

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



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 _____

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): June 8, 2023

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.

	Existing	Proposed
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:
2 years

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

	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)			
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:

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

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.

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.



March 25/2026

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 1000502295 ont inc. 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 Scott Puillandre 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.



Mar 25/26

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, Steven hill of Etobicoke

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 25th 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 26, 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: 20 Upper Wellington St Simcoe, ON N3Y 5H8
Minor Variance
Our Project 26-026

Please accept this package as our formal submission for a minor variance at 20 Upper Wellington St on behalf of 1000502295 Ontario Inc. c/o Minesh Patel.

Included in this submission are the following documents:

1. Signed Norfolk County minor variance application form;
2. Planning Brief prepared by G. Douglas Vallee Limited, dated March 25th, 2026.

The submission has been made electronically through the CityView Portal, with payment of fees to follow once the application has been deemed complete. We trust that the materials included meet the requirements and expectations of Norfolk County.

Should you have any questions or require additional information, please do not hesitate to contact me.

Thank you for your time and consideration.

Best regards,

James Canzano, BA Spec Hons
Planner
G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

H:\Projects\2024\24-165 145 McMichael Road Waterford - Addition\Planning\2026.03.17 Cover Letter DRAFT JC.docx



Minor Variance | Planning Brief
20 Upper Wellington Street, Norfolk County

Date: March 25, 2026
Project: 26-026



vallee
*Consulting Engineers,
Architects & Planners*

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Introduction

On behalf of 1000502295 Ontario Inc.-c/o Minesh Patel (“the client”), G. Douglas Vallee Limited is making application for a minor variance at 20 Upper Wellington Street (Roll# 40100126900). The intent of this application is to seek a minor variance of the Norfolk County Zoning Bylaw to permit the operation of a Dog Training Facility in the General Industrial Zone (MG).

The purpose of this Planning Brief is to evaluate the proposed planning application in consideration of provincial and local policy.

Included with this submission are the following:

- Signed Norfolk Minor Variance Application Form



Figure 1 – Subject Lands

Site Context

The approximately 0.66ha parcel is zoned General Industrial (MG) under the Norfolk County Zoning Bylaw and designated Protected Industrial under the Official Plan (figure 1). The property is located on the southwest corner of Second Avenue West and Upper Wellington Street. The Dog Training Facility operates within a larger building of approximately 4,022 m² and leases a 220 m² unit located at the northeast corner of the building (see Figure 3) from the client.

The surrounding area consists of industrial uses with the closest residential use being approximately 128m away within the MG Zone, southeast of the subject lands. Additional residential uses within 250m of the subject lands (figure 3) are separated by mature vegetation along Davis Creek.

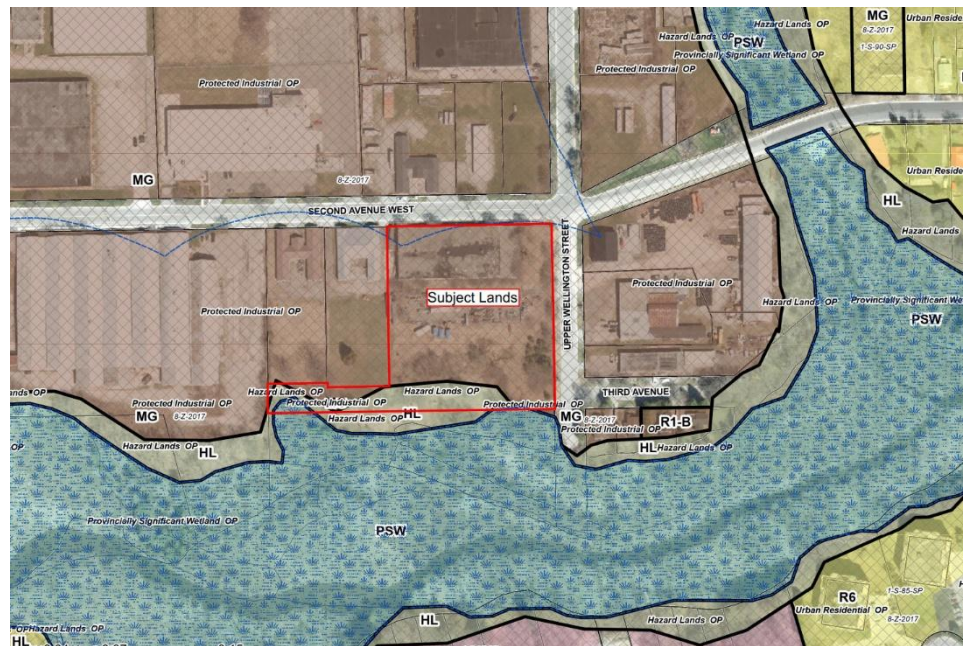


Figure 2 – Surrounding Context

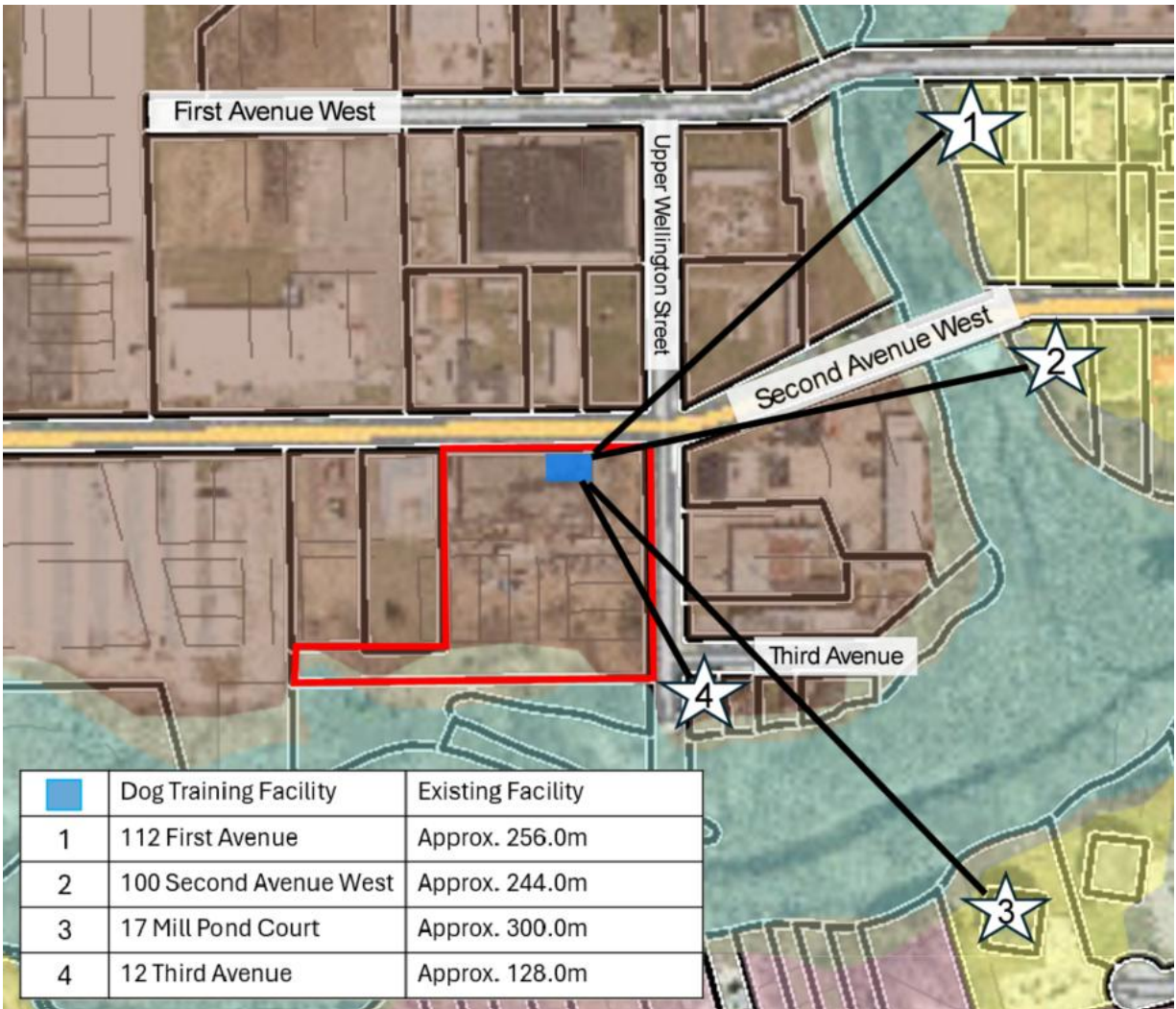


Figure 3 – Proximity to Residential Uses

Proposal

The client has leased a unit on the property to a Dog Training Facility under the Crunchy Canine brand run by a local owner/operator for two years. Norfolk County Bylaw Enforcement and Planning Departments have indicated that a Dog Training Facility qualifies as an Animal Kennel under the zoning by-law and is not permitted within the MG Zone. As such the applicant has elected to pursue a minor variance to permit the use within the MG Zone.

The Norfolk County Zoning Bylaw defines Animal Kennel as follows:

Shall mean a place where domestic pets are kept, raised, boarded or trained for remuneration

It is important to note that the Crunchy Canine only provides training services but does not provide any overnight boarding of animals.

Planning Review

Section 45(1) of the Planning Act gives power to the Committee of Adjustment to modify the zoning by-law provided the following tests are met:

1. Is the application minor in nature.
2. Is the requested variance desirable for the appropriate development or use of the land, building, or structure.
3. Does the requested variance maintain the general intent and purpose of the Zoning Bylaw.
4. Does the requested variance maintain the general intent and purpose of the Official Plan.

Four Tests for a Minor Variance

The following table reviews the four tests of a minor variance against the requested variance related to the following Section of the Norfolk County Zoning Bylaw:

- 7.1.1 Permitted uses in the General Industrial Zone

An Animal Kennel is not a permitted use in the MG zone under section 7.1.1 of the zoning bylaw. However, an Animal Hospital is a permitted use.

Given the applicants are only seeking to run a Dog Training Facility, this minor variance request is being submitted based on the Committee ability to permit deviations from the bylaw related to permitted uses so long as it meets the four tests. Given an Animal Hospital is a permitted as-of-right, a dog training facilitate is similar and less intensive use.

Table 1 below provides an analysis of the 4 tests under the Planning Act for the variance associated with this application.

Table 1: Four Tests for a Minor Variance – Section 7.1.1, Norfolk County Zoning By-law

Minor Variance Review		
Test	Comments	Complies
Is the application minor in nature.	<p>1) The Crunchy Canine training facility operates out of an existing industrial building on Upper Wellington Street. The facility has been in operation for two years, does not involve building modifications and no outdoor storage is required. Its primary potential impact is from noise generated during training sessions between its limited operating hours. Additionally, not all activity occurs on the subject lands as the facility provides at-home and online training services as well.</p> <p>Although the facility was identified by Norfolk County Zoning By-law enforcement as not being a permitted use in the General Industrial Zone (MG), it is less intensive than an Animal Hospital which is a permitted as-of-right use in the MG Zone. An operating Animal Hospital would generally provide treatment and overnight care for animals, as defined by the zoning bylaw.</p>	✓

	<p>The zoning by-law defined Animal Hospitals as:</p> <p style="text-align: center;"><i>shall mean the premises of a veterinarian where animals are treated or kept for treatment.</i></p> <p>The Dog Training Facility does not hold animals overnight and also provides at-home and online training sessions, meaning not all operations occur on-site. While the use would be classified as an Animal Kennel under the zoning by-law, this minor variance seeks only to permit dog training.</p> <p>In this instance, an application to permit a Dog Training Facility in the MG Zone where an Animal Hospital is permitted is considered minor in nature.</p>	
<p>Does the requested variance maintain the general intent and purpose of the municipality's Official Plan.</p>	<p>The subject lands are designated Protected Industrial under the Official Plan. Policies regarding this designation are primarily concerned with ensuring that permitted uses do not conflict with sensitive land uses in the area. Particularly with respect to pollution, separation distances, built form, traffic generation, and outdoor storage.</p> <p>The Crunchy Canine training facility is a lower intensity use that requires no outdoor storage and no building modifications to continue operation. Given Animal Hospitals are permitted within the MG Zone and represent a more intensive use, a Dog Training Facility is comparably less intensive and therefore compatible with the surrounding industrial context as a result.</p> <p>Permitting a Dog Training Facility that is similar and less intensive than an Animal Hospital in the MG Zone through a minor variance therefore maintains the general intent and purpose of the Official Plan.</p>	<p>✓</p>
<p>Does the requested variance maintain the general intent and purpose of the Zoning Bylaw.</p>	<p>3) The Zoning By-law is primarily concerned with ensuring that permitted uses are compatible with surrounding land uses and permits Animal Hospitals as-of-right in the MG Zone. A Dog Training Facility is generally less intensive, as it does not extend to the full range of activities defined for Animal Kennels under the Zoning By-law. Specifically, it does not house dogs overnight, unlike Animal Hospitals and Animal Kennels, where overnight boarding is defined as a permitted activity.</p> <p>As the Dog Training Facility is classified as an Animal Kennel under the Zoning By-law, the setback requirements for Animal Kennels in the Agricultural Zone, as set out in Section 12.1.4, can serve as a guide for assessing separation from sensitive land uses. It is important to note that the MG zone does not require specific</p>	<p>✓</p>

	<p>setbacks for an Animal Hospital. The following analysis is provided to show general compliance with the Zoning Bylaw.</p> <p>Figure 3 depicts 3 residentially zoned dwellings which are within proximity of the use and one dwelling in the MG Zone which is within 128m of the use at 12 Third Avenue (Dwelling 4). While the Dog Training Facility is located within 128m of a residential dwelling and Animal Kennels are typically required to maintain a 300m setback from residential zones, this dwelling is situated in the MG Zone, which is more appropriately addressed under Section 12.1.4(b) of the zoning by-law:</p> <p style="padding-left: 40px;">125 metres to any Rural Commercial Zone (CR), Institutional Zone (IC, IN, IR), or any dwelling house located on a separate lot.</p> <p>The Dog Training Facility is approximately 128 m from Dwelling 4 and likely meets the 125 m benchmark setback under Section 12.1.4(b) of the Agricultural Zone provisions. While GIS measurements could vary by a few metres, it should be noted that the facility’s operations do not encompass the full range of activities defined for Animal Kennels. Noise is limited to operating hours, and mature vegetation between the facility and Dwelling 4 provides additional mitigation, further demonstrating that any minor variation in the setback distance would not result in adverse impacts.</p> <p>Two of the three residentially zoned dwellings, 112 First Avenue (Dwelling 1) and 100 Second Avenue West (Dwelling 2) are under 300m away, and 17 Mill Pond Court (Dwelling 3) is approximately 300m away. All three dwellings are separated by a thick band of mature vegetation along Davis Creek which serve to mitigate sound generated by the Dog Training Facility.</p> <p>These site-specific conditions demonstrate that while the use is with the required setbacks of an Animal Kennels in the Agricultural Zone, the combination of the Dog Training Facility’s reduced operational activities and the presence of thick vegetation ensures that the existing separation distances to residential uses are sufficient.</p> <p>As such, including a Dog Training Facility as a permitted use in the MG Zone through this minor variance maintains the general intent and purpose of the Zoning By-law, as it is compatible with surrounding uses and does not introduce negative impacts beyond those typically generated by permitted, more intensive uses within the context of the surrounding area.</p>	
<p>Is the requested variance desirable for</p>	<p>4) The intent of this application is to permit the continued operation of the existing Dog Training Facility on the subject lands within the</p>	

<p>the appropriate development or use of the land, building, or structure.</p>	<p>MG Zone. The facility has operated on the site for two years and has contributed to the economic vitality of the County in that time.</p> <p>As a lower intensity and similar use compared to other permitted uses in the zone, the facility does not create any compatibility issues with surrounding industrial or sensitive land uses.</p> <p>Accordingly, the requested minor variance is appropriate for the Zoning and Official Plan designation of the subject lands and will allow Crunchy Canine to continue contributing to the economic benefit of the County making it desirable and appropriate for the designated land use and MG Zone.</p>	<p>✓</p>
<p>Requested variance</p>	<p>To include a Dog Training Facility as a permitted use at 20 Upper Wellington Street in the General Industrial Zone (MG) under section 7.1.1 of the Norfolk County Zoning By-law.</p>	

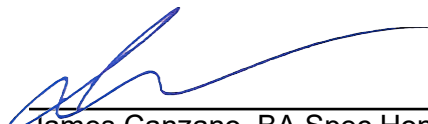
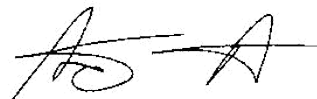
Summary

The proposed application is requesting a Dog Training Facility be recognized as a permitted use at 20 Upper Wellington Street given the existing similar uses permitted in the General Industrial Zone (MG). As demonstrated in this brief this application meets the 4 tests of minor variance, remains compatible with the surrounding land uses and will permit the continued operation of an existing Dog Training Facility on the subject lands without further reducing compliance with the Zoning By-law allowing it to continue to contribute to the economic vitality of Norfolk County.

As such a decision by the Norfolk County Committee of Adjustment to approve the minor variance would be consistent with the Zoning By-law and Official Plan.

Report prepared by:

Report Reviewed by:

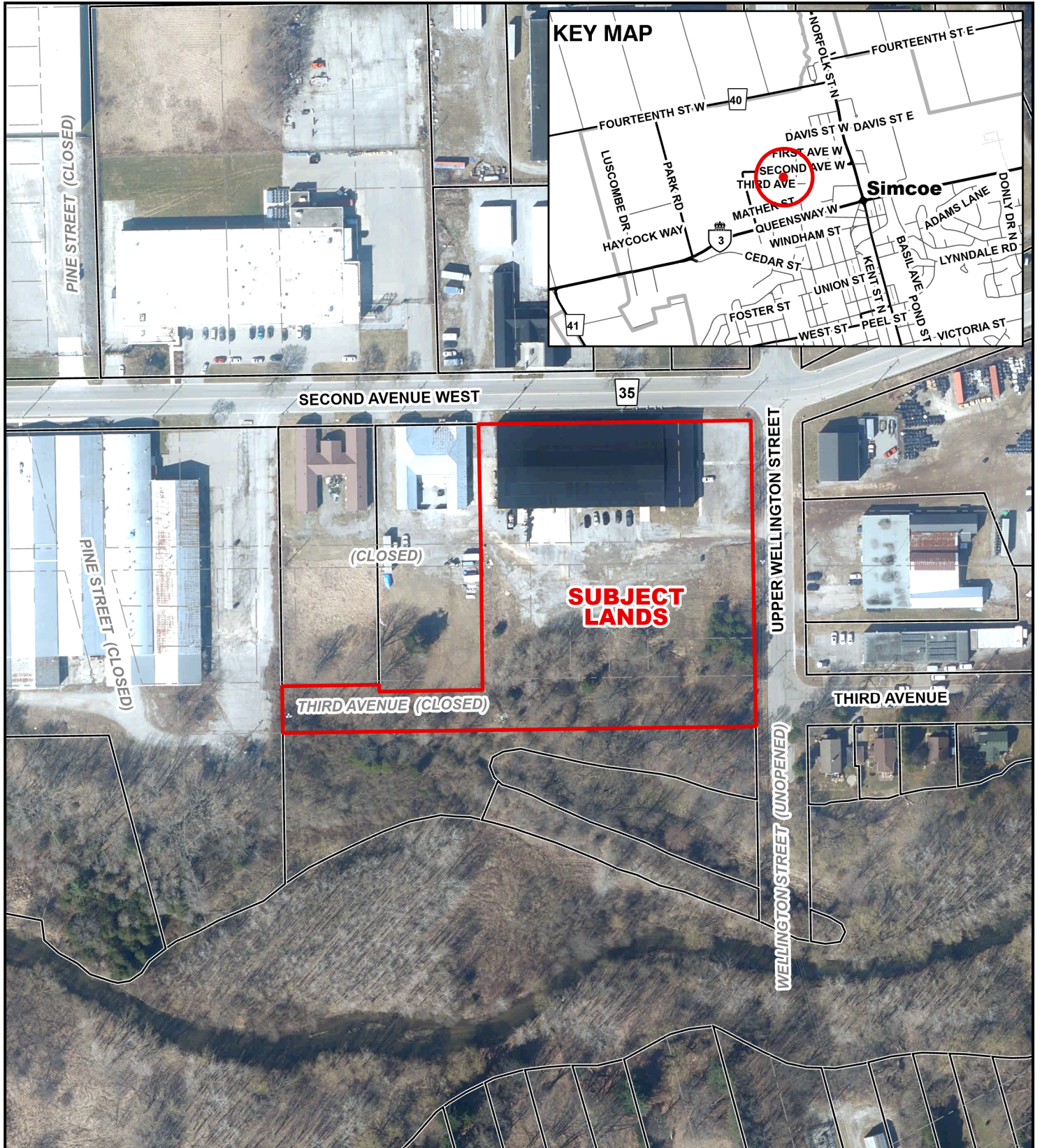
James Canzano, BA Spec Hons
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Scott Puillandre CD, RPP, MCIP, MSc
 Senior Planner
G. DOUGLAS VALLEE LIMITED
 Consulting Engineers, Architects & Planners


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MAP A
CONTEXT MAP
Urban Area of SIMCOE

ANPL2026078

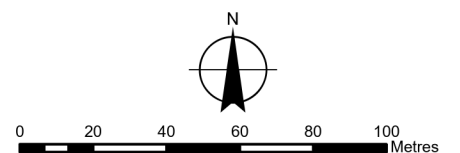


Legend

 Subject Lands

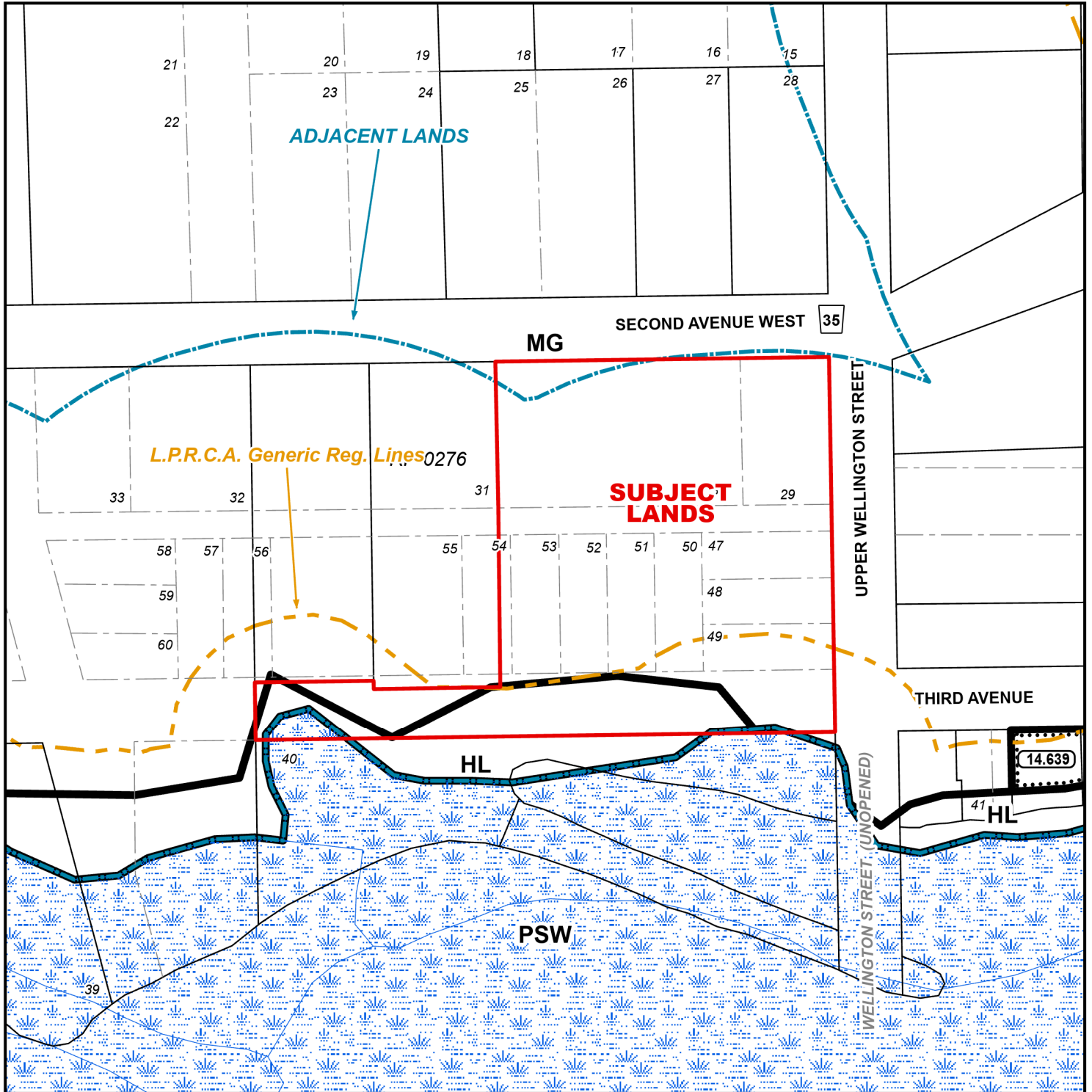
4/13/2026

2025 Air Photo



MAP B
ZONING BY-LAW MAP
 Urban Area of SIMCOE

ANPL2026078



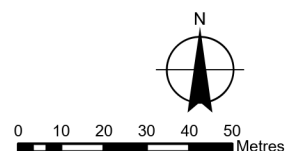
ZONING BY-LAW 1-Z-2014

4/13/2026

LEGEND

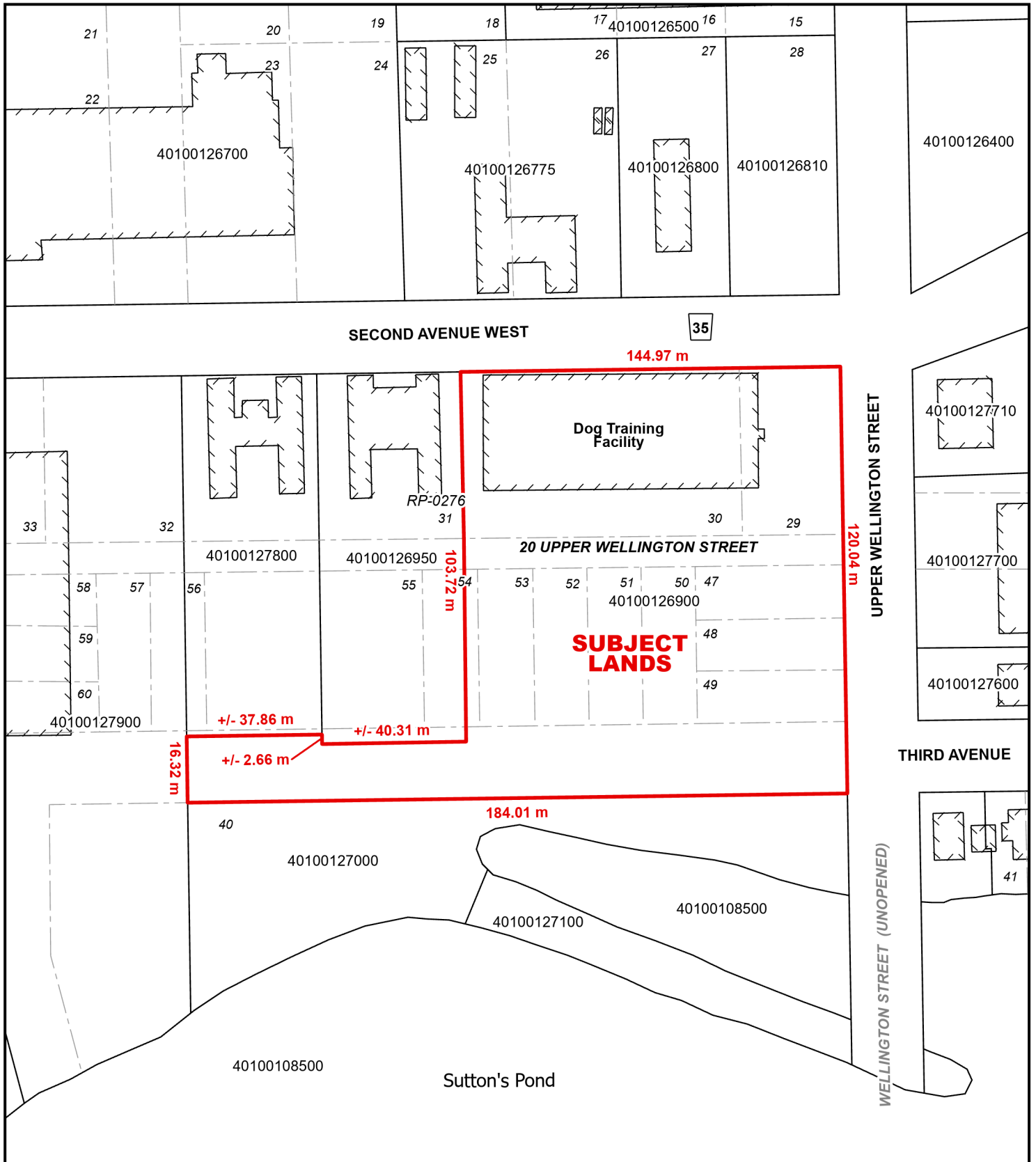
- Subject Lands
- Adjacent Lands
- Wetland
- LPRCA Generic RegLines

- (H) - Holding
- MG - General Industrial Zone
- HL - Hazard Land Zone
- PSW - Provincially Significant Wetland Zone
- R1-B - Residential R1-B Zone



CONCEPTUAL PLAN

Urban Area of SIMCOE



Legend

Subject Lands

4/13/2026

