

Committee of Adjustment Application for Minor Variance

Complete Application

The application must be completed by the owner or authorized agent. If the application is being submitted by an agent, the owner's written authorization is required. If the lands subject to this application are owned by more than one owner, the authorization of all owners is required. Submission of this application constitutes consent for authorized municipal staff to inspect the subject lands.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety and welfare of future residents. Sufficient studies for the completion of the application should be carried out prior to submission and should be reflected in the application form.

Before the Application is submitted

A pre-consultation meeting is not required for Committee of Adjustment applications; however, further information can be provided by Planning Department staff prior to the submission of an application. The purpose of communicating with a planner before you submit your application is: to review the 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.

Online Application Process

All applications must be submitted online via the County's CityView Portal. The portal can be accessed here: [Welcome - CityView Portal](#). The applicant will submit the materials required as part of a complete application. Once the County confirms receipt of a complete submission, the applicant will be contacted and provided further directions for payment options.

User Fees

The planning application fee will be determined when the application can be deemed complete according to Norfolk County Community Planning user fees: [User Fees | Norfolk County](#)

Cash, debit, credit or cheque payable to Norfolk County in the amount set out in the user fees By-Law that will be accepted and deposited once the application has been deemed complete.

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 time of submission.

Grand River Conservation Authority

[Plan Review fees | Grand River Conservation Authority](#)

Long Point Region Conservation Authority

[Planning Fees - Long Point Region Conservation Authority](#)

After the application is submitted

In order for the application to be deemed complete, all of the components noted above are required. The *Planning Act* permits up to 30 days to review and deem an application complete.

Once the 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 provided that is required to be posted on the subject lands summarizing the application and specifying the committee meeting date. The comments received from members of the community will be included in the planning report and given consideration.

Additional studies required as part of the complete application shall be at the sole expense of the applicant. Any required peer reviews shall be at the expense of the applicant. The peer reviewer 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.

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 the Committee of Adjustment meeting. Applicants are responsible for removing 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. 8159 or coa@norfolkcounty.ca



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: 33 10 336 030 13800 0000

A. Applicant Information

Name of Owner Erica Hunter, John Hunter

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 745 Concession 6 Townsend Road

Town and Postal Code Waterford N0E 1Y0

Phone Number 2894423763

Cell Number 2894423763

Email erica_johnhunter@outlook.com

Name of Authorized Applicant _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____



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 10 CON 5 Townsend PT 2, 3, 8 37R4029; S/T NRT46453; Norfolk County

Municipal Civic Address: 745 Concession 6 Townsend Waterford Ontario N0E 1Y0

Land acquisition date (if known): 2020

Present Official Plan Designation(s): Agricultural

Present Zoning: Agricultural

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:

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.

Type of Building	Existing	Proposed
	Residential - retained	Residential
Number of Storey(s)	2	1
Number of Dwelling Units per lot	1	1
Buildings/Structures/ARDU Width (m)	13.41	9.75
Building/ Structures /ARDU Length (m)	21.03	11.58
Building/ Structures /ARDU Height (m)	8.63	6.71
Usable Floor Area (sq.m)	631.74	223
Lot coverage	0.6%	0.23%

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.

New fixture, approx. 1200 square foot residential property on the east side of the property for our senior parents to reside in.
 Structure would include a basement and garage and 4 parking spaces with seperate well & septic systems.

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:

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

8. Existing use of abutting properties:
 Residential, Woodland & Farmland

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:

Municipal Drain existing



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 ²)			
Lot frontage (m)			
Lot depth (m)			
Front Yard Setback (m)			
Left Side Yard Setback (m)			
Right Side Yard Setback (m)			
Rear Yard Setback (m)			
Exterior side yard (if applicable) (m)			
Height (m)		7	2
Lot coverage (%)		0.23%	
Buildings/structures separation (m)		75	35
Detached Additional Dwelling Unit (ADU) or Accessory Building	ADU i) 225.8 ii) 7 iii) 75	ADU i) 225.8 ii) 7 iii) 75	ADU i) 225.8 ii) 7 iii) 75
i) Usable floor area (m ²) ii) Height (m) iii) Building separation (m)	deficiency: i) 150.8 ii) 2 iii) 35	deficiency: i) 150.8 ii) 2 iii) 35	deficiency: i) 150.8 ii) 2 iii) 35
Number of parking spaces		4	



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):

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:

County maps & drainage show that this has always been vacant natural land surrounded by farmland and residential dwellings.

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:

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:

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
- Individual wells
- Communal wells
- Other (describe below)

Well in place for main structure. Secondary well for proposed DADU required.



Sewage Treatment

- Municipal sewers Communal system
- Septic tank and tile bed in good working order Other (describe below)

Septic in place for main structure. Secondary septic tank for proposed DADU required.

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:

Concession 6 Townsend Road

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.



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

January 21st, 2026

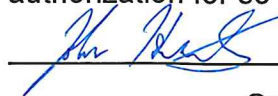
Date

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.

I/We John & Erica Hunter am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize John & Erica Hunter 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

January 21st, 2026

Date



Owner

January 21st, 2026

Date

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



K. Declaration

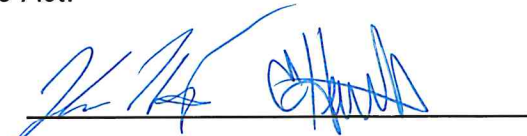
I, John & Erica Hunter of Waterford

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:

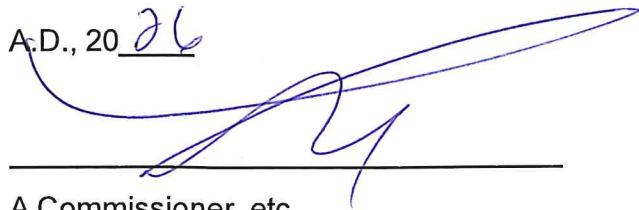
The Town of Vanessa



Owner/Applicant/Agent Signature

In the Province of Ontario

This 21st day of January

A.D., 2026


A Commissioner, etc.

A Commissioner for Taking Oaths
Tina Lynn Marie Binder
Licensed Paralegal
LSO # P03801
Province of Ontario



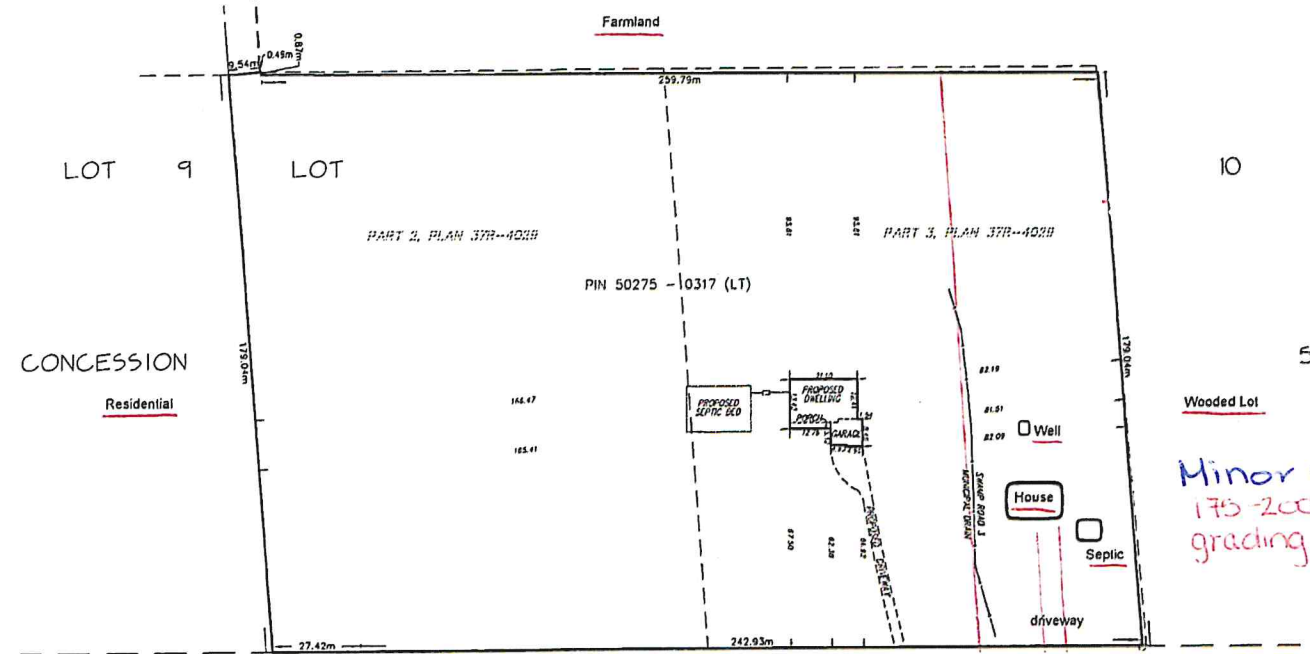
SKETCH PREPARED FOR BUILDING PERMIT APPLICATION

FOR: JOHN HUNTER
745 CONCESSION 6 TOWNSEND ROAD
WATERFORD

PIN 50275 - 0317 (LT)
SCALE: 1 : 1000



JEWITT AND DIXON LTD.



Minor Variance.
175-200' frontage
grading exemption

CONCESSION 6 TOWNSEND ROAD
ROAD ALLOWANCE BETWEEN CONCESSION 5 AND 6

NOTES

- (1) - A SURVEY OF THE SUBJECT PROPERTY HAS NOT BEEN DEPOSITED AS PLAN 37R-4029
- (2) - PROPOSED BUILDING POSITIONED BY CALCULATIONS, NOT BY ACTUAL SURVEY
- (7) - IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE ELEVATION OF THE UPPER LIMIT OF THE GROUND WATER TABLE, SOIL BEARING CAPACITY AND THE ELEVATION OF THE UNDER SIDE OF FOOTING PRIOR TO EXCAVATION.
- (10) - THIS SKETCH WAS COMPLETED FROM COMPILED PLANS AND AERIAL PHOTOGRAPHY ON THE 310 DAY OF MAY, 2021

PROPERTY DESCRIPTION:

PART OF LOT 10
CONCESSION 5
GEOGRAPHIC TOWNSHIP OF TOWNSEND
COUNTY OF NORFOLK

CAUTION

THIS IS NOT A PLAN OF SURVEY OR SURVEYOR'S REPORT AND SHALL NOT BE USED FOR TRANSACTION OR FINANCING PURPOSES

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JEWITT AND DIXON LTD.
ONTARIO LAND SURVEYORS
R.R.1, SIMCOE, ONTARIO, N3Y 4J0
(51 PARK ROAD)

PHONE: (519) 426-0842 FAX: (519) 426-1034
E-mail: surveyors@amtelcom.net

F.W.	- JHL
BOOK	- LL
CALC.	- J.L.W.
PLAN	- J.L.W.
CHECK	- K.H.
CLIENT	- HUNTER
PROJECT No.	- 20-2711
20-2711-SP	

Municipal Drainage - Construction Dashboard

Municipal Drains

- Open Ditch
- Open Swale
- Open Pond
- Closed Tile
- Closed Storm Sewer
- Unknown

Construction Watersheds

- Potential Rowcrop
- Drift Watershed
- Final Watershed

Parcels



Administrative Boundary - Drainage

- East
- West

*Click the map for additional details.

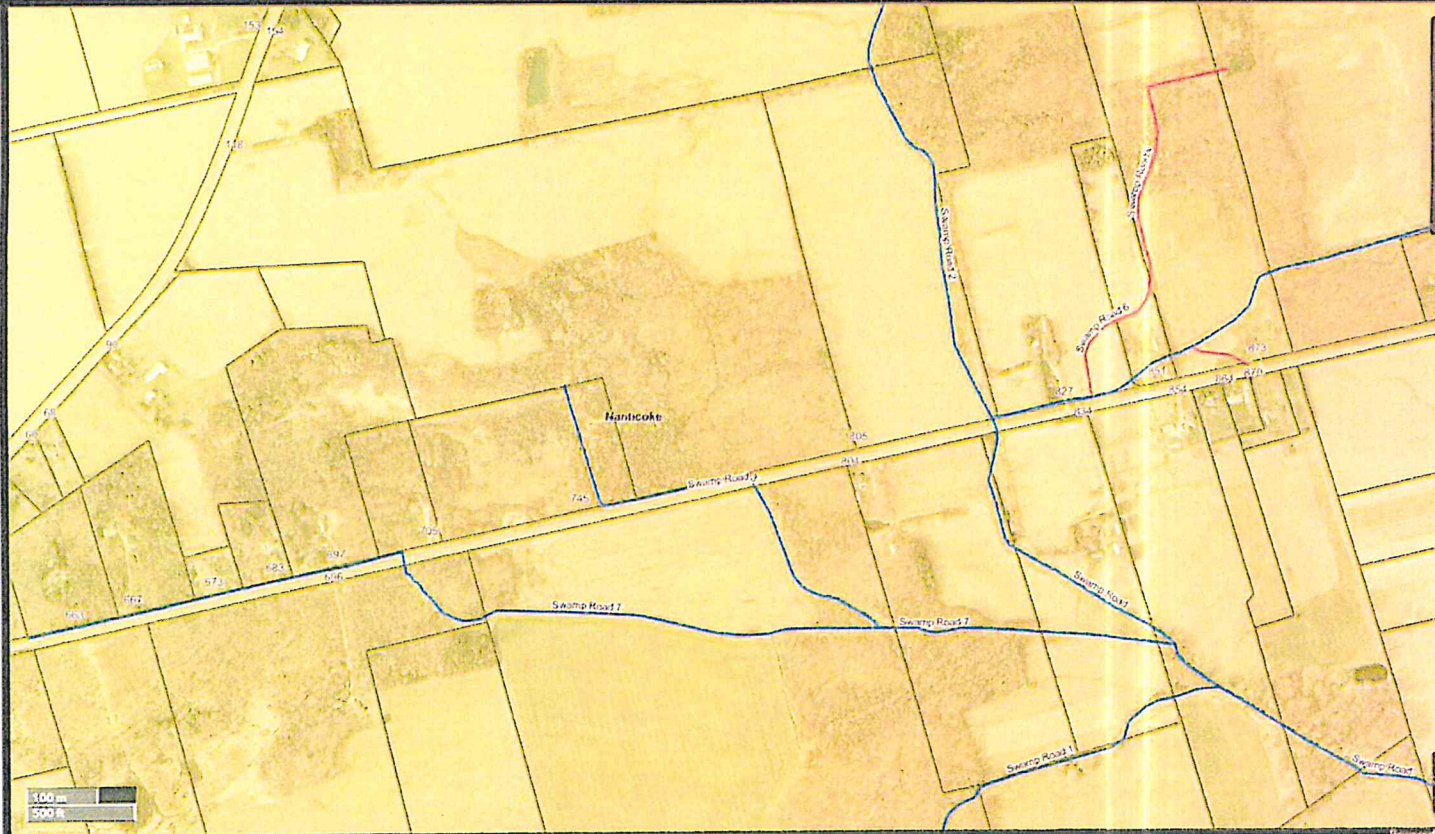
Contact your Supervisor for the most up to date information on municipal drainage construction projects.

Drainage West - Bill Mayes

514-426-3670 x 3014 or

Drainage East - Bill Mayes

514-426-3670 x 3014 or



Map is for informational purposes only. It does not constitute an offer or a contract. The information is subject to change without notice.

[Aerial Photography Comparison: 1964 and 2020 Coverage of Norfolk County](https://norfolk.maps.arcgis.com/apps/StorytellingSwipe/index.html?appid=e9f2679253d84a68b146a02dcd792caf)

<https://norfolk.maps.arcgis.com/apps/StorytellingSwipe/index.html?appid=e9f2679253d84a68b146a02dcd792caf>





Search



Property Information:

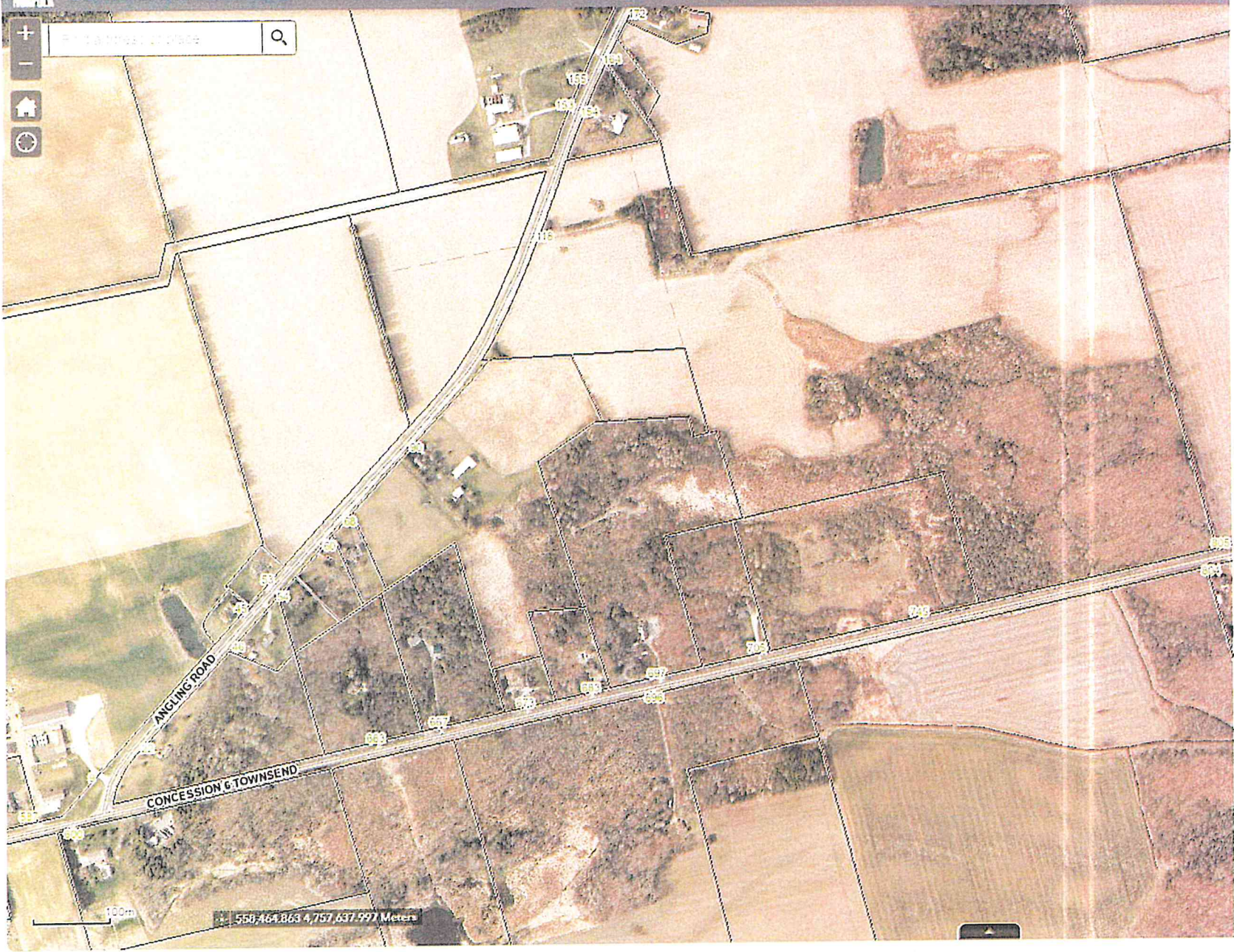
Roll Number	33603013600
Township	Townsend
Street Number	745
Street Name	CONC & TOWNSEND
Unit Number	
Legal	TWN CON. S PT LOT 9 PT
Description	LOT 10
Legal	RP 37R4029 PART 2 PART
Description	2 &
Legal	PART 8
Description	
Legal	REG
Description	
Legal	11.93AC 667.00FR D
Area	...

100m

556,008,493.4757,730.939 Meters



Find address or place



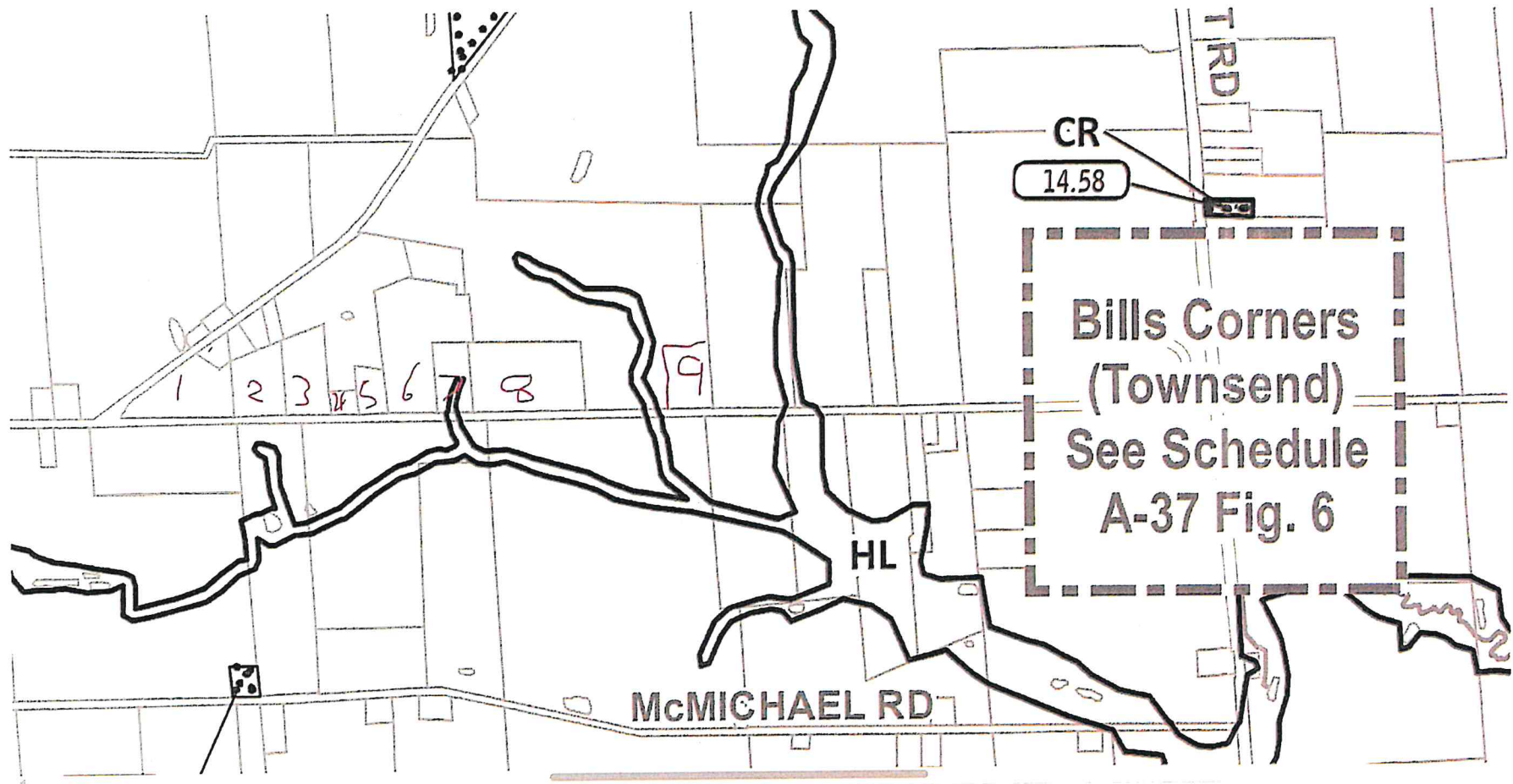
100m

558,464,863 4,757,637,997 Meters

COMMUNITY WEB MAP

<https://norfolk.maps.arcgis.com/apps/webappviewer/index.html?id=c6683057b83744dfb36afb773ba09135>







Zoning Deficiency

Simcoe: St.
 Simcoe, ON
 N3Y 5L6
 519-426-5870
 Langton: t St.
 Langton, On.
 NOE 1G0
 519-875-4485

PROPERTY INFORMATION

Address: 745 CONCESSION 6 TOWNSEND

Legal Description: TWN CON 5 PT LOT 9 PT LOT 10 RP 37R4029 PART 2
 PART 3 & PART 8 REG 11.93AC 887.00FR D

Roll Number: 3310336030138000000

Application #: TBD

Information Origins: DRAWING PROVIDED BY APPLICANT

Agricultural Zone (A)

Main Building	REQUIRED	PROPOSED	DEFICIENCY	UNITS
12.1 a) minimum <i>lot area</i>				
i) new <i>lot</i>	40.00		N/A	ha
ii) <i>lot of record</i>	1390.00		N/A	m.sq
iii) residential lot surplus to a farm operation	2000.00		N/A	m.sq
b) minimum <i>lot frontage</i>				
i) <i>interior corner lot s</i>	30.00		N/A	m
ii) <i>lot of record</i>	18.00		N/A	m
c) minimum <i>front yard</i>	13.00		N/A	m
d) minimum <i>exterior side yard</i>	13.00		N/A	m
e) minimum interior side yard	3.00		N/A	m
	3.00		N/A	m
f) minimum <i>rear yard</i>	9.00		N/A	m
g) Minimum separation between a <i>farm processing</i> facility and a <i>dwelling</i> on an adjacent <i>lot</i>	30.00		N/A	m
h) maximum building height	11.00		N/A	m

Comments

Accessory Structure	REQUIRED	PROPOSED	DEFICIENCY	UNITS	
3.2.1 a) <i>building height</i>	5.00	7.00	2.00	m	
b) minimum <i>front yard</i>	13.00	53.00	N/A	m	
c) minimum <i>exterior side yard</i>	13.00	N/A	N/A	m	
d) minimum <i>interior side yard</i>					
	Right	1.20	6.50	N/A	m
	Left	1.20	>100	N/A	m
e) minimum <i>rear yard</i>	1.20	>100	N/A	m	
f) <i>distance to primary dwelling</i>	40.00	75.00	35.00	m	
g) Lot coverage (Note: Proposed Area)					
i) <i>lot coverage</i>	10.00	<1%	N/A	%	
ii) <i>usable floor area</i>	75.00	225.80	150.80	m.sq	
3.36 Surplus Farm Dwelling Severance					
	200.00		N/A	m.sq	
b) existing accessory buildings/structures					



Zoning Deficiency

Simcoe: St.
 Simcoe, ON
 N3Y 5L6
 519-426-5870
 Langton: t St.
 Langton, On.
 NOE 1G0
 519-875-4485

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Roll Number: 3310336030138000000

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Information Origins: DRAWING PROVIDED BY APPLICANT

Agricultural Zone (A)

Comments

Proposed ADU is deficient in height, useable floor area and setback distance to the primary dwelling. Architectural drawings have not been provided at the time of this review. No elevations have been provided at this time.

Decks and Porches

REQUIRED	PROPOSED	DEFICIENCY	UNITS
----------	----------	------------	-------

Parking

REQUIRED	PROPOSED	DEFICIENCY	UNITS
----------	----------	------------	-------

4.1 number of parking spaces

1	1.00	N/A	
---	------	-----	--

Comments

ADEQUATE SPACE ON LOT FOR PARKING

12.1.4 Location of an *Animal Kennel*

No land shall be used and no building or structure or part thereof shall be erected for the purpose of an animal kennel nearer

a) any Residential (R1-R6, RH) or development (D) zone.

b) any Rural Commercial *Zone* (CR), Institutional *Zone* (IC, IN, IR) or any *dwelling* house located on a separate *lot*.

c) to any *lot line*

REQUIRED	PROPOSED	DEFICIENCY	UNITS
----------	----------	------------	-------

300.00		N/A	m
--------	--	-----	---

125.00		N/A	m
--------	--	-----	---

30.00		N/A	m
-------	--	-----	---

Comments

NOT APPLICABLE

Minimum Distance Separation

REQUIRED	PROPOSED	DEFICIENCY	UNITS
----------	----------	------------	-------

Application Prepared By:

3.17 MDS Requirement

		N/A	m
--	--	-----	---

Minimum Lot Size

5.00		N/A	ha
------	--	-----	----

Comments

NO LIVESTOCK BUILDINGS WITHIN 1500M OF PROPOSAL, MDS NOT REQUIRED

The proposed information and any supporting documents have been provided by the owner/applicant. The above information is only in respect to the associated planning application and does not relieve the owner/applicant from obtaining all other permits/approvals required. The owner/applicant hereby accepts full responsibility for the accuracy of the proposed information provided on this form.

Prepared By:



Zoning Deficiency

Simcoe: St.
Simcoe, ON
N3Y 5L6
519-426-5870
Langton: t St.
Langton, On.
N0E 1G0
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PART 3 & PART 8 REG 11.93AC 887.00FR D

Roll Number: 3310336030138000000

Application #: TBD

Information Origins: DRAWING PROVIDED BY APPLICANT

Agricultural Zone (A)

TROY SCRIVEN

I have read and understand the above.

Signature of owner or authorized agent

March 17, 2026

date

AS PER: Fritz R. Enzlin. CBCO,
CRBO - Chief Building Official
Manager, Building & Bylaw
Division, Norfolk County

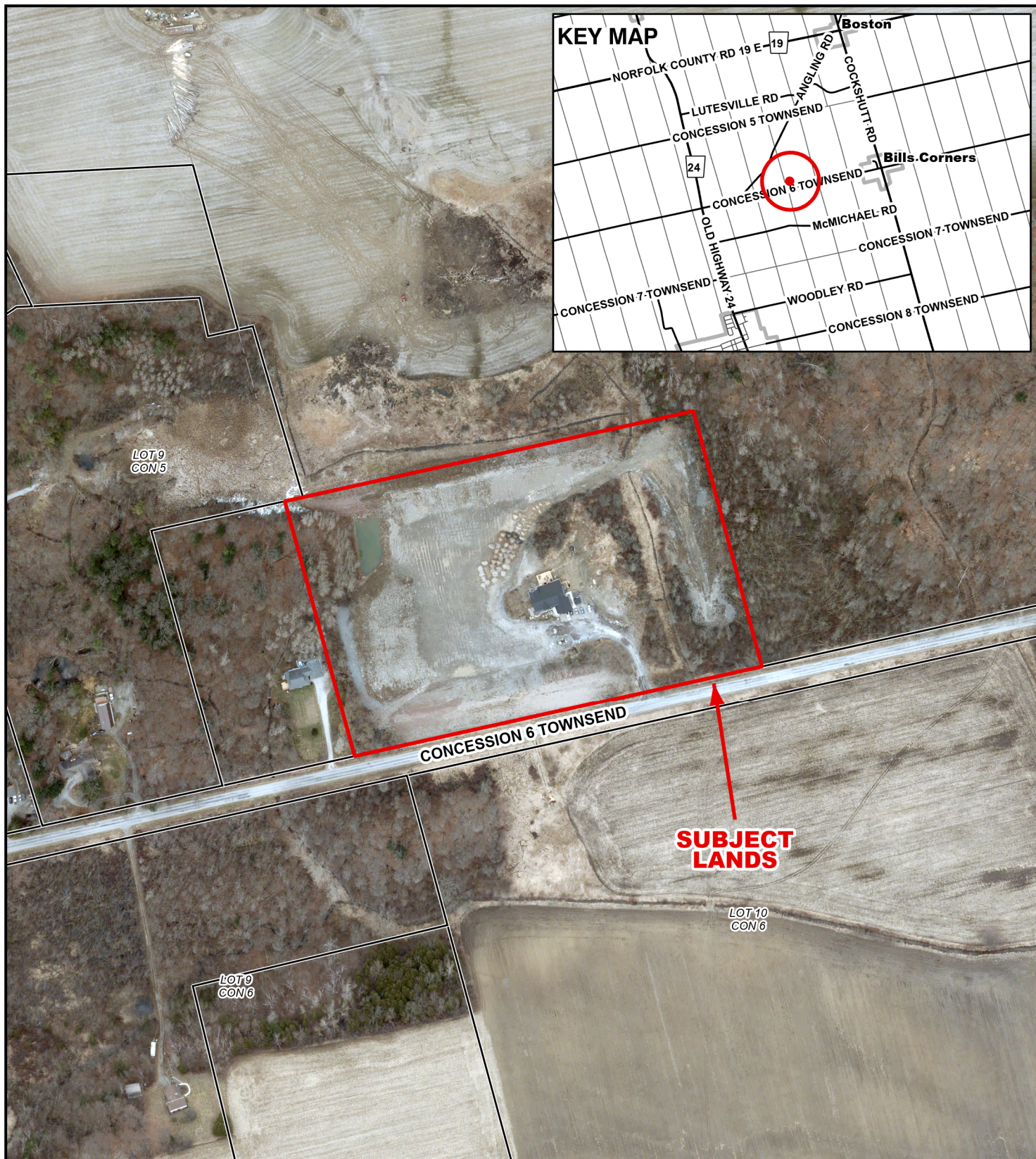
Signature of Zoning Administrator

4-Mar-26


date

MAP A
CONTEXT MAP
Geographic Township of TOWNSEND

ANPL2026035

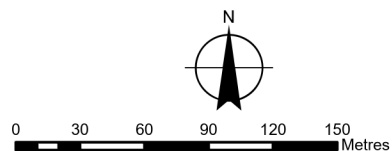


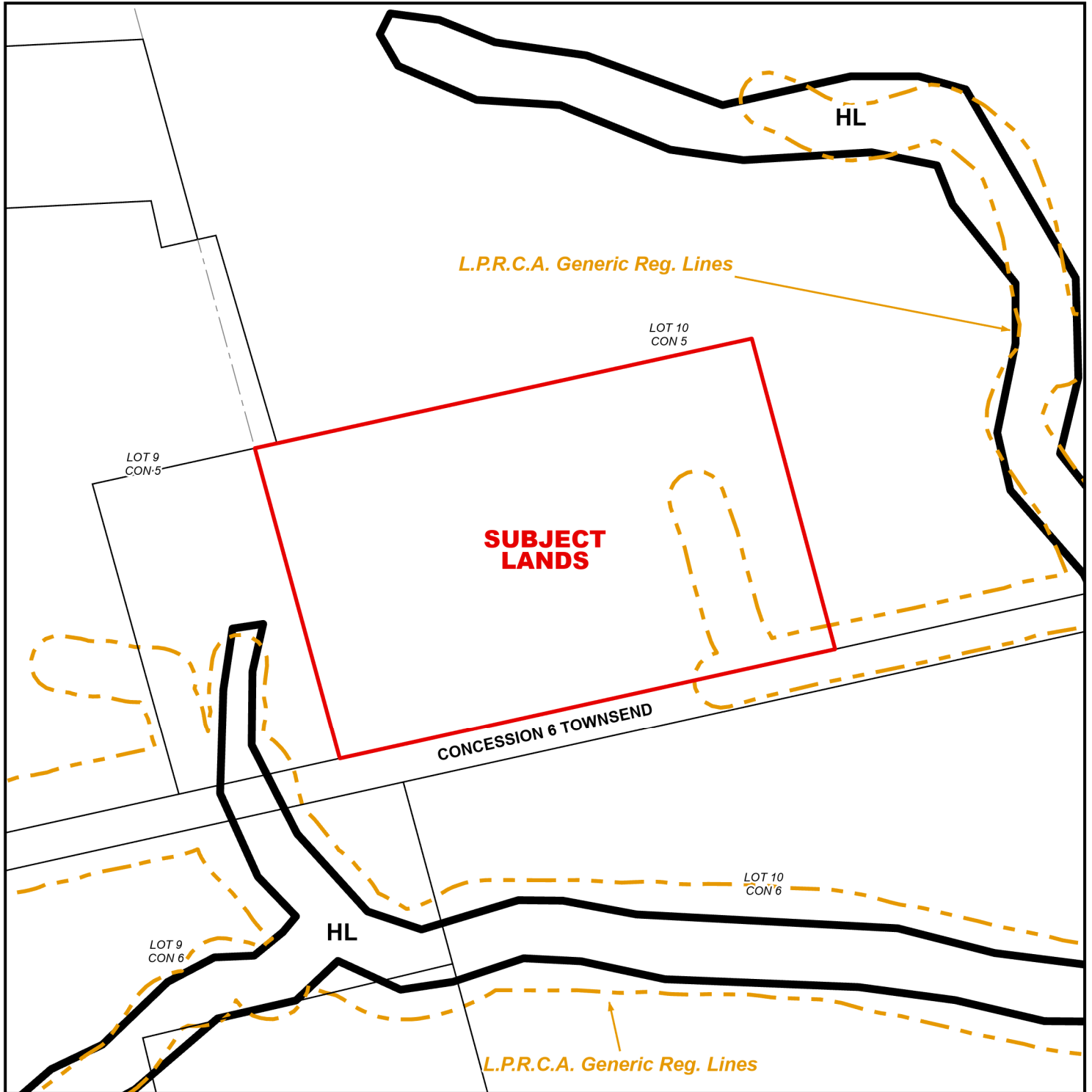
Legend

 Subject Lands



4/10/2026

2020 Air Photo





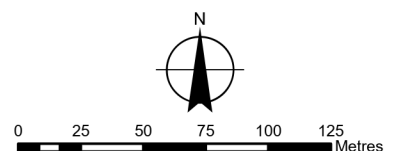
LEGEND

-  Subject Lands
-  LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

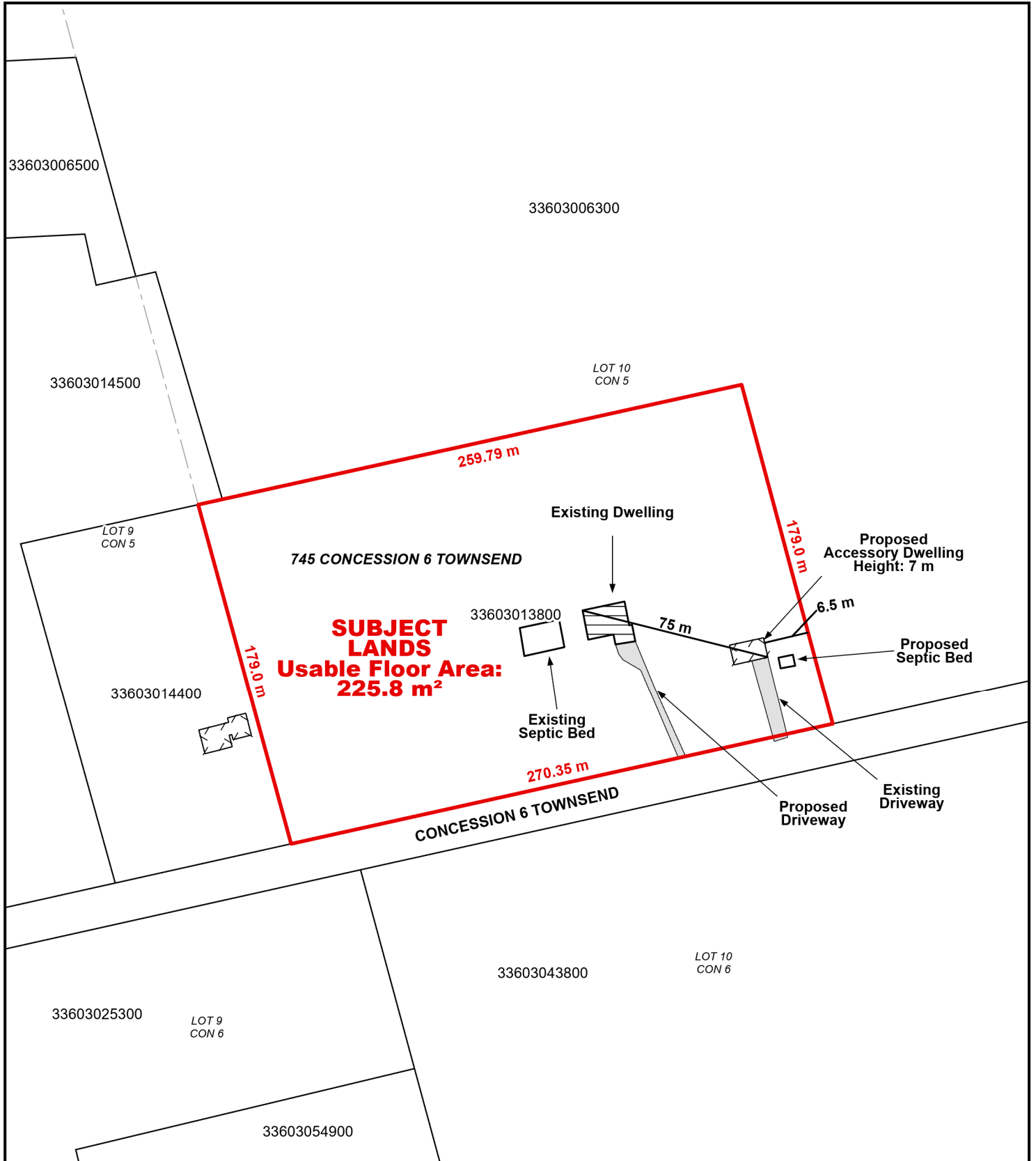
4/10/2026

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




CONCEPTUAL PLAN

Geographic Township of TOWNSEND



Legend

 Subject Lands

4/10/2026

