

Committee of Adjustment Application to Planning Department

Complete Application

A complete Committee of Adjustment application consists of the following:

- 1. A properly completed and signed application form (signature must on original version);
- Supporting information adequate to illustrate your proposal as listed in Section H of this application form (plans are required in paper copy and digital PDF format);
- 3. Written authorization from all registered owners of the subject lands where the applicant is not the owner as per Section N; and,
- 4. Cash, debit or cheque payable to Norfolk County in the amount set out in the Norfolk County User Fees By-Law.
- 5. The completed application and fees are to be mailed to the attention of **Secretary Treasurer Committee of Adjustment:** 185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 or email your application committee.of.adjustment@norfolkcounty.ca. Make sure submissions are clearly labelled including address, name, and application type. Failure to do so may impact the timing of your application.

The above listed items are required to ensure that your application is given full consideration. An incomplete or improperly prepared application will not be accepted and may result in delays during the processing of the application. This application must be typed or printed in ink and completed in full.

Please review all of the important information summarised below.

Before your Application is Submitted

A pre-consultation meeting is not usually required for Committee of Adjustment applications; however, discussion with Planning Department staff prior to the submission of an application is **strongly encouraged**. The purpose of communicating with a planner **before** you submit your application is: to review your proposal / application, to discuss potential issues; and to determine the required supporting information and materials to be submitted with your application before it can be considered complete by staff. You might find it helpful to retain the services of an independent professional (such as a registered professional planner) to help you with your application. Information about the Official Plan and Zoning By-law can be found on the County website: www.norfolkcounty.ca/planning

After Your Application is Submitted

Once your payment has been received and the application submitted, in order for your application to be deemed complete all of the components noted above are required.



Incomplete applications will be identified and returned to the applicant. The *Planning Act* permits up to 30 days to review and deem an application complete.

Once your application has been deemed complete by the Planning Department, it is then circulated to public agencies and County departments for review and comment. A sign is also provided that is required to be posted on the subject lands that summarizes the application and identifies the committee meeting date. The comments received from members of the community will be included in the planning report and will inform any recommendations in relation to the application.

If the subject lands are located in an area that is regulated by either the Long Point Region Conservation Authority or by the Grand River Conservation Authority an additional fee will be required if review by the applicable agency is deemed necessary. A separate cheque payable to the Long Point Region Conservation Authority or the Grand River Conservation Authority is required in accordance with their fee schedule at the same time your application is submitted.

Additional studies required as part of the complete application shall be at the sole expense of the applicant. In some instances peer reviews may be necessary to review particular studies and that the cost shall be at the expense of the applicant. The company to complete the peer review shall be selected by the County.

If the application is withdrawn prior to the circulation to commenting agencies, the entire original fee will be refunded. If withdrawn after the circulation to agencies, half the original fee will be refunded. No refund is available after the public meeting and/or approval of application.

Notification Sign Requirements

Planning Department staff may post a notification sign on your property in advance of the public meeting on your behalf. Please keep this sign posted until you have received a notice in the mail indicating that the Secretary Treasurer received no appeals. However, it is the applicant's responsibly to ensure that the sign is correctly posted within the statutory timeframes, according to the *Planning Act*. Failure to post a sign in advance of the public meeting in accordance with statutory requirements will impact the timing of your application at the Committee of Adjustment meeting. Applicants are responsible for removal of the sign following the appeal period. The signs are recyclable and can be placed in your blue box.

Contact Us

For additional information or assistance in completing this application, please contact a planner at 519-426-5870 ext. 1842 or Committee.of.Adjustment@NorfolkCounty.ca



For Office Use Only: File Number Related File Number	ANPL2022106	Application Fee Conservation Authority Fee	\$1599.00 N/A
Pre-consultation Meeting Application Submitted Complete Application	March 7, 2022 April 21, 2022	Well & Septic Info Provided Planner Public Notice Sign	N/A Hanne Yager
Check the type of plan	ning application	(s) you are submitting.	
□ Consent/Severance□ Surplus Farm Dwell■ Minor Variance□ Easement/Right-of-Variance	ing Severance and	ment d Zoning By-law Amendme	nt
Property Assessment	Roll Number: 33	10401002108000000	
A. Applicant Informati	on		
Name of Owner	DANIEL WIGMORE		
It is the responsibility of ownership within 30 day		icant to notify the planner o	f any changes in
Address	267 UNION STREE	T	
Town and Postal Code	SIMCOE, N3Y 2B7		
Phone Number	905-483-9555		
Cell Number	905-483-9555		
Email	DANIEL_WIGMOR	E@HOTMAIL.COM	
Name of Applicant	DANIEL WIGMORE		
Address	267 UNION STREE	Ī	
Town and Postal Code	SIMCOE, N3Y 2B7		
Phone Number	905-483-9555		
Cell Number	905-483-9555		
Fmail	DANIEL WIGMOR	E@HOTMAIL COM	



Name	of Agent	N/A			
Addre	SS				
Town	and Postal Code				
Phone	Number				
Cell N	umber				
Email					
all cor		otices in respec		e sent. Unless otherwication will be forward	
Ow	vner	☐ Agent		☐ Applicant	
encum	s and addresses of obrances on the sub NIEL & MELANIE V	oject lands:		es, charges or other	
B. L	ocation, Legal Des	scription and P	roperty Info	rmation	
1. Leg		lude Geographi	c Township,	Concession Number,	Lot Number,
<u>L1</u>	T.1 PT LOT2, PL.18	32, BLK.51			
RI	P.NR223568 NORF	OLK COUNTY			
Mu	nicipal Civic Addres	ss: <u>267 UNIO</u>	N STREET		
Pre	esent Official Plan D	esignation(s):	URBAN RESI	DENTIAL	
Pre	esent Zoning: R1-B				
2. ls t	here a special prov	ision or site spe	cific zone on	the subject lands?	
	Yes □ No If yes,	please specify:			
	esent use of the sub NGLE DWELLING				
-					



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 of 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: HOUSE - RETAIN, SEE ATTACHED DRAWING FOR SETBACKS
	SINGLE CAR, DETATCHED GARAGE - RETAIN, SEE ATTACHED DRAWINGS FOR SETBACK
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. N/A
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: PROPOSED SHOP FOR PERSONAL PROJECTS - STRUCTURE MATCHING STYLE OF EXISTING BUILDINGS 81.3 sq-m LOT COVERAGE, 78 sq-m GROUND FLOOR AREA, 1 STOREY, 7.62m x 10.67m x 5m HIGH
7.	
	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: SINCE APPROXIMATELY 1969
9.	Existing use of abutting properties: SINGLE HOME DWELLINGS
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. Failure to complete this section will result in an incomplete application.

1. Site Information (Please refer to Zoning By-law to confirm permitted dimensions)

	Existing	Permitted	Provision	Proposed	Deficiency
Lot frontage	28.79m				
Lot depth	57.19m				
Lot width	28.85m				
Lot area	1622.78 sq-m	450 sq-m MIN			
Lot coverage	23.23m	162.27m	3.2.1.g	75.8m	
Front yard	39.4m	6m MIN	5.1.2.c	10.3	,
Rear yard	23.3m	1.2m MIN	3.2.1.e	5.6m	
Height	4m	5m MAX	3.2.1.a	4.9m	
Left Interior side yard	17.6	1.2m MIN	3.2.1.d	17.6m	
Right Interior side yard					
Exterior side yard (corner lot)	10.3m	6m MIN	5.1.2 (R1-B)	3m	3m
Parking Spaces (number)	2		4.9	4	
Aisle width	3.8	3	4.1.3.a	6.1	0
Stall size	10.3	5.8	4.1.3.b	6.6	0
Loading Spaces					
Other	23.2m	55 sq-m	3.2.1.g	75.8 sq-m	20.8 sq-m



2.	with the provision(s) of the Zolling
	By-law: - THIS WOULD RESTRICT USAGE OF REMAINING REAR YARD. (DISTANCE)
	- BUILDING IS IN SCALE WITH THE SIZE OF PROPERTY AND CONSISTENT WITH THE SIZE OF
	THE ACCESSORY BUILDING OF THE PROPERTY TO THE WEST. (SIZE)
3.	resident of land interided 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:
	Panalings on rotalinea lana.
	Easement/Right-of-Way: Description of proposed right-of-way/easement in metric
	units:
	Frontage:
	Depth:



	Width:	
	Area:	
	Proposed Use:	
5.	Surplus Farm D which are owned	welling Severances Only: List all properties in Norfolk County, and farmed by the applicant and involved in the farm operation
Ov	vners Name:	
Ro	Il Number:	
То	tal Acreage:	
W	orkable Acreage:	
Ex	isting Farm Type:	(for example: corn, orchard, livestock)
		☐ Yes ☐ No If yes, year dwelling built
Da	te of Land Purcha	se:
Ov	vners Name:	
Ro	Il Number:	
То	tal Acreage:	
Wo	orkable Acreage:	
		(for example: corn, orchard, livestock)
Dw	velling Present?:	☐ Yes ☐ No If yes, year dwelling built
Da	te of Land Purcha	se:
Ow	ners Name:	
Ro	II Number:	
To	tal Acreage:	
Wc	orkable Acreage:	
Exi	sting Farm Type:	(for example: corn, orchard, livestock)
		☐ Yes ☐ No If yes, year dwelling built
	te of Land Purcha	



Ov	wners Name:	
Ro	oll Number:	
То	otal Acreage:	
W	orkable Acreage:	
Ex	isting Farm Type: ((for example: corn, orchard, livestock)
Total Acreage: Workable Acreage: Existing Farm Type: (for example: corn, orchard, livestock) Dwelling Present?:		
0	unara Nama	
	•	
Da	ite of Land Purchas	e:
No	ote: If additional s	pace is needed please attach a separate sheet.
D.	All Applications:	Previous Use of the Property
1.	Has there been an	industrial or commercial use on the subject lands or adjacent
	lands? ☐ Yes ■ I	No 🗆 Unknown
	If yes, specify the u	uses (for example: gas station, or petroleum storage):
2	Is there reason to b	nelieve the subject lands may have been contaminated by former
3.	KNOWN HISTORY OF P	REVIOUS OWNERS. 1ST OWNER STARTED THE CREAMERY, 2ND WAS THE COUNTY
	JUDGE, THIRD WAS F	RICK DANKO'S BANDMATE (JUDGE'S SON), 4TH SOLD TO CURRENT OWNERS.



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? \square Yes \square No
E.	All Applications: Provincial Policy
1.	Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the <i>Planning Act, R.S.O.</i> 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? \square Yes \blacksquare No
	If no, please explain:
	STRUCTURE TO BE BUILT ON EXISTING LAWN. THERE IS NO WILDLIFE OR ENDANGERED PLANTS IN THE AREA.
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: ASSUMED NOT APPLICABLE FOR AN ACCESSORY BUILDING.
	AREA IS NOT ZONED FOR THIS.
	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.	All Applications: 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. All Applications: Servicing and Access 1. Indicate what services are available or proposed: Water Supply • Municipal piped water □ Communal wells □ Individual wells ☐ Other (describe below) Sewage Treatment • Municipal sewers ☐ Communal system ☐ Septic tank and tile bed in good working order ☐ Other (describe below) Storm Drainage ☐ Storm sewers □ Open ditches ☐ Other (describe below) Existing or proposed access to subject lands: • Municipal road ☐ Provincial highway ☐ Unopened road ☐ Other (describe below) Name of road/street: G. All Applications: Other Information 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.

THE INTENT OF THE ACCESSORY STRUCTURE IS A WOOD SHOP AND IS NOT PLANNED AS ADDED PARKING. THE ACCESSWAY CAN BE USED AS ADDITIONAL PARKING BUT IS NOT TAKING

AWAY FROM THE EXISTING PARKING OR INFRASTRUCTURE.



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:

- Concept/Layout Plan
- 2. All measurements in metric
- 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
- 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:

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

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.

Daniel Wigmore Date: 2022.02.07 21:19:56 -05'00'	2022/02/07
Owner/Applicant/Agent Signature	Date
J. Owner's Authorization	
If the applicant/agent is not the registered o application, the owner must complete the a	
I/Welands that is the subject of this application.	am/are the registered owner(s) of the
I/We authorize	personal information necessary for the
Owner	Date
Owner	Date

*Note: If property is owned by an Ontario Ltd. Corporation, Articles of Incorporation are required to be attached to the application.



K. Declaration

I DANIEL WIGMORE

of SIMCOE, ON

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:

Daniel Wigmore Date: 2022.02.07 21:20:37 -05'00'

Owner/Applicant/Agent Signature

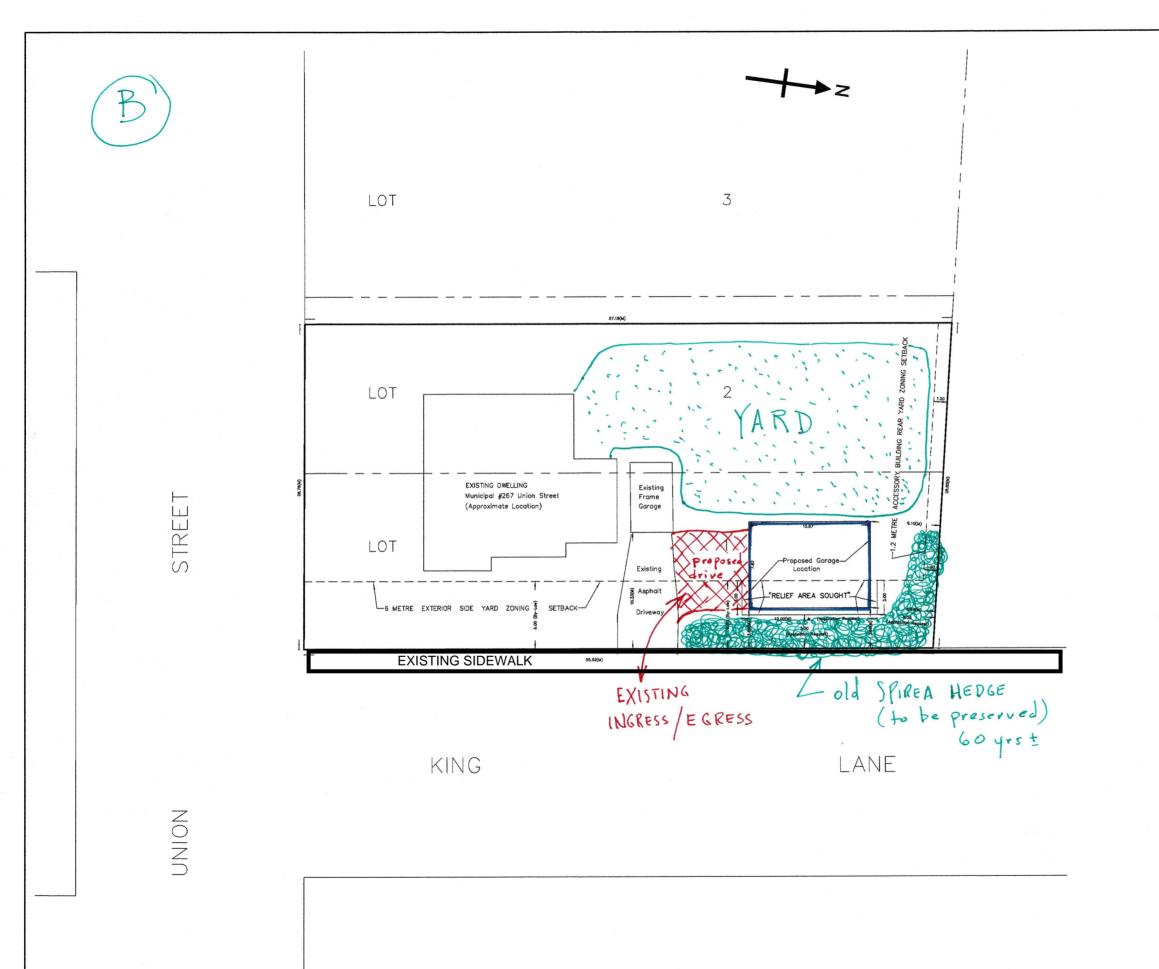
A.D., 20 22

A Commissioner, etc.

commissioner, etc.

Lewyer .1- (05) 527-1119.





SURVEY SKETCH SHOWING "REQUESTED EXTERIOR YARD SETBACK RELIEF FOR ACCESSORY BUILDING."

267 UNION STREET
LOT 1, PART LOT 2, BLOCK 51
REGISTERED PLAN 182
TOWN OF SIMCOE

NORFOLK COUNTY

NOTE: THIS IS NOT A PLAN OF SURVEY AND IS INTENDED TO SERVE THE PURPOSE IN THE TITLE BLOCK ONLY.

ARE IN METRES AND CAN BE CONVERTED TO

(M) DENOTES FIELD MEASUREMENT

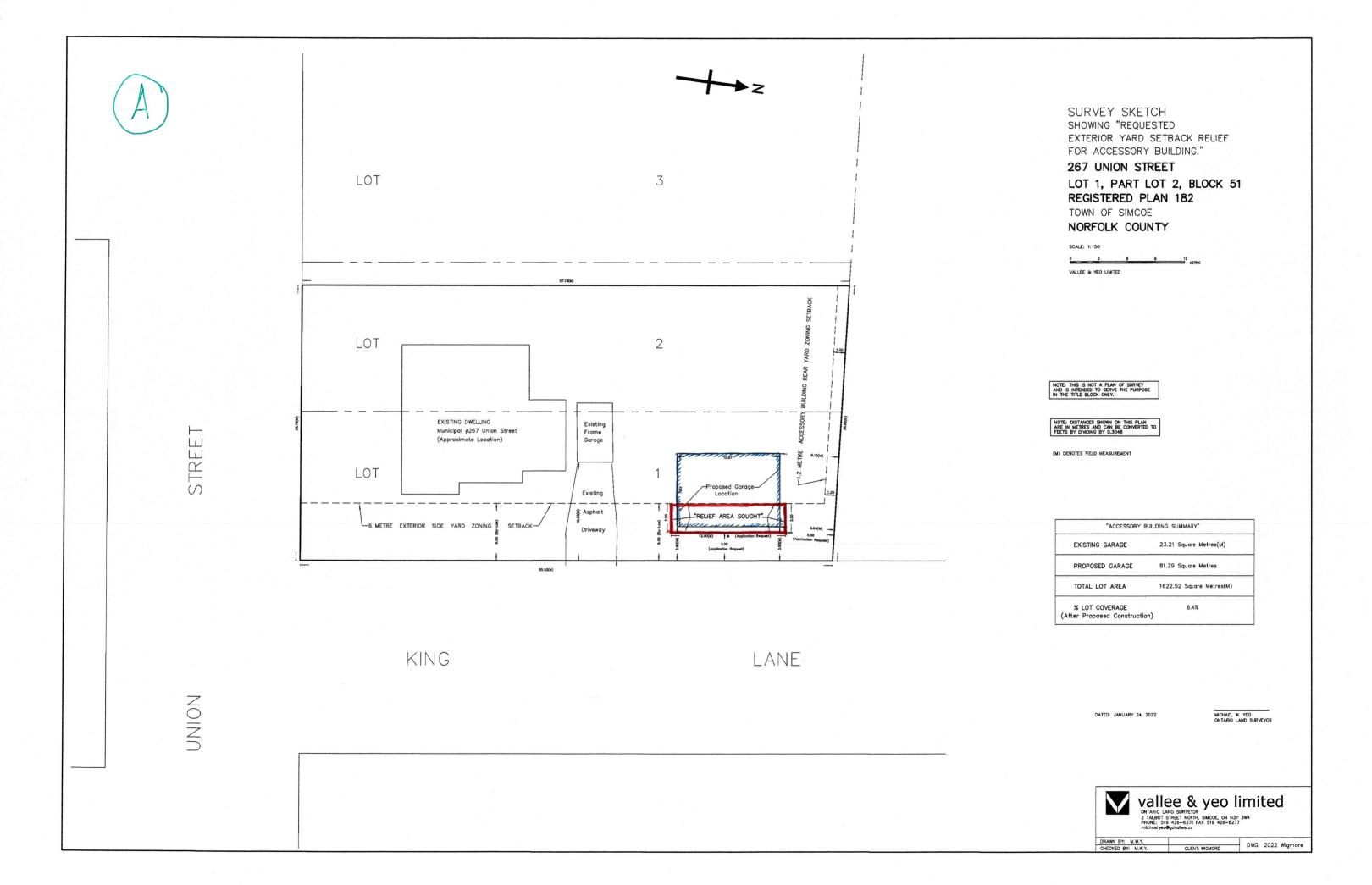
"ACCESSORY BUILDING SUMMARY"		
EXISTING GARAGE	23.21 Square Metres(M)	
PROPOSED GARAGE	81.29 Square Metres	
TOTAL LOT AREA	1622.52 Square Metres(M)	
% LOT COVERAGE (After Proposed Construction)	6.4%	

DATED: JANUARY 24, 2022

MICHAEL W. YEO ONTARIO LAND SURVEYOR



DRAWN BY: M.W.Y.		DWO.	2022	145
CHECKED BY: M.W.Y.	CLIENT: WIGMORE	DWG:	2022	Wigmore



ADDITIONAL COMMENTS TO ACCOMPANY APPLICATION:

In addition to the initial Survey Sketch, two (2) additional copies have been included to reference the comments (Attachments A and B).

Attachment A:

For clarity, see the "red area" denoted to show the "area of relief" sought. The proposed garage building is shown outlined in "blue".

- 1. The preferred garage location has been determined on site with an Ontario Land Surveyor, and existing elevations indicate that the location is suitable from a Lot Grading perspective.
- 2. The "relief area" being slightly larger than the garage, provides sufficient room for below grade footings, as well as roof eaves overhang, with some extra room to spare.
- 3. The proposed garage design has been finalized and the size will not change. During construction, the garage will be positioned by the Land Surveyor to ensure placement at the proposed location shown.
- 4. Area neighbours are generally aware of the proposed garage, and all appear to be in support at this point.

Attachment B:

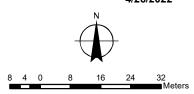
- 1. As shown, the proposed garage location allows us to maintain a large private yard where we can plant a large garden, as well as provide a safe, buffered area for our young children to play.
- 2. The proposed garage location also allows us to utilize the existing driveway and King Lan entrance. No new curb cuts will be required, thereby eliminating another driveway.
- 3. The proposed driveway surface for the new garage will connect to the existing asphalt driveway and will have the added benefit of creating 2 new private parking spaces when needed. A definite benefit given the sparse public parking in the area.
- 4. The garage has been located to provide an adequate distance from the King Lane property line, with the controlling factor being our intention to preserve the old Spirea hedge that currently exists in the location as shown. This hedge is about 60 years old and will continue to provide a natural privacy barrier and also partially conceal and soften the physical presence of the proposed garage.

MAP A CONTEXT MAP Urban Area of SIMCOE

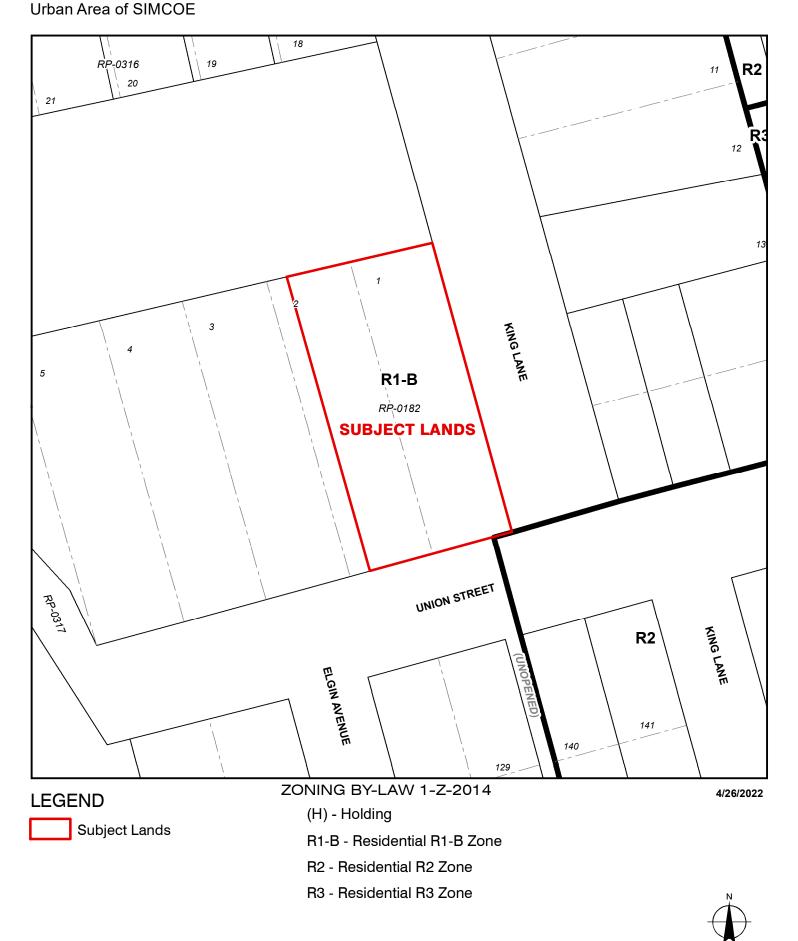


Legend

Subject Lands
2020 Air Photo

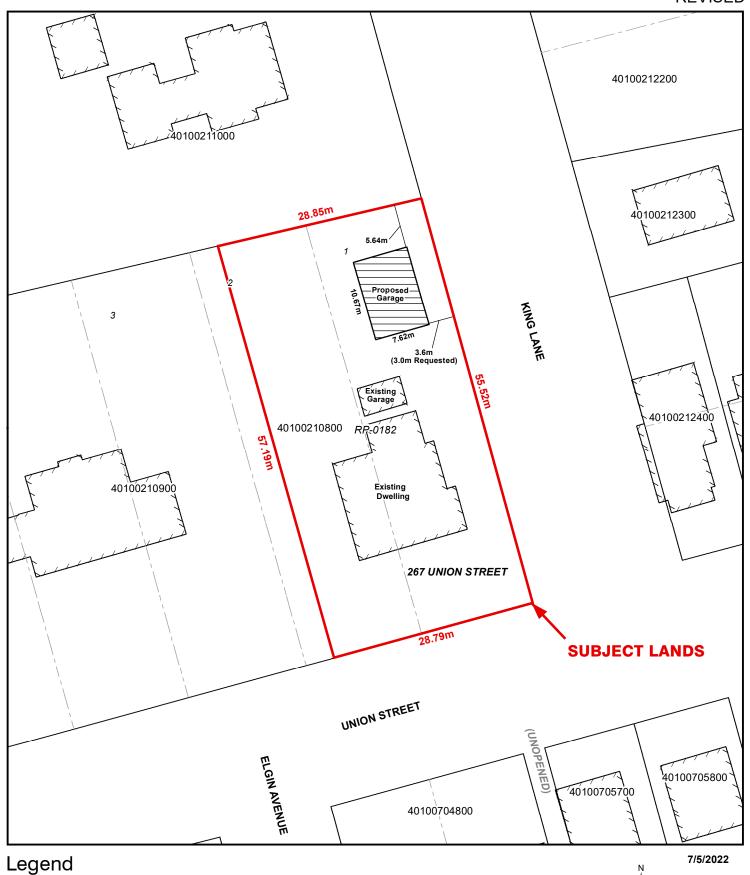


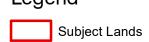
MAP B ZONING BY-LAW MAP

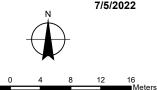


Urban Area of SIMCOE

REVISED







CONCEPTUAL PLAN

Urban Area of SIMCOE

Subject Lands

REVISED

