

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 _____
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: 3310543050025000000

A. Applicant Information

Name of Owner

William Edward Smith

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

982 Highway 59

Town and Postal Code

Port Rowan ON N0E 1M0

Phone Number

Cell Number

Email

Name of Authorized Applicant

Gerhard Friesen

Address

8221 Sandytown Rd

Town and Postal Code

Stratfordville ON N0J 1V0

Phone Number

Cell Number

Email

519-403-8769

horizonservices8221@gmail.com



Name of Authorized Agent

Address

Town and Postal Code

Phone Number

Cell Number

Email

Please specify to whom all communications should be sent. Unless otherwise directed, all correspondence and notices in respect of this application will be forwarded to the owner and agent noted above.

☐ Owner

☐ Agent

☒ Applicant

Names and addresses of any holder of any mortgagees, charges or other encumbrances on the subject lands:

B. Location, Legal Description and Property Information

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

SWAL CON A PT LOT 14 PLUS R, OW REG

Municipal Civic Address: 982 Highway 59

Land acquisition date (if known):

Present Official Plan Designation(s): ~~RIA~~ Urban Res

Present Zoning: RIA

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

☐ Yes ☒ No

If yes, please specify:

3. Present use of the subject lands:

Residential

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

	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:

Unknown

8. Existing use of abutting properties:

Unknown

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)	7.5 m	6.98 m	0.52 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:

Personal Knowledge

4. If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached?

☐ Yes ☒ No

E. Provincial Policy

1. Is the requested amendment consistent with the Provincial Planning Statements issued under subsection 3(1) of the *Planning Act*, R.S.O. 1990, c. P. 13?

☐ Yes ☒ No

If you answered no, please explain:

2. It is the owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the Provincial Planning Statement ?

☒ Yes ☐ No

If no, please explain:

3. Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection?

☒ Yes ☐ No

If no, please explain:

Note: If the subject lands are in an area of source water Wellhead Protection Area (WHPA) A, B or C, Issue Contributing Area, Intake Protection zone, please attach relevant information and approved mitigation measures from the Risk Manager Official.

4. Does the property have any significant environmental features on the subject land or within 500 metres:

☐ Yes ☒ No

If yes, indicate: ☐ Significant Woodland ☐ Provincially Significant Wetland ☐ Floodplain ☐ Other _____

5. Does the property have any livestock facility or stockyard on the subject land or within 1000 metres:

☐ Yes ☒ No

If yes, the submission of Minimum Distance Separation (MDS) calculations may apply.

F. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

☒ Municipal piped water
☐ Individual wells

☐ Communal wells
☐ Other (describe below)



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.

N/A

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.

Carolyn + William Smith May 22, 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 Carolyn + William Smith am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Gerhard Friesen 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.

Carolyn Smith May 22/26
Owner Date
William Smith May 22/26
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, Gerhard Friesen of Stratfordville ON

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:

Norfolk County

Gerhard Friesen
Owner/Applicant/Agent Signature

In Simcoe

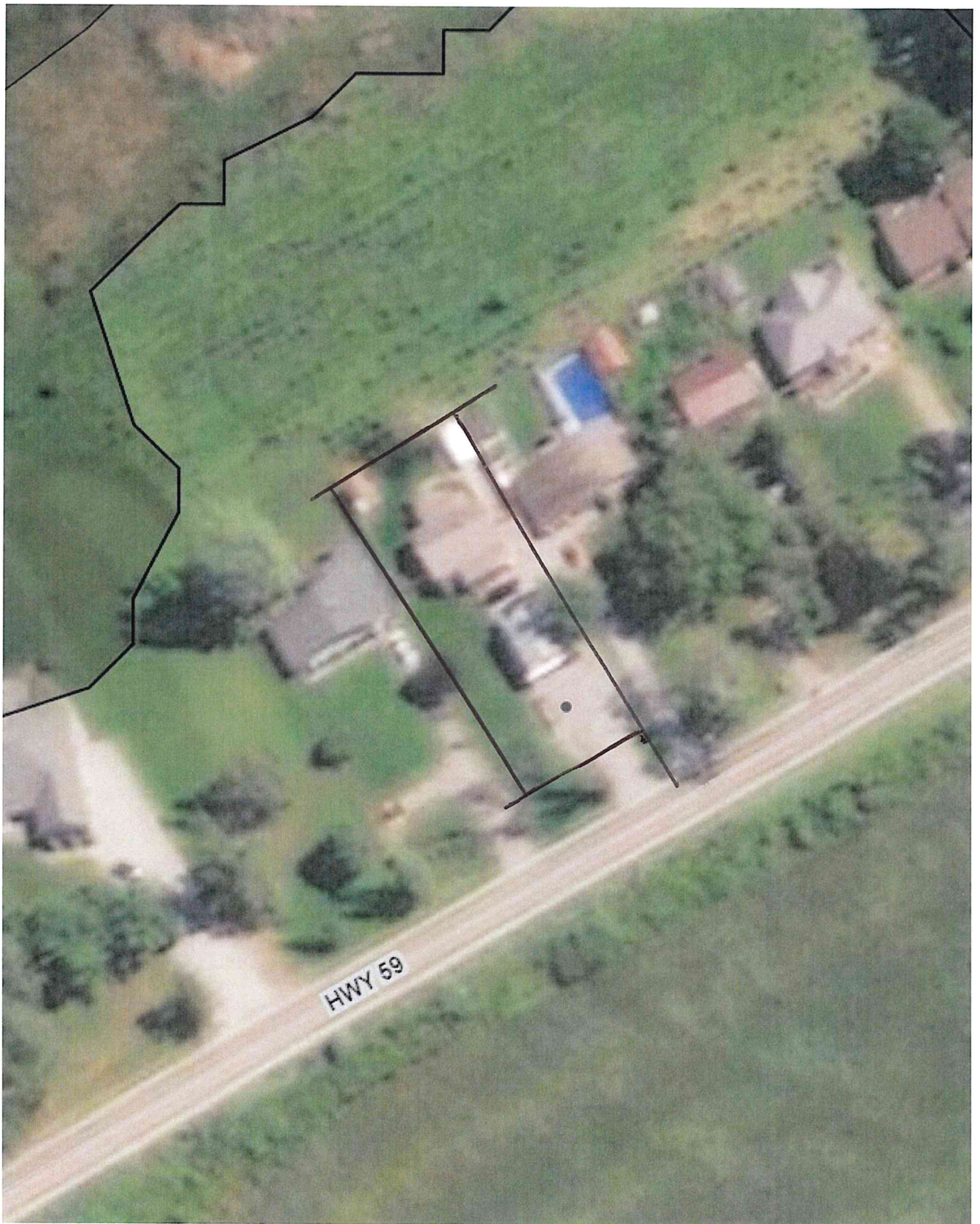
This 22nd day of may

A.D., 2026

Kaitlyn Anderson Poole

Kaitlyn Anderson Poole, a
Commissioner, etc., Province of Ontario,
for the Corporation of Norfolk County.
Expires September 2, 2027.

A Commissioner, etc.



DECLARATION OF A ZONING BY-LAW AMENDMENT
BY THE COUNCIL OF THE CORPORATION OF NORFOLK COUNTY

TAKE NOTICE of the Passing of a Zoning Amendment By-Law No. **16-Z-2023** of the Corporation of Norfolk County, passed by the Council of the Corporation on **July 18, 2023**, was given in manner and form and to the persons and agencies prescribed by regulation made by the Lieutenant Governor-in-Council under Subsection 18 of Section 34 of the *Planning Act*, R.S.O. 1990, c. P. 13.

TAKE NOTICE that the twenty-day appeal period expired on **August 23, 2023** and to date no notice of appeal of the By-Law has been filed by any person in the office of the Clerk of Norfolk County.

Notice Dated: **August 31, 2023**



The Corporation of Norfolk County

By-Law 16-Z-2023

Being a By-Law to Amend Zoning By-Law 1-Z-2014, as amended, for properties in the Port Rowan, St. Williams, Booth's Harbour water serviceable area.

WHEREAS Norfolk Council is empowered to enact this By-Law, by virtue of the provisions of Section 34 and 36(1) (Holding) of the *Planning Act, R.S.O. 1990, CHAPTER P.13*, as amended;

AND WHEREAS this By-Law conforms to the Norfolk County Official Plan.

NOW THEREFORE the Council of The Corporation of Norfolk County hereby enacts as follows:

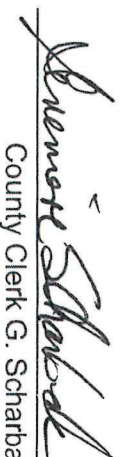
1. That Schedule A of By-Law 1-Z-2014, as amended, is hereby further amended by changing the zoning of the subject lands identified on Map A (attached to and forming part of this By-Law) to apply a holding provision (H) to all of the applicable zones.
 2. That the holding (H) provision of this By-Law shall be removed upon confirmation by the General Manager of Environmental & Infrastructure Services (or designate) that sufficient water capacity is available.
- Until such time as the holding provision is removed, only the following uses shall be permitted in accordance with the provisions of the zoning by-law:
- a) *Existing* uses, including additions or expansions thereto provided there is no new municipal water connection (or private well). This includes replacement of an *existing* use and *building* with the same use (and *building* of any *permitted* size).
 - b) *Additional Residential Dwelling Units* (including Interior and Exterior), provided there is no new municipal water connection (or private well).
 - c) New development that is:

- a. Three (3) *single detached dwellings* – Backus Drive, Port Rowan (Jaz Developments)
 - b. Thirty-two (32) *townhouse dwellings* - College Ave, Port Rowan (MDR Developments - Roll # 3310544001084000000)
 - c. Thirteen (13) *single detached dwellings* – Hunter Drive South (draft) (Ducks Landing Phase 5 only)
 - d. One (1) *semi-detached dwelling* (2 units) – 1077 Bay Street, Port Rowan.
 - e. One (1) *single detached dwelling* - 1096 Front Road, Booth's Harbour.
 - f. Permitted by the General Manager, Environmental & Infrastructure Services (or designate) on private water systems (e.g., 436 Front Rd.)
 - d) Municipal infrastructure and the replacement or expansion thereof
3. That the effective date of this By-Law shall be the date of passage thereof.

ENACTED AND PASSED this 18th day of July 2023.

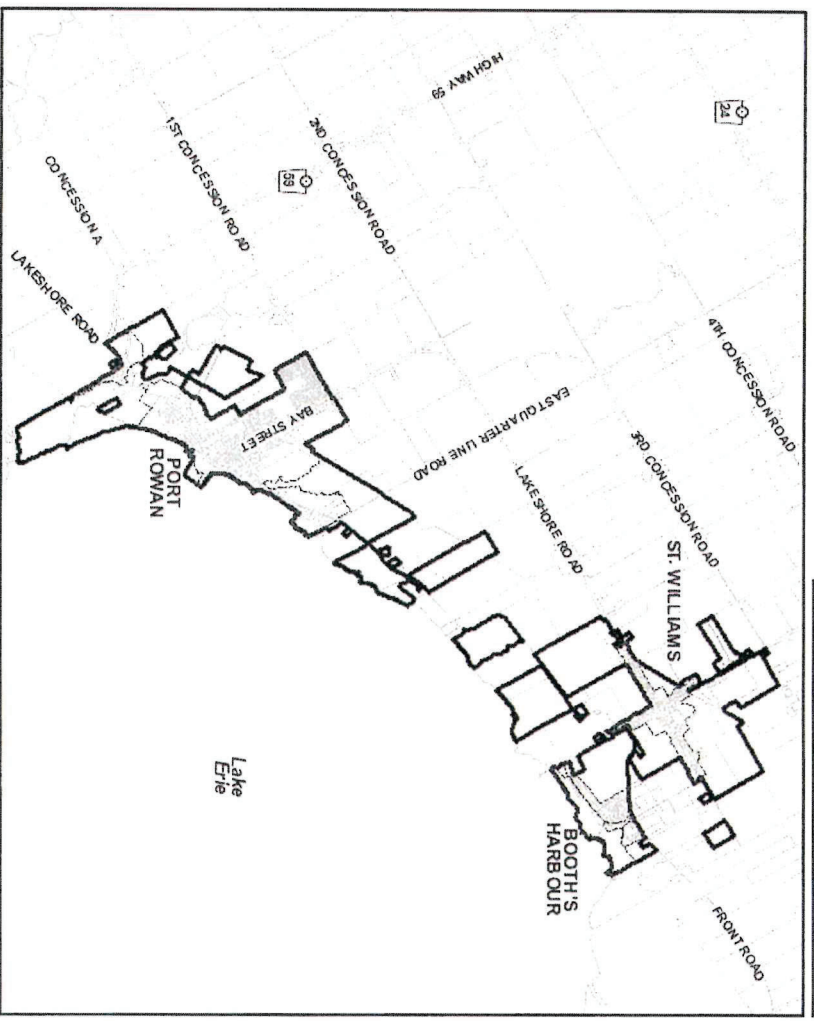
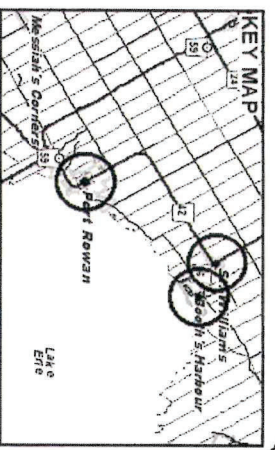


Mayor A. Martin



County Clerk G. Scharback

MAP A
ZONING BY-LAW AMENDMENT
NORFOLK COUNTY
in the Urban/Hamlet/Resort Areas of
Port Rowan, St. Williams &
Booth's Harbour



LEGEND

OFFICIAL PLAN 1-OP-2018

☐ Subject Lands

☐ Urban Area Boundary

Holding Provision

☐ Hamlet Area Boundary

☐ Resort Area Boundary

0 0.5 1 1.5 2 km

1:60,000

N

This is MAP A to Zoning By-law _____ Passed the _____ day of _____ 18th 2023
Mayor: A. Martin *Clerk: G. Scharback*

Applicant Norfolk County
File Number ZNPL2023090
Report Number CD 23-046
Assessment Roll Number - Various

Explanation of the Purpose and Effect of

By-Law 16-Z-2023

This By-Law affects parcels of land described as that have or could have municipal water servicing within the Port Rowan, St. Williams, Booth's Harbour area.

The purpose of this By-Law is to change the zoning on the subject lands to apply a holding provision. The change would have the effect of permitting existing land uses as is, allowing some new additions or additional dwelling units provided no new water servicing connections are required, allowing existing approved and allocated developments and not permitting all other new development that would require water servicing until such time as the infrastructure improvements to the Port Rowan Water Treatment Facility are completed.



ZONING DEFICIENCY FORM

URBAN RESIDENTIAL ZONES

PROPERTY INFORMATION

PLANNING APPLICATION NUMBER: ANPL2026123

Owner / Applicant: WILLIAM SMITH / GERHARD FRIESEN

Civic Address: 982 HIGHWAY 59

Legal Description: SWAL CON A PT LOT 14 PLUS R O W REG 0.25AC 70.47FR 155.96D

Roll Number: 3310543050025000000

Current zoning: URBAN RESIDENTIAL TYPE R1-A (H)

Proposed building/use: ADDITION TO EXISTING DWELLING

Existing uses on property: DWELLING

ZONING PROVISIONS

	Proposed		Required		Deficiency	Zoning By-Law Reference
Lot Area	n/a	m2	450	m2		5.1.2 a
Lot Frontage	n/a	m	15	m		5.1.2 b
Front Yard Setback	n/a	m	6	m		5.1.2 c
Exterior Side Yard Setback	n/a	m	6	m		5.1.2 d
Interior Side Yard Setback(Left)	5.85	m	3	m		5.1.2 e
Interior Side Yard Setback(Right)	3.68	m	1.2	m		5.1.2 e
Rear Yard Setback	6.98	m	7.5	m	0.52	5.1.2 f
Building Height		m	11	m		5.1.2 g
Number Of Parking Spaces	n/a		2			4.9
Front Yard Landscaping	n/a		50	%		4.2.5
Other:						
Other:						

Comments: The requested rear yard setback does not match the site plan drawing received and the site plan does not show the Hazard Land zone location. Please provide an updated site plan showing the Hazard Land zone boundary.

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

6/19/2026

Date

Community Development Division - Building Department

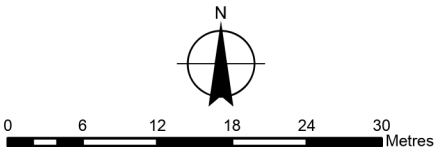
12 Gilbertson Drive, Simcoe, Ontario, Canada, N3Y 4N5 - 519-426-5870 | 226-NORFOLK Extension 6016



Legend

 Subject Lands

7/10/2026

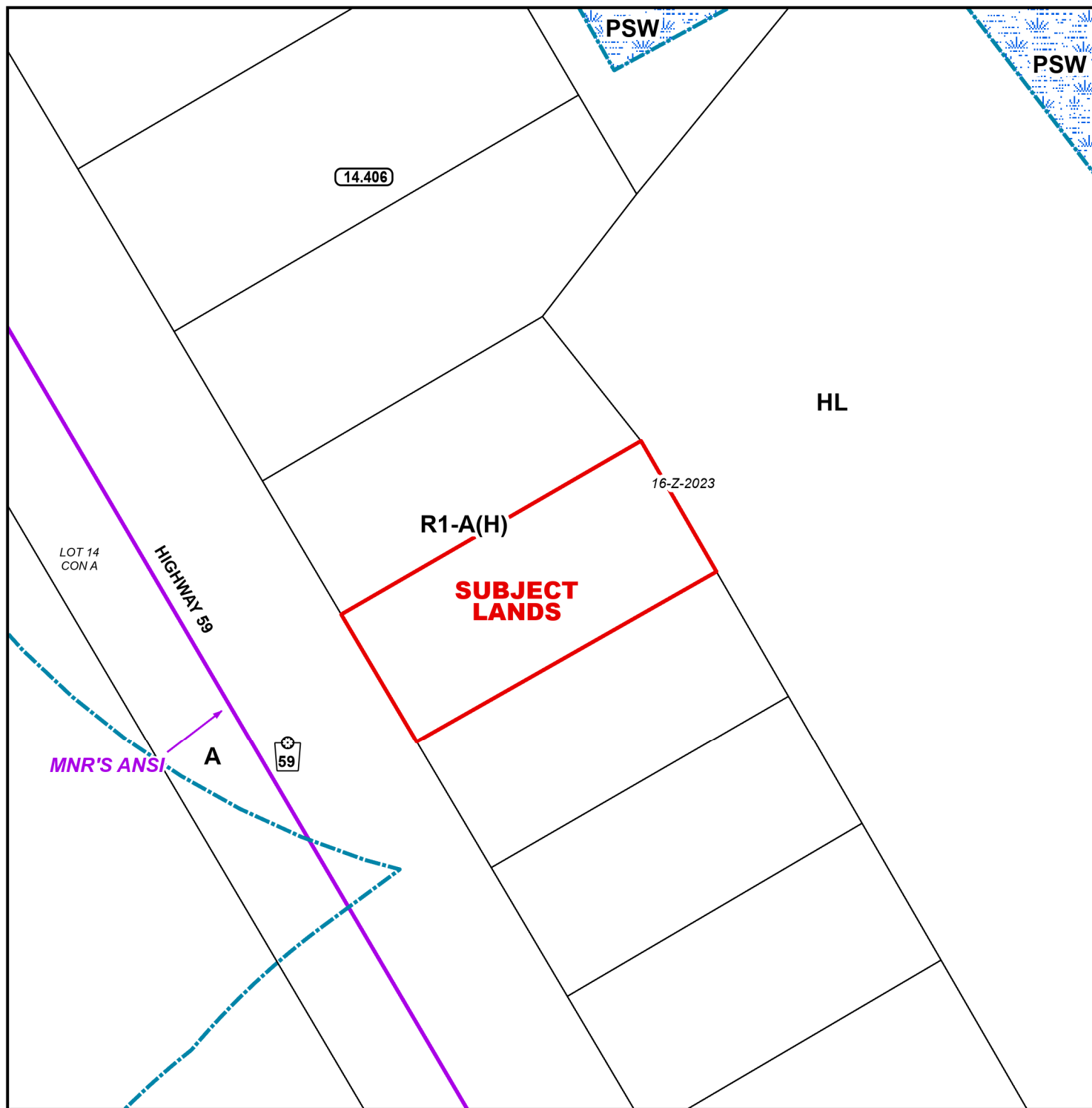


MAP B

ZONING BY-LAW MAP

Geographic Township of SOUTH WALSINGHAM

ANPL2026123



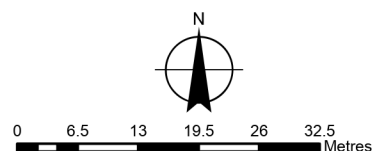
LEGEND

- Subject Lands
- Adjacent Lands
- Wetland
- MNR ANSI

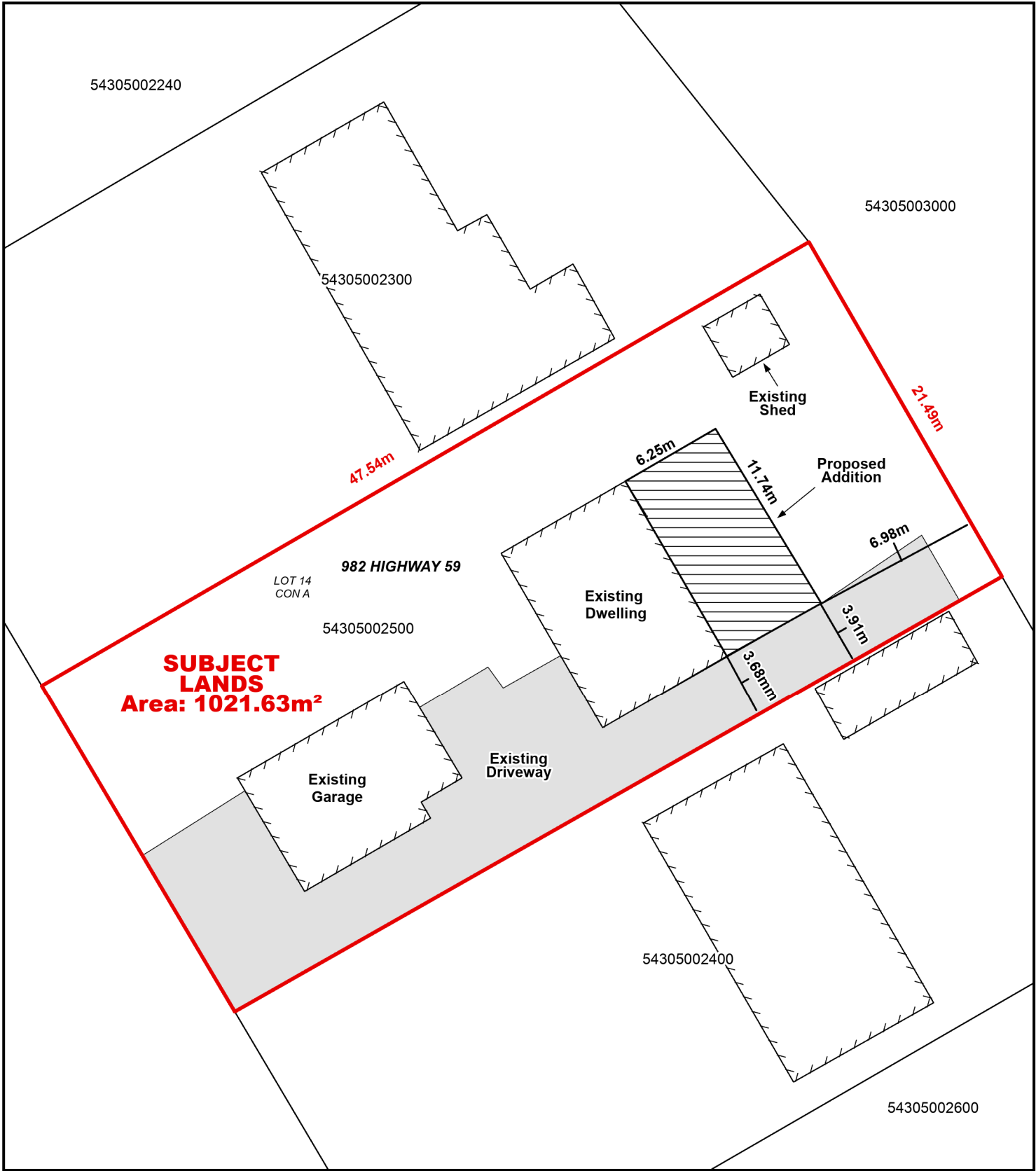
ZONING BY-LAW 1-Z-2014

7/10/2026

- (H) - Holding
- A - Agricultural Zone
- HL - Hazard Land Zone
- PSW - Provincially Significant Wetland Zone
- R1-A - Residential R1-A Zone



CONCEPTUAL PLAN
Geographic Township of SOUTH WALSINGHAM



Legend

 Subject Lands

7/10/2026

