

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	Well & Septic Info Provided Planner
Check the type of planning applic	ation(s) you are submitting.
☐ Minor Variance☐ Easement/Right-of-Way	ce and Zoning By-law Amendment
Property Assessment Roll Number	:r:
A. Applicant Information	
Name of Owner	
It is the responsibility of the owner or ownership within 30 days of such a content of the conte	r applicant to notify the planner of any changes in change.
Address	
Town and Postal Code	
Phone Number	
Cell Number	
Email	
Name of Applicant	
Address	
Town and Postal Code	
Phone Number	
Cell Number	
Email	



Na	ame of Agent			
Ad	Idress			
То	own and Postal Code			
Ph	none Number			
Ce	ell Number			
En	nail			
all	• •	otices in respect of th	ould be sent. Unless otherwise directions application will be forwarded to the	
	Owner	☐ Agent	☐ Applicant	
	ames and addresses of cumbrances on the sul	,	ortgagees, charges or other	
B. 1.	. •	• .	rty Information rnship, Concession Number, Lot Nun	nber,
	Municipal Civic Addre	 SS:		
	Present Official Plan [
	Present Zoning:	3 (
2.	<u> </u>		zone on the subject lands?	
	☐ Yes ☐ No If yes,	-	•	
3.	Present use of the sub	pject 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 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:
5.	If an addition to an existing building is being proposed, please explain what it will be used for (for example a bedroom, kitchen, or bathroom). If new fixtures are proposed, please describe.
6.	Please describe all proposed buildings or structures/additions on the subject lands. Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:
7.	Are any existing buildings on the subject lands designated under the <i>Ontario Heritage Act</i> as being architecturally and/or historically significant? Yes \square No \square 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:
9.	Existing use of abutting properties:
10	. Are there any easements or restrictive covenants affecting the subject lands?
	\square Yes \square No If yes, describe the easement or restrictive covenant and its effect:



C. Purpose of Development Application

Note: Please complete all that apply. Failure to complete this section will result in an incomplete application.

1. Site Information (Please refer to Zoning By-law to confirm permitted dimensions)

	Existing	Permitted	Provision	Proposed	Deficiency
Lot frontage					
Lot depth					
Lot width					
Lot area					
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					



Please explain why it is not possible to comply with the provision(s) of the Zonin By-law:			
Consent/Severar severed in metric Frontage:	nce/Boundary Adjustment: Description of land intended to be units:		
Depth:			
Width:			
Lot Area:			
Present Use:			
Proposed Use:			
Proposed final lot	size (if boundary adjustment):		
If a boundary adju	ustment, identify the assessment roll number and property owner of		
the lands to which the parcel will be added:			
Description of land Frontage:	d intended to be retained in metric units:		
Depth:			
Width:			
Lot Area:			
Present Use:			
Proposed Use:			
•	ned land:		
units:	of-Way: Description of proposed right-of-way/easement in metric		
Frontage:			



	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
Ov	ners Name:
Ro	l Number:
То	al Acreage:
W	rkable Acreage:
Ex	sting Farm Type: (for example: corn, orchard, livestock)
Dv	elling Present?: 🛘 Yes 🗀 No If yes, year dwelling built
Da	e of Land Purchase:
Ro To Wo Ex	ners Name: I Number: al Acreage: rkable Acreage: sting Farm Type: (for example: corn, orchard, livestock) elling Present?: Yes No If yes, year dwelling built e of Land Purchase:
Ro To W	ners Name: I Number: al Acreage: rkable Acreage: sting Farm Type: (for example: corn, orchard, livestock)
Dv	elling Present?: □ Yes □ No If yes, year dwelling built
Da	e of Land Purchase:



Ow	ners Name:
Ro	Il Number:
Tot	tal Acreage:
Wc	orkable Acreage:
Exi	sting Farm Type: (for example: corn, orchard, livestock)
Dw	velling Present?: □ Yes □ No If yes, year dwelling built
Da	te of Land Purchase:
Ow	/ners Name:
Ro	ll Number:
Tot	tal Acreage:
Wc	orkable Acreage:
Exi	sting Farm Type: (for example: corn, orchard, livestock)
Dw	velling Present?: □ Yes □ No If yes, year dwelling built
Da	te of Land Purchase:
No	te: 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? \square Yes \square No \square 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? \square Yes \square No \square 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? \square Yes \square No		
Ε.	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? \square Yes \square 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) 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? \square Yes \square 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

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 of 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	personal information necessary for the
Owner	Date
 Owner	Date

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



K. Declaration		
Ι,	_of	
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:		
	Owner/Applicant/Agent Signature	
In		
Thisday of		
A.D., 20		
A Commissioner, etc.		



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Freedom of Information

For the purposes of the Municipal Freedom of Information and consent to the use by or the disclosinformation that is collected under the authority of the formation that is purposed of processing this application.	ure to any person or public body any
Willanta	Oct 2, 2025
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 authorization.	tion set out below.
I/We ARPAD + LORINE PASTOR am/a lands that is the subject of this application.	are the registered owner(s) of the
I/We authorize	al information necessary for the

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

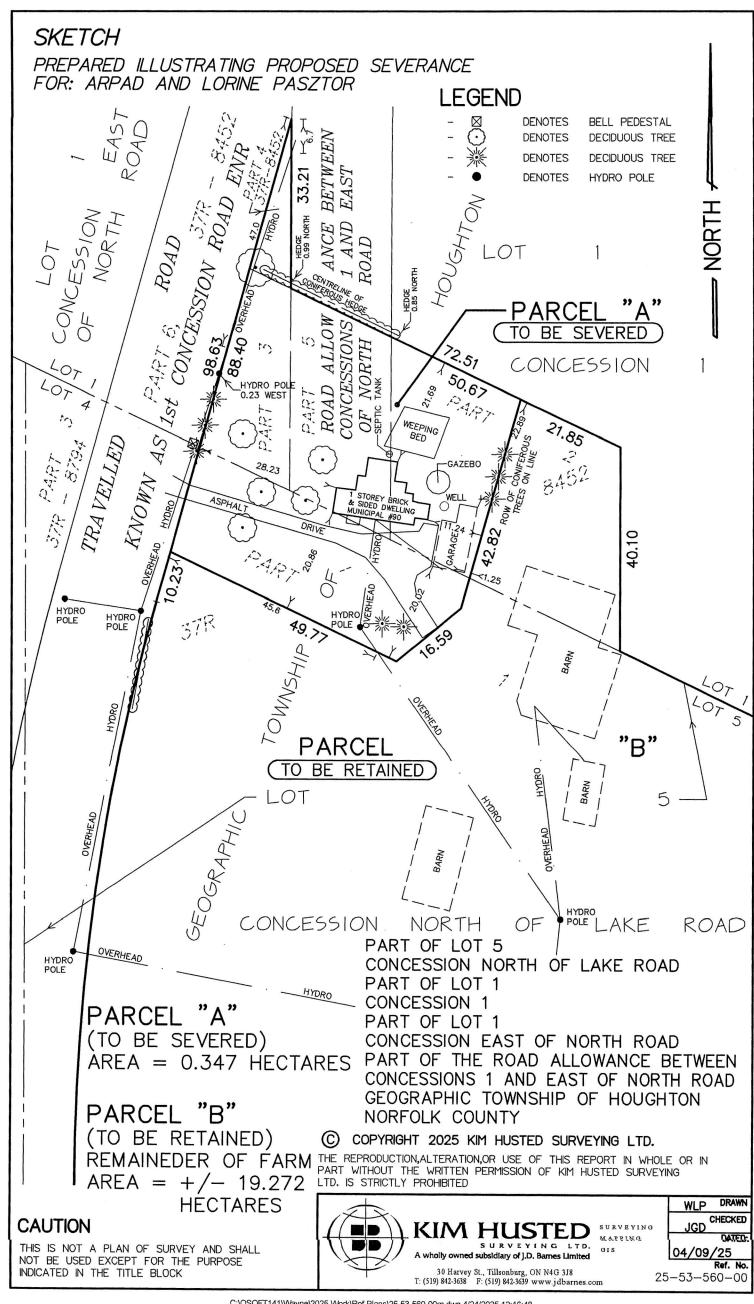


Date

Date

Application for 90 1ST Concession Road ENR Norfolk County

"In the Province of Ontario, I/we solemnly declare that all the statements contained in this application are true and I/we 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"



Norfolk COUNTY.

COMMITTEE OF ADJUSTMENT DECISION

BNPL2025174

ARPAD AND LORINE PASZTOR HGN CON NLR PT LOT 5 CON 1, (90 1st Concession Rd ENR, Langton)

Committee of Adjustment Made the Decision on August 20, 2025 to:

In the case of an Application for Consent as made under Section 53 of the Planning Act, R.S.O., 1990, c.P.13 as amended:

PROPOSAL: An application has been received to sever a parcel having a frontage of 88.4 metres, a width of 42.82 metres and a depth of 50.67 metres with a total lot area of 0.347 hectares in the Agricultural (A) Zone and retain a parcel having an area of 19.272 hectares as a result of the severance of a dwelling made surplus through farm amalgamation. The consent application is being reviewed concurrently with a zoning amendment for the retained lands to remove a single detached dwelling as a permitted use in the Agricultural (A) Zone.

Phils	Lisa
Members Concurring in the Above Ruling	Seconded By
Linda D'Hondt-Crandon	Lisa Dove
Peter Hellyer Tim Rivara	Joe Murphy Philip Serfockaeth
Alan Strang	Chris Van Paassen
Adam Veri	
Matian Carried	
Chair	

REASON: This application is consistent with the Provincial Planning Statement, conforms with the Norfolk County Official Plan and complies with the Norfolk County Zoning by- law. and no public input was received and therefore has not been considered as part of this application.

If approved, this decision is subject to the conditions stated on the reverse of this notice. Lapsing date to have all your conditions cleared is **August 20, 2027.**

Certification Secretary Treasurer

I hereby certify this to be a true copy of the Norfolk County Committee of Adjustment decision and that this decision was concurred with by a majority of the members who heard the application at a meeting duly held on August 20, 2025.



COMMITTEE OF ADJUSTMENT DECISION

BNPL2025174

ARPAD AND LORINE PASZTOR

Hearing Date August 20, 2025 Appeal Deadline Date September 10, 2025 Lapsing Date August 20, 2027

Appeals

Only the applicant, the Minister, a specified person or any public body may appeal the decision in respect to applications for consent to the Ontario Land Tribunal ("OLT"). A notice of appeal may not be filed by an unincorporated association or group. However, a notice may be filed in the name of an individual who is a member of the association or group. The *Planning Act* Section 53(19) states that any person or public body may, not later than twenty days after the giving of a written decision, appeal the decision and/or any condition imposed by the Committee of Adjustment to the OLT. If you wish to appeal to the OLT, a copy of an appellant form is available from their website https://olt.gov.on.ca/. The appellant form, setting out reasons for the appeal and accompanied by the fee payable to the Minister of Finance must be filed with the County Clerk on or before the following **September 10, 2025**.

Conditions of Approval

1	Receipt of a letter from Norfolk County indicating that their requirements, financial or otherwise have been satisfied including: ?. Proof that property taxes are paid and up to date, or payment of any outstanding taxes;
2	Drainage assessment reapportionment be undertaken pursuant to Section 65 of the Drainage Act, R.S.O. 1990 at the applicant's expense \$ 348.00.
3	Receipt of a letter from the Secretary-Treasurer indicating that the zoning of the retained lands has been amended to meet the requirements of Section 2.3.4.1 (c) of the Provincial Policy Statement.
4	Subject to approval of the required Minor Variance application to allow for an undersized agricultural retained lot.
5	Receipt of a letter from the Building Department that the spatial separation of the existing building to the new property line has been completed.
6	Receipt of a letter from the Building Department that a septic permit has been obtained for the existing septic system.
7	Receipt of a copy of the registered reference plan for the severed parcel of land from the solicitor acting in the transfer.
8	Receipt of a copiy of the deed for the severed parcel of land, or if filling by electronic registration, receipt of the PIN print-out and three copies of the Transfer in Preparation from the solicitor acting in the transfer.
9	That the solicitor acting in the transfer provides an undertaking to provide the Secretary-Treasurer with a copy of the first page of the Receipted Transfer upon the completion of the electronic registration.
10	That the included conditions must be fulfilled and the Certificate of Official for consent be issued by the Secretary-Treasurer on or before the lapsing date noted below after which time the consent will lapse.

Please have all conditions cleared prior to the lapsing date of **August 20**, **2027**All conditions of approval must be completed within two years of the date the decision was given. If conditions are not completed within the deadline date, pursuant to Section 53(41) of the *Planning Act*, approval of the application will automatically be rescinded and the application deemed to be refused. Should this occur and you still wish to proceed with the consent you will be required to apply with the submission of a new application and pay the current user fee.

Additional Information

If you require additional information or to discuss the requirements of your conditions, please contact the Secretary Treasurer for Norfolk County Committee of Adjustment at committee.of.adjustment@norfolkcounty.ca. You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse to give provisional consent or make a written request to be notified of changes to the conditions of the provisional consent.

CONTEXT MAP

Geographic Township of HOUGHTON

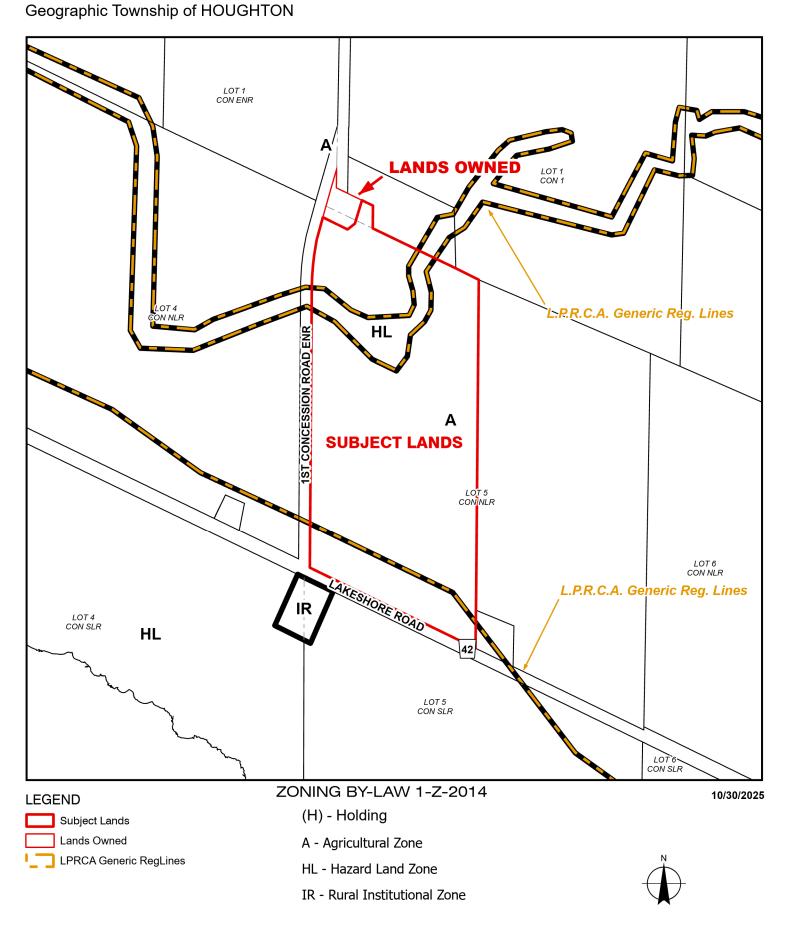


Legend



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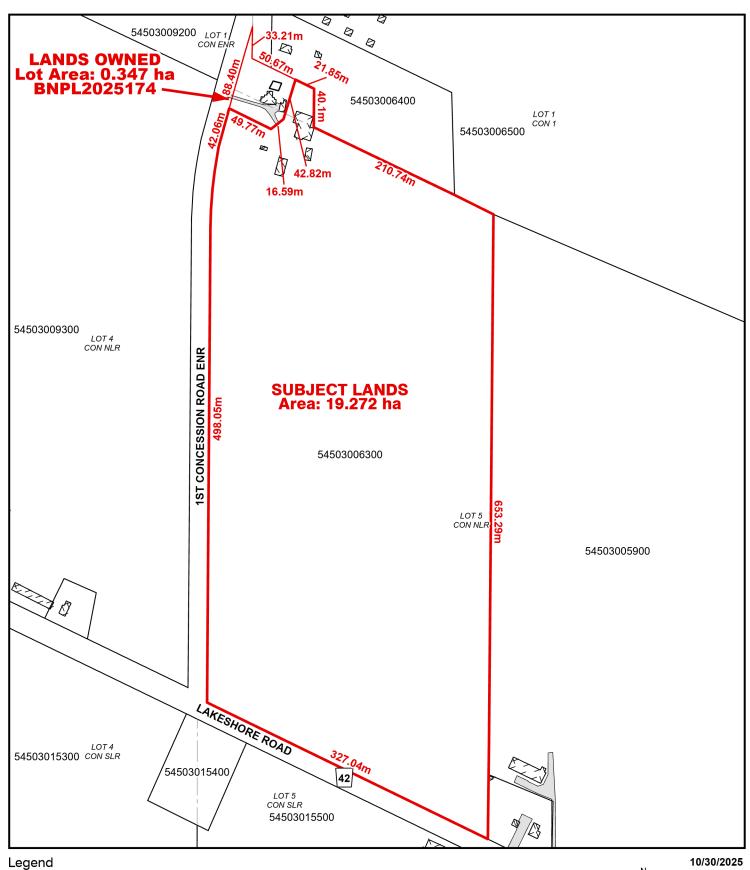
MAP B ZONING BY-LAW MAP



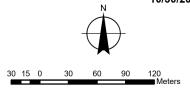
MAP C ANPL2025346

CONCEPTUAL PLAN

Geographic Township of HOUGHTON

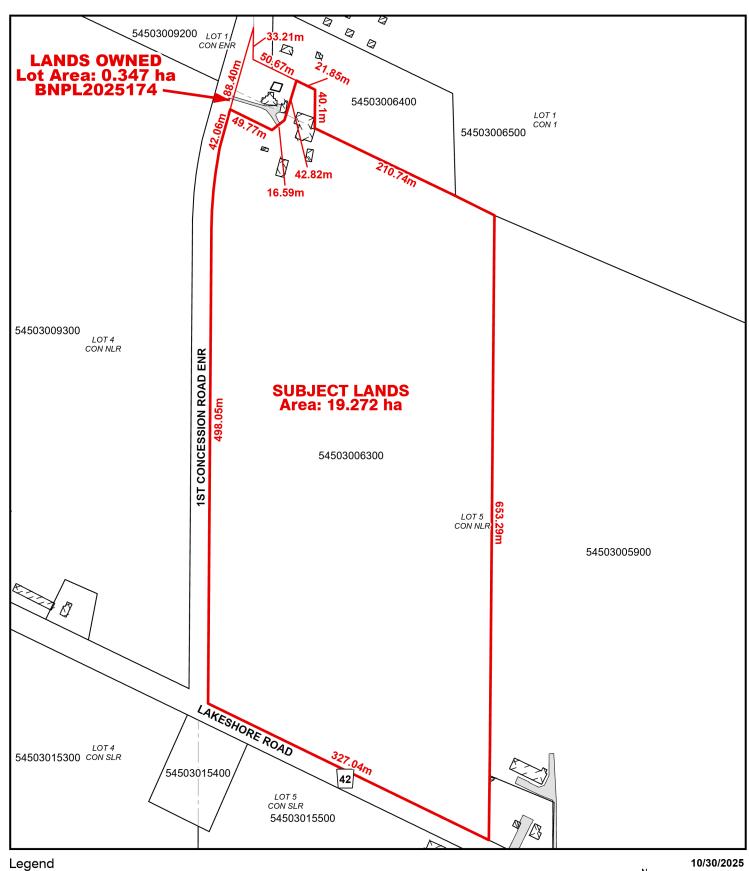






CONCEPTUAL PLAN

Geographic Township of HOUGHTON



Subject Lands
Lands Owned

