

## 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](mailto: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](http://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](mailto: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	_____

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**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:** 33705011800**A. Applicant Information****Name of Owner** Chris & Brenda Brockbank

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 16 Vaughan Dr

Town and Postal Code Port Dover N0A 1N3

Phone Number 416-574-9773

Cell Number " " "

Email brockbankc@gmail.com

**Name of Applicant** Sam Bunting - Prominent Homes

Address 363 Ireland Road

Town and Postal Code Simcoe, N3Y 4K4

Phone Number 519-426-9186

Cell Number 519-718-2244

Email sam@phomes.ca

**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):

Legal Description 1: WDH CON 1 PT LOT 20 PLAN 378

Legal Description 2: PT BLK A RP 37R1594 PART 2

Municipal Civic Address: 16 Vaughan Dr, Port Dover, ON

Present Official Plan Designation(s): Agricultural OP & Hazard Lands OP

Present Zoning: RR & HL

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:

Single family cottage

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:

There is an existing cottage with a building area of 855 square feet and a small shed with an area of 129 square feet approximately. The new shed location will be relocated to not interfere with the proposed cottage addition, cistern and septic.

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.

The addition will be used for a kitchen, dining room, living area, small utility room and small bathroom

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 a 22'-0" x 34'-0" (748 square feet) addition to the cottage with a 5'-0" x 9'-0" (45 square feet) front covered porch.

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:

n/a

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

unknown

9. Existing use of abutting properties:

Cottages

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	15.24m			no change	
Lot depth	82.60m			no change	
Lot width	15.24m			no change	
Lot area	1245m			no change	
Lot coverage	6.4%			12.29%	
Front yard	32.72m			20.83m	
Rear yard	41.18m			no change	
Height	4.12m			5.79m	
Left Interior side yard	4.56m			1.22m	
Right Interior side yard	1.51m			7.28	
Exterior side yard (corner lot)	n/a			n/a	
Parking Spaces (number)	3			2	
Aisle width					
Stall size	3m x 6m			3m x 6m	
Loading Spaces					
useable floor area					

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

We are seeking relief to build in the Hazard Land zone and to construct an addition to the existing cottage that is more than 50 square meters.

References: 3.33 and 3.25 in the Zoning by-law and 7.3.2.2 f) in the official plan

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:

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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:

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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:

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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 ±220m

**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)

cistern

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Sewage Treatment

☐ Municipal sewers

☐ Communal system

☒ Septic tank and tile bed in good working order

☐ Other (describe below)

Final septic system design TBD but will be located in the front yard meeting OBC setback requirements

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Storm Drainage

☐ Storm sewers

☐ Open ditches

☒ Other (describe below)

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2. Existing or proposed access to subject lands:

☒ Municipal road

☐ Provincial highway

☐ Unopened road

☐ Other (describe below)

Name of road/street:

Vaughan Drive

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## 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?

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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.

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## **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.

Chris L Brockbank Digitally signed by Chris L Brockbank  
Date: 2024.07.09 13:52:25 -0400

Owner/Applicant/Agent Signature

July 9/2024

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 Chris & Brenda Brockbank am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Sam Bunting (Prominent Homes) 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.

[Signature]

Owner

July 9, 2024

Date

[Signature]

Owner

July 9, 2024

Date

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

**N. Declaration**

I, Sam Bunting of Prominent Homes

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

[Signature]

Owner/Applicant Signature

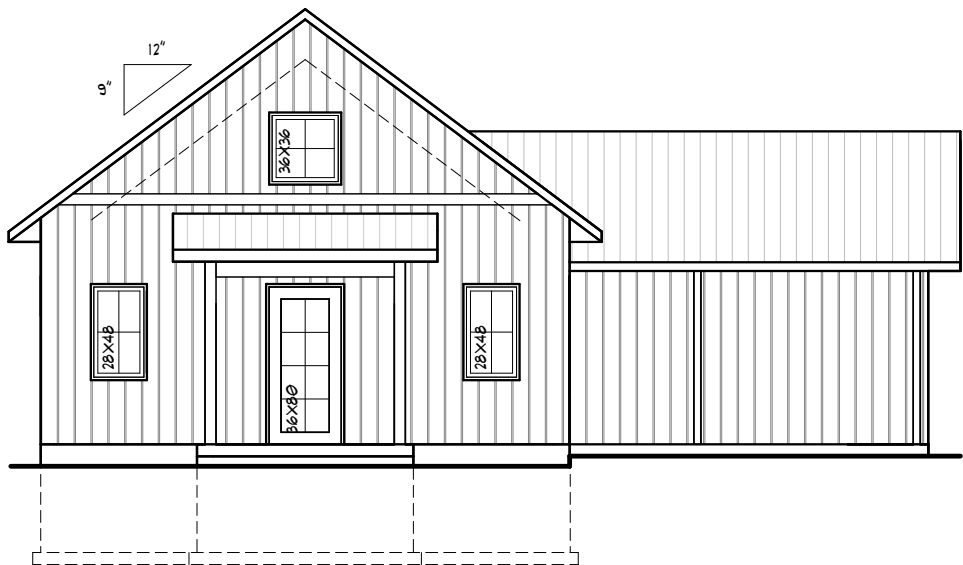
In the Province of Ontario

This 19<sup>th</sup> day of August

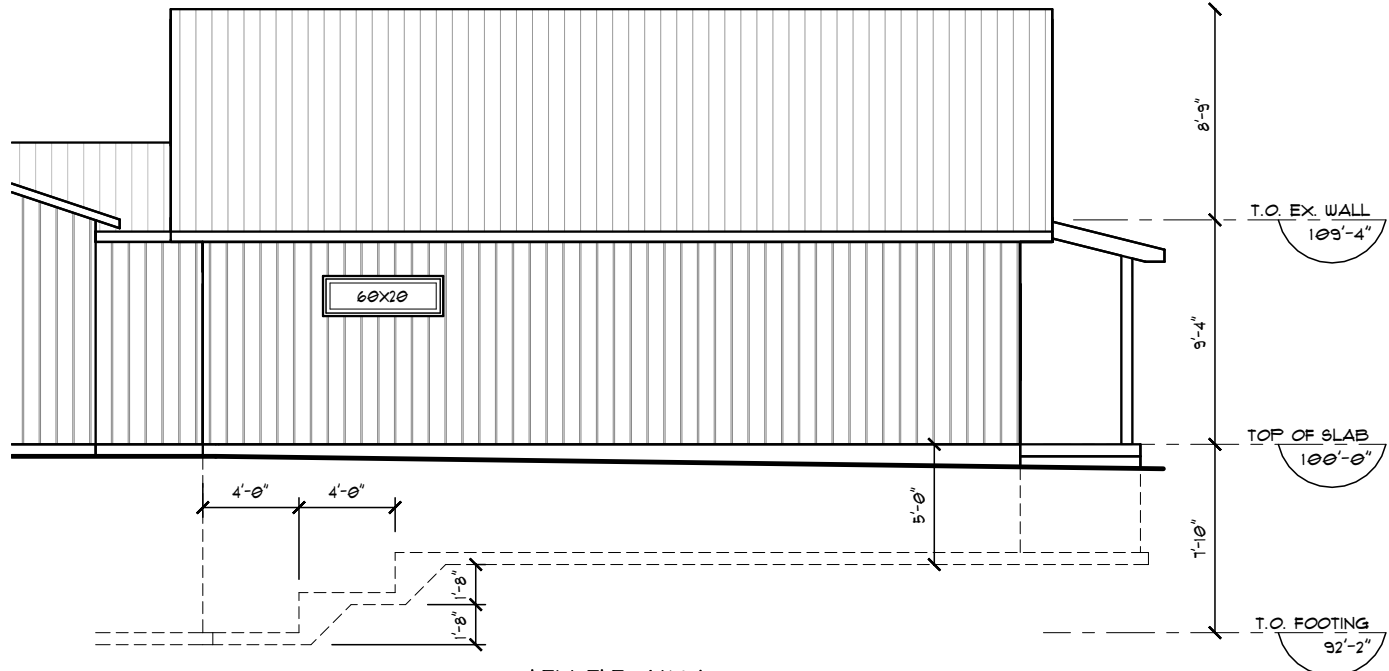
A.D., 2024

[Signature]

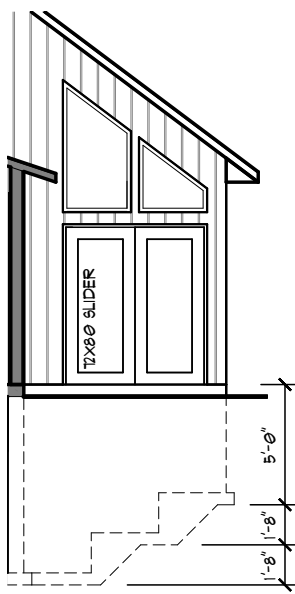
A Commissioner, etc.



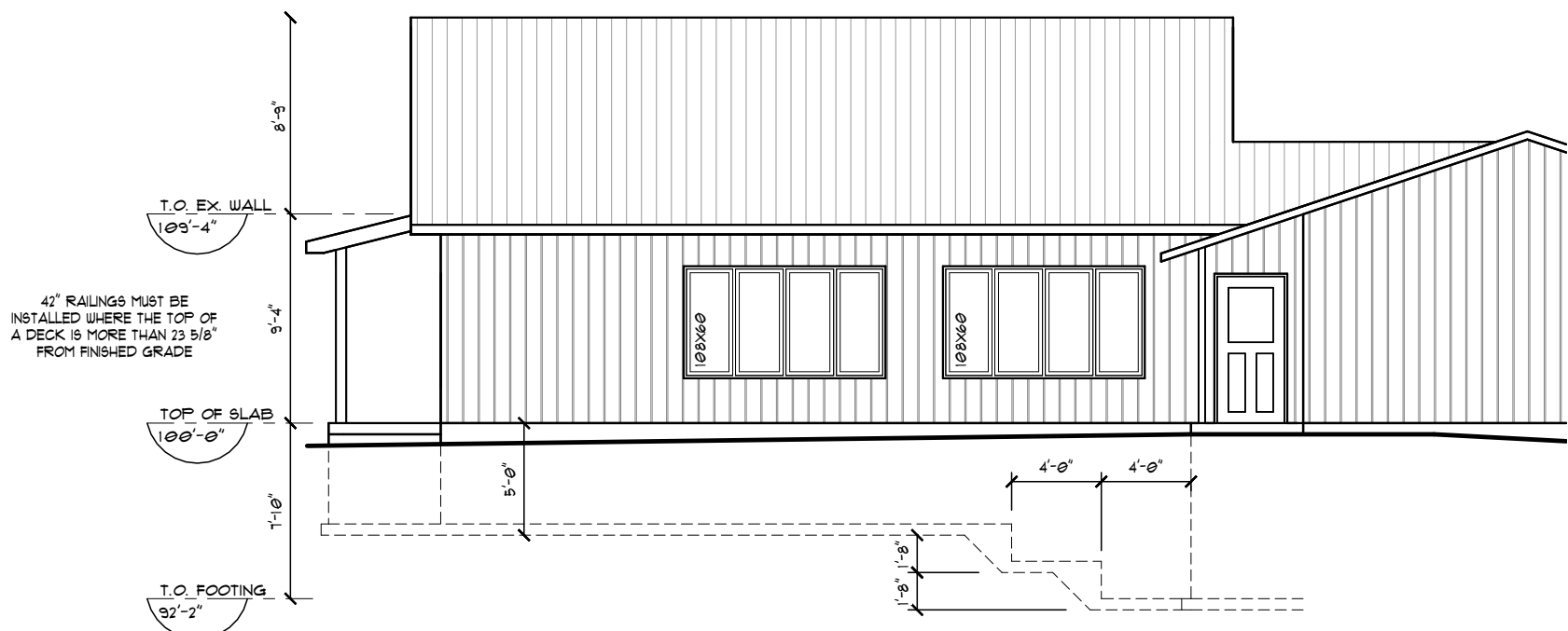
FRONT ELEVATION  
1/8" = 1'-0"



LEFT ELEVATION  
1/8" = 1'-0"



WINDOW WALL ELEVATION  
1/8" = 1'-0"



RIGHT ELEVATION  
1/8" = 1'-0"

CHRIS &  
BRENDA

16 VAUGHAN DRIVE  
PORT DOVER, ON

PROMINENT HOMES

ELEVATIONS

DRAWN BY:  
TROY SCRIVEN

DESIGNED BY:  
SAM BUNTING  
BCIN #: 31014

DATE:  
MAR 18, 2024

SCALE:  
1/8" = 1'-0"

SHEET No.:  
A-2



CHRIS &  
BRENDA

16 VAUGHAN DRIVE  
PORT DOVER, ON

PROMINENT HOMES

MAIN FLOOR

**DRAWN BY:**  
TROY SCRIVEN

TROY SCRIVEN

DESIGNED BY:  
SAM BUNTING  
BCIN #: 37074

## SAM BUNTING

BCIN #: 37074

DATE:  
MAR 18, 2024

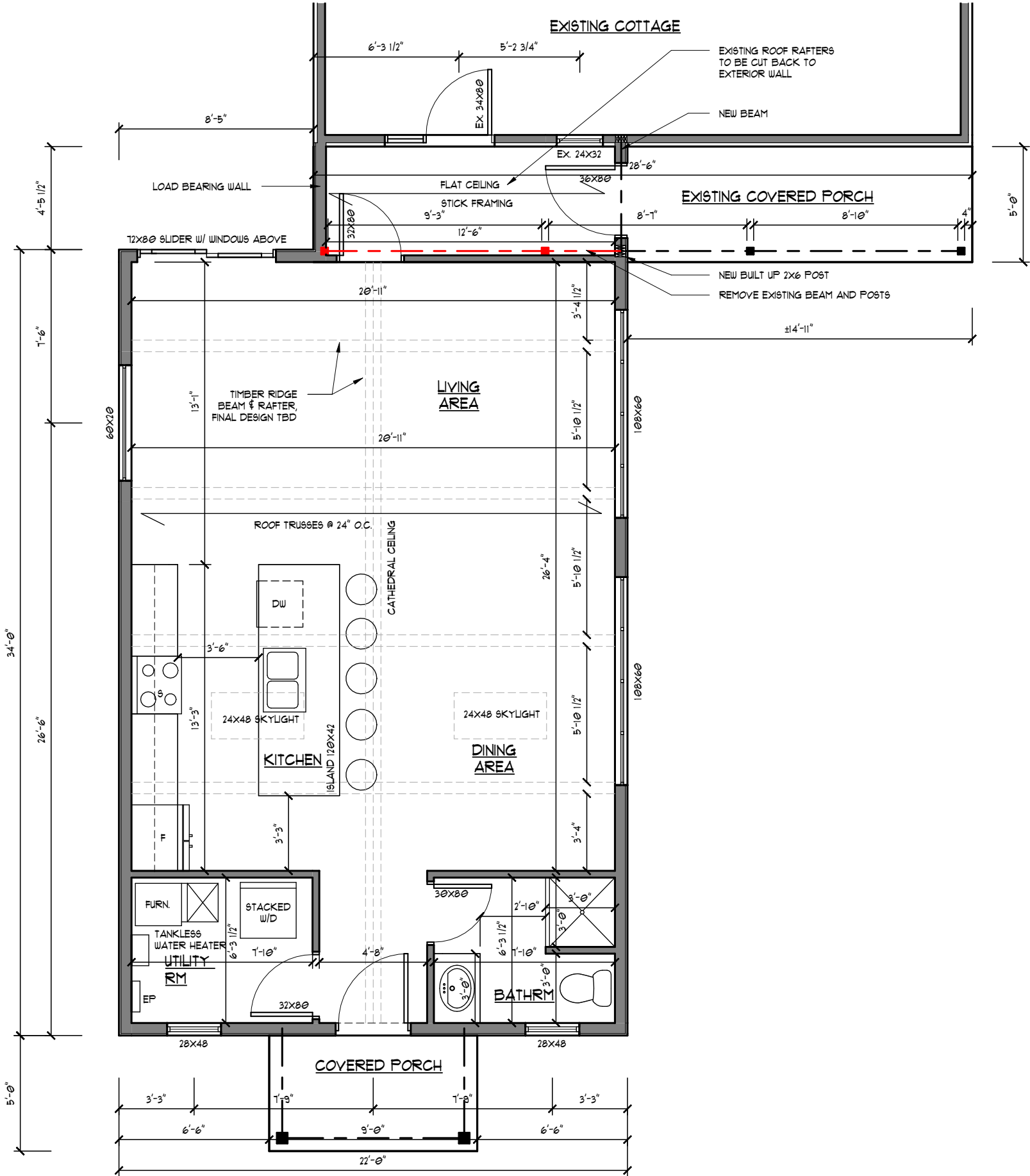
MAR 18, 2024

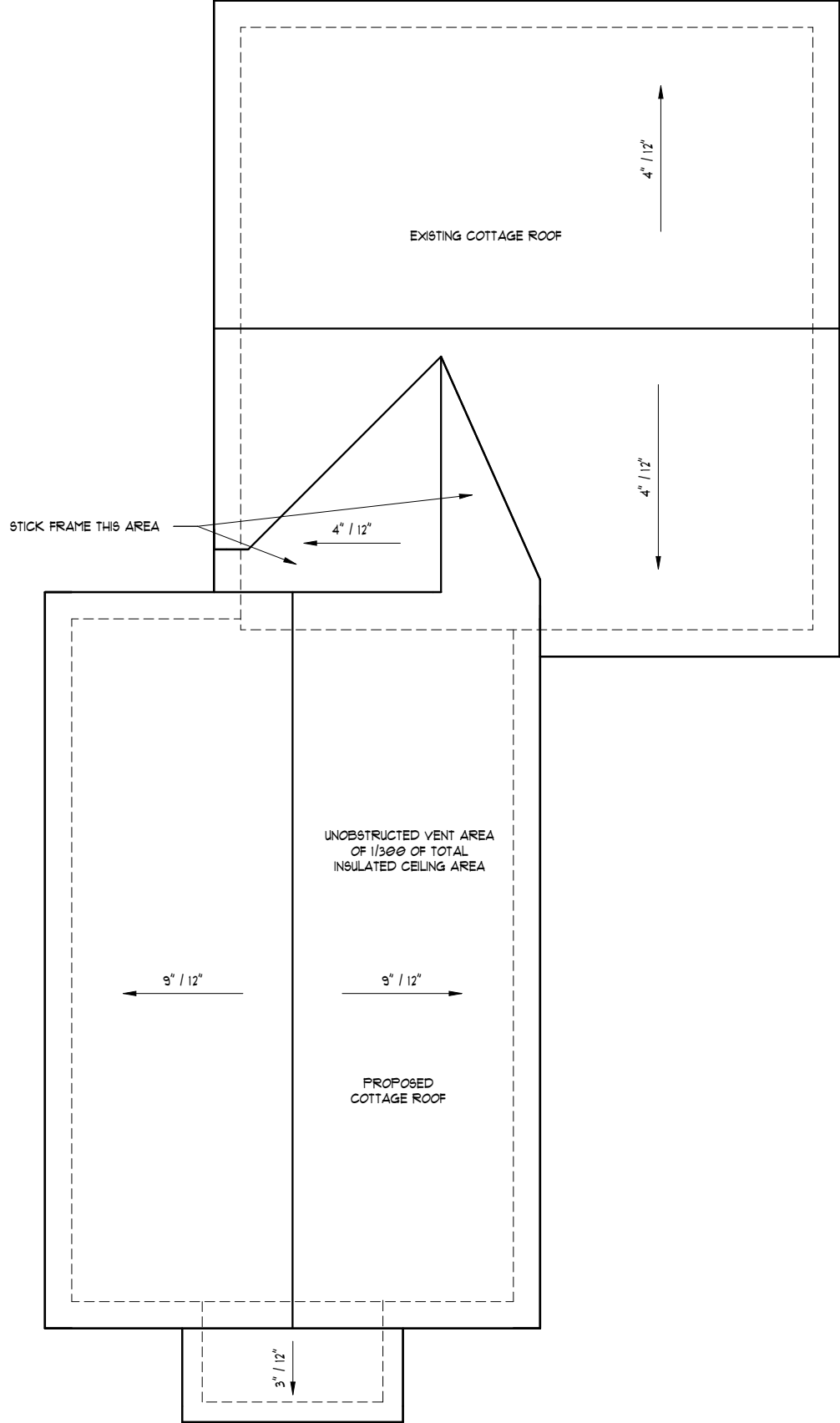
**SCALE:**  
 $3/16" = 1'-0"$

$$3/16'' = 1'-0''$$

SHEET No.:  
A-1

A-1





NOTE: 1'-4" OVERHANG ALL AROUND UNLESS NOTED OTHERWISE, 8" FASCIA DROP

WOOD LINTEL SCHEDULE		
FORMING PART OF SENTENCE OBC 9.23.12.3		
LINTEL SIZES (IN)	MAXIMUM SPAN SUPPORTING ROOF (SSL-1.5 KPA) AND CEILING ONLY (S-P-F NO. 1 & 2)	
	EXTERIOR WALL	INTERIOR WALL
2 - 2X4	3' - 1"	3' - 0"
2 - 2X6	5' - 6"	4' - 5"
2 - 2X8	6' - 1"	5' - 4"
2 - 2X10	8' - 1"	6' - 8"
2 - 2X12	9' - 5"	7' - 8"
SPANS ARE CALCULATED BASED ON MAX. SUPPORTED JOIST OR RAFTER LENGTH OF 16'-0" AND A MAX. SUPPORTED TRUSS LENGTH OF 32'-1".		
ALL HEADERS SUPPORTING SPANS THAT EXCEED THE ALLOWED SPANS, ARE TO BE PRE-ENGINEERED LVL HEADERS		

CHRIS &  
BRENDA

16 VAUGHAN DRIVE  
PORT DOVER, ON

PROMINENT HOMES

ROOF PLAN

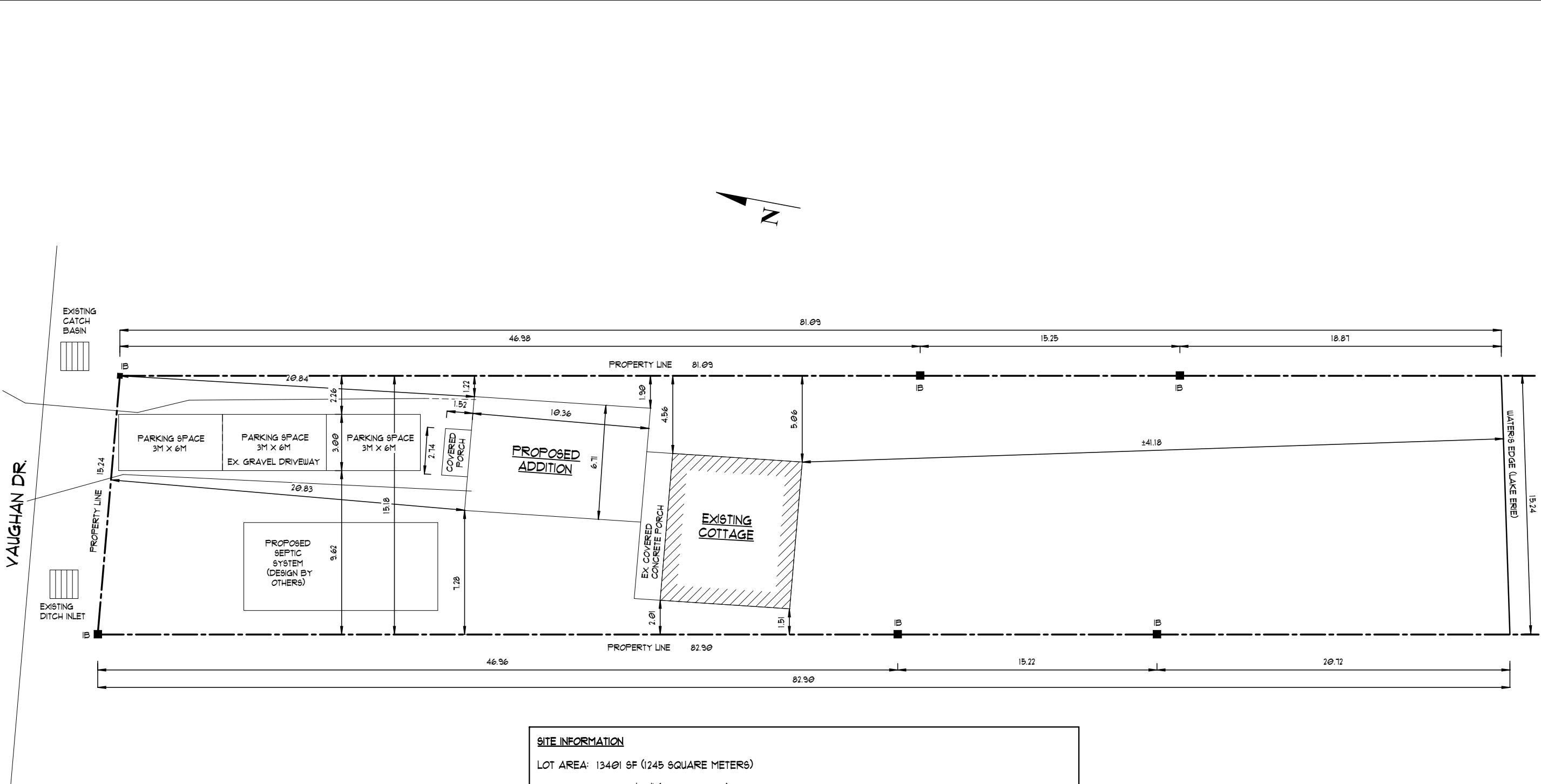
DRAWN BY:  
TROY SCRIVEN

DESIGNED BY:  
SAM BUNTING  
BCIN #: 37074

DATE:  
MAR 18, 2024

SCALE:  
1/8" = 1'-0"

SHEET No.:  
A-3



**SITE INFORMATION**

LOT AREA: 13401 SF (1245 SQUARE METERS)

LOT FRONTAGE: 50'-0" (15.24 METERS)

EXISTING COTTAGE AREA (INCLUDES FRONT COVERED CONC. PORCH): 855 SF (79.43 SQUARE METERS)

PROPOSED COTTAGE ADDITION AREA: 148 SF (69.49 SQUARE METERS)

PROPOSED COVERED PORCH AREA: 45 SF (4.18 SQUARE METERS)

PROPOSED LOT COVERAGE: 12.29%

ZONING: HL & RR

CHRIS &  
BRENDA

16 VAUGHAN DRIVE  
PORT DOVER, ON

PROMINENT HOMES

PLOT PLAN

DRAWN BY:

DESIGNED BY:

SAM BUNTING

BCIN #: 37074

DATE:

JULY 19, 2024

SCALE:

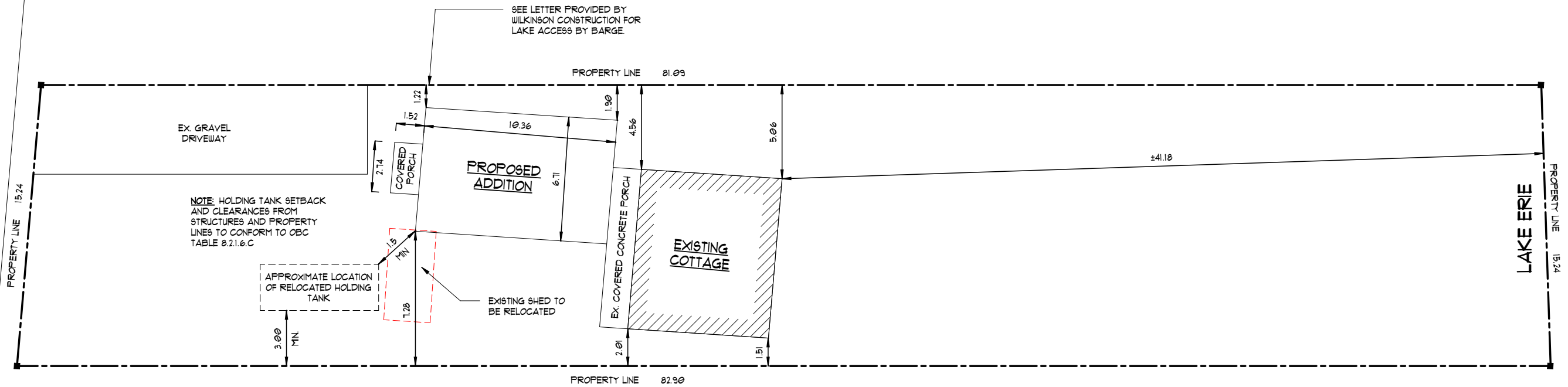
1" = 20'-0"

SHEET No.:

A6



VAUGHAN DR.



SITE INFORMATION
LOT AREA: 13401 SF (1245 SQUARE METERS)
LOT FRONTAGE: 50'-0" (15.24 METERS)
EXISTING COTTAGE AREA : 855 SF (79.43 SQUARE METERS)
PROPOSED COTTAGE ADDITION AREA: 148 SF (69.49 SQUARE METERS)
PROPOSED LOT COVERAGE: 11.33%

CHRIS &  
BRENDA

16 VAUGHAN DRIVE  
PORT DOVER, ON

PROMINENT HOMES

PLOT PLAN

DRAWN BY:  
TROY SCRIVEN

DESIGNED BY:  
SAM BUNTING  
BCIN #: 37074

DATE:  
MAR 18, 2024

SCALE:  
1" = 20'-0"

SHEET No.:  
SP-1



# Long Point Region Conservation Authority

## **PERMIT No. LPRCA-51/24** **PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS** (CONSERVATION AUTHORITIES ACT - ONTARIO REGULATION 41/24)

4 Elm Street  
Tillsonburg, ON  
N4G 0C4  
Phone (519) 842-4242  
Fax (519) 842-7123  
www.lprca.on.ca

Permission has been granted to:

<b>Applicant:</b>	<u>Christopher Brockbank</u>	<b>Telephone:</b>	
<b>Address:</b>	<u>16 Vaughan Drive, Port Dover</u>	<b>Email:</b>	<u>brockbankc@gmail.com</u>
	<u>N0A 1N3</u>		
<b>Agent:</b>	<u>Prominent Homes- Sam Bunting</u>	<b>Telephone:</b>	<u>519-426-9186</u>
<b>Address:</b>	<u>363 Ireland Road, Simcoe</u>	<b>Email:</b>	<u>troy@phomes.ca</u>
	<u>N0A 1H0</u>		
<b>Location/Address of works:</b> <u>16 Vaughan Drive. 331033705011800</u>			
<b>Lot:</b>	<u>20</u>	<b>Concession:</b>	<u>1</u>
		<b>Municipality:</b>	<u>Norfolk County</u>
<b>Description of Works:</b>	<u>to construct a 69m<sup>2</sup> addition with a 6m<sup>2</sup> covered porch to the existing dwelling and relocating the existing holding tank. Maintenance access for shoreline protection can be provided via barge.</u>		
<b>Type of fill:</b>	<u>n/a</u>		

**This permit is valid on the above location only for the period of:**

**DATE: April 9, 2024 to April 9, 2026**

**This permit shall be subject to the following conditions:**

The Applicant and owner, by acceptance of and in consideration of the issuance of this permit, agrees to the following conditions:

**GENERAL CONDITIONS: (SEE REVERSE SIDE OF PERMIT)**

**SPECIFIC CONDITIONS:**

1. Locations and dimensions of proposed works must be as indicated on the enclosed copy of the work permit application dated March 18, 2024 and the associated information.

**GENERAL CONDITIONS:**

1. This permit does not preclude any approvals required by any other laws or regulations.
2. Temporary sediment & erosion control measures shall be installed around any disturbed and/or exposed ground or excavated material stockpiles, remain in place until the site has been suitably stabilized, and must be monitored regularly to ensure effectiveness. Remedial/Emergency measures must be taken at any sign of failure. This step is considered necessary to prevent the undesirable migration of silt.
3. The Conservation Authority should be contacted within 48 hours prior to the commencement of construction.
4. Authorized representatives of the Long Point Region Conservation Authority may at any time enter onto the lands which are described herein in order to make any surveys, examinations or inspections which are required for the purpose of insuring that the work(s) authorized by this permit are being carried out according to the terms of this permit.
5. It is the responsibility of the permittee to ensure the development is located within the extent of the property boundaries owned by the proponent.
6. This permit is not assignable.
7. The project shall be carried out generally as per the plans submitted in support of the application as they may be amended by conditions of this permit.
8. This approval does not guarantee the soundness of the proposed work and it is the responsibility of the permittee to monitor and maintain the construction activity to ensure the integrity of the work.
9. The applicant agrees to maintain all existing drainage patterns.
10. Any activity or development other than that identified in this permit application must be reviewed by the LPRCA; at which time, staff will determine if additional approvals or an amended permit will be required.
11. Permits are valid for two years. No notice will be issued on expiration of the permit and it is the responsibility of the permittee to ensure a valid permit is in effect at the time work is occurring.



# Long Point Region Conservation Authority

4 Elm Street, Tillsonburg, ON N4G 0C4

Tel: (519) 842-4242 Fax: (519) 842-7123

Email: [planning@lprca.on.ca](mailto:planning@lprca.on.ca) Website: [www.lprca.on.ca](http://www.lprca.on.ca)

## Permit Application – Schedule A

REGULATION OF DEVELOPMENT, INTERFERENCE WITH WETLANDS AND  
ALTERATIONS TO SHORELINES AND WATERCOURSES (R.R.O. 1990 REG.178/06)

Application #

LPRCA -  
Office Use Only

Owner's Name: Christopher Brockbank

Mailing Address: 16 Vaughan Drive

Street Address

Port Dover

City/Town

P.O. Box

Ontario

Apartment/Unit #

Province

Postal Code

Primary Phone:

Alternate Phone:

Email: [brockbankc@gmail.com](mailto:brockbankc@gmail.com)

Applicant's Name: Sam Bunting - Prominent Homes

☐ Check if same as above

Mailing Address: 363 Ireland Road

Street Address

Simcoe, Ontario

City/Town

P.O. Box

Apartment/Unit #

N0A 1H0

Province

Postal Code

Primary Phone:

519-426-9186

Alternate Phone:

Email: [troy@phomes.ca](mailto:troy@phomes.ca)

### Location of Proposed Work

Lot: 20 Concession/Plan: 378 Municipality: Norfolk

Municipal Address: 16 Vaughan Dr, Port Dover, ON

Street Address

Tax Assessment Roll Number: 33705011800

### Proposed work: (Check all appropriate boxes)

- ☐ Place, dump, or remove fill
- ☒ Site grading
- ☒ Construct a new building or structure
- ☒ Alter or renovate an existing building or structure
- ☐ Construct a septic system
- ☐ Construct erosion control or shoreline protection
- ☐ Construct new or replace existing watercourse crossing
- ☐ Other: (please describe)

Quantity of fill:

Proposed square footage: 748 square feet

Existing square footage: 855 square feet

Total: 1603 square feet

### Description of Proposed Works:

Addition to existing cottage with living space and small bathroom, slab on grade floor, no basement proposed.

moving existing holding tank  
July 2024

PROPOSED START DATE: PROPOSED COMPLETION DATE: Spring 2025

I understand that the information contained in this application form is accurate to the best of my knowledge and that the staff of the Long Point Region Conservation Authority (LPRCA) will undertake a detailed inspection of the subject lands as part of the application process.

Applicant Signature

Date

March 18/24

Agent Signature

Date



**Development, Interference with Wetlands and Alterations to Shorelines and Watercourses  
Ontario Regulation 178/06**

**PROPERTY OWNER AUTHORIZATION**

Subject Property

Property Location 16 Vaughan Drive, Port Dover Ontario N0A 1N3

*Municipal Address or Lot and Concession or Lot and Plan*

Municipality Norfolk County Community Vaughan Survey

I/We Christopher Brockbank

Hereby authorize Sam Bunting - Prominent Homes

To provide as my agent any required authorizations or consents, to submit the enclosed application to the Long Point Region Conservation Authority, and to appear on my behalf at any hearing(s) of the application and to provide any information or material required by the Board relevant to the application for the purposes of obtaining permission to develop, interfere with a wetland or alter a shoreline or watercourse in accordance with the requirements of Ontario Regulation 178/06 as amended.

Signature of Owner: Chris L Brockbank

Digitally signed by Chris L Brockbank  
Date: 2024.03.11 16:28:45 -04'00'

Date: March 11, 2024



Please copy the Owner on correspondence between the Conservation Authority and the Agent.

**APPLICATION FORM INSTRUCTIONS**

- Owner** The legal owner(s) of the property where the proposed development or alteration will be carried out.
- Applicant** If the applicant is not the same as the property owner, written authorization is required from all property owners on whose property the proposed work will be carried out. The authorization(s) must be submitted with the application.
- Agent** If the applicant has assigned another party as an agent to act on the applicant's behalf for the project, written authorization from the applicant is required so stating.
- Quantity of Fill** Approximate quantity expressed in cubic metres, cubic yards, truck loads (12 yards) or tandem truck loads (18 yards)
- Floor area** For residential development, area of living space including full height basement and additional storeys, but not including attached garage, non-habitable crawl space, open breezeways, decks or porches.

## APPLICATION CHECKLIST

**Submission:** LPRCA permit applications along with supporting information may be submitted in person to our office, or by fax, email or mail.

Office Use Only

Application # LPRCA-\_\_\_\_\_

List Issued: \_\_\_\_\_

**Pre-consultation:** Please contact LPRCA staff regarding the requirements specific to your proposal. Also, please make sure your contractors and consultants contact LPRCA staff before completing detailed drawings or technical studies.

**Complete application:** A complete application package includes (check all applicable):

Applicable	Submitted	
✓	<input type="checkbox"/>	A completed, signed and dated application form;
✓	<input type="checkbox"/>	Written authorization (if the applicant is not the owner of the property where the work is being done)
✓	<input type="checkbox"/>	Written authorization (if the property owner is assigning another party as an agent for the project);
✓	<input type="checkbox"/>	Application fee (see fee schedule, fees subject to change without notice);
✓	<input type="checkbox"/>	A scaled and detailed site plan;
✓	<input type="checkbox"/>	A scaled cross-sectional drawing and floor plans;



**Drawings:** One copy of all project drawings, reports, unless otherwise requested. Hardcopy drawings must be provided and readable on sheets no larger than 11" x 17". Electronic submission of drawings and reports is preferred. The drawings should include (either as part of the illustration or as notes).

- |   |                          |   |
|---|--------------------------|---|
| ✓ | <input type="checkbox"/> | Legal description of the property (e.g. roll number, lot, concession, municipality);  |
| ✓ | <input type="checkbox"/> | Scale, date, and directional arrow;   |
| ✓ | <input type="checkbox"/> | Dimensions of the property (a copy of a legal survey may be required);  |
| ✓ | <input type="checkbox"/> | Location, dimensions and geodetic elevations of all existing and proposed structures, grading, filling, excavating, and the distance to any waterbody(s) (e.g. wetlands, streams, lakes), valleys, steep slopes on or adjacent to the property; |
| ✓ | <input type="checkbox"/> | Location and type of sediment and erosion control measures (e.g. silt fence) and soil stabilization measures (e.g. seeding, sodding, planting)  |

**Technical reports:** One or more of the following technical reports may be required (as advised by LPRCA staff).

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Design drawings and description of the design elements for flood-proofing measures, stamped and certified by a qualified professional engineer (for development in floodplains and flood hazard areas)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Slope stability study and erosion analysis, prepared by a qualified professional with expertise in geotechnical engineering, to determine the stable top-of-bank, the minimum development setback to address the potential erosion hazards, and associated foundation, construction, grading and drainage recommendations, in accordance with the Provincial Technical Guidelines (for development in erosion hazard areas) |
| <input type="checkbox"/> | <input type="checkbox"/> | Coastal engineering assessment prepared by a qualified professional with expertise in coastal engineering in accordance with LPRCA's Shoreline Management Plan and the Provincial Technical Guidelines addressing hydrodynamic forces affecting the design and indicating how the aggravation of erosion on neighbouring properties is avoided (for shoreline alterations).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Environmental Impact Study (EIS) clearly indicating that there will be no negative impact to the form or function of the wetland to the satisfaction of LPRCA (for development near wetlands)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Hydraulic analysis by a qualified professional engineer addressing flood conveyance, storage-discharge, and changes in flood levels on-site and on adjacent properties (for development in floodplains, watercourse alterations).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Complex and large-scale proposals may require additional technical studies and plans.   |

For Office Use Only	
Application Submitted:	
Complete Application:	
Application Fee:	Paid:
Board Approval Required Date of Board Meeting:	

## GENERAL CONDITIONS OF PERMIT

1. This permit does not absolve the permittee of the responsibility of obtaining necessary permission from applicable federal and provincial agencies or local municipalities.
2. The permittee agrees by acceptance of the permit:
  - a) to indemnify and save harmless, the Long Point Region Conservation Authority and its officers, employees, or agents, from and against all damage, injury, loss, costs, claims, demands, actions and proceedings, arising out of or resulting from any act or omission of the permittee or of any of his agents, employees or contractors relating to any of the particular terms or conditions of this permit.
  - b) that this permit shall not release the permittee from any legal liability or obligation and remains in force subject to all limitations, requirements, requirements and liabilities imposed by law.
  - c) to provide certification of conformance to ensure compliance with the intent of the permit. This certification must be provided by an accredited professional and is to be submitted as may be specified in the permit.
3. Authorized representatives of the Long Point Region Conservation Authority will be granted entry at any time into lands and buildings which are the subject of this permit application in order to make such surveys, examinations, investigations, inspections or other arrangements which such representatives deem necessary.
4. The project shall be carried out generally as per the plans submitted in support of the application as they may be amended by conditions of this permit.
5. Any activity or development other than that identified in this permit application must be reviewed by the LPRCA; at which time, staff will determine if additional approvals or an amended permit will be required.
6. The Long Point Region Conservation Authority may cancel this permit or may change any of the conditions at any time and without prior notice if it is determined that:
  - a) the works are not in conformance with the intent of the permission granted;
  - b) the information presented to obtain a permit is false;
  - c) the works or method of construction has detrimental impacts on the environment.
7. Temporary sediment & erosion control measures shall be installed around any disturbed and/or exposed ground or excavated material stockpiles, remain in place until the site has been suitably stabilized, and must be monitored regularly to ensure effectiveness. Remedial/Emergency measures must be taken at any sign of failure.
8. The applicant agrees to maintain all existing drainage patterns except as expressly identified in this permit.
9. It is the responsibility of the permittee to ensure the development is located within the extent of the property boundaries owned by the proponent.
10. This approval does not guarantee the soundness of the proposed work and it is the responsibility of the permittee to monitor and maintain the construction activity to ensure the integrity of the work.
11. This permit shall not be assigned (non-transferable).
12. Permits are valid for two years. No notice will be issued on expiration of the permit and it is the responsibility of the permittee to ensure a valid permit is in effect at the time work is occurring.
13. The Conservation Authority should be contacted within 48 hours prior to the commencement of construction.
14. The Long Point Region Conservation Authority may make copies of Schedule A, as required, for the purposes of assessing the proposal and, where approved, to form part of the permit issued.

## NOTICE OF COLLECTION

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act, 1989, the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1980, c85, as amended. This information is used to assess applications for and, where approved, issue comment. The name of the applicant, location of the work and a description of the project may be published in LPRCA documents, including agendas, reports and meeting minutes which are posted on the LPRCA website. Questions about the collection of personal information should be directed to the Freedom of Information Coordinator, Long Point Region Conservation Authority, 4 Elm Street, Tillsonburg, Ontario, N4G 0C4, (519) 842-4242.

## **WILKINSON CONSTRUCTION AND EROSION CONTROL**

Monday, March 11, 2024

Chris L Brockbank  
16 Vaughan Drive,  
Port Dover Ontario  
L5M2C6

Dear Mr. Brockbank,

We hope this letter finds you well. As an existing client and part of our commitment to providing comprehensive shoreline protection services, we wish to extend our readiness to assist with any repairs, fixes, or replacements needed for the Shore Protection we installed in 2021 at #16 Vaughan Drive, Port Dover N0A1N3.

In the event of such requirements, we assure you that we will take all necessary measures to ensure either land and or water access to your property. This will include using the right of way, "Katherine's Walk" between lot #20 and #22 Vaughan Drive. We could also secure BARGE access via a supplier partnership with McKeil Marine (mckeil.com) for water access, enabling our team to execute the necessary repairs efficiently and effectively.

Please be advised that the specifics pertaining to timing, pricing, and associated costs will be discussed and determined at the time of your request. We prioritize transparency and will work closely with you to provide a clear understanding of all aspects involved in the repair process.

Thank you for your ongoing customer commitment to Wilkinson Construction and Erosion Control. While we are confident that your current shore protection will last many years, we are prepared to ensure the integrity of the Shore Protection at 16 Vaughan Drive, Port Dover should any issues arise in the future.

Sincerely,

Ashleyann Kelleher  
Office Manager  
519-587-5544  
Wilkinson Construction and Erosion Control  
79 E Conc. 7 Walpole  
Jarvis, On N0A1J0  
[www.wilkywall.com](http://www.wilkywall.com)

## **WILKINSON CONSTRUCTION AND EROSION CONTROL**

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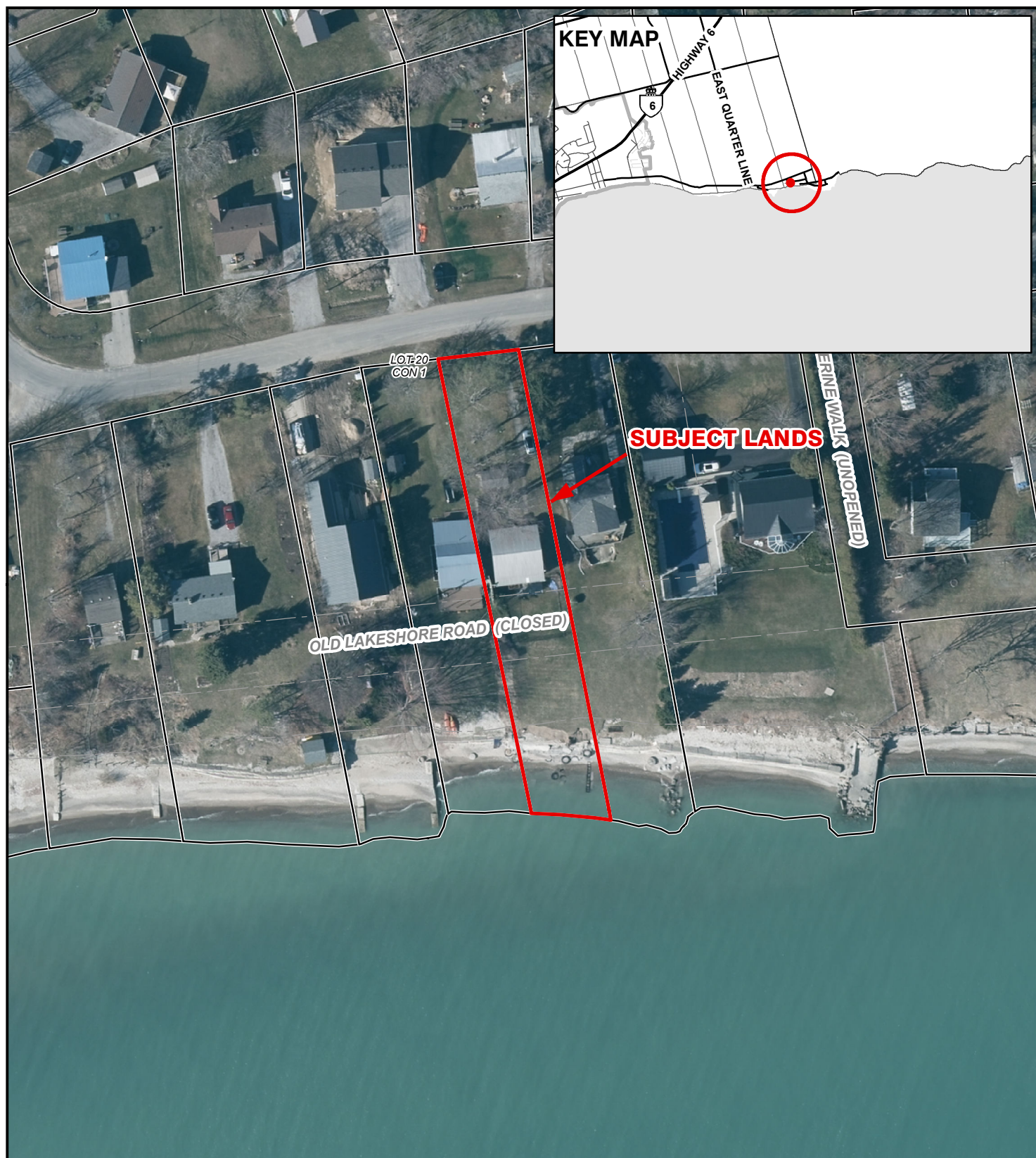
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Sincerely,

Ashleyann Kelleher  
Office Manager  
519-587-5544  
Wilkinson Construction and Erosion Control  
79 E Conc. 7 Walpole  
Jarvis, On N0A1J0  
[www.wilkywall.com](http://www.wilkywall.com)

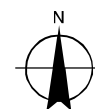


### Legend

☐ Subject Lands

2020 Air Photo

**9/20/2024**

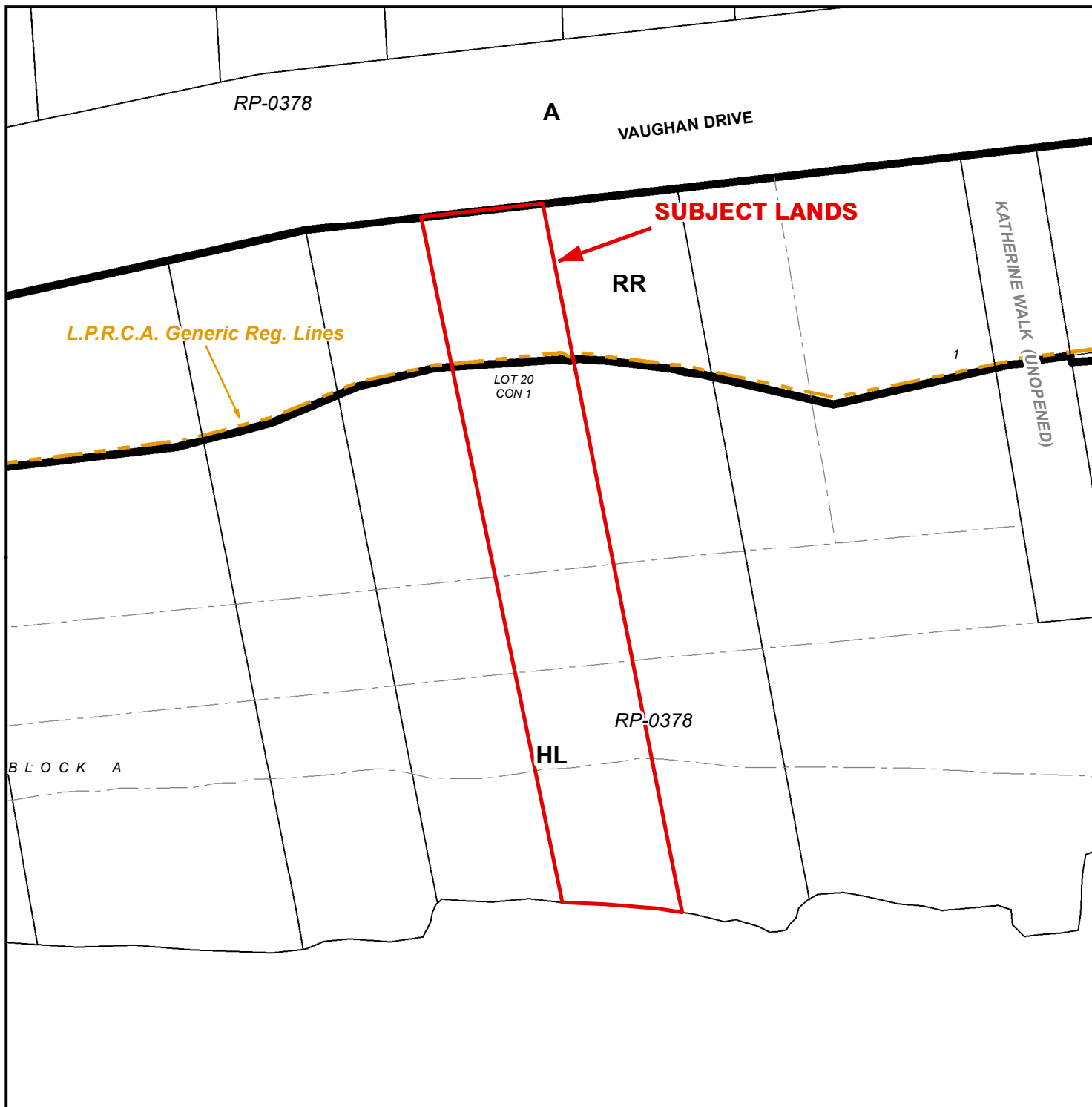


A horizontal scale bar with tick marks at 8, 4, 0, 8, 16, 24, and 32 meters. The bar is divided into segments by vertical lines. The segments are labeled with their respective distances in meters.



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

ANPL2024263



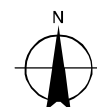
**LEGEND**

- Subject Lands
- LPRCA Generic RegLines

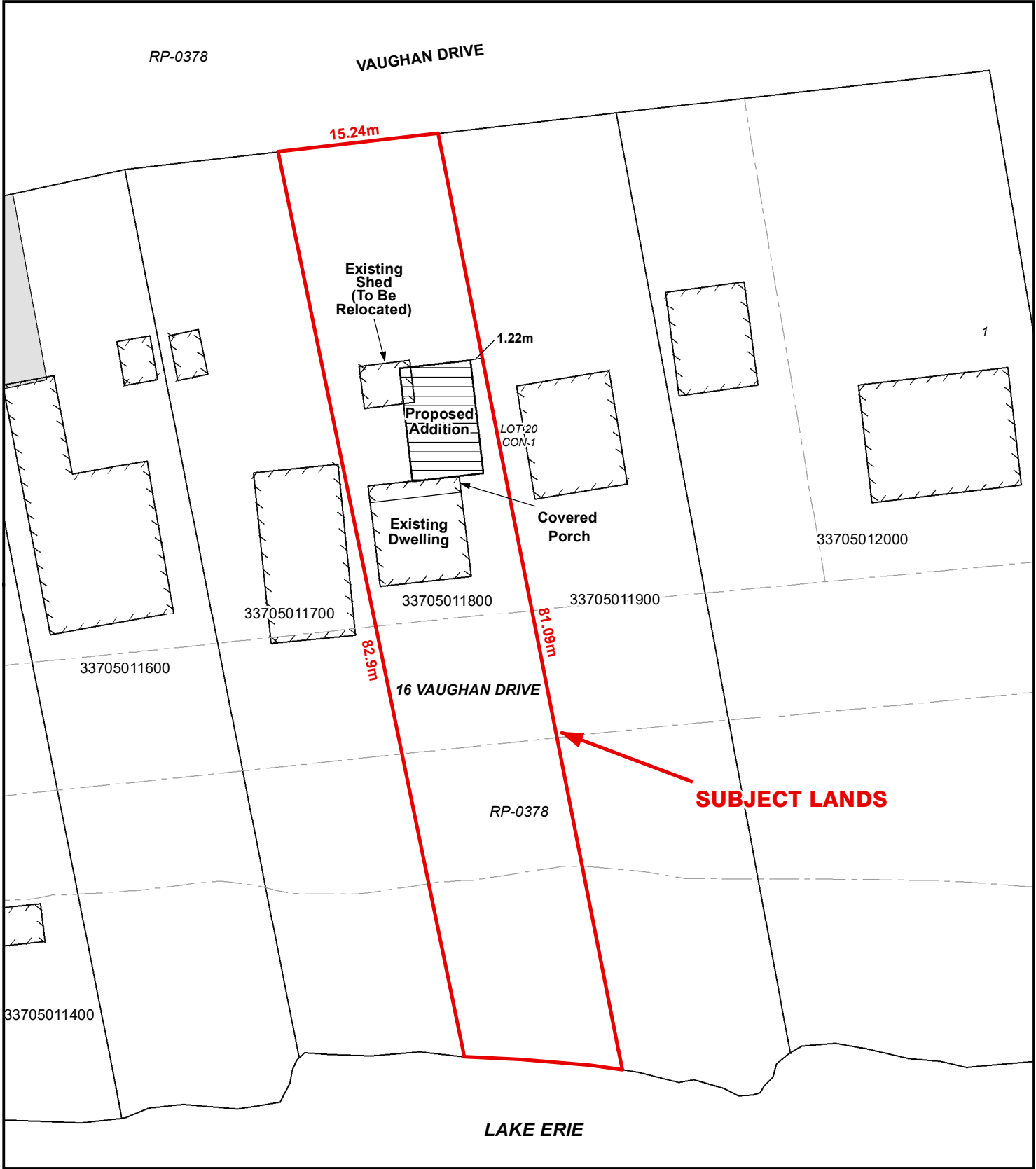
ZONING BY-LAW 1-Z-2014

9/20/2024

- (H) - Holding
- A - Agricultural Zone
- HL - Hazard Land Zone
- RR - Resort Residential Zone



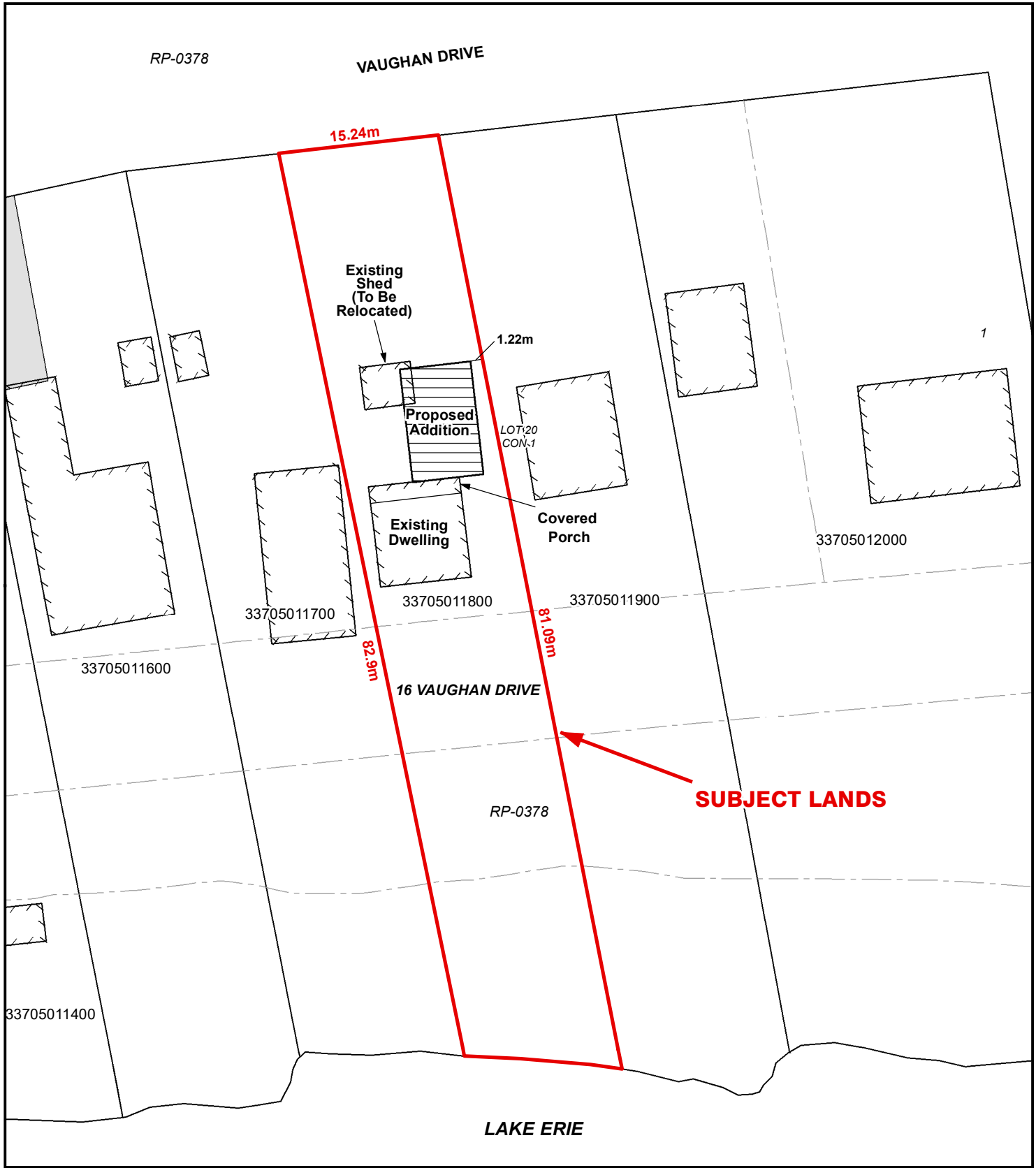
5.5 2.75 0 5.5 11 16.5 22 Meters






CONCEPTUAL PLAN

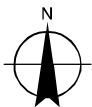
Geographic Township of WOODHOUSE



Legend

 Subject Lands

9/20/2024



4 2 0 4 8 12 16 Meters