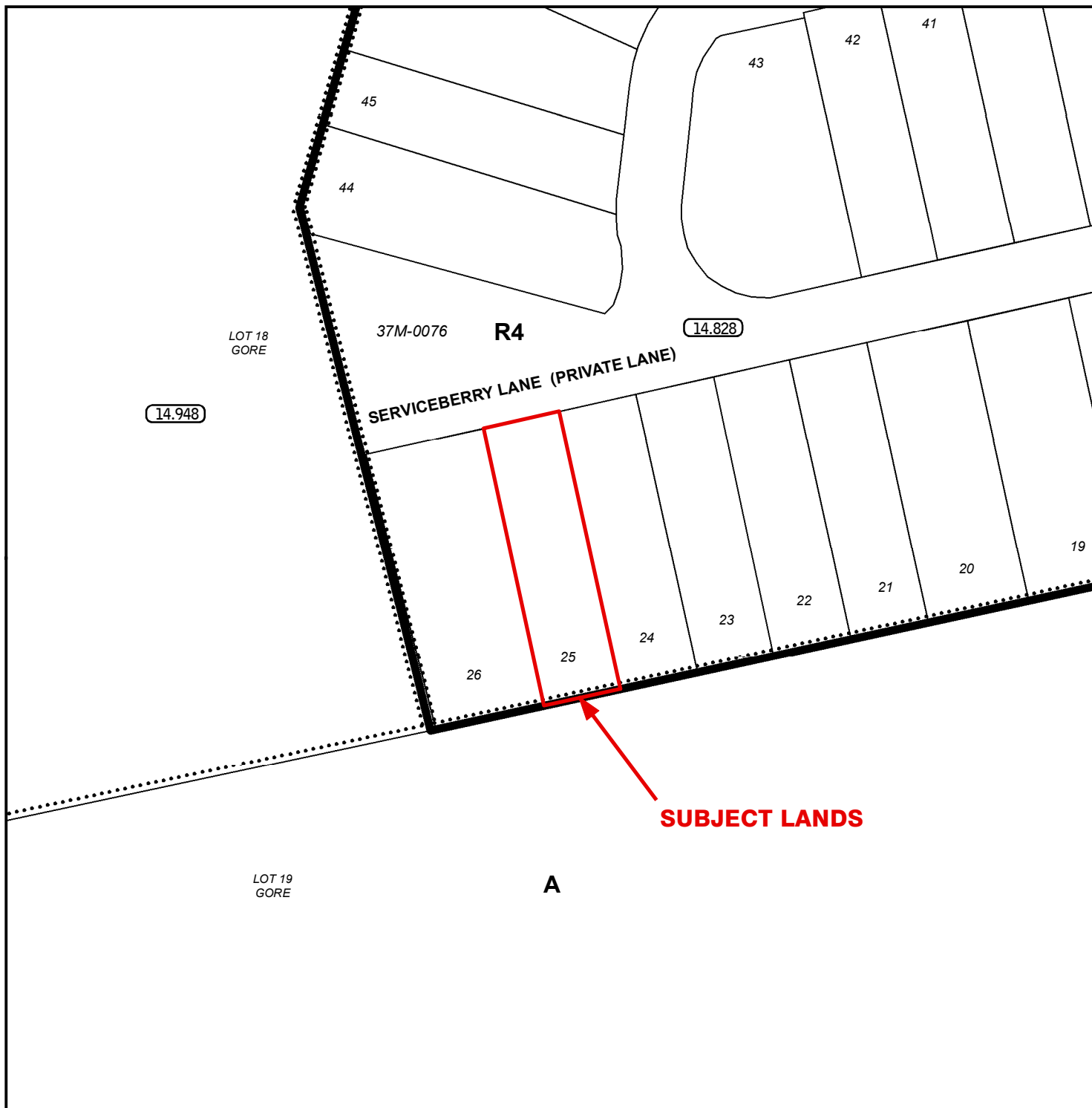
2022-01-04



8 4 0 8 16 24 32 Meters


MAP B
ZONING BY-LAW MAP
Urban Area of SIMCOE

FileNum1



2022-01-04

LEGEND

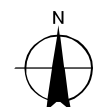
 Subject Lands

ZONING BY-LAW 1-Z-2014

(H) - Holding

A - Agricultural Zone

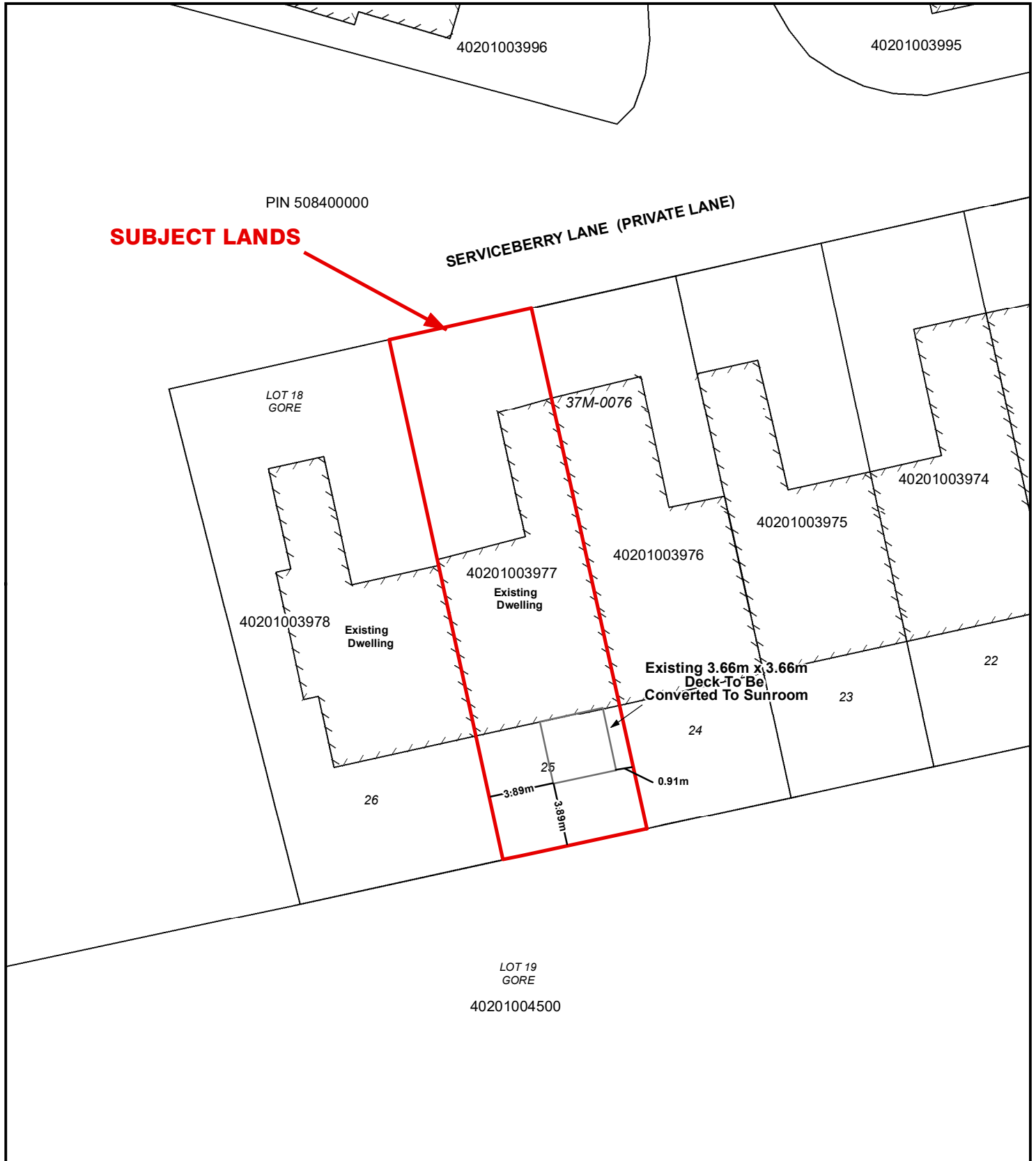
R4 - Residential R4 Zone



4.52.25 0 4.5 9 13.5 18
Meters

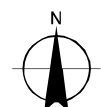
CONCEPTUAL PLAN

Geographic Township of WOODHOUSE



Legend

Subject Lands

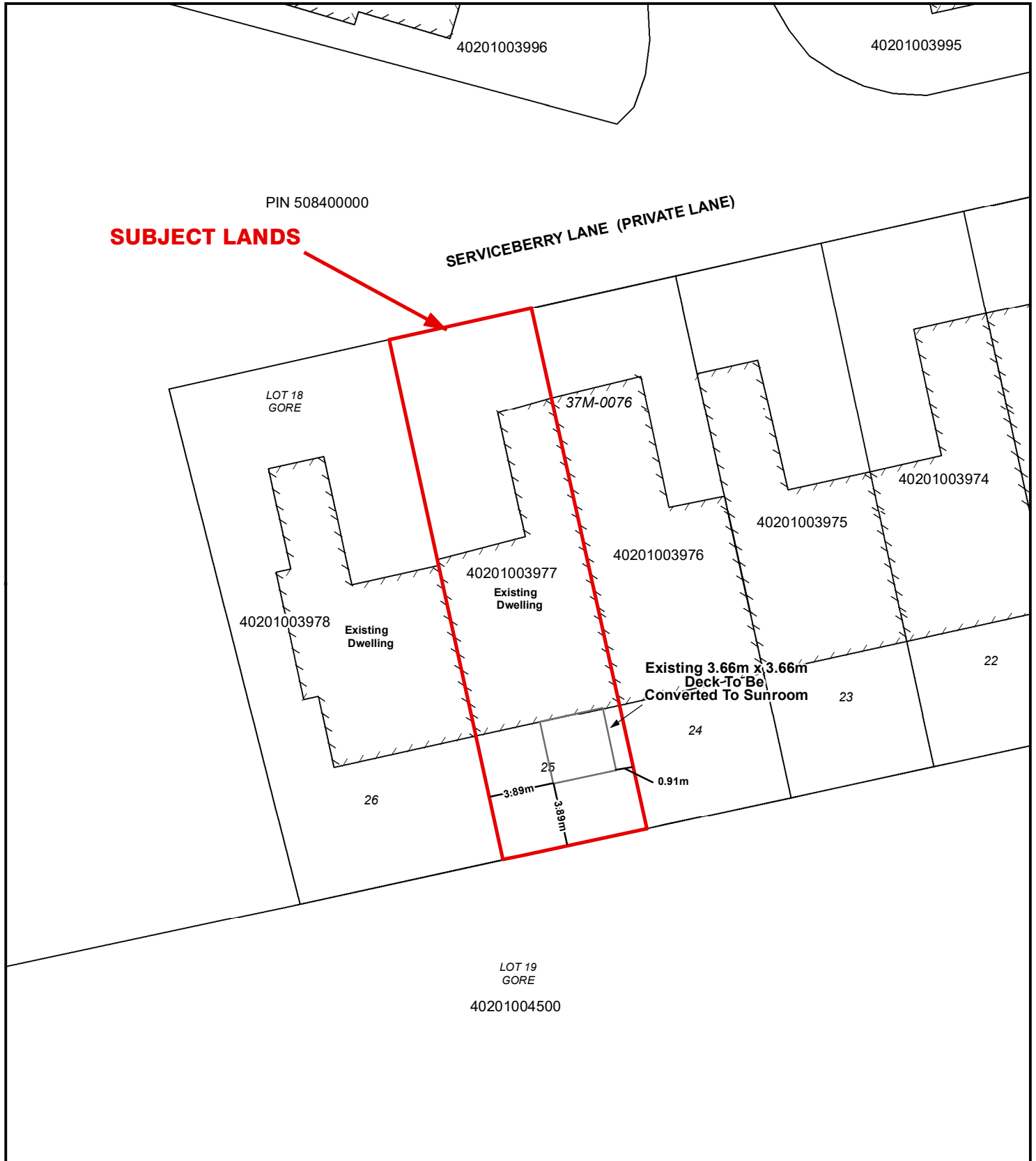


2022-01-04

2.5 1.25 0 2.5 5 7.5 10 Meters

CONCEPTUAL PLAN

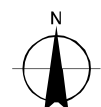
Geographic Township of WOODHOUSE



Legend

Subject Lands

2022-01-04



2.5 1.25 0 2.5 5 7.5 10 Meters