

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.
 - Planning application development fees are not required with the submission of your completed and signed development application. Your planning application fee will be determined by the planner when your application has been verified and deemed complete. Prepayments will not be accepted.
- 5. Completed applications 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.			
☐ Surplus Farm Dwelli☒ Minor Variance☐ Easement/Right-of-V				
Property Assessment I	Roll Number: 54307016300			
A. Applicant Information	on			
Name of Owner	2133441 Ontario Inc. c/o Justus Veldman			
It is the responsibility of to ownership within 30 days	the owner or applicant to notify the planner of any changes in s of such a change.			
Address	156 Norfolk County Rd 13			
Town and Postal Code	Courtland ON N0J 1E0			
Phone Number				
Cell Number	519-872-4880			
Email	justus@thebmigroup.ca			
Name of Applicant	Stephen Desjardine, C.E.T.			
Address	11 McKenzie Street			
Town and Postal Code	llsonbug, Ontario, N4G 2E7			
Phone Number				
Cell Number	226-235-1587			
Email	sdesjardine@co-elevate.ca			



Na	me of Agent	Same as Applicant		
Ad	dress			
То	wn and Postal Code			
Ph	one Number			
Ce	ll Number			
En	nail			
all	•	otices in respect of th	ould be sent. Unless otherwise directed is application will be forwarded to the	,
X	Owner	💢 Agent	☐ Applicant	
	mes and addresses of cumbrances on the sul	,	rtgagees, charges or other	
В.	Location, Legal Des	scription and Proper	ty Information	
 B. Location, Legal Description and Property Information 1. Legal Description (include Geographic Township, Concession Number, Lot Number Block Number and Urban Area or Hamlet): SWAL PLAN 436, LOT 425 PT 				.,
	AUSTIN PKWY, CLO	OSED RP 37R1855	PART1	
	Municipal Civic Addre	ss: 7 Howey Avenu	е	
	Present Official Plan [Designation(s):		
	Present Zoning: Res			
2.	_		one on the subject lands?	
	☐ Yes X No If yes,	-	·	
3.	Present use of the sub Vacant	oject lands:		



4.	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:			
	Vacant but provided with water (well) and gas services			
5.	If an addition to an existing building is being proposed, please explain what it will be used for (for example a bedroom, kitchen, or bathroom). If new fixtures are proposed, please describe.			
6.	Please describe all proposed buildings or structures/additions on the subject lands. Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:			
	Proposed Boathouse over existing slip			
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: Vacant			
9.	Existing use of abutting properties: Residential			
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		6.0 m.	21.6 m.	21.6 m.	none	
	Lot depth		50.0 m.	50.0 m.	none		
	Lot width	ot width 15.0 m.		21.6 m. 21.6 m.		none	
	Lot area		0.4 hect.	1085 s.m.	1085 s.m.	none	
•	Lot coverage		10 %	Boathouse	18 %	relief of 8%)
	Front yard		6.0 m.	Boathouse		none	
	Rear yard		1.2 m.	Boathouse	1.4 m.	none	
t	Height		5.0 m.	Boathouse	7.44 m.	relief of 2.4	4
	Left Interior side yard		1.2 m.		7.4 m.	none	
	Right Interior side yard		1.2 m.		1.5 m.	none	
	Exterior side						
	yard (corner lot)						
_	Parking						
•	Spaces (number)						
١	Aisle width						_
•	Stall size						
k	Primary Use		Option 1: Provision Option 2: Tempor			Temporary Primary Use	
*	Useable Space		56 s.m.		81.5 s.m.	Relief of 25	5.5



Please explain why it is not possible to comply with the provision(s) of the Zoning By-law: -Existing heat slip plus immediate useable space and heat lifts around slip is 120.				
-Temporary permission for Primary Use with provisions				
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 meths units: Frontage:				
Frontage:				
· · · · · · · · · · · · · · · · · · ·				
Frontage: Depth:				
Frontage: Depth: Width:				
Frontage: Depth: Width: Lot Area:				
Frontage: Depth: Width: Lot Area: Present Use: Proposed Use:				
Frontage: Depth: Width: Lot Area: Present Use:				
Frontage: Depth: Width: Lot Area: Present Use: Proposed Use: Buildings on retained land:				
Frontage: Depth: Width: Lot Area: Present Use: Proposed Use:				
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				



Width:	
Area:	
Proposed Use:	
	1
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 Acreaga:	
Existing Farm Type: Yfor example: corn, orchard, livestock)	
Owelling Present?: ☐ Xes ☐ No If yes, year dwelling built	
Date of Land Purchase:	
Owners Name:	
Roll Number:	
Total Acreage:	
Norkable Acreage:	
Existing Farm Type: (for example: corn, orchard, livestock)	
Owelling Present?: Yes No If yes, year dwelling built	
Date of Land Purchase:	_
Owners Name:	
Roll Number:	
Total Acreage:	
Norkable Acreage:	
Existing Farm Type: (for example: corn, orchard, livestock)	
Owelling Present?: □ Yes □ No If yes, year dwelling built	
Date of Land Purchase:	



O	vners Name:
Ro	oll Number:
То	otal Acreage:
W	orkable Acreage.
Ex	kisting Farm Type: (for example: corn, orchard, livestock)
D۷	welling Present?: 🗆 Yes 🗅 No If yes, year dwelling built
Da	ate of Land Purchase:
O۷	wners Name:
Ro	oll Number:
То	otal Acreage:
W	orkable Acreage:
Ex	xisting Farm Type: (for example: corn, orchard, livestock)
Dv	welling Present?: 🗆 Yes 🗆 No If yes, year dwelling built
Da	ate of Land Purchase:
No	ote: 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: Vacant property



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 <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:					
	Not appliable					
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:					
	Use of helical piles as foundations					
	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: Howey Avenue 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. -Informal survey of neighboring property suggests provisions where granted for

-Use of helical piles will lessen impact of no excavations near water edge, and

-Height of boathouse is required due to height of existing boat lifts



boathouses larger than lot current by-laws

eliminate floodplain issues for structure uplift

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

In addition, the following additional plans, studies and reports, including but not limited

- 8. Names of adjacent streets
- 9. Natural features, watercourses and trees

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.

Steve Desjardine	February 8, 2025
Owner/Applicant/Agent Signature	Date
J. Owner's Authorization	
f the applicant/agent is not the registered ow application, the owner must complete the aut /WePlease see attached e-mail	_
ands that is the subject of this application.	
/We authorize	ersonal information necessary for the
Owner	Date
Owner	Date

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



K.	Declaration					
l,	Steve Desjardine	_of _	Tillsonburg, Oxford County			
so	lemnly declare that:					
tra be un	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 <i>The Canada Evidence Act</i> . Declared before me at:					
			Owner/Applicant/Agent Signature			
In		_				
Th	isday of	_				
A.I	D., 20					
		_				



A Commissioner, etc.

Steve Desjardine

From: harleneveldman@bell.net
Sent: February 3, 2025 10:54 AM

To: Steve Desjardine

Cc: 'Manen Contracting'; 'Justus Veldman'

Subject: RE: 7 Howey Ave

Hello Steve

Please see email below giving you the authority to act on our behalf:

Dear Steve,

I authorize you to act as my agent for the application regarding 7 Howey Ave, Port Rowan.

Please proceed accordingly, and let me know if you require any additional information.

Best Regards, Justus Veldman 519-872-4880

From: Manen Contracting <manencontracting@gmail.com>

Sent: Monday, February 3, 2025 10:13 AM

To: 'Steve Desjardine' <sdesjardine@co-elevate.ca>; 'Justus Veldman' <justus@thebmigroup.ca>

Cc: harleneveldman@bell.net **Subject:** RE: 7 Howey Ave

Hello Steve, most of these questions Harlene or Justus will have to answer. I have attached close location of sand point on survey.

Harlene has attached contact info.

- -I assume septic will be needed when cottage is built as nothing in place now?
- -In floodplain yes
- -seasonal wetness of the land no standing water no concerns. (using helical piles)
- -no erosion concerns no change to grading
- -no storm drainage on the property standard grading to street

Harlene or Justus just answer if the property has been screened for endangered species, and send email to Steve Dejardin to act as your agent for the application.

Thanks Ryan

From: Steve Desigratine <sdesjardine@co-elevate.ca>

Sent: February 2, 2025 10:49 AM

To: Manen Contracting <manencontracting@gmail.com>; 'Justus Veldman' <justus@thebmigroup.ca>

Subject: 7 Howey Ave

Ryan and Justus

As Ryan mentioned earlier, I need:

- -e-mail from Justus providing permission for me (Steve Desjardine) to act as agent for this application
- -legal name of the owner of the property, and all contact info, including address, e-mail and cell phone

Questions I need some direction on:

- -Is there sanitary services to the property or septic required (eventually)?
- -well location
- -has the property been screened for endangered species? If not, why?
- -will the development have any impact on source water protection?
- -are we in the floodplain?. Probably yes?
- -seasonal wetness of the land?
- -erosion concerns?
- -storm drainage?

I am ready to submit the application any time, but I will broadcast it to you both for comments before I do submit

Cheers



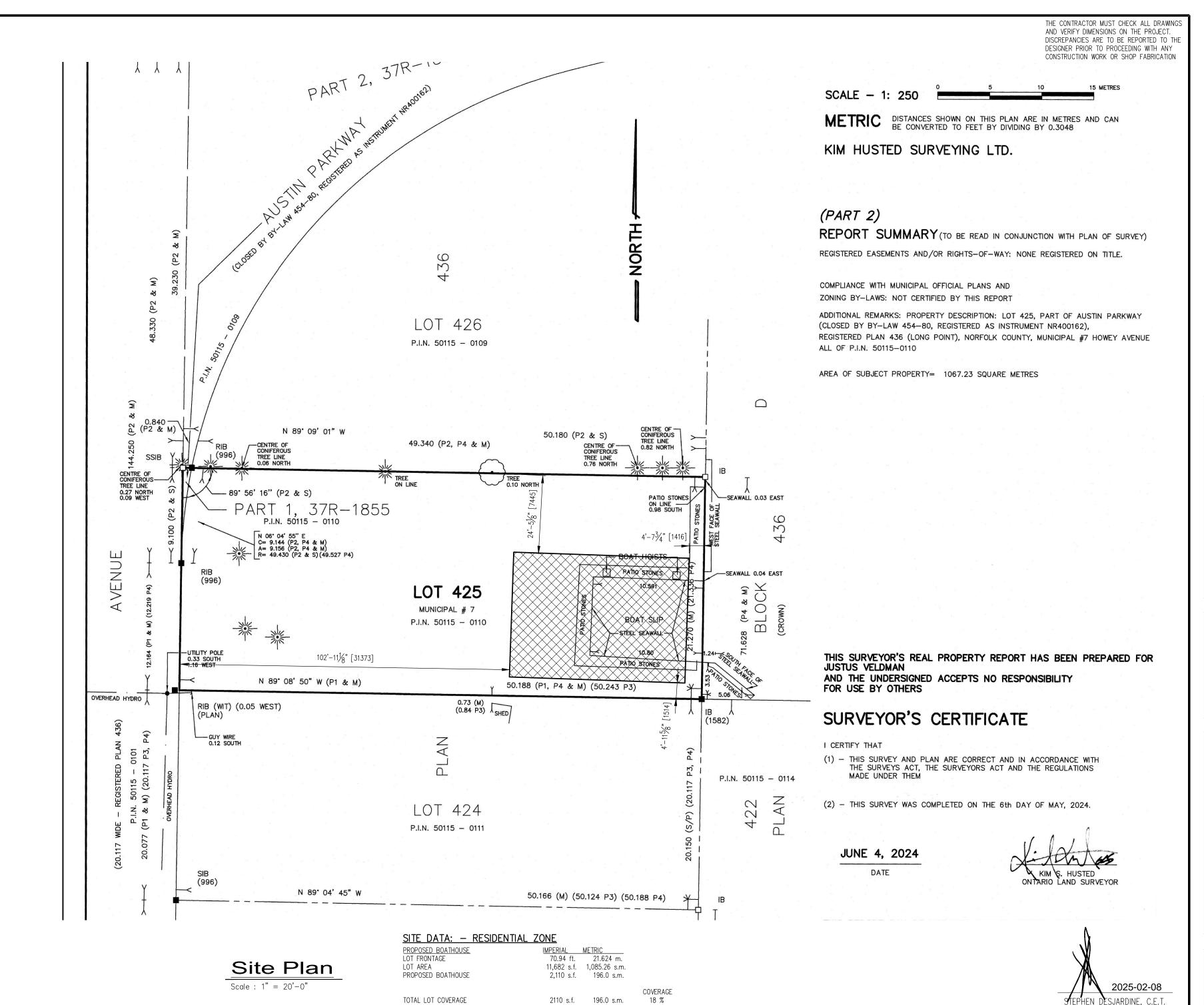


Steve Desjardine, c.E.T., Partner

T: 519-681-6475, ext. 105 | C: 226-235-1587

D: 226-289-4626 | <u>co-elevate.ca</u>

co-elevate was formerly Gray and Fick. This email may contain information that is privileged or confidential. If you are not the intended recipient, please delete the email and any attachments and notify us immediately.



7.47 m.

81.5 m.

24'-6"+-787 s.f.

LANDSCAPE AREA, LOT COVERAGE

BUILDING HEIGHT (average)

USEABLE FLOOR SPACE

PARKING AREA

Steve Desjardine, C.E.T.
11 McKenzie Street, Tillsonburg, Ontario
226-235-1587

saved for Yuriance
February 02, 2025
ssued for Review
January 23, 2025
ssued for Review

Ontario

Ro

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ev. 02/02/25

Proposed Boathouse

PROJECT NO.:

25-001

APPROVED BY:

Ryan VanManen

SCALE:

As Noted

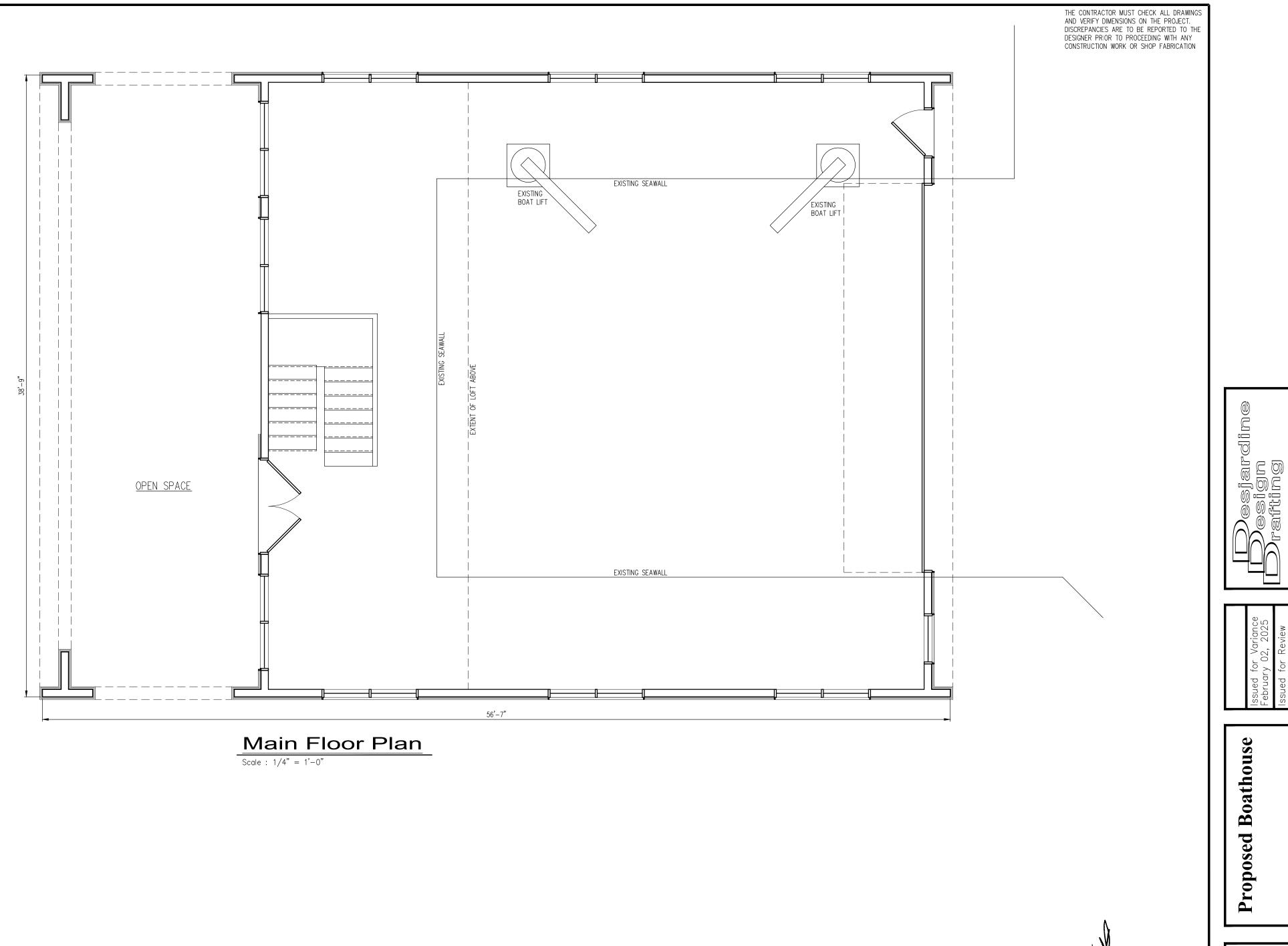
12/01/25

BCIN# 23150

THE DESIGNER NOTED HAS EXERCISED

RESPONSIBLE CONTROL WITH RESPECT

TO DESIGN ACTIVITIES UNDER PART S





25-001 APPROVED BY: Ryan VanManen

scale: As Noted

12/01/25

STEPHEN DESJARDINE, C.E.T. BCIN# 23150 THE DESIGNER NOTED HAS EXERCISED RESPONSIBLE CONTROL WITH RESPECT TO DESIGN ACTIVITIES UNDER PART 9

2025-02-08

STORAGE LOFT 56'-7" Storage Loft Plan

Scale: 1/4" = 1'-0"

THE CONTRACTOR MUST CHECK ALL DRAWINGS AND VERIFY DIMENSIONS ON THE PROJECT.
DISCREPANCIES ARE TO BE REPORTED TO THE DESIGNER PRIOR TO PROCEEDING WITH ANY CONSTRUCTION WORK OR SHOP FABRICATION

Desjardine esign afting

Proposed Boathouse

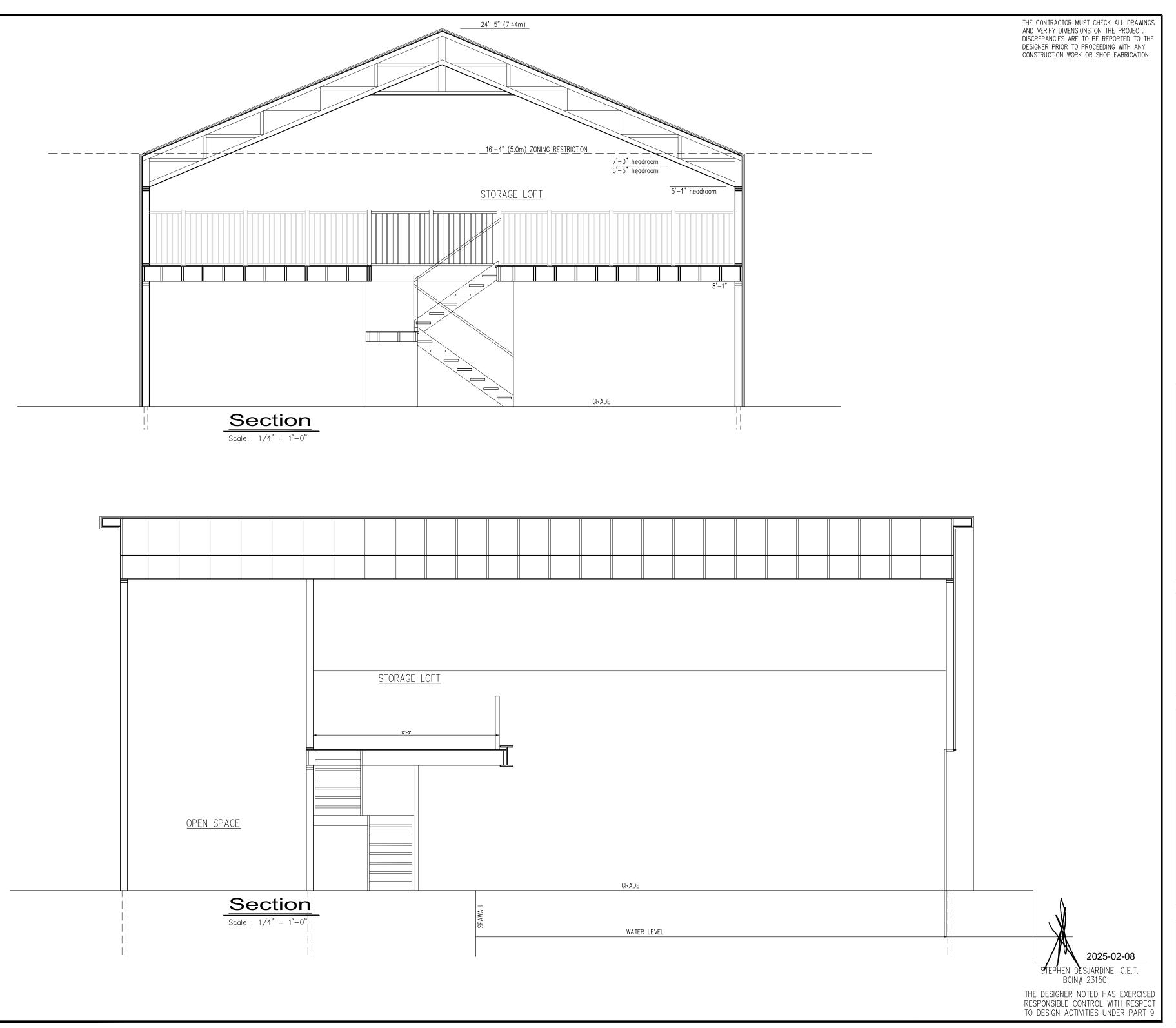
25-001

STEPHEN DESJARDINE, C.E.T. BCIN# 23150 THE DESIGNER NOTED HAS EXERCISED RESPONSIBLE CONTROL WITH RESPECT TO DESIGN ACTIVITIES UNDER PART 9

2025-02-08

APPROVED BY: Ryan VanManen scale: As Noted

12/01/25



Steve Desjardine, C.E.T.
11 McKenzie Street, Tillsonburg, Ontario
226-235-1587

Issued for Variance February 02, 2025 Issued for Review January 23, 2025

Proposed Boathouse

7 Hov

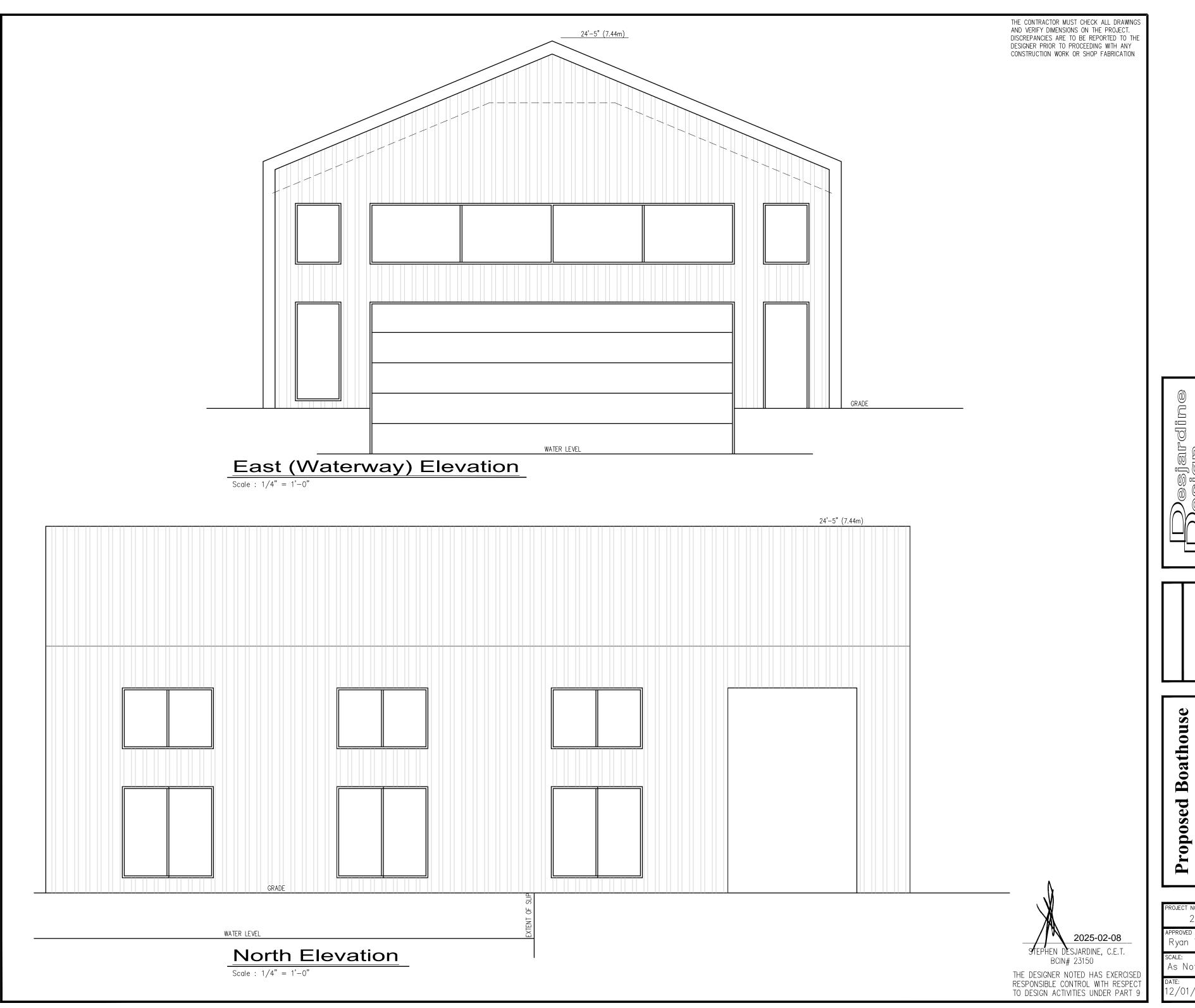
APPROVED BY:
Ryan VanManen

SCALE:
As Noted

DATE:
12/01/25

Rev. 02/02/25





Steve Desjardine, C.E.T.
11 McKenzie Street, Tillsonburg, Ontario
226-235-1587

Issued for Variance February 02, 2025 Issued for Review December 01, 2024

roposed Boathous

PROJECT NO.:

25-001

APPROVED BY:

Ryan VanManen

SCALE:

As Noted

Ryan VanManen

SCALE:
As Noted

DATE:
12/01/25

Rev. 02/02/2:

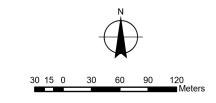
CONTEXT MAP

Geographic Township of SOUTH WALSINGHAM



Legend

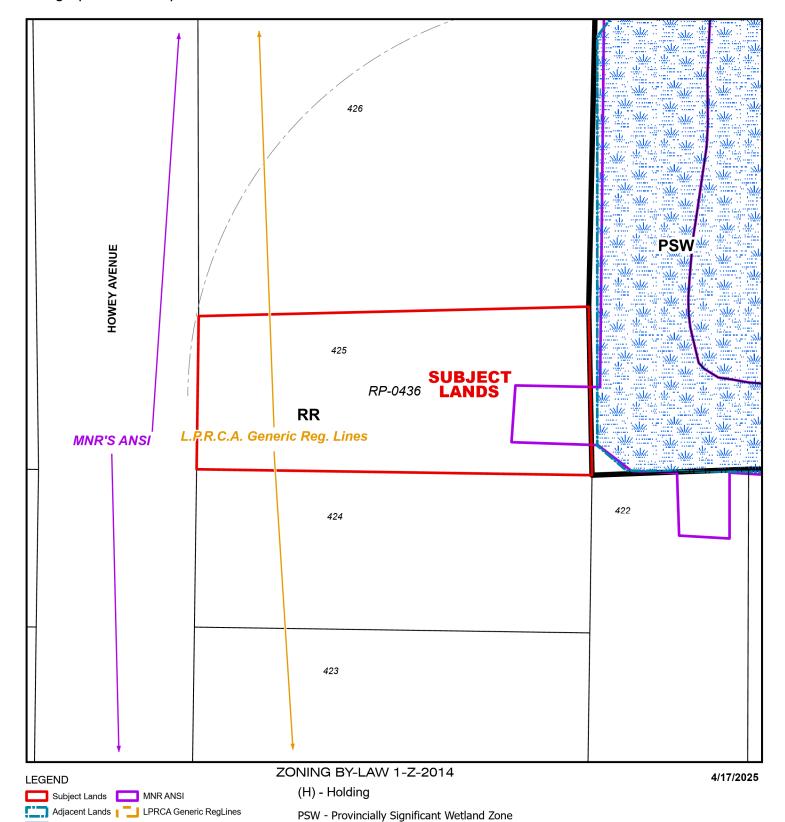




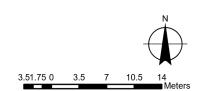
MAP B ZONING BY-LAW MAP

Wetland

Geographic Township of SOUTH WALSINGHAM



RR - Resort Residential Zone



CONCEPTUAL PLAN

Geographic Township of SOUTH WALSINGHAM

