



For Office Use Only:

File Number _____
Related File Number _____
Application Submitted _____
Complete Application _____

Application Fee _____
Conservation Authority Fee _____
Well & Septic Info Provided _____
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: _____

A. Applicant Information

Name of Owner RICHARD AND CLAUDIA GOODYEAR

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 28 Forest Wood

Town and Postal Code Port Dover, ON N0A 1N3

Phone Number _____

Cell Number 519 410 0107

Email r.goodyear50@gmail.com

Name of Authorized Applicant MARINA L FENSHAM

Address 16 SULPHUR SPRINGS RD

Town and Postal Code ANCASTER, L9G 1L8

Phone Number 905 304 1496

Cell Number 905 304 1496

Email thinkgiraffe@bellnet.ca



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:

None

B. Location, Legal Description and Property Information

1. Legal Description (include Geographic Township, Concession Number, Lot Number, Block Number and Urban Area or Hamlet):

Municipal Civic Address: 28 Forest Wood, Port Dover

Land acquisition date (if known): _____

Present Official Plan Designation(s): _____

Present Zoning: _____

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

Yes No

If yes, please specify:

Replace EXISTING development in HL Zone - Section 11.1.1 of the Zoning By-law 1-Z-2014

3. Present use of the subject lands:

SF 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	SF Residential w/ Rear Porch	SF Residential w/ Rear Porch
Number of Storey(s)	1	1
Number of Dwelling Units per lot	1	1
Buildings/Structures/ARDU Width (m)	Covered Porch/Deck 5.3m	Sunroom Addition 4.71m
Building/ Structures /ARDU Length (m)	Covered Porch/Deck 3.96m	Sunroom Addition 3.96m
Building/ Structures /ARDU Height (m)	Covered Porch/Deck 4.2m	Sunroom Addition 6.5m
Usable Floor Area (sq.m)	Covered Porch/Deck 23.6m ²	Sunroom Addition 18.6m ²
Lot coverage	28.2%	27.6%

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.

The proposed unheated sunroom will have no plumbing facilities and is not meant for habitation. The existing glass door to the house remains. The sunroom replaces an existing covered porch/deck and is 4.2m smaller than the existing development.

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:

8. Existing use of abutting properties:

SF Residential

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:

HL Zone - Section 11.1.1 of the Zoning By-law 1-Z-2014



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)	HL Zone - Section 11.1.1 of the Zoning By-law 1-Z-2014	17m From Stable Edge as per Andrew Wallace Review	20m Required so NO Deficiency. HL Zone
Exterior side yard (if applicable) (m)			
Height (m)			
Lot coverage (%)			
Buildings/structures separation (m)			
Detached Additional Dwelling Unit (ADU) or Accessory Building			
i) Usable floor area (m ²)			
ii) Height (m)			
iii) Building separation (m)			
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):

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:

History of property per owner.

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:

SEE CONSERVATION PERMIT ATTACHED

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 RAVINE WITH STREAM

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)
-

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. 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.

SEE CONSERVATION PERMIT. SEE #4 OF APPLICATION. THE PROPOSED SUNROOM IS
SMALLER THAN THE EXISTING COVERED PORCH / DECK

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.


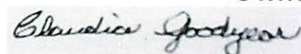
 February 27, 2026
Owner/Applicant/Agent Signature Date

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 Richard & Claudia Goodyear am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Marina Fensham 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.

 February 26, 2026
Owner Date
 February 26, 2026
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, Marina Fenshaw of Ancaster

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:

ANCASTER, ONTARIO

[Signature]
Owner/Applicant/Agent Signature

In PROVINCE OF ONTARIO

This 2ND day of MARCH

A.D., 2026

[Signature]

A Commissioner, etc.

Rashesh Mandani
Barrister, Solicitor and a Notary Public for the
Province of Ontario. My commission does not
expire.



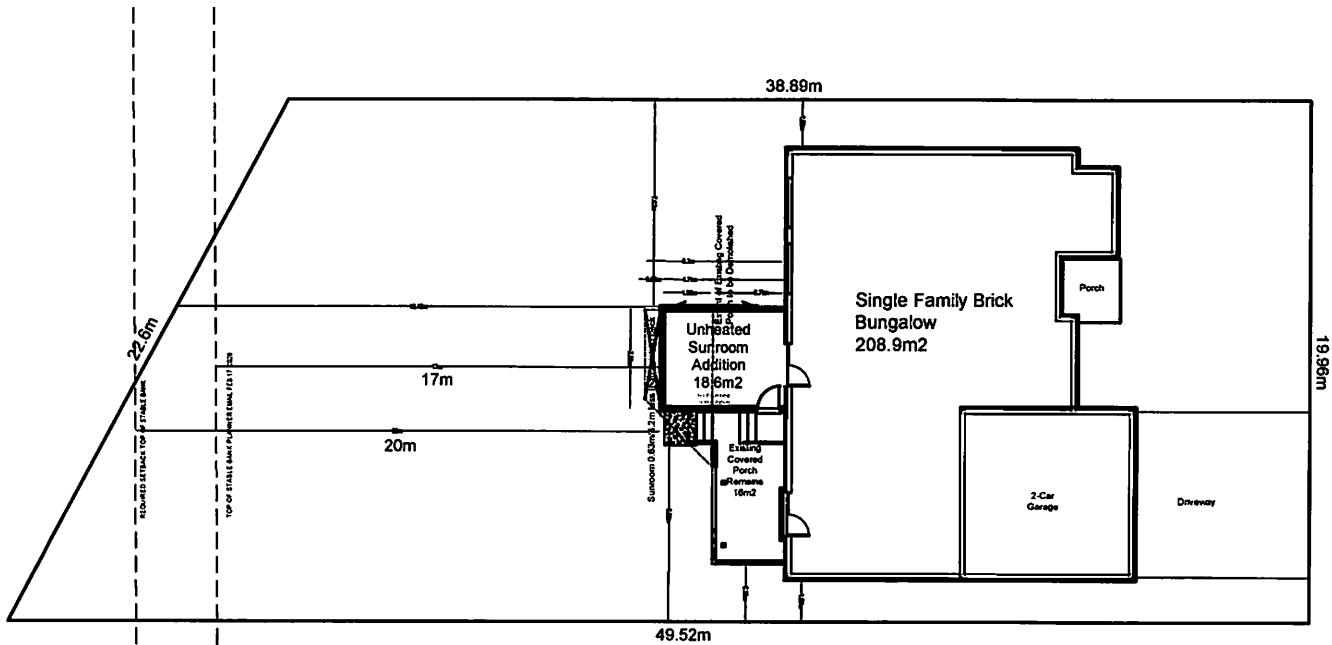
MANDANI LAW

Mandani Law Professional Corporation

114 Wilson Street West, Ancaster, ON,
Canada L9G 1N3

P: 289.309.1114 F: 289.780.8655

www.MandaniLaw.com



FOREST WOOD

LOT SIZE: 49.52m
 EXISTING LOT COVERED BY PROPOSED = 21.25
 PROPOSED LOT COVERED BY PROPOSED = 27.25

CONTRACTOR IS TO CHECK AND VERIFY ALL CONDITIONS ON THE JOB SITE AND NOTIFY ARCHITECT OF ALL DISCREPANCIES BEFORE BEGINNING WORK.
 ALL DIMENSIONS ARE THE PROPERTY OF THE ARCHITECT.
 DRAWINGS ARE NOT TO BE REPRODUCED WITHOUT WRITTEN PERMISSION FROM DESIGNER.
 PRINTS ARE NOT TO BE SCALED.

ISSUE FOR VARIANCE: February 27, 2026
 ISSUE FOR CONSERVATION: Sept 18, 2025
 ISSUE FOR PERMIT: August 19, 2023

REVISIONS	DATE	NO.

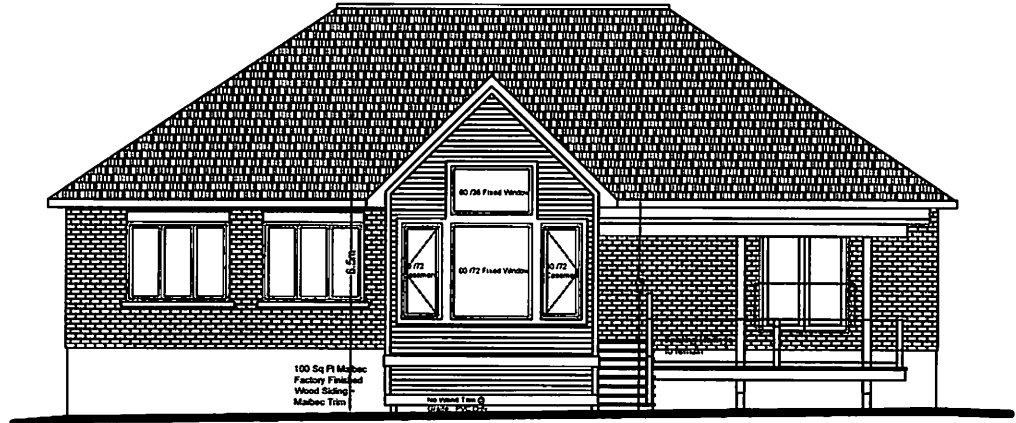
thinkGiraffe
 ENVIRONMENTAL DESIGN
 16 Sulphur Springs Road
 Ancaster, ON L9G 1L8
 905 334 1426
 thinkgiraffe@telnet.ca

PROJECT
 Sunroom Addition
 28 Forest Wood
 Port Dover, ON
 NOA 1N3
 Norfolk County

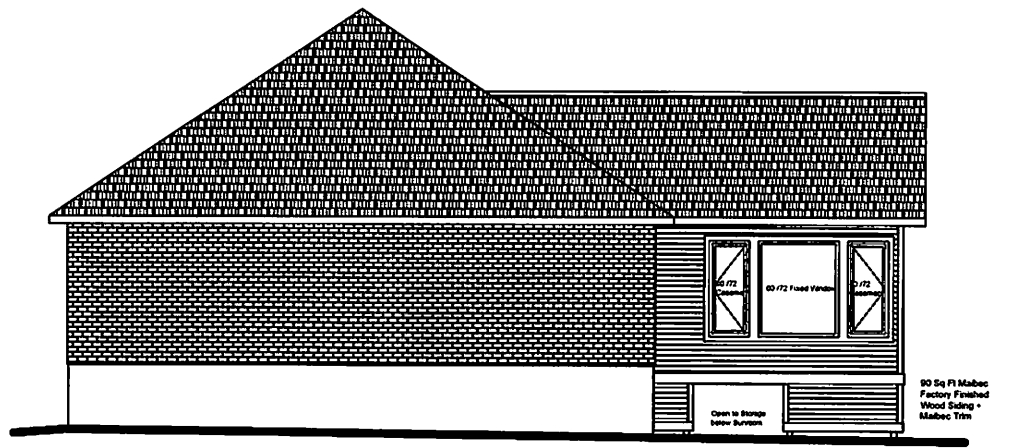
SHEET TITLE
 SITE PLAN

FOLDER MLF	DRAWN BY MLF
FILE	SCALE 1/8" = 1'-0"
DATE	NUMBER

A001



Rear Elevation



West Elevation

CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS ON THE JOB SITE AND NOTIFY DESIGNERS OF ALL DISCREPANCIES BEFORE PROCEEDING WITH WORK. ALL DIMENSIONS ARE THE PROPERTY OF THE CONTRACTOR. DIMENSIONS ARE NOT TO BE REPRODUCED WITHOUT WRITTEN PERMISSION FROM DESIGNER. PERKS ARE NOT TO BE SCALED.

ISSUE FOR VARIANCE February 27, 2026

ISSUE FOR PERMIT August 19, 2025

REMARKS	DATE	NO.
REVISIONS		

thinkGiraffe
ENVIRONMENTAL DESIGN
16 Sutherland Springs Road
Ancaster, ON L9G 1L8
905.304.1426
thinkgiraffe@telnet.ca

PROJECT
Sunroom Addition
28 Forest Wood
Port Dover, ON
N0A 1N3
Norfolk County

SHEET TITLE
ELEVATIONS

FOLDER	DRAWN BY MLF
FILE	SCALE 3/4" = 1'-0"
DATE	NUMBER

A2.01



Long Point Region Conservation Authority

PERMIT No. LPRCA-168/25
PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS
(CONSERVATION AUTHORITIES ACT - ONTARIO REGULATION 41/24)

4 Elm Street
Tillsonburg, ON
N4G 0C4
Phone (519) 842-4242
Fax (519) 842-7123
www.lprca.on.ca

Permission has been granted to:			
Applicant:	<u>Rick & Claudia Goodyear</u>	Telephone:	<u>(519) 410-9806</u>
Address:	<u>28 Forest Wood, Port Dover, ON, N0R</u>	Email:	<u>r.goodyear50@gmail.com</u>
	<u>1N3</u>		
Agent:	<u>Marina L Fensham</u>	Telephone:	<u>(905) 304-1496</u>
Address:	<u>16 Sulphur Springs Road, Ancaster,</u>	Email:	<u>thinkgiraffe@bellnet.ca</u>
	<u>ON, L9G 1L8</u>		
Location/Address of works: <u>28 Forest Wood, Roll # 331033403033328</u>			
Lot:	<u>27</u>	Plan:	<u>37M38</u>
		Municipality:	<u>Norfolk County</u>
Description of Works:	<u>To remove and replace a 23.6m² (254ft²) portion of an existing covered deck with a 19.8m² (213ft²) sunroom on the rear of a dwelling.</u>		
Type of fill:	<u>N/A</u>		

This permit is valid on the above location only for the period of:

SEPTEMBER 29, 2025 – SEPTEMBER 29, 2027

This permit shall be subject to the following conditions:

The Applicant and owner, by acceptance of and in consideration of the issuance of this permit, agrees to the following conditions:

GENERAL CONDITIONS: (SEE REVERSE SIDE OF PERMIT)

SPECIFIC CONDITIONS:

1. Locations and dimensions of proposed works must be as indicated on the enclosed copy of the work permit application dated September 23, 2025 and the associated information.

GENERAL CONDITIONS:

1. This permit does not preclude any approvals required by any other laws or regulations.
2. Temporary sediment & erosion control measures shall be installed around any disturbed and/or exposed ground or excavated material stockpiles, remain in place until the site has been suitably stabilized, and must be monitored regularly to ensure effectiveness. Remedial/Emergency measures must be taken at any sign of failure. This step is considered necessary to prevent the undesirable migration of silt.
3. The Conservation Authority should be contacted within 48 hours prior to the commencement of construction.
4. Authorized representatives of the Long Point Region Conservation Authority may at any time enter onto the lands which are described herein in order to make any surveys, examinations or inspections which are required for the purpose of insuring that the work(s) authorized by this permit are being carried out according to the terms of this permit.
5. It is the responsibility of the permittee to ensure the development is located within the extent of the property boundaries owned by the proponent.
6. This permit is not assignable.
7. The project shall be carried out generally as per the plans submitted in support of the application as they may be amended by conditions of this permit.
8. This approval does not guarantee the soundness of the proposed work and it is the responsibility of the permittee to monitor and maintain the construction activity to ensure the integrity of the work.
9. The applicant agrees to maintain all existing drainage patterns.
10. Any activity or development other than that identified in this permit application must be reviewed by the LPRCA; at which time, staff will determine if additional approvals or an amended permit will be required.
11. Permits are valid for two years. No notice will be issued on expiration of the permit and it is the responsibility of the permittee to ensure a valid permit is in effect at the time work is occurring.



Long Point Region Conservation Authority

4 Elm Street, Tillsonburg, ON N4G 0C4

Tel: (519) 842-4242 Fax: (519) 842-7123

Email: planning@lprca.on.ca Website: www.lprca.on.ca

Permit Application – Schedule A

PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS (O. Reg. 41/24)

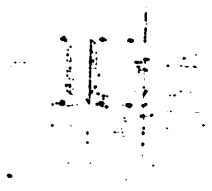
Owner's Contact Information:	
Name: <u>RICK & CLAUDIA GOODYEAR</u>	E-mail: <u>R.goodyear50@gmail.com</u>
Mailing Address: <u>28 FOREST WOOD</u>	Postal Code: <u>NOR 1N3</u>
City/Town: <u>PORT DOVER</u>	Primary Phone: <u>519 410 9806</u>
Agent/Consultant/Contractor's Contact Information:	
Name: <u>Marina L Fensham</u>	E-mail: <u>thinkgiraffe@bellnet.ca</u>
Mailing Address: <u>16 Sulphur Springs Rd</u>	Postal Code: <u>L9G 1V8</u>
City/Town: <u>Ancaster</u>	Primary Phone: <u>905 304 1496</u>
Location of Proposed Work:	
Municipal Address: <u>28 Forest Wood</u>	
Tax Assessment Roll Number:	
City/Town: <u>Port Dover</u>	Township:
Lot:	Concession/Plan:

Proposed Work: (Check all appropriate boxes)

- Place, dump, remove fill
- Site grading
- Construct a new building or structure
- Alter or renovate an existing building or structure
- Construct or replace a septic system
- Construct erosion control or shoreline protection
- Construction of new, or replacement of an existing watercourse crossing
- Other: _____

Description of Proposed Works:

See Site Plan. Existing Multi Level Deck and Covered Porch on sonotubes to be replaced by unheated Sun Room on TechnoMetal Posts. The extent of the proposed Sun Room is 0.6m LESS than the lower deck.
 The 6 TechnoMetal Posts are not invasive and are drilled down until electronic stable soil readings are achieved. The steel posts are only 4" in diameter.



Pre-consultation Completed: Yes No

Proposed Start Date:	December 2025
Proposed Completion Date:	May 2026

Existing square footage:	254 Sq Ft
Proposed square footage:	213 Sq Ft
Quantity of fill (m ³) if applicable:	0m ²

I understand that the information contained in this application form is accurate to the best of my knowledge, and that the staff of the Long Point Region Conservation Authority (LPRCA) will undertake a detailed inspection of the subject lands as part of the application process.

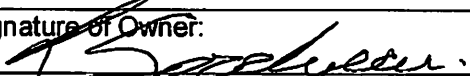
Signature of Owner:	Date:
<i>[Handwritten Signature]</i>	Sept 23/25
Signature of Agent:	Date:
<i>[Handwritten Signature]</i>	Sept 24, 2025

Prohibited Activities, Exemptions and Permits
Ontario Regulation 41/24

PROPERTY OWNER AUTHORIZATION

Subject Property:
Municipal Address: 28 FOREST WOOD
Municipality: PORT DUFFER ONT
I/We: RICHARD GOODYEAR
Hereby Authorize: JOHN PENNY 905 912 6390

To submit the enclosed application to the Long Point Region Conservation Authority, to appear on my behalf at any hearing(s) of the application, and to provide any information or materials required by the Board relevant to the application for the purposes of obtaining permission to develop, interfere with a wetland, or alter a shoreline or watercourse in accordance with the requirements of Ontario Regulated 41/24 as amended.

Signature of Owner: 	Date: Sep 23/25
--	---------------------------

Please copy the Owner on correspondence between the Conservation Authority and Agent.

APPLICATION FORM INSTRUCTIONS

- Owner** The legal owner(s) of the property where the proposed development or alteration will be carried out
- Agent** If the owner has assigned another party as an agent to act on the owner's behalf for the project, written authorization from the owner is required
- Quantity of Fill** Approximate quantity expressed in cubic metres, cubic yards, trucks loads (12 yards) or tandem truck loads (18 yards)
- Floor Area** For residential development, area of living space including full height basement and additional storeys, but not including attached garage, non-habitable crawl space, open breezeways, decks, or porches

Roll #:		Date:	
----------------	--	--------------	--

APPLICATION CHECKLIST

Submission: LPRCA permit applications along with supporting information may be submitted in person to our office, by email, or mail.

Pre-consultation: Please contact LPRCA staff regarding the requirements specific to your proposal. Also, please make sure your contractors and consultants contact LPRCA staff before completing detailed drawings or technical studies.

Complete application: A complete application package includes (check all applicable):

- 1. A plan of the area showing the property boundary, type and location of the proposed development activity, or a plan of the area showing the plan view and cross-section details of an activity to straighten, change, divert, or interfere with the existing channel of a river, creek, stream or watercourse, including a change or interference with a wetland.
- 2. The elevations of existing buildings, if any, as well as grades and the proposed elevations of any buildings and grades after the development activity or other activity.
- 3. The proposed use of any buildings and structures following completion of the development activity or a statement of the purpose of an activity to straighten, change, divert, or interfere with the existing channel of a river, creek, stream or watercourse, including changes or interference with a wetland.
- 4. A description of the methods to be used in carrying out an activity to straighten, change, divert, or interfere with the existing channel of a river, creek, stream, or watercourse, including changes or interference with a wetland.
- 5. Drainage details before and after the development activity or other activity.
- 6. A complete description of any type of fill proposed to be placed or dumped.
- 7. The start and completion dates of the development activity or other activity.
- 8. A confirmation of authorization for the proposed development activity or other activity given by the owner of the subject property, if the applicant is not the owner
- 9. Any other technical information, studies, or plans that the authority requests, including information requested during pre-submission consultations between the authority and the applicant.

Technical Reports: One or more of the following technical reports may be required (advised by LPRCA staff)

- 1. Design drawings and description of the design elements for flood-proofing measures, stamped and certified by a qualified professional engineer (for development in floodplains and flood hazard areas).
- 2. Slope stability study and erosion analysis, prepared by a qualified professional with expertise in geotechnical engineering, to determine the stable top-of-bank, the minimum development setback to address the potential erosion hazards, and associated foundation, construction, grading, and drainage recommendations, in accordance with the Provincial Technical Guidelines (for development in erosion hazard areas).
- 3. Geotechnical investigation, by a qualified professional geotechnical engineer, of site soil and groundwater conditions related to building foundation type and design requirements, in accordance with the *Ontario Building Code* to facilitate subsequent building permit (for development in area with organic soils).
- 4. Coastal engineering assessment prepared by a qualified professional with expertise in coastal engineering in accordance with LPRCA's Shoreline Management Plan and the Provincial Technical Guidelines addressing hydrodynamic forces affecting the design and indicating how the aggravation of erosion on neighbouring properties is avoided (for shoreline alterations).
- 5. Environmental Impact Study (EIS) clearly indicating that there will be no negative impact to the form or function of the wetland to the satisfaction of LPRCA (for development near wetlands).
- 6. Hydraulic analysis by a qualified professional with expertise in water resource engineering addressing flood conveyance, storage-discharge, and changes in flood levels on-site and on adjacent properties (for development in floodplains, watercourse alterations).
- 7. Complex and large-scale proposals may require additional technical studies and plans.

GENERAL CONDITIONS OF PERMIT

1. This permit does not absolve the permittee of the responsibility of obtaining necessary permission from applicable federal and provincial agencies or local municipalities.
2. The permittee agrees by acceptance of the permit:
 - a. To indemnify and save harmless, the Long Point Region Conservation Authority and its officers, employees, or agents from against all damage, injury, loss, costs, claims, demands, actions, and proceedings, arising out of or resulting from any act or omission of the permittee or of any of this agents, employees or contractors relating to any of the particular terms or conditions of this permit.
 - b. That this permit shall not release the permittee from any legal liability or obligation, and remains in force subject to all limitations, requirements, and liabilities imposed by law.
 - c. To provide certification of conformance to ensure compliance with the intent of the permit. This certification must be provided by an accredited professional and is to be submitted as may be specified in the permit.
3. Authorized representatives of the Long Point Region Conservation Authority will be granted entry at any time into lands which are the subject of this permit application in order to make such surveys, examinations, investigations, inspections, or other arrangements which such representatives deem necessary.
4. The project shall be carried out generally as per the plans submitted in support of the application as they may be amended by conditions of this permit.
5. Any activity or development other than that identified in this permit application must be reviewed by the LPRCA; at which time, staff will determine if additional approvals or an amended permit will be required.
6. The Long Point Region Conservation Authority may, with notice, cancel the permit or may change any of the conditions at any time if it is determined that the conditions of the permit have not been met.
7. Temporary sediment and erosion control measures shall be installed around any disturbed and/or exposed ground or excavated material stockpiles and remain in place until the site has been suitably stabilized, with regular monitoring to ensure effectiveness. Remedial/emergency measures must be taken at any sign of failure.
8. The applicant agrees to maintain all existing drainage patterns except as expressly identified in the permit.
9. It is the responsibility of the permittee to ensure the development is located within the extent of the property boundaries owned by the proponent.
10. This approval does not guarantee the soundness of the proposed work and it is the responsibility of the permittee to monitor and maintain the construction activity to ensure the integrity of the work.
11. The permit shall not be assigned (non-transferrable).
12. Permits are valid for the period of time indicated on the permit. No notice will be issued on expiration of the permit and it is the responsibility of the permittee to ensure a valid permit is in effect at the time of work occurring.
13. The Conservation Authority should be contacted within 48 hours prior to the commencement of construction.
14. The Long Point Region Conservation Authority may make copies of Schedule A, as required, for the purposed of assessing the proposal and, when approved, to form part of the permit issued.

NOTICE OF COLLECTION

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act, 1989, the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1980, c85, as amended. This information is used to assess applications for and, where approved, issue comment. The name of the applicant, location of the work and a description of the project may be published in LPRCA documents, including agendas, reports and meeting minutes which are posted on the LPRCA website. Questions about the collection of personal information should be directed to the Freedom of Information Coordinator, Long Point Region Conservation Authority, 4 Elm Street, Tillsonburg, Ontario, N4G 0C4, (519) 842-4242.

LPRCA Fee Schedule for Ontario Regulated 41/24
Fee Schedule effective January 1, 2024

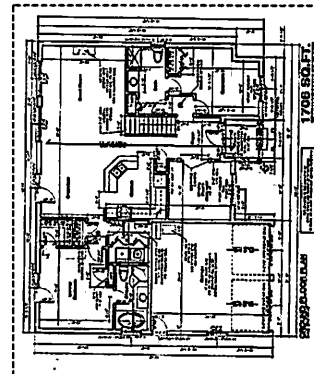
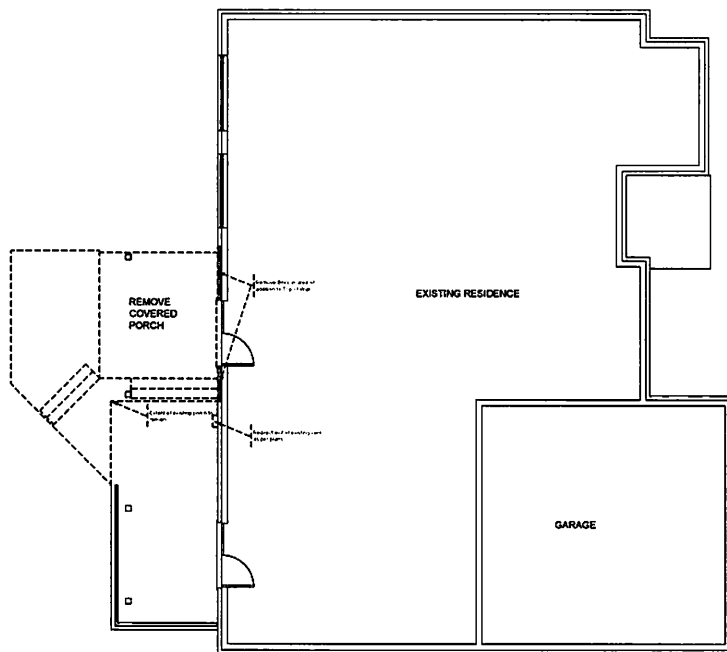
The following fees have been approved by the Long Point Region Conservation Authority's (LRPCA) Board of Directors and are required to be paid by the proponent for LPRCA staff to review an application under the Prohibited Activities, Exemptions and Permits, O.Reg. 41/24 made under the *Conservation Authorities Act*. The fee schedule must be read in conjunction with the **General Notes for all Application Fees** that follow.

Ontario Regulation 41/24 Permit Fees	
Application Type	Permit Fee
<p><u>Very minor development</u> Development with very low risk of impact on natural hazards or natural features. Examples:</p> <ul style="list-style-type: none"> • Non-habitable accessory structures less than 23 m², e.g. decks, fences, above-ground pools, barns, sheds • Fill placement removal and/or grading (landscaping, driveway top-dressing) • Off-line pond maintenance 	\$ 200.00
<p><u>Minor development, interference, and alteration</u> Development/work with low risk of impact on natural hazards or natural features. No technical reports are required. Examples:</p> <ul style="list-style-type: none"> • Raising building, or additions not requiring engineered plans • Repairs/renovations to existing building • Additions less than 50 m² in area • Non-habitable accessory structures less than 100 m² • Septic system • Fill placement, removal/or grading (not requiring engineered plans) • Minor development (as listed above) more than 30 metres from a wetland • New or replacement residential structures more than 30 metres from a wetland • Minor utilities (directional bore) • New offline ponds (grading plan required) • Docks, boathouses • Routine/maintenance dredging • Minor repairs to existing shoreline structures • Maintenance, repair, or replacement of access crossings, stormwater outlet • Other applications not deemed by staff to be "Major" in nature 	\$ 405.00
<p><u>Major development, interference, and alteration</u> Development/work with moderate risk of impact on natural hazards or natural features. Detailed report and/or plans are required. Examples:</p> <ul style="list-style-type: none"> • Raising building, or additions requiring engineered plans • Additions greater than 50 m² in area • Non-habitable accessory structures greater than 100 m² • New or replacement structures in a natural hazard area • Fill placement, removal and/or grading (requiring engineered plans) • Development (including minor development as listed above) less than 30 metres from a wetland • Major development greater than 30 m from a wetland • New offline pond with overflow or channel connection • Maintenance/repairs to existing shoreline structures • Water crossing, bridge repair • Other applications deemed by staff to be "Major" in nature 	\$ 695.00

Complex development, interference, and alteration Development/work with a high risk and/or potential impact to natural hazards or natural features. One or more studies are required, e.g. an environmental impact study, hydraulic analysis, storm water management report, or slope stability study. Examples: <ul style="list-style-type: none"> • Large fill placement, removal, or grading (greater than 1000 m³) • Golf courses • New Lake Erie shoreline protection structure • Bridge replacement • Channel realignment 	\$ 1,380.00
On Site Technical Advice Fee <i>(Will be applied to permit application if submitted within 12 months from inspection)</i>	\$ 254.25
Title Clearance <i>(solicitor, realtor, other requests for detailed property information)</i>	\$ 254.25
Wetland Boundary Delineation <i>(Review of MNRF Wetland boundary in the field by LPRCA ecologist, on property owner's request)</i>	\$ 360.00
Violations/Application where work has proceeded without authorization	2 x fee
Permit Revisions <i>(Must be minor in nature and permit must still be valid. Board approval may be required.)</i>	\$ 95.00
Minister's Zoning Order (MZO) <i>(Permit associated with a Minister's Zoning Order)</i>	Cost Recovery

General Notes for all Application Fees

1. It is strongly recommended that proponents pre-consult with LPRCA, and if necessary, the municipality, prior to the submission of an application and the preparation of detailed plans and technical report(s).
2. This fee schedule is effective as of January 1, 2024 and LPRCA reserves the right to revise this fee schedule at any time without notice to adequately cover the costs to provide the service.
3. Fees must be paid at the time the permit application is submitted. Fees may be paid by debit, cash, or cheque (made out to the Long Point Region Conservation Authority), over the phone by credit card, or at the LPRCA Administration Office.
4. In the event that the application is placed in a higher fee category, the difference in fee must be paid prior to review. If the application is placed in a lower category, LPRCA will reimburse the applicant accordingly.
5. Fees are assessed based on the extent of review required. LPRCA reserves the right to levy supplementary fees should the review require a substantially greater level of effort than covered by the standard categories above; this supplementary fee includes the peer review of any relevant documents or information.
6. The fees for technical review include one comprehensive review, and one review of the resubmission. Second and each additional resubmission, shall be subject to a resubmission fee of 20% of the original application up to a maximum of \$500.
7. Where a Section 28 permit approval is required in addition to a Planning Act application for the same activity, the Section 28 permit fee will be discounted 50%.
8. Where a permit has been submitted for an activity across multiple properties and applicants working together, the fee for each property shall be calculated as 50% of the permit fee. For example, the fee for a new shoreline protection structure constructed across two properties is \$690.00 each.
9. Costs associated with permits (including any conditions) issued under a Minister's Zoning Order shall be paid by the applicant, this includes but is not limited to staff time, any legal review, board expenses, etc.



Reference Plan

CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS ON THE JOB SITE, AND VERIFY DIMENSIONS OF ALL CONDITIONS BEFORE BEGINNING WORK. ALL DIMENSIONS ARE THE PROPERTY OF THINKGIRAFFE. DIMENSIONS ARE NOT TO BE APPROXIMATED WITHOUT WRITTEN PERMISSION FROM THINKGIRAFFE. PRINTS ARE NOT TO BE SCALED.

James F. Farnham, Owner ThinkGiraffe Design has reviewed and taken responsibility for the design and construction of the drawing and under the seal of the Professional Engineer, License No. 221427 in the State of Ohio, License No. 221427 in the State of Ohio.

ISSUE FOR PERMIT August 18, 2024

REVISIONS	DATE	NO.

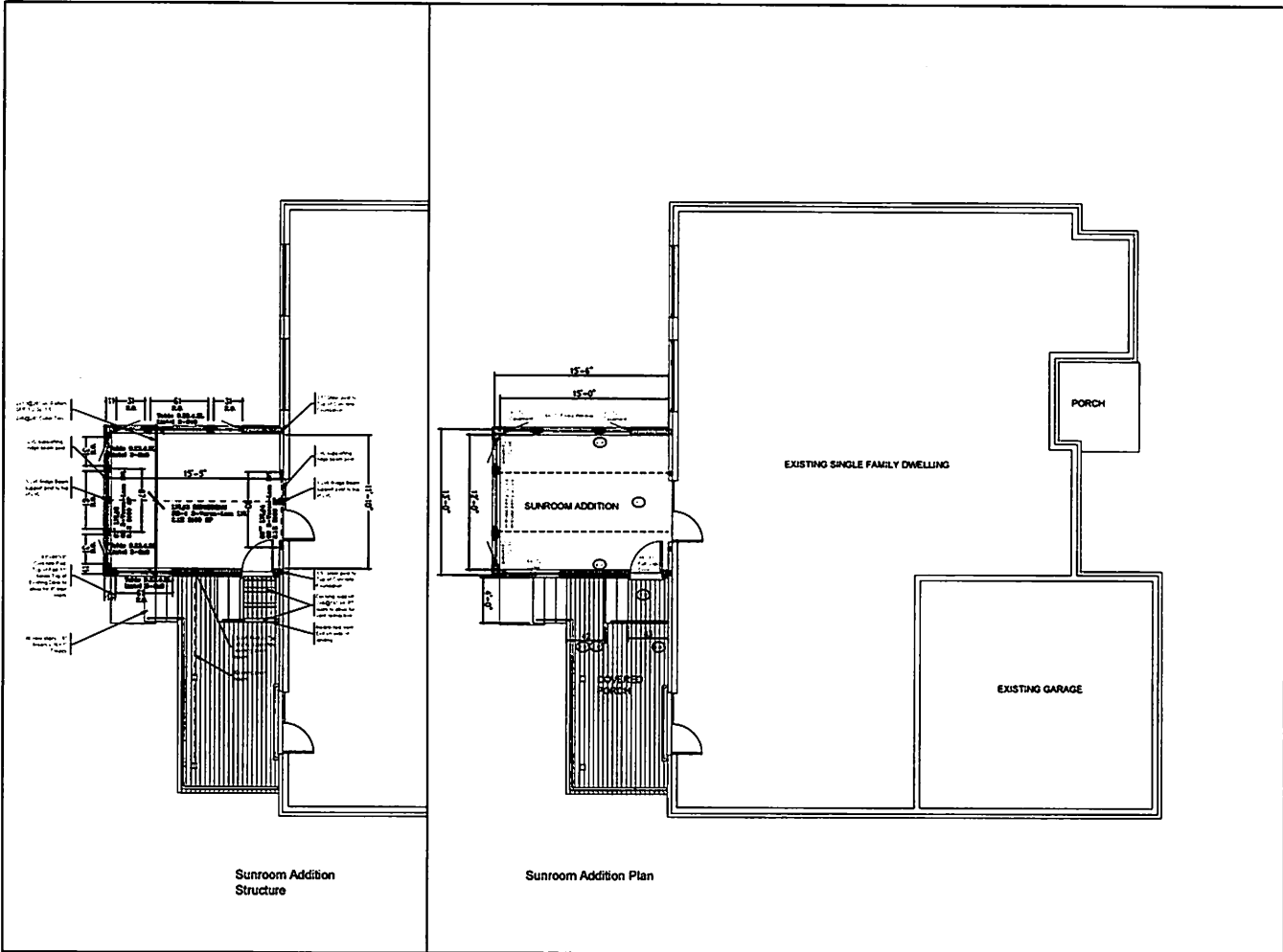
thinkGiraffe
ENVIRONMENTAL DESIGN
18 National Avenue West
Aurora, OH 43013
608 504 1400
thinkgiraffe@gmail.com

PROJECT
Sunroom Addition
28 Forest Wood
Port Dover, OH
NOA 1N3
Norfolk County

SHEET TITLE
Existing Main Floor Plan
Porch Demolition

FOLDER	DRAWN BY MLP
FILE	SCALE 1/4" = 1'-0"
DATE	NUMBER

A1.01



CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS ON THE JOB SITE, AND NOTIFY DESIGNER OF ALL DISCREPANCIES BEFORE INSTALLING WORK. ALL DIMENSIONS ARE THE PROPERTY OF DESIGNER. DIMENSIONS ARE NOT TO BE REPRODUCED WITHOUT WRITTEN PERMISSION FROM DESIGNER. PRINTS ARE NOT TO BE SCALED.

Steven Frazee, Owner Residential Design Inc.
 Licensed and active responsibility for the design
 authority provided in this drawing set under OAC
 117A-7-02
 OCN 29641-1-0204

ISSUE FOR PERMIT August 19, 2020	REVISIONS	DATE	NO.

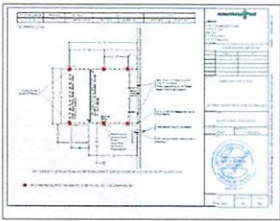
thinkGiraffe
 ENVIRONMENTAL DESIGN
 14 Superior Springs Road
 Amherst, OH 44001-1113
 938 284 1488
 thinkgiraffe@thinkgiraffe.com

PROJECT
 Sunroom Addition
 28 Forest Wood
 Port Dover, ON
 N0A 1N3
 Norfolk County

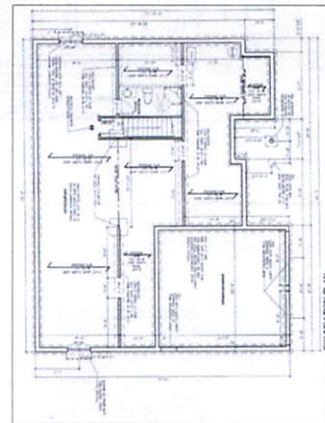
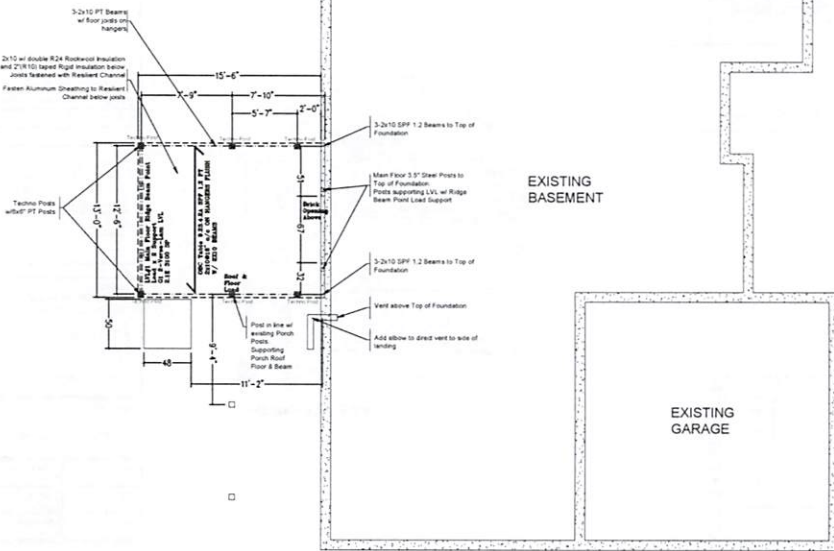
SHEET TITLE
 Sunroom Plan and Structure

FOLDER	DRAWN BY
FILE	SCALE
DATE	NUMBER

A1.02



See Techno Metal Post Engineering Document



Existing Reference Basement Plan

CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS ON THE JOB SITE AND NOTIFY DESIGNER OF ALL DISCREPANCIES BEFORE INITIATING WORK. THE PROPERTY OF THINKGIIRAFFE DRAWINGS ARE NOT TO BE REPRODUCED WITHOUT WRITTEN PERMISSION FROM DESIGNER. PRINTS ARE NOT TO BE SCALED.

Matthe Farnham, Owner thinkGiraffe Design has reviewed and taken responsibility for the design. Printed in the drawing set name: GC-21-171-00, SCN: 2021-1116304

ISSUE FOR PERMIT: August 18, 2025

REVISIONS	DATE	NO.

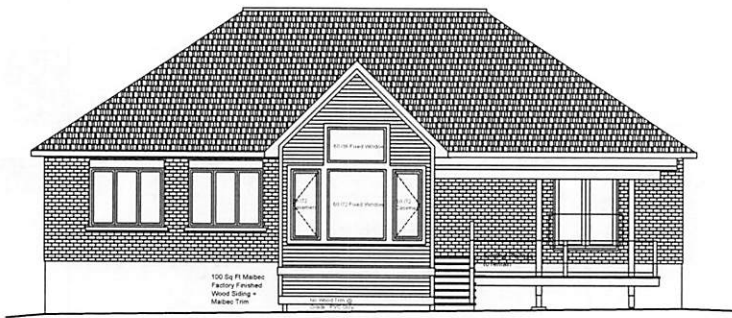
thinkGiraffe
ENVIRONMENTAL DESIGN
18 Salsbur Springs Road
Anderson, IN 46018
805.924.1406
thinkgiraffe@gmail.com

PROJECT
Sunroom Addition
28 Forest Wood
Port Dover, ON
NOA 1N3
Norfolk County

SHEET TITLE
Foundation Plan

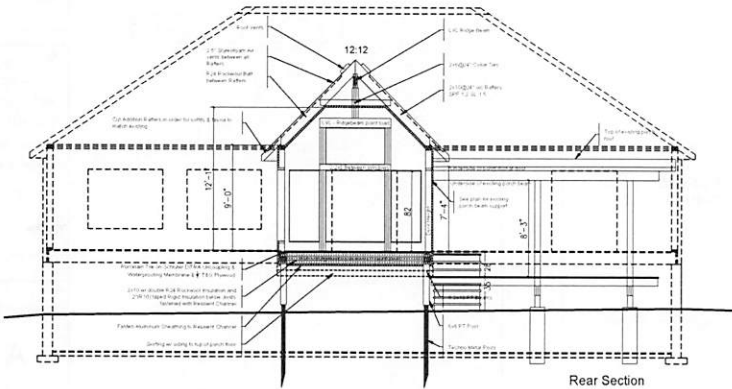
FOLDER	DRAWN BY MLP
FILE	SCALE 1" = 1'-0"
DATE	NUMBER

A1.03



100 Sq Ft Maple
Factory Finished
Wood Siding =
Maple Trim

Rear Elevation



Rear Section



Existing Front & Rear Elevations

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ALL DRAWINGS ARE THE PROPERTY OF THINKGIRAFFE.
DRAWINGS ARE NOT TO BE REPRODUCED WITHOUT WRITTEN PERMISSION FROM DESIGNERS.
PRINTS ARE NOT TO BE SCALED.

Marked Elevation: Owner: thinkGiraffe Design has reviewed and taken responsibility for the design and construction of this drawing set under CEC 217 & 714.0.
SCM: 21574 / 110304

ISSUE FOR PERMIT: August 19, 2025

REVISIONS	DATE	NO.

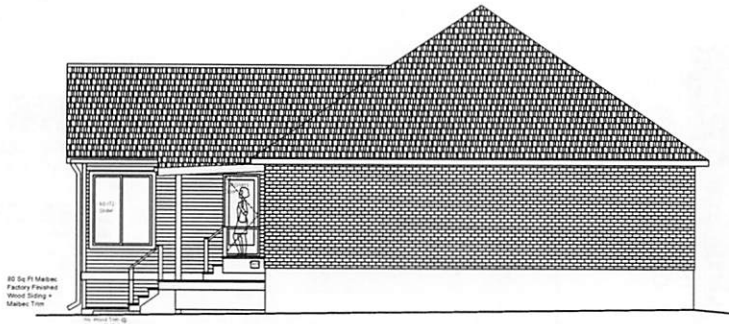
thinkGiraffe
ENVIRONMENTAL DESIGN
18 Superior Garage Road
Amesbury, OH 43015-1113
805.304.1400
thinkgiraffe@thinkGiraffe.com

PROJECT:
Sunroom Addition
28 Forest Wood
Port Dover, ON
N0A 1N3
Norfolk County

SHEET TITLE:
Rear Section Elevation

FOLDER:	DRAWN BY: MLF
FILE:	SCALE: 1" = 1'-0"
DATE:	NUMBER:

A2.01



West Elevation

CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS ON THE JOB SITE AND NOTIFY DESIGNERS OF ALL DISCREPANCIES BEFORE INITIATING WORK. ALL DRAWINGS ARE THE PROPERTY OF THINKGIRAFFE. DRAWINGS ARE NOT TO BE REPRODUCED WITHOUT WRITTEN PERMISSION FROM DESIGNERS. PRINTS ARE NOT TO BE SCALED.

Revised: 8/19/2020, Created: 8/19/2020, Design: 8/19/2020, and shall retain responsibility for the design. Includes details of the drawing set under CEC 211A 7.102. RCR 21024 / 114256

ISSUE FOR PERMIT August 19, 2020

REVISIONS	DATE	NO.

thinkGiraffe
ENVIRONMENTAL DESIGN
14 Salsbur Springs Road
Aurora, OH 43015
605.304.1438
thinkgiraffe@gmail.com

PROJECT
Sunroom Addition
28 Forest Wood
Port Dover, ON
NOA 1N3
Norfolk County

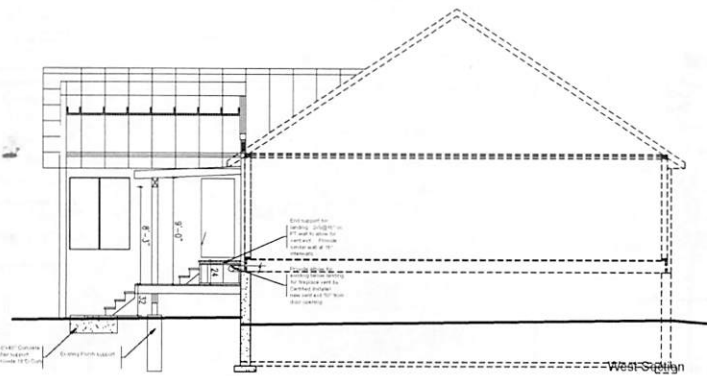
SHEET TITLE
Side Section / Elevations
EAST

FOLDER	DRAWN BY

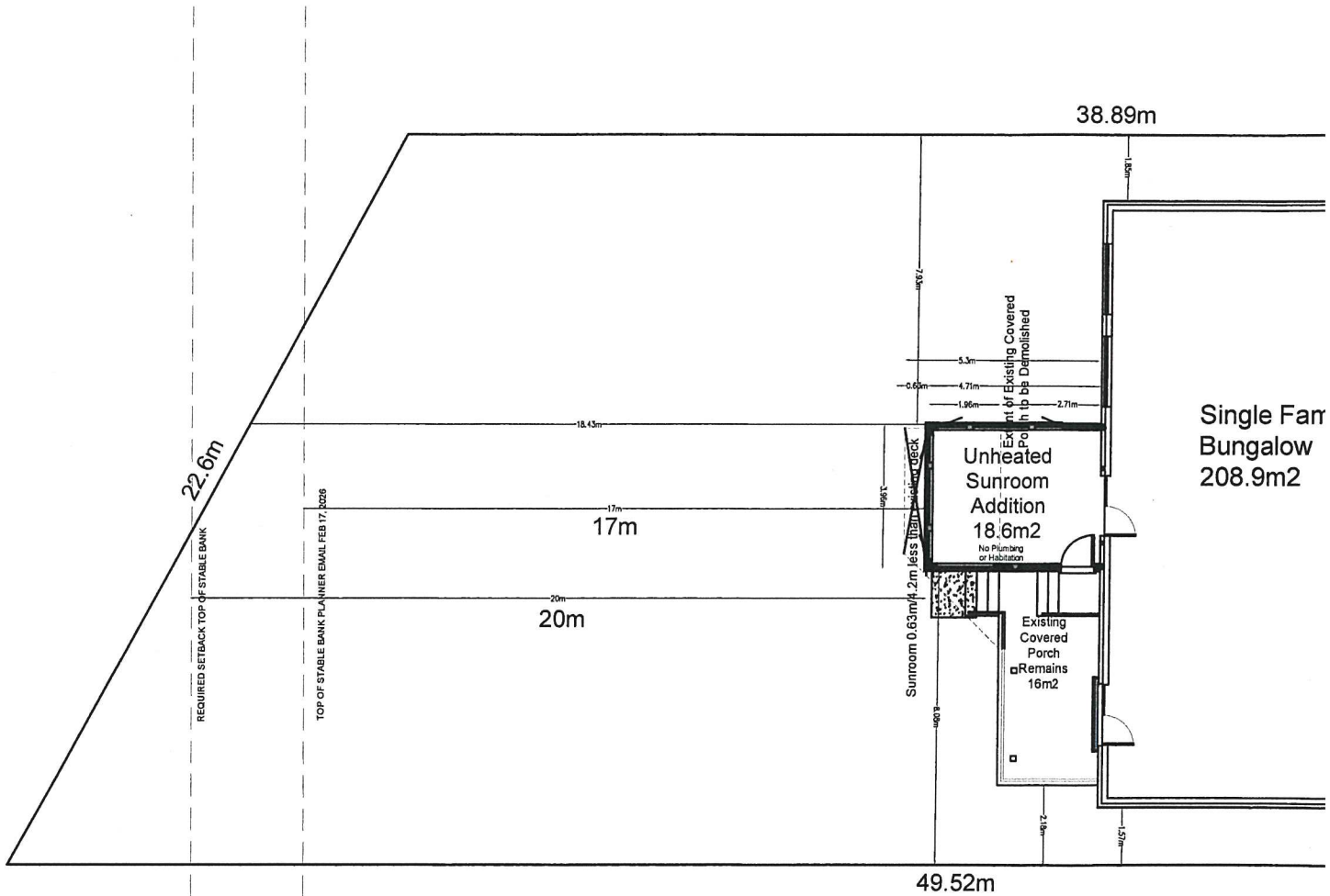
FILE	SCALE
	3/8" = 1'-0"

DATE	NUMBER

A2.03



West Side Section

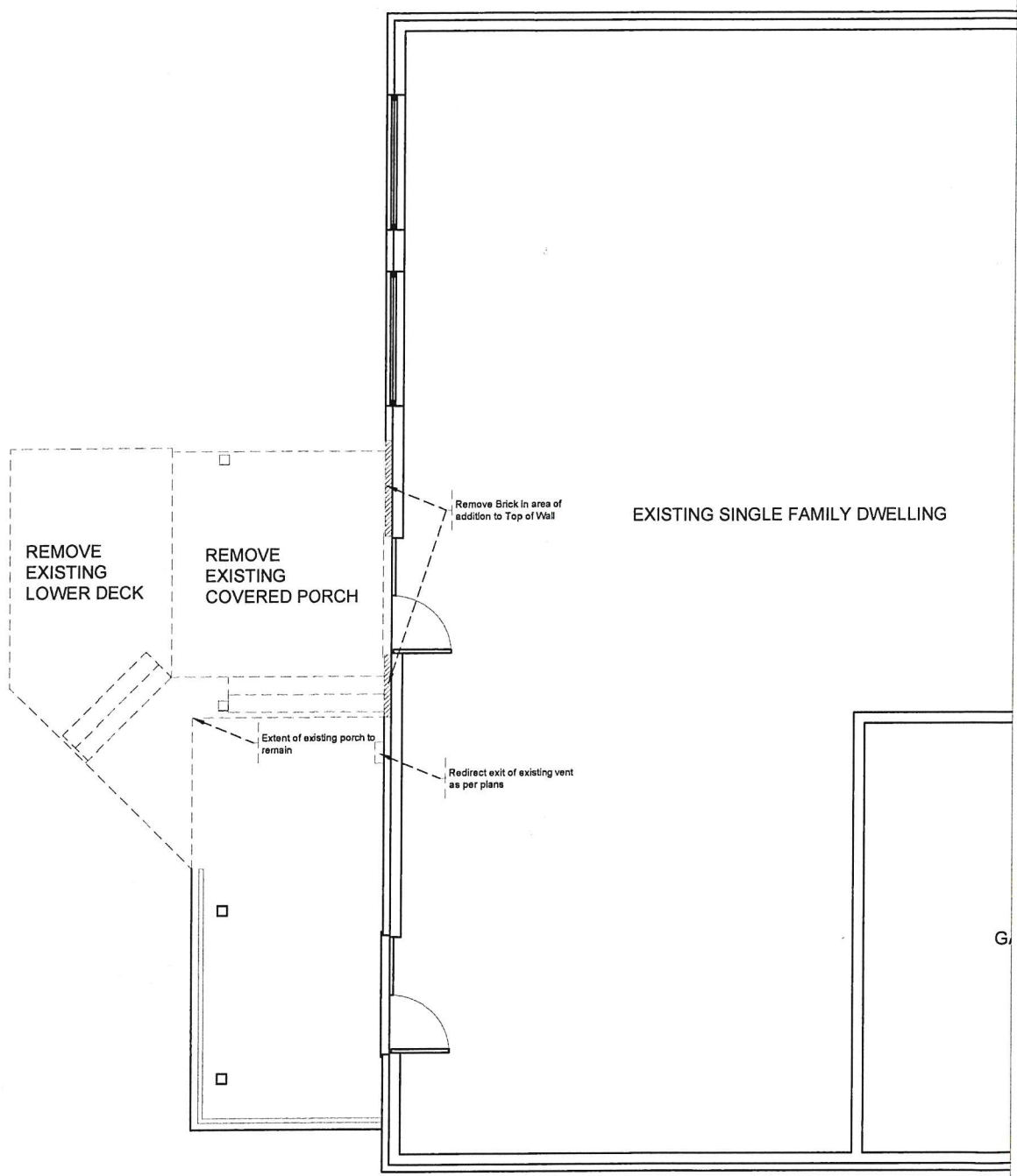


Single Farm Bungalow
208.9m²

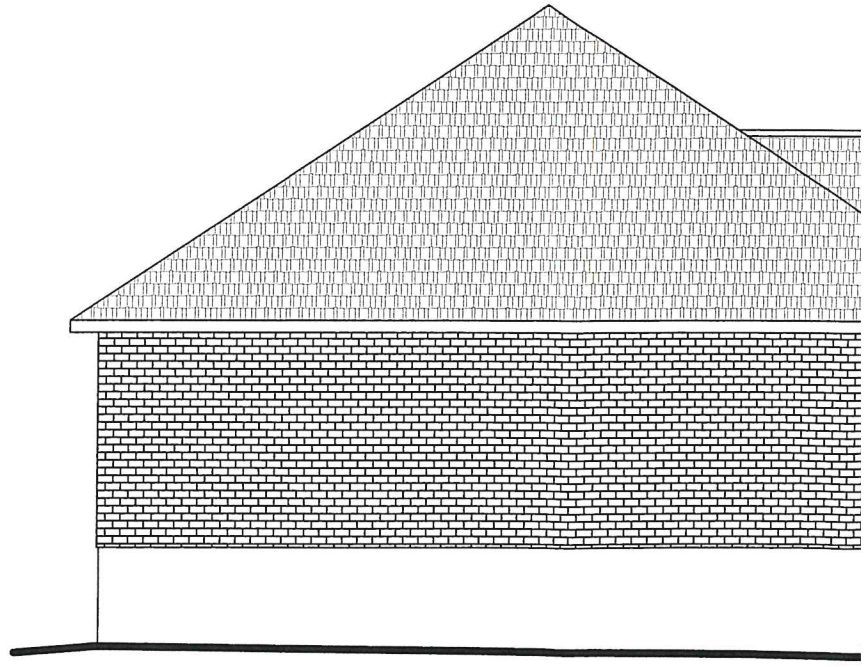
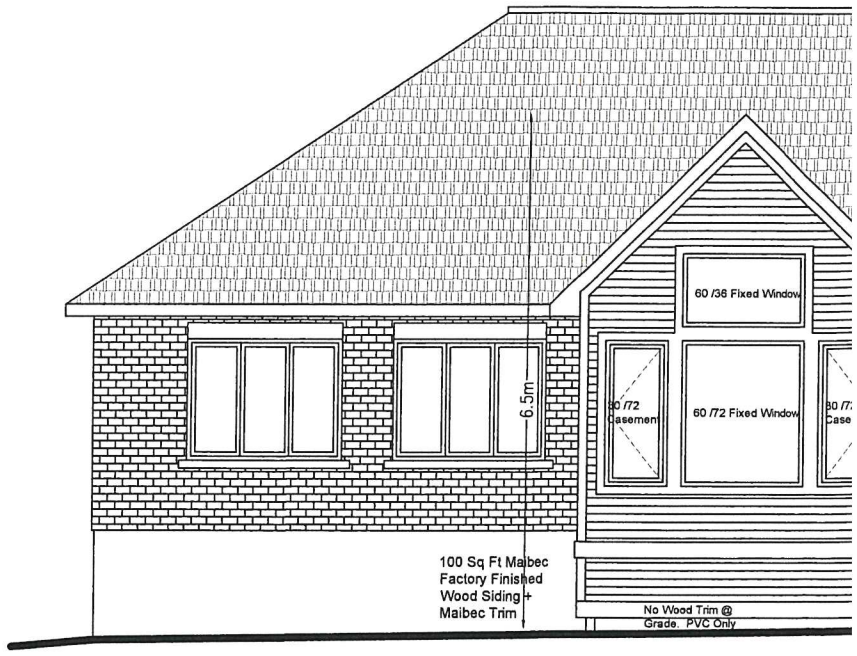
Unheated Sunroom Addition
18.6m²
No Plumbing or Habitation

Existing Covered Porch Remains
16m²

LOT SIZE: 878.6m²
EXISTING LOT COVERAGE: 247.7m²/879.6m² = 28.2%
PROPOSED LOT COVERAGE: 243.5m²/879.6m² = 27.6%



Existing Plan





ZONING DEFICIENCY FORM

URBAN RESIDENTIAL ZONES

PROPERTY INFORMATION

PLANNING APPLICATION NUMBER: ANPL2026058

Applicant: MARINA FENSHAM
Civic Address: 28 FOREST WOOD, PORT DOVER
Legal Description: PLAN 37M38 LOT 27 IRREG 9704.74SF 65.62FR D
Roll Number: 3310334030333280000
Current zoning: URBAN RESIDENTIAL TYPE R1-A & HAZARD LAND
Proposed building/use: Unheated sunroom addition
Existing uses on property: Single detached dwelling

ZONING PROVISIONS

	Proposed	Required	Deficiency	Zoning By-Law Reference
Lot Area	N/A m2	450 m2	m2	5.1.2 a
Lot Frontage	N/A m	15 m	m	5.1.2 b
Front Yard Setback	N/A m	6 m	m	5.1.2 c
Exterior Side Yard Setback	N/A m	6 m	m	5.1.2 d
Interior Side Yard Setback(Left)	8.08 m	1.2 m	m	5.1.2 e
Interior Side Yard Setback(Right)	7.93 m	1.2 m	m	5.1.2 e
Rear Yard Setback	18.43 m	7.5 m	m	5.1.2 f
Building Height	6.5 m	11 m	m	5.1.2 g
Number Of Parking Spaces	N/A	2		4.9 a
Front Yard Landscaping	N/A			
Other: Proposed construction is within the Hazard Land zone and requires zoning relief				11.1.1 , 1.2.2 (b)
Other:				

Comments: The proposed construction is within the Hazard Land zone on the property and the provisions of the Hazard Land zone do not permit the proposal.

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

3/12/2026

 Date

Community Development Division - Building Department


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

MAP A
CONTEXT MAP
Urban Area of PORT DOVER

ANPL2026058

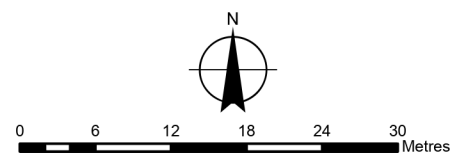


Legend

 Subject Lands

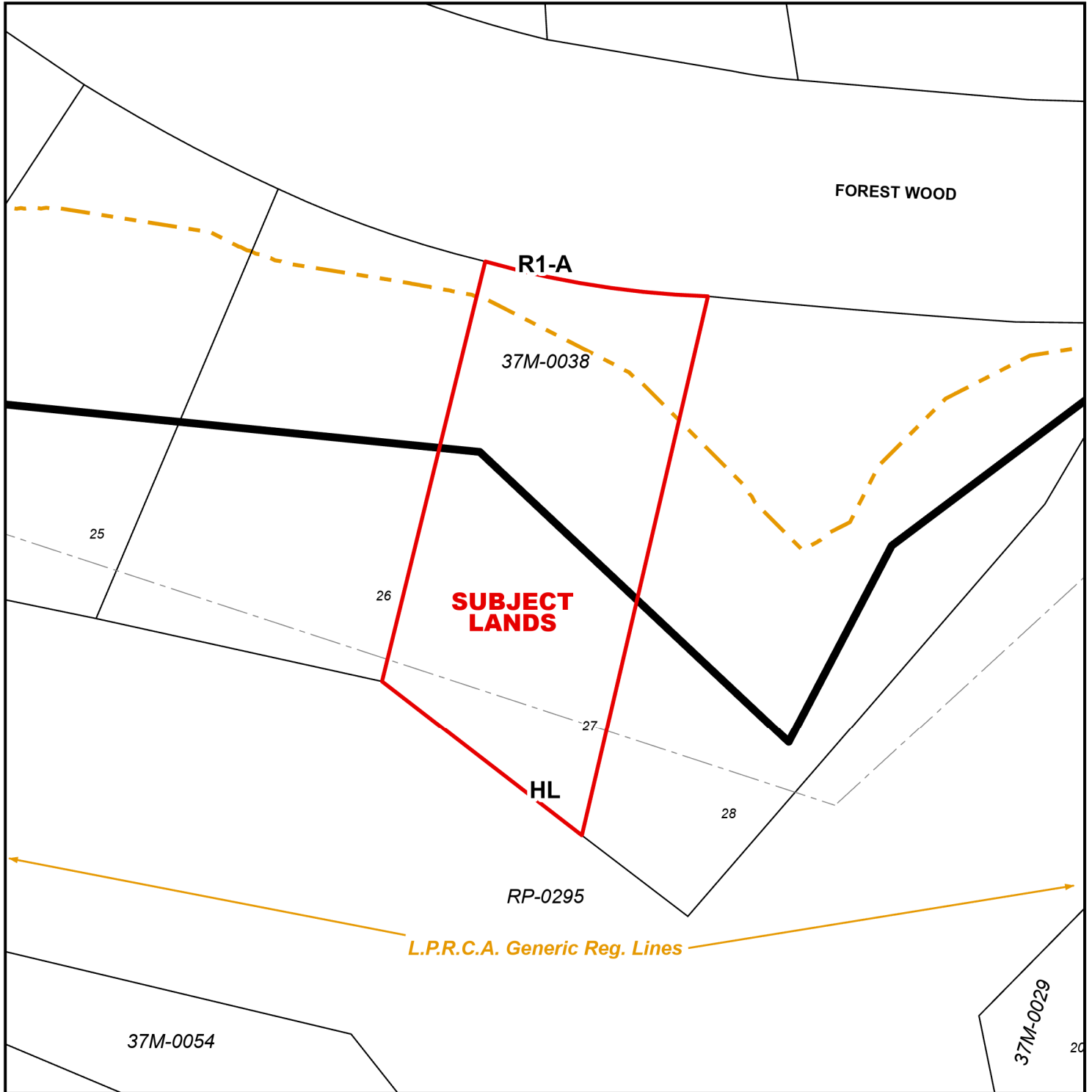
4/1/2026

2020 Air Photo





MAP B
ZONING BY-LAW MAP
Urban Area of PORT DOVER

ANPL2026058



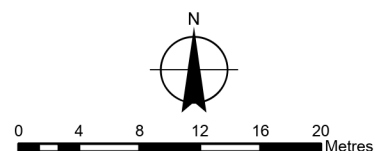
LEGEND

-  Subject Lands
-  LPRCA Generic RegLines

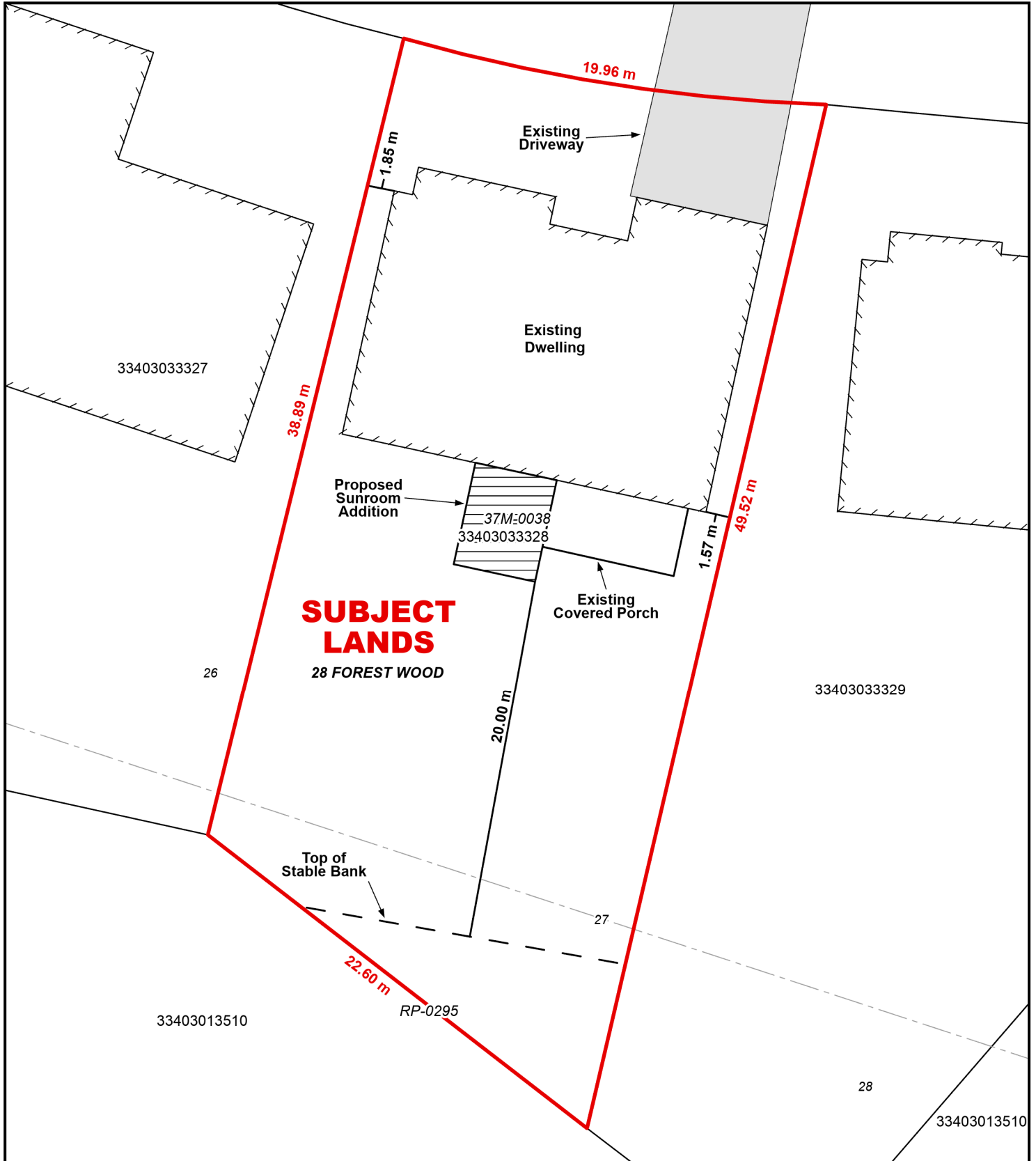
ZONING BY-LAW 1-Z-2014

4/1/2026


- (H) - Holding
- HL - Hazard Land Zone
- R1-A - Residential R1-A Zone



CONCEPTUAL PLAN
Urban Area of PORT DOVER



Legend

 Subject Lands

4/1/2026

