



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If the application is withdrawn prior to the circulation to commenting agencies, the entire original fee will be refunded. If withdrawn after the circulation to agencies, half the original fee will be refunded.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: _____

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 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):

Municipal Civic Address: _____

Land acquisition date (if known): June 2020

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:

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.



K. Declaration

I, MARK WHITMORE of 1154 NORFOLK COUNTY RD E
VICTORIA, ONTARIO

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

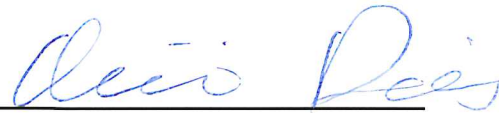


Owner/Applicant/Agent Signature

In Norfolk County

This 3 day of JULY

A.D., 20 26



A Commissioner, etc.

Olivia Catherine Davies, a
Commissioner, etc., Province of Ontario,
for the Corporation of Norfolk County.
Expires May 23, 2027.



I. Transfers, Easements and Postponement of Interest

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

Permission to Enter Subject Lands

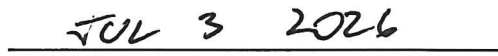
Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purpose of making inspections associated with this application, during normal and reasonable working hours.

Freedom of Information

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P. 13 for the purpose of processing this application.



Owner/Applicant/Agent Signature



Date

J. Owner's Authorization

If the authorized applicant/agent is not the registered owner of the lands that is the subject of this application, the owner must complete the authorization set out below.

I/We _____ 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

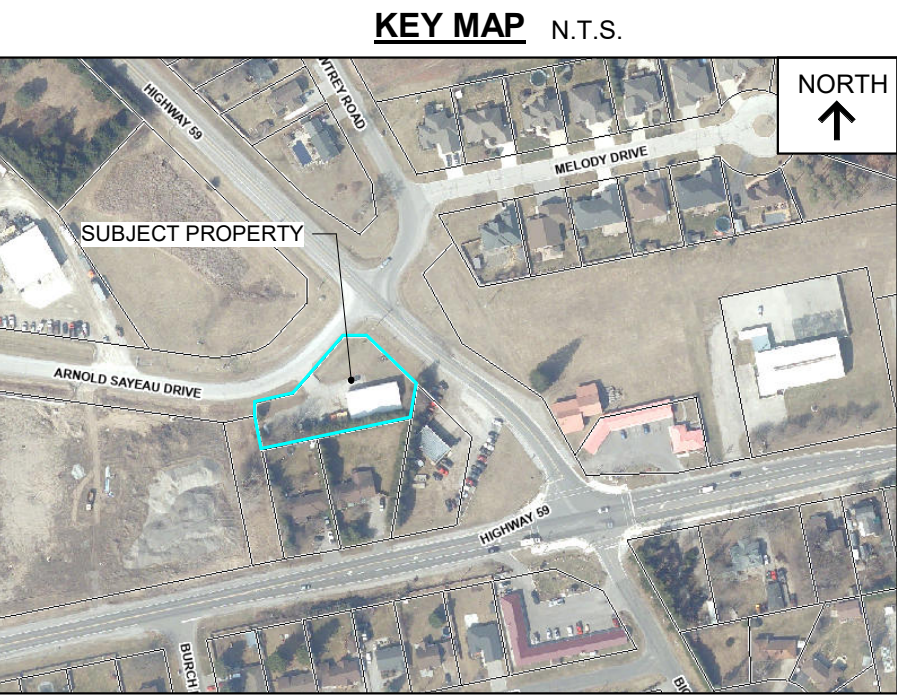
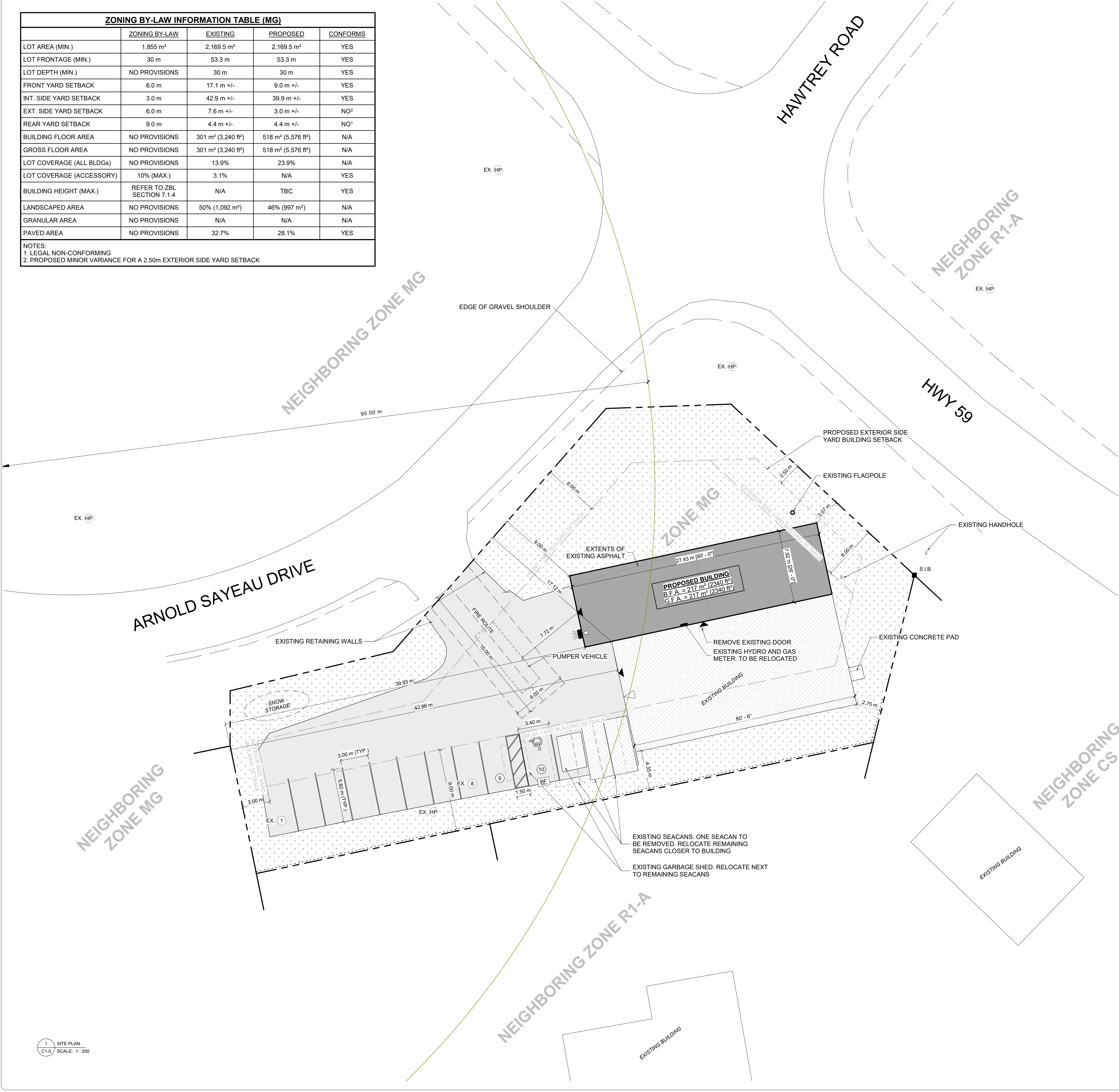
Owner

Date

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

ZONING BY-LAW INFORMATION TABLE (MG)				
	ZONING BY-LAW	EXISTING	PROPOSED	CONFORMS
LOT AREA (MIN.)	1,855 m²	2,169.5 m²	2,169.5 m²	YES
LOT FRONTAGE (MIN.)	30 m	53.3 m	53.3 m	YES
LOT DEPTH (MIN.)	NO PROVISIONS	30 m	30 m	YES
FRONT YARD SETBACK	6.0 m	17.1 m +/-	9.0 m +/-	YES
INT. SIDE YARD SETBACK	3.0 m	42.9 m +/-	39.9 m +/-	YES
EXT. SIDE YARD SETBACK	6.0 m	7.6 m +/-	3.0 m +/-	NO²
REAR YARD SETBACK	9.0 m	4.4 m +/-	4.4 m +/-	NO¹
BUILDING FLOOR AREA	NO PROVISIONS	301 m² (3,240 ft²)	518 m² (5,576 ft²)	N/A
GROSS FLOOR AREA	NO PROVISIONS	301 m² (3,240 ft²)	518 m² (5,576 ft²)	N/A
LOT COVERAGE (ALL BLDGs)	NO PROVISIONS	13.9%	23.9%	N/A
LOT COVERAGE (ACCESSORY)	10% (MAX.)	3.1%	N/A	YES
BUILDING HEIGHT (MAX.)	REFER TO ZBL SECTION 7.1.4	N/A	TBC	YES
LANDSCAPED AREA	NO PROVISIONS	50% (1,092 m²)	46% (997 m²)	N/A
GRANULAR AREA	NO PROVISIONS	N/A	N/A	N/A
PAVED AREA	NO PROVISIONS	32.7%	28.1%	YES

NOTES:
1. LEGAL NON-CONFORMING
2. PROPOSED MINOR VARIANCE FOR A 2.50m EXTERIOR SIDE YARD SETBACK



- SITE PLAN NOTES:**
- FIRE ROUTE ACCESS REQUIRES FIRE PERSONNEL ACCESS AS REQUIRED BY OBC.
 - FIRE ROUTE TO BE POSTED AND DESIGNATED UNDER MUNICIPAL BY-LAW DESIGN REQUIREMENTS AS FOLLOWS:
 - MIN. 6m WIDE, 12m CENTRE LINE TURNING RADIUS AND MAX. 8% SLOPE
 - FIRE ROUTE SIGNS MUST BE STANDARD OF APPLICABLE MUNICIPALITY AND ARE TO BE PLACED AS FOLLOWS:
 - INTERVALS OF NOT LESS THAN 15.2m (50')
 - NOT MORE THAN 45.7m (150') ALONG THE DESIGNATED FIRE ROUTE
 - AT A HEIGHT OF NOT LESS THAN 1.8m (6')
 - GARBAGE / RECYCLING STORAGE IS INCLUDED IN THE BUILDING DESIGN/SITE PLAN.
 - ANY SITE FENCING TO BE CONFIRMED WITH OWNER PRIOR TO CONSTRUCTION.
 - YARD LIGHTING LOCATION AND ORIENTATION TO BE INSTALLED TO NOT INTERFERE WITH TRAFFIC ON COUNTY ROADS PLUS MINIMIZE INTERFERENCE ON NEIGHBORING PROPERTIES.

ZONING: MG - GENERAL INDUSTRIAL ZONE (REFER TO ZONING INFO TABLE FOR DETAILS)	
OFF-STREET PARKING: (AS PER ZBL SECTION 4.9)	
EXISTING:	
EXISTING BUILDING (INDUSTRIAL ESTABLISHMENT):	
OFFICE AREA = 113 m² x 1 SPACE / 30m²	= 4 SPACES
INDUSTRIAL AREA = 106 m² x 1 SPACE / 90m²	= 2 SPACES
WAREHOUSE = 106 m² x 1 SPACE / 180m²	= 1 SPACES
TOTAL EXISTING REQUIRED	= 7 SPACES
TOTAL EXISTING PROVIDED	= 8 SPACES
PROPOSED:	
PROPOSED BUILDING (WAREHOUSE ADDITION):	
OFFICE AREA = 168 m² x 1 SPACE / 30m²	= 6 SPACES
INDUSTRIAL AREA = 128 m² x 1 SPACE / 90m²	= 2 SPACES
WAREHOUSE = 206m² x 1 SPACE / 180m²	= 2 SPACES
TOTAL PROPOSED REQUIRED	= 10 SPACES
TOTAL PROPOSED PROVIDED	= 10 SPACES
BARRIER FREE: (AS PER ZBL SECTION 4.3.9) TOTAL REQUIRED PARKING SPACES (1 - 28 SPACES REQUIRES 1) THEREFORE, REQ'D No. OF BARRIER FREE SPACES = 1 SPACE	

- NOTE:**
- THIS SITE SKETCH IS PROVIDED FOR REPRESENTATION PURPOSES AND IS NOT TO BE SCALED. THE SITE SKETCH HAS BEEN GENERATED USING ONLINE MAPPING INFORMATION. STONECREST ENGINEERING IS NOT RESPONSIBLE FOR THE ACCURACY OF THE PROVIDED INFORMATION AND THIS SCHEMATIC IS TO BE USED TO PROVIDE AN APPROXIMATE LOCATION OF THE PROPOSED STRUCTURES FOR VISUAL PROPOSED ONLY.
 - ADDITIONAL THIRD PARTIES HAVING JURISDICTION ON THE PROPERTY MAY AFFECT FINAL BUILDING PLACEMENT AND ARE TO BE CONSULTED PRIOR TO CONSTRUCTION. SUCH PARTIES OR STUDIES MAY INCLUDE (BUT ARE NOT LIMITED TO): CONSERVATION AUTHORITIES, SERVICES PROVIDERS, MEDIA, MTO, ENVIRONMENTAL IMPACT AGENCIES, GEO-TECHNICAL (SLOPE STABILITY), EROSION / SEDIMENT, GROUND WATER IMPACT, WELL HEAD PROTECTION, NOISE / VIBRATION, TRAFFIC IMPACT, FUNCTIONAL SERVICES AND ODOUR.
 - IT IS THE OWNERS / GC RESPONSIBILITY TO CALL FOR EXISTING SERVICE LOCATES PRIOR TO ANY CONSTRUCTION.

SITE LEGEND

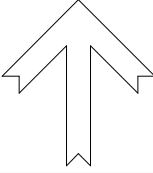
	PARKING SPACE TAGS		FIRE ROUTE SIGN
	BARRIER FREE PARKING SPACE		PROPERTY LINE
	HYDRO POLE		ZONING SETBACKS
	EXTERIOR DOOR / B.F. ENTRANCE		FIRE TRUCK ROUTE
	UNOBSTRUCTED FIRE FIGHTER ACCESS DOOR/WINDOW/ PANEL		FIRE HOSE LINE
	OVERHEAD DOOR		EXISTING ASPHALT
	EXTERIOR BUILDING LIGHT		EXISTING CONCRETE
	B.F. PARKING SIGN		EXISTING GRASS/SOIL

NOTES:
PLEASE READ NOTE PAGE AT BEGINNING OF DRAWING SET FOR ALL NOTES REGARDING THIS PROJECT

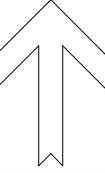
1	2026-06-02	ISSUED FOR CLIENT REVIEW
NO	DATE	DESCRIPTION

- SITE INFORMATION:**
- LEGAL DESCRIPTION:**
PART OF LOT 45
CONCESSION 1
GEOGRAPHIC TOWNSHIP OF DELHI
COUNTY OF NORFOLK
ROLL# 49404008130
 - OFFICIAL PLAN:**
PROTECTED INDUSTRIAL DESIGNATION
(REFER TO APPLICABLE LAND USE PLANNING AND DESIGNATION FOR DETAILS)
 - ZONING:**
MG DESIGNATION, GENERAL INDUSTRIAL ZONE
(REFER TO APPLICABLE AHJ ZONING BY LAW)
 - TOPOGRAPHICAL SURVEY INFORMATION PROVIDED BY STONECREST ENGINEERING INC.

PROJECT NORTH



TRUE NORTH



DRAFT - NOT FOR CONSTRUCTION

PROFESSIONAL ENGINEER'S SEAL



CONTRACTOR TO CHECK ALL DIMENSIONS AND ELEVATIONS AND REPORT ANY DISCREPANCIES TO THE ENGINEER BEFORE PROCEEDING WITH THE WORK
DO NOT SCALE THE DRAWINGS

CLIENT:	DENNIS HORSERADISH
LOCATION:	10 ARNOLD SAYEAU DRIVE, DELHI, ON N4B 2W5
PROJECT NAME:	DENNIS' HORSERADISH ADDITION
PROJECT STATUS AND VERSION:	PRELIMINARY DRAWINGS

DESIGNED BY:	PRINT DATE:
JF	JUNE 2, 2026
PAGE DESCRIPTION:	
SITE PLAN	
SCALE:	AS NOTED
FILE:	9195
PAGE NUMBER:	



ZONING DEFICIENCY FORM

GENERAL INDUSTRIAL ZONE

PROPERTY INFORMATION

PLANNING APPLICATION NUMBER: ANPL2026161

Agent: Jillian Fuller - Stonecrest Engineering

Civic Address: 10 Arnold Sayeau Drive, Delhi

Legal Description: MID CON 1 NTR PT LOT 45 RP 37R2189 PARTS 10, 11 RP 37R4195 PART 1 CORNER 0.45AC 190.3

Roll Number: 3310494040081300000

Current zoning: MG - General Industrial

Proposed building/use: Warehouse Addition

Existing uses on property: Production and warehouse facility for food processing (horseradish)

ZONING PROVISIONS

	Proposed		Required		Deficiency	Zoning By-Law Reference
Lot Area	n/a	m2	n/a	m2	m2	7.1.4 a
Lot Frontage	n/a	m	n/a	m	m	7.1.4 b
Front Yard Setback	14.69	m	6	m	m	7.1.4 c
Exterior Side Yard Setback	2.5	m	6	m	3.5	7.1.4 d
Interior Side Yard Setback(Left)	8.21	m	3	m	m	7.1.4 e
Interior Side Yard Setback(Right)	39.93	m	3	m	m	7.1.4 e
Rear Yard Setback	16.65	m	9	m	m	7.1.4 f
Building Height	Subject to a 45 degree angular plane				m	7.1.4 g
Outdoor Storage	Not permitted in front yard					7.1.4 h
Number Of Parking Spaces	10		10			4.9
Other:						

Comments: No architectural drawings have been provided at this time. It is the applicants responsibility to ensure that the 45 degree angular plane building height provision (7.1.4 g) complies when submitting any future building applications or an additional variance may be required. The lot is an irregular shape, refer to the sketch on page 2 for correct property line names

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

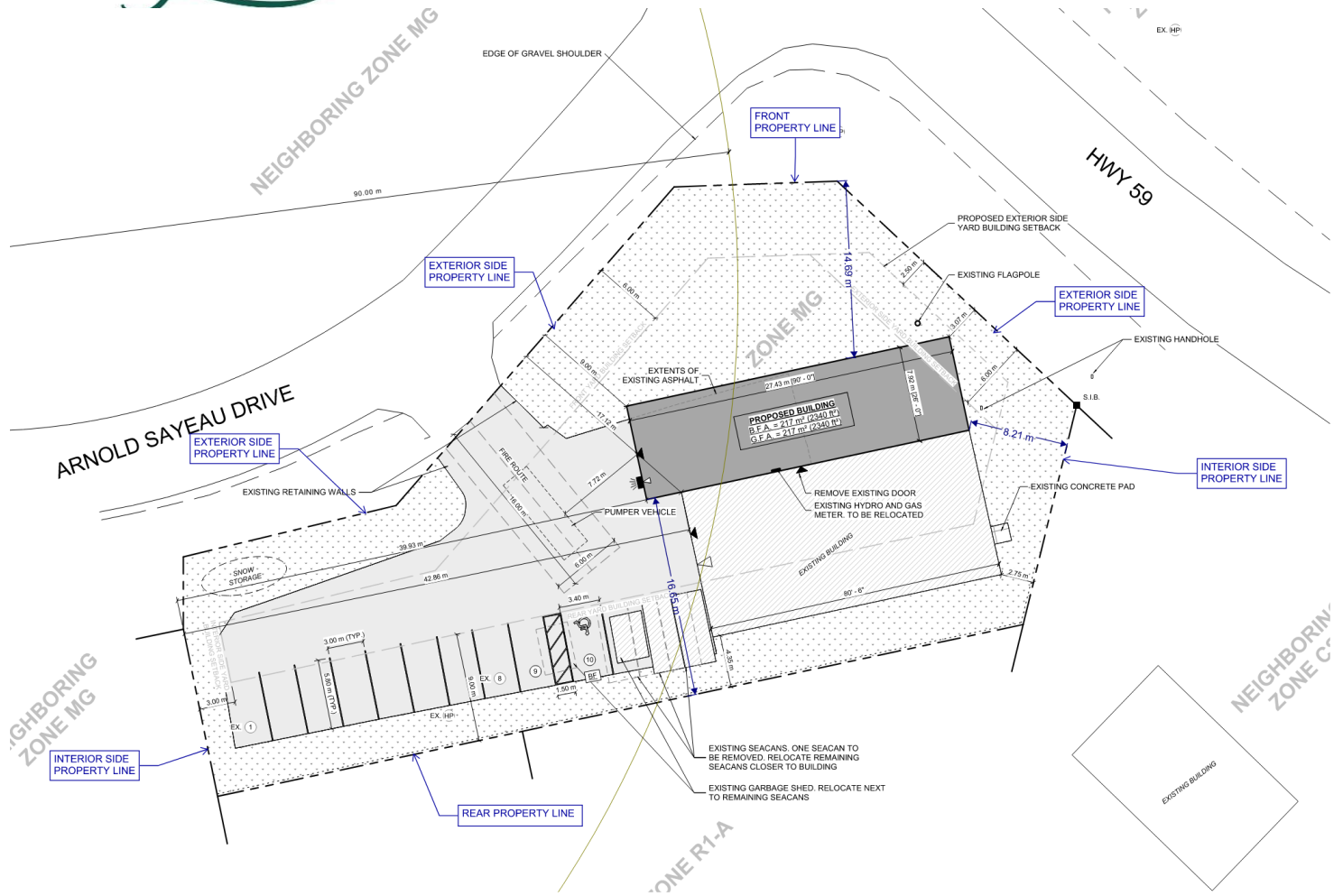
Date

Date

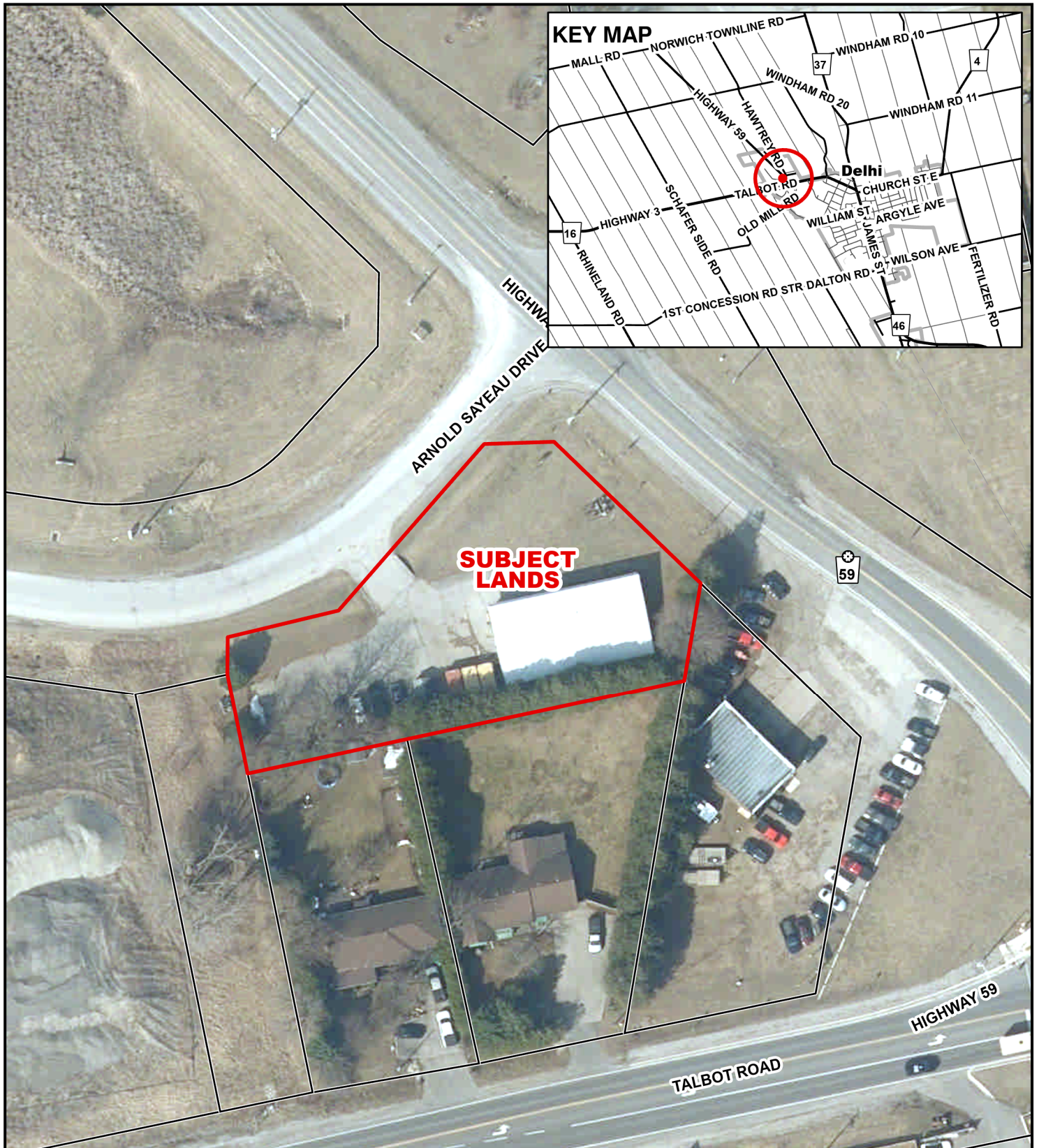
7/6/2026

Community Development Division - Building Department

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



SKETCH SHOWING PROPERTY LINE NAMES

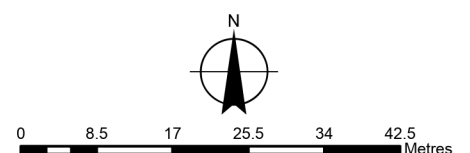


Legend

Subject Lands

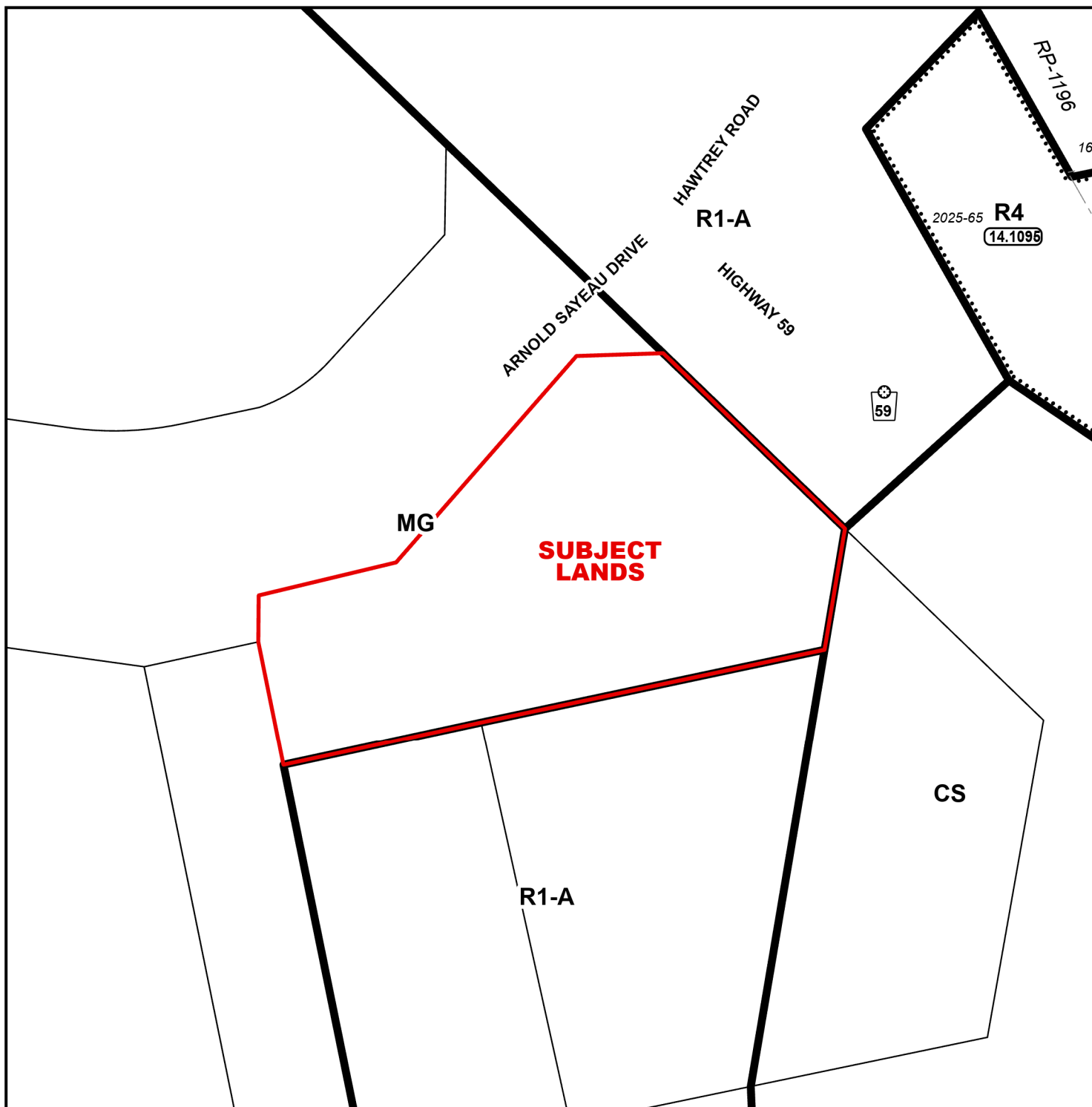
7/13/2026

2025 Air Photo



MAP B
ZONING BY-LAW MAP
 Geographic Township of MIDDLETON

ANPL2026161



LEGEND

Subject Lands

ZONING BY-LAW 1-Z-2014

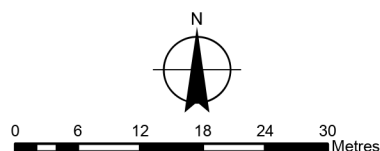
7/13/2026

(H) - Holding

CS - Service Commercial Zone

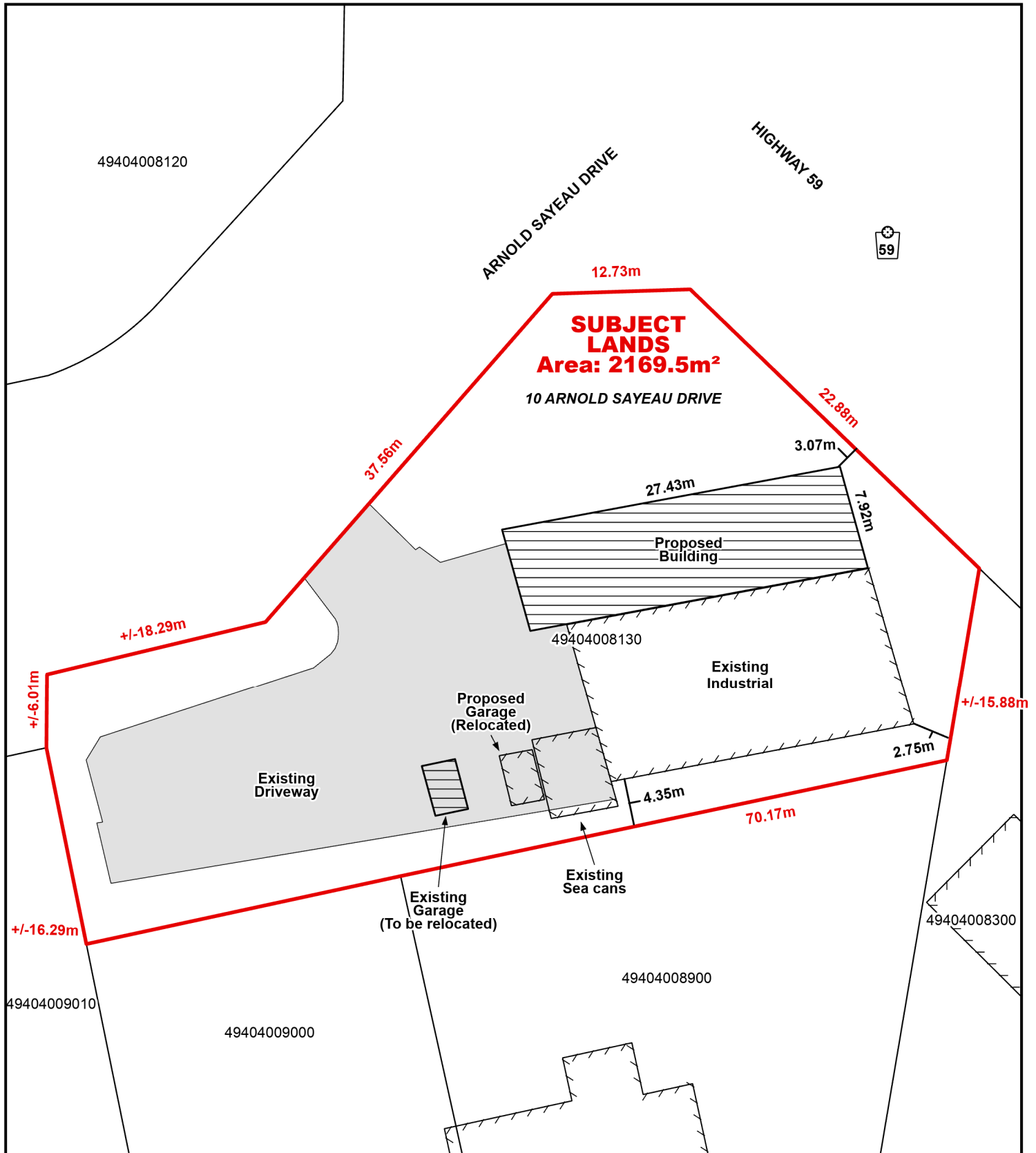
MG - General Industrial Zone

R1-A - Residential R1-A Zone



CONCEPTUAL PLAN

Geographic Township of MIDDLETON



Legend

Subject Lands

7/13/2026

