

# **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 <a href="mailto:committee.of.adjustment@norfolkcounty.ca">committee.of.adjustment@norfolkcounty.ca</a>. 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: <a href="https://www.norfolkcounty.ca/planning">www.norfolkcounty.ca/planning</a>

#### 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	Check the type of planning application(s) you are submitting.					
<ul> <li>□ Consent/Severance/Boundary Adjustment</li> <li>□ Surplus Farm Dwelling Severance and Zoning By-law Amendment</li> <li>■ Minor Variance</li> <li>□ Easement/Right-of-Way</li> </ul>						
Property Assessment I	Roll Number: 493 100 069 000 000					
A. Applicant Information	on					
Name of Owner Jeff & Tucien Watts						
It is the responsibility of to ownership within 30 days	the owner or applicant to notify the planner of any changes in so of such a change.					
Address	376 Cedar Dr.					
Town and Postal Code	Vittoria, N0E 1T0					
Phone Number						
Cell Number	519) 532-5254					
Email	jwatts1@msn.com TMTWatts@gmail.com					
Name of Applicant Sam Bunting - Prominent Homes						
Address 363 Ireland Road						
Town and Postal Code Simcoe, N3Y 4K4						
Phone Number <u>519-426-9186</u>						
Cell Number						
Email	sam@phomes.ca (please CC all correspondence to design@phomes.ca)					



Na	ame of Agent		
Ac	ldress		
То	wn and Postal Code		
Ph	one Number		
Се	ell Number		
En	nail		
all		otices in respe	ons should be sent. Unless otherwise directed, ct of this application will be forwarded to the
	Owner	☐ Agent	Applicant
	mes and addresses of cumbrances on the sub		any mortgagees, charges or other
,			
<b>B.</b> 1.		•	Property Information c Township, Concession Number, Lot Number,
	Block Number and Url	oan Area or Ha	mlet):
	CHR PLAN 546 LOT 54		
	REG 0.17AC 60.00FR 1	25.00D	
	Municipal Civic Addres	ss:	
	Present Official Plan D	esignation(s):	Resort Residential Zone
	Present Zoning: RR		
2.	Is there a special prov	ision or site spe	ecific zone on the subject lands?
	☐ Yes ■ No If yes,	please specify:	
3.	Present use of the sub	ject lands:	
	Residential cottage wi	th boathouse	
	7		



4.	Please describe <b>all existing</b> 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 cottage to be demolished					
	Existing boathouse to be retained					
	Existing Clad Building, and Gazebo to be demoloshed					
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:  A proposed 2 storey year round cottage					
	A proposed septic bed					
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:					
	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	18.3m	15m	5.8.2 b) i)	18.3	0
Lot depth	38.1m	n/a	n/a	38.1m	0
Lot width	18.3m	n/a	n/a	18.3m	0
Lot area	0.07 ha /697.2m²	0.4 ha/ 4,000m²	5.8.2 a)	0.07ha	0.33ha
Lot coverage	40%	25%	5.8.2h	46%	21%
Front yard		6m	5.8.2 c)	13.3m	0
Rear yard		9m	5.8.2 f)	8.08m	0.92m
Height	m	9.1m	5.8.2 g)	8.55m	0
Left Interior side yard	m	1.2m	5.8.2 e)	1.26m	0
Right Interior side yard	m	1.2m	5.8.2 e) i)	1.57m	0
Exterior side yard (corner lot)	n/a	n/a	n/a	n/a	
Parking Spaces (number)	n/a			4	0
Aisle width	n/a			n/a	0
Stall size	n/a			3mx6m	0
Loading Spaces	n/a			n/a	0
useable floor area		56 m <sup>2</sup>	3.2.2d	50.7m <sup>2</sup>	0



2.	The state of the s				
	By-law:				
The Existing Lot area does not meet the min. requirement set out in the zoning bylaw					
The proposed lot coverage allowed for the ciottage is greater than 15%.					
	The rear yard setback is not maintained as set out in the zoning bylaw.				
3.	Consent/Severance/Boundary Adjustment: Description of land intended to be severed in metric units:  -rontage:				
	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				
	he lands to which the parcel will be added:				
	Description of land intended to be retained in metric units:				
	Depth:				
	Vidth:				
	ot Area:				
	Present Use:				
	roposed Use:				
	uildings on retained land:				
~					
	asement/Right-of-Way: Description of proposed right-of-way/easement in metric nits: rontage:				
	epth:				



Width:	
Area:	
Proposed Use:	
	welling 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)
	☐ Yes ☐ No If yes, year dwelling built
Date of Land Purcha	se:
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 Purcha	se:
	,
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 Purchas	se:



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
Has there been an industrial or commercial use on the subject lands or adjacent
Iands? ☐ 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:
personal knowledge



4.	If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached? $\square$ Yes $\square$ No			
E.	All Applications: Provincial Policy			
1.	Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the <i>Planning Act, R.S.O. 1990, c. P. 13</i> ? ■ Yes □ No			
	If no, please explain:			
2.	It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement subsection 2.1.7?   Yes  No			
	If no, please explain:			
	Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection? ■ Yes □ No If no, please explain:			
	Note: If in an area of source water Wellhead Protection Area (WHPA) A, B or C please attach relevant information and approved mitigation measures from the Risk Manager Official.			



4.	All Applications: Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified? Please check boxes, if applicable.
	Livestock facility or stockyard (submit MDS Calculation with application)
	☐ On the subject lands or ☐ within 500 meters – distance
	Wooded area  ☐ On the subject lands or ☐ within 500 meters – distance
	Municipal Landfill  ☐ On the subject lands or ☐ within 500 meters – distance
	Sewage treatment plant or waste stabilization plant  ☐ On the subject lands or ☐ within 500 meters – distance
	Provincially significant wetland (class 1, 2 or 3) or other environmental feature  ☐ On the subject lands or ☐ within 500 meters — distance ± 200 meters
	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
	<b>Erosion</b> ■ On the subject lands or □ within 500 meters – distance
9	Abandoned gas wells  ☐ On the subject lands or ☐ within 500 meters – distance



# F. All Applications: Servicing and Access 1. Indicate what services are available or proposed: Water Supply □ Communal wells Municipal piped water ☐ Individual wells ☐ Other (describe below) Sewage Treatment □ Communal system ☐ Municipal sewers ■ Septic tank and tile bed in good working order □ Other (describe below) Storm Drainage □ Open ditches Storm sewers ☐ Other (describe below) 2. Existing or proposed access to subject lands: □ Provincial highway Municipal road □ Unopened road ☐ Other (describe below) Name of road/street: Ordnance Avenue G. All Applications: Other Information Does the application involve a local business? ☐ Yes ■ No If yes, how many people are employed on the subject lands? 2. Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

Please consider that there are several boathouses in the neighbourhood that are 2 stories.



#### 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
- 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

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

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



#### I. Transfers, Easements and Postponement of Interest

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

#### Permission to Enter Subject Lands

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

#### Freedom of Information

For the purposes of the <i>Municipal Freedom of Information and Protection of Privacy A</i> authorize and consent to the use by or the disclosure to any person or public body a information that is collected under the authority of the <i>Planning Act, R.S.O. 1990, c. F</i> 13 for the purposes of processing this application.				
Owner/Applicant/Agent Signature	Date			
J. Owner's Authorization				
f the applicant/agent is not the registered owner of application, the owner must complete the authoriza	-			
/Weam/are the registered owner(s) of the ands that is the subject of this application.				
/We authorize	al 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.



#### I. Transfers, Easements and Postponement of Interest

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

#### **Permission to Enter Subject Lands**

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

#### Freedom of Information

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act*, *R.S.O. 1990, c. P.* 13 for the purposes of processing this application.

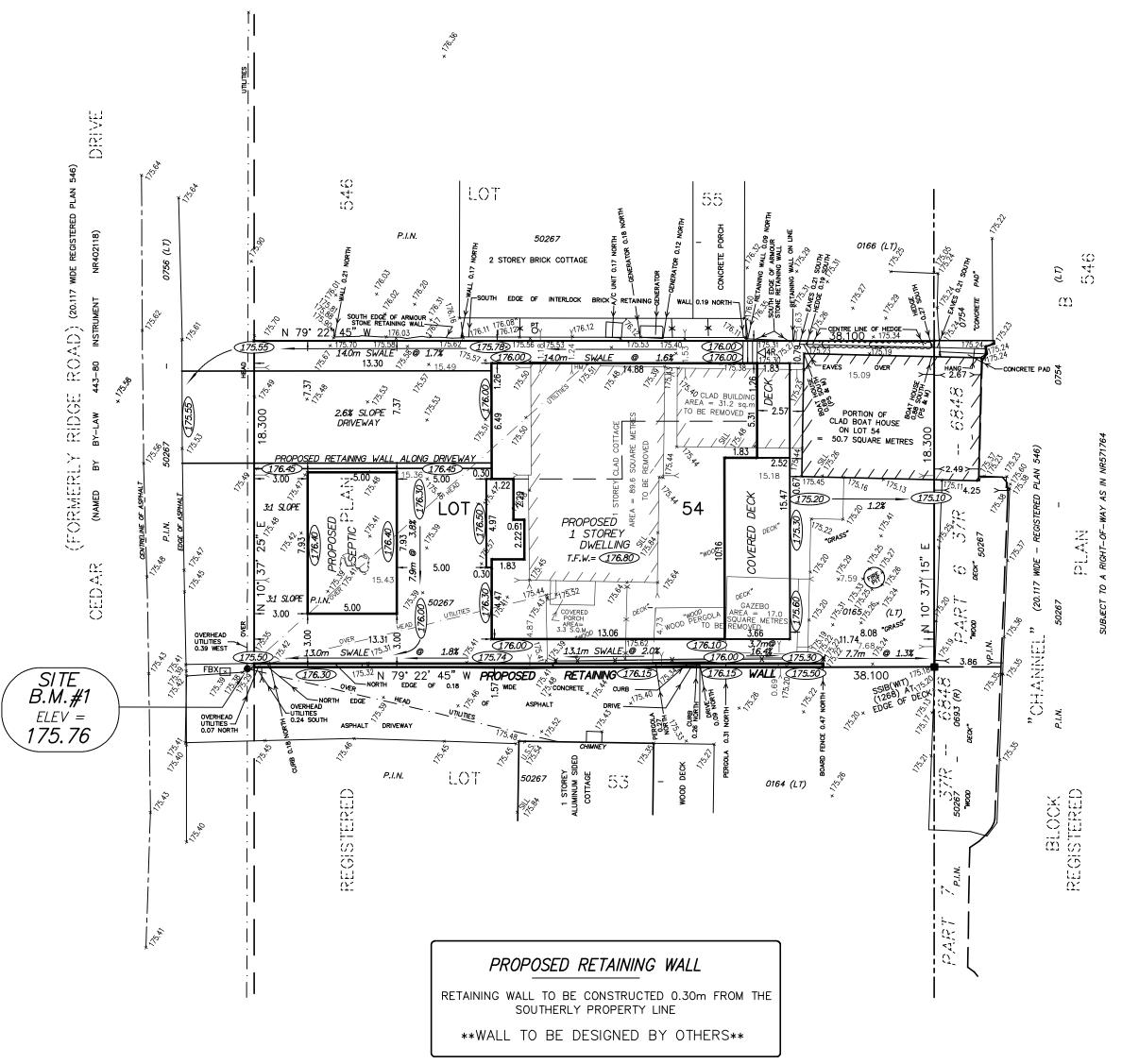
Owner/Applicant/Agent Signature	Date					
J. Owner's Authorization	J. Owner's Authorization					
If the applicant/agent is not the registered owner of the lands that is the subject of this application, the owner must complete the authorization set out below.						
I/We Jeffery Watts am/a	are the registered owner(s) of the					
lands that is the subject of this application.						
I/We authorize						
	3/31/2025					
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			
	1, Sam Buntily	of	frominent	Homes Inc.
	solemnly declare that:			
1	all of the above statements and the stat transmitted herewith are true and I mak believing it to be true and knowing that under oath and by virtue of <i>The Canada</i>	e this sole it is of the	emn declaration same force and	conscientiously
	Declared before me at:  By MHN Lawyers LLP	_	State	7
			Owner/Applica	ant/Agent Signature
I	In Simoe, Ontario	_		
٦	This 31 st day of March	<del>_</del>		
Þ	A.D., 20 <u>25</u>			
	Kun Shal	_		
P	A Commissioner, etc.			
	ren Elaine Edwards, a Commissioner, ect., ovince of Ontario, for MHN Lawyers LLP Expires August 9, 2027.			





PROPOSED LOT GRADING AND DRAINAGE SITE PLAN

FOR:

# PROMINENT HOMES 376 CEDAR DRIVE TURKEY POINT

PIN 50267-0165 (LT)

SCALE 1 : 200



## METRIC NOTE:

DISTANCES AND COORDINATES ARE METRIC AND CAN BE CONVERTED TO IMPERIAL BY DIVIDING BY 0.3048

## UTILITY NOTE:

THE VARIOUS UTILITY LOCATIONS SHOWN ON THIS PLAN ARE BASED ON PHYSICAL LOCATES OF ABOVE GROUND SERVICES.

PRIOR TO ANY ON SITE CONSTRUCTION ACTIVITY A VERIFICATION LOCATE OF UNDERGROUND SERVICES IS BOTH RECOMMENDED AND ADVISED.

SITE B.M.#1

SPIKE IN FACE OF

WOOD HYDRO POLE

ELEV = 175.76

(GEODETIC)

<u>LEGEND</u>		
BELL BOX/FIBRE BOX	SHOWN	BBX/FBX □
BENCH MARK	SHOWN	вм 💿
CATCH BASIN	SHOWN	CB 🎹
TOP OF FOUNDATION	SHOWN	TOF
OVERHEAD HYDRO LINE	SHOWN	0/H
WATER VALVE	SHOWN	w∨ 🛦
HYDRO POLE	SHOWN	HP 🖎
GAS METER	SHOWN	GM 🔽
MANHOLE	SHOWN	мн 🔳

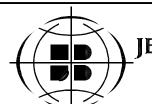
# NOTES

- (1) A SURVEY OF THE SUBJECT PROPERTY WAS PREPARED BY JAMIE DOCKX O.L.S. DATED JUNE 19, 2024 (24-19360)
- (2) PROPOSED BUILDING POSITIONED BY CALCULATIONS, NOT BY ACTUAL SURVEY
- (3) PROPOSED FINAL GRADES ARE SHOWN (176.50) AND ARE IN METRES

(4) - T.F.W. DENOTES TOP OF FOUNDATION WALL

(5) – U.S.S. DENOTES UNDERSIDE OF SIDING

- (7) THE UNDERSIDE OF FOOTING ELEVATIONS TO BE
  DETERMINE BY CONTRACTOR PRIOR TO EXCAVATION
- (8) IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE ELEVATION OF THE UPPER LIMIT OF THE GROUND WATER TABLE, SOIL BEARING CAPACITY AND THE ELEVATION OF THE UNDER SIDE OF FOOTING PRIOR TO EXCAVATION.
- (9) IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE SITE BENCH MARK PRIOR TO EXCAVATION
- (10) ELEVATIONS ARE REFERRED TO CANADIAN GEODETIC DATUM, NAD83 (CSRS) HTv2.0 (2010) (CGVD28)
- (11) THIS SKETCH WAS COMPLETED FROM FIELD WORK COMPLETED ON THE FEBRUARY 12, 2025



JEWITTAND DIXON SURVEYING
ONTARIO LAND SURVEYORS

MAPPING

A Division of Kim Husted Surveying Ltd.

650 Ireland Rd., Simcoe, ON N3Y 4K2 T: (519) 426-0842 www.jdbarnes.com

DRAWN BY:

JLM

CHECKED BY:

KH

REFERENCE NO.:

25-54-203-00

DATED: FEBRUARY 19, 2025

FEBRUARY 24, 2025

KIM HUSTED, O.L.S.
THIS COPY IS NOT VALID UNLESS
EMBOSSED WITH THE SURVEYOR'S SEAL.

# PROPERTY DESCRIPTION:

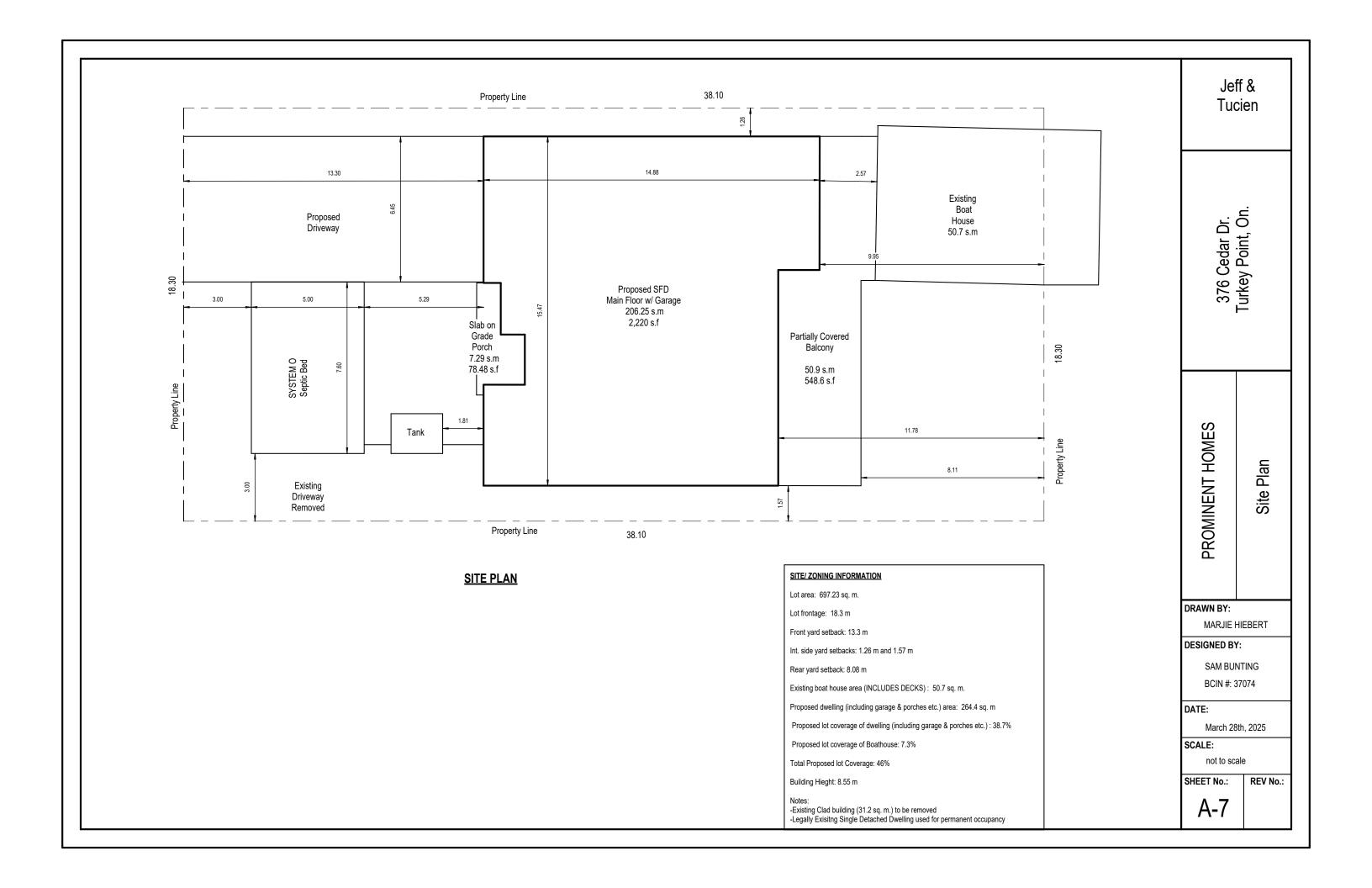
ALL OF LOT 54
REGISTERED PLAN 546 (TURKEY POINT)
GEOGRAPHIC TOWNSHIP OF CHARLOTTEVILLE
NORFOLK COUNTY

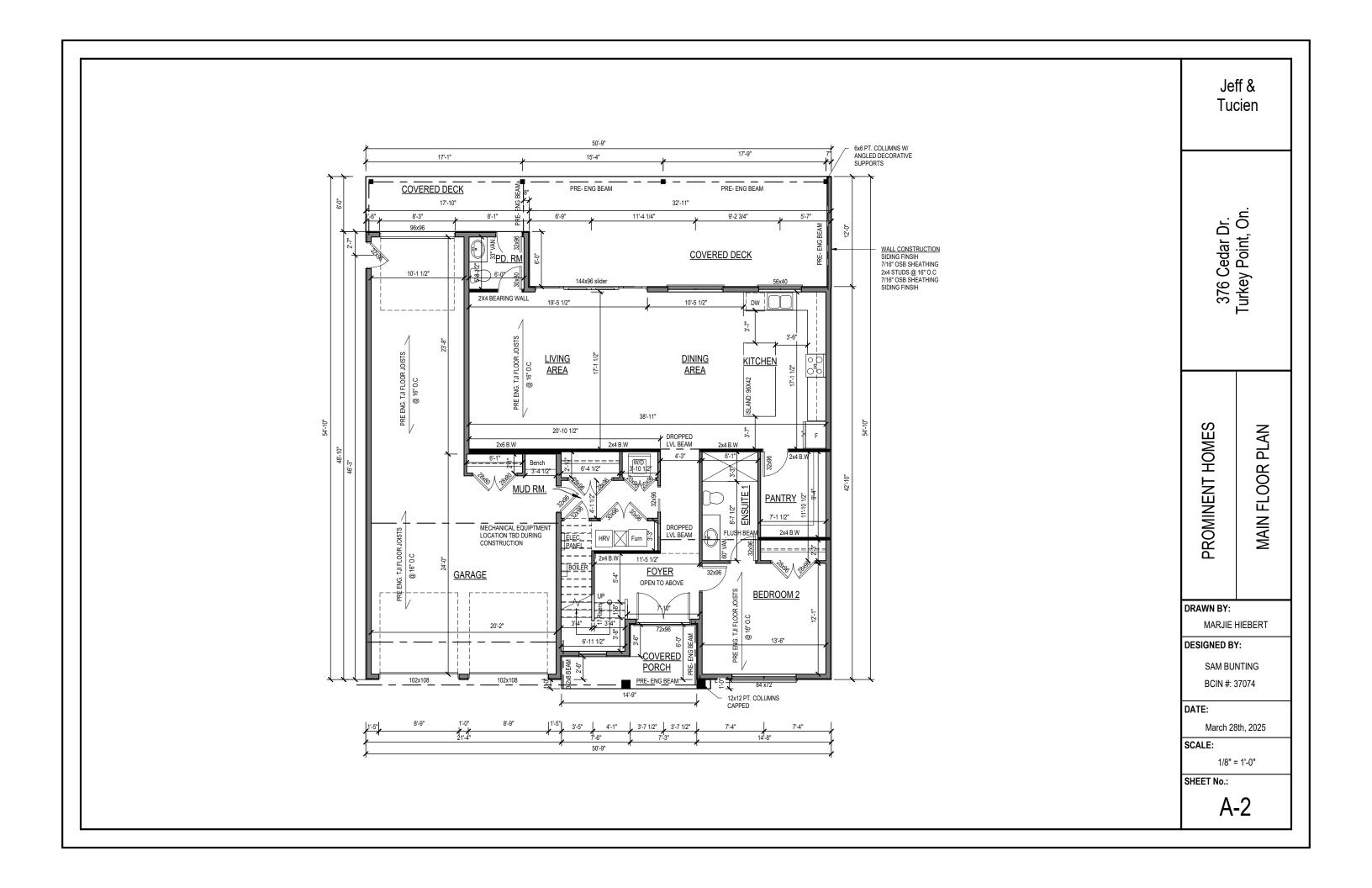
CAUTION

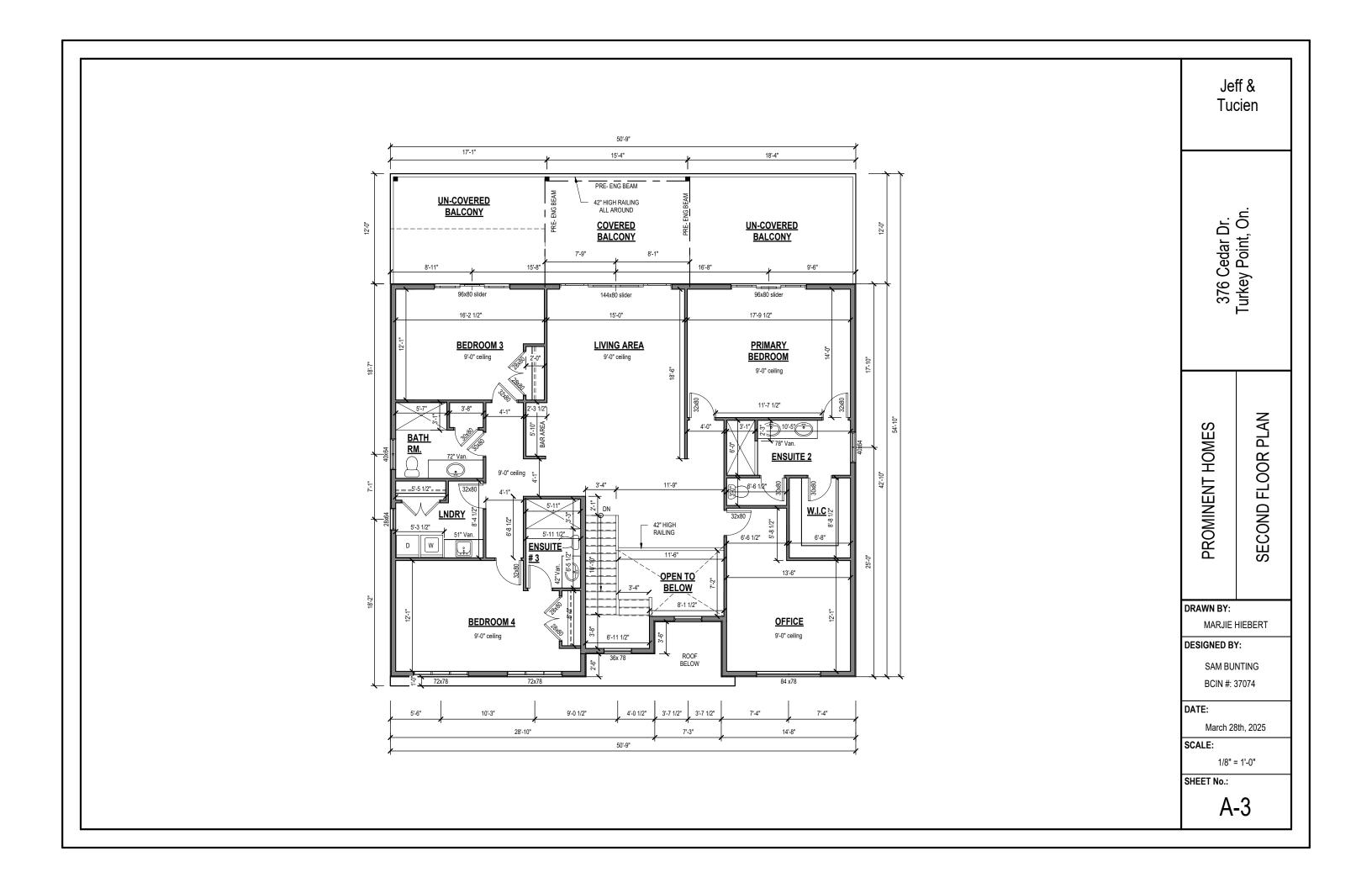
THIS IS NOT A PLAN OF SURVEY OR SURVEYOR'S REPORT AND SHALL NOT BE USED FOR TRANSACTION OR FINANCING PURPOSES

© COPYRIGHT JEWITT AND DIXON LTD. 2025

THE REPRODUCTION, ALTERATION, OR USE OF THIS REPORT IN WHOLE OR IN PART, WITHOUT THE WRITTEN PERMISSION OF JEWITT AND DIXON LTD. IS STRICTLY PROHIBITED





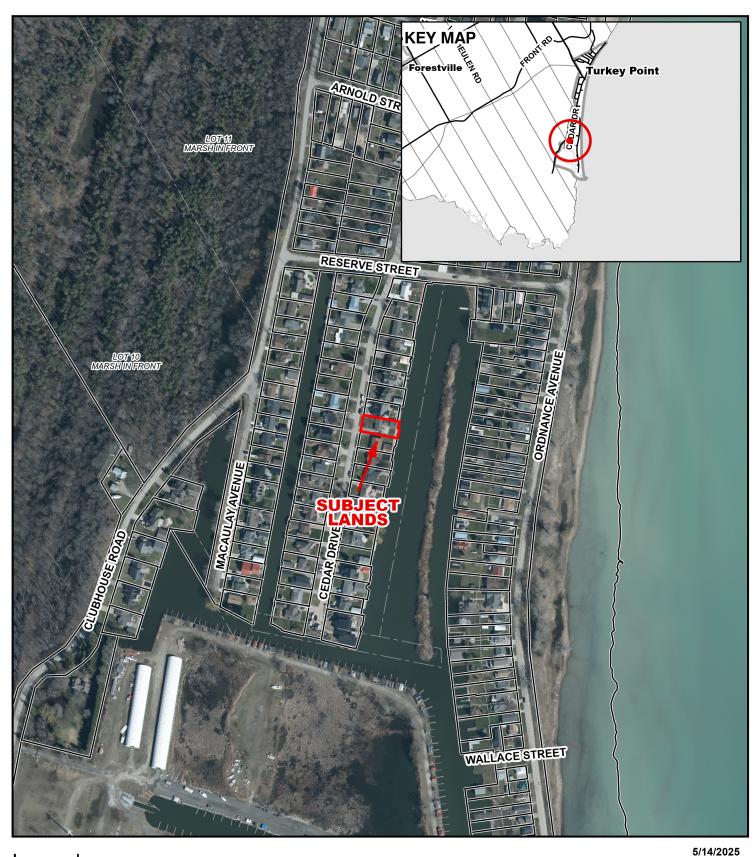






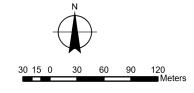
## **CONTEXT MAP**

Geographic Township of CHARLOTTEVILLE



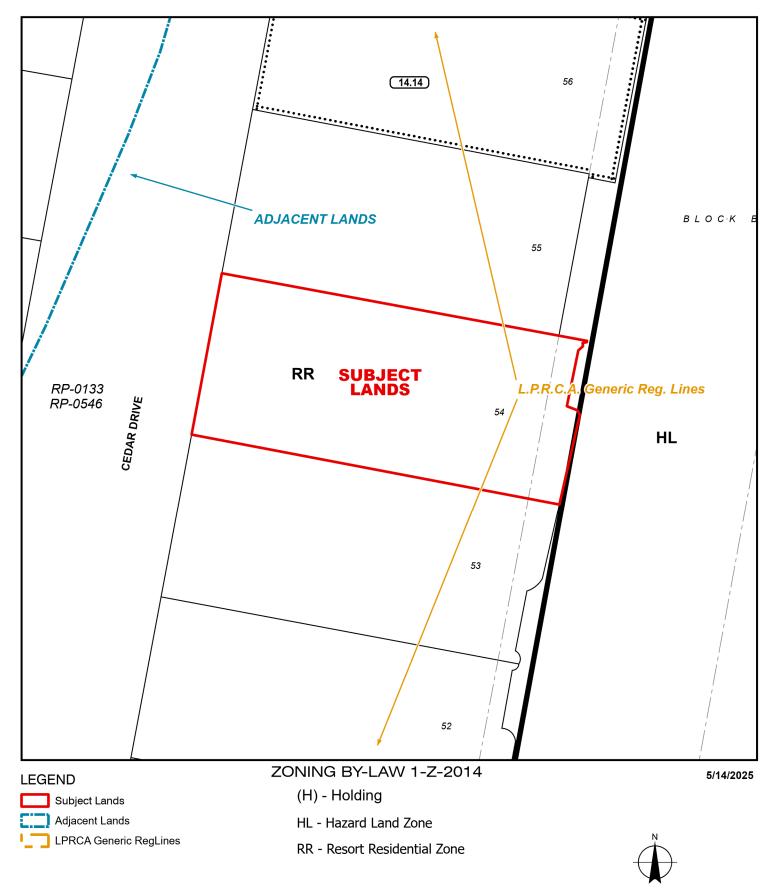
# Legend





# MAP B ZONING BY-LAW MAP

Geographic Township of CHARLOTTEVILLE



MAP C ANPL2025106

## **CONCEPTUAL PLAN**

Geographic Township of CHARLOTTEVILLE

