

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 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 Pre-consultation Meeting Application Submitted Complete Application	Application Fee Conservation Authority Fee Well & Septic Info Provided Planner Public Notice Sign		
Check the type of plan	ning application(s) you are submitting.		
☐ Consent/Severance/	/Boundary Adjustment		
	ng Severance and Zoning By-law Amendment		
Minor Variance	Mov		
☐ Easement/Right-of-V	vay		
Property Assessment I	Roll Number:		
A. Applicant Information	on		
Name of Owner	Mr. F. Frick		
It is the responsibility of to ownership within 30 days	the owner or applicant to notify the planner of any changes in so of such a change.		
Address	871 Norfolk County Rd 19 East		
Town and Postal Code	Wilsonville, Ontario N0E 1Z0		
Phone Number	519 732 2228		
Cell Number			
Email	felix.frick@bell.net		
Name of Applicant	Same as owner		
Address			
Town and Postal Code			
Phone Number			
Cell Number			
Email			



Name of Agent	R. W. Phillips, J H Conoon Engineering Limited		
Address	440 Hardy Road, Unit 1		
Town and Postal Code	Brantford, Ontario N3T 5L8		
Phone Number	519 753 2656		
Cell Number			
Email	rphillips@cohooneng.com		
·	all communications should be sent. Unless otherwise directed, notices in respect of this application will be forwarded to the above.		
Owner	■ Agent □ Applicant		
encumbrances on the su	f any holder of any mortgagees, charges or other bject lands:		
Block Number and U	clude Geographic Township, Concession Number, Lot Number, rban Area or Hamlet): n 3, Geographic Township of Townsend		
Part 1 of Plan 37R - 7924			
Municipal Civic Addre	ess: 871 Norfolk County Road 19 East		
Present Official Plan	Designation(s): Agriculture		
Present Zoning: Agric	culture		
2. Is there a special pro	vision or site specific zone on the subject lands?		
☐ Yes ■ No If yes	, please specify:		
3. Present use of the su Unknown / Agricultural - The p Part 1 of Plan 37R - XXX	resent use of the land is residential single family home whereas recently a parcel of land being		



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: The existing single family home is to remain. The attached plan details the location of the residence.
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: The proposal is to construct a 371.88 sq.m. accessory garage on the subject lands. The building is a single
	storey to house personal equipment.
7.	Are any existing buildings on the subject lands designated under the <i>Ontario</i> 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: Approximately 5 years
9.	Existing use of abutting properties: Residential and Agricultural
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	53.340m	30m		Unchanged	N/A
Lot depth	112.75m (Varies)	N/A		Unchanged	N/A
Lot width	53.340m	30m		Unchanged	N/A
Lot area	17023.03 sq.m.	2000 sq.m.		Unchanged	N/A
Lot coverage	See Site Plan	N/A		See Site Plan	
Front yard		13m		Unchanged	N/A
Rear yard		9m		Unchanged	N/A
Height		11m		Unchanged	N/A
Left Interior side yard		3m		Unchanged	N/A
Right Interior side yard		3m		Unchanged	N/A
Exterior side yard (corner lot)	N/A	N/A		N/A	N/A
Parking Spaces (number)	3 plus Garage	1 space		Unchanged	N/A
Aisle width	N/A	N/A	9)	Unchanged	N/A
Stall size					
Loading Spaces	N/A				
Other					



2.	Please explain why it is not possible to comply with the provision(s) of the Zoning				
	By-law: The desire is to construct a larger personal personal vitte additional height to be a second side of the second side of				
	The desire is to construct a larger personal garage with additional height to house some vehicles that are greater than the permitted height under the provisions of the Bylaw				
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:				
	•				
	Easement/Right-of-Way: Description of proposed right-of-way/easement in metric				
	units:				
	Frontage:				
	Depth:				



	Width:	
	Area:	
	Proposed Use:	
5.	•	welling Severances Only: List all properties in Norfolk County, and farmed by the applicant and involved in the farm operation
O۱	wners Name:	π
Ro	oll Number:	
To	otal Acreage:	
W	orkable Acreage:	
Ex	disting Farm Type:	(for example: corn, orchard, livestock)
D۷	welling Present?:	☐ Yes ☐ No If yes, year dwelling built
Da	ate of Land Purcha	se:
Oı	wners Name:	
R	oll Number:	
To	otal Acreage:	5
W	orkable Acreage:	
E	kisting Farm Type:	(for example: corn, orchard, livestock)
D۱	welling Present?:	☐ Yes ☐ No If yes, year dwelling built
Da	ate of Land Purcha	se:
O	wners Name:	
R	oll Number:	
To	otal Acreage:	
W	orkable Acreage:	
Ex	xisting Farm Type:	(for example: corn, orchard, livestock)
D۱	welling Present?:	☐ Yes ☐ No If yes, year dwelling built
D	ate of Land Purcha	ise:



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: Discussions with the owner and personal knowledge



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. 1990, c. P. 13</i> ? ■ Yes □ No
	If no, please explain:
2.	It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement subsection 2.1.7? Yes No
	If no, please explain:
	Existing land use is being maintained
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: Existing land use is a residential use and unchanged as a result of the development
	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 Communal wells ☐ Municipal piped water ☐ Other (describe below) Individual wells Sewage Treatment ☐ Communal system ☐ Municipal sewers ■ Septic tank and tile bed in good working order □ Other (describe below) Storm Drainage Open ditches ☐ Storm sewers ☐ Other (describe below) 2. Existing or proposed access to subject lands: □ Provincial highway Municipal road ☐ Other (describe below) ☐ Unopened road Name of road/street: Norfolk County Road East 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.



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
- 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

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

Conservation and Parks, Ministry of Transportation or other relevant federal or

provincial legislation, municipal by-laws or other agency approvals.



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.

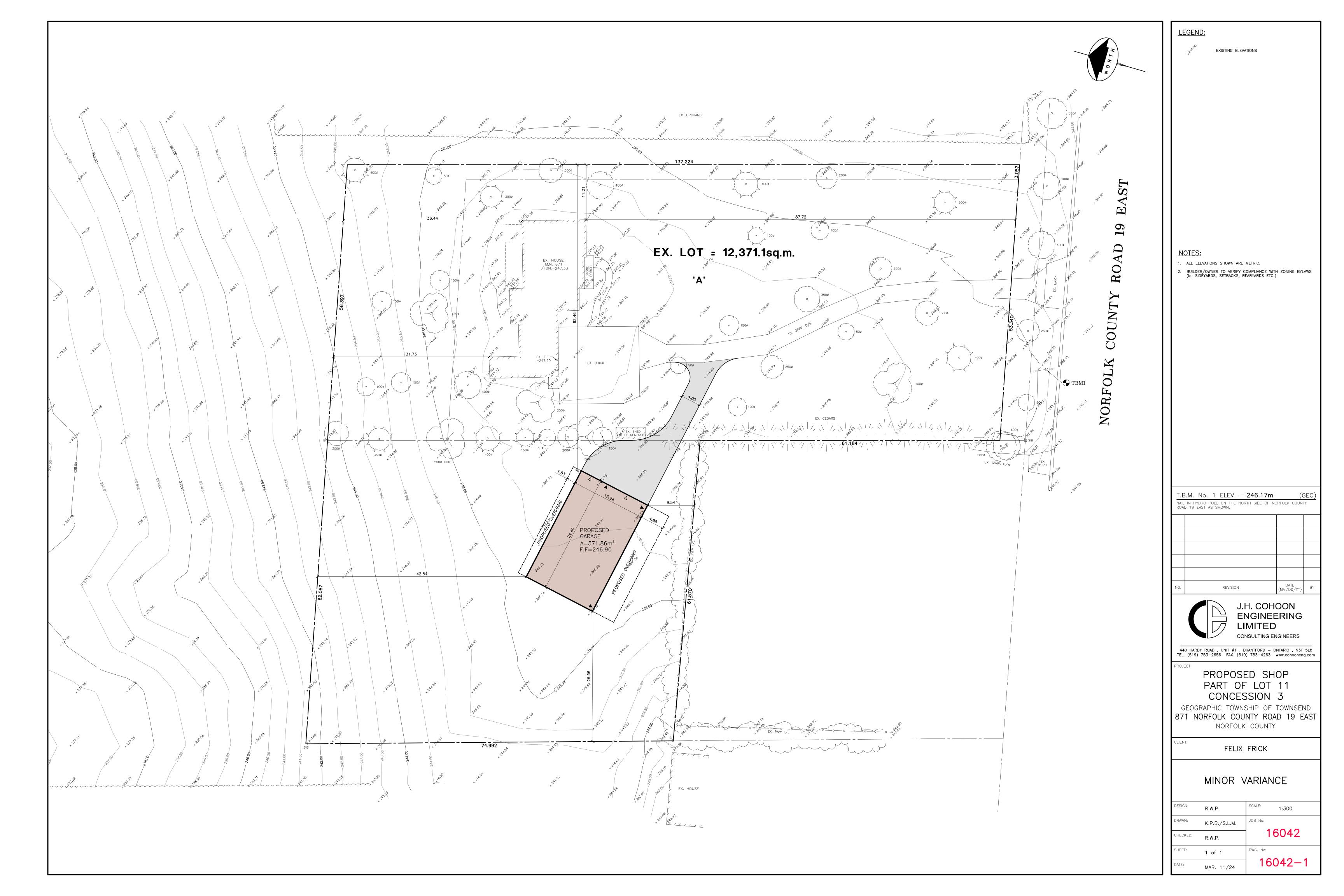
7. Tuck	March 24, 2023
Owner/Applicant/Agent Signature	Date
J. Owner's Authorization	
If the applicant/agent is not the registered application, the owner must complete the	owner of the lands that is the subject of this authorization set out below.
I/We Mr. F. Frick	am/are the registered owner(s) of the
lands that is the subject of this application	•
I/We authorize J H Cohoon Engineering my/our behalf and to provide any of my/our processing of this application. Moreover, authorization for so doing.	r personal information necessary for the
7- Lees	March 24, 2023
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,} R W Phillips	of City of Brantford
solemnly declare that:	
all of the above statements and the stater transmitted herewith are true and I make believing it to be true and knowing that it i under oath and by virtue of <i>The Canada E</i>	this solemn declaration conscientiously s of the same force and effect as if made
Declared before me at: City of Brantford	MU
In County of Brant	Owner/Applicant/Agent Signature
This 24 day of March	
A.D., 20 ²³ A Commissioner, etc.	LINDA ELAINE CLARKSON a Commissioner, etc., Province of Ontario for J.H. Cohoon Engineering Limited. Expires June 17, 2024







J.H. COHOON ENGINEERING LIMITED

CONSULTING ENGINEERS

March 8, 2024

County of Norfolk Community Planning Services 185 Robinson Street Simcoe, Ontario N3Y 5L6

Attention:

Ms. Sheri Mott

Secretary-Treasurer, Committee of Adjustment

Re:

Proposed Minor Variance Application MN 871 Norfolk County Road 19 East

Accessory Building Proposal

Wilsonville, Ontario Norfolk County

Dear Ms. Mott:

In response to a request from our client, Mr. F. Frick, the current owner of the property at MN 871 Norfolk County Road 19 East, please find enclosed the following information regarding our application for approval of a minor variance related to the proposal to construct an accessory building on the subject lands / property.

- 1. Two (2) copies of the Proposed Minor Variance Application prepared by our office relating to the property being drawing 16042-1 illustrating the proposed accessory building on the property.
- 2. One (1) copy of the application for the related minor variance(s) for this site.
- 3. One (1) copy of the existing survey of the subject lands as prepared by Jewett and Dion Ltd., Ontario Land Surveyors, Simcoe, Ontario being reference plan 37R- 11610.
- 4. A cheque in the amount of \$ 2,743.00 being the required fee for the proposed Minor Variance Application

The proposal is to construct a 381.86 sq.m. accessory building on the subject lands to be located in accordance with the requirements of the Norfolk County Zoning Bylaw. The proposed accessory building / garage is proposed to be 371.86 sq.m. in size whereas the bylaw only permits the 200 sq.m. size. IN addition, the proposed garage is 8.74m in height whereas the Norfolk County Zoning Bylaw only permits 8m in height.



The lands are currently zoned Agricultural in the Norfolk County Comprehensive Zoning Bylaw.

With the submission of this information, we would respectfully appreciate your prompt circulation of the application to the various departments.

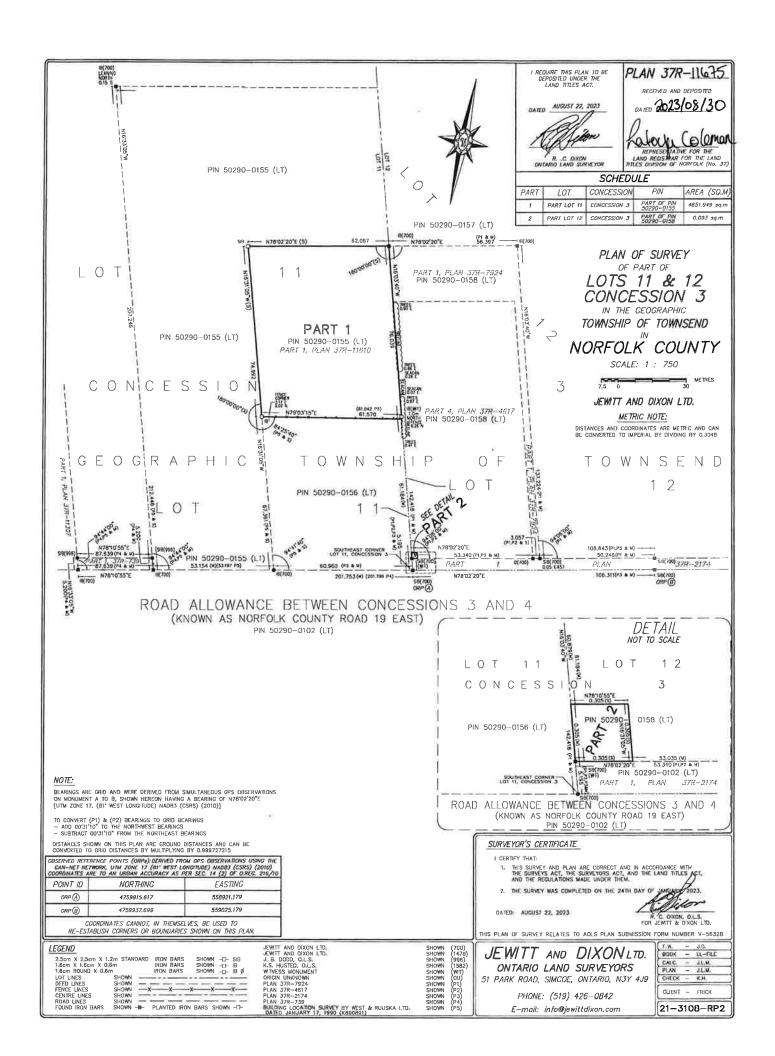
If you require any further details, please do not hesitate to contact this office, at your earliest convenience.

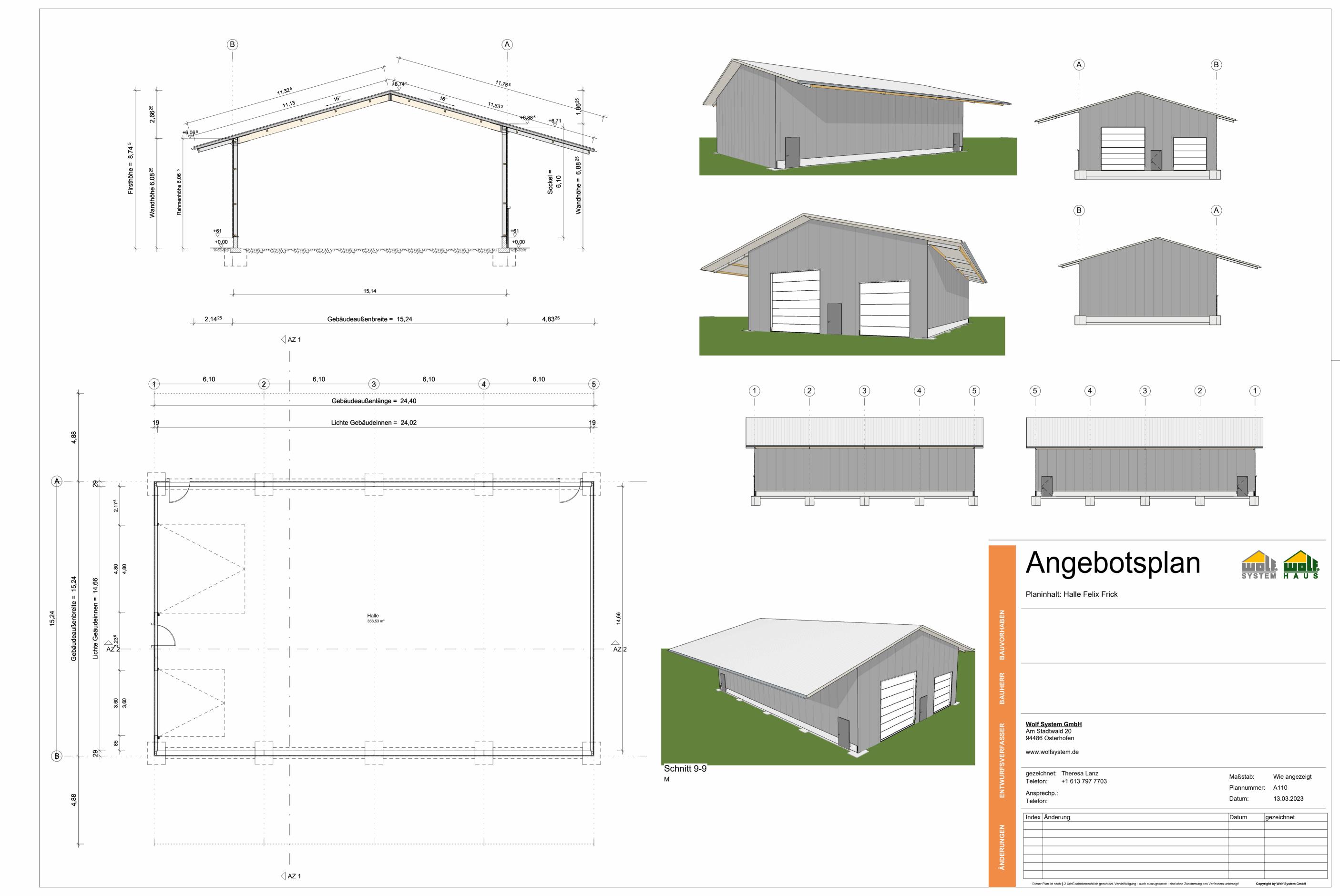
Yours truly,

J.H. COHOON ENGINEERING LIMITED

R.W. Phillips, P.Eng.

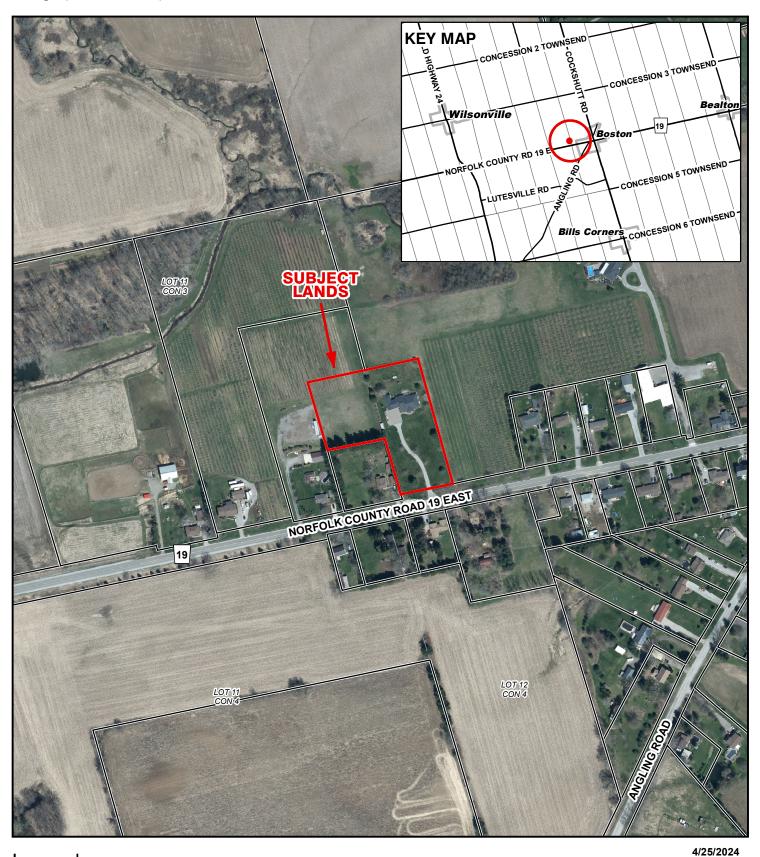
c.c. Mr. F. Frick, MN 871 Norfolk County Road 19 East, Wilsonville, Ontario





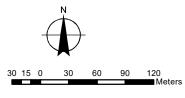
CONTEXT MAP

Geographic Township of TOWNSEND

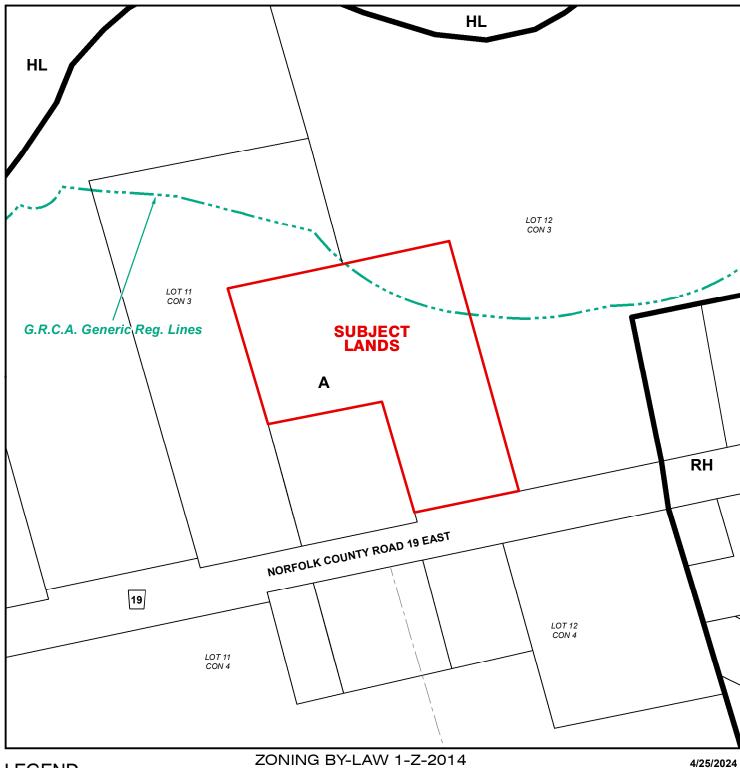


Legend





MAP B **ZONING BY-LAW MAP** Geographic Township of TOWNSEND





ZONING BY-LAW 1-Z-2014

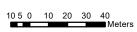
(H) - Holding

A - Agricultural Zone

RH - Hamlet Residential Zone

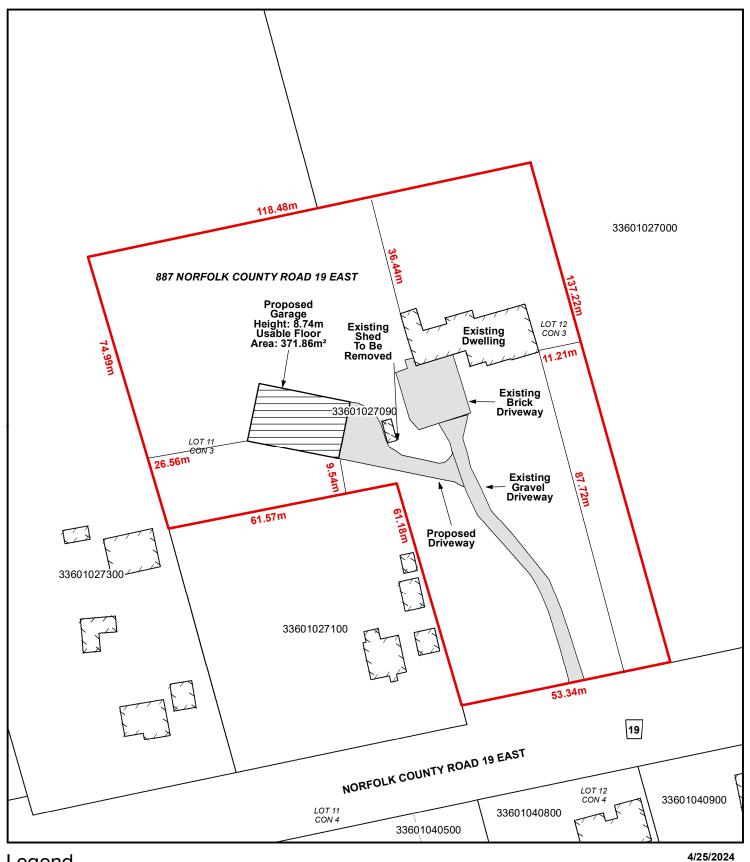
HL - Hazard Land Zone





CONCEPTUAL PLAN

Geographic Township of TOWNSEND





CONCEPTUAL PLAN

Geographic Township of TOWNSEND

