

Committee of Adjustment Application for Minor Variance

Complete Application

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

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

Before the Application is submitted

A pre-consultation meeting is not required for Committee of Adjustment applications; however, further information can be provided by Planning Department staff prior to the submission of an application. The purpose of communicating with a planner before you submit your application is: to review the proposal / application, to discuss potential issues; and to determine the required supporting information and materials to be submitted with your application before it can be considered complete by staff.

Online Application Process

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

User Fees

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

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

If the subject lands are located in an area that is regulated by either the Long Point Region Conservation Authority or by the Grand River Conservation Authority an additional fee will be required if review by the applicable agency is deemed necessary. A separate cheque



payable to the Long Point Region Conservation Authority or the Grand River Conservation Authority is required in accordance with their fee schedule at the time of submission.

Grand River Conservation Authority

Plan Review fees | Grand River Conservation Authority

Long Point Region Conservation Authority

Planning Fees - Long Point Region Conservation Authority

After the application is submitted

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

Once the application has been deemed complete by the Planning Department, it is then circulated to public agencies and County departments for review and comment. A sign is provided that is required to be posted on the subject lands summarizing the application and specifying the committee meeting date. The comments received from members of the community will be included in the planning report and given consideration.

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

If the application is withdrawn prior to the circulation to commenting agencies, the entire original fee will be refunded. If withdrawn after the circulation to agencies, half the original fee will be refunded. No refund is available after the public meeting and/or approval of application.

Notification Sign Requirements

Planning Department staff may post a notification sign on your property in advance of the public meeting on your behalf. Please keep this sign posted until you have received a notice in the mail indicating that the Secretary Treasurer received no appeals.

It is the applicant's responsibility to ensure that the sign is correctly posted within the statutory timeframes, according to the *Planning Act*. Failure to post a sign in advance of the public meeting in accordance with statutory requirements will impact the timing of the Committee of Adjustment meeting. Applicants are responsible for removing the sign following the appeal period. The signs are recyclable and can be placed in your blue box.

Contact Us

For additional information or assistance in completing this application, please contact a planner at 519-426-5870 ext. 8159 or coa@norfolkcounty.ca

**For Office Use Only:**

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

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

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

Property Assessment Roll Number: 3310543010081100000**A. Applicant Information****Name of Owner** Jeff Knowles, Leah Watson-Knowles

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	<u>757 Norfolk County Rd 60</u>
Town and Postal Code	<u>Walsingham, N0E1X0</u>
Phone Number	<u>519-212-1009</u>
Cell Number	<u>519-212-1009</u>
Email	<u>jwknowle@hotmail.com</u>

Name of Authorized Applicant Jeff Knowles

Address	<u>757 Norfolk County Rd 60</u>
Town and Postal Code	<u>Walsingham, N0E1X0</u>
Phone Number	<u>519-212-1009</u>
Cell Number	<u>519-212-1009</u>
Email	<u>jwknowle@hotmail.com</u>



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:

N/A

B. Location, Legal Description and Property Information

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

SWAL CON 5 PT LOT 10 RP, 37R9617 PARTS 1 AND 2

Municipal Civic Address: 757 NORFOLK CTY RD 60

Land acquisition date (if known):

Present Official Plan Designation(s): Agricultural - Purchased Aug 18, 2023

Present Zoning: Agricultural

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

☐ Yes ☒ No

If yes, please specify:

3. Present use of the subject lands:

Rural residential dwelling with agricultural use (portion of property used to grow corn)

and associated accessory buildings/structures

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	Single Family Detached	New foyer + attached 3car garage + new ADU
Number of Storey(s)	2 (dwelling)	1 (ADU)
Number of Dwelling Units per lot	1	2
Buildings/Structures/ARDU Width (m)	House (8Wx19Lx11H)), Shed (6Wx8L)	Removal of Shed (6Wx8L)
Building/ Structures /ARDU Length (m)	Shop (9Wx31L), Storage (40Wx32L)	Add ADU (9Wx12Lx5H)
Building/ Structures /ARDU Height (m)	Greenhouse (9Wx46L), Barn 1 (12Wx9L), Barn 2 (21Wx9L)	Add Garage (28Wx38Lx7H), Foyer (10Wx4L)
Usable Floor Area (sq.m)	180.5	107
Lot coverage	1,613 m2 (4.1%)	1,803 m2 (4.5%)

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.

(i) a new foyer/mudroom entrance, (ii) a new attached 3 car garage for parking and storage, and (iii) an attached ADU to provide residential accommodation for elderly parents. The addition includes standard residential fixtures for ADU (kitchen, bathroom, sleeping and living areas)."

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:

Surrounding properties are primarily rural/agricultural uses with fields/woodlots and low density rural residential uses

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)	-	39,700	None
Lot frontage (m)	-	147	None
Lot depth (m)	-	501	None
Front Yard Setback (m)	30	44	None
Left Side Yard Setback (m)	6.0	14	None
Right Side Yard Setback (m)	6	121	None
Rear Yard Setback (m)	15	430	None
Exterior side yard (if applicable) (m)			
Height (m)	10.5	9.3	None
Lot coverage (%)	None	4.5%	None
Buildings/structures separation (m)	1.2	20	None
Detached Additional Dwelling Unit (ADU) or Accessory Building i) Usable floor area (m ²) ii) Height (m) iii) Building separation (m)	i) By-Law: Max 75 Proposed: 107 Deficiency: 32 ii) By-Law: Max 8, P: 5, D: None iii) By-Law: Min 1.2, P:20 D: None	i) By-Law: Max 75 Proposed: 107 Deficiency: 32 ii) By-Law: Max 8, P: 5, D: None iii) By-Law: Min 1.2, P:20 D: None	i) By-Law: Max 75 Proposed: 107 Deficiency: 32 ii) By-Law: Max 8, P: 5, D: None iii) By-Law: Min 1.2, P:20 D: None
Number of parking spaces	10	10	None

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:

Portions of the property are currently in agricultural use (rowcrop corn), with the balance used for longstanding rural residential purposes.

The determination is based on the applicant's knowledge of the property, visual site inspection, previous use patterns, and surrounding land.

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:

Norfolk County Road 60

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.

The minor variance is requested to permit an ADU with a usable floor area of approximately 107 m²

The proposed ADU is part of a comprehensive addition including a foyer and attached 3 car garage to support elderly parents

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.

Jeff Knowles

Digitally signed by Jeff Knowles
Date: 2026.04.05 17:04:43 -04'00'

April 5, 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 _____ am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize _____ 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

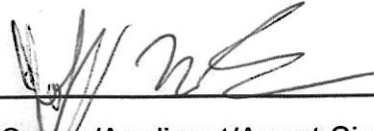
I, Jeffery Knowles of Walsingham

solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Declared before me at:

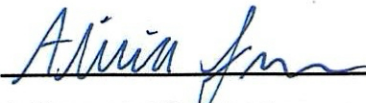
Simcoe


Owner/Applicant/Agent Signature

In Norfolk County

This 7th day of April

A.D., 2026


A Commissioner, etc.

Alicia Ann Flynn, a
Commissioner, etc., Province of Ontario,
for the Corporation of Norfolk County.
Expires November 5, 2028.



ZONING DEFICIENCY FORM

AGRICULTURAL ZONE

PROPERTY INFORMATION

PLANNING APPLICATION NUMBER: ANPL2026083

Owner / Applicant: Jeff Knowles, Leah Watson-Knowles
Civic Address: 757 Norfolk County Road 60
Legal Description: SWAL CON 5 PT LOT 10 RP 37R9617 PARTS 1 AND 2 IRREG 12.90AC FR D
Roll Number: 3310543010081100000
Current zoning: A - Agricultural
Proposed building/use: ACCESSORY RESIDENTIAL DWELLING UNIT
Existing uses on property: SINGLE DETACHED DWELLING

ZONING PROVISIONS

	Proposed	Required	Deficiency	Zoning By-Law Reference
Lot Area	ha	40 ha	0 ha	12.1.2 a
Lot Frontage	147 m	30 m	0 m	12.1.2 b
Front Yard Setback	24.39 m	13 m	0 m	12.1.2 c
Exterior Side Yard Setback	119 m	13 m	0 m	12.1.2 d
Interior Side Yard Setback(Left)	14.63 m	3 m	0 m	12.1.2 e
Interior Side Yard Setback(Right)	14.63 m	3 m	0 m	12.1.2 e
Rear Yard Setback	390 m	9 m	0 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	10	2	0	4.9
Useable Floor Area	107 m2	75 m2	32 m2	3.2.4.2 b

Other:

Comments: No height provided on drawing but Building is under 11m - no deficiency for height

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

Date

2026-05-29

Date

Community Development Division - Building Department

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

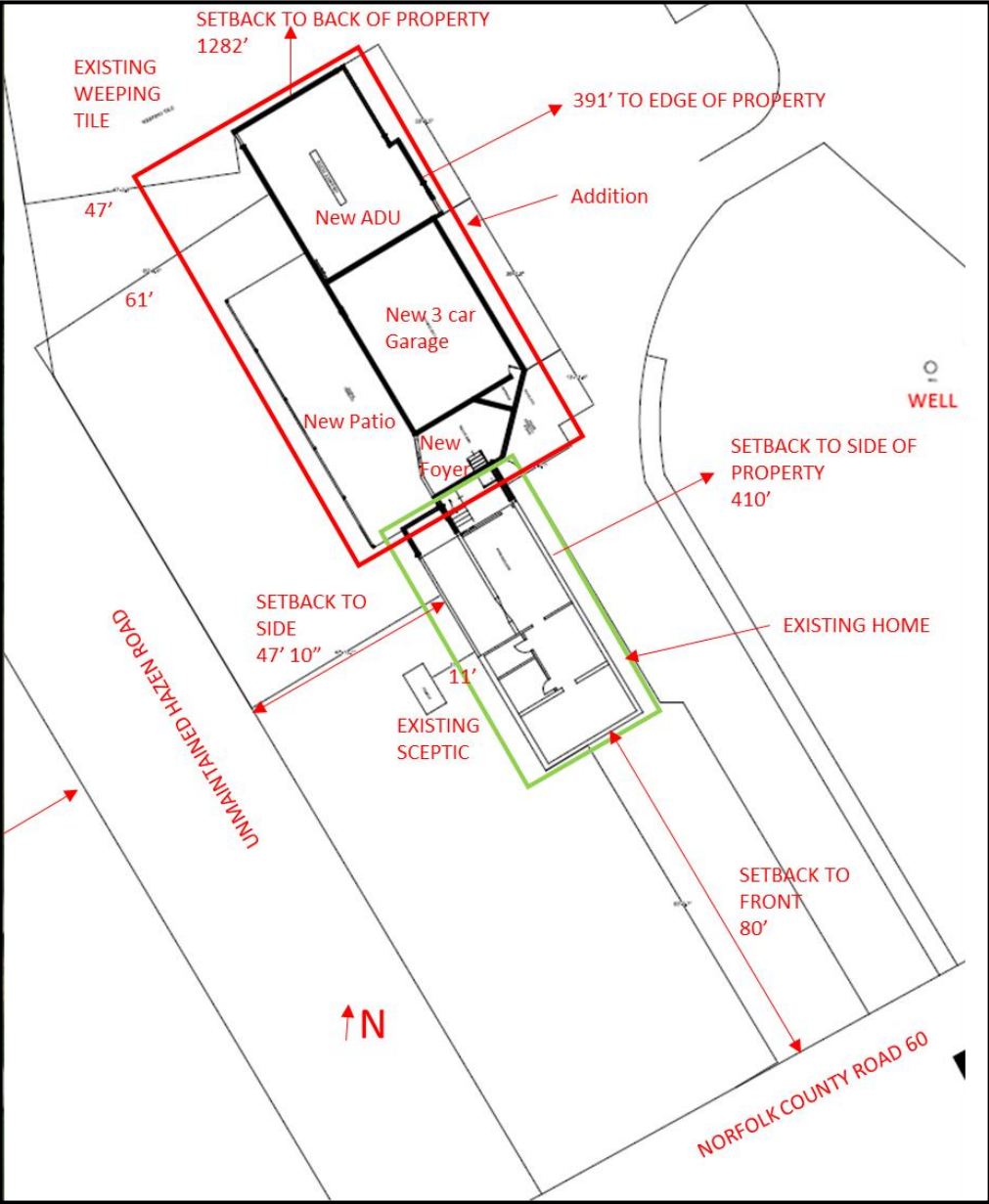
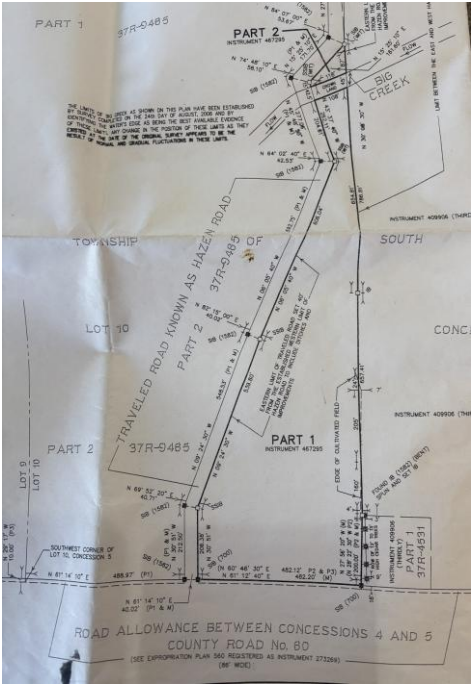
Site Plan

Lot area – 9.81ac (39,700m²)
Existing: Home, Shed, Shop, Storage, Greenhouse, 2 Barns
Home: above ground 1943 ft² (181 m²)
Existing buildings footprint: 1,613 m²
Existing Coverage: 4.1%

Addition (Proposed):

- Foyer 291ft² (27 m²)
- 3 car garage 1,099ft² (102 m²), Shed removal (47m²)
- ADU 1,155 ft² (107 m²)

Total Building Coverage (proposed): 1,803 m²
Proposed Coverage: 4.5%



Property Address: 757 Norfolk County Rd 60, Walsingham, Ont, NOE 1X0
Owner: Jeffery Knowles, Leah Watson-Knowles
Legal Description.: 10 SWAL CON 5 PT LOT 10 RP 37R9617 PARTS 1 AND 2

Zoning: A – Agricultural
Addition Designer: Tony Wall, View-It Design
Designer Individual BCIN: 22052, Firm BCIN: 29620

Date: April 5, 2026
Revision: 0
Scale: NTS

37R-9465

INSTRUMENT 467295

TOWNSHIP

LOT 10

PART 2

37 R-9465

PART 1

INSTRUMENT 467295

INSTRUMENT 409906 (THIRDLY)

SOUTH

CONCE

INSTRUMENT 409906 (THIRDLY)

FOUND IB (1582) (BENT)
SPUN AND SET IB

INSTRUMENT 409906

(THIRDLY)

PART - I

270-1531

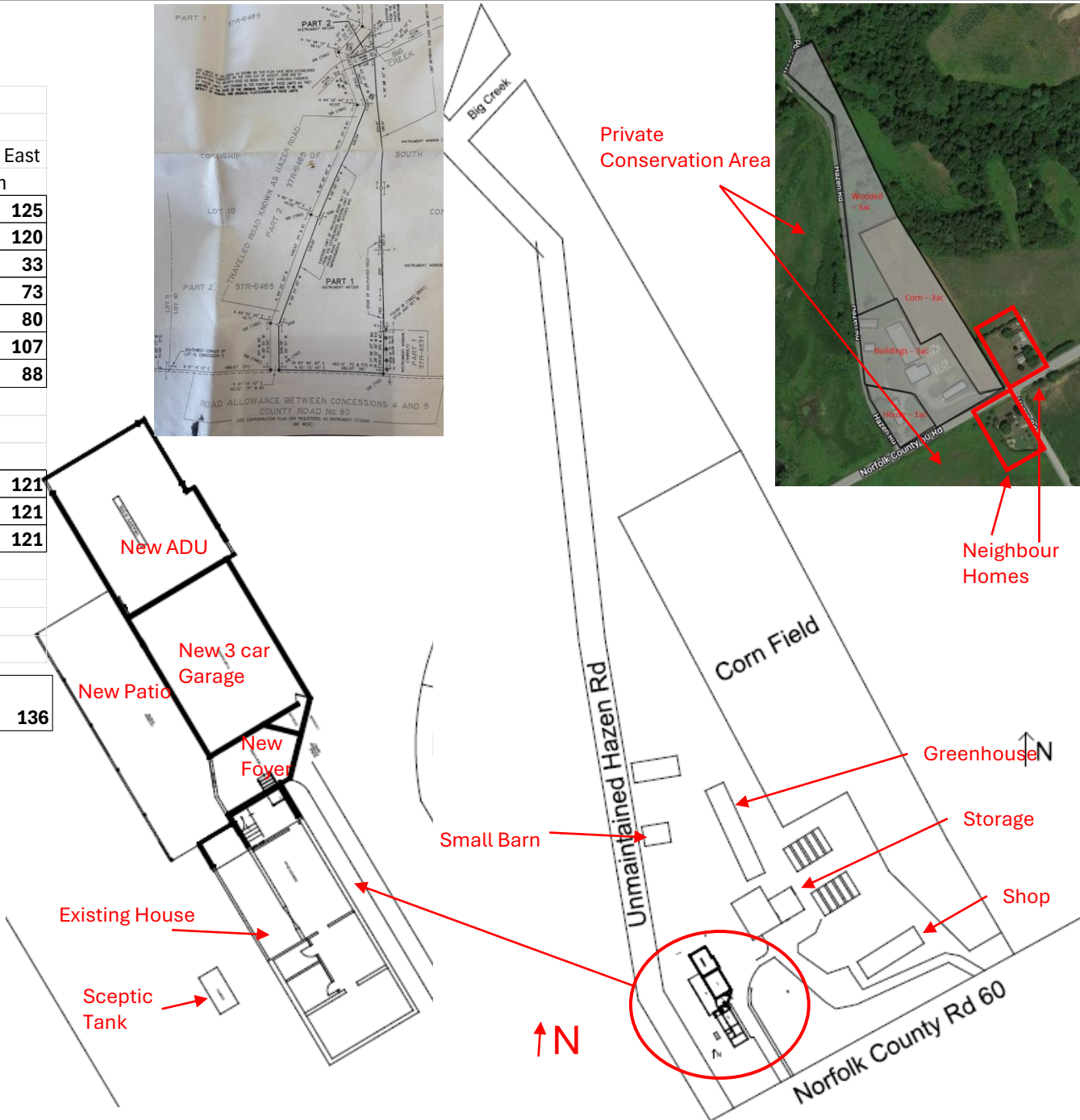
ROAD ALLOWANCE BETWEEN CONCESSIONS 4 AND 5
COUNTY ROAD No. 60

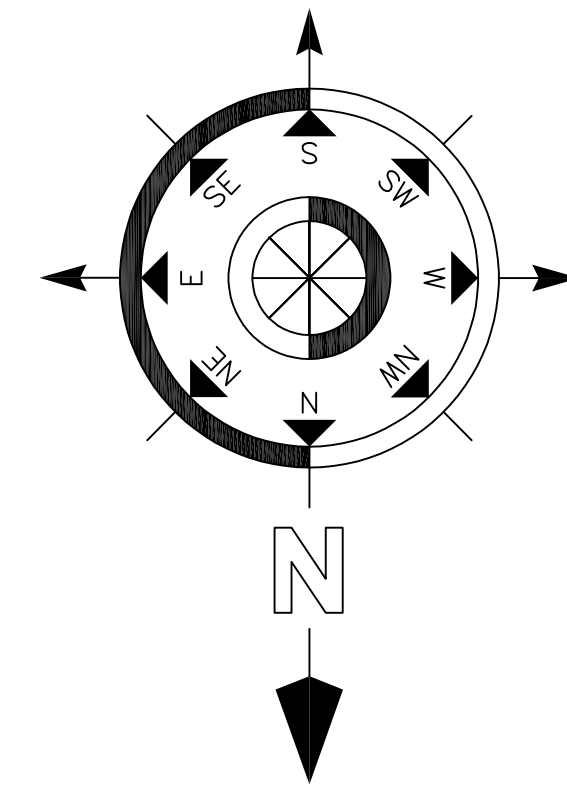
(SEE EXPROPRIATION PLAN 560 REGISTERED AS INSTRUMENT 273269)
(86' WIDE)

Buildings/ Property Sketch

Lot	ac	m2							
	9.81	39,700			Distance to Yard Lot Lines:				
			L	W	Front	Rear	Side - West Side - East		
	sqft	m2	m	m	m	m	m	m	
House	1220	113	19	7	24	457	15	125	
Shed	502	47	7	6	49	445	21	120	
Shop	3000	279	30	9	23	469	83	33	
Storage	4838	449	32	40	64	418	46	73	
Greenhouse	4500	418	46	9	89	367	34	80	
Small Barn	1200	111	9	12	121	367	2	107	
Large Barn	2100	195	9	21	146	339	2	88	
		1613							
Coverage		4.1%							
New garage	1099	102	12	9	48	442	19	121	
New ADU	1155	107	12	9	60	430	14	121	
New foyer	291	27	4	10	44	453	19	121	
Addition		236							
Addition + existing - Shed		1803							
Coverage		4.5%							
Existing Sceptic			3	2	31	461	10	136	

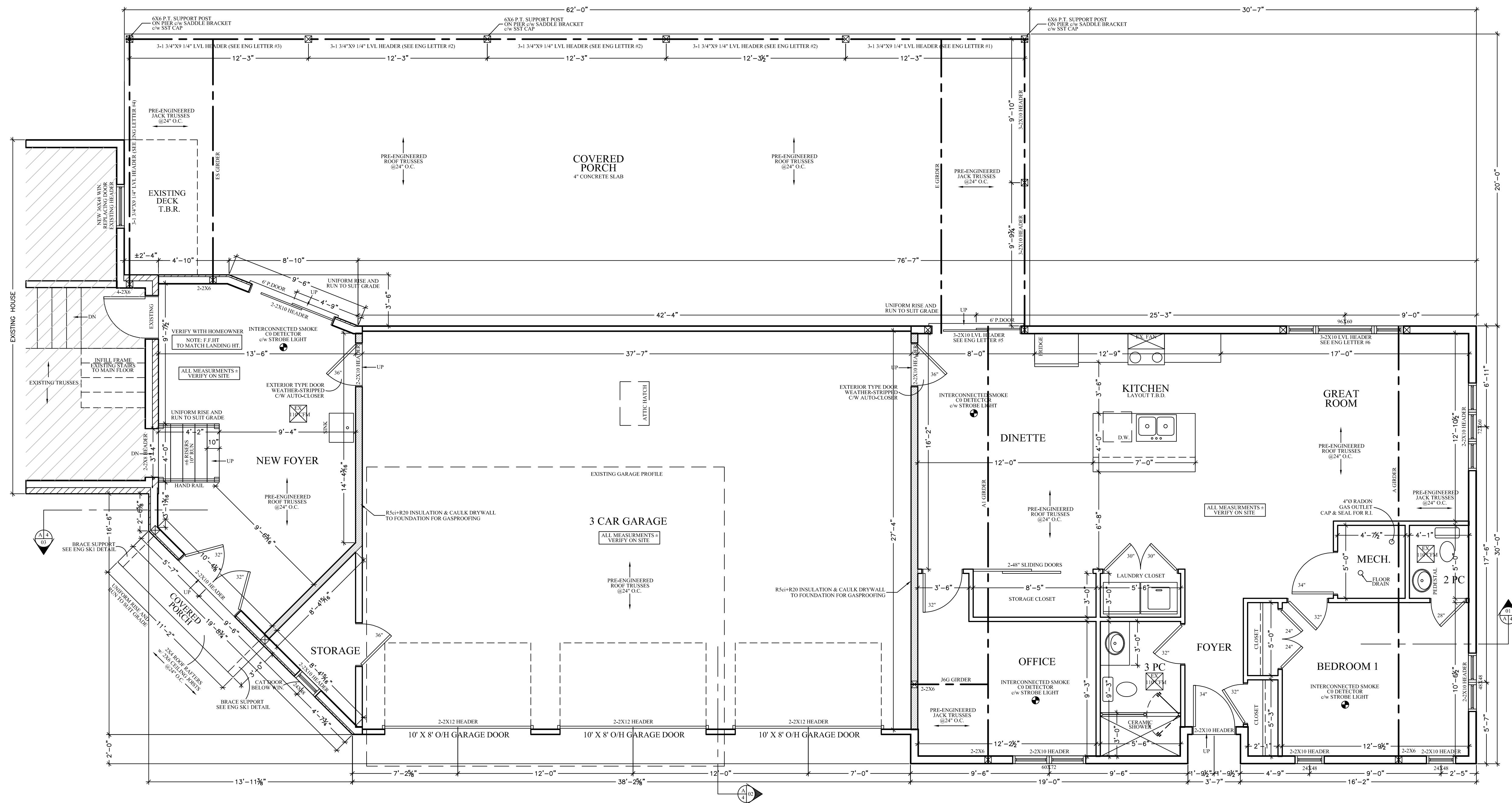
Existing Property	m
Lot frontage	147
Lot depth	501





MAIN FLOOR PLAN

Scale 1/4"-1'-0"



GENERAL NOTES:

I review and take responsibility for the design work on behalf of a firm registered under subsection 2.17.4. of the O.B.C. I am qualified, and the firm is registered, in the appropriate classes/categories

Tony Wall
BCIN : 22052

	SQUARE FOOTAGE
MAIN FLOOR NEW FOYER ADD	291 SQ.FT.
ADU	1155 SQ.FT.
GARAGE	1099 SQ.FT.

REV.#	DATE:	DESCRIPTION:
4		
3		
2		
1	03/09	PERMIT ISSUE



PROPERTY OF VIEW-IT DESIGN

VIEW-IT DESIGN
RR# 1 PORT BURWELL
OFFICE: 519-851-1173
FAX: 519-874-4087

KNOWLES RESIDENCE
757 NORFOLK ROAD 60
NORFOLK, ONTARIO

PROPOSED HOUSE ADDITION PLANS

MAIN FLOOR PLAN

DRAWN BY: TONY WALL

BCIN: 29620 PO# 2611

DATE: MARCH 2026

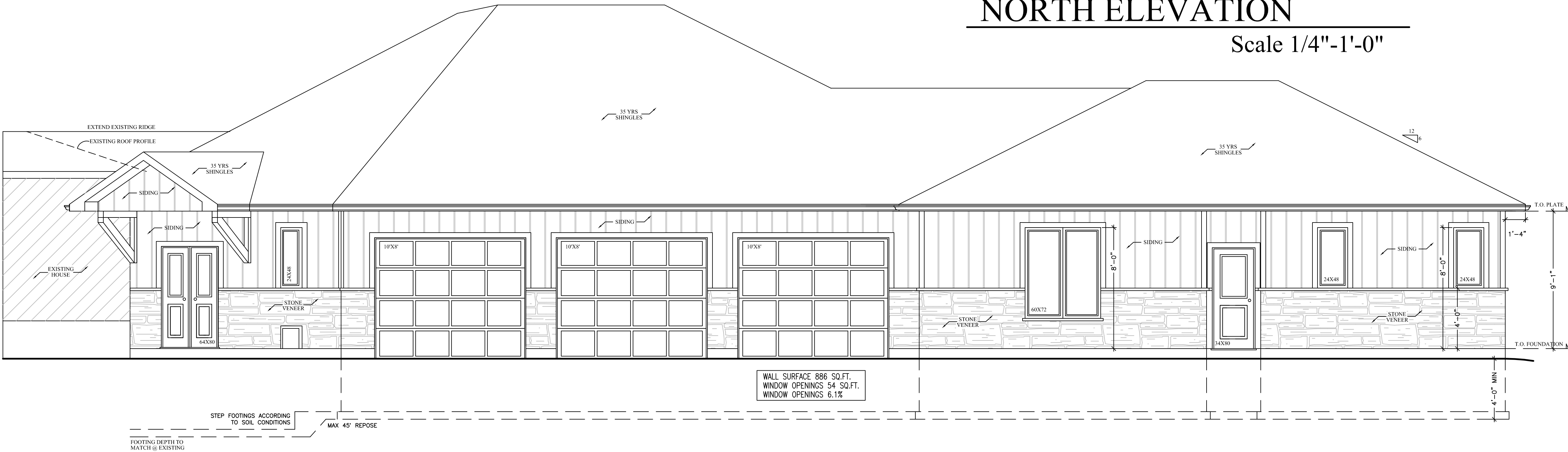
SHEET NO. 2 OF 5

SCALE: SEE DWG

A2

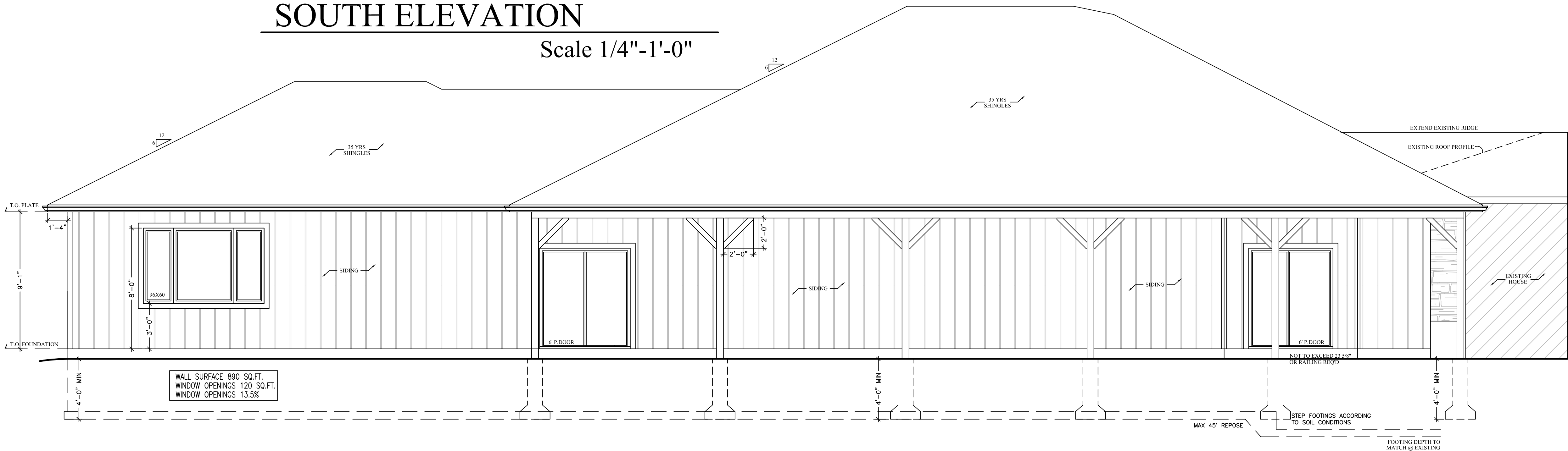
NORTH ELEVATION

Scale 1/4"-1'-0"



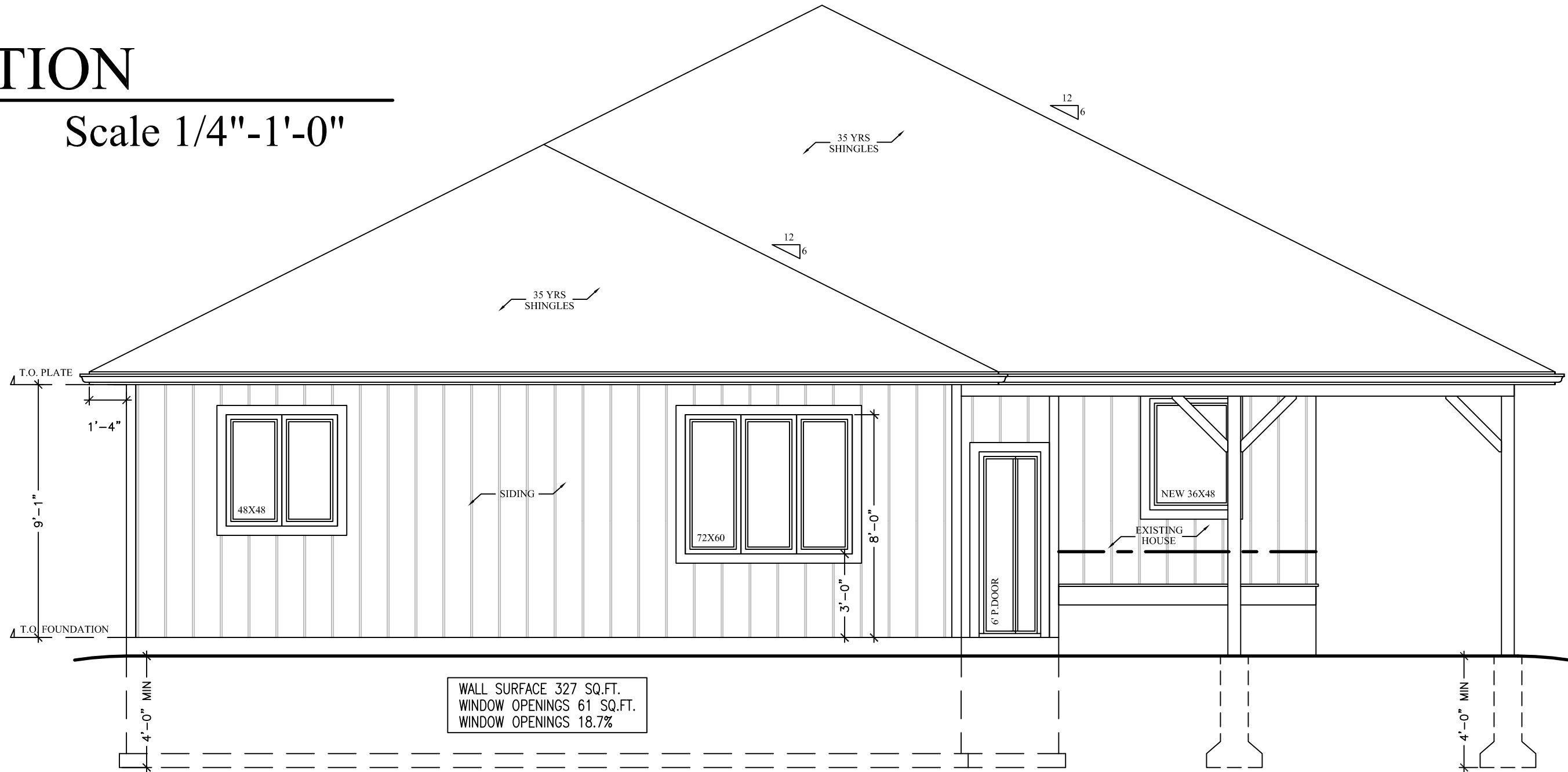
SOUTH ELEVATION

Scale 1/4"-1'-0"



WEST ELEVATION

Scale 1/4"-1'-0"



GENERAL NOTES:

I review and take responsibility for the design work on behalf of a firm registered under subsection 2.17.4. of the O.B.C. I am qualified, and the firm is registered, in the appropriate classes/categories

Tony Wall
BCIN : 22052

	SQUARE FOOTAGE
MAIN FLOOR NEW FOYER ADD	291 SQ.FT.
ADU	1155 SQ.FT.
GARAGE	1099 SQ.FT.

REV.#	DATE:	DESCRIPTION:
4		
3		
2		
1	03/09	PERMIT ISSUE



PROPERTY OF VIEW-IT DESIGN

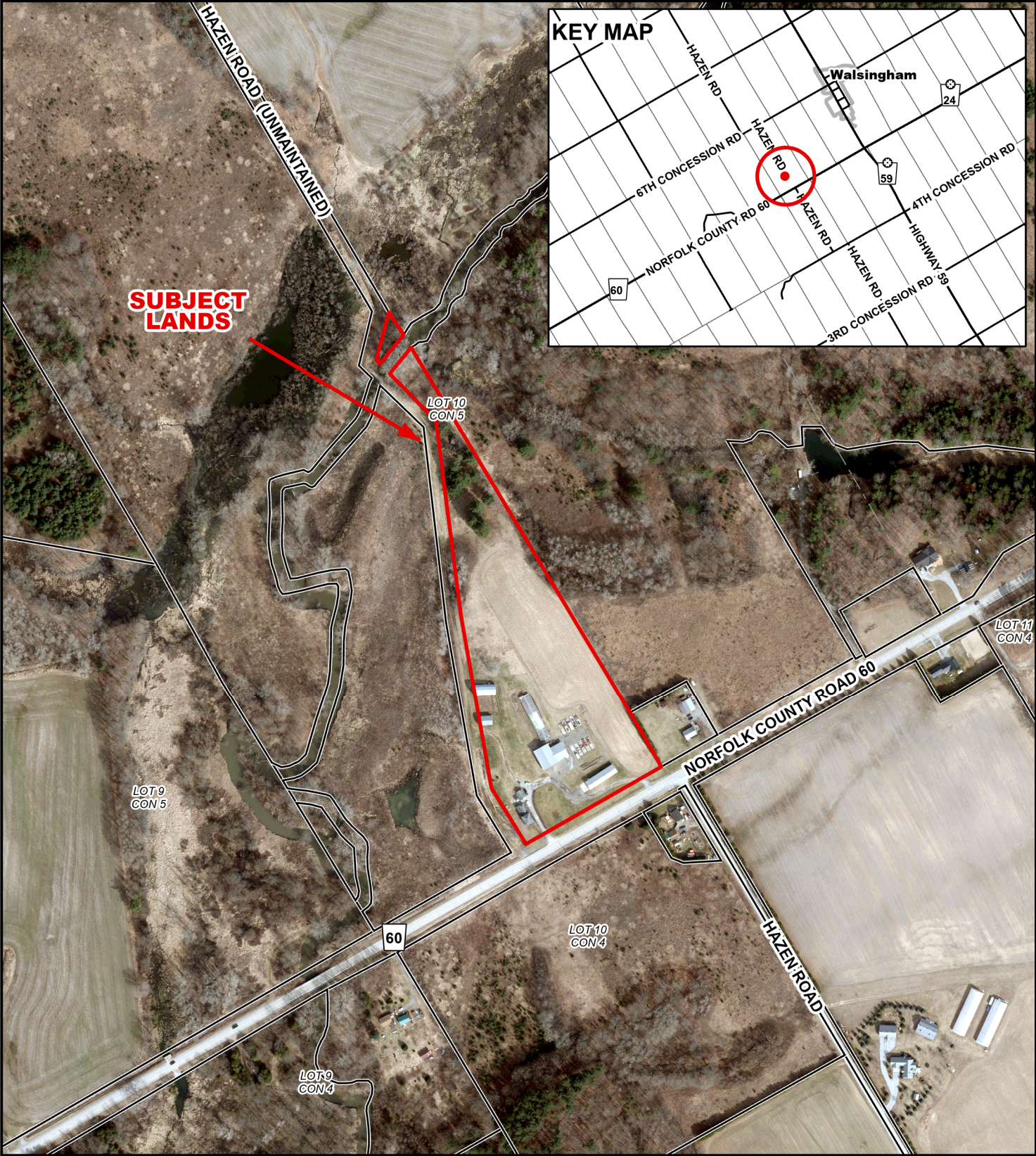
VIEW-IT DESIGN
RR# 1 PORT BURWELL
OFFICE: 519-851-1173
FAX: 519-874-4087

KNOWLES RESIDENCE
757 NORFOLK ROAD 60
NORFOLK, ONTARIO

PROPOSED HOUSE ADDITION PLANS

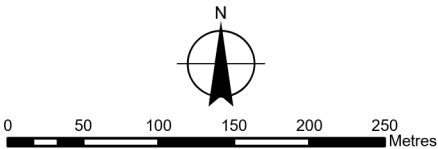
ELEVATIONS

DRAWN BY: TONY WALL BCIN: 29620 PO# 2611 DATE: MARCH 2026 SHEET NO. 3 OF 5	SCALE: SEE DWG A3
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Legend
 Subject Lands

6/4/2026

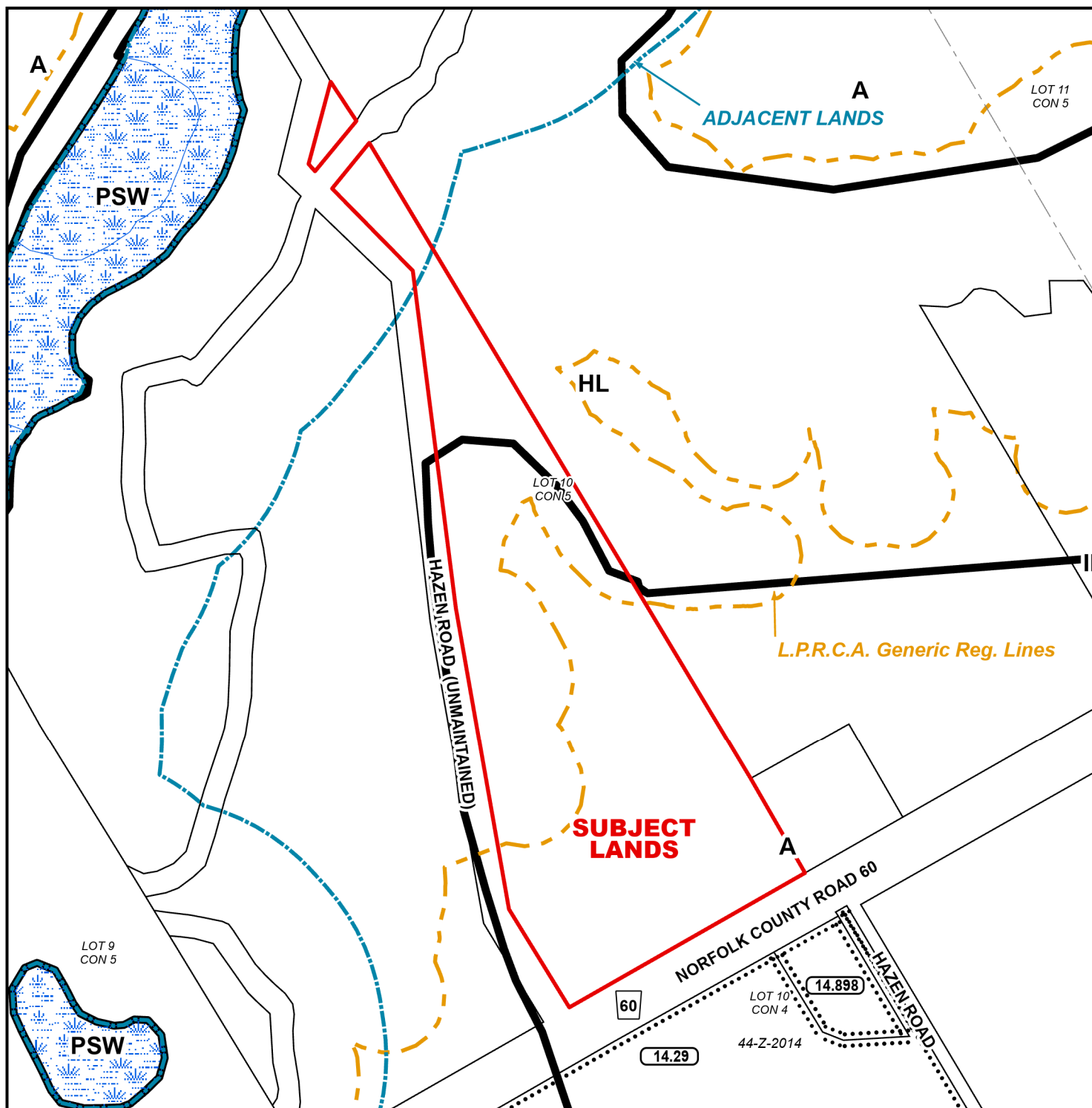


MAP B

ZONING BY-LAW MAP

Geographic Township of SOUTH WALSINGHAM

ANPL2026083



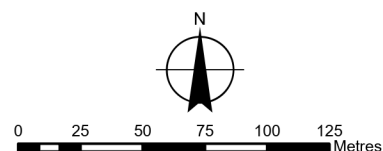
LEGEND

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

ZONING BY-LAW 1-Z-2014

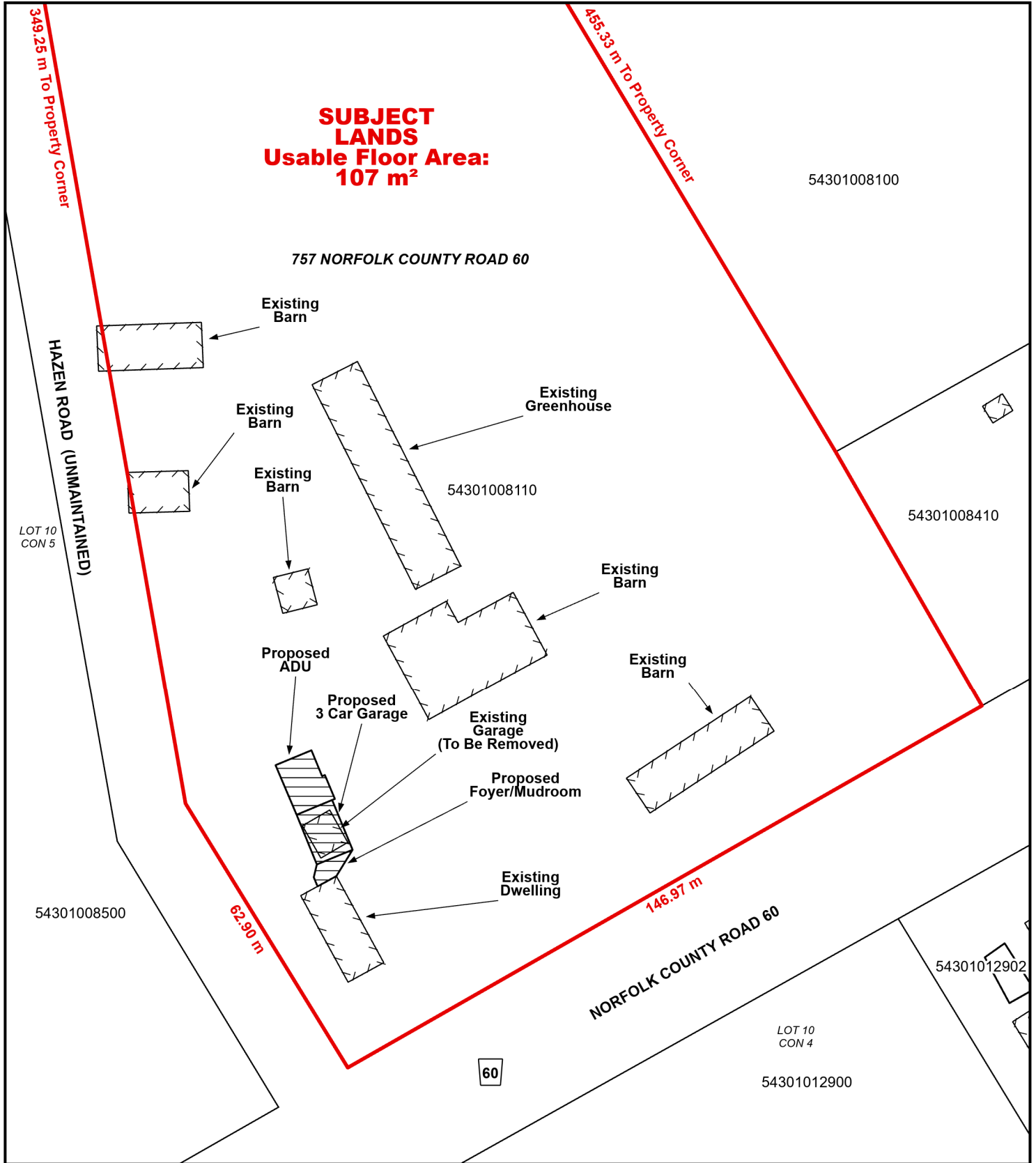
6/4/2026

- (H) - Holding
- A - Agricultural Zone
- HL - Hazard Land Zone
- PSW - Provincially Significant Wetland Zone
- IR - Rural Institutional Zone



CONCEPTUAL PLAN

Geographic Township of SOUTH WALSINGHAM



Legend

Subject Lands

6/4/2026

