

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 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



Revised April 2023
Committee of Adjustment Development Application

For Office Use Only:

File Number	_____	Application Fee	_____
Related File Number	_____	Conservation Authority Fee	_____
Pre-consultation Meeting	_____	Well & Septic Info Provided	_____
Application Submitted	_____	Planner	_____
Complete Application	_____	Public Notice Sign	_____

Check the type of planning application(s) you are submitting.

- ☐ Consent/Severance/Boundary Adjustment
☐ Surplus Farm Dwelling Severance and Zoning By-law Amendment
☒ Minor Variance
☐ Easement/Right-of-Way

Property Assessment Roll Number: 49200109800**A. Applicant Information****Name of Owner** Sentry Property Group

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 2178 Old Highway 24
Town and Postal Code Scotland ON N0E1R0
Phone Number 877-930-1553
Cell Number 519-757-9360
Email darrink@sentrypropertygroup.ca

Name of Applicant Nevine Soliman - Cynthia Zahoruk Architect Inc.
Address 3077 New Street, Unit 201
Town and Postal Code Burlington L7N 1M6
Phone Number 905-331-4480
Cell Number _____
Email nsoliman@czarchitect.com

Name of Agent Same as Applicant
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):

Part Lot 2, Block 5, Registered Plan 189, Town of Delhi, Norfolk County

Municipal Civic Address: 132, King Street, Delhi

Present Official Plan Designation(s): Downtown OP

Present Zoning: Central Business District (CBD)

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:

Vacant lot

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:

Subject lot is vacant with no existing buildings.

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:

Proposed 3-storey Mixed-use building. Please refer to attached drawings and site development statistics chart for more details.

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:

Not known.

9. Existing use of abutting properties:

Mixed use residential and commercial.

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:

Easement for shared access with adjacent property is being proposed.

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					
Lot depth					
Lot width					
Lot area	Please see attached site stat chart on site plan drawing.				
Lot coverage					
Front yard					
Rear yard					
Height					
Left Interior side yard					
Right Interior side yard					
Exterior side yard (corner lot)					
Parking Spaces (number)					
Aisle width					
Stall size					
Loading Spaces					
Other					

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

Please refer to attached MVA brief.

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:

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 _____

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

- | | |
|---|---|
| <input checked="" type="checkbox"/> Municipal piped water | <input type="checkbox"/> Communal wells |
| <input type="checkbox"/> Individual wells | <input type="checkbox"/> Other (describe below) |
-

Sewage Treatment

- | | |
|---|---|
| <input checked="" type="checkbox"/> Municipal sewers | <input type="checkbox"/> Communal system |
| <input type="checkbox"/> Septic tank and tile bed in good working order | <input type="checkbox"/> Other (describe below) |
-

Storm Drainage

- | | |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Storm sewers | <input type="checkbox"/> Open ditches |
| <input type="checkbox"/> Other (describe below) | |
-

2. Existing or proposed access to subject lands:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Municipal road | <input type="checkbox"/> Provincial highway |
| <input type="checkbox"/> Unopened road | <input type="checkbox"/> Other (describe below) |

Name of road/street:

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.

H. Supporting Material to be submitted by Applicant

In order for your application to be considered complete, folded hard copies (number of paper copies as directed by the planner) and an **electronic version (PDF) of the site plan drawings, additional plans, studies and reports** will be required, including but not limited to the following details:

1. Concept/Layout Plan
2. All measurements in metric
3. Existing and proposed easements and right of ways
4. Parking space totals – required and proposed
5. All dimensions of the subject lands
6. Dimensions and setbacks of all buildings and structures
7. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
8. Names of adjacent streets
9. Natural features, watercourses and trees

In addition, the following additional plans, studies and reports, including but not limited to, **may** also be required as part of the complete application submission:

- ☐ On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- ☐ Environmental Impact Study
- ☐ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Schedule
- ☐ Record of Site Condition

Your development approval might also be dependent on Ministry of Environment Conservation and Parks, Ministry of Transportation or other relevant federal or provincial legislation, municipal by-laws or other agency approvals.

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

I. Transfers, Easements and Postponement of Interest

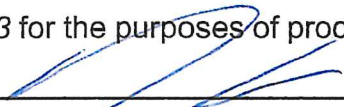
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that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

Permission to Enter Subject Lands

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

Freedom of Information

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



Owner/Applicant/Agent Signature

2025/05/28

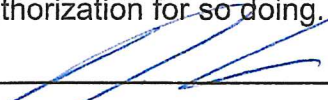
Date

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

I/We authorize Nevine Soliman of CZ Architects to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.



Owner

2025/05/28

Date

Owner

Date

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

K. Declaration

I, Nevine Soliman of CZ Architects of City of Burlington

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:

CITY OF BURLINGTON
REGIONAL MUNICIPALITY OF HALTON
In PROVINCE OF ONTARIO

N. Soliman
Owner/Applicant/Agent Signature

This 30 day of MAY

A.D., 2025

Sandra Joy Tomlinson
A Commissioner, etc.

SANDRA JOY TOMLINSON
a Commissioner, etc.
Province of Ontario
for Harry W. Zahoruk
Barrister & Solicitor
Expires January 5, 2027

Certificate of Incorporation

Certificat de constitution

Business Corporations Act

Loi sur les sociétés par actions

1000239900 ONTARIO INC.

Corporation Name / Dénomination sociale

1000239900

Ontario Corporation Number / Numéro de société de l'Ontario

This is to certify that these articles are effective on

La présente vise à attester que ces statuts entreront en
vigueur le

June 22, 2022 / 22 juin 2022

V. Quintanilla W.

Director / Directeur

Business Corporations Act / Loi sur les sociétés par actions

The Certificate of Incorporation is not complete
without the Articles of Incorporation.

Certified a true copy of the record of the
Ministry of Government and Consumer Services.

V. Quintanilla W.

Director/Registrar



Le certificat de constitution n'est pas complet s'il
ne contient pas les statuts constitutifs.

Copie certifiée conforme du dossier du
ministère des Services gouvernementaux et des
Services aux consommateurs.

V. Quintanilla W.

Directeur ou registrateur



Articles of Incorporation

Business Corporations Act

1. Corporation Name

1000239900 ONTARIO INC.

2. Registered Office Address

2178 Old Hwy 24, Scotland, Ontario, Canada, N0E 1R0

3. Number of Directors

Minimum/Maximum

Min 1 / Max 10

4. The first director(s) is/are:

Full Name

Darrin KNILL

Resident Canadian

Yes

Address for Service

687551 Hwy 2, Princeton, Ontario, Canada, N0J 1V0

Full Name

Anthony SPRAGGETT

Resident Canadian

Yes

Address for Service

84 Dumfries Street, Paris, Ontario, Canada, N3L 2E6

5. Restrictions, if any, on business the corporation may carry on or on powers the corporation may exercise. If none, enter "None":

None

6. The classes and any maximum number of shares that the corporation is authorized to issue:

1. An unlimited number of Common Voting shares; 2. An unlimited number of Common Non-Voting shares; 3. An unlimited number of voting Class A shares; 4. An unlimited number of non-voting Class B shares.

7. Rights, privileges, restrictions and conditions (if any) attaching to each class of shares and directors' authority with respect to any class of shares which may be issued in series. If there is only one class of shares, enter "Not Applicable":

CLASS A SHARES 1. (a) Each Class A Share shall entitle the holder thereof to receive for each fiscal year of the Corporation, when, as and if declared by the directors of the Corporation, out of the monies of the Corporation properly applicable to the payment of dividends, a non-cumulative dividend in such amounts as may be determined by the directors provided that same shall not exceed eight (8) cents per share per annum. (b) If such dividend for any fiscal year of the Corporation has not been declared payable prior to the expiration of four months from the end of such fiscal year, the rights of the holders of all Class A Shares to receive such undeclared dividend shall be forever extinguished at the expiration of such four months. (c) Any dividend may be paid in one or more instalments at the discretion of the directors of the Corporation. (d) There shall be no priority as to the payment of dividends on the Class A Shares, Class B Shares, Common Voting Shares or Common Non-Voting Shares, such that each class of shares shall be entitled to receive only such dividends as may be declared thereon by the Board of Directors in its absolute discretion. 2. In the event of the liquidation, dissolution or winding-up of the Corporation, whether voluntary or involuntary, the holder of each Class A Share shall be entitled to receive, before any distribution of any part of the assets of the Corporation among the holders of any other class of shares, the sum of ONE DOLLAR (\$1.00) per share together with any dividends declared thereon and unpaid and no more; provided, however, if the aggregate amount available for distribution to the holders of Class A Shares is less than the amount otherwise payable to them pursuant to the provisions hereof, then each Class A Share shall entitle the holder thereof to participate in the amount so available for distribution, pro rata. 3. The Corporation may, upon giving notice as hereinafter provided, redeem the whole or any part of the Class A Shares upon payment for each share to be redeemed of the sum of ONE DOLLAR (\$1.00), together with all dividends declared thereon and unpaid. Not less than fourteen (14) days' notice in writing of such redemption shall be given by mailing such notice to the registered holders of the shares to be redeemed, specifying the date (herein called the "Redemption Date") and place of redemption. On or after the date so specified for redemption the Corporation shall pay or cause to be paid to the order of the registered holder of each Class A Share to be redeemed the redemption price therefor on presentation and surrender, at the place or places specified for redemption in the notice, of the certificate(s) representing such Class A Shares. If a part only of the Class A Shares represented by any certificate shall be redeemed, a new certificate for the balance shall be issued at the expense of the Corporation. From and after the Redemption Date, the holder of each Class A Share to be redeemed as aforesaid shall cease to be entitled to dividends and shall not be entitled to exercise any of the rights as shareholder in respect thereof unless payment of the redemption price shall not be made upon presentation of certificate(s) in accordance with the foregoing provisions, in which case the rights of the holder shall remain unaffected. The Corporation shall have the right at any time after the Redemption Date as aforesaid to deposit the redemption price of the Class A Shares to be redeemed or of such of the said shares represented by shares to be redeemed or of such of the said shares represented by certificate(s) as have not as of the date of such deposit been surrendered by the holder thereof in connection with such redemption to a special account at any chartered bank or any trust company to be paid without interest to or to the order of the holder of such Class A Shares upon presentation and surrender to such bank or trust company of the certificates representing the same and upon such deposit(s) being made shall be deemed to have been redeemed and the right of the holder(s) thereof after such deposit or such Redemption Date, as the case may be, shall be limited to receiving without interest the redemption price so deposited against presentation and surrender of the said certificates held by him. Any interest allowed on any such deposit shall belong to the Corporation, provided that with any such deposit the Corporation shall forthwith mail to the holder of each such Class A Share a notice in writing advising of such deposit and specifying the name of the chartered bank or trust company, as the case may be, wherein such special account is for the time being maintained. Where a part only of the Class A Shares are to be redeemed, the shares to be redeemed shall be selected either: (a) as nearly as may be in proportion to the number of Class A Shares registered in the name of each shareholder; or (b) in

such other manner as the directors determine with the consent in writing of all of the holders of the Class A Shares at the time outstanding. 4. The Corporation may, at any time and from time to time, purchase for cancellation the whole or any part of the Class A Shares, at the lowest price at which, in the opinion of the Directors of the Corporation, such shares are obtainable. The shares shall be purchased either: (a) with the consent of all the holders of Class A Shares outstanding; or (b) pursuant to tenders received by the Corporation upon request for tenders addressed to all the holders of the Class A Shares at the time outstanding and the Corporation shall accept only the lowest tenders. Where in response to the invitation for tenders, two or more shareholders submit tenders at the same price and the tenders are accepted by the Corporation as to part only of the shares offered, the Corporation shall accept part of the shares offered in each tender in proportion as nearly as may be to the total number of shares offered in each tender. 5. Subject to the provisions of applicable law, a holder of Class A Shares shall be entitled to require the Corporation to redeem at any time the whole or from time to time any part of the Class A Shares registered in the name of such holder on the books of the Corporation by tendering to the Corporation at its head office a certificate or certificates representing Class A Shares which the registered holder desires to have the Corporation redeem together with the request in writing specifying: (a) The number of Class A Shares represented by such certificate or certificates which the registered holder desires to have redeemed by the Corporation; and (b) The business day (hereinafter referred to as the "redemption date") on which the holder desires to have the Corporation redeem such Class A Shares which shall be not less than 30 days after the date upon which the request in writing is given to the Corporation. Upon receipt of a Certificate or Certificates representing Class A Shares which the registered holder desires to have the Corporation redeem together with such a request the Corporation shall on the redemption date redeem such Class A Shares by paying to such registered holder for each share to be redeemed an amount equal to the sum of ONE DOLLAR (\$1.00) together with all dividends declared thereon and unpaid. 6. The holders of the Class A Shares shall be entitled to receive notice of and to attend all meetings of the shareholders of the Corporation and to one vote in respect of each Class A Share held. 7. Except as herein expressly provided, the Class A Shares shall not confer any right upon the holder thereof to participate in profits or assets of the Corporation. CLASS B SHARES 1. (a) Each Class B Share shall entitle the holder thereof to receive for each fiscal year of the Corporation, when, as and if declared by the directors of the Corporation, out of the monies of the Corporation properly applicable to the payment of dividends, a non-cumulative dividend in such amounts as may be determined by the directors provided that same shall not exceed eight (8) cents per share per annum. (b) If such dividend for any fiscal year of the Corporation has not been declared payable prior to the expiration of four months from the end of such fiscal year, the rights of the holders of all Class B Shares to receive such undeclared dividend shall be forever extinguished at the expiration of such four months. (c) Any dividend may be paid in one or more instalments at the discretion of the directors of the Corporation. (d) There shall be no priority as to the payment of dividends on the Class A Shares, Class B Shares, Common Voting Shares or Common Non-Voting Shares, such that each class of shares shall be entitled to receive only such dividends as may be declared thereon by the Board of Directors in its absolute discretion. 2. In the event of the liquidation, dissolution or winding-up of the Corporation, whether voluntary or involuntary, the holder of each Class B Share shall be entitled to receive, after payment of the sum of ONE DOLLAR (\$1.00) per share on the Class A Shares but before any distribution of any part of the assets of the Corporation among the holders of any other class of shares, ONE DOLLAR (\$1.00) per share together with any dividends declared thereon and unpaid and no more; provided, however, if the aggregate amount available for distribution to the holders of Class B Shares is less than the amount otherwise payable to them pursuant to the provisions hereof, then each Class B Share shall entitle the holder thereof to participate in the amount so available for distribution, pro rata. 3. Provided there are no Class A Shares outstanding or all Class A Shareholders have consented, in writing, the Corporation may, upon giving notice as hereinafter provided, redeem the whole or any part of the Class B Shares upon payment for each share to be redeemed of the sum of ONE DOLLAR (\$1.00), together with all dividends declared thereon and unpaid. Not less than fourteen (14) days' notice in writing of such redemption shall be given by mailing such notice to the registered holders of the shares to be redeemed, specifying the date (herein called the "Redemption Date") and place of redemption. On or after the date so specified for redemption the Corporation shall pay or cause to be paid to the order of the registered holder of each Class B Share to be redeemed the redemption price therefor on presentation and surrender, at the place or places specified for redemption in the notice, of the certificate(s) representing such Class B Shares. If a part only of the Class B Shares represented by any certificate shall be redeemed, a new certificate for the balance shall be issued at the expense of the Corporation. From and after the Redemption Date, the holder of each Class B Share to be redeemed as aforesaid shall cease to be entitled to dividends and shall not be entitled to exercise any of the rights as shareholder in respect thereof unless payment of the redemption price shall not be made upon presentation of certificate(s) in accordance with the foregoing provisions, in which case the rights of the holder shall remain unaffected. The Corporation shall have the right at any

time after the Redemption Date as aforesaid to deposit the redemption price of the Class B Shares to be redeemed or of such of the said shares represented by shares to be redeemed or of such of the said shares represented by certificate(s) as have not as of the date of such deposit been surrendered by the holder thereof in connection with such redemption to a special account at any chartered bank or any trust company to be paid without interest to or to the order of the holder of such Class B Shares upon presentation and surrender to such bank or trust company of the certificates representing the same and upon such deposit(s) being made shall be deemed to have been redeemed and the right of the holder(s) thereof after such deposit or such Redemption Date, as the case may be, shall be limited to receiving without interest the redemption price so deposited against presentation and surrender of the said certificates held by him. Any interest allowed on any such deposit shall belong to the Corporation, provided that with any such deposit the Corporation shall forthwith mail to the holder of each such Class B Share a notice in writing advising of such deposit and specifying the name of the chartered bank or trust company, as the case may be, wherein such special account is for the time being maintained. Where a part only of the Class B Shares are to be redeemed, the shares to be redeemed shall be selected either: (a) as nearly as may be in proportion to the number of Class B Shares registered in the name of each shareholder; or (b) in such other manner as the directors determine with the consent in writing of all of the holders of the Class B Shares at the time outstanding. 4. Provided there are no outstanding Class A Shares or the holders of the Class A Shares consent, in writing, the Corporation may, at any time and from time to time, purchase for cancellation the whole or any part of the Class B Shares at the lowest price at which, in the opinion of the Directors of the Corporation, such shares are obtainable. The shares shall be purchased either: (a) with the consent of all the holders of Class B Shares outstanding; or (b) pursuant to tenders received by the Corporation upon request for tenders addressed to all the holders of the Class B Shares at the time outstanding and the Corporation shall accept only the lowest tenders. Where in response to the invitation for tenders, two or more shareholders submit tenders at the same price and the tenders are accepted by the Corporation as to part only of the shares offered, the Corporation shall accept part of the shares offered in each tender in proportion as nearly as may be to the total number of shares offered in each tender. 5. Subject to the provisions of applicable law, a holder of Class B Shares shall be entitled to require the Corporation to redeem at any time the whole or from time to time any part of the Class B Shares registered in the name of such holder on the books of the Corporation by tendering to the Corporation at its head office a certificate or certificates representing Class B Shares which the registered holder desires to have the Corporation redeem together with the request in writing specifying: (a) The number of Class B Shares represented by such certificate or certificates which the registered holder desires to have redeemed by the Corporation; and (b) The business day (hereinafter referred to as the "redemption date") on which the holder desires to have the Corporation redeem such Class B Shares which shall be not less than 45 days after the date upon which the request in writing is given to the Corporation. Upon receipt of a Certificate or Certificates representing Class B Shares which the registered holder desires to have the Corporation redeem together with such a request the Corporation shall on the redemption date redeem such Class B Shares by paying to such registered holder for each share to be redeemed an amount equal to the sum of ONE DOLLAR (\$1.00) together with all dividends declared thereon and unpaid. The right of the Class B Shareholders to require the Corporation to redeem the issued Class B Shares or some of them, in accordance with this provision, shall be subject to thirty (30) days' notification being given to the Class A Shareholders by the Class B Shareholders, inviting them to also require the Corporation to redeem all or a specified number of their special shares. In the event that the Class A Shareholders notify the Corporation in writing within such thirty (30) day period that they wish all or a specified number of their special shares redeemed, then they shall be first redeemed in priority to the Class B Shares and thereafter, the Class B Shares shall be redeemed. In the event that the Class A Shareholders do not exercise such right of redemption within such thirty (30) day period, then the Corporation may, at the end of the forty-five (45) day period, redeem the Class B Shares in accordance with this provision. 6. The holders of the Class B Shares shall not, as such, have any voting rights for the election of directors or for any other purposes nor shall they be entitled to attend shareholders' meetings, provided, however, that confirmation of a resolution authorizing an amendment of articles to delete or vary any preference, right, condition, restriction, limitation or prohibition attaching to the Class B Shares to add to the rights or privileges attaching to the Class A Shares, or to create other shares ranking in priority to or on a parity with the Class B Shares, in addition to the authorization by a special resolution, may be given by at least two-thirds (2/3) of the votes cast at a meeting of the holders of the Class B Shares duly called for that purpose. 7. Except as herein expressly provided, the Class B Shares shall not confer any right upon the holder thereof to participate in profits or assets of the Corporation. COMMON VOTING SHARES 1. The holders of the Common Voting Shares shall be entitled to receive notice of and to attend all meetings of the shareholders of the Corporation, other than separate meetings of the holders of another class or series of shares, and to vote at any such meeting on the basis of one vote for each Common Voting Share held; 2. The holders of the Common Voting Shares shall be entitled to receive such

dividends as may be declared thereon by the directors. There shall be no priority as to the payment of dividends on the Class A Shares, Class B Shares, Common Voting Shares or Common Non-Voting Shares, such that each class of shares shall be entitled to receive only such dividends as may be declared thereon by the Board of Directors in its absolute discretion. 3. The holders of the Common Voting Shares shall have the right on liquidation, dissolution or winding-up of the Corporation, whether voluntary or involuntary, or other distribution of its assets among its shareholders for the purpose of winding up its affairs to share with the holders of the Common Non-Voting Shares in the remaining assets of the Corporation on the basis of an amount per Common Voting Share equal to the same amount for each Common Non-Voting Share. COMMON NON-VOTING SHARES 1. The holders of the Common Non-Voting Shares shall not, as such, have any voting rights for the election of directors or for any other purpose nor shall they be entitled to attend shareholders' meetings save and except that they shall be entitled to notice of meetings of shareholders called for the purpose of authorizing the dissolution of the Corporation or the sale of its undertaking or a substantial part thereof or as other may be required under the Business Corporations Act (Ontario). 2. The holders of the Common Non-Voting Shares shall be entitled to receive such dividends as may be declared thereon by the directors. There shall be no priority as to the payment of dividends on the Class A Shares, Class B Shares, Common Voting Shares or Common Non-Voting Shares, such that each class of shares shall be entitled to receive only such dividends as may be declared thereon by the Board of Directors in its absolute discretion. 3. The holders of the Common Non-Voting Shares shall have the right on liquidation, dissolution or winding-up of the Corporation, whether voluntary or involuntary, or other distribution of its assets among its shareholders for the purpose of winding up its affairs to share with the holders of the Common Voting Shares in the remaining assets of the Corporation on the basis of an amount per Common Non-Voting Share equal to the same amount for each Common Voting Share.

8. The issue, transfer or ownership of shares is/is not restricted and the restrictions (if any) are as follows. If none, enter "None":

The right to transfer shares of the Corporation shall be restricted in that no shares shall be transferred unless: (a) in accordance with an agreement, if any, signed by all the shareholders; or (b) with the approval of the Directors of the Corporation expressed by a resolution passed at a meeting of the Board of Directors or by an instrument or instruments in writing signed by a majority of the Directors; or (c) by a resolution passed by the holders of at least a majority of the shares of the Corporation entitling the holder thereof to vote in all circumstances (other than a separate class vote of the holders of any other class of shares of the Corporation) for the time being outstanding or by an instrument or instruments in writing by the holders of a majority of such shares.

9. Other provisions, if any. Enter other provisions, or if no other provisions enter "None":

(1) The number of shareholders of the Corporation, exclusive of persons who are in the employment of the Corporation and exclusive of persons who, having been formerly in the employment of the Corporation, were while in that employment, and have continued after the termination of that employment, to be shareholders of the Corporation, is limited to not more than fifty (50), two (2) or more persons who are the joint registered owners of one (1) or more shares being counted as one (1) shareholder; (2) Any invitation to the public to subscribe for any shares or securities of the Corporation is hereby prohibited; and (3) Subject to the provisions of the Business Corporations Act, the Corporation may purchase any of its issued shares.

10. The name(s) and address(es) of incorporator(s) are:

Full Name

Anthony SPRAGGETT

Address for Service

84 Dumfries Street, Paris, Ontario, Canada, N3L 2E6

Full Name

Darrin KNILL

Address for Service

687551 Hwy 2, Princeton, Ontario, Canada, N0J 1V0

The articles have been properly executed by the required person(s).

V. Quintanilla W.



May 29, 2025

Committee of Adjustment
Norfolk County

Re: 132 King Street, Delhi – SPPL2024219
Minor variance Application

Dear Sir/Madam:

I am pleased to provide our drawings and supporting documents for a Minor variance Application, to seek relief for the reduced separation distance required between a parking lot and apartment dwelling units, in response to comment no. 4 from the Planning department comments received with the Conditional Site Plan Approval letter on December 2024.

Attached you will find documents as identified in the following list:

1. This Cover letter
2. Minor Variance Application
3. Minor Variance Justification Brief
4. Architectural drawings by Cynthia Zahoruk Architect Inc.

Sincerely,

Per/ *Nevine Soliman*

Cynthia Zahoruk, Architect
OAA, AIA, MRAIC,
B. Arch, B.E.S, Passive House Designer
LEED AP

Minor variance Justification Brief:

Project Background:

The proposed development is a three-storey mixed-use building and is subject to Site Plan application No. SPPL2024219. Conditional Site Plan Approval was granted on December 3rd, 2024, subject to various conditions to the satisfaction of the Norfolk County, including zoning compliance which requires one minor variance.

Requested Variance:

Variance #1 - To permit a private parking lot to be a minimum of 2.15 m from a ground floor dwelling unit whereas Zoning By-Law 1-Z-2014 Section 4.2.4(b) only permits a minimum 3.0 m separation between a parking lot to any dwelling unit.

The following is an analysis of how the Application for Minor Variance meets the four tests for evaluating minor Variances as set out in Section 45(1) of the Planning Act:

Four tests for Minor Variance:

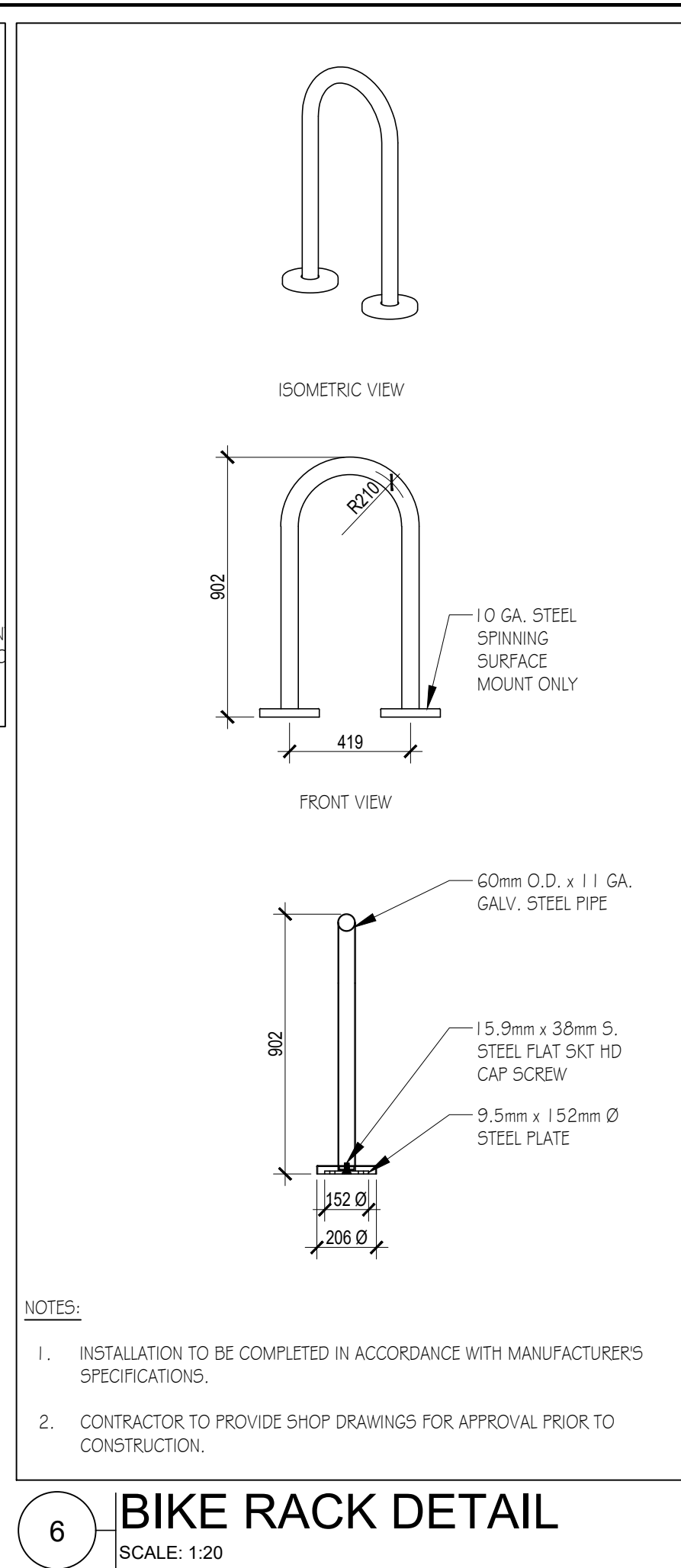
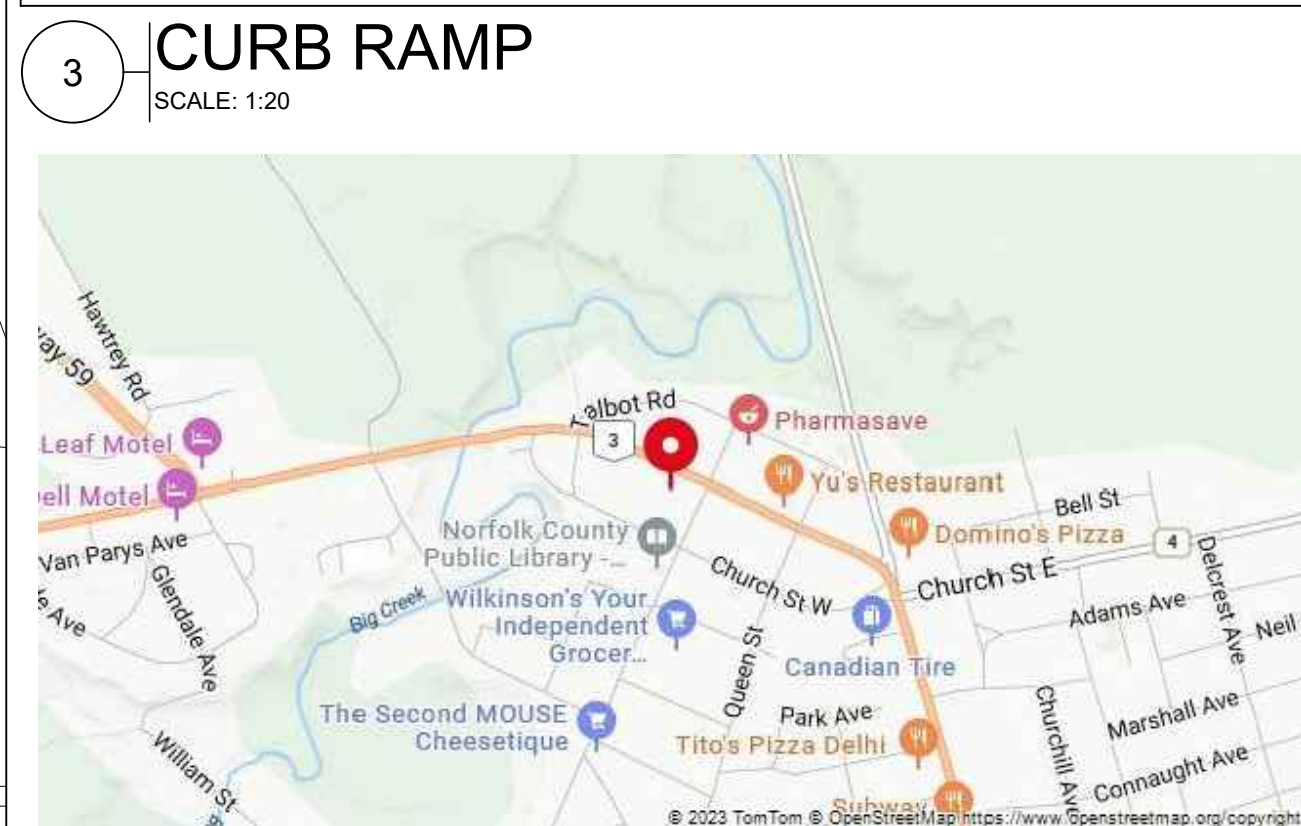
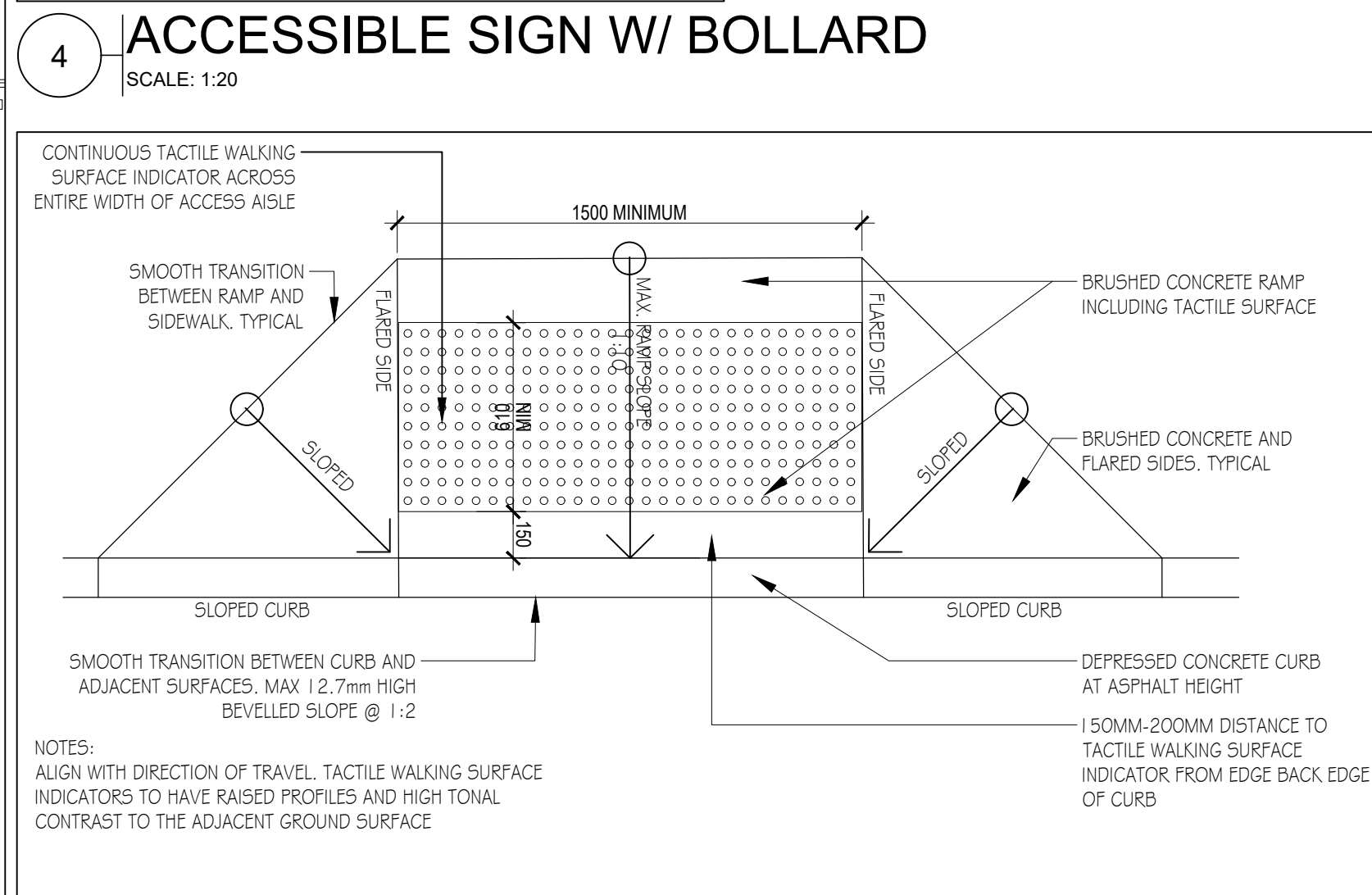
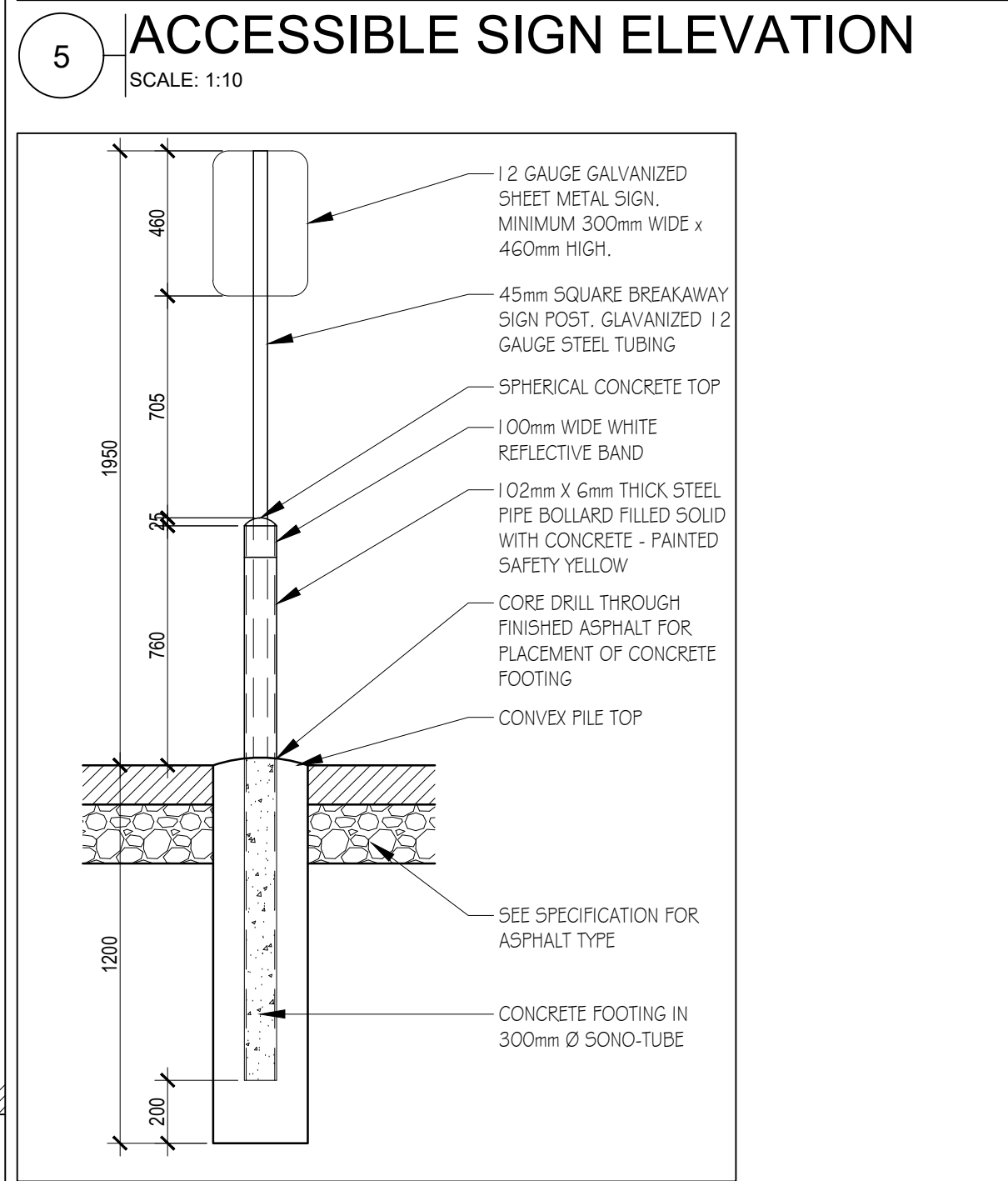
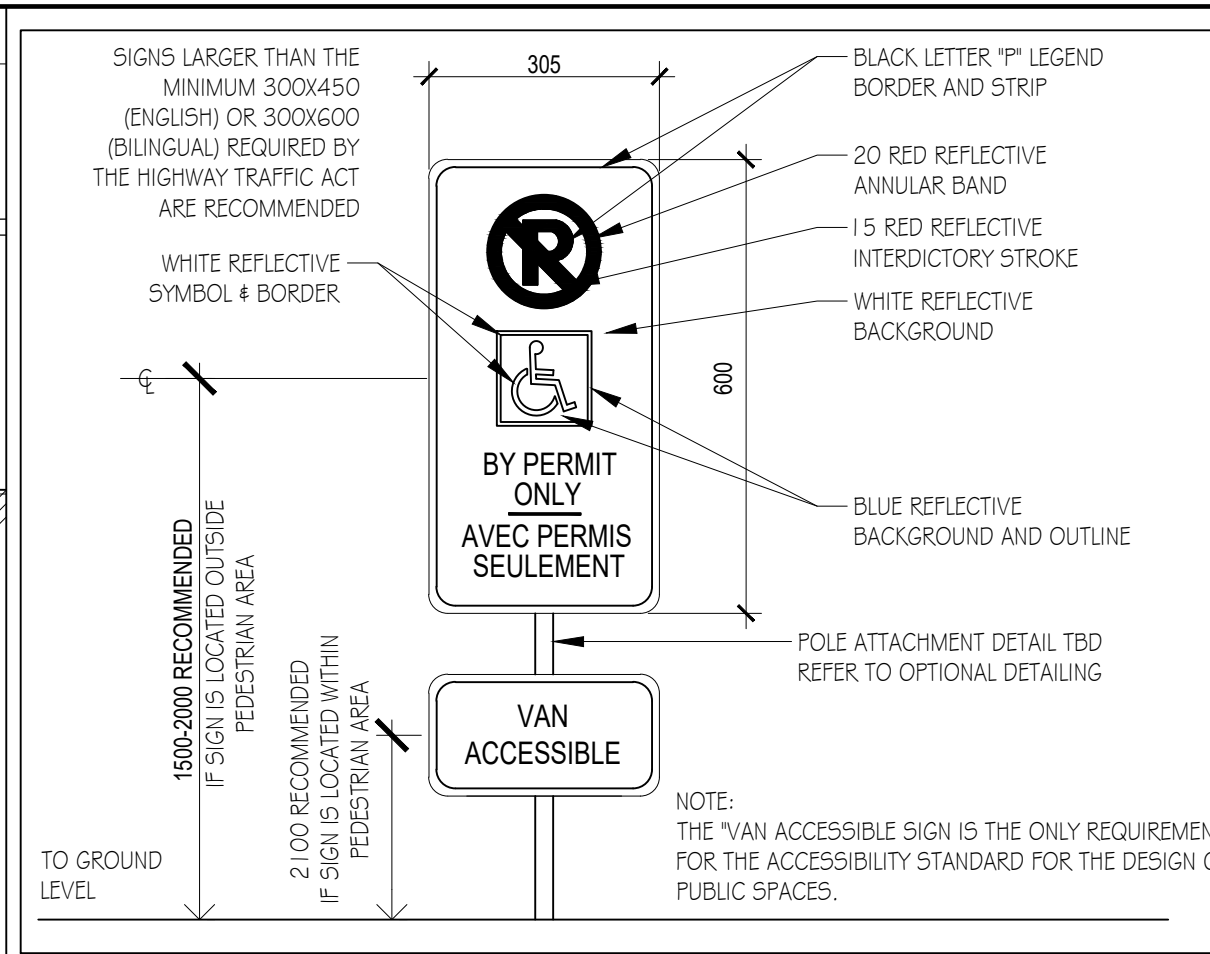
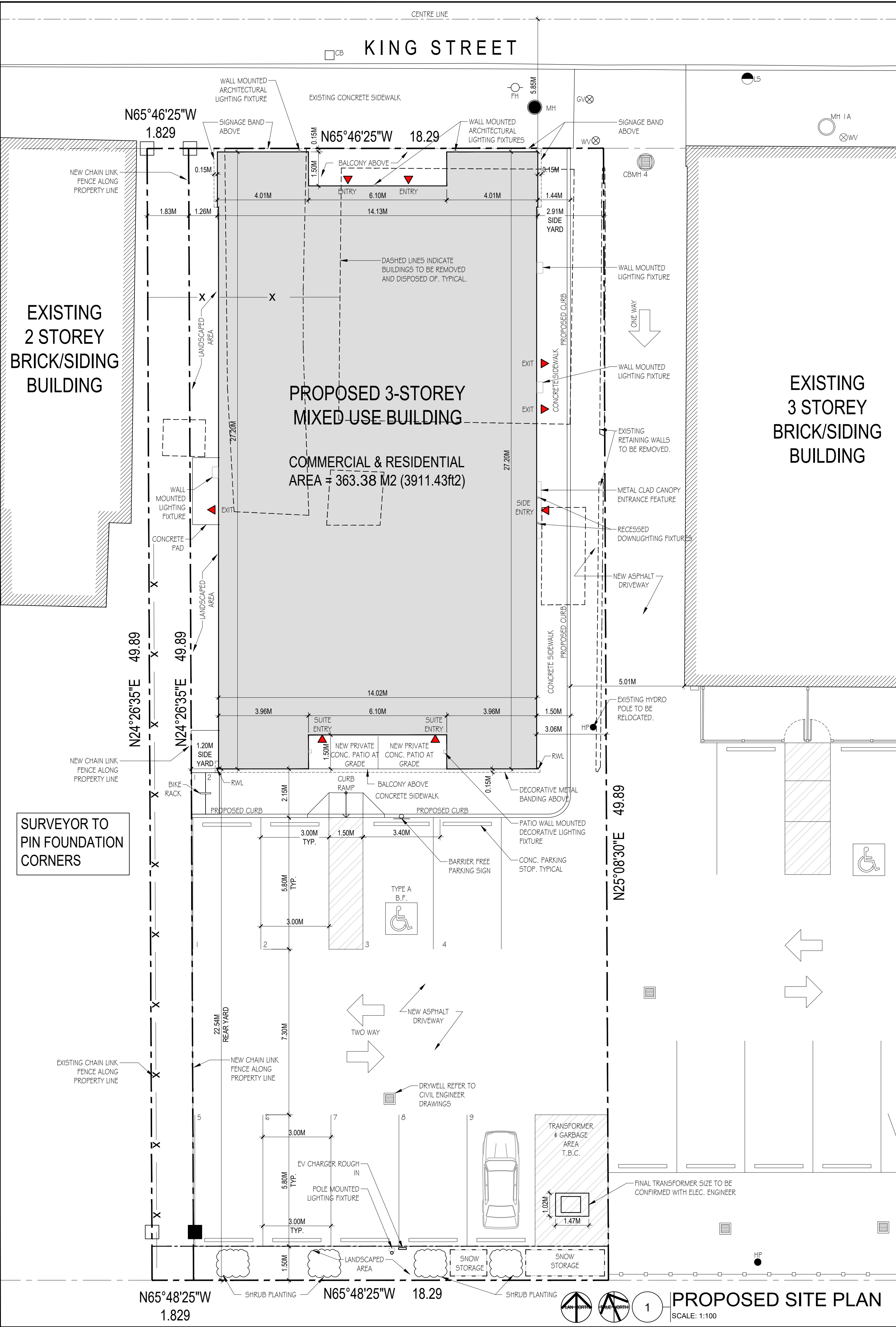
Test	Analysis
Does the requested variance maintain the general intent and purpose of the Official Plan?	Yes. The subject property is designated “Downtown” in the Norfolk County Official Plan, which supports residential and commercial mixed-use developments to encourage economic growth and urban intensification. The proposed development contributes to this goal by offering diverse housing options and enhancing the streetscape with an attractive and functional design. Although no parking is required in the CBD zone, 9 spaces have been provided to support future residents. The reduced setback does not negatively impact adjacent properties and aligns with the Official Plan’s objectives.
Does the requested variance maintain the general intent and purposes of the Bylaw?	Yes. The property lies within the Central Business District (CBD) zone, where no parking is required, but 9 spaces have still been included for resident convenience. The intent of the setback requirement is to provide separation between parking and living spaces. Despite the reduced setback, the design includes a ground floor patio area with a privacy screen that serves as an additional buffer for the Living rooms. We also raised the window sills for the two windows facing the parking lot as additional privacy for the bedrooms in the two rear dwelling units. These mitigation measures provide additional separation and ensure privacy to the dwelling units with no adverse impact on surrounding properties, fulfilling the By-law’s intent.

Is the requested variance desirable for the appropriate development or use of the land, building, or structure?	Yes. The variance supports efficient site design by improving vehicle circulation, reducing long-term maintenance and drainage issues, and enhancing flexibility for future occupants. It facilitates appropriate intensification and supports a walkable, mixed-use urban environment aligned with local development goals.
Is the requested variance minor in nature?	Yes. The reduction is minimal and affects only two ground floor units, both of which include private patios with privacy screens and raised window sills that further buffer the distance to the parking area and mitigate any adverse impacts on future residents.

Conclusion:

To conclude, the proposed variance is being requested to improve the functionality of the building, living and parking spaces for the future residents.

We believe the variance requested does not adversely impact the neighborhood or adjacent properties, is minor in nature and meets the intent of the Official Plan and Zoning By-law, therefore, it is our opinion that the application meets the four tests under Section 45(1) of the Planning Act and that the development represents good planning.



GENERAL NOTES

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DWG/DETAIL REFERENCE	IDENTIFICATION REFERENCE
DWG. REF. NO.	W1 WINDOW IDENTIFICATION
DWG. ON PAGE	D101 DOOR IDENTIFICATION
	SC1 SCREEN IDENTIFICATION
	W1 WALL IDENTIFICATION
SECTION/DWG REFERENCE	C GRID MARKER
DWG. REF. NO.	101 REVISION NUMBER
DWG. ON PAGE	
ELEVATION REFERENCE	
DWG. REF. NO.	
DWG. ON PAGE	

INTERCONNECTED SMOKE & CO ALARM

SMOKE ALARM

DEVELOPMENT STATISTICS		May 30, 2024	
Municipal Address	132 King St., Delhi		
Legal Description	Plan 189 PT Lot 2		
Existing Zoning	CBD – Central Business District		
Existing Use	Commercial Unit		
Proposed Use	Residential Apartments and Commercial Units		
ZONING REGULATIONS	CBD	Existing/Proposed	Compliance ✓ or ✗
Site Data			
Lot Area	N/A	913 m ²	✓
Lot Coverage	80% max.	39.80 %	✓
Yards & Setbacks			
Front Yard (North)	0.0 m min., 3.0 m max.	0.15 m	✓
Interior Side Yard (East)	0.0 m min., 1.2 m min. if abutting residential zone (N/A)	2.91 m	✓
Interior Side Yard (West)	0.0 m min., 1.2 m min. if abutting residential zone (N/A)	1.20 m	✓
Rear Yard (South)	0.0 m 6.0 m if abutting residential zone (N/A)	22.54 m	✓
Building Size & Use			
Building Area		363.38m ²	✓
Height	6 Storeys max.	3 Storeys	✓
Location of First Storey	Any dwelling units shall not occupy more than 50 percent of the usable floor area of the first storey.	Usable floor area = 301.74 m ² Area of First storey dwelling units = 137.6 m ² = 45.60%	✓
Use of First Storey	Frontage of first storey shall be dedicated to retail, office or service uses.	Frontage of first storey is dedicated to retail use.	✓
Parking			
Number of Parking Spaces	No parking spaces are required for lands identified in the CBD Zone.	9 spaces	✓
Barrier Free Parking	No barrier free parking spaces are required.	1 Type A space	✓
	3.40 m(W)x5.80 m(L) 1.50 m Access aisle	3.40 m(W)x5.80 m(L) 1.50 m Access aisle	✓
Deck Encroachment & Setbacks			
Interior Side Yard (East)	1.2m min.	0 m	✓
Interior Side Yard (West)	1.2m min.	0 m	✓
Rear Yard (South)	3.0m min.	0 m	✓
Floor Area			
Ground Floor		363.38 m ²	
Second Floor		362.66 m ²	
Third Floor		362.66 m ²	
Total		1,088.7 m ²	
Number of Residential Units			
First Floor		2 Units	
Second Floor		4 Units	
Third Floor		4 Units	
Total		10 Units	

NOT FOR CONSTRUCTION

CYNTHIA ZAHORUK ARCHITECTS

3077 NEW STREET, BURLINGTON, ON L7N1M6 905.331.4480

ONTARIO ASSOCIATION OF ARCHITECTS

CYNTHIA ZAHORUK LICENCE 4488

NOTES:

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05/01/2024 1 ISSUED FOR PRECONSULTATION

22/03/2024 2 ISSUED FOR PRECONSULTATION

07/06/2024 3 ISSUED FOR SPA

30/05/2025 4 ISSUED FOR MVA

SCALE: AS NOTED

DRAWN BY: KR/NS

PRINT DATE: 30/05/2025

DELHI - SENTRY MIXED USE BUILDING

132 KING STREET DELHI, ONTARIO

SITE PLAN & DEVELOPMENT STATISTICS

A0.1

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CYNTHIA
ZAHORUK
ARCHITECTS

3077 NEW STREET,
BURLINGTON, ON L7N1M6
905.331.4480



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07/06/2024	ISSUED FOR SPA
30/05/2025	ISSUED FOR MVA

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SCALE: As indicated
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DELHI - SENTRY
MIXED USE BUILDING
132 KING STREET
DELHI ONTARIO

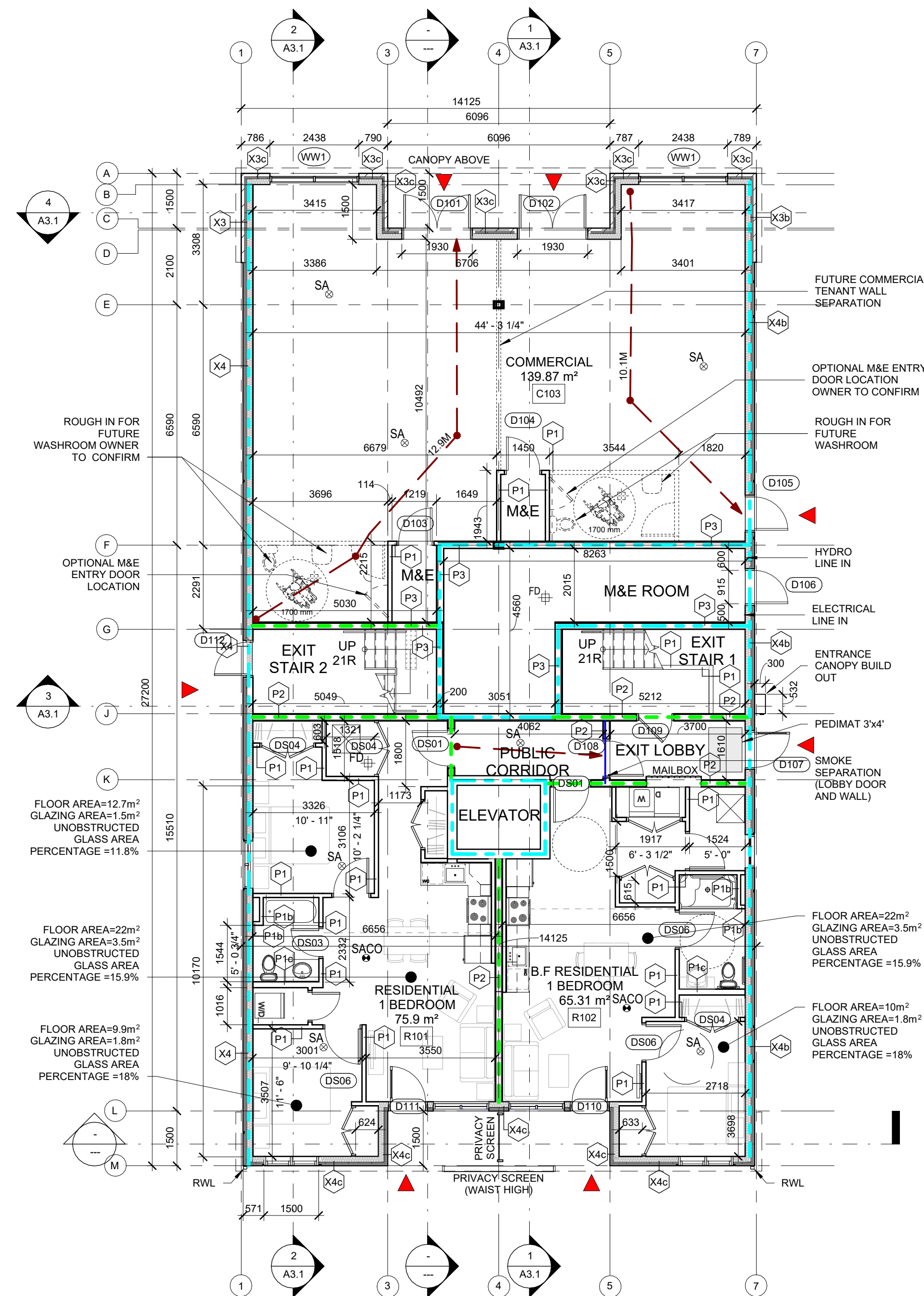
FLOOR PLANS

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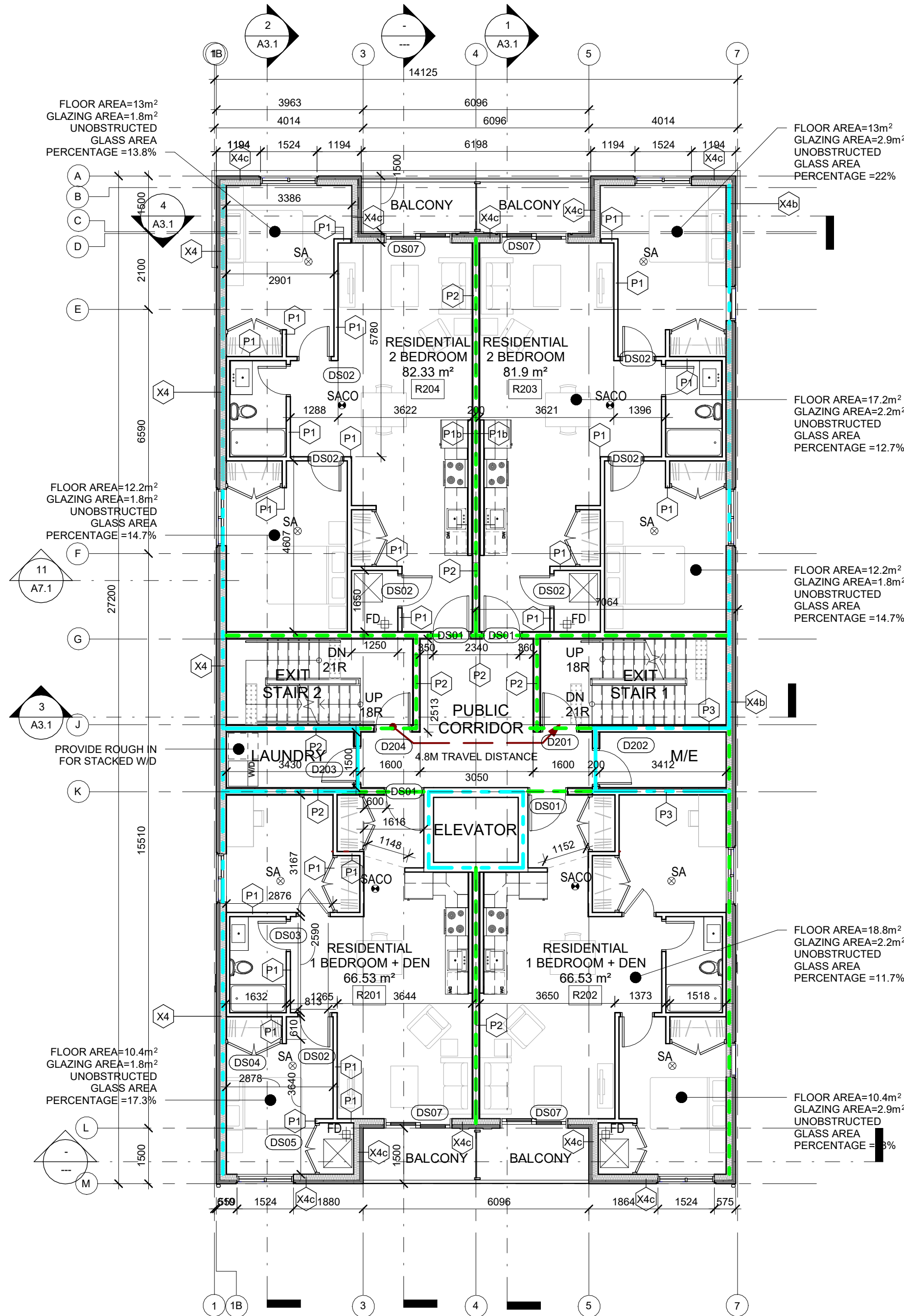
LEGEND	
	TRAVEL DISTANCE
	45 MINUTE SEPARATION
	1 HOUR SEPARATION
	EXITS
	POWER DOOR OPERATOR

DWG/DETAIL REFERENCE	IDENTIFICATION REFERENCE
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SECTION/DWG REFERENCE	SCREEN IDENTIFICATION
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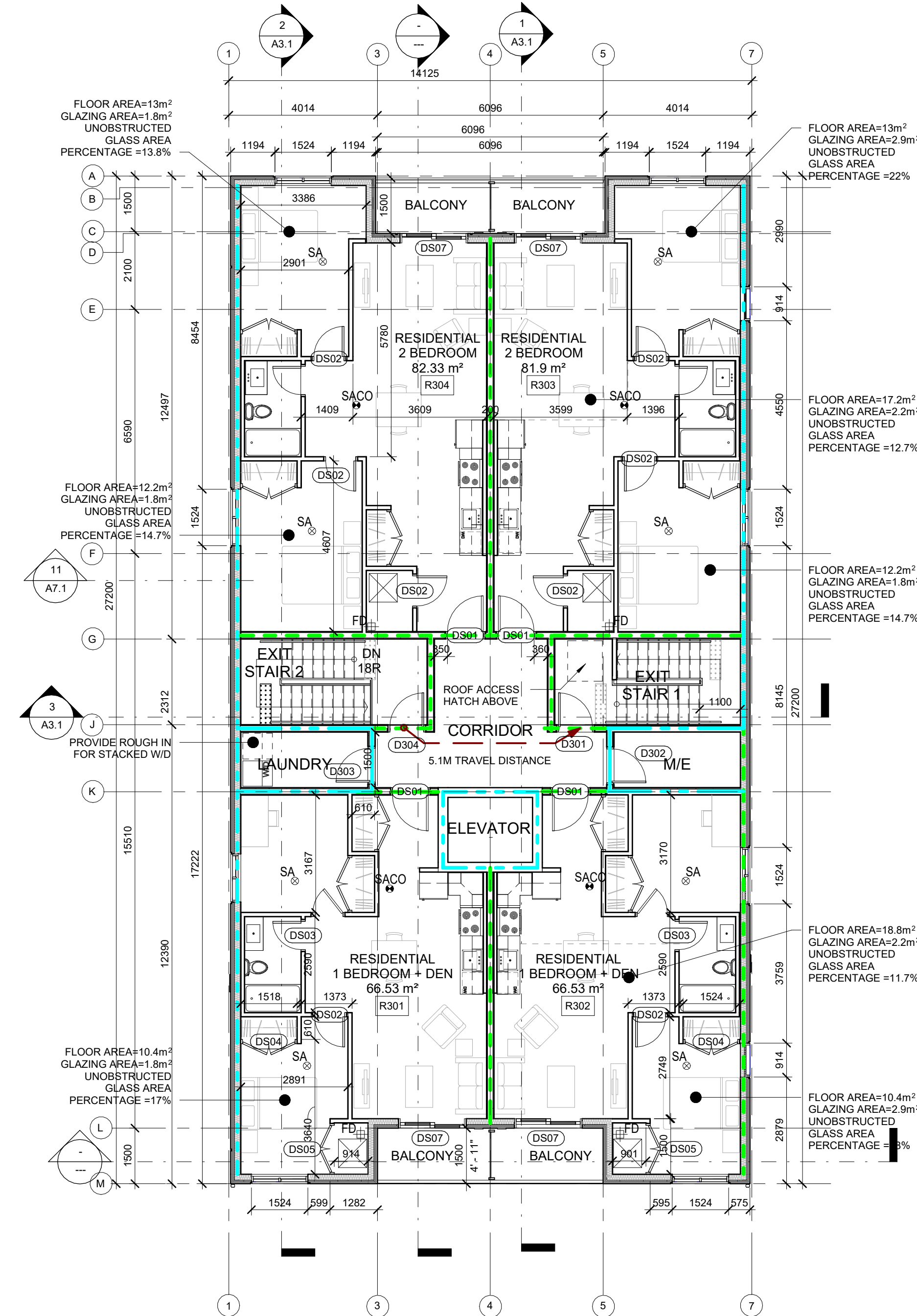
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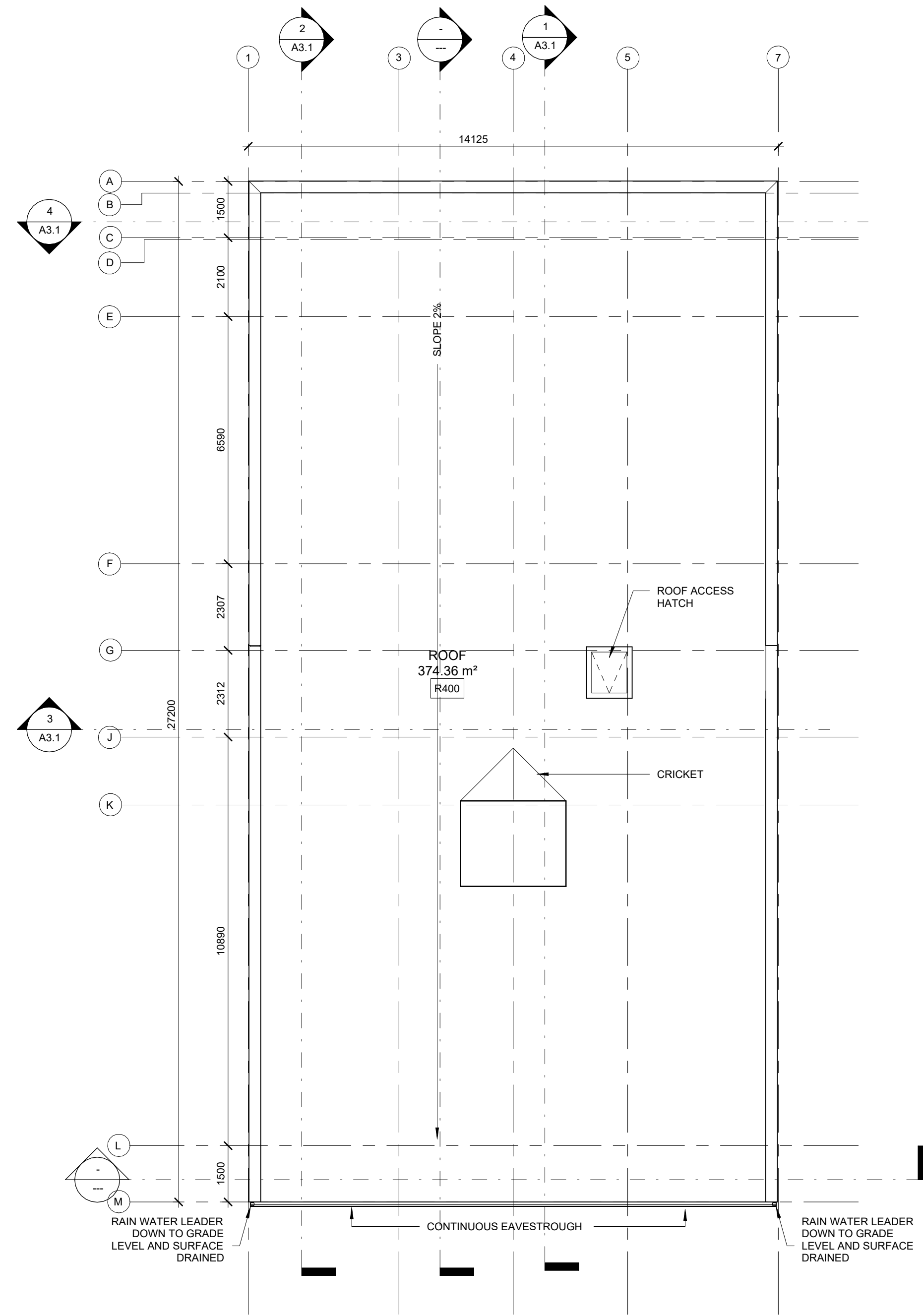
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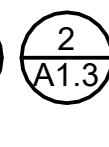


SECOND FLOOR
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THIRD FLOOR
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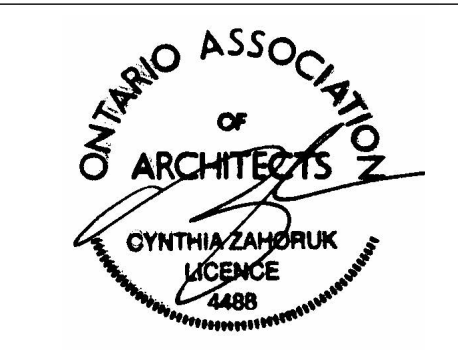
   **2** **ROOF PLAN**
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**CYNTHIA
ZAHORUK
ARCHITECTS**

3077 NEW STREET,
BURLINGTON, ON L7N1M8
905.331.4488



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**DELHI - SENTRY
MIXED USE BUILDING**

132 KING STREET
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ROOF PLAN

A1.3

NOT FOR CONSTRUCTION



NOTE: THE CONTRACTOR WILL CHECK AND VERIFY DIMENSIONS AND SITE CONDITIONS ON THE PROJECT AND REPORT ANY DISCREPANCY TO THE ARCHITECT PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. THIS DRAWING MUST NOT BE USED FOR CONSTRUCTION PURPOSES UNLESS SIGNED BY THE ARCHITECT. ALL DRAWINGS ARE THE PROPERTY OF THE ARCHITECT AND MAY NOT BE COPIED, REPRODUCED OR ALTERED WITHOUT WRITTEN PERMISSION FROM THE ARCHITECT. DO NOT SCALE THE DRAWING.

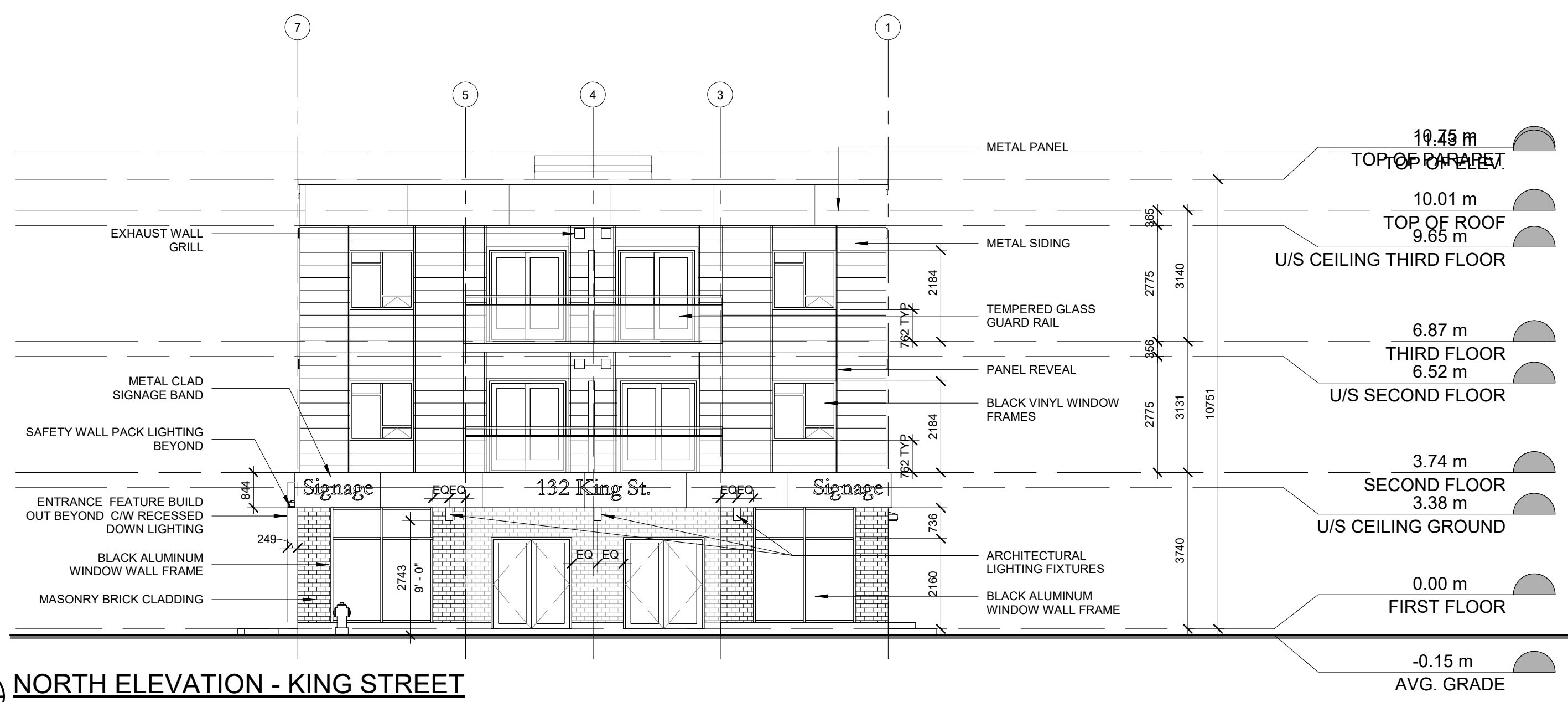
DD/MM/YY	REVISION
05/01/2024	ISSUED FOR PRECONSULTATION
6/06/2024	ISSUED FOR SPA
30/05/2025	ISSUED FOR MVA

DRAWN BY: Author
SCALE: 1 : 100
PRINT DATE: 2025-05-30 11:36:34 AM

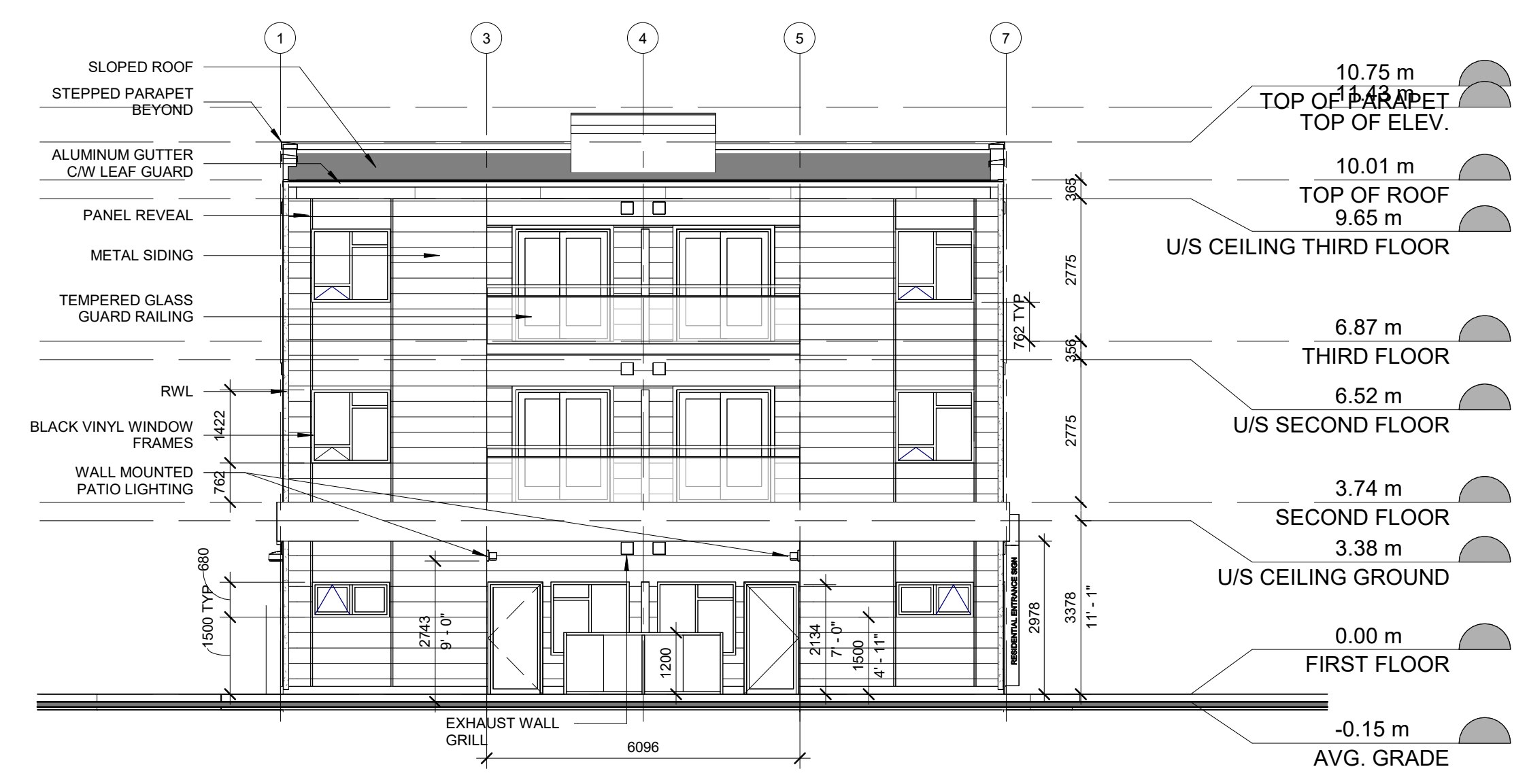
DELHI - SENTRY
MIXED USE BUILDING
132 KING STREET
DELHI ONTARIO

ELEVATIONS

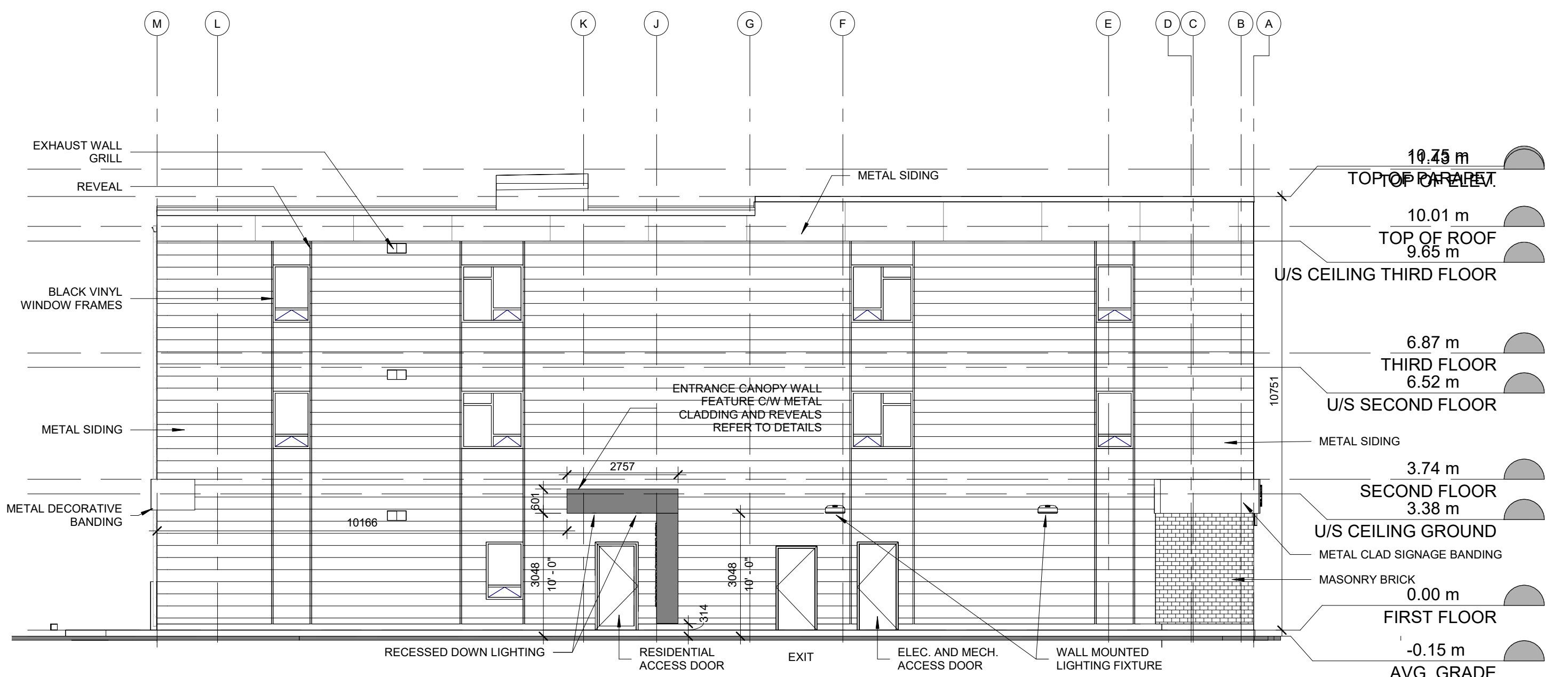
A2.1



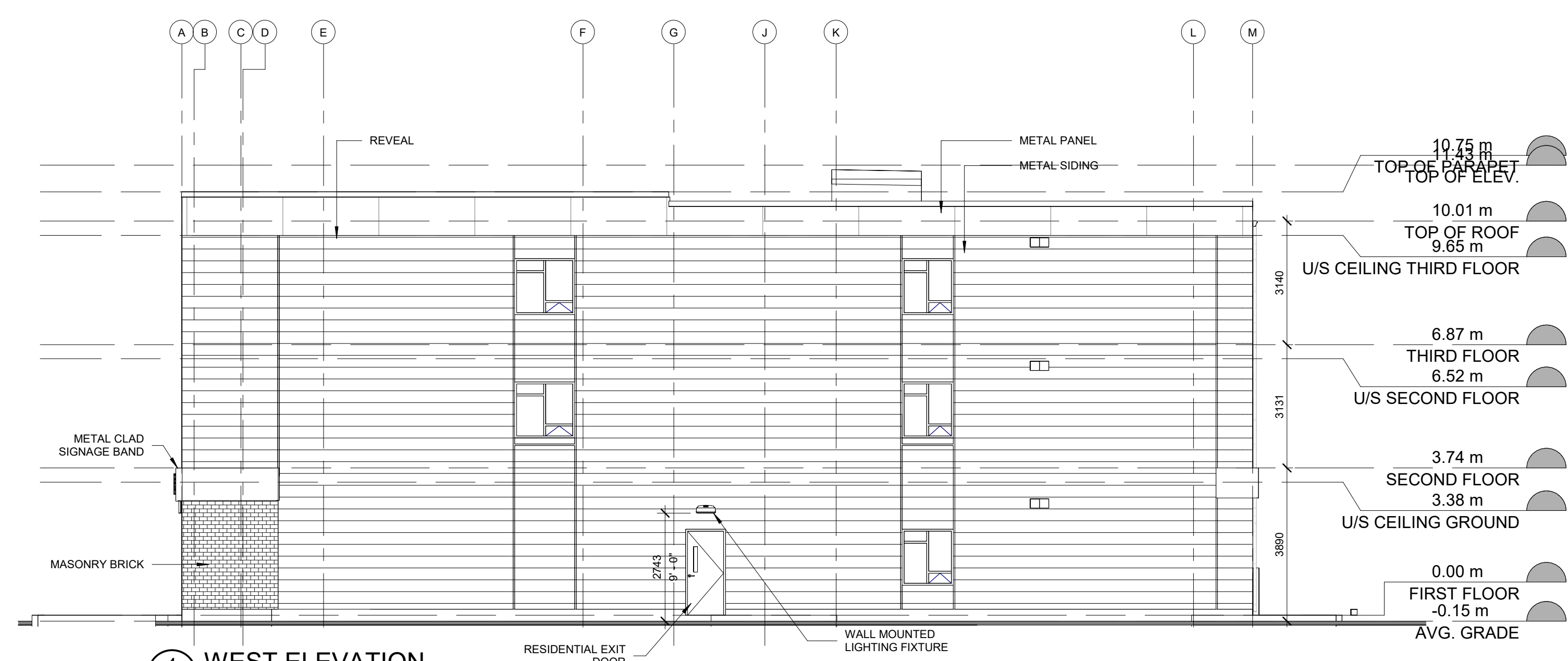
1 NORTH ELEVATION - KING STREET
A2.1 1 : 100



2 SOUTH ELEVATION
A2.1 1 : 100



3 EAST ELEVATION
A2.1 1 : 100



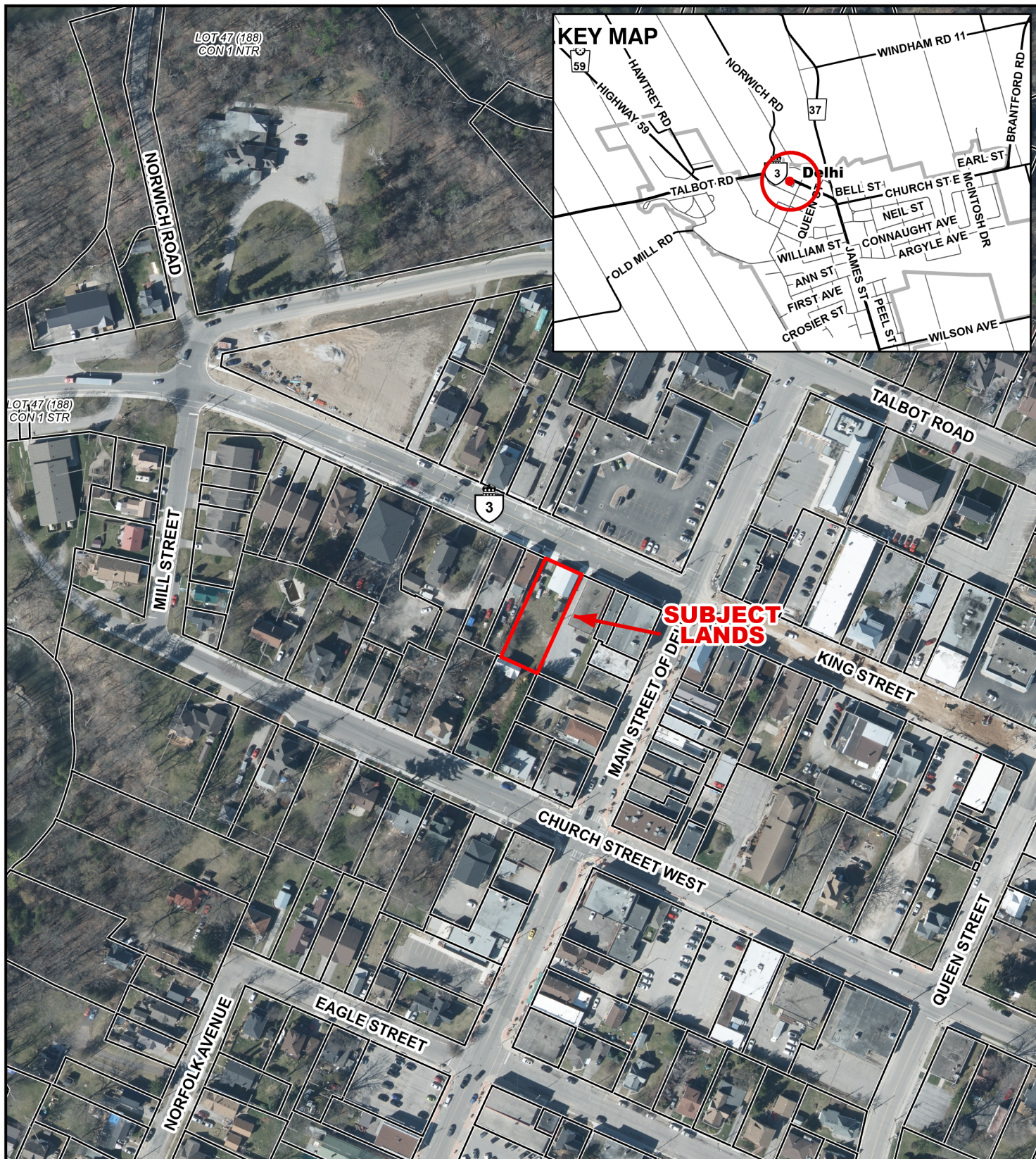
4 WEST ELEVATION
A2.1 1 : 100

MAP A

CONTEXT MAP

Urban Area of DELHI

ANPL2025192

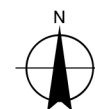


Legend

Subject Lands

2020 Air Photo

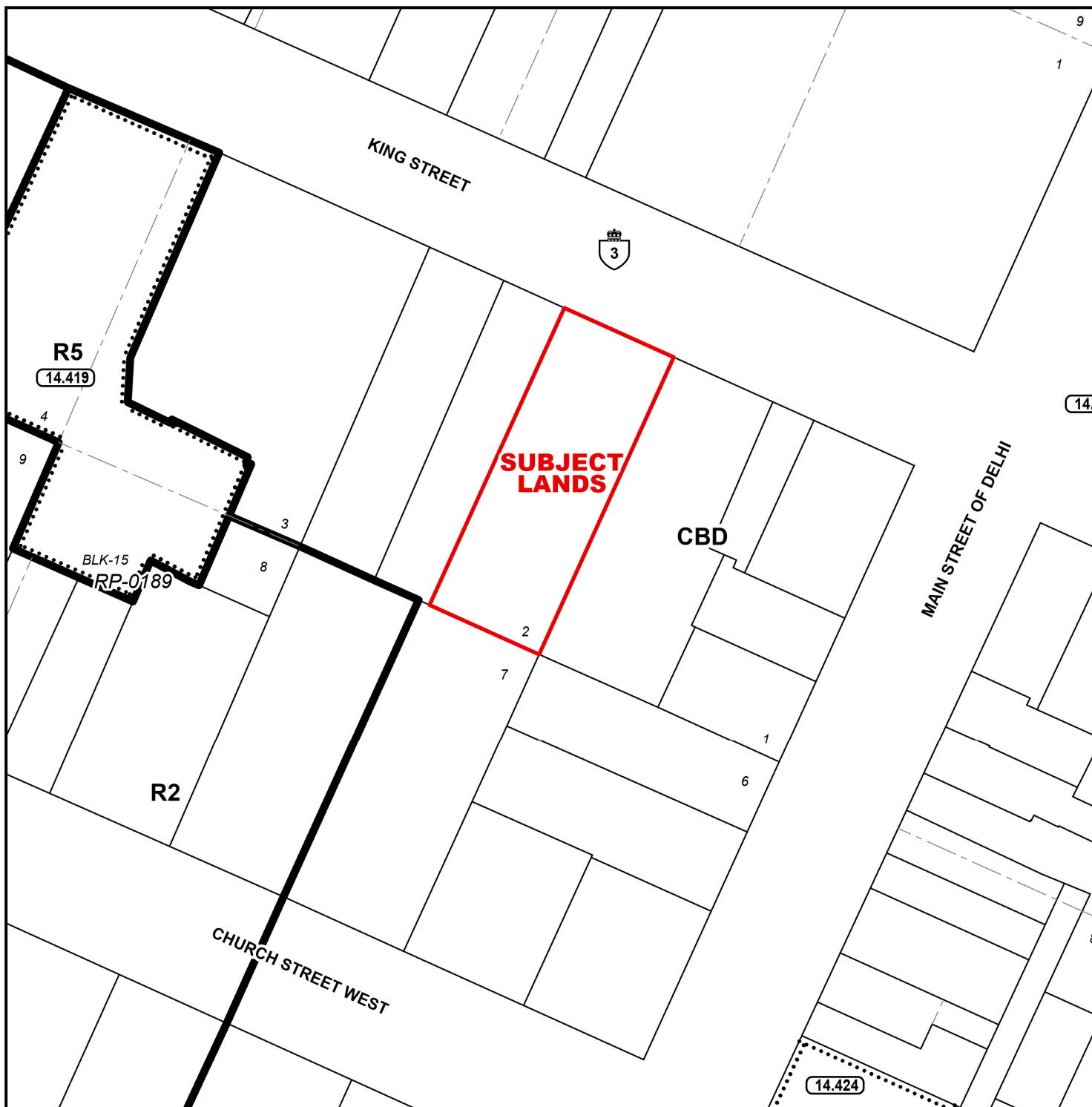
7/9/2025



105 0 10 20 30 40
Meters

MAP B
ZONING BY-LAW MAP
Urban Area of DELHI

ANPL2025192



LEGEND

Subject Lands

ZONING BY-LAW 1-Z-2014

7/9/2025

(H) - Holding

CBD - Central Business District Zone

R2 - Residential R2 Zone

R5 - Residential R5 Zone

