

Committee of Adjustment Application to Planning Department

Complete Application

A complete Committee of Adjustment application consists of the following:

- 1. A properly completed and signed application form (signature must on original version);
- 2. Supporting information adequate to illustrate your proposal as listed in **Section H** of this application form (plans are required in paper copy and digital PDF format);
- 3. Written authorization from all registered owners of the subject lands where the applicant is not the owner as per Section N; and,
- 4. Cash, debit or cheque payable to Norfolk County in the amount set out in the Norfolk County User Fees By-Law.
- 5. The completed application and fees are to be mailed to the attention of Secretary Treasurer Committee of Adjustment: 185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 or email your application committee.of.adjustment@norfolkcounty.ca. Make sure submissions are clearly labelled including address, name, and application type. Failure to do so may impact the timing of your application.

The above listed items are required to ensure that your application is given full consideration. An incomplete or improperly prepared application will not be accepted and may result in delays during the processing of the application. This application must be typed or printed in ink and completed in full.

Please review all of the important information summarised below.

Before your Application is Submitted

A pre-consultation meeting is not usually required for Committee of Adjustment applications; however, discussion with Planning Department staff prior to the submission of an application is **strongly encouraged**. The purpose of communicating with a planner **before** you submit your application is: to review your proposal / application, to discuss potential issues; and to determine the required supporting information and materials to be submitted with your application before it can be considered complete by staff. You might find it helpful to retain the services of an independent professional (such as a registered professional planner) to help you with your application. Information about the Official Plan and Zoning By-law can be found on the County website: www.norfolkcounty.ca/planning

After Your Application is Submitted

Once your payment has been received and the application submitted, in order for your application to be deemed complete all of the components noted above are required.



Incomplete applications will be identified and returned to the applicant. The *Planning Act* permits up to 30 days to review and deem an application complete.

Once your application has been deemed complete by the Planning Department, it is then circulated to public agencies and County departments for review and comment. A sign is also provided that is required to be posted on the subject lands that summarizes the application and identifies the committee meeting date. The comments received from members of the community will be included in the planning report and will inform any recommendations in relation to the application.

If the subject lands are located in an area that is regulated by either the Long Point Region Conservation Authority or by the Grand River Conservation Authority an additional fee will be required if review by the applicable agency is deemed necessary. A separate cheque payable to the Long Point Region Conservation Authority or the Grand River Conservation Authority is required in accordance with their fee schedule at the same time your application is submitted.

Additional studies required as part of the complete application shall be at the sole expense of the applicant. In some instances peer reviews may be necessary to review particular studies and that the cost shall be at the expense of the applicant. The company to complete the peer review shall be selected by the County.

If the application is withdrawn prior to the circulation to commenting agencies, the entire original fee will be refunded. If withdrawn after the circulation to agencies, half the original fee will be refunded. No refund is available after the public meeting and/or approval of application.

Notification Sign Requirements

Planning Department staff may post a notification sign on your property in advance of the public meeting on your behalf. Please keep this sign posted until you have received a notice in the mail indicating that the Secretary Treasurer received no appeals. However, it is the applicant's responsibly to ensure that the sign is correctly posted within the statutory timeframes, according to the *Planning Act*. Failure to post a sign in advance of the public meeting in accordance with statutory requirements will impact the timing of your application at the Committee of Adjustment meeting. Applicants are responsible for removal of the sign following the appeal period. The signs are recyclable and can be placed in your blue box.

Contact Us

For additional information or assistance in completing this application, please contact a planner at 519-426-5870 ext. 1842 or Committee.of.Adjustment@NorfolkCounty.ca



For Office Use Only: File Number Related File Number Pre-consultation Meeting Application Submitted Complete Application	Application Fee Conservation Authority Fee Well & Septic Info Provided Planner Public Notice Sign		
Check the type of plan	nning application(s) you are submitting.		
□ Consent/Severance	/Boundary Adjustment		
-	ing Severance and Zoning By-law Amendment		
Minor Variance	· · · · · · · · · · · · · · · · · · ·		
☐ Easement/Right-of-	Way		
Property Assessment	Roll Number: 337 050 151 00		
A. Applicant Informati	ion		
Name of Owner	Steve Norris		
It is the responsibility of ownership within 30 day	the owner or applicant to notify the planner of any changes in so such a change.		
Address	1 Kenneth Ave Lot 21		
Town and Postal Code	N0A 1N3		
Phone Number			
Cell Number	(705) 790-5789		
Email	stevenorris871@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			
Email	sam@phomes.ca (please CC all correspondence to design@phomes.ca)		



Na	me of Agent			
Ad	dress	$\overline{}$		
То	wn and Postal Code			
Ph	one Number			
Се	ll Number			
En	nail			
all	. ,	otices in respec	ons should be sent. Unless otherwise of this application will be forwarded to	
	Owner	□ Agent	Applicant	
	mes and addresses of cumbrances on the sul	•	any mortgagees, charges or other	
B. 1.	, ,	lude Geographi	Property Information ic Township, Concession Number, Lot amlet):	Number,
	0.18AC 75.00FR D			
	Municipal Civic Addre	ss: 1 Kenneth A	Ave Lot 21	
	Present Official Plan	Designation(s):	Agricultural	
	Present Zoning: Agricu	ulture		
2.			ecific zone on the subject lands?	
	☐ Yes ■ No If yes,	please specify:	:	
3.	Present use of the sub Vacant	oject lands:		



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 o 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:
	None
5.	If an addition to an existing building is being proposed, please explain what it will be used for (for example a bedroom, kitchen, or bathroom). If new fixtures are proposed, please describe.
	N/A
6.	Please describe all proposed buildings or structures/additions on the subject lands. Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application: New Single Family Dwelling
	New Septic system
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
3.	If known, the length of time the existing uses have continued on the subject lands: unknown
€.	Existing use of abutting properties: Single family dwellings
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: The active open ditch Municipal drains do not effect the front or exterior side yard setbacks- Confirmed by the drainage Dept.



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	22.86m	30m	12.1.2 b)	22.86m	7.14m
Lot depth	30.57m	n/a	n/a	30.57m	n/a
Lot width	22.86m	n/a	n/a	22.86m	n/a
Lot area	0.073 ha	40ha	12.1.2 a)	0.073 ha	39.93ha
Lot coverage	n/a	n/a	n/a	24%	n/a
Front yard	n/a	13m	12.1.2 c)	5.48m	7.52
Rear yard	n/a	9m	12.1.2 f)	14.95m	0m
Height	n/a	11m	12.1.2 h)	5.6m	0m
Left Interior side yard	n/a	n/a	n/a	n/a	n/a
Right Interior side yard	n/a	3m	12.2.2 e)	1.22m	1.78m
Exterior side yard (corner lot)	n/a	13m	12.1.2 d)	3.24m	9.76m
Parking Spaces (number)	n/a			2	
Aisle width	n/a			n/a	
Stall size	n/a			3x6m	
Loading Spaces	n/a			n/a	
useable floor area					



Please explain why it is not possible to comply with the provision(s) of the Zoning By-law:					
The proposed Lot frontage, Lot area, Front yard, Int. side yard and Exterior side yard set backs					
do not meet the req	do not meet the requirements set out in the Zoning by-law for the Agricultural zone				
					
Consent/Severa	nce/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:					
the lands to which	the lands to which the parcel will be added.				
Description of lan Frontage:	Description of land intended to be retained in metric units: Frontage:				
Depth:					
Width:					
Lot Area:					
Present Use:					
Proposed Use:					
Buildings on retai					
Easement/Right- units: Frontage:	of-Way: Description of proposed right-of-way/easement in metric				
Depth:					
units: Frontage:	of-Way: Description of proposed right-of-way/easement in metric				
units: Front	age:				



Width:	
Area:	
Proposed Use:	
	Dwelling Severances Only: List all properties in Norfolk County,
which are owne	d and farmed by the applicant and involved in the farm operation
Owners Name:	
Roll Number:	
Total Acreage:	
Workable Acreage	
Existing Farm Type	e: (for example: corn, orchard, livestock)
Dwelling Present?:	☐ Yes ☐ No If yes, year dwelling built
Date of Land Purch	nase:
Owners Name:	
Roll Number.	
Total Acreage:	
Workable Acreage	
Existing Farm Type	e: (for example: corn, orchard, livestock)
Dwelling Present?:	☐ Yes ☐ No If yes, year dwelling built
Date of Land Purch	nase:
	,
Owners Name:	
Roll Number:	
Total Acreage:	
Workable Acreage	
Existing Farm Type	e: (for example: corn, orchard, livestock)
Dwelling Present?:	☐ Yes ☐ No If yes, year dwelling built
Date of Land Purch	nase:



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 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
3. Provide the information you used to determine the answers to the above questions:
personal knowledge



4.	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, th 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:		
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:		
	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 250m
	Floodplain ☐ On the subject lands or ■ within 500 meters – distance 250m
	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 260m
	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 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: ☐ Provincial highway Municipal road ☐ Other (describe below) Unopened road 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 the surrounding dwellings are Single Family Dwellings and this new dwelling will blend seamlessly into it's surroundings. A septic design has been professionally designed to fit on the Lot.



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.

Owner/Applicant/Agent Signature	Date
J. Owner's Authorization	
If the applicant/agent is not the registered o application, the owner must complete the a	
I/We	am/are the registered owner(s) of the
lands that is the subject of this application.	
I/We authorize	
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.



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73 for the purposes of processing this appl	lication. Opini 4/2025
Owner/Applicant/Agent Signature	Date
J. Owner's Authorization	
If the applicant/agent is not the registered application, the owner must complete the a	owner of the lands that is the subject of this authorization set out below.
I/We STEUE NORRIS lands that is the subject of this application.	am/are the registered owner(s) of the
I/We authorize <u>Prominent Hade</u> my/our behalf and to provide any of my/our processing of this application. Moreover, the authorization for so doing.	personal information necessary for the
Owner	Date

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Revised October 2021
Committee of Adjustment Development Application
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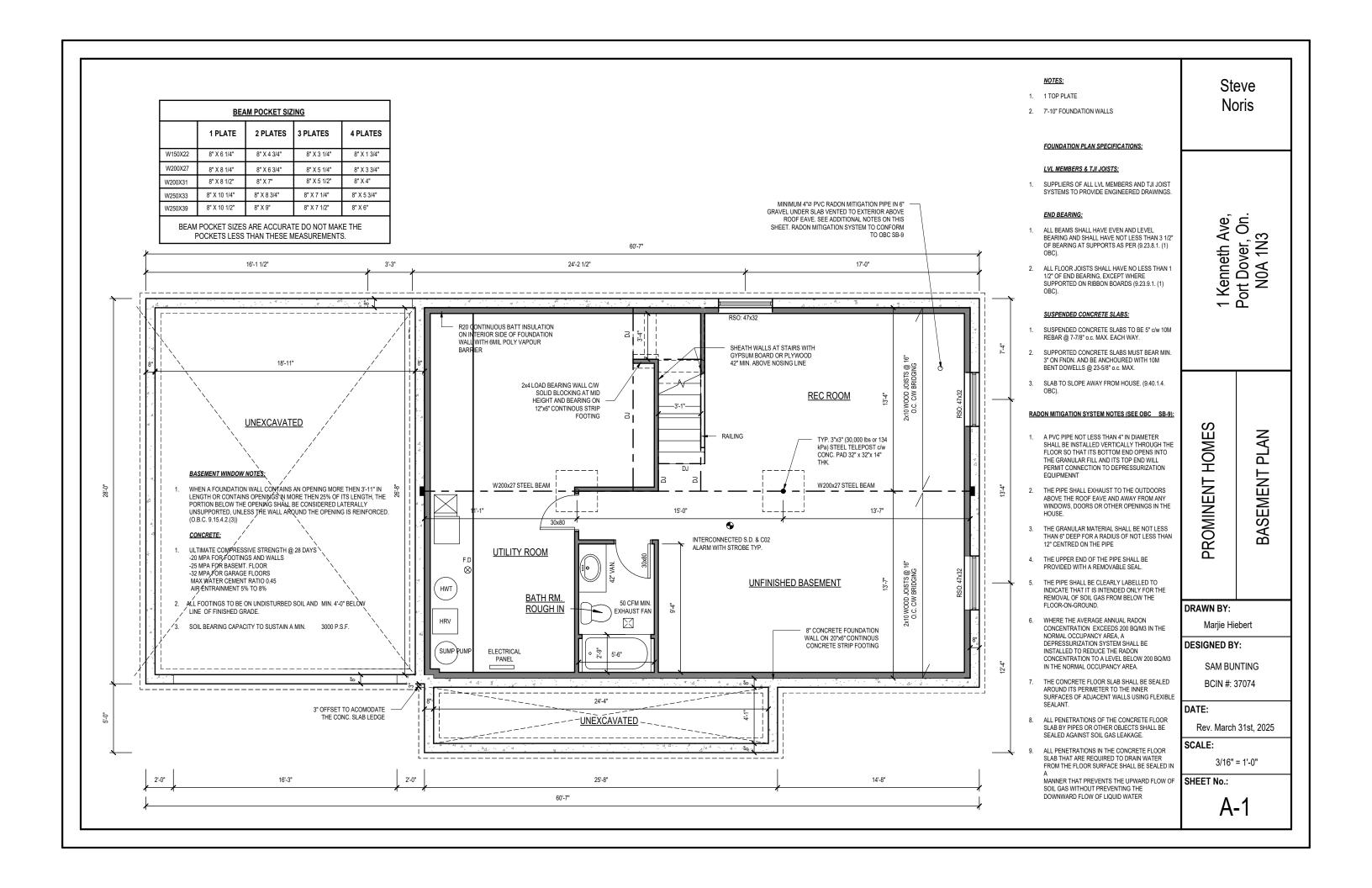
K. Declaration				
1, Sam Bunting of Prominer	Homes			
solemnly declare that:				
all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of <i>The Canada Evidence Act</i> .				
Declared before me at:				
Town of Nortolk 50				
In Province of Ontalio.	oplicant/Agent Signature			
Thisday of				
A.D., 20 <u>35</u>				
Michel Bobertol.				
A Commissioner, etc.				
Michele Jane Roberts, a Commissioner, etc., Province of Ontario, for MHN Lawyers LLP Expires May 14, 2027.				

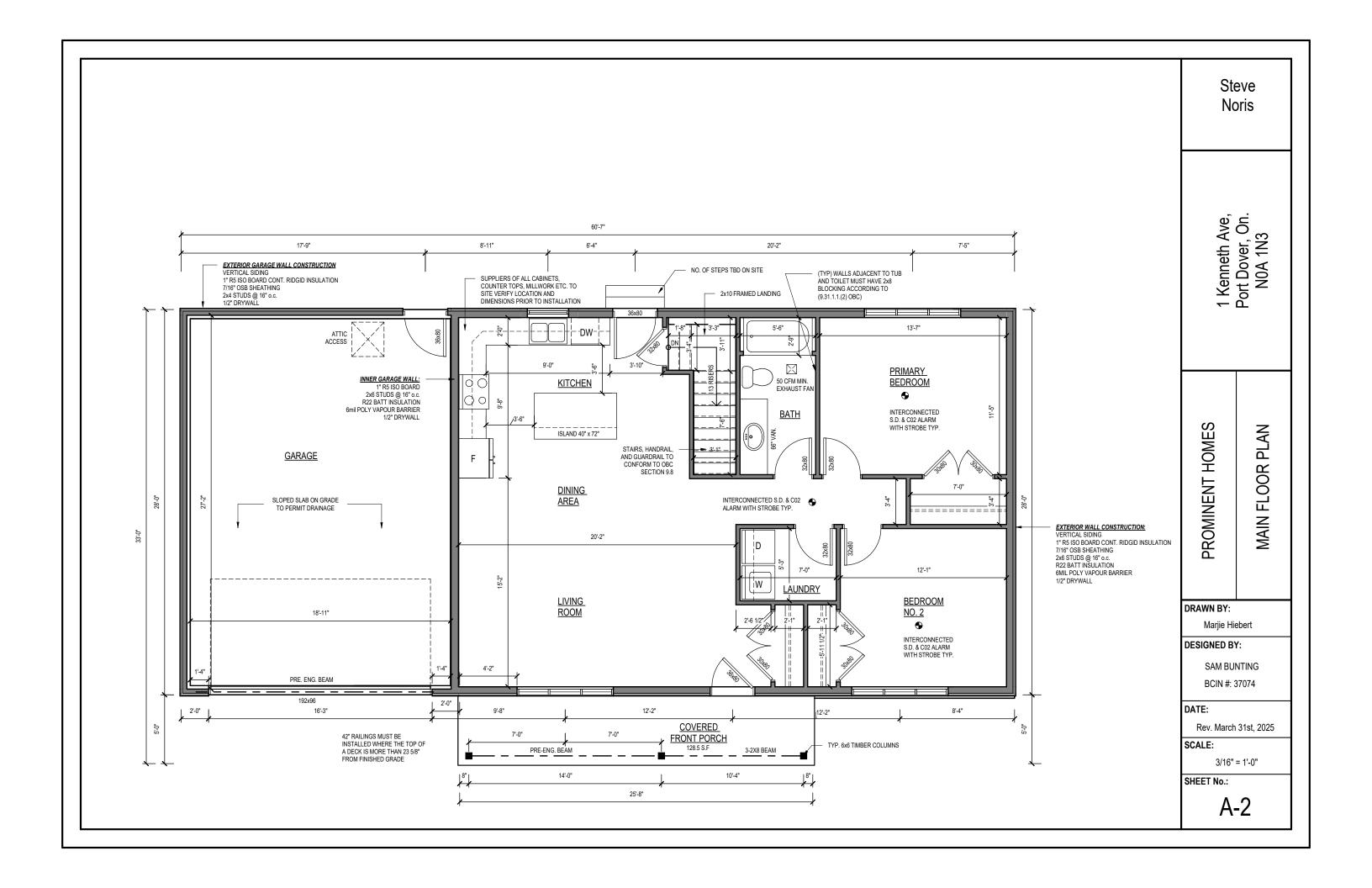


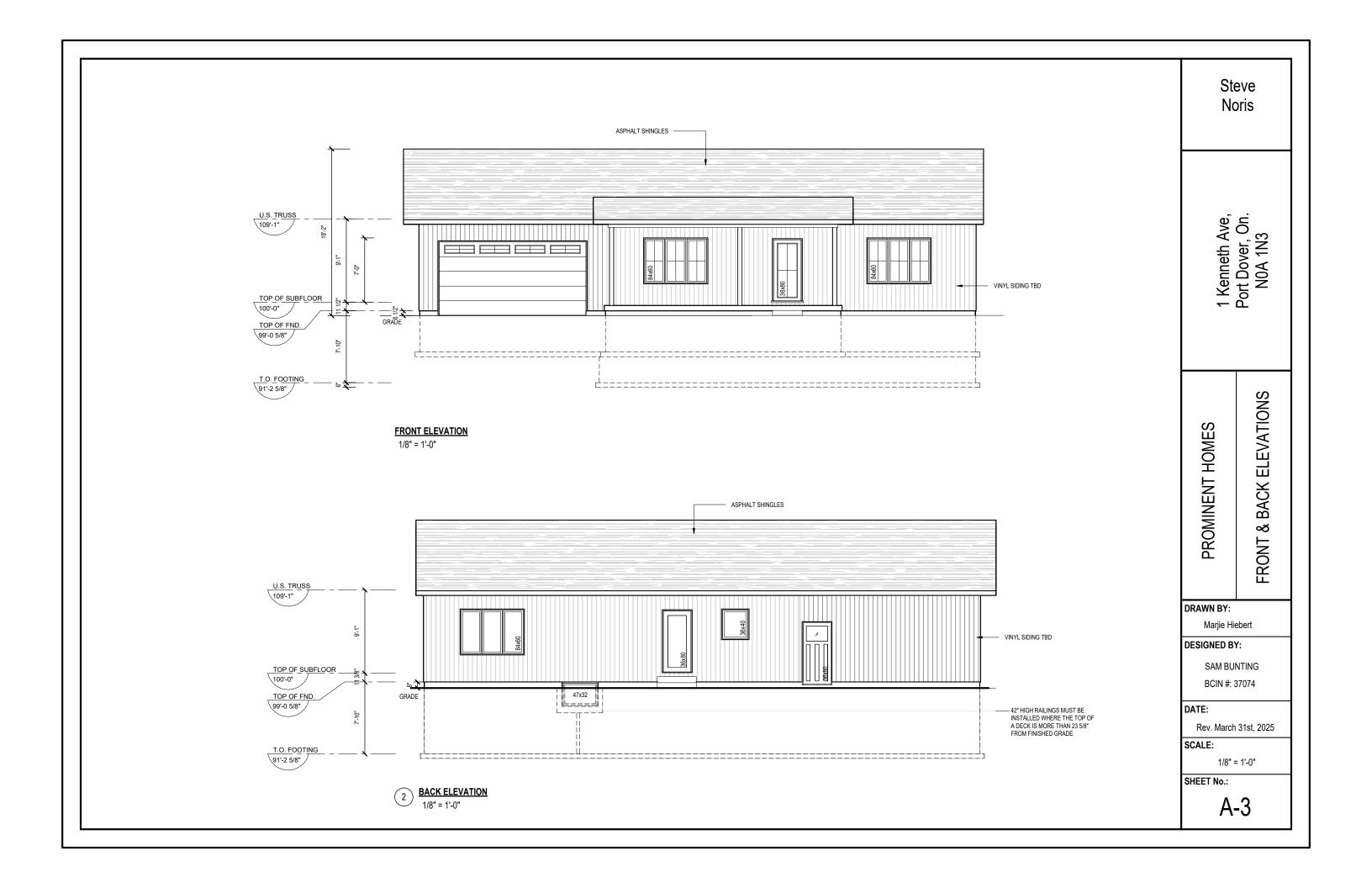
Noris 1 Kenneth Ave, Port Dover, On. N0A 1N3 30.55 9.00 3.05 Sight Triangle SITE INFORMATION LOT AREA: 729.3 S.M (7,850 S.F) LOT FRONTAGE: 22.86m (100'-0") PROMINENT HOMES Attached Garage PROPOSED HOUSE W/ ATTACHED GARAGE, FRONT PORCH AND BACK STEPS: 170.20 s.m (1,832.1 s.f) Septic Bed PLOT PLAN TOTAL PROPOSED LOT COVERAGE: 24% 7.30 4.60 DRAWN BY: 8.53 14.95 Marjie Hiebert **DESIGNED BY:** SAM BUNTING BCIN #: 37074 30.48 DATE: Rev. March 31st, 2025 SCALE: 1/16" = 1'-0" SHEET No.: A-7

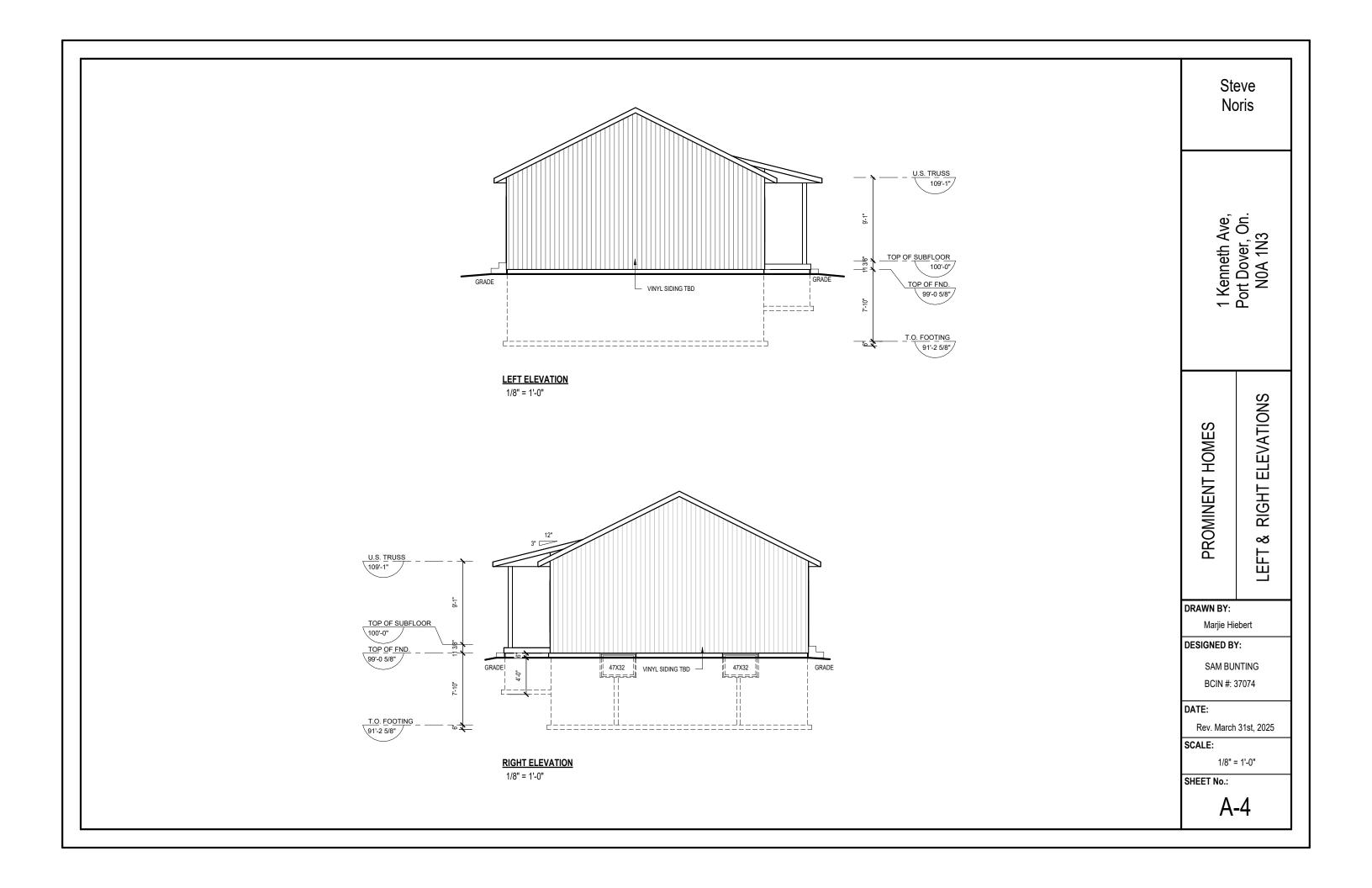
Steve

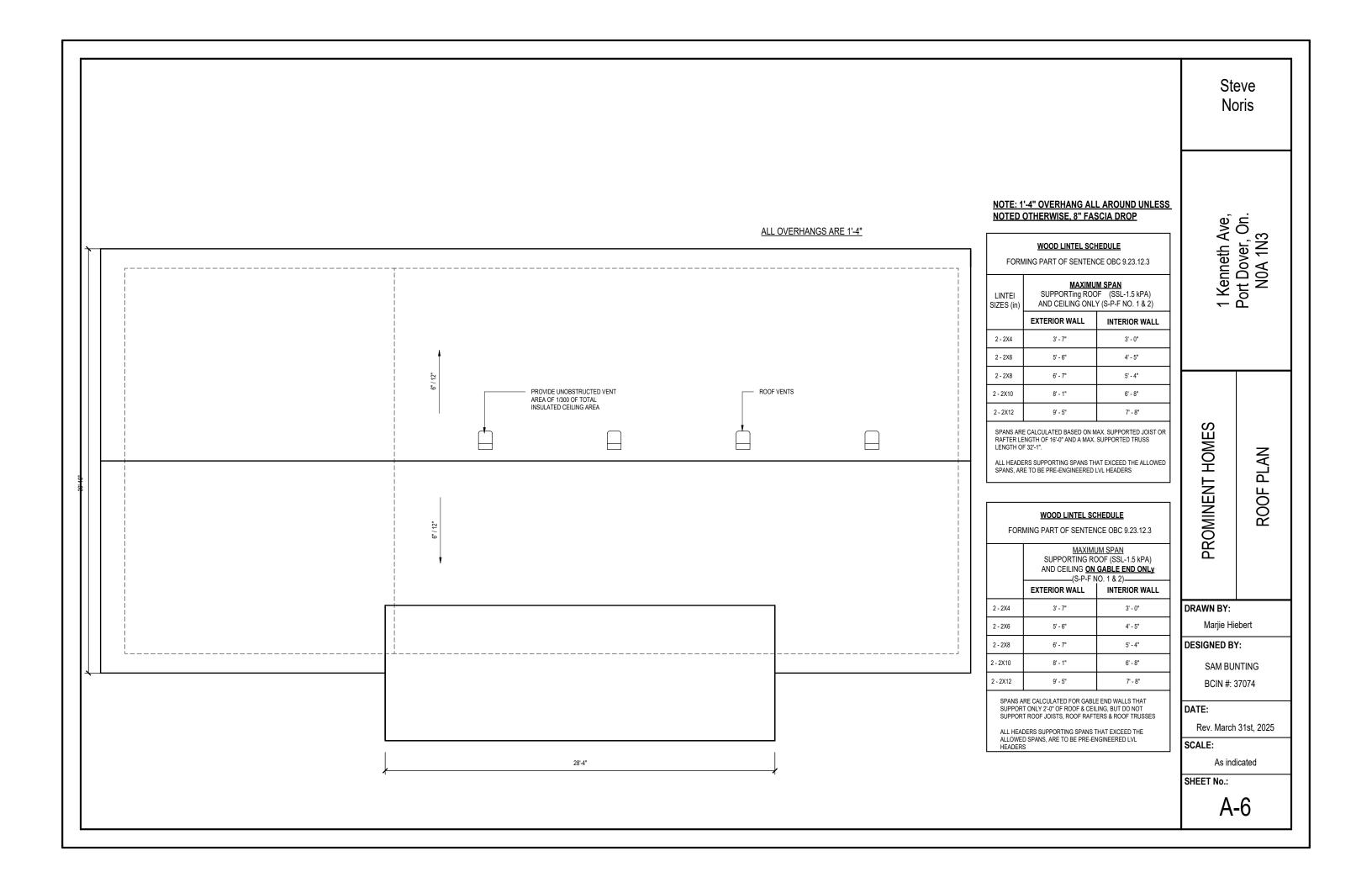






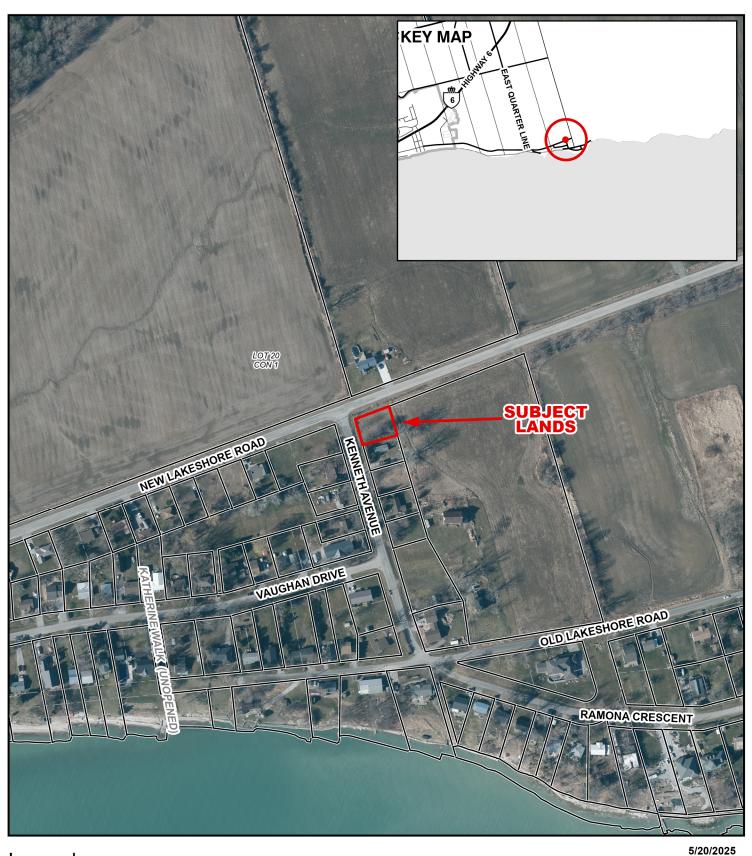






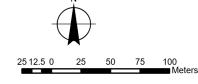
CONTEXT MAP

Geographic Township of WOODHOUSE



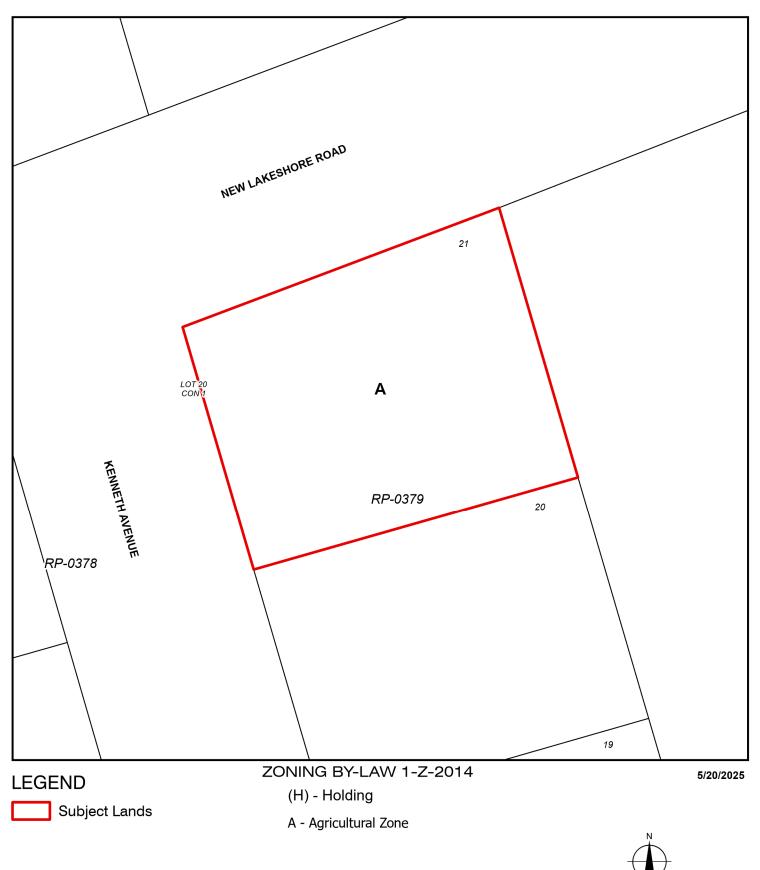
Legend





MAP B ZONING BY-LAW MAP

Geographic Township of WOODHOUSE



CONCEPTUAL PLAN

Geographic Township of WOODHOUSE

