

## **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 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 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](mailto: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:** \_\_\_\_\_

**A. Applicant Information**

**Name of Owner** \_\_\_\_\_

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 \_\_\_\_\_

Town and Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_

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

Email \_\_\_\_\_

**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 mortgages, 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):

\_\_\_\_\_  
\_\_\_\_\_

Municipal Civic Address: \_\_\_\_\_

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:

\_\_\_\_\_

3. Present use of the subject lands:

\_\_\_\_\_  
\_\_\_\_\_

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

|                                       | <b>Existing</b> | <b>Proposed</b> |
|---------------------------------------|-----------------|-----------------|
| Type of Building                      | _____           | _____           |
| Number of Storey(s)                   | _____           | _____           |
| Number of Dwelling Units per lot      | _____           | _____           |
| Buildings/Structures/ARDU Width (m)   | _____           | _____           |
| Building/ Structures /ARDU Length (m) | _____           | _____           |
| Building/ Structures /ARDU Height (m) | _____           | _____           |
| Usable Floor Area (sq.m)              | _____           | _____           |
| Lot coverage                          | _____           | _____           |

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. 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:  
Decades

\_\_\_\_\_

8. Existing use of abutting properties:

\_\_\_\_\_

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:

\_\_\_\_\_



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

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

|   | <b>Zoning By-law Requirement</b> | <b>Proposed</b> | <b>Deficiency</b> |
|---|----------------------------------|-----------------|-------------------|
| 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)   |                                  |                 |                   |
| Rear Yard Setback (m)   |                                  |                 |                   |
| Exterior side yard (if applicable) (m)  |                                  |                 |                   |
| Height (m)  |                                  |                 |                   |
| Lot coverage (%)  |                                  |                 |                   |
| Buildings/structures separation (m)   |                                  |                 |                   |
| Detached Additional Dwelling Unit (ADU) or Accessory Building<br>i) Usable floor area (m <sup>2</sup> )<br>ii) Height (m)<br>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):

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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:

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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:

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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:

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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)

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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:

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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**

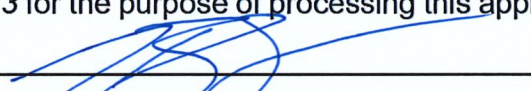
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner to undertake the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. The owner further acknowledges and agrees that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

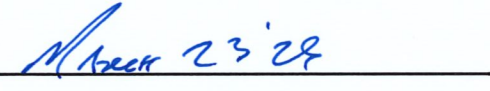
**Permission to Enter Subject Lands**

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

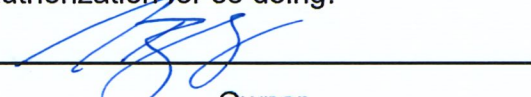
  
\_\_\_\_\_  
Date

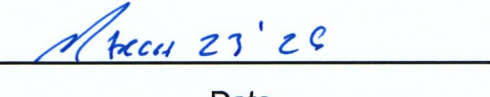
**J. Owner's Authorization**

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 Allan (Ryan) Elliott am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize G. Douglas Vallee Limited c/o James Canzano 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

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

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



**K. Declaration**

I, RYAN ELLIOTT of SIMCOE

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:

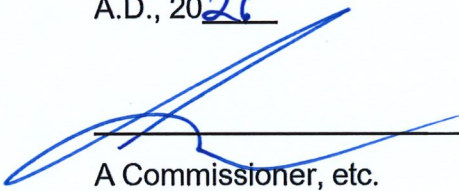
Simcoe

  
Owner/Applicant/Agent Signature

In The County of Norfolk

This 23 day of March

A.D., 2026

  
A Commissioner, etc.

**JAMES JOHN CIARALLO-CANZANO,**  
a Commissioner, etc., Province of Ontario,  
for G. Douglas Vallee Limited.  
Expires February 26, 2028.



# vallee

*Consulting Engineers,  
Architects & Planners*

March 23, 2026

Norfolk County Planning Department  
Community Development Division  
12 Gilbertson Drive,  
Simcoe, ON N3Y 3N3

**Attention: Alicia Cull BES, MCIP, RPP, Ec.D. | Manager of Planning Services**

**Reference: 648 Concession 6 Woodhouse  
Consent – Boundary Adjustment  
Our Project 24-219**

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G. Douglas Vallee Limited, acting on behalf of 2258434 Ontario Limited, is submitting this package in support of a Routine Minor Variance for the above noted address as a condition of severance for Boundary Adjustment to convey lands at 648 Concession 6 Woodhouse (Roll# 33702010300) to a legally separate agricultural parcel with the same address (Roll# 33702010000) under Project no. BNPL2026002. Please accept this submission package as our formal application.

Included with this application is the following document:

1. Signed Norfolk County Minor Variance application form.

This submission has been made electronically through the CityView Portal. Payment of the \$725.00 fee for Routine Minor Variances will be made once the application has been deemed complete.

Should you have any questions or comments, please feel free to get in touch so that we can address your items in a timely manner.

Thank you for your consideration of this project.

Best regards,

James Canzano  
Planner

**G. DOUGLAS VALLEE LIMITED**  
Consulting Engineers, Architects & Planners

H:\Projects\2024\24-219 Woodhouse Heritage\Planning\Working files\Minor Variance\0. Cover Letter 2025.12.23.docx

CONCESSION 6 WOODHOUSE

Part 1

Part 2

Benefitting Lands

|        | Area (m <sup>2</sup> )          | Relief Required                    |
|--------|---------------------------------|------------------------------------|
| Part 1 | 760m <sup>2</sup>               | N/A                                |
| Part 2 | 0.2ha (2,000.30m <sup>2</sup> ) | 39.7ha (397,999.30m <sup>2</sup> ) |





# ZONING DEFICIENCY FORM

## AGRICULTURAL ZONE

### PROPERTY INFORMATION

PLANNING APPLICATION NUMBER: ANPL2026074

**Owner / Applicant:** G. DOUGLAS VALLEE LIMITED c/o JAMES CANZANO  
**Civic Address:** 648 CONCESSION 6 WOODHOUSE  
**Legal Description:** WDH CON 5 PT LOT 8 REG 0.68AC 165.20FR 180.40D  
**Roll Number:** 3310337020103000000  
**Current zoning:** A - AGRICULTURAL  
**Proposed building/use:** DWELLING - BOUNDARY ADJUSTMENT  
**Existing uses on property:** DWELLING

### ZONING PROVISIONS

|  | Proposed   | Required | Deficiency  | Zoning By-Law Reference |
|--|------------|----------|-------------|-------------------------|
| Lot Area   | 0.20003 ha | 40 ha    | 39.79997 ha | 12.1.2 a                |
| Lot Frontage   | m          | 30 m     | m           | 12.1.2 b                |
| Front Yard Setback   | m          | 13 m     | m           | 12.1.2 c                |
| Exterior Side Yard Setback   | m          | 13 m     | m           | 12.1.2 d                |
| Interior Side Yard Setback(Left)   | m          | 3 m      | m           | 12.1.2 e                |
| Interior Side Yard Setback(Right)  | m          | 3 m      | m           | 12.1.2 e                |
| Rear Yard Setback  | m          | 9 m      | m           | 12.1.2 f                |
| Minimum separation between farm processing facility and a dwelling on adjacent lot | m          | 30 m     | m           | 12.1.2 g                |
| Building Height  | m          | 11 m     | m           | 12.1.2 h                |
| Number Of Parking Spaces   |            | 2        |             | 4.9                     |
| Other:   |            |          |             |                         |
| Other:   |            |          |             |                         |

Comments:

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

\_\_\_\_\_  
*Andrew Johnston*  
 Zoning Administrator



# ZONING DEFICIENCY FORM

Date

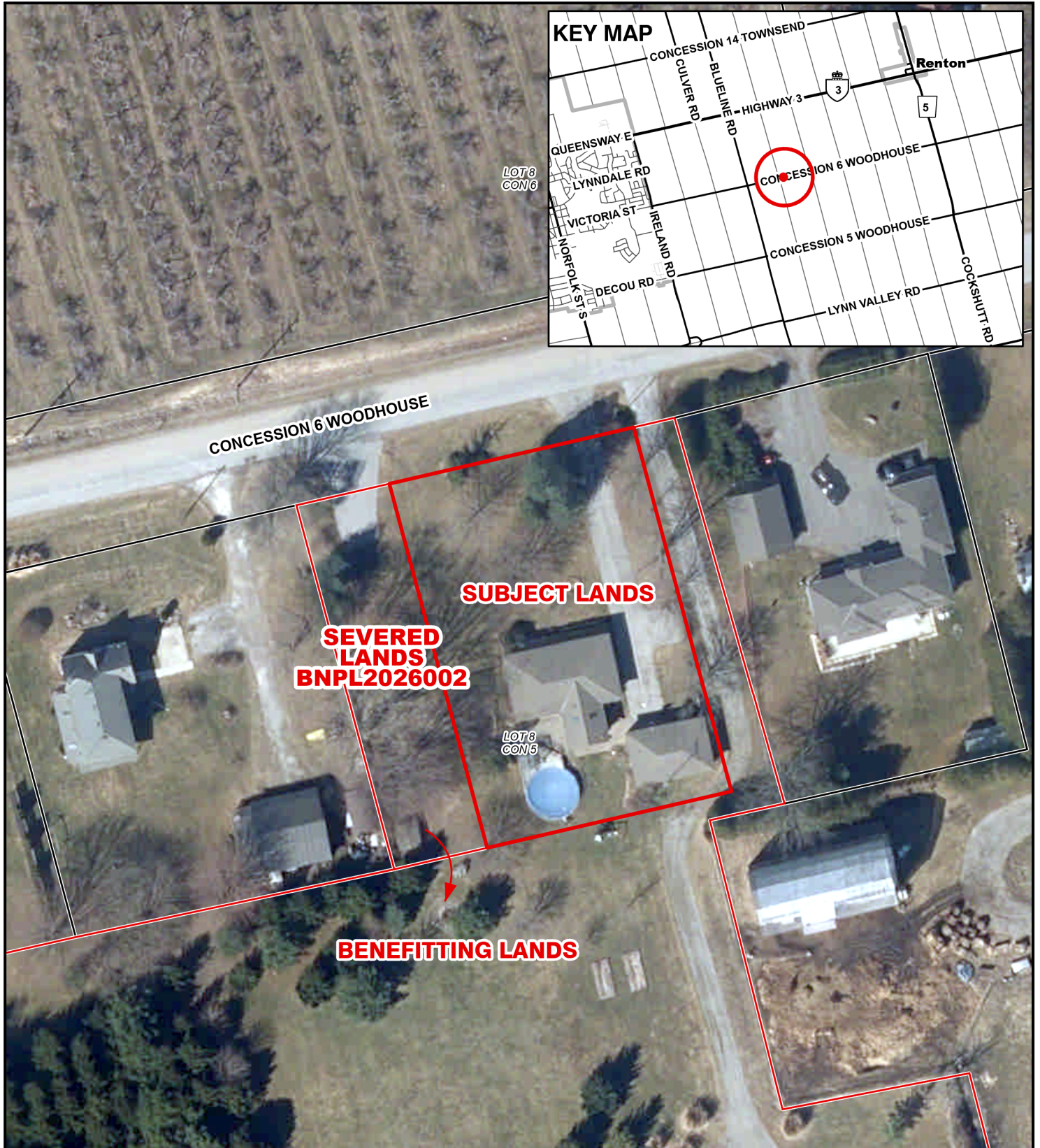
\_\_\_\_\_ Date

# MAP A



ANPL2026074

## CONTEXT MAP

Geographic Township of WOODHOUSE

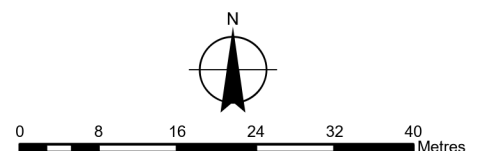


### Legend

-  Subject Lands
-  Lands Owned

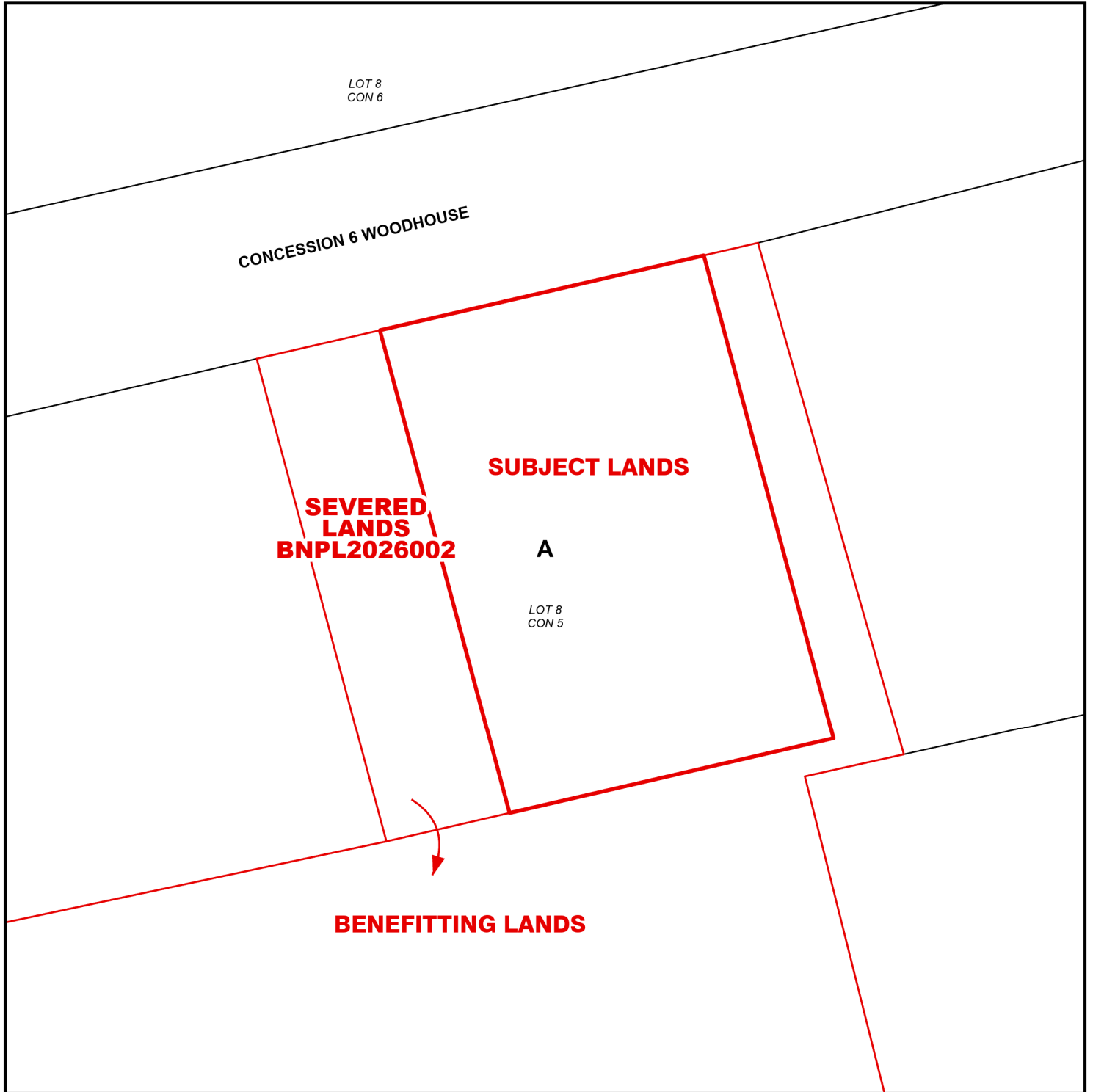
5/6/2026

2025 Air Photo





**ZONING BY-LAW MAP**

Geographic Township of WOODHOUSE



**LEGEND**

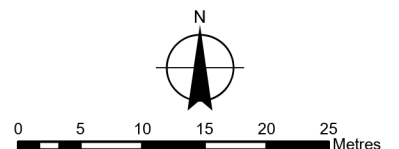
-  Subject Lands
-  Lands Owned

ZONING BY-LAW 1-Z-2014

5/6/2026

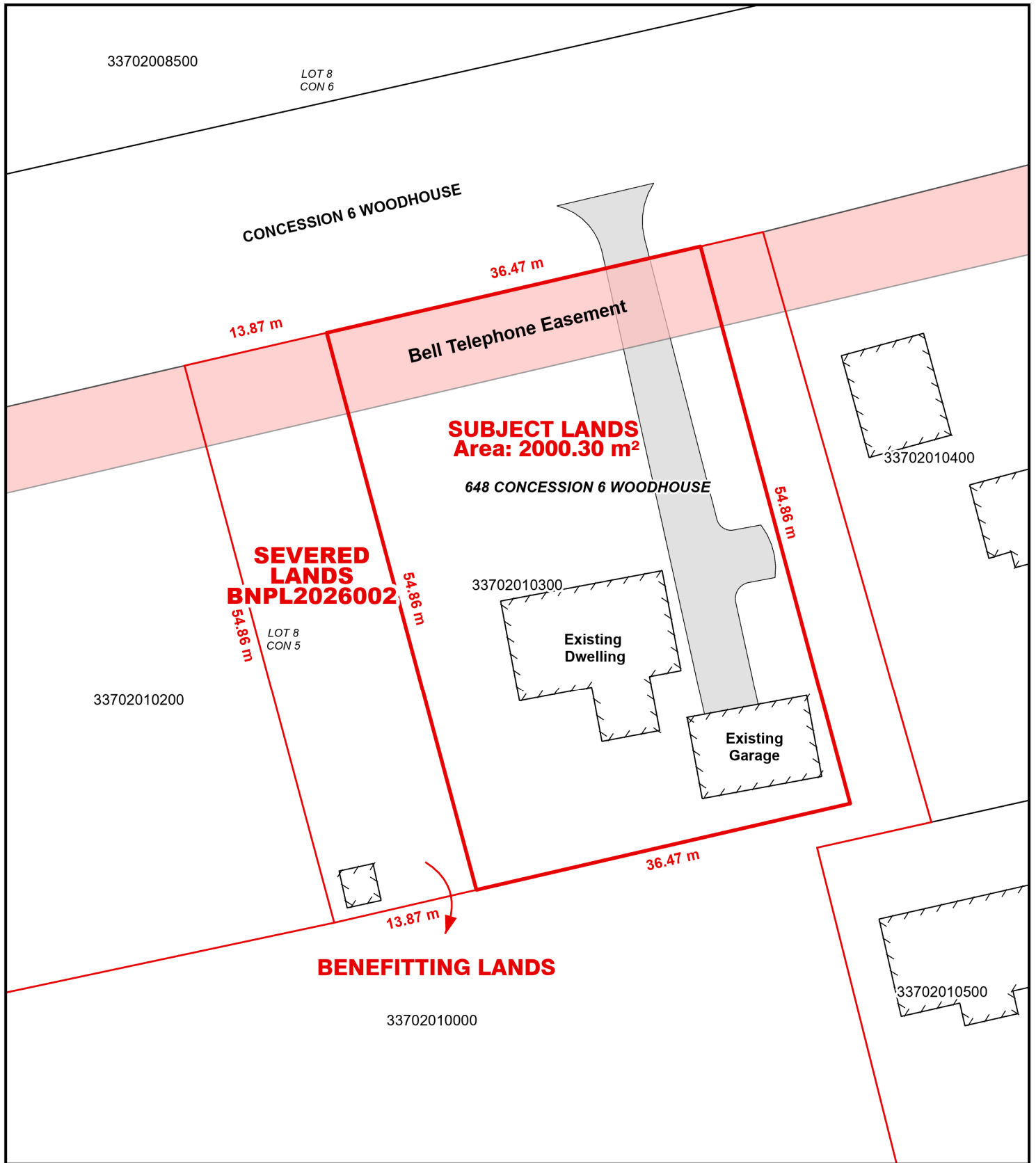
(H) - Holding

A - Agricultural Zone



CONCEPTUAL PLAN

Geographic Township of WOODHOUSE



Legend

- Subject Lands
- Lands Owned

5/6/2026

