



**For Office Use Only:**

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

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

- Standard Minor Variance
- Complex Minor Variance (After the fact)
- Routine Minor Variance

**Property Assessment Roll Number:** 545-040-11602-0000

**A. Applicant Information**

**Name of Owner** DAVID HUNT; DEBORAH HUNT

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** 1369 Lakeshore Rd

**Town and Postal Code** Clear Creek, Ontario NOE 1C0

**Phone Number** 519-403-4211

**Cell Number** "

**Email** davehuntold@gmail.com

**Name of Authorized Applicant** ANDY KOOT

**Address** 720 FORESTRY FARM RD.

**Town and Postal Code** ST. WILLIAMS, ONT NOE 1R0

**Phone Number** 226-231-2406

**Cell Number** \_\_\_\_\_

**Email** andykoot@gmail.com



**Name of Authorized Agent** \_\_\_\_\_  
**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):

Pt. Lt 16 Con North of Lake Road Houghton  
Pt 1 3TR10632; Norfolk County

Municipal Civic Address: 1369 Lakeshore Rd., Clear Creek

Land acquisition date (if known): March 14, 2014

Present Official Plan Designation(s): Agricultural

Present Zoning: Agricultural (A)

2. Is there a special provision or site specific zone on the subject lands?

Yes    No

If yes, please specify:

A. 708

3. Present use of the subject lands:

residential

4. Please describe **all existing and proposed** buildings and structures on the subject lands and whether they are to be retained, demolished or removed.

	Existing	Proposed
Type of Building	House	ARDU
Number of Storey(s)	1	
Number of Dwelling Units per lot	1	
Buildings/Structures/ARDU Width (m)		8.5m
Building/ Structures /ARDU Length (m)		11.5
Building/ Structures /ARDU Height (m)		5m
Usable Floor Area (sq.m)		98m <sup>2</sup>
Lot coverage		2.4%

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.

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6. 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:

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7. If known, the length of time the existing uses have continued on the subject lands:

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8. Existing use of abutting properties:

Agriculture

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9. Are there any easements or restrictive covenants affecting the subject lands?

Yes  No If yes, describe the easement or restrictive covenant and its effect:

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**C. Zoning Review (chart must be completed in metric units)**

Please fill out the required information for the main and accessory buildings and structures

	Zoning By-law Requirement	Proposed	Deficiency
Lot area (m <sup>2</sup> )			
Lot frontage (m)			
Lot depth (m)			
Front Yard Setback (m)			
Left Side Yard Setback (m)			
Right Side Yard Setback (m)	1.2	1.2	0
Rear Yard Setback (m)			
Exterior side yard (if applicable) (m)			
Height (m)			
Lot coverage (%)	10%	2-4%	0
Buildings/structures separation (m)			
Detached Additional Dwelling Unit (ADU) or Accessory Building			
i) Usable floor area (m <sup>2</sup> )	75	98	23
ii) Height (m)	5	5	0
iii) Building separation (m)	40	40	0
Number of parking spaces			



**D. 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):

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2. Is there reason to believe the subject lands may have been contaminated by former uses on the site or adjacent sites?

Yes  No  Unknown

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

personal knowledge

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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. Provincial Policy**

1. Is the requested amendment consistent with the Provincial Planning Statements issued under subsection 3(1) of the *Planning Act, R.S.O. 1990, c. P. 13*?

Yes  No

If you answered no, please explain:

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2. It is the 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 Planning Statement ?

Yes  No

If no, please explain:

Existing lot lawn

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 the subject lands are in an area of source water Wellhead Protection Area (WHPA) A, B or C, Issue Contributing Area, Intake Protection zone, please attach relevant information and approved mitigation measures from the Risk Manager Official.

4. Does the property have any significant environmental features on the subject land or within 500 metres:

Yes  No

If yes, indicate:  Significant Woodland  Provincially Significant Wetland  Floodplain  Other \_\_\_\_\_

5. Does the property have any livestock facility or stockyard on the subject land or within 1000 metres:

Yes  No

If yes, the submission of Minimum Distance Separation (MDS) calculations may apply.

**F. 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)

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Storm Drainage

- Storm sewers
- Open ditches
- Other (describe below)

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2. Existing or proposed access to subject lands:

- Municipal road
- Provincial highway
- Unopened road
- Other (describe below)

Name of road/street:

Lakeshore Rd

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**G. Other Information**

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.

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## **H. Supporting Material to be submitted by Applicant**

In order for your application to be considered complete, folded hard copies and an electronic version of the site plan drawings, additional plans, studies and reports will be required in addition to a sketch plan in accordance with [Ontario Regulation 200/96](#).

### **i. Sketch in Metric Units**

A sketch showing the following, in metric units:

- a) The boundaries and dimensions of the subject land.
- b) The location, size, dimensions, and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- c) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- d) The current uses on land that is adjacent to the subject land.
- e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
- f) If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- g) The location and nature of any easement affecting the subject land.
- h) Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures.



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

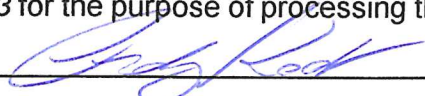
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner to undertake the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. The owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner to undertake 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 purpose 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 purpose of processing this application.

  
Owner/Applicant/Agent Signature

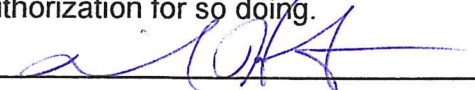
Jan 27/26  
Date

**J. Owner's Authorization**

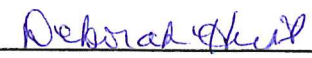
If the authorized applicant/agent is not the registered owner of the lands that is the subject of this application, the owner must complete the authorization set out below.

We DAVID + DEBORAH HUNT am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize ANDY KOOT 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

Jan 22/26  
Date

  
Owner

Jan 22/26  
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, ANDY KOOT 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

  
Owner/Applicant/Agent Signature

In NORFOLK

This 27 day of January

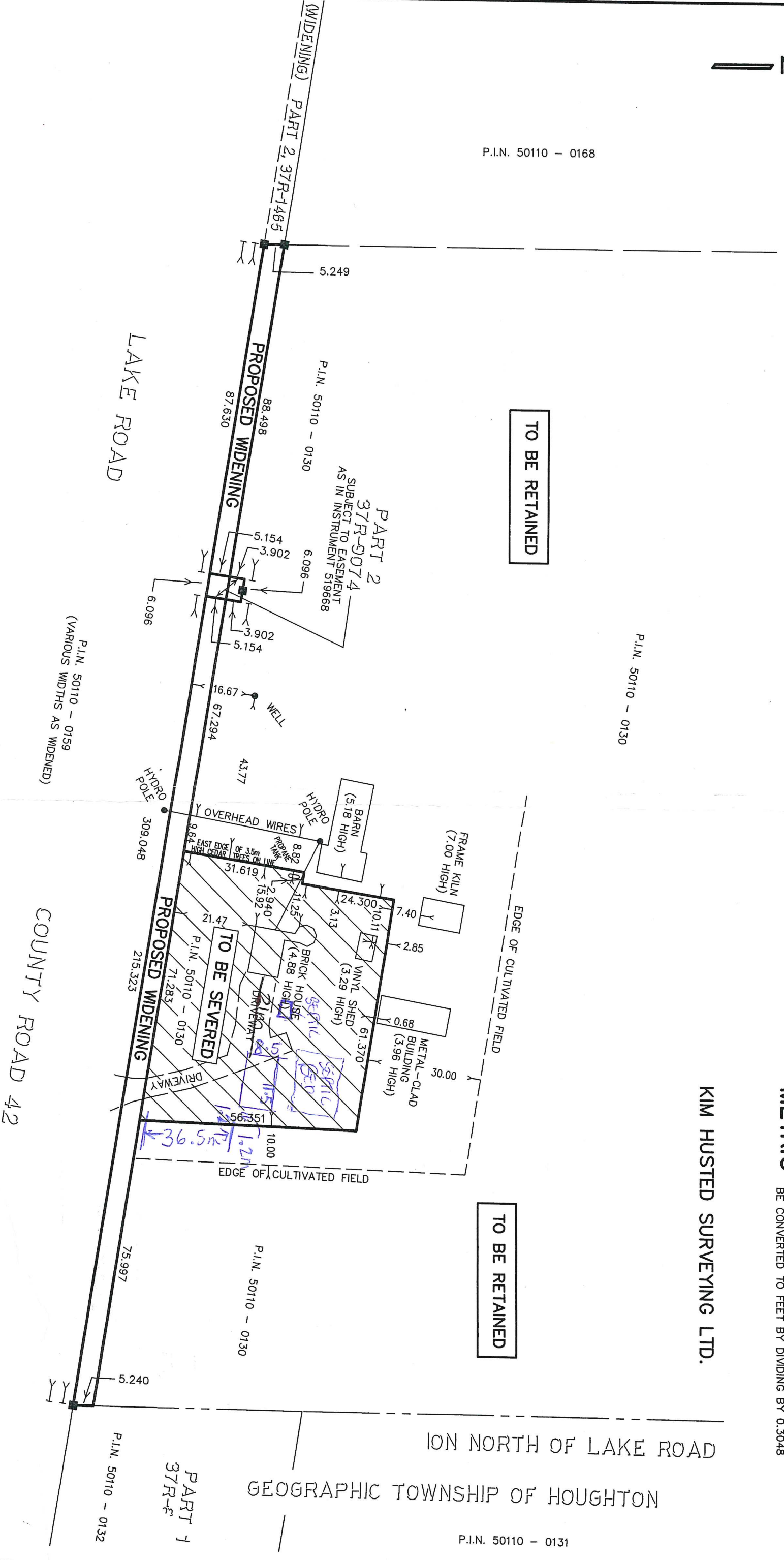
A.D., 20 20

  
\_\_\_\_\_

A Commissioner, etc.

John Andrew Wallace, a  
Commissioner, etc., Province of Ontario,  
for the Corporation of Norfolk County.  
Expires January 16, 2027.

P.I.N. 50110 - 0168



TO BE RETAINED

TO BE RETAINED

KIM HUSTED SURVEYING LTD.

METRIC DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

ION NORTH OF LAKE ROAD  
GEOGRAPHIC TOWNSHIP OF HOUGHTON

P.I.N. 50110 - 0131

LAKE ROAD

COUNTY ROAD 42

**KIM HUSTED SURVEYING LTD.**  
 ONTARIO LAND SURVEYOR  
 30 HARVEY STREET, TILSONBURG ONTARIO, N4G 3J8  
 PHONE: 519-842-3638 FAX: 519-842-3639

PROJECT: 13-10494 REFERENCE: FF 6

DISK No. 640



# ZONING DEFICIENCY FORM

## ARDU - DETACHED

### PROPERTY INFORMATION

PLANNING APPLICATION NUMBER: ANPL2026019

**Applicant:** ANDY KOOT

**Civic Address:** 1369 LAKESHORE ROAD

**Legal Description:** HOUGHTON CON NLR PT LOT 16 RP 37R10632 PART 1 40037.44SF 233.87FR D

**Roll Number:** 3310545040116020000

**Current zoning:** AGRICULTURAL

**Proposed building/use:** ACCESSORY RESIDENTIAL DWELLING UNIT

**Existing uses on property:** SINGLE DETACHED DWELLING & ACCESSORY STORAGE BLDG

### ZONING PROVISIONS

	Proposed		Required		Deficiency		Zoning By-Law Reference
Useable Floor Area	98	m2	75	m2	23	m2	3.2.4.2 b
Interior Side Yard Setback (Left)	>1.2	m	1.2 min.	m		m	3.2.4.2 c
Interior Side Yard Setback (Right)	1.2	m	1.2 min.	m		m	3.2.4.2 c
Rear Yard Setback	>1.2	m	1.2 min.	m		m	3.2.4.2 c
Occupy any part of the front yard	proposed is not within front yard					m	3.2.4.2 d
Occupy any part of the exterior yard	n/a					m	3.2.4.2 d
Building Height	5	m	5	m		m	3.2.4.2 e
Setback From Primary Dwelling	40	m	40	m		m	3.2.4.2 f
Other:							
Other:							
Other:							

Comments: No architectural drawings have been provided as part of the minor variance application. Please ensure architectural drawings conform to the provisions above or additional planning applications may be required.

The "proposed" information and any supporting documentation have been submitted by the owner/applicant. The information provided above pertains solely to zoning requirements and does not exempt the owner from obtaining any required building permits or complying with applicable laws and regulations that are administered by other agencies. The owner acknowledges and accepts responsibility for the accuracy of the proposed information included in this form.

**Signature:** \_\_\_\_\_

Owner / Applicant

\_\_\_\_\_

Zoning Administrator

\_\_\_\_\_

Date

\_\_\_\_\_

3/3/2026


Date

## Community Development Division - Building Department

12 Gilbertson Drive, Simcoe, Ontario, Canada, N3Y 4N5 - 519-426-5870 | 226-NORFOLK Extension 6016

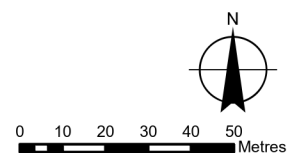


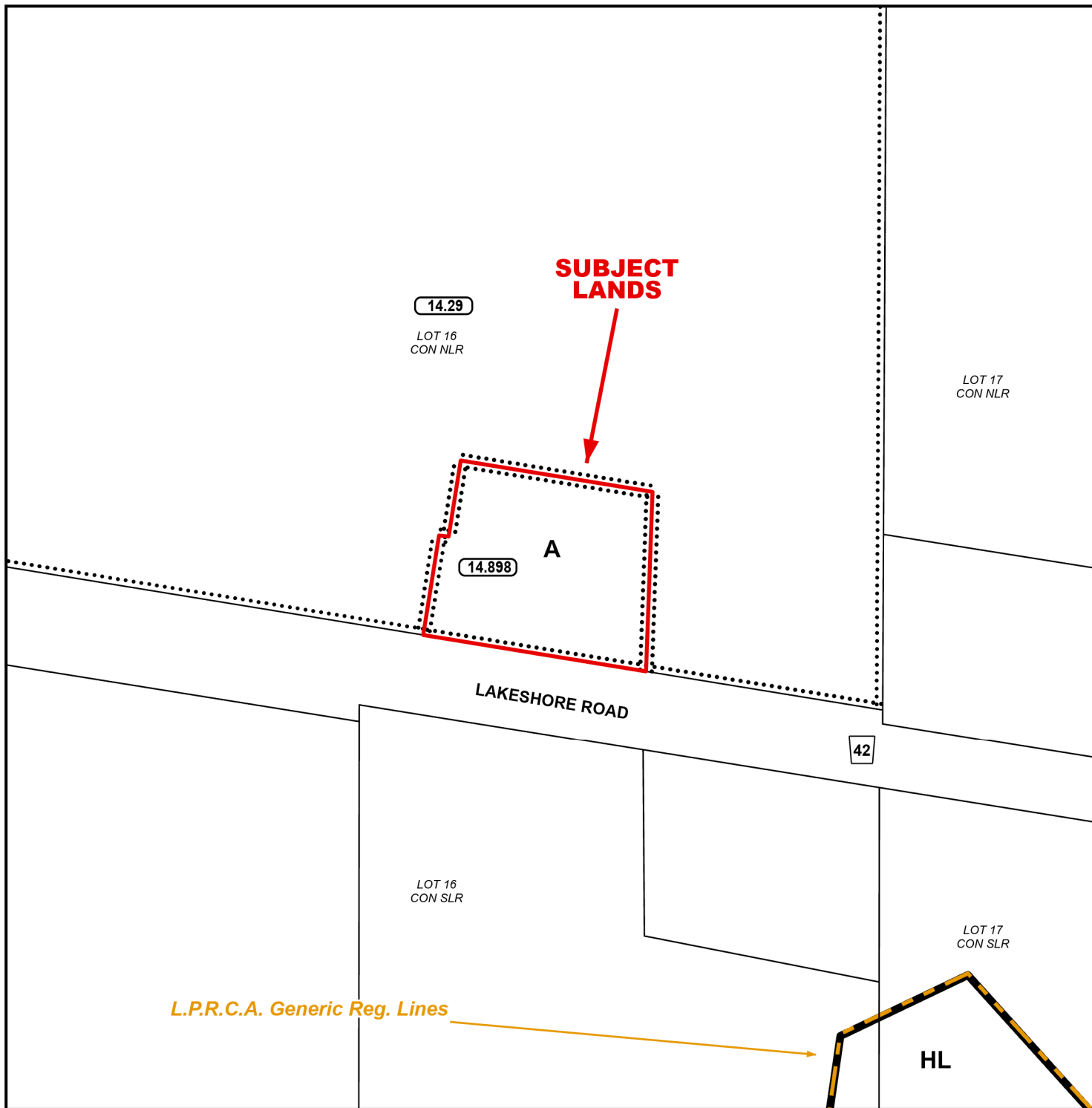
**Legend**

 Subject Lands



3/9/2026

2020 Air Photo





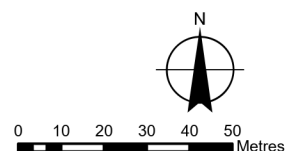
**LEGEND**

-  Subject Lands
-  LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

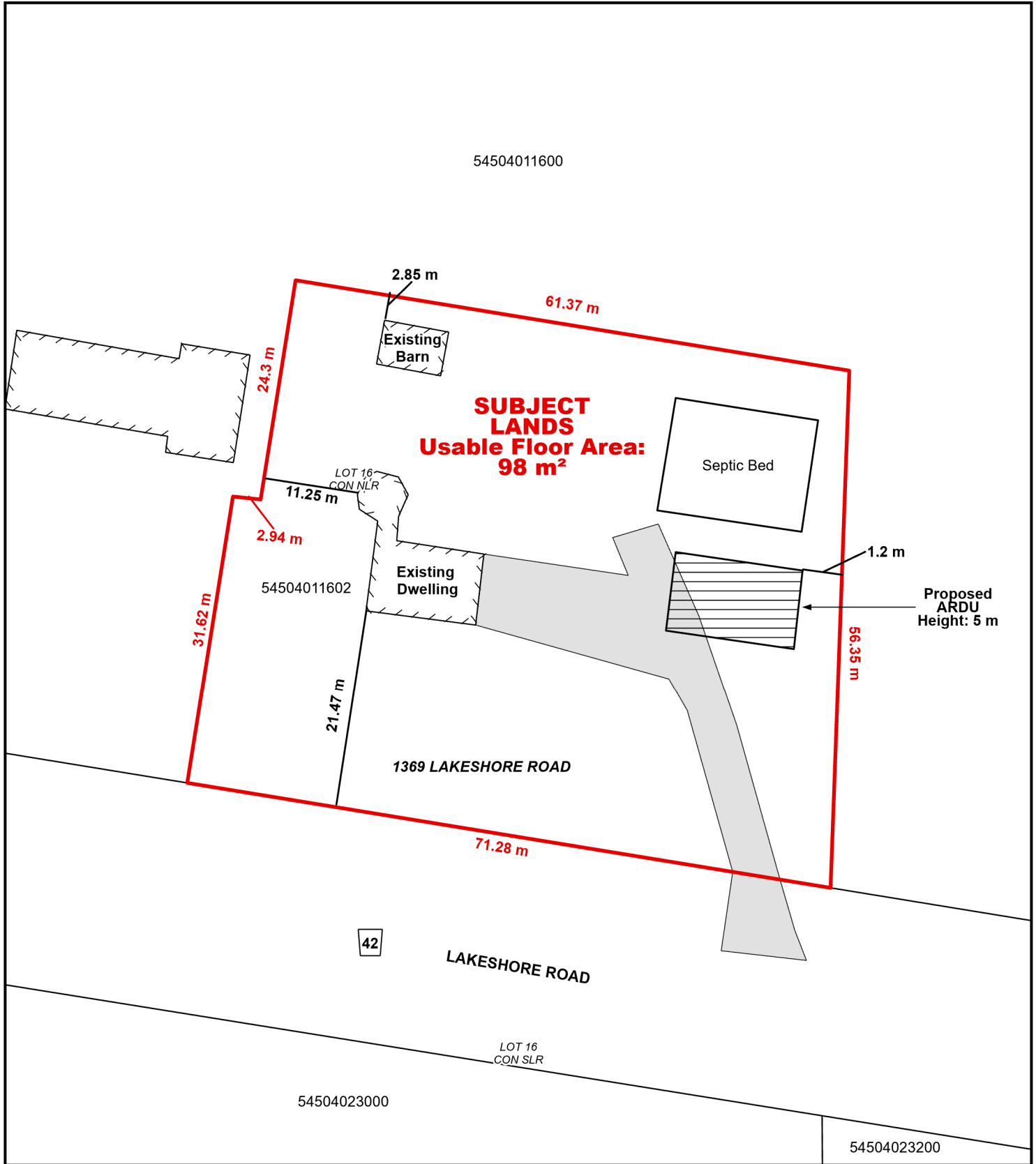
3/9/2026

- (H) - Holding
- A - Agricultural Zone
- HL - Hazard Land Zone




CONCEPTUAL PLAN

Geographic Township of HOUGHTON



Legend

 Subject Lands

3/9/2026

