

March 15, 2023

County of Norfolk
Committee of Adjustment
185 Robinson Street
Suite 200
Simcoe, Ontario N3Y 5L6

Attention: Secretary Treasurer – Committee of Adjustment

Dear Committee,

Please find attached our application for a minor variance to By-Law 3.2.3.2 with regards to reclassifying an existing Agricultural Outbuilding to an Additional Residential Dwelling Unit.

Recently, the County of Norfolk amended the By-Law allowing Additional Residential Dwelling Units to co-exist with a Primary Residence on one property. We are applying for a minor variance to the County of Norfolk By-law to allow for the formerly fire damaged home, which was reclassified to an Agricultural Outbuilding in 2016, to be renovated to comply with the Additional Residential Dwelling Unit. This minor variance relates to the maximum useable area requirement and maximum height allowable. The ADU will be contained within the current building with a maximum usable floor space of 118.4 m² and will Not have access to the remaining area on the main floor and no access to the basement.

Once our variance has been approved, we intend to apply for a building permit to renovate the interior space to accommodate an additional residential unit. Services such as a water well, septic and natural gas line are already existing.

Hydro will be connected once the electrical installation has been completed by a certified professional and inspected as required.

The Additional Residential Unit will be occupied by family. Linda's brother and sister-in-law (Terry & Florence Allison) have over the past few years found it difficult to find affordable housing and are thrilled with our plans to have them live on our property.

The minor variance referred to in our application is as follows:

By-law 3.2.3.2 Detached Additional Residential Dwelling Unit

b) The maximum useable floor area of a Detached Additional Residential Dwelling Unit is 75m ² (807 square feet). This includes any basement area but excludes any attached garage.	The AD U will be withing an existing building and measure 118.4 m ² .	Deficiency 43.4 m ²
e) The entirety of the building height of a Detached Additional Residential Dwelling Units shall not exceed 5 metres in height.	Existing building height is 8.8 metres	Deficiency 3.8 m

The building to which we are requesting the variance for has a unique history. Up until the early 1960's our building was a schoolhouse. In the early 1960's the school was closed and the Woynarski family purchased the property. They turned the schoolhouse into a residential unit.

Our property consists of 3 parts on the survey. The larger one being a small farm. Part 1 is the original schoolhouse property. Part 3 was donated to the schoolhouse for a baseball diamond. This is illustrated on APPENDIX "A".

There was also a home on the land directly in front of our new home. Date unknown.

Janet Woynarski, daughter of the previous owners, lives in Simcoe and we may be able to get more history from her if needed.

We purchased this property in 2011, consisting of a rental home on 13.73 acres zoned Agricultural. The schoolhouse/residence was then renovated and occupied by the us. In December 2015, the interior of our home was damaged by fire. A request was made to the County of Norfolk and granted for the building to be re-classified as an Agricultural Outbuilding and a new residence was constructed on the same property to the north. At the time of the new residence being built, MTO required one of the three existing driveways be closed. We complied with this requirement. We have obtained a permit pertaining to this application from the MTO. In December 2016, our new home was completed, and we moved in.

Thank you in advance for your time and consideration.

Linda & Peter White

3430 Highway 24, R.R. 4

Waterford, ON N0E 1Y0

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Committee of Adjustment Development Application

Appendix:

- A Plot Diagram, Lot Line Setback, Well and Septic Locations, Exterior rendering**
- B Buildings on Subject Land**
- C By-Law Compliance Chart**
- D Footprint and Usable Floor Area Calculations**
- E Ministry of Transportation Permit**
- F ADU Floor Plan**
- G Pictures**

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);
2. 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 responsibility 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	_____	Application Fee	_____
Related File Number	_____	Conservation Authority Fee	_____
Pre-consultation Meeting	_____	Well & Septic Info Provided	_____
Application Submitted	_____	Planner	_____
Complete Application	_____	Public Notice Sign	_____

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

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 _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

Name of Applicant _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

Name of Agent

Address

Town and Postal Code

Phone Number

Cell Number

Email

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 owner and 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:

Present Official Plan Designation(s):

Present Zoning:

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:

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:

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.

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:

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:

9. Existing use of abutting properties:

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					
Lot depth					
Lot width					
Lot area					
Lot coverage					
Front yard					
Rear yard					
Height					
Left Interior side yard					
Right Interior side yard					
Exterior side yard (corner lot)					
Parking Spaces (number)					
Aisle width					
Stall size					
Loading Spaces					
Other					

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

3. **Consent/Severance/Boundary Adjustment:** 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: _____

4. **Easement/Right-of-Way:** Description of proposed right-of-way/easement in metric units:

Frontage: _____

Depth: _____

Width: _____
Area: _____
Proposed Use: _____

5. Surplus Farm Dwelling Severances Only: 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 _____
Date of Land Purchase: _____

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 _____
Date of Land Purchase: _____

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 _____
Date of Land Purchase: _____

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 _____
Date of Land Purchase: _____

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 _____
Date of Land Purchase: _____

Note: If additional space 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 ☐ 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. All Applications: 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:

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:

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

- | | |
|--|---|
| <input type="checkbox"/> Municipal piped water | <input type="checkbox"/> Communal wells |
| <input type="checkbox"/> Individual wells | <input type="checkbox"/> Other (describe below) |
-

Sewage Treatment

- | | |
|---|---|
| <input type="checkbox"/> Municipal sewers | <input type="checkbox"/> Communal system |
| <input type="checkbox"/> Septic tank and tile bed in good working order | <input type="checkbox"/> Other (describe below) |
-

Storm Drainage

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Storm sewers | <input type="checkbox"/> Open ditches |
| <input type="checkbox"/> Other (describe below) | |
-

2. Existing or proposed access to subject lands:

- | | |
|---|---|
| <input type="checkbox"/> Municipal road | <input type="checkbox"/> Provincial highway |
| <input type="checkbox"/> Unopened road | <input type="checkbox"/> Other (describe below) |

Name of road/street:

G. All Applications: 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:

- ☐ 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.

Owner/Applicant/Agent Signature

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 _____ am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize _____ 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

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, _____ of _____

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 _____

This _____ day of _____

A.D., 20____

A Commissioner, etc.

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.

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White Peter White

FEBRUARY 15, 2023

Owner/Applicant/Agent Signature

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 Peter + Linda White am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Peter + Linda White 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.

White

FEBRUARY 15, 2023

Owner

Date

Peter White

FEBRUARY 15, 2023

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, Linda White of Waterford, Ontario

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:

Hannelore Yager

L. White

Owner/Applicant/Agent Signature

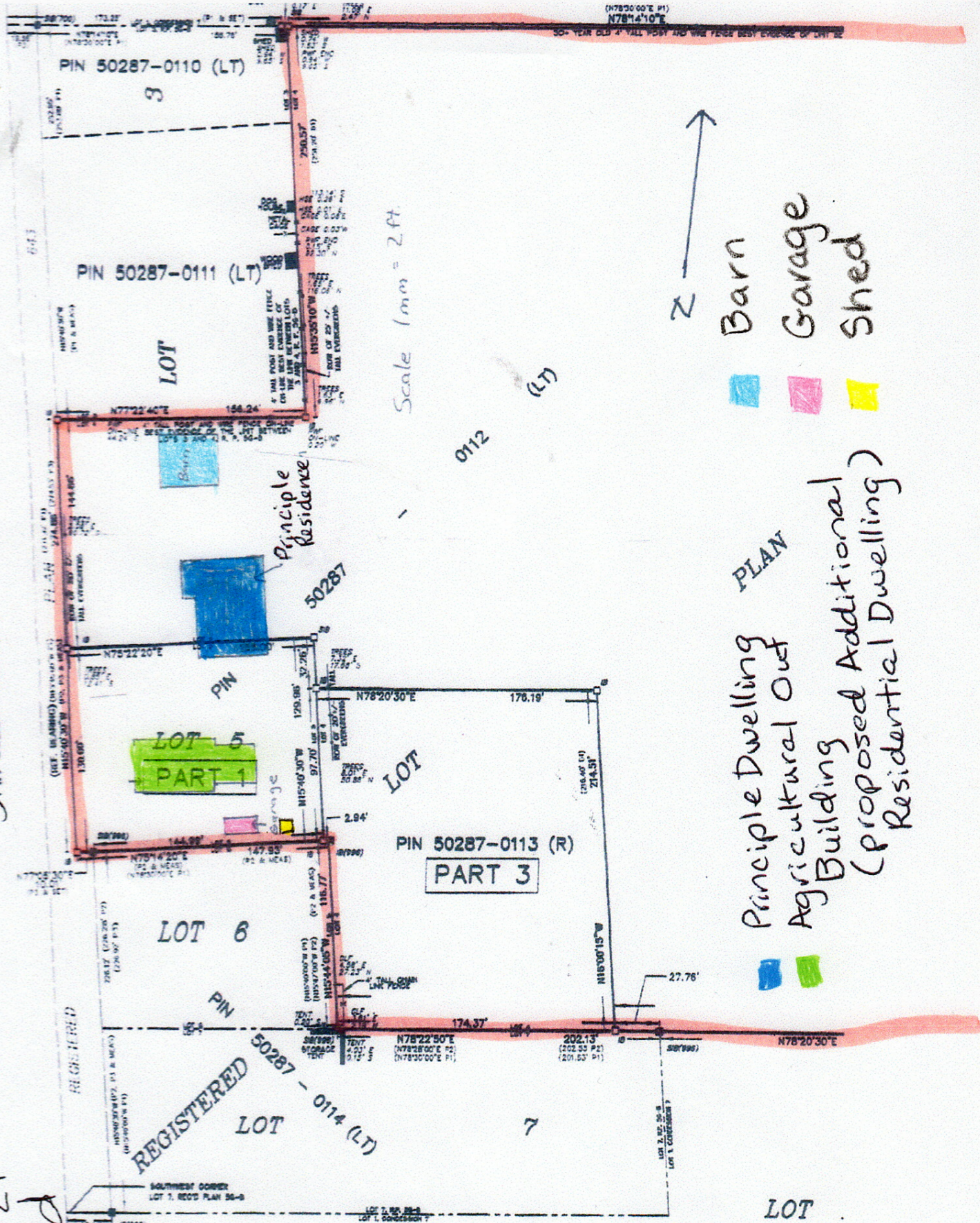
In Norfolk County

This 15th day of FEBRUARY

A.D., 2023

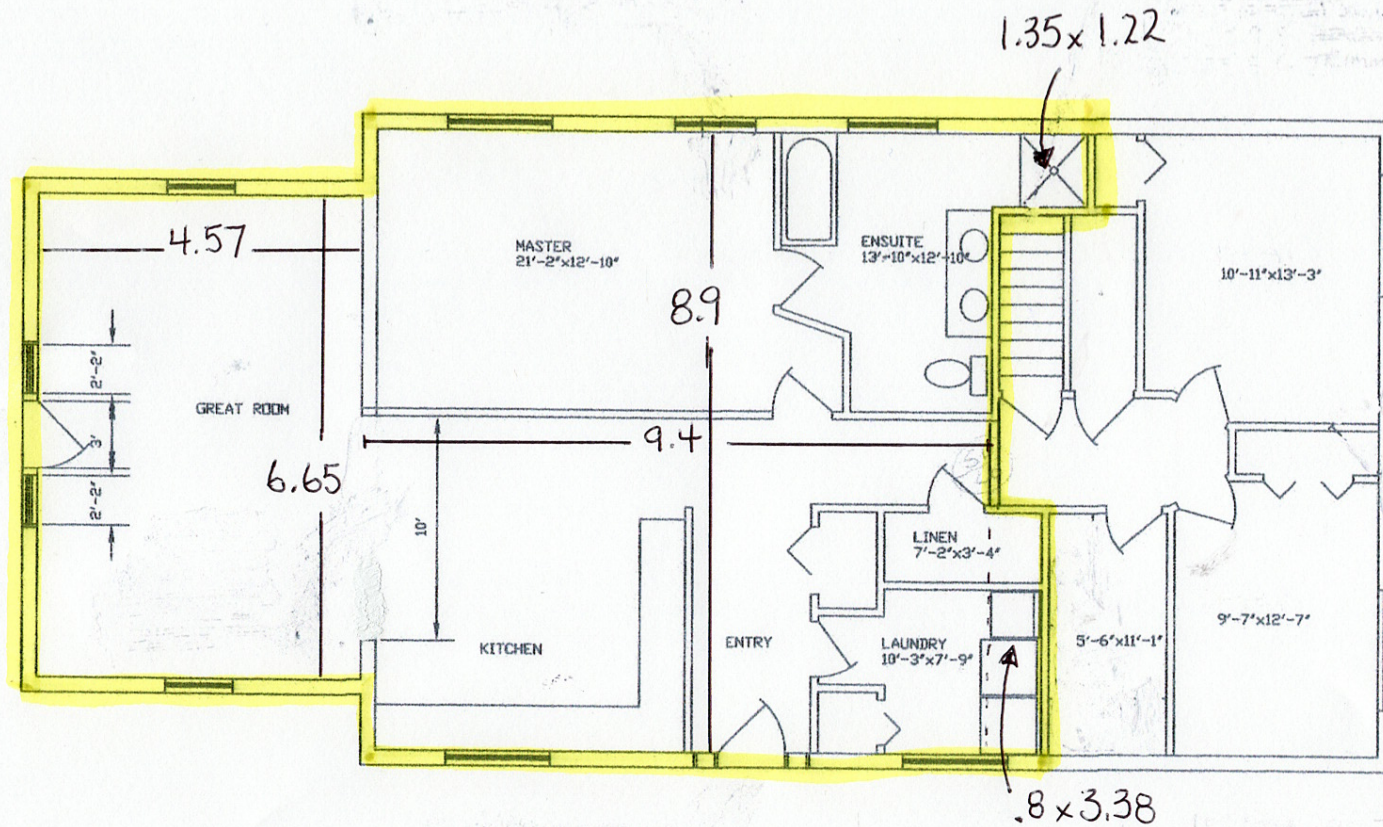
[Signature]
A Commissioner, etc.

Hannelore Tenley Yager, a
Commissioner, etc., Province of Ontario,
for the Corporation of Norfolk County.
Expires November 21, 2025.



Appendix G

Useable Floor Space = 118.4 square meters
(NO access to basement from ADU)



3430 HIGHWAY 24, WHITE RESIDENCE

PROPOSED FLOOR PLAN SCALE 3/16"=1'-0"

REVIEWED
PRB02020252

PER MAR 28 2012
CHIEF BUILDING OFFICIAL
THE CORPORATION OF
NORFOLK COUNTY

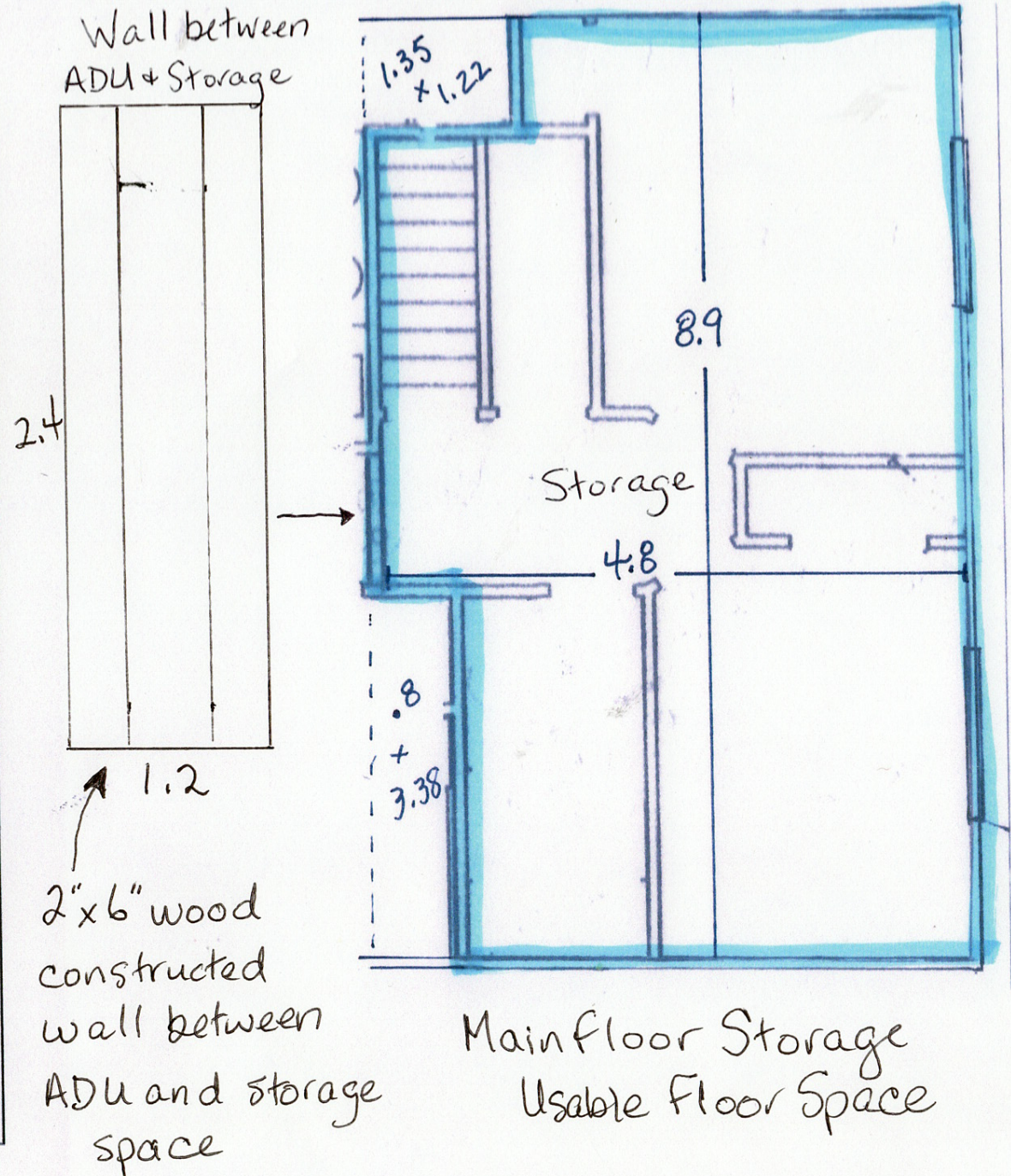
**White – 3430 Highway 24,
Waterford**

The unused floor space within our building will be used for storage and accessed through the basement door.

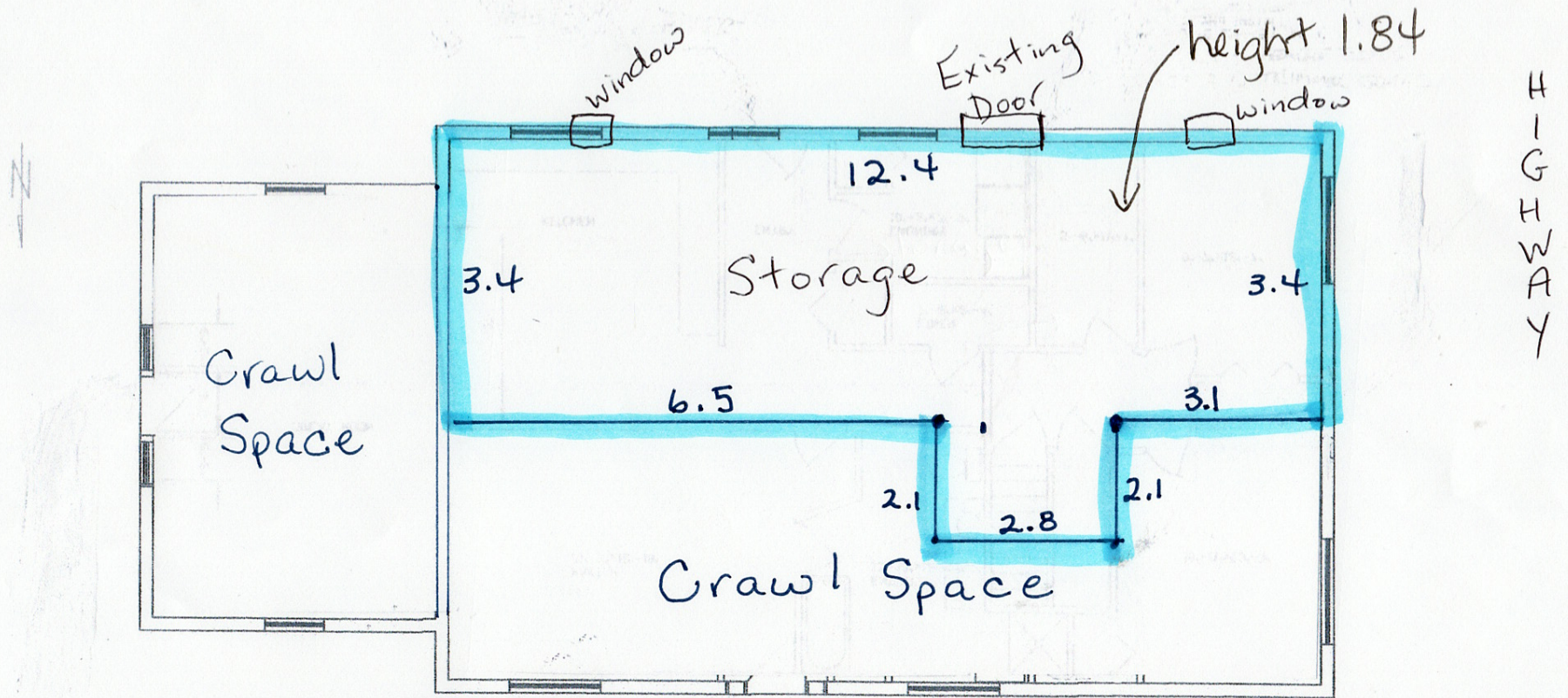
This main floor storage space measures 38.4 square meters which is separated from the ADU by a 2"x6" wood constructed wall.

The basement usable floor space measures 48 square meters. The basement foundation walls are 0.9 meters thick.

The basement of the building will NOT be accessible from the ADU. The basement usable floor space will be used for storage.



White - Basement



Basement Foundation

Walls are
0.9 m thick

3430 HIGHWAY 24, WHITE RESIDENCE
Basement FLOOR PLAN

REVIEWED
PRB02020252

PER MAR 28 2012
CHIEF BUILDING OFFICIAL
THE CORPORATION OF
NORFOLK COUNTY

APPENDIX "B"

White - 3430 Highway 24, R.R. 4, Waterford ON N0E 1Y0

All buildings are being retained

Type of Building	Front Yard metres	Rear Yard metres	North Side Lot Line metres	South Side Lot Line metres	Ground Floor Area m2	Gross Floor Area m2	Lot Coverage	Storeys	Width metres	Length metres	Height metres
Principle Residence	23.2	263.3	22.4	42.4	208.0	374.7	0.004	1	13.7	18.9	6.1
Barn	19.2	276.4	2.7	71.3	107.0	214.0	0.002	2	11.0	9.8	9.4
ADU	11.6	283.4	62.7	10.7	179.9	118.4	0.003	1	19.7	10.4	8.8
Garage	24.8	276.7	76.0	4.0	23.8	23.8	0.000	1	6.2	3.8	3.7
Shed	34.6	267.7	78.0	2.7	9.3	9.3	0.000	1	3.0	3.0	3.8
					5,683.25	7,967.58					
					527.99	740.21	0.010				

APPENDIX “C”

Peter & Linda White 519-420-0742

3430 Highway 24, R.R. 4, Waterford, ON N0E 1Y0

By-Law

Our Building

Comply

Subsection 3.2.3

a) Additional Residential Dwelling Units shall be permitted in the following zones: i. Urban Residential Type 1 (R1); ii. Urban Residential Type 2 (R2); iii. Urban Residential Type 3 (R3); iv. Urban Residential Type 4 (R4); v. Hamlet Residential (RH); and vi. Agricultural (A).	Zoned Agricultural	YES
b) Additional Residential Dwelling Units shall be permitted in single detached, semi-detached and street townhouses and located on the same lot as the primary dwelling.	Single Detached ADU	YES
c) Additional Residential Dwelling Units shall not occupy any part of a front yard or a required exterior side yard except an accessory building or structure in an Agricultural Zone (A) which shall occupy no part of a required front yard.	Zoned Agricultural	YES
d) The Additional Residential Dwelling Unit shall have its own exterior entrance separate from the exterior entrance to the primary dwelling unit, but shall not be permitted on an elevation, or façade of the building that faces a	Single Detached ADU	YES

public street or private road; and shall have no means of internal access to the primary dwelling unit, except that access to a primary and second dwelling through a common vestibule entry is permitted.		
e) The maximum number of residential dwelling units permitted per lot shall be three (3), including a primary dwelling unit, one Interior Additional Residential Dwelling Unit and one Detached Additional Residential Dwelling Unit. Two Interior Additional Residential Dwelling Units or Two Detached Additional Residential Dwelling Units are not permitted.	1 Primary Residential Dwelling Single Detached ADU	YES
f) Two (2) Additional Residential Dwelling Units are permitted on a lot occupied by a primary dwelling unit. Where an Additional Residential Dwelling Unit is located on a lot, none of, a boarding or lodging house, or rooming house are permitted on that lot. If a boarding or lodging house, or rooming house already exists on a lot, an Additional Residential Dwelling Unit is not permitted.	1 Primary Residential Dwelling Single Detached ADU NO other dwellings on the property	YES
g) A lot may contain both an Interior Additional Residential Dwelling Unit and a garden suite but not a Detached Additional Residential Dwelling Unit and a garden suite.	Single Detached ADU	YES
h) An Additional Residential Dwelling Unit shall not be permitted in a vacation home or any other dwelling intended for vacations, recreation, seasonal or short-term accommodation purposes.	Single Detached ADU	YES
i) Additional Residential Dwelling Units are not permitted within a farm building or an on-farm diversified use.	Single Detached ADU for residential use ONLY	YES

j) All Additional Residential Dwelling Units shall be required to meet all legislation, regulation, By-Law standards and requirements and all appropriate permits must be issued prior to the establishment of the Additional Residential Dwelling Unit.	Building permit for the renovations will be applied for upon the approval of the ADU Variance.	To be acquired upon variance approval
k) Additional Residential Dwelling Units are permitted in dwelling units connected to municipal water and waste water services or private water and septic systems.	Single Detached ADU connected to private water and septic	YES
l) Properties on a Provincial Highway that are regulated by the Ministry of Transportation (MTO) shall only be permitted to have a second additional residential dwelling unit subject to MTO approval and permit.	Permit BL-2023-311-00000014 approved January 31, 2023 See attached Appendix “E”	YES

By-Law

Our Building

Comply

3.2.3.1 Interior Additional Residential Dwelling Unit

a) One (1) Interior Additional Residential Dwelling Unit is permitted within the primary dwelling of any single detached, semi-detached and street townhouse dwelling. Interior Additional Residential Dwelling Units proposed in the basement of a primary dwelling may occupy the whole basement.	Single Detached ADU	YES
b) The useable floor area of an addition to the primary dwelling unit to accommodate an Interior Additional Residential Dwelling Unit shall not exceed 75m ² (807 square feet). In the case of an interior additional residential dwelling unit which is located in the basement of a single detached, semi-detached and street townhouse dwelling the interior dwelling unit may occupy the whole basement.	Single Detached ADU	YES
c) The Additional Residential Dwelling Unit shall have its own exterior entrance separate from the exterior entrance to the primary dwelling unit, but shall not be permitted on an elevation, or façade of the building that faces a public street or private road; and shall have no means of internal access to the primary dwelling unit, except that access to a primary and second dwelling through a common vestibule entry is permitted.	Single Detached ADU	YES
d) Decks and Unenclosed Porches are subject to the provisions outlined in Section 3.6 of the Norfolk County Zoning By-Law 1-Z-2014.	Complied with NC zoning at the time of construction	YES

e) One (1) off-street parking space shall be provided for the additional residential dwelling unit in addition to the minimum required parking spaces for the primary dwelling, and in accordance with provisions in the Off Street Parking Section of this By-Law except that the required parking spaces may be located in tandem.	4 existing vehicle parking spaces	YES
f) A minimum of 50 percent of the front yard shall be maintained as landscaped open space. [7-Z-2020]	Existing front yard is landscaped	YES
g) The lot complies with all other provisions of Norfolk County Zoning By-Law 1-Z-2014.	Existing agricultural property	YES

By-Law

Our Building

Comply

3.2.3.2 Detached Additional Residential Dwelling Unit

a) Detached Additional Residential Dwelling Units are not permitted within a farm building, or a building used for an on-farm diversified use.	Detached ADU for the purpose of Residential ONLY	YES
b) The maximum useable floor area of a Detached Additional Residential Dwelling Unit is 75m ² (807 square feet). This includes any basement area but excludes any attached garage.	<p>Principle dwelling 375m² including the basement</p> <p>Existing building to contain a 118m² ADU on the main floor. Basement to be closed off from ADU</p> <p>See attached Appendix “D”</p>	<p>Variance required</p> <p>Deficiency of 43m²</p>
c) Be nearer than 1.2 meters of an interior side yard and rear yard, except: i. In the case of a mutual private garage in the rear yard on a common interior side lot line, no separation distance is required; ii. In the case of a rear lot line adjoining a private or public lane, no setback is required;	See attached Appendix “B”	YES
d) Detached Additional Residential Dwelling Units shall not occupy any part of a front yard or exterior side yard.	See attached Appendix “B”	YES
e) The entirety of the building height of a Detached Additional Residential Dwelling Units shall not exceed 5 metres in height.	<p>Existing building height is 8.8 metres</p> <p>See attached Appendix “B”</p>	<p>Variance required</p> <p>Deficiency of 3.8m</p>
f) The entirety of the Detached Additional Residential Dwelling Unit is to be located within a maximum of 40 metres from the primary dwelling.	Single Detached ADU is 17 metres from the primary dwelling	YES

g) Decks and Unenclosed Porches are subject to the provisions outlined in Section 3.6 of the Norfolk County Zoning By-Law 1-Z-2014.	Complied with NC zoning at the time of construction and previous renovation by current owners	YES
h) One (1) off-street parking space shall be provided for the additional residential dwelling unit in addition to the minimum required parking spaces for the primary dwelling, and in accordance with provisions in the Off Street Parking Section of this By-Law;	4 existing vehicle parking spaces	YES
i) A minimum of 50 percent of the front yard shall be maintained as landscaped open space. [7-Z-2020]	Existing front yard is landscaped	YES
j) In addition to the provisions outlined in Section 3.2.3.2, a Detached Additional Residential Dwelling Unit is also subject to the provisions outlined in Section 3.2.3.	Single Detached ADU	YES

APPENDIX "D"

White - 3430 Highway 24, R.R. 4, Waterford ON N0E 1Y0

	Footprint		Usable floor space including basement		Notes:
	SQ FT	SQ Meters	SQ FT	SQ Meters	
Primary Residence (1 storey)	2,239	208	4,033	375	1794 sq ft (mainfloor), 1794 sq ft (unfinished basement) and 445 sq ft garage per builder plans
Barn (2 storey)	1,152	107	2,304	214	32' x 36'
Agricultural Outbuilding / ADU (1 storey)	1,936	180	1,274	118	See Appendix F -interior floor plan
Garage (stand alone)	256	24	256	24	12.5' x 20.5'
Shed	100	9	100	9	10' x 10'
	<hr/>	<hr/>	<hr/>	<hr/>	
	5,683	528	7,968	740	
Land - 13.72 acres	597,643	55,523			per MPAC

Ministry of Transportation

Highway Corridor Management Section - London Office
659 EXETER RD
LONDON, ON
N6E 1L3



January 31, 2023

Linda Peter White
3430 HIGHWAY 24
WATERFORD, ON
N0E 1Y0

Dear Linda Peter:

Re: BL-2023-31L-00000014 V1

Please find attached your Building and land Use Permit, which has been issued in accordance with the **PUBLIC TRANSPORTATION AND HIGHWAY IMPROVEMENT ACT, R.S.O. 1990, P50.**

It is the responsibility of the permit holder to ensure that all employed/contracted personnel performing the work are aware of and adhere to all conditions of the permit.

If you have any questions or require further assistance, please contact the undersigned.

Sincerely,

A handwritten signature in blue ink, appearing to read "Maureen", followed by a long horizontal line.

Maureen McIver
Corridor Management Officer

659 EXETER RD
LONDON, ON
N6E 1L3

Attach.



**Highway Corridor Management
Building and Land Use Permit
BL-2023-31L-00000014 V1**

ISSUED TO

PROPERTY OWNER: LINDA PETER WHITE, 3430 HIGHWAY 24, WATERFORD, ON, N0E 1Y0

APPLICANT/TENANT:

LOCATION OF WORK

HIGHWAY: 24

STREET ADDRESS: LOT LOT 1, CON CON 7,

GPS CO-ORDINATES: Start: 42.936316, -80.340543 End: N/A

LOT/SECTION: LOT 1 **CON:** CON 7 **GEOGRAPHIC TOWNSHIP:** TOWNSEND **LOT/BLOCK:** PT LOTS 4 & 5 **PLAN NO:** 56B

MUNICIPALITY: NORFOLK COUNTY **REFERENCE PLAN PART:** 1 TO 3 **REFERENCE PLAN NO:** 37R10151

PERMIT DETAILS

USE OF FACILITY: Residential Building/Land Use **PURPOSE OF APPLICATION:** Alter

TYPE OF FACILITY: Building

DESCRIPTION: To change the use and convert an existing agricultural outbuilding to a single family residential building at 3430 Highway 24, Norfolk. Property located on the east side of Highway 24, approximately 418 m south of Concession Road 7 (Windham Road 7). See info file attached. Any future development at this site will require MTO review, approval and permits.

EXPIRY DATE: N/A

DATED AT: London Office

DATED ON: January 31,
2023

A handwritten signature in blue ink, appearing to read "Dan", on a light blue rectangular background.

Authorized Signatory

THIS PERMIT IS ISSUED UNDER THE AUTHORITY VESTED IN THE MINISTER BY THE PUBLIC TRANSPORTATION AND HIGHWAY IMPROVEMENT ACT AND THE REGULATIONS PURSUANT THERETO AND IN SUBJECT TO THE CONDITIONS ATTACHED TO THE PERMIT, INCLUDING ANY AGREEMENT APPLICABLE TO THE SIGN AUTHORIZED BY THE PERMIT

Highway Corridor Management Permit Conditions

Permit Number: BL-2023-31L-00000014

Permit Version: 1

Date Approved: January 31, 2023

The permit is subject to the following conditions:

1. In addition to the conditions of this permit, the registered property owner must meet all of the requirements of the local municipality and any other agency having jurisdiction.
2. The work for which this permit is issued must commence within 6 months of the date that the permit is issued, or the permit shall be void and cancelled by the Ministry.
3. All work authorized by this permit shall be carried out in accordance with the approved plans, specifications and agreements and subject to the approval of the Ministry. The registered property owner must bear all expenses related thereto.
4. Vegetation on the right of way must not be cut or trimmed without the written permission of the Ministry. Any cutting or trimming permitted must only be done under the supervision of the Ministry or its authorized agent at the expense of the registered property owner. Any cutting or trimming of vegetation adjacent to the highway right-of-way requires the permission of the land owner.
5. The registered property owner shall ensure that the operation of the highway is not interfered with, and that the right-of-way remains free of debris, earth or other materials.
6. If there is an expiry date on this permit and a further term is required, a request shall be made to the Ministry before the expiry date. An extension may be approved, approved with additional conditions, or denied by the Ministry.
7. If during the life of this permit any Acts are passed or regulations adopted which affect the rights herein granted, the said Acts and regulations shall be applicable to this permit from the date on which they come into force.
8. The registered property owner holds harmless the Ministry for all damages and liabilities caused as a result of the works undertaken pursuant to this permit.
9. This permit may be cancelled at any time for breach of the regulations or conditions of this permit, or for such other reasons as the Ministry at its sole discretion deems proper. When a permit is cancelled for any reason, the registered property owner shall not be entitled to any compensation or damages by reason of or arising from the cancellation of the permit.
10. The use of the land or building(s) shall only be for the use stated on this permit. The use of the land or building(s) for any other purposes may result in the cancellation of this permit. A change in the use of the land or building(s) requires a new permit.

Entrance from the road



Neighbour to the south



Side yard from the main residence

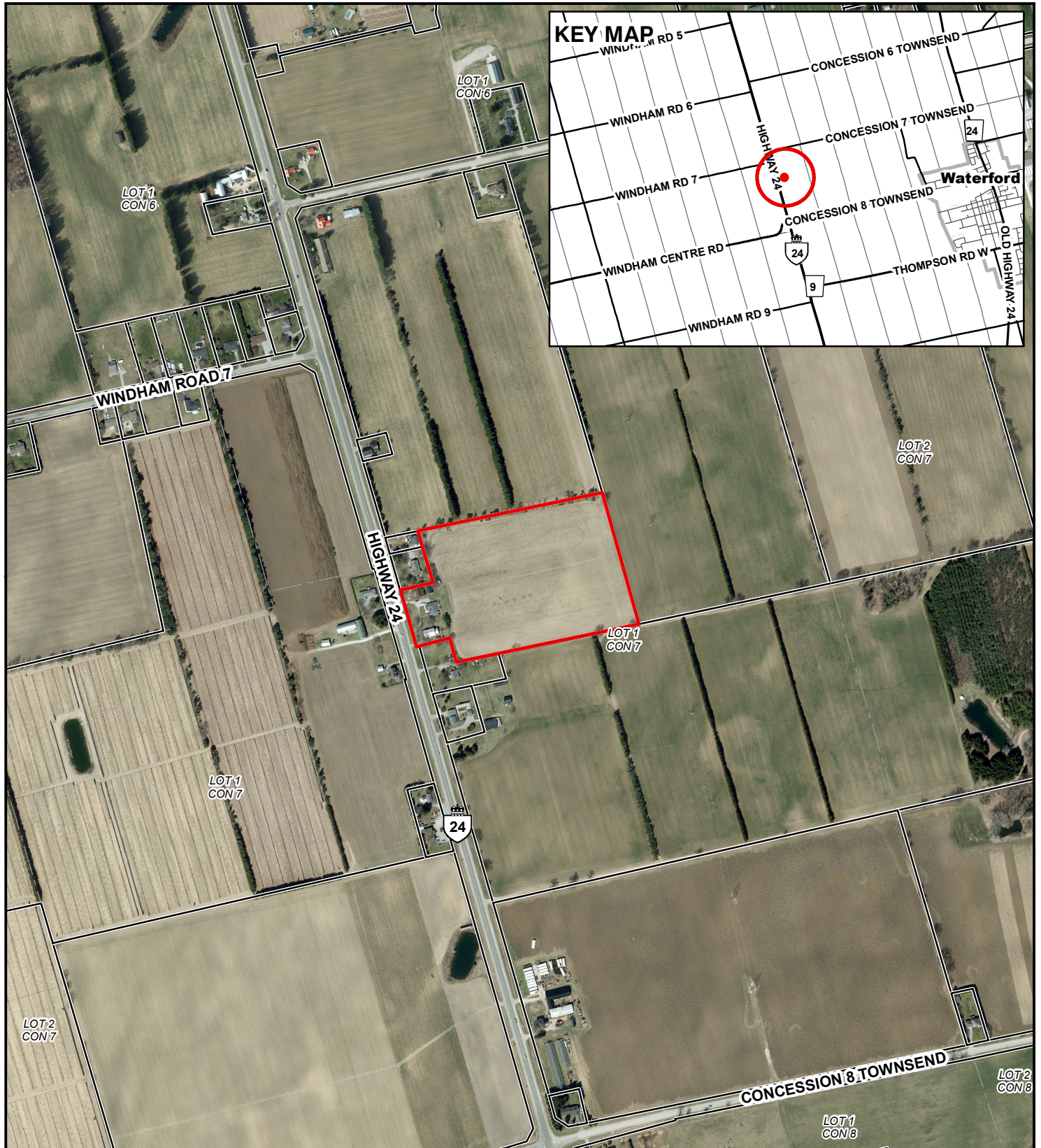


Rear yard from the main residence



CONTEXT MAP

Geographic Township of TOWNSEND

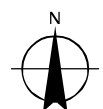


Legend

Subject Lands

2020 Air Photo

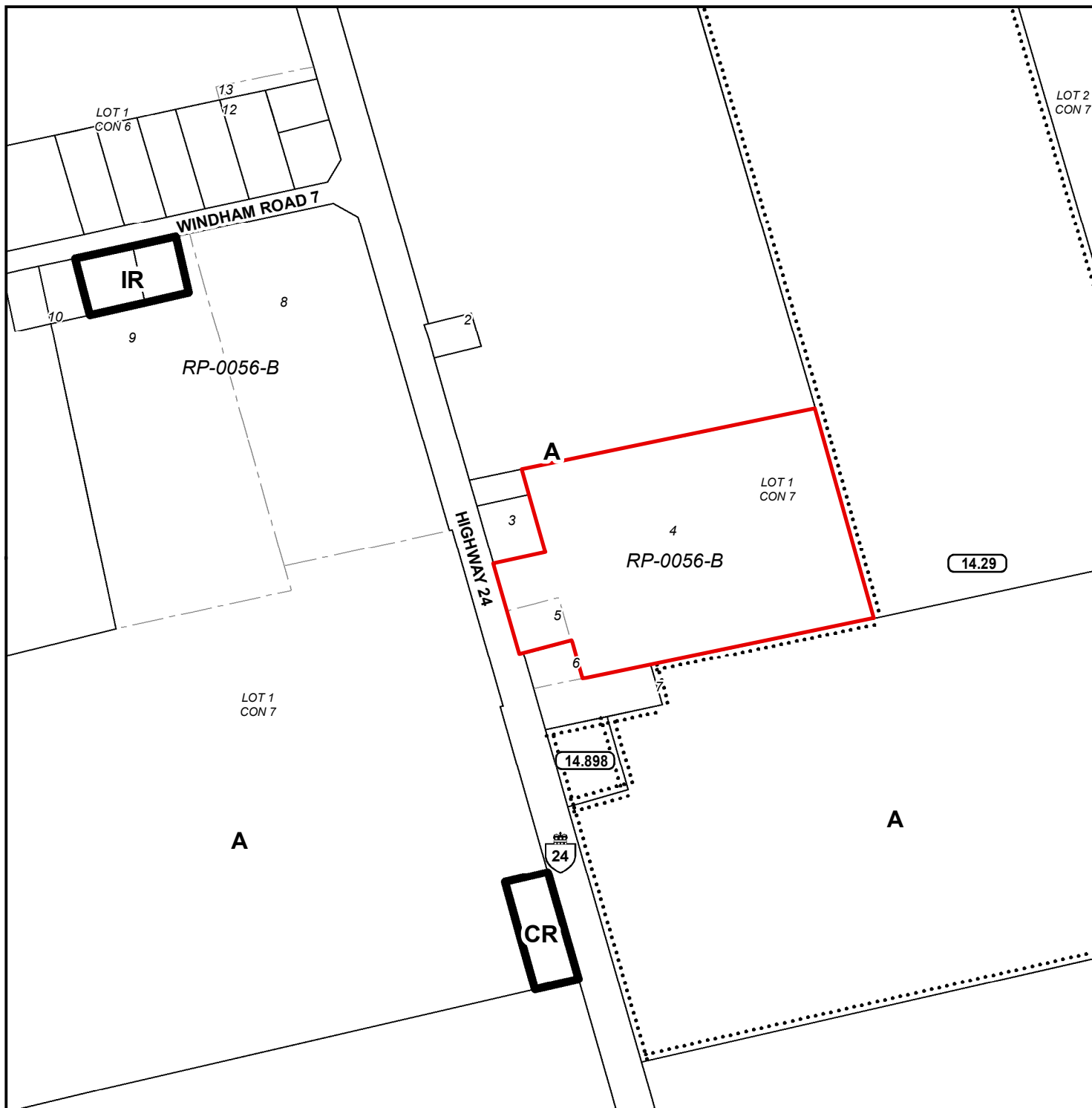
4/18/2023



60 30 0 60 120 180 240 Meters

MAP B
ZONING BY-LAW MAP
 Geographic Township of TOWNSEND

ANPL2023058



LEGEND

Subject Lands

ZONING BY-LAW 1-Z-2014

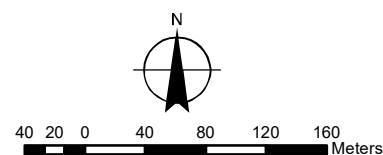
4/18/2023

(H) - Holding

A - Agricultural Zone

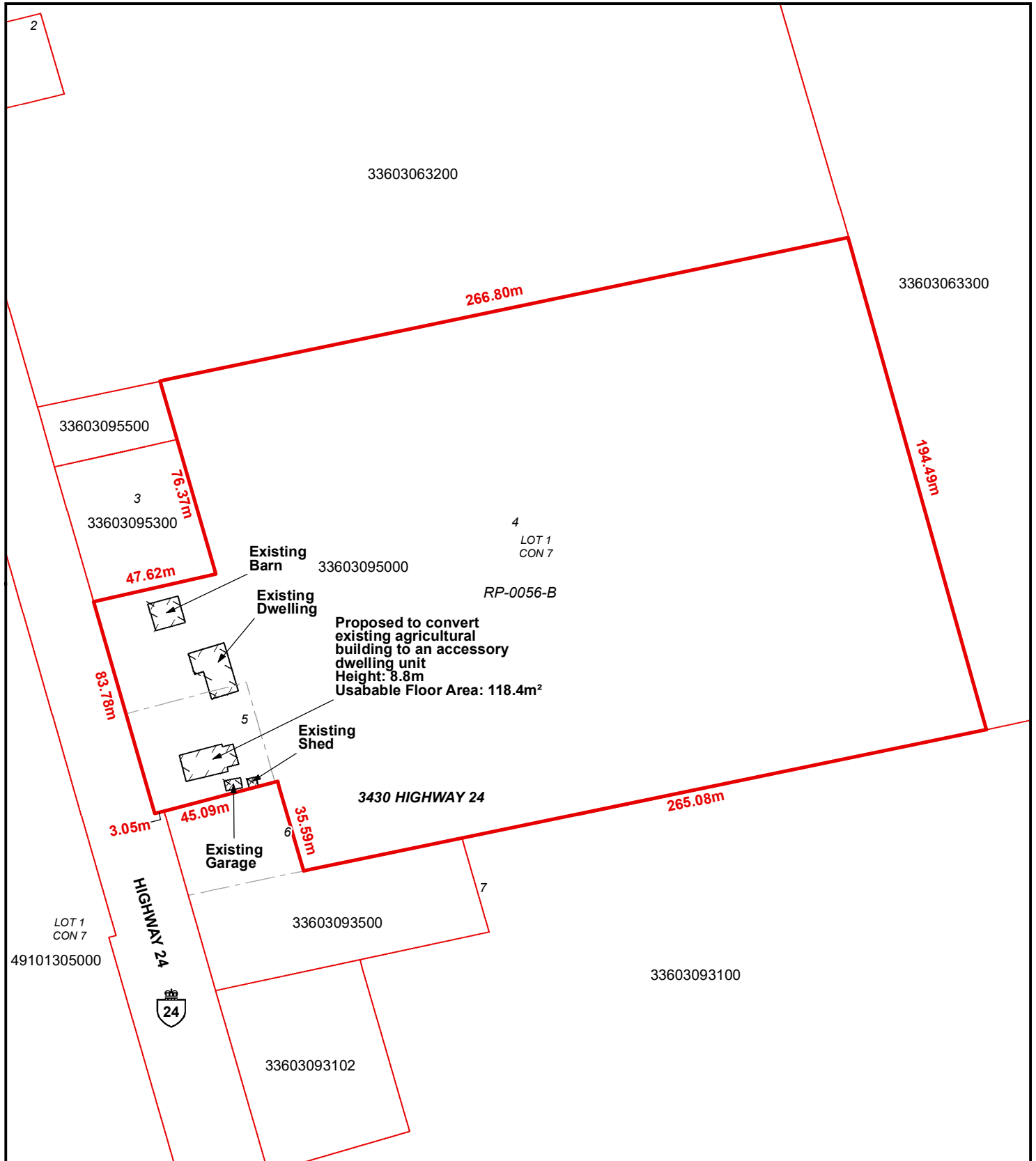
CR - Rural Commercial Zone

IR - Rural Institutional Zone



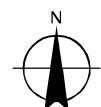
CONCEPTUAL PLAN

Geographic Township of TOWNSEND



Legend

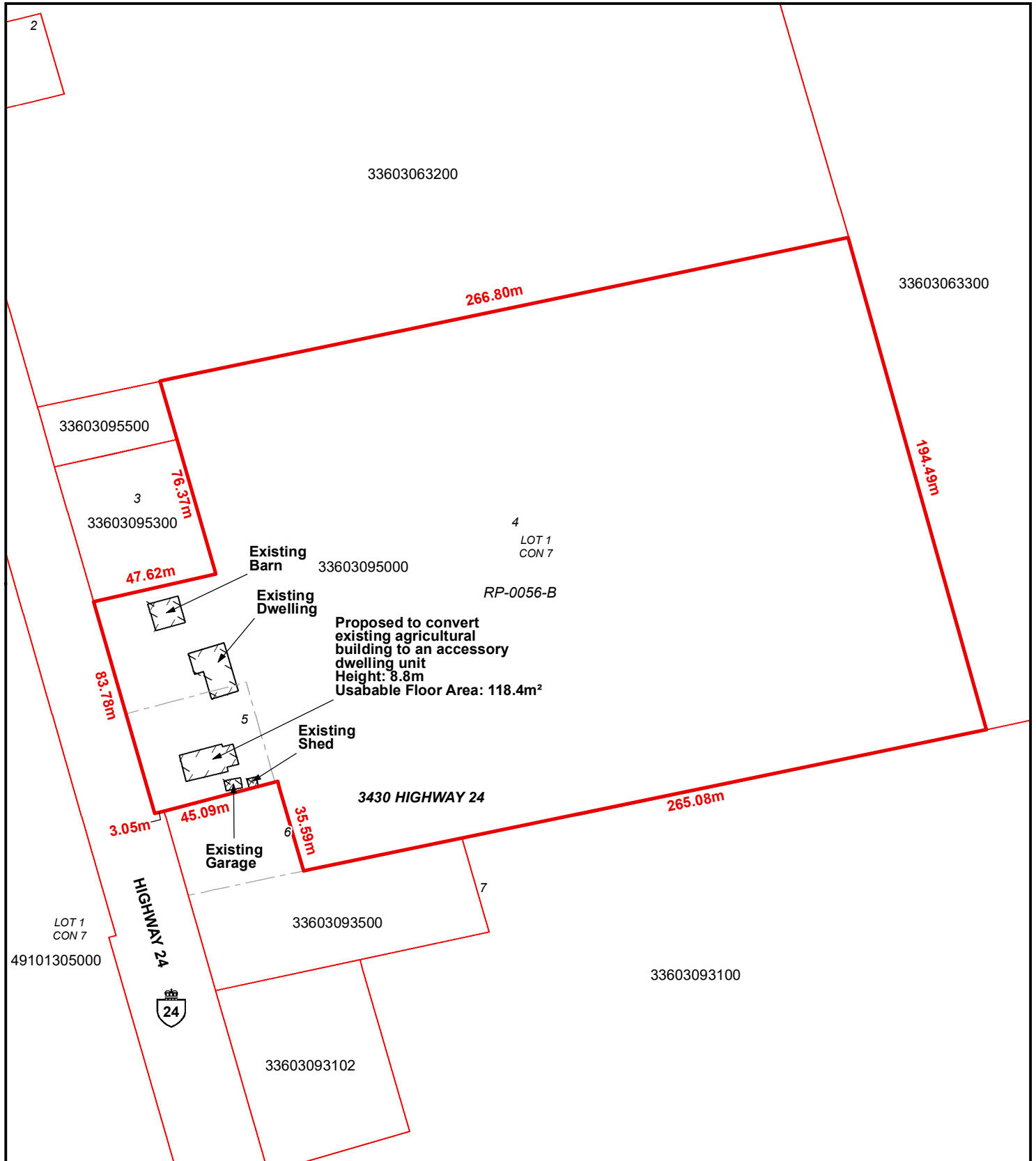
Subject Lands



20 10 0 20 40 60 80 Meters

CONCEPTUAL PLAN

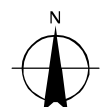
Geographic Township of TOWNSEND



Legend

Subject Lands

4/18/2023



20 10 0 20 40 60 80 Meters