

Committee of Adjustment Application to Planning Department

Complete Application

A complete Committee of Adjustment application consists of the following:

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

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

Please review all of the important information summarised below.

Before your Application is Submitted

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



After Your Application is Submitted

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

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

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

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

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

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

Notification Sign Requirements

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

Contact Us

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



For Office Use Only: File Number Related File Number Pre-consultation Meeting Application Submitted Complete Application	Application Fee Conservation Authority Fee Well & Septic Info Provided Planner Public Notice Sign			
Check the type of plani	ning application(s) you are submitting.			
☐ Surplus Farm Dwellin☑ Minor Variance☐ Easement/Right-of-W	Boundary Adjustment ng Severance and Zoning By-law Amendment Vay Roll Number: 3310493100185000000			
A. Applicant Information				
Name of Owner	BILL AND CINDY HUTCHINSON			
It is the responsibility of to ownership within 30 days	the owner or applicant to notify the planner of any changes in s of such a change.			
Address	99 ORDNANCE AVE.			
Town and Postal Code	TURKEY PT.			
Phone Number	905-317-3617			
Cell Number				
Email	MRHUTCH1450@GMAIL.COM			
Name of Applicant BILL AND CINDY HUTCHINSON				
Address	99 ORDNANCE AVE.			
Town and Postal Code	TURKEY PT.			
Phone Number 905-317-3617				
Cell Number 905-317-3617				
Email	MRHUTCH1450@GMAIL.COM			



Name of Agent	416	16510DIC	JINC. (Gary J. Gerard)	
Address	1835 Cedarp	oark Drive		
Town and Postal Code	LONDON	ON	N5X 0H9	
Phone Number	519 495 898	0		
Cell Number	519 495 898	0		
Email	4THGSTUDI	O@GMAII	L.COM	
• •	notices in res		ould be sent. Unless otherwi is application will be forward	
			☑ Applicant	
Names and addresses of encumbrances on the su		of any mo	rtgagees, charges or other	
WILLIAM AND CINDY HU	JTCHINSON			
B. Location, Legal De1. Legal Description (incomplete Block Number and United Block Number Block Number	clude Geogra	phic Towr	ty Information nship, Concession Number,	Lot Number,
LOT 45 RP 133 PART	OF LOT 11	TURKEY F	POINT MARSH IN FRONT OF	CONC. 'A'
Municipal Civic Addre	ess: 99 OF	RDNANCE	AVENUE - TURKEY POINT	
Present Official Plan	Designation(s): <u>RR =</u>	SAME	_
Present Zoning: RR	= SAME			
2. Is there a special pro	vision or site	specific z	one on the subject lands?	
☐ Yes ☑ No If yes	, please spec	ify:		
3. Present use of the su RESIDENTIAL W. 3 S	-	(COTTAC	GE, ACCESSORY BLDG, BOA	THOUSE)



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: BUILDING 1: MAIN COTTAGE - LAKESIDE APPROX 850 SF.(RETAIN FUTURE RENO.2026) BUILDING 2: ACC. BLDG (GARAGE) - MID LOT APPROX 500 SF (TO BE REMOVED 2025) BUILDING 3: BOATHOUSE - CHANNEL SIDE APPROX. 775 SF(TO BE REPLACED 2025)
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. LATE 2026+ RENOVATIONS TO MAIN COTTAGE
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 1400 SF +/- (54x26') 1 STOREY STL. CLAD BOATHOUSE W. SLOPED ROOF (ATTIC)
7.	Are any existing buildings on the subject lands designated under the <i>Ontario</i> Heritage Act as being architecturally and/or historically significant? Yes □ No ☑ If yes, identify and provide details of the building:
8.	If known, the length of time the existing uses have continued on the subject lands: 50+ YEARS
9.	Existing use of abutting properties: RESIDENTIAL - SAME
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: PART 9 - RESERVED PRIVATE LANE (SEE SURVEY)



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	12.19m	15.00m	5.8.2.b	No CHANGE	-2.71m
Lot depth					
Lot width					
Lot area					
Lot coverage	13.8% Boathouse & Garage	10.0%	3.2.2.e	15.3%	+ 5.3% (1.5% Net Increas
Front yard			3.2.2.	Not Applic.	
Rear yard	0.20m	0.00m	3.2.2.	No Change	
Height	4.00m	5.00m MAX.	3.2.2.c	5.9m +/-	+ 0.900m
Left Interior side yard	2.68m	1.20m	3.2.2.b	2.5m	
Right Interior side yard	2.28m	1.20m	3.2.2.b	1.8m	
Exterior side yard (corner lot)			NOT APPL.		
Parking Spaces (number)			2 Spaces (1 Private, 1 Front		
Aisle width			Not Applic.		
Stall size			Not Applic.		
Loading Spaces			NOT APPL.		
Other	72.0m	56sm	3.2.2.d	130.4	+74.4sm [58.4+]



2.	Please explain why it is not possible to comply with the provision(s) of the Zoning				
	By-law:				
	THE INCREASED BOATHOUSE AREAS IS TO PERMIT A LARGER SLIP AND PROVISIONS FOR A BIGGER BOAT AND ENCLOSED STORAGE FOR ALL BOATS OWNED				
	BY THE PROPERTY OWNERS. REMOVAL OF EXTERIOR STORAGE WILL BE ACCOMPLISHED WITH THIS NEW BIGGER BOATHOUSE.				
	WITH THE NEW BIODER BOXITIOUSE.				
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:				
	<u> </u>				
	Description of land intended to be retained in metric units:				
	Frontage:				
	Depth:				
	Width:				
	Lot Area:				
	Present Use:				
	Proposed Use:				
	· · · · · · · · · · · · · · · · · · ·				
	Buildings on retained land:				
	Face and Alberta Court of the C				
4.	Easement/Right-of-Way: Description of proposed right-of-way/easement in metric units:				
	Frontage:				



Depth:

Width:	
Area:	
Proposed Use:	
 Surplus Farm Dwelling Severances Only: List all proposition which are owned and farmed by the applicant and involved. 	•
Owners Name:	
Roll Number:	
Total Acreage:	
Workable Acreage:	
Existing Farm Type: (for example: corn, orchard, livestock)	
Dwelling Present?: \square Yes \square No If yes, year dwelling but	ilt
Date of Land Purchase:	
Owners Name: Roll Number: Total Acreage: Workable Acreage:	
Existing Farm Type: (for example: corn, orchard, livestock)	
Dwelling Present?: \square Yes \square No If yes, year dwelling but	ilt
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 bu	
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 forr uses on the site or adjacent sites? ☐ Yes ☑ No ☐ Unknown	ner
3. Provide the information you used to determine the answers to the above question	ıs:



4.	If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached? ☐ Yes ☑ No				
E.	. All Applications: Provincial Policy				
1.	Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the <i>Planning Act, R.S.O. 1990, c. P. 13</i> ? ☑ Yes ☐ No				
	If no, please explain:				
2.	It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement subsection 2.1.7? ☑ Yes ☐ No				
	If no, please explain:				
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				
	☐ Municipal piped water		Communal wells		
	☑ Individual wells		Other (describe below)		
	Sewage Treatment				
	☐ Municipal sewers		Communal system		
	☑ Septic tank and tile bed in good working order		Other (describe below)		
	NEW SEPTIC TO FOLLOW WHEN COTTAGE RENO	VAT	ED.		
	Storm Drainage				
	☐ Storm sewers		Open ditches		
	☐ Other (describe below)				
2.	Existing or proposed access to subject lands:				
	✓ Municipal road		Provincial highway		
	☐ Unopened road		Other (describe below)		
	Name of road/street:				
G.	All Applications: Other Information				
1.	Does the application involve a local business? \Box	Yes	☑ No		
	If yes, how many people are employed on the sub	ject	lands?		
2.	Is there any other information that you think may b				
	application? If so, explain below or attach on a se	para	ate 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

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:
$\ \Box$ 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.

WILLIAM HUTCHINSON	31 JUL 25		
Owner/Applicant/Agent Signature	Date		
J. Owner's Authorization			
If the applicant/agent is not the registered owner of application, the owner must complete the authorize	•		
I/We WILLIAM HUTCHINSON am	/are the registered owner(s) of the		
lands that is the subject of this application.	,		
/We authorize 4THGSTUDIO INC. (Gary J. Gerard) 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.			
WILLIAM HUTCHINSON	31 JUL 25		
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

I, WILLIAM HUTCHINSON of NORFOLK COUNTY

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:

SIMCOE ONT

Owner/Applicant/Agent Signature

In NORFOLK COUNTY

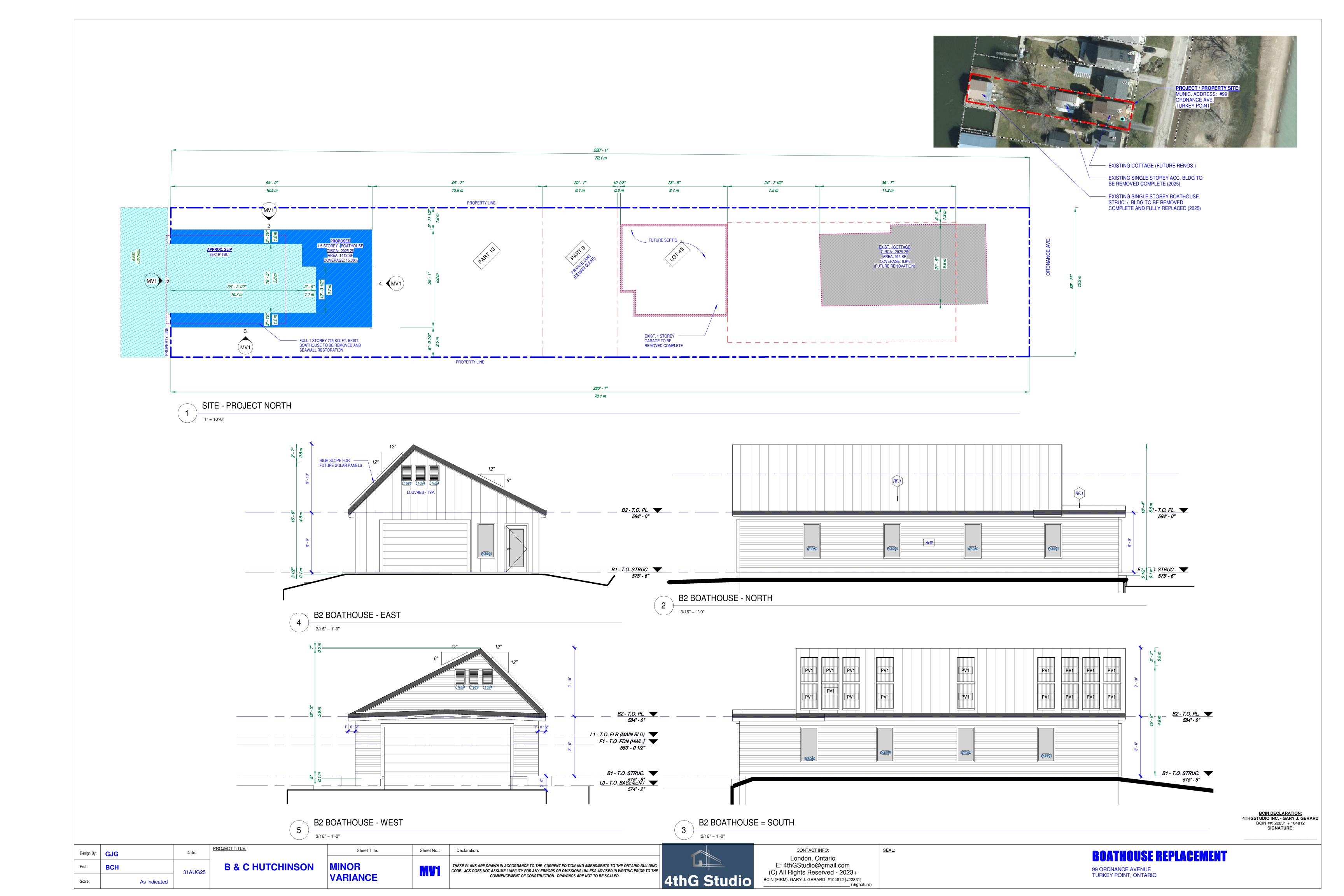
This 8th day of AUGUST 2025

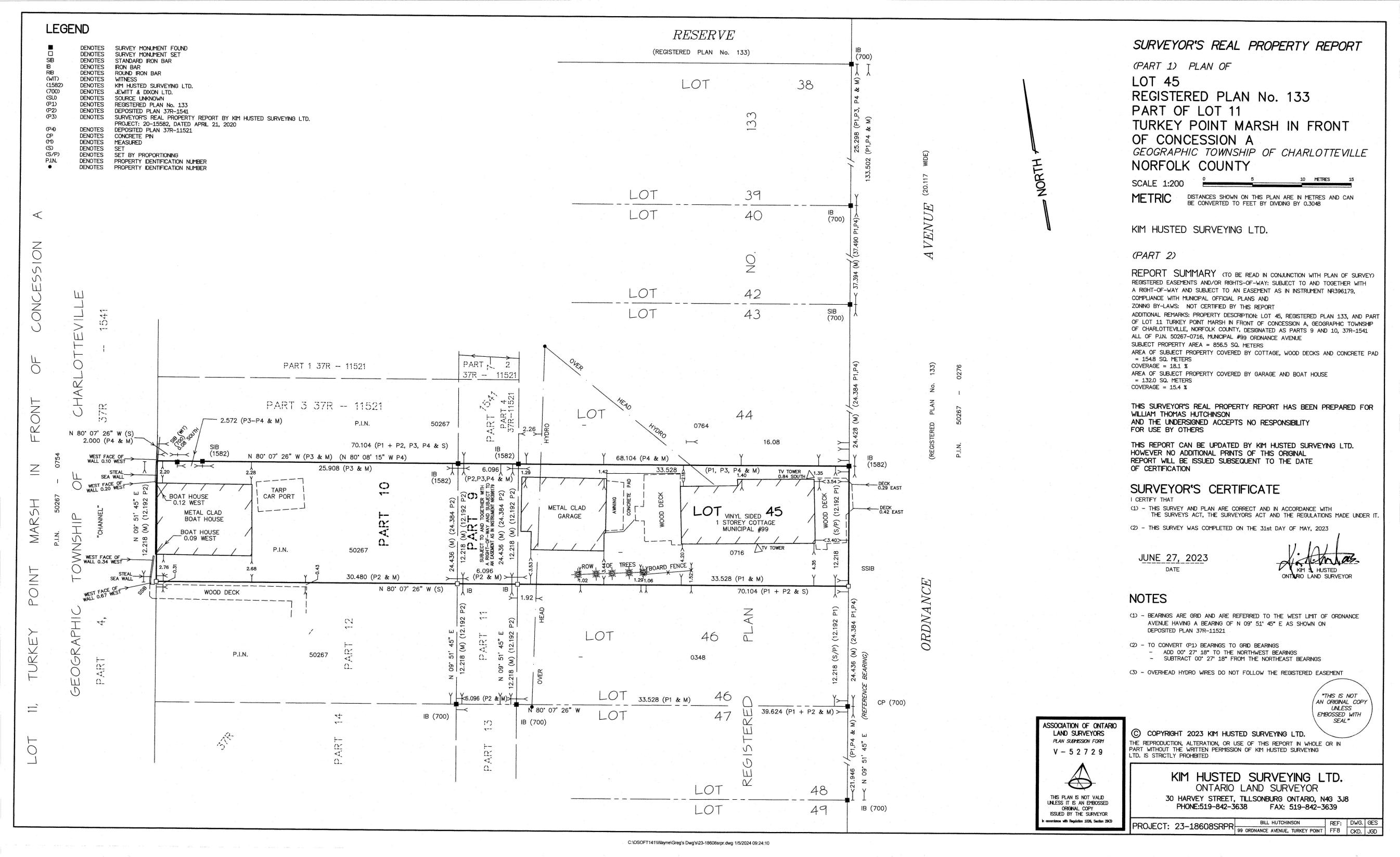
A.D., 20<u>25</u>

Sherry Ann Mott, a Commissioner, etc., Province of Ontario. for the Corporation of Norfolk County. Expires March 16, 2026.

A Commissioner, etc.



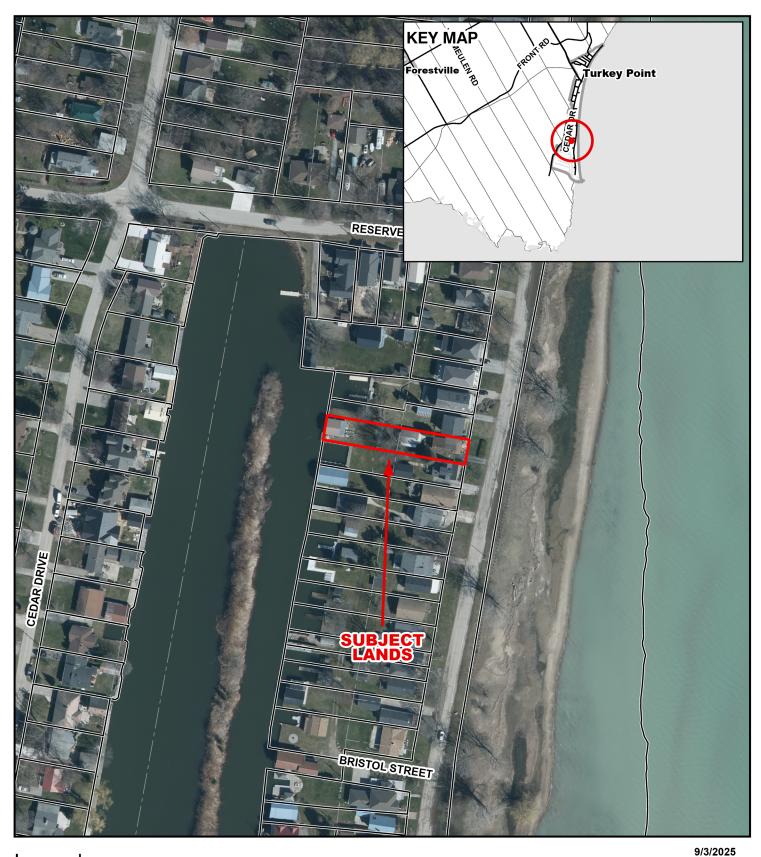




MAP A ANPL2025258

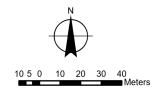
CONTEXT MAP

Geographic Township of CHARLOTTEVILLE



Legend

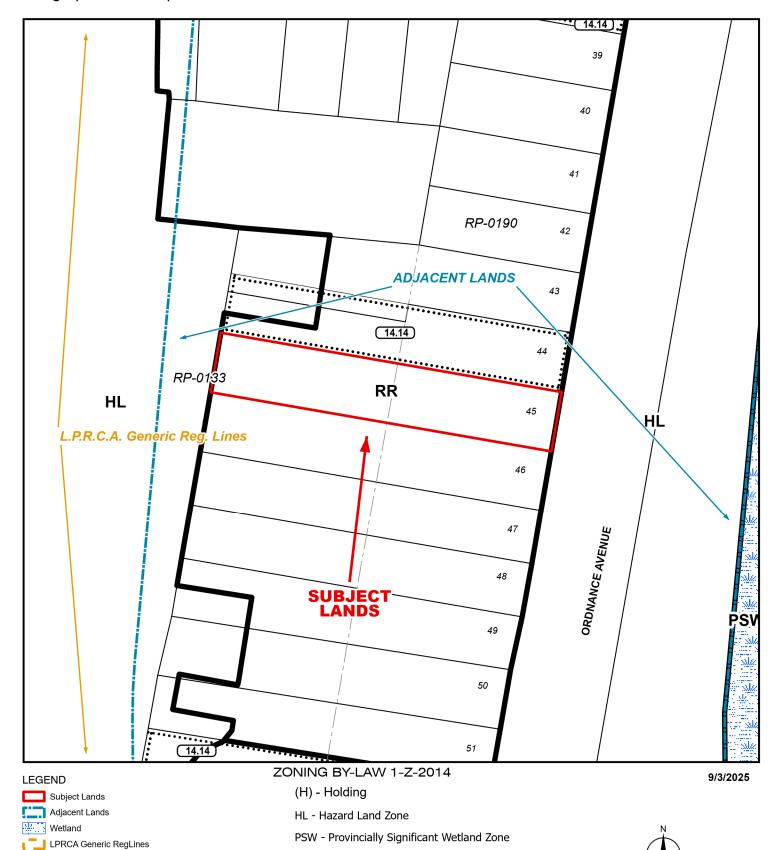




MAP B

ZONING BY-LAW MAP

Geographic Township of CHARLOTTEVILLE



RR - Resort Residential Zone

MAP C ANPL2025258

CONCEPTUAL PLAN

Geographic Township of CHARLOTTEVILLE

