

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: 331040201003972000015

A. Applicant Information

Name of Owner Virginia Spencer

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 15 Serviceberry Lane

Town and Postal Code Simcoe, ON, N3Y 4Z6

Phone Number 519-426-1968

Cell Number N/A

Email carthy.v.spencer@outlook.com

Name of Applicant Virginia Spencer

Address 15 Serviceberry Lane

Town and Postal Code Simcoe N3Y 4Z6

Phone Number 519-426-1968

Cell Number N/A

Email carthy.v.spencer@outlook.com

Name of Agent Bill Klyn Carpentry Inc. (Mark Klyn)
Address 2 Palmer St. E.
Town and Postal Code Norwich N0S 1R0
Phone Number 519-424-2816
Cell Number 519-532-4444
Email mark@bklcarpentry.ca

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

NA

B. Location, Legal Description and Property Information

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

PLAN NULCP 40 Level 1 Unit 20

Municipal Civic Address: 15 Serviceberry Lane

Present Official Plan Designation(s): Urban Residential OP Amend H.22

Present Zoning: R4 under site plan control

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

☒ Yes ☐ No If yes, please specify:

Provision 14.8.28

3. Present use of the subject lands:

Residential Townhouses

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

Existing greenhouse to remain

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

Sunroom to be added onto existing deck
used as outdoor screened in space

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

Proposed Sunspace Sunroom see attached drawings

7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being architecturally and/or historically significant? Yes ☐ No ☒

If yes, identify and provide details of the building:

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

4 years

9. Existing use of abutting properties:

Residential, Farmland to the south

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	11.073m			11.073m	
Lot depth	29.969m			29.969m	
Lot width	11.073m			11.073m	
Lot area	331.84m ²			331.84m ²	
Lot coverage	150.31m ²			165.91m ²	
Front yard	5.11m			5.11m	
Rear yard	7.55m	6.0m		3.88m	2.12m
Height	3.97m	11m		3.97m	0m
Left Interior side yard	4.69m 2.09m	1.2m		4.69m 2.09m	—
Right Interior side yard	4.69m	1.2m		4.69m	—
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:

Rear yard is too small to allow anything to be built without encroaching into the rear yard setback.

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:

Former Farm box

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:

Proposed to be built in an already developed subdivision on
top of a creek

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

If no, please explain:

Proposed will not have an effect on water flow

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)

2. Existing or proposed access to subject lands:

☒ Municipal road

☐ Provincial highway

☐ Unopened road

☐ Other (describe below)

Name of road/street:

Serviceberry Lane

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.

Proposed is consistent with 5 other similar business
projects approved in the same development

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

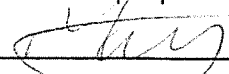
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that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

Feb 5, 2024

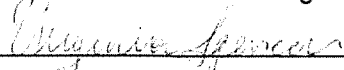
Date

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

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



Owner

Feb 5, 2024

Date

Owner

Date

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

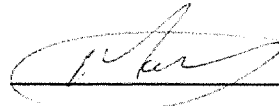
K. Declaration

I, Mark Klyn of T. Binkley, 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:

NORFOLK COUNTY

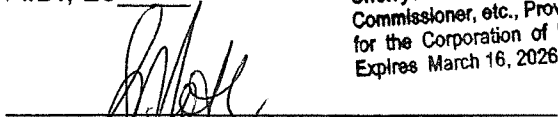


Owner/Applicant/Agent Signature

In Simcoe, ON

This 23rd day of MAY 2024

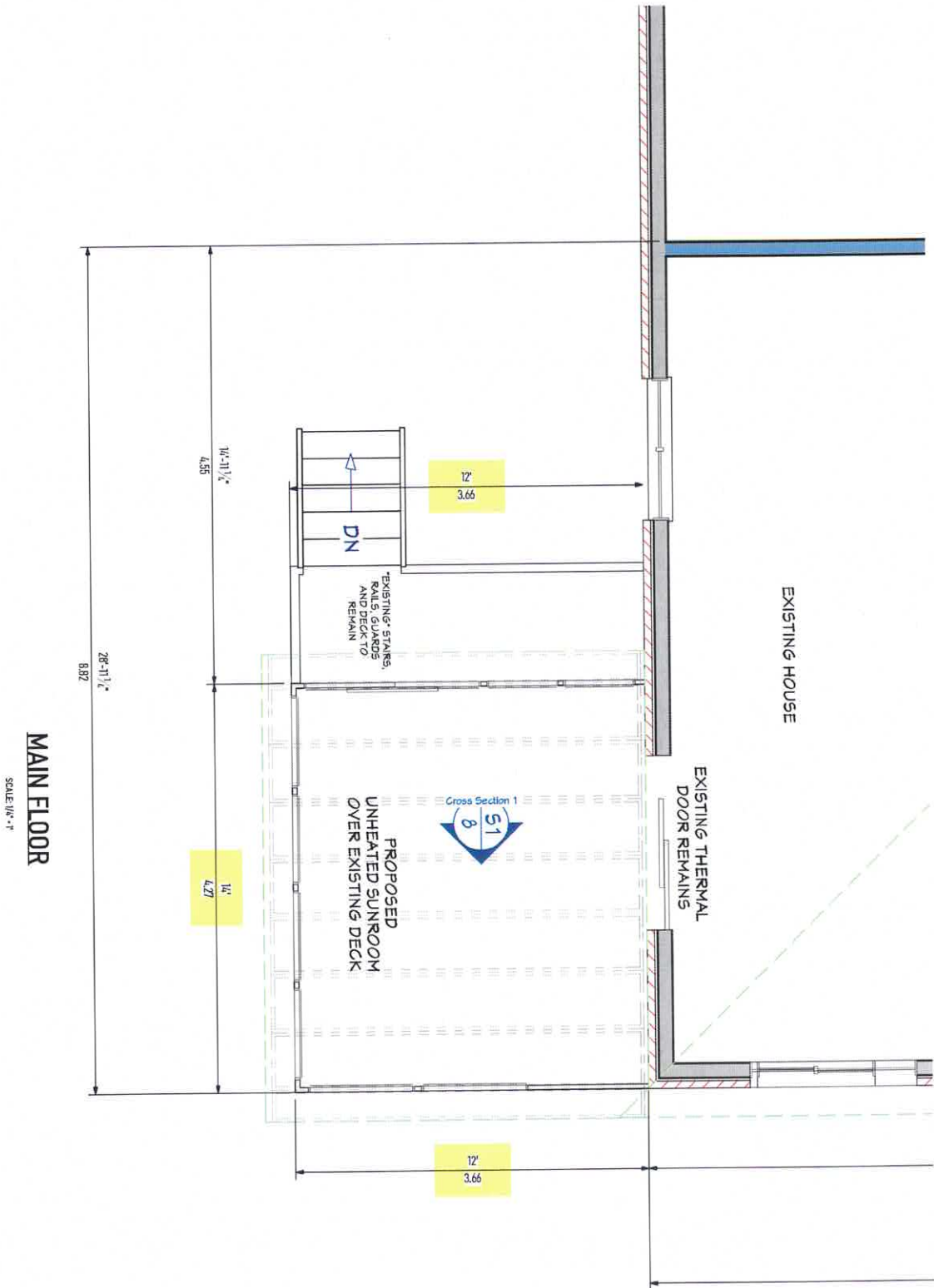
A.D., 20



Sherry Ann Mott, a
Commissioner, etc., Province of Ontario.
for the Corporation of Norfolk County.
Expires March 16, 2026.

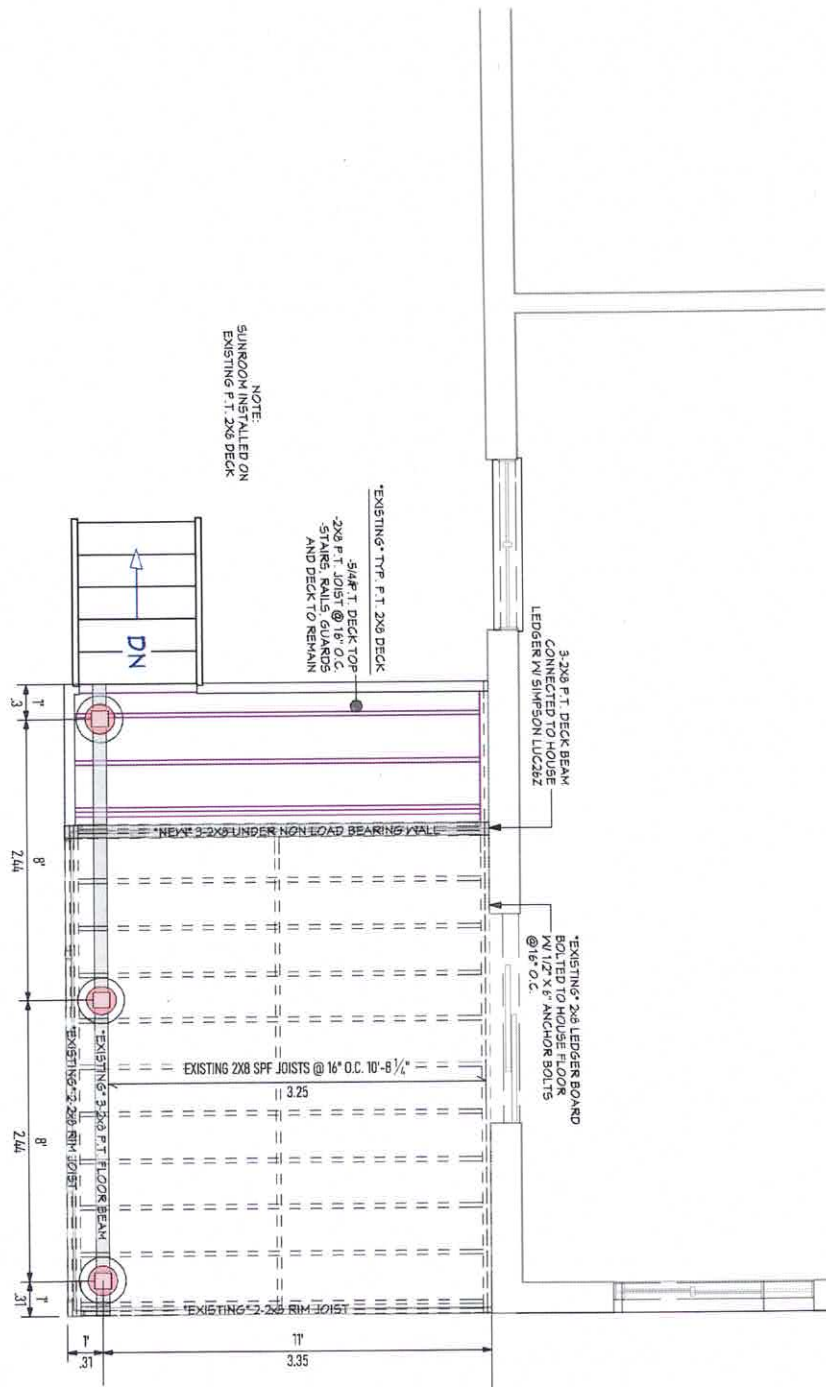
A Commissioner, etc.





FLOOR FRAMING

SCALE 1/8" = 1'



CONTRACTOR:
Sunspace by Bill Klyn Carpentry
2 Palmer St E, Norwich
ON N6J 1P6 (519)-424-2816

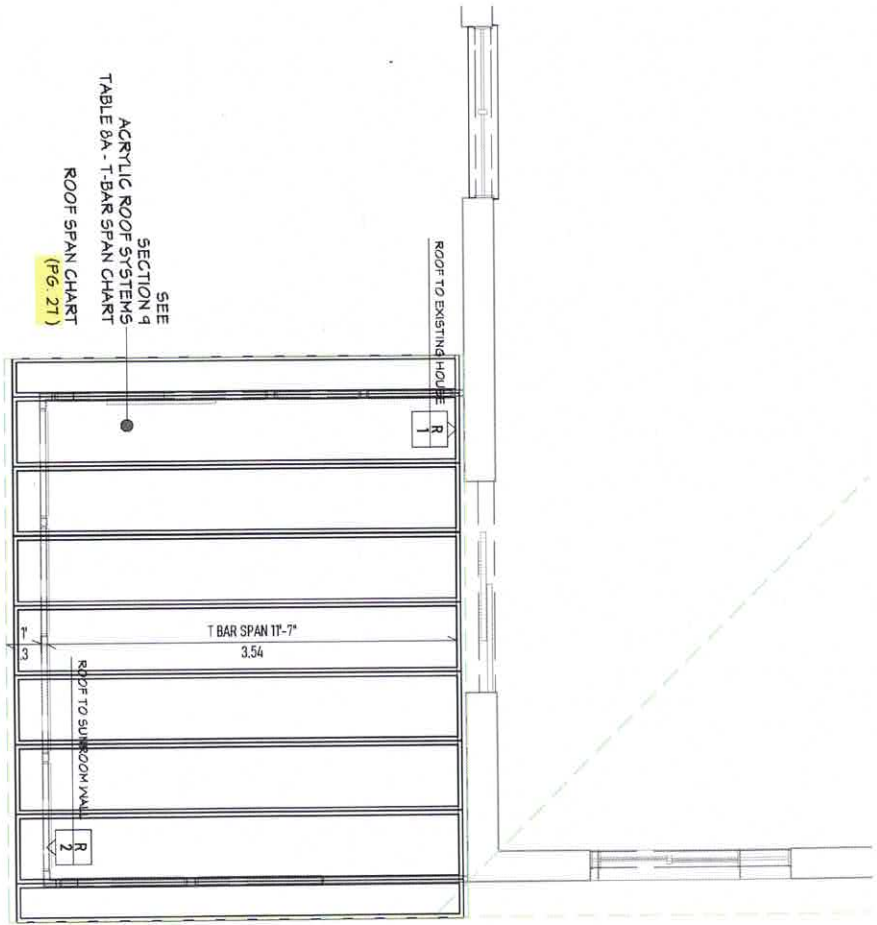
OWNER:
15 Serviceberry Ln.,
Simcoe, ON N3Y 4Z6

3

I CERTIFY THAT I, SHAWN SAWATZKY, HAVE
REVIEWED AND TAKE RESPONSIBILITY FOR
THIS DESIGN AND I HAVE MET THE
REQUIREMENTS AND QUALIFICATIONS AS
SET OUT IN THE ONTARIO BUILDING CODE.
BCIN: 28441

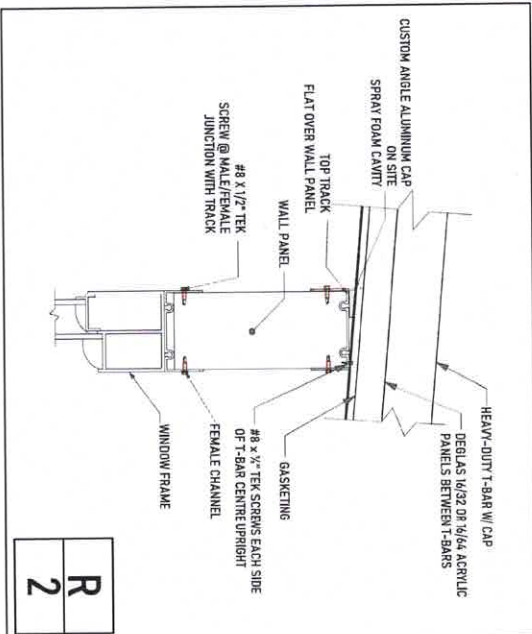
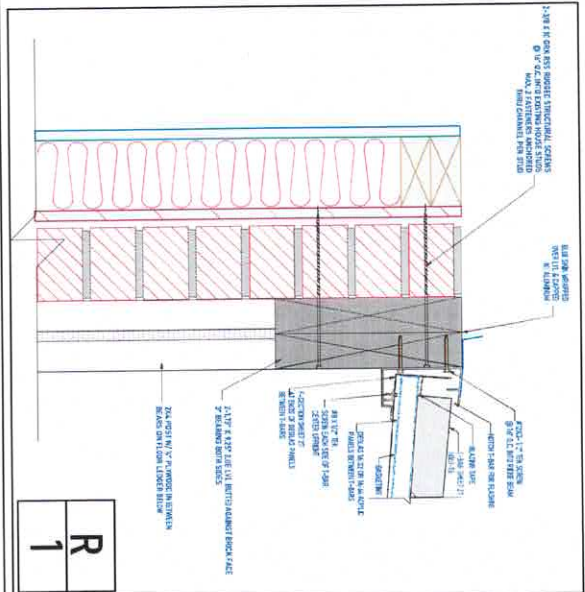
DRAWN BY:
SMS

Shawn Sawatzky



ROOF PLAN

SCALE 1/8" = 1'



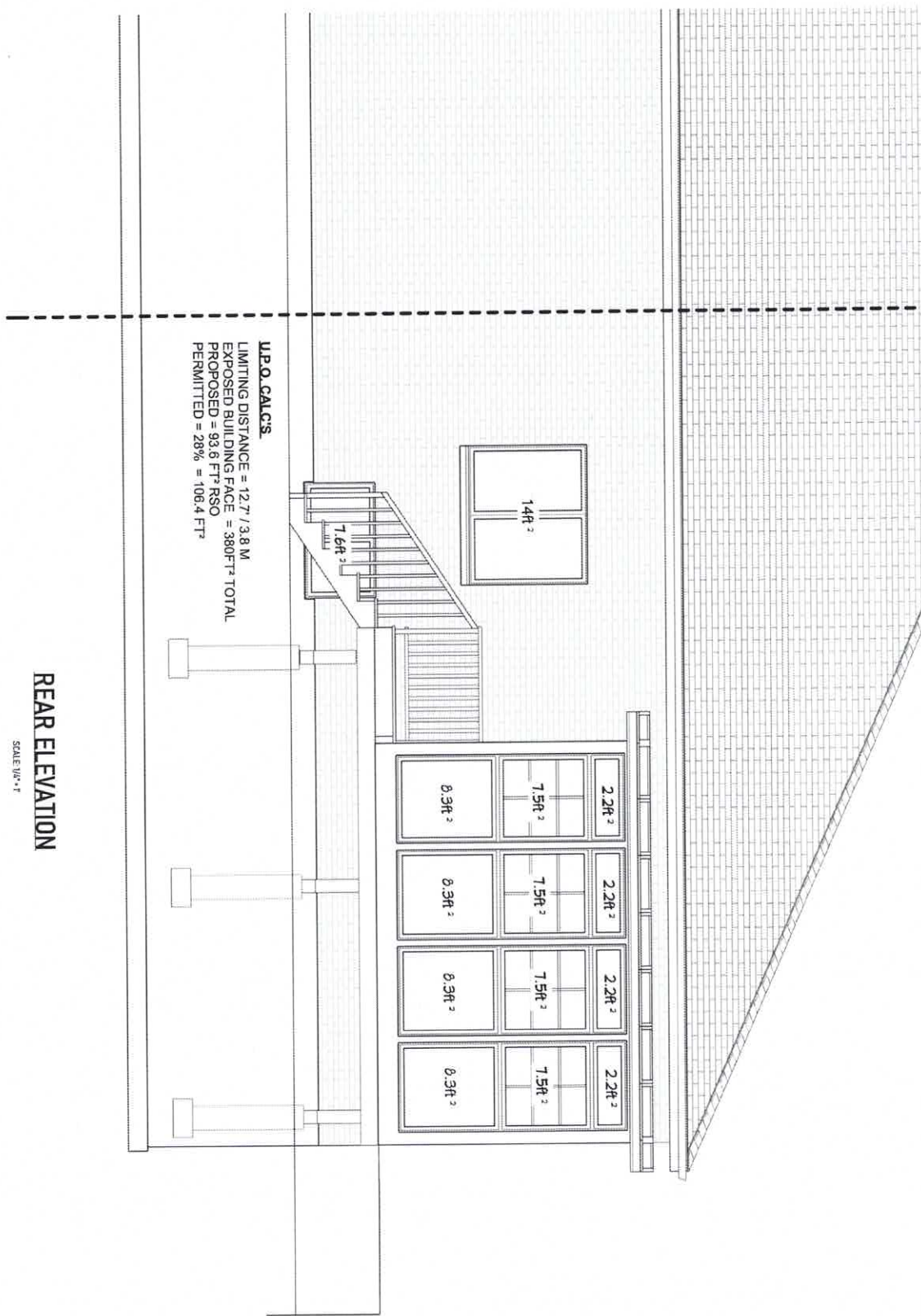
CONTRACTOR:
Sunspace by Bill Klyn Carpentry
2 Palmer St E, Norwich
ON N0J 1P0 (519) 424-2816

OWNER:
15 Serviceberry Ln.,
Simcoe, ON N3Y 4Z6

4

I CERTIFY THAT I, SHAWN SAWATZKY, HAVE REVIEWED AND TAKE RESPONSIBILITY FOR THIS DESIGN AND I HAVE MET THE REQUIREMENTS AND QUALIFICATIONS AS SET OUT IN THE ONTARIO BUILDING CODE.
BCIN: 28441

DRAWN BY:
SMS



U.P.O. CALC'S.
 LIMITING DISTANCE = 12.7' / 3.8 M
 EXPOSED BUILDING FACE = 380FT² TOTAL
 PROPOSED = 93.6 FT² RSO
 PERMITTED = 28% = 106.4 FT²

REAR ELEVATION

SCALE 1/4" = 1'



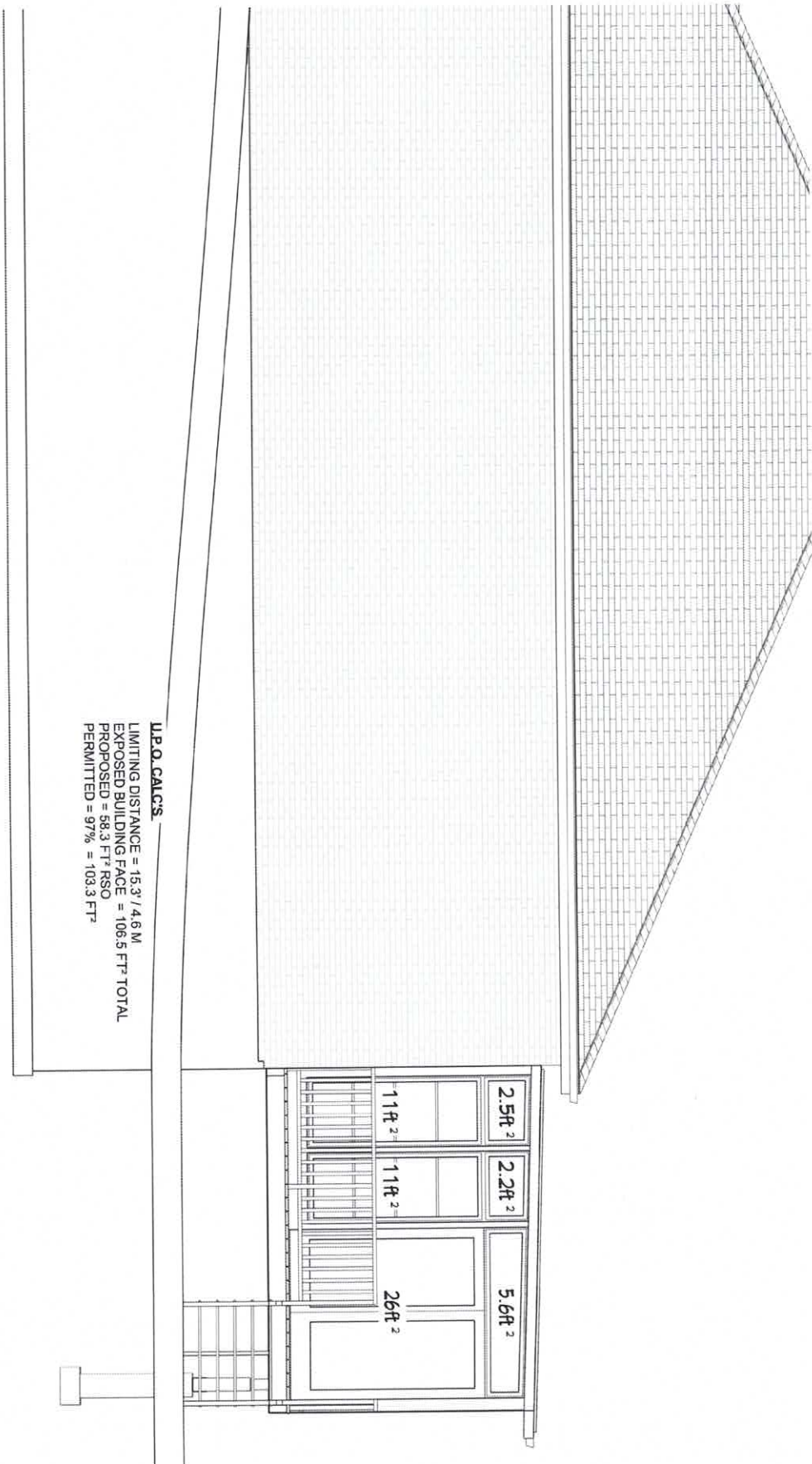
CONTRACTOR:
 Sunspace by Bill Klyn Carpentry
 2 Palmer St E, Norwich
 ON N0J 1P0 (519) 424-2816

OWNER:
 15 Serviceberry Ln.,
 Simcoe, ON N3Y 4Z6

5

I CERTIFY THAT I, SHAWN SAWATZKY, HAVE REVIEWED AND TAKE RESPONSIBILITY FOR THIS DESIGN AND I HAVE MET THE REQUIREMENTS AND QUALIFICATIONS AS SET OUT IN THE ONTARIO BUILDING CODE.
 BCIN: 28441

DRAWN BY:
 SMS
Shawn Sawatzky



LEFT ELEVATION

SCALE 1/8" = 1'



CONTRACTOR:
Sunspace by Bill Klyn Carpentry
2 Palmer St E, Norwich
ON N0J 1P0 (519)-424-2816

OWNER:
15 Serviceberry Ln.,
Simcoe, ON N3Y 4Z6

6

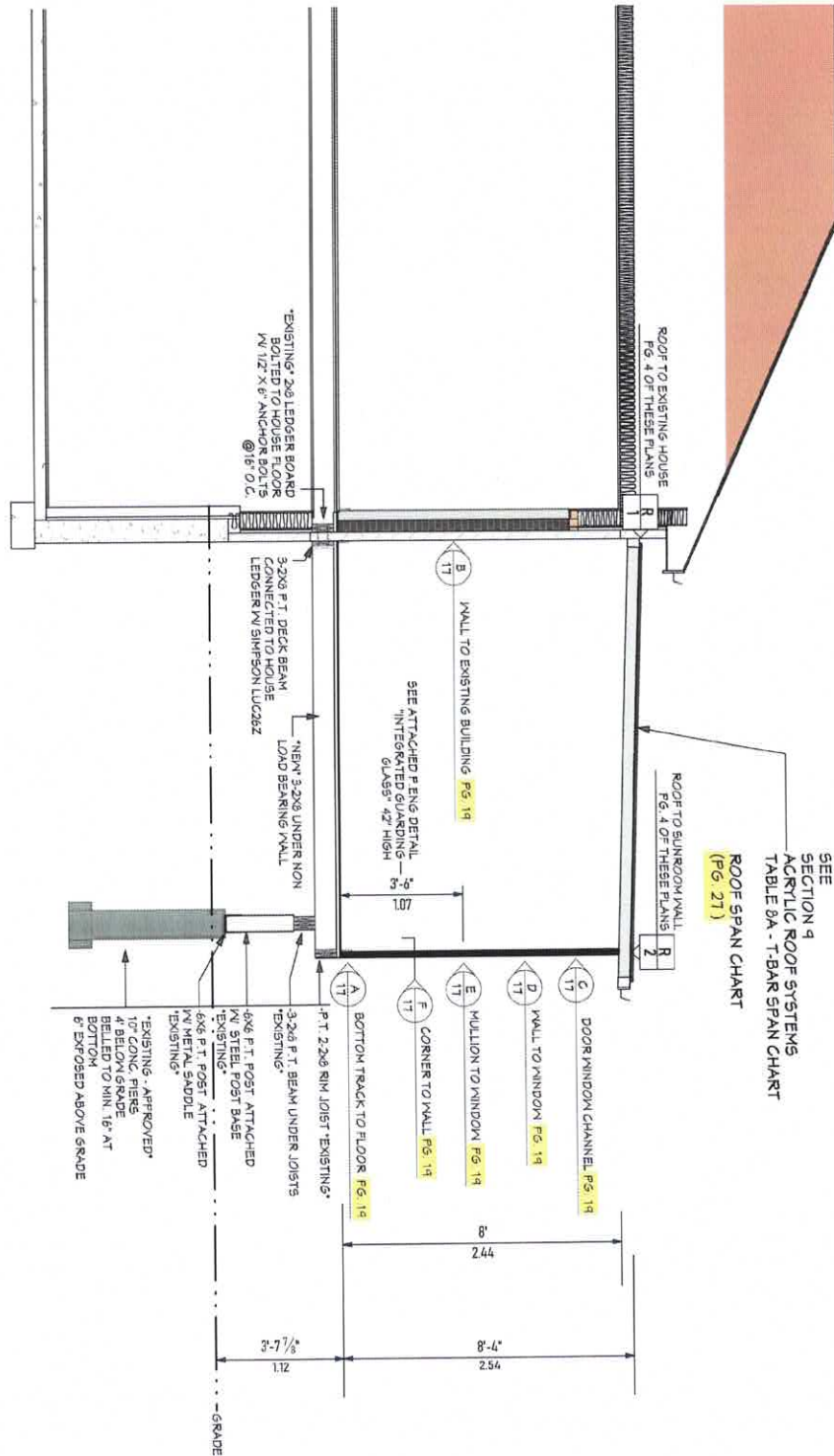
I CERTIFY THAT I, SHAWN SAWATZKY, HAVE
REVIEWED AND TAKE RESPONSIBILITY FOR
THIS DESIGN AND I HAVE MET THE
REQUIREMENTS AND QUALIFICATIONS AS
SET OUT IN THE ONTARIO BUILDING CODE.
BCIN: 28441

DRAWN BY:
SMS

Shawn Sawatzky



SCALE: 3/16" = 1'

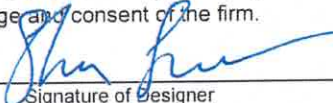


CROSSSECTION S1

SCALE 1/4\"=1'

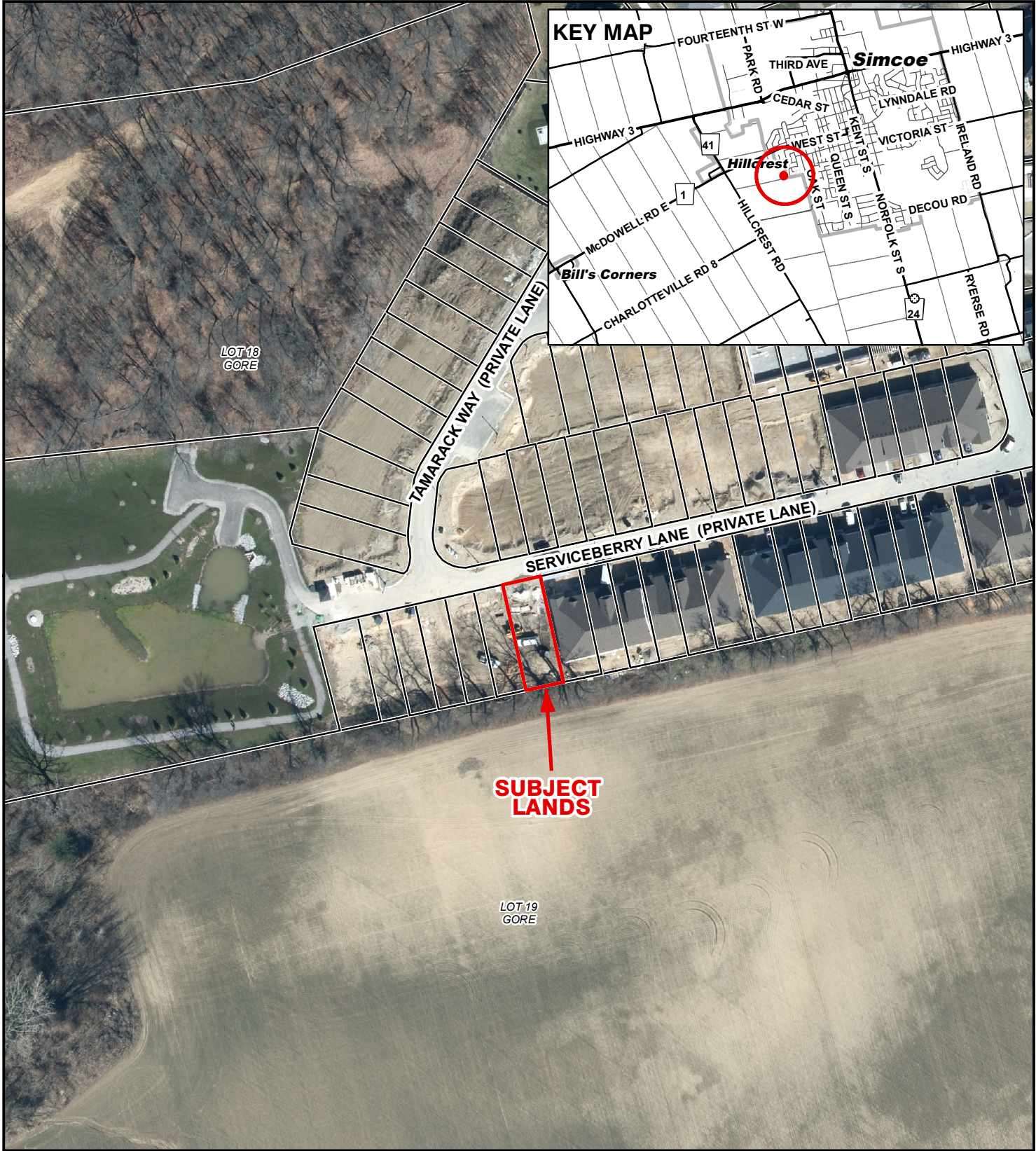
Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information															
Building number, street name 15 Serviceberry Lane			Unit no.												
Municipality Simcoe	Postal code N3Y 4Z6	Plan number/ other description													
B. Individual who reviews and takes responsibility for design activities															
Name Shawn Sawatzky		Firm													
Street address 1486 Victoria St. N			Unit no.												
Municipality Kitchener	Postal code	Province	E-mail shawn@tropicalsunrooms.com												
Telephone number 519-742-3525	Fax number	Cell number													
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]															
<table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> House</td> <td><input type="checkbox"/> HVAC – House</td> <td><input type="checkbox"/> Building Structural</td> </tr> <tr> <td><input type="checkbox"/> Small Buildings</td> <td><input type="checkbox"/> Building Services</td> <td><input type="checkbox"/> Plumbing – House</td> </tr> <tr> <td><input type="checkbox"/> Large Buildings</td> <td><input type="checkbox"/> Detection, Lighting and Power</td> <td><input type="checkbox"/> Plumbing – All Buildings</td> </tr> <tr> <td><input type="checkbox"/> Complex Buildings</td> <td><input type="checkbox"/> Fire Protection</td> <td><input type="checkbox"/> On-site Sewage Systems</td> </tr> </table>				<input checked="" type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems
<input checked="" type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural													
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House													
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings													
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems													
Description of designer's work <div style="text-align: center; font-size: 1.2em;">Review and designed project</div>															
D. Declaration of Designer															
I <u>Shawn Sawatzky</u> declare that (choose one as appropriate): (print name)															
I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.															
Individual BCIN: _____															
Firm BCIN: _____															
I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.															
Individual BCIN: <u>28441</u>															
Basis for exemption from registration: <u>3.2.4.1(d)</u>															
The design work is exempt from the registration and qualification requirements of the Building Code.															
Basis for exemption from registration and qualification: _____															
I certify that:															
1. The information contained in this schedule is true to the best of my knowledge.															
2. I have submitted this application with the knowledge and consent of the firm.															
<u>1-18-2024</u> Date		 Signature of Designer													

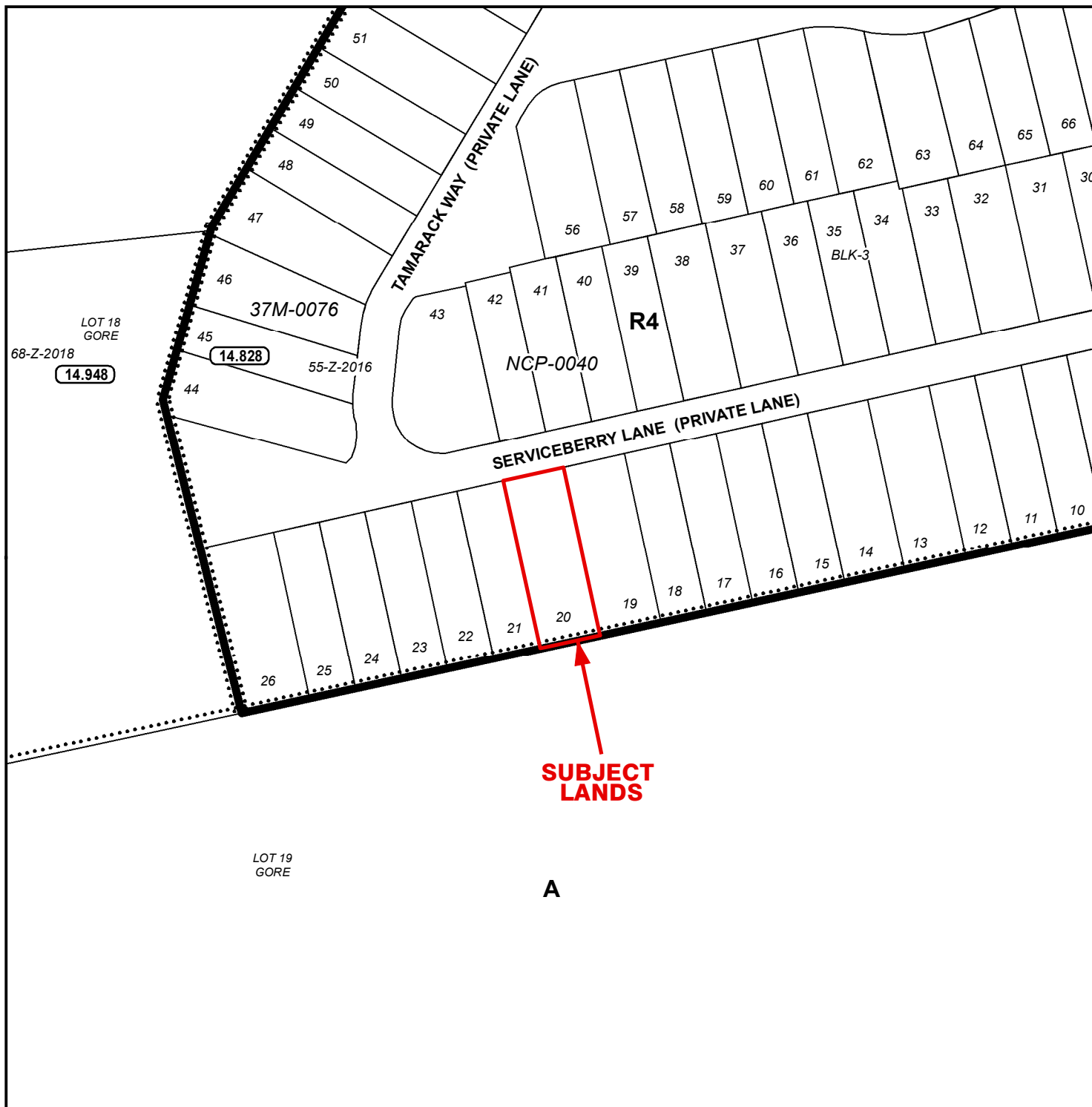
NOTE:

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.



MAP B
ZONING BY-LAW MAP
Geographic Township of WOODHOUSE

ANPL2024182



LEGEND

 Subject Lands

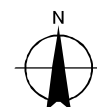
ZONING BY-LAW 1-Z-2014

7/8/2024

(H) - Holding

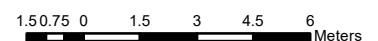
A - Agricultural Zone

R4 - Residential R4 Zone



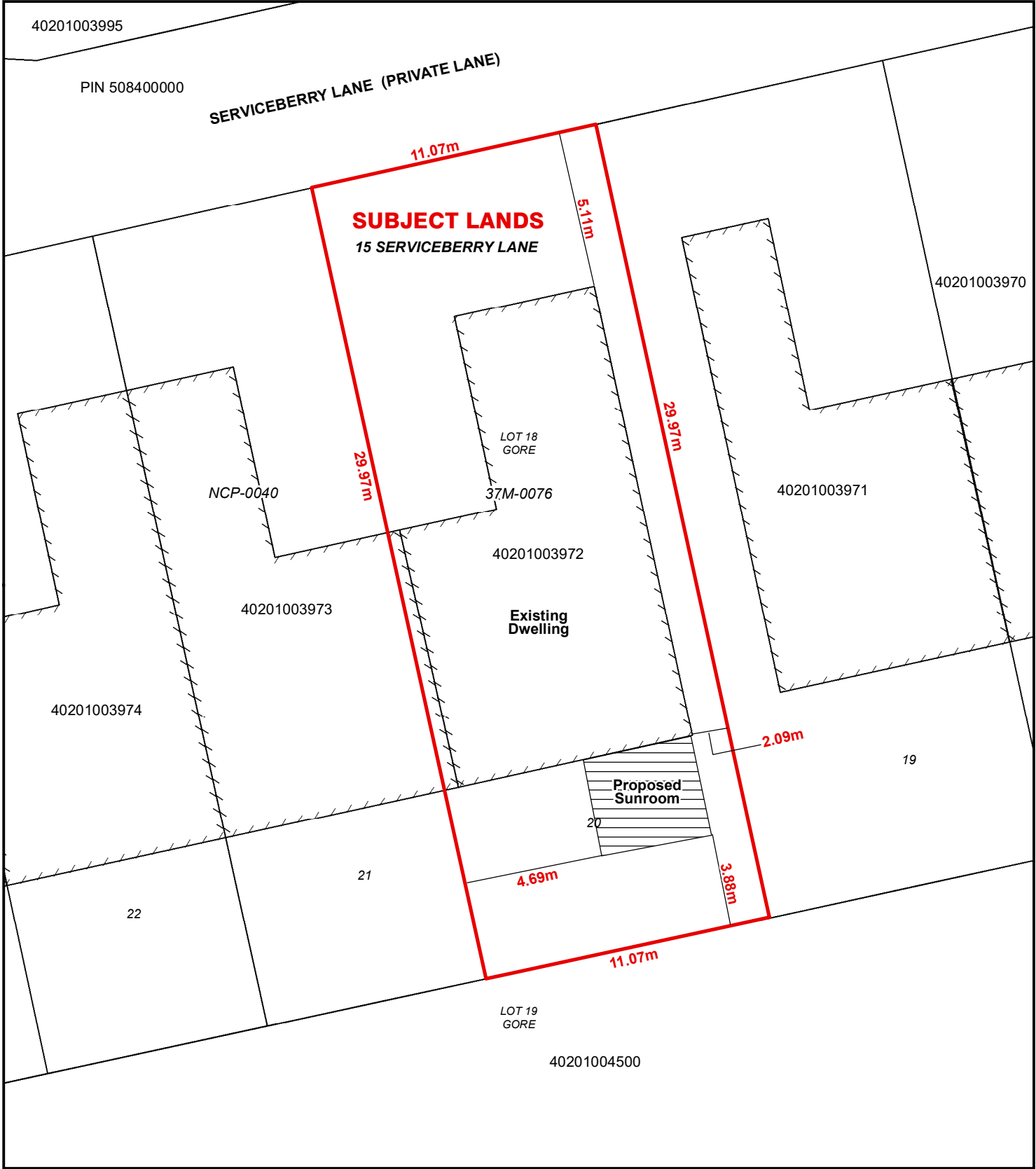
8 4 0 8 16 24 32 Meters

Geographic Township of WOODHOUSE




CONCEPTUAL PLAN

Geographic Township of WOODHOUSE



Legend

 Subject Lands

7/8/2024

