



Committee of Adjustment Application for Consent

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 application, the applicant will be contacted and provided further direction 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 identifying 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	_____	Application Fee	_____
Related File Number	_____	Conservation Authority Fee	_____
Pre-consultation Meeting	_____	Well & Septic Info Provided	_____
Application Submitted	_____	Planner	_____
Complete Application	_____	Public Notice Sign	_____

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

- ☐ Consent/Severance
- ☐ Surplus Farm Dwelling Consent/Severance
- ☒ Boundary Adjustment/Land Conveyance
- ☐ Easement/Right-of-Way Severance

Property Assessment Roll Number: 493 060 31200

A. Applicant Information

Name of Owner William Gemmell

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 1680 Old Brock St

Town and Postal Code Vittoria N0E 1W0

Phone Number _____

Cell Number 416-994-3823

Email infinityguy@rogers.com

Name of Authorized Applicant AAMER WALI - WALI LAW PROFESSIONAL CORPORATION

Address 55 City Centre Dr, 5th Floor, Suite 508, Mississauga, ON, L5B 1M3

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email AAMER.WALI@WALILAW.CA



Name of Authorized Agent Aamer Wali

Address 55 City Centre Dr

Town and Postal Code Mississauga L5B 1M3

Phone Number _____

Cell Number (905) 804-0727

Email aamer.wali@walilaw.ca

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:

First Ontario Credit Union

B. Location, Legal Description and Property Information

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

Township of Charlotteville Lot 3 Block 23 Registered Plan 29-B

Municipal Civic Address: 1680 Old Brock St Vittoria N0E 1W0

Land acquisition date (if known): Oct 2016

Present Official Plan Designation(s): _____

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:

Residential



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

	Severed lot	Retained lot
Number of Existing Buildings/Structures	<u>0</u>	<u>2</u>
Number of Storey(s) for Existing Buildings/Structures	<u>0</u>	<u>1 / 1.5</u>
Number of Proposed Buildings/Structures	<u>0</u>	<u>0</u>
Number of Storey(s) for Proposed Buildings/Structures	<u>0</u>	<u>0</u>
Number of Dwelling Units per lot	<u>0</u>	<u>1</u>

5. 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:

6. If known, the length of time the existing uses have continued on the subject lands:
Decades

7. Existing use of abutting properties:

Rural Residential, Agriculture, PSW

8. Does this proposal require a minor variance application? ☒ Yes ☐ No

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:

Utility easement Instrument No. NR305136



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

	Zoning By-law Requirement	Proposed	
		Severed lot	Retained lot
Lot area (sq.m.)	40ha	68.02m ²	0.40ha
Lot frontage (m)	30m	na	70m
Lot depth (m)	na	58.34	58.34
Front Yard Setback (m)	13.0m	4.11m	existing
Left Side Yard Setback (m)	3.0m	1.13m	existing
Right Side Yard Setback (m)	3.0m	>3.0m	existing
Rear Yard Setback (m)	9.0m	>9.0m	existing
Exterior side yard (if applicable) (m)	na	na	na
Height (m)	11.0m	<11.0m	existing
Lot coverage (%)	na	na	5.6%
Number of parking spaces	2	0	2

Number of new lots to be created (not including retained lot): 0
Please provide a separate table if more than one severed lot is being proposed.

i. Boundary Adjustment

- Proposed final lot size and frontage of the benefitting lot Existing - unchanged
- Identify the assessment roll number and property owner of the lands to which the lands will be conveyed:
Roll No. 493-060-31400-0000 Warren and Nancy McCormick



ii. Easement/Right-of-Way Request(s)

Width (m)	_____	_____
Depth (m)	_____	_____
Area (sq.m.)	_____	_____
Lot/Part number over which the easement is required (must be identified on sketch)	_____ _____ _____	_____ _____ _____
Purpose of easement	_____ _____	_____ _____

iii. Surplus Farm Dwelling Severances Only: List all properties in Norfolk County, which are owned and farmed by the applicant and involved in the farm operation.

Owners Name: _____

Roll Number: _____

Total Acreage: _____

Workable Acreage: _____

Existing Farm Type: (for example: corn, orchard, livestock) _____

Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built _____

Date of Land Purchase: _____

Owners Name: _____

Roll Number: _____

Total Acreage: _____

Workable Acreage: _____

Existing Farm Type: (for example: corn, orchard, livestock) _____

Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built _____

Date of Land Purchase: _____



Owners Name: _____
Roll Number: _____
Total Acreage: _____
Workable Acreage: _____
Existing Farm Type: (for example: corn, orchard, livestock) _____
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built _____
Date of Land Purchase: _____

Owners Name: _____
Roll Number: _____
Total Acreage: _____
Workable Acreage: _____
Existing Farm Type: (for example: corn, orchard, livestock) _____
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built _____
Date of Land Purchase: _____

Owners Name: _____
Roll Number: _____
Total Acreage: _____
Workable Acreage: _____
Existing Farm Type: (for example: corn, orchard, livestock) _____
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built _____
Date of Land Purchase: _____

Note: If additional space is needed, please attach a separate sheet.

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. 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 policy statement ?

☒ Yes ☐ No

If you answered 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 you answered no, please
explain: Not in WHPA



4. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands ? Please check boxes, if applicable.

Livestock facility or stockyard

☐ On the subject lands or ☐ within 500 meters – distance _____

Significant Woodland

☐ On the subject lands or ☒ within 500 meters – distance 70m

Municipal Landfill

☐ On the subject lands or ☐ within 500 meters – distance _____

Sewage treatment plant or waste stabilization plant

☐ On the subject lands or ☐ within 500 meters – distance _____

Provincially Significant Wetland or other environmental feature

☐ On the subject lands or ☒ within 500 meters – distance 55m

Floodplain

☒ On the subject lands or ☐ within 500 meters – distance _____

Rehabilitated mine site

☐ On the subject lands or ☐ within 500 meters – distance _____

Non-operating mine site within one kilometre

☐ On the subject lands or ☐ within 500 meters – distance _____

Active mine site within one kilometre

☐ On the subject lands or ☐ within 500 meters – distance _____

Industrial or commercial use (specify the use(s))

☐ On the subject lands or ☐ within 500 meters – distance _____

Active railway line

☐ On the subject lands or ☐ within 500 meters – distance _____

Seasonal wetness of lands

☐ On the subject lands or ☐ within 500 meters – distance _____

Erosion

☐ On the subject lands or ☐ within 500 meters – distance _____

Abandoned gas wells

☐ On the subject lands or ☐ within 500 meters – distance _____



F. Servicing and Access

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) | |

Existing or proposed access to subject lands:

- | | |
|--|---|
| ☒ Municipal road | ☐ Provincial highway |
| ☐ Unopened road | ☐ Other (describe below) |

Name of road/street:

Old Brock St

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.

This is to settle an historical legal encroachment and thus enact a title cure.



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 197/96](#).

i) Sketch in Metric Units

A sketch showing the following, in metric units:

- a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- b) the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- c) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- d) the approximate location, to the best of your knowledge, of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*);
- e) the current uses of land that is adjacent to the subject land (*for example, residential, agricultural or commercial*);
- f) 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;
- g) the location and nature of any easement affecting the subject land; and
- h) location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures.

ii) Technical studies

The following additional plans, studies and reports, including but not limited to, may also be required as part of the complete application submission.

- a) Environmental Impact Study
- b) On-Site Sewage Disposal System Evaluation Form
- c) Geotechnical Study
- d) Hydrogeological Review
- e) Minimum Distance Separation Calculations



Development approvals might be subject to Ministry of Environment Conservation and Parks, Ministry of Transportation or other relevant federal or provincial legislation, municipal by-laws or other agency approvals.



I. Transfers, Easements and Postponement of Interest

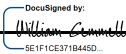
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner to undertake the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. The owner further acknowledges and agrees that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

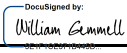
 Owner/Applicant/Agent Signature	May 27 2026 Date
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J. Owner's Authorization

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 William Gemmell am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize AAMER WALI, WALI LAW PROFESSIONAL CORPORATION 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	William Gemmell MAY 27 2026 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, William Gemmell of 1680 Old Brock St Vittoria

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:

City of Mississauga

DocuSigned by:

William Gemmell

5E1F1CE371B445D...

Owner/Applicant/Agent Signature

In Province of Ontario

This 27 day of May

A.D., 2026

A handwritten signature in black ink, appearing to read "Aamer", enclosed within a rectangular box.

AAMER WALI

A Commissioner, etc.



vallee

*Consulting Engineers,
Architects & Planners*

May 22, 2026

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

Attention: Alisha Cull – Director of Planning

**Reference: Consent and Minor Variance
1680 Old Brock Street, Vittoria
Our Project 26-126**

Introduction

G. Douglas Vallee Limited has been retained by William Gemmell to provide planning justification regarding a boundary adjustment and minor variance to correct a historical encroachment issue at 1680 Old Brock Street (Retained Lands) and 1686 Old Brock Street (Benefitting Lands).

The following applications have been submitted for review and consideration:

- Consent – Sever 68.02m² from the 1680 Old Brock Street and add it to 1686 Old Brock Street as a minor boundary adjustment.
- Minor Variance – Seeking relief from the following provisions under section 12.1.2 of the zoning bylaw:
 - Minimum Lot Area – Recognize a 39.6ha deficiency in lot area to permit a final lot size of 0.4ha in the Agricultural zone.

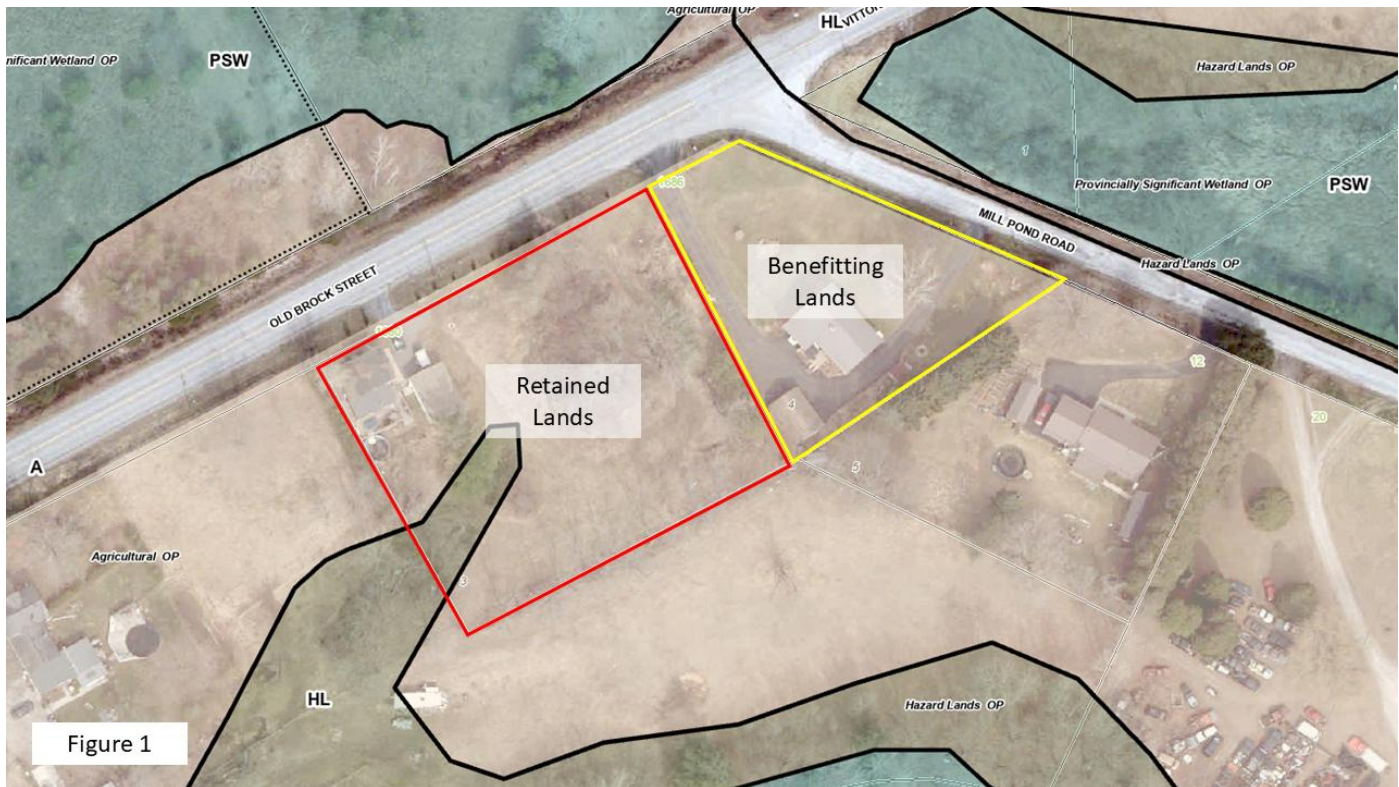
Included with this request is the following:

- Appendix A – Severance Sketch, prepared by Jewitt and Dixon Ontario Land Surveyors

Site Description & Existing Conditions

As shown in Figure 1 below, the approximately 0.41ha parcel of land is located west of the intersection of Old Brock Street and Mill Pond Road outside the Hamlet of Vittoria. The retained and benefitting lands are occupied by single detached dwellings and associated accessory buildings.

Both the retained and benefitting lands are zoned and designated Agriculture under the Norfolk County Zoning Bylaw and Norfolk County Official Plan. A small portion of the retained lands are zoned and designated Hazard Land, however, the proposed boundary adjustment is not located within this area.



Proposal

As shown on Appendix A, the applicant is seeking to sever 68.02m² from 1680 Old Brock Street and add it to 1686 Old Brock Street as a minor boundary adjustment. The boundary adjustment is seeking to correct a historical encroachment issue resulting from a detached accessory building located on the benefiting lands being constructed over the property line. A review of the air photos available through the Norfolk County GIS indicates the structure was constructed prior to 1964 and can be considered legal non-complying.

The Norfolk County Zoning Bylaw requires a minimum lot area of 40.0ha for a lot in the agricultural zone. Both the retained and benefiting lands are existing undersized lots of record. A minor variance is required to facilitate the proposal as the boundary adjustment will further reduce the retained lands compliance with lot area provisions under the bylaw.

Although the benefiting lands are currently undersized, the proposed boundary adjustment would increase the final lot area, thereby increasing compliance with the zone provision. As such, a planning application is not required for the benefiting lands.

Planning Review

The proposed consent and minor variance applications were prepared in light of several planning documents, including the Planning Act, the 2024 Provincial Planning Statement, the Norfolk County Official Plan and the Norfolk County Zoning By-law.

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

Planning Act

Section 2	Lists matters of provincial interest to have regard to. These applications do not conflict with the provincial interest.
Section 3	Requires that, in exercising any authority that affects a planning matter, planning authorities “shall be consistent with the policy statements” issued under the Act and “shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be.”
Section 45	Permit a Committee of Adjustment to approve minor variances from a municipality’s zoning bylaw.
Section 53	Permits a Committee of Adjustment to make decisions on applications for changes to land configuration in the form of Consents.

Provincial Planning Statement, 2024 (PPS)

The PPS provides policy direction for appropriate land use planning and development patterns to achieve healthy, livable, and resilient communities that will protect resources of provincial interest, public health and safety, the quality of the natural and built environment, and facilitate economic growth.

The subject lands are within a prime agricultural area as defined by the PPS. Section 4.3.3.2 of the PPS permits lot adjustments in prime agricultural areas for legal or technical reasons, which is defined as:

Legal or technical reasons: means severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot.

Give the proposed boundary adjustment includes only 68.02m² of land and is being conducted to correct a historical encroachment issue, the proposal meets the definition of legal or technical reasons as defined by the PPS.

A decision by the committee to approve these applications is consistent with the PPS 2024.

Norfolk County Official Plan

As outlined above, both the retained and benefitting lands are designated Agriculture under the Norfolk County Official Plan. The Agricultural Designation is intended to strengthen the agricultural community in the County. The policies are designed to protect agriculture from the intrusion of incompatible uses, such as non-farm related residential dwellings and other uses that are sensitive to agricultural practices.

Section 7.2.3 of the official plan permits severances (boundary adjustments) in the Agricultural Designation under limited circumstances, including the following:

technical reasons including minor boundary adjustments, corrections of deeds, quit claims, easements or rights-of-way, or other purposes that do not create an additional separate lot, and which do not change the lot configuration such that a non-agricultural lot is created which would not be in conformity with the policies of this Plan.

Give the proposed boundary adjustment includes only 68.02m² of land, is being conducted to correct a historical encroachment issue, and does not create a new lot, the proposal meets the criteria established by the official plan.

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Consulting Engineers, Architects & Planners

A decision by the committee to approve the proposed applications conforms to the policies of the Norfolk County Official Plan.

Norfolk County Zoning Bylaw

The subject lands are zoned Agriculture under the Norfolk County Zoning Bylaw. The following section provides a review of the applicable zone provisions.

Zone Provisions – Agriculture			
Provision	Required	Provided	Comment
3.2.1d) Accessory Uses to Residential Uses	No building or structure which is accessory to any permitted residential use in any Zone shall: • be nearer than 1.2 metres of a lot line within an interior side yard or 1.2 metres of an interior lot line within a front yard;	• 1.2m (benefitting lands)	The proposed boundary adjustment is required to correct a historical encroachment issue. Following the completion of the severance, the existing accessory structure on the benefitting lands will be provided with the required setback.
12.1.1 e) Permitted Uses	A single detached dwelling is permitted in the Agricultural zone.	• Single detached dwellings (existing)	Single detached dwellings are the primary use on both the retained and benefitting lands.
12.1.2 a) i) minimum lot area	• 40Ha	Existing lots of record. • 0.4Ha – retained lands • Approx. 0.24Ha – benefitting lands	The proposed boundary adjustment will result in a decrease of lot area for the retained lands and an increase in lot area for the benefitting lands. The requested variance is for 39.6ha to permit a final lot size of 0.4ha for a lot in the Agricultural zone. Given both parcels are legal non-complying lots of record, a minor variance is only required for the retained lands as the severance is further reducing compliance with the zoning bylaw. This

			minor variance will be reviewed later in this report.
12.1.2 b) Minimum lot frontage – interior and corner lots	• 30.0m	• 69.87m – retained lands • Approx. 19.4m – benefitting lands	There is no change to the proposed frontage for either parcel. As both parcels are existing lots of record, the frontage for the benefitting lands is considered legal non-complying.
Summary: The proposed consent application will further reduce the retained lands compliance with lot area requirements by 68.02m². As an existing lot of record the retained lands have a legal non-complying deficiency for lot area of 39.6ha. A minor variance is required to further reduce compliance with the bylaw to permit a final lot size of 0.4ha for the retained parcel.			

Four Test of a Minor Variance

Section 45(1) of the Planning Act gives power to the Committee of Adjustment to modify the zoning by-law provided that an application:

1. Maintains the general intent and purpose of the Official Plan.
2. Maintains the general intent and purpose of the Zoning Bylaw.
3. The variance is appropriate for the desirable development of the lands.
4. The requested variance is minor in nature.

Test	Comment	Complies
1) Maintains the general intent and purpose of the Official Plan.	As outlined in this report, minor boundary adjustments are permitted in the Agricultural designation. The proposed severance is required to correct a historical encroachment issue and a new lot will not be created. The minor variance is required to permit a further reduction in lot area for the retained lands. However, the minor variance and consent will permit the establishment of the required setback for the accessory building on the benefitting lands. Given the minor nature of the consent, the lot functionality and general lot layout will remain unchanged. The proposed minor variance maintains the general intent and purpose of the official plan.	✓
2) Maintains the general intent and purpose of the Zoning Bylaw.	The proposed boundary adjustment would see less than 45m² severed from the retained lands and added to the benefitting lands. Given the minor nature of the proposal, the functionality of and layout of the lots remains generally the same, while resolving a historical encroachment issue on the benefitting lands. While a minor variance is necessary to permit a further reduction in lot area for the retained lands, this matter is merely technical in nature as the lot is already significantly undersized.	✓

	However, the resulting 0.4ha parcel is generally the lot size required for a rural lot – ex. Hamlet Residential Zone requires minimum lot area of 0.4ha. The proposed minor variance maintains the general intent and purpose of the zoning bylaw.	
3) The variance is desirable for the appropriate development of the land.	The proposed minor variance and boundary adjustment will correct a historical encroachment issue while not changing the functionality or general lot fabric. No development is being proposed. The proposed minor variance is desirable for the appropriate development of the land.	✓
4) The requested variance is minor in nature.	While the requested variance is for 39.6ha of lot area, the minor variance is only required as a technical matter. As an existing lot of record, the retained lands are already significantly undersized. The proposed boundary adjustment seeks to sever less than 70m² of land. As this would further reduce compliance with the bylaw a minor variance is required. Given the legal non-complying status of both parcels and the minor nature of the proposed boundary adjustment (<70m²), the requested variance is minor in nature.	✓

Summary

The proposed consent and minor variance applications would permit a minor boundary adjustment to correct a historical encroachment issue. As outline above the proposed consent application is supported by local and provincial policy and should be considered for approval.

The requested relief for minimum lot area has been analyzed against the four tests of a minor variance. When considering site-specific circumstances, the proposed minor variance passes all four tests and should also be considered for approval by the committee.

Given the justification provided in this report, these applications represent good planning and should be considered for approval by the Norfolk County Committee of Adjustment.

Yours Truly,



Scott Puillandre, CD, RPP, MCIP, MSc
Senior Planner

G. DOUGLAS VALLEE LIMITED

Consulting Engineers, Architects & Planners

H:\Projects\2026\26-128 Consent and Minor Variance\Planning\2026.05.22 Planning Brief - Final.docx

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Consulting Engineers, Architects & Planners

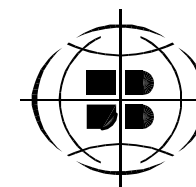
#1680 OLD BROCK STREET
VICTORIA
IN
NORFOLK COUNTY

DISTANCES AND/OR COORDINATES SHOWN ON THIS
PLAN ARE IN METRES AND CAN BE CONVERTED
TO FEET BY DIVIDING BY 0.3048

PARTS 2 & 3 ARE SUBJECT TO AN EASEMENT AS
DESCRIBED IN INSTRUMENT No. NR305136

PARCEL TO BE BOUNDARY ADJUSTED (PIN 50207-0342)

AREA PART 3 =	2.95 sq.m	LOT COVERAGE N/A	FRONTAGE 0.00 m
AREA PART 4 =	65.07 sq.m		
	<u>68.02 sq.m</u>		



SURVEYING
MAPPING
GIS

DRAWN BY: J.L.M.	CHECKED BY: K.S.H.	REFERENCE NO.: 26-54-512-01
		DATED: MAY 22, 2026

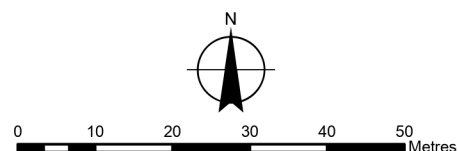


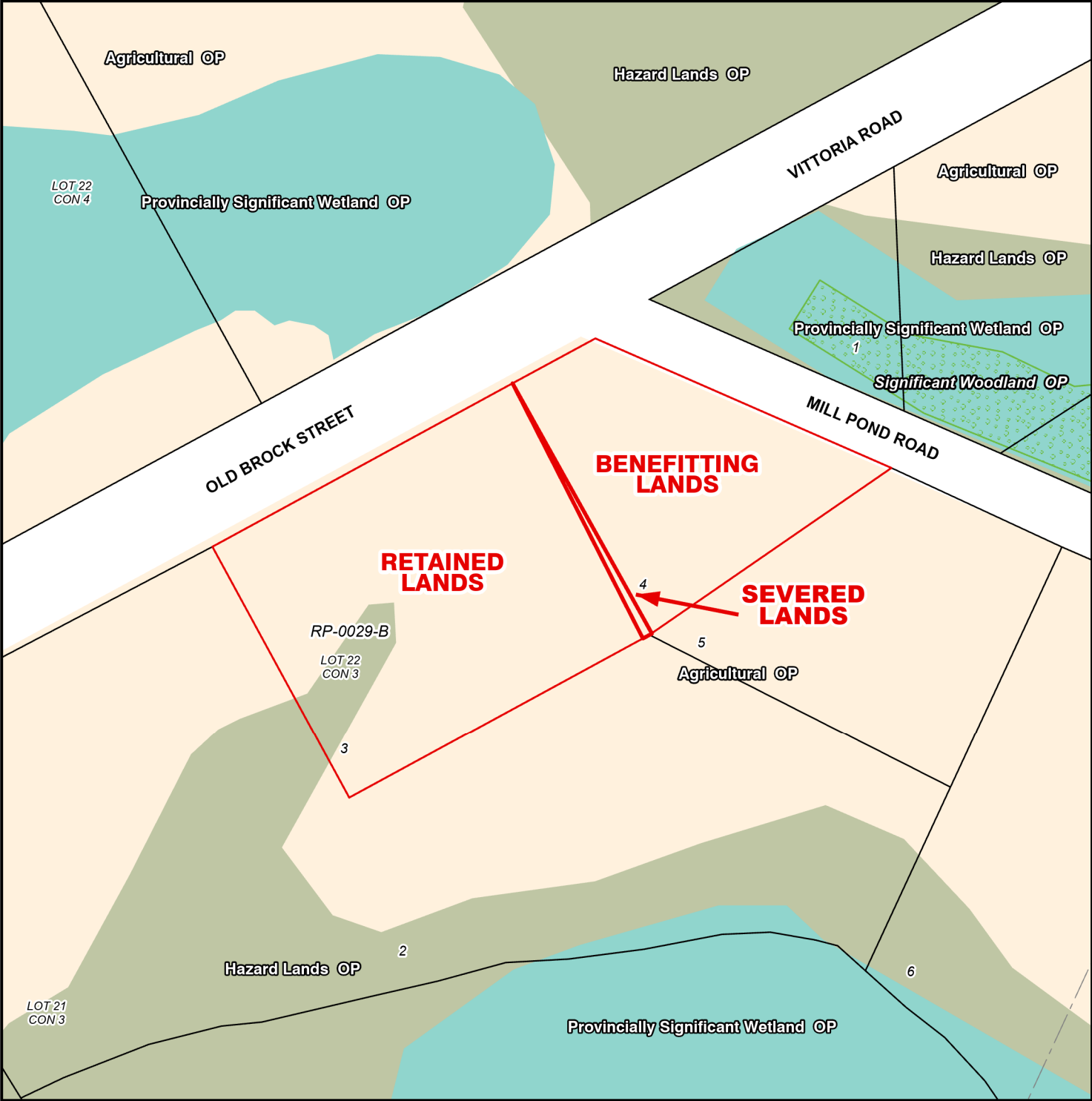
Legend

- Subject Lands
- Lands Owned

6/12/2026

2025 Air Photo





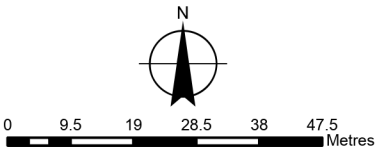
Legend

- Subject Lands
- Lands Owned

Official Plan Designations

- Agricultural
- Hazard Lands
- Provincially Significant Wetland
- Significant Woodland

6/12/2026

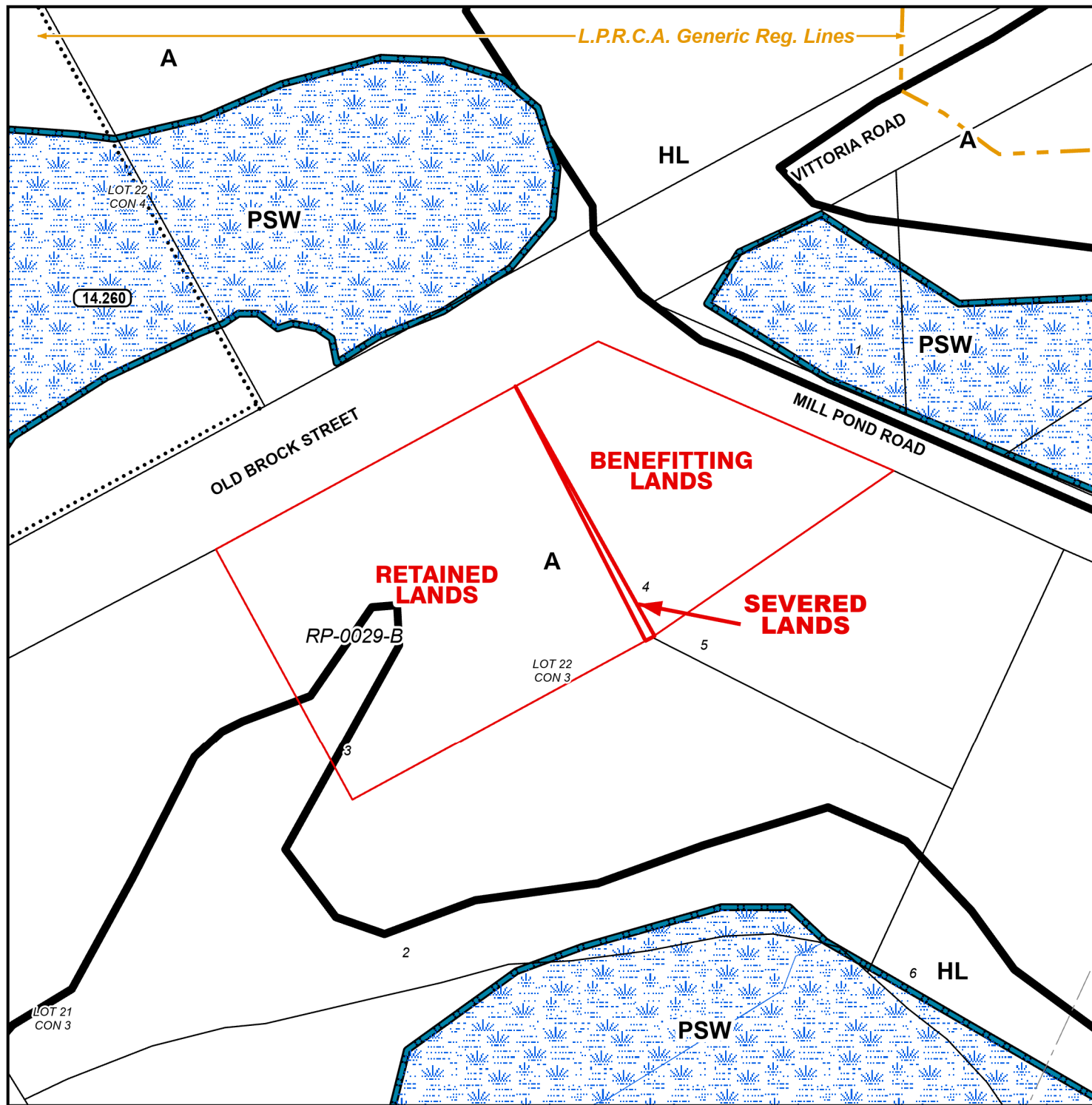


MAP C

ZONING BY-LAW MAP

Geographic Township of CHARLOTTEVILLE

BNPL2026125
ANPL2026126



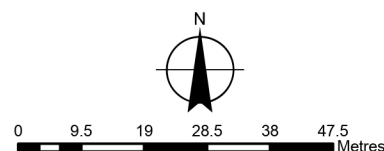
LEGEND

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

ZONING BY-LAW 1-Z-2014

6/12/2026

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



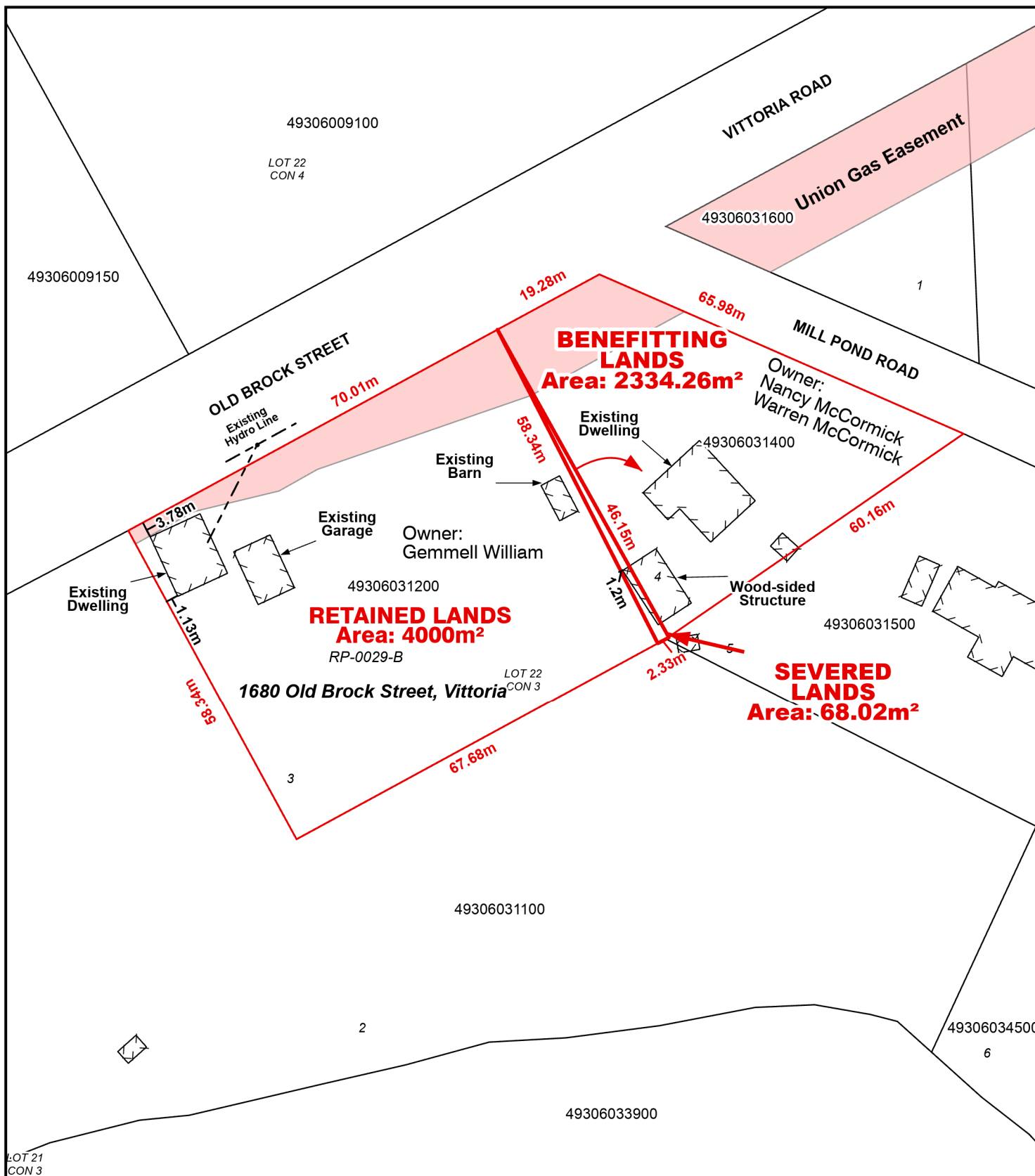
MAP D

CONCEPTUAL PLAN

Geographic Township of CHARLOTTEVILLE

BNPL2026125

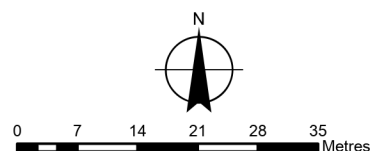
ANPL2026126



Legend

- Subject Lands
- Easements
- Lands Owned

6/12/2026



Geographic Township of CHARLOTTEVILLE

ANPL2026126

