

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: 54201038901

A. Applicant Information

Name of Owner Elizabeth Janzen

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 105 12th Concession Rd
Town and Postal Code Langton NOE 1G0
Phone Number _____
Cell Number _____
Email _____

Name of Authorized Applicant Gerhard Friesen

Address 8221 Sandytown Rd
Town and Postal Code Stratfordville NOJ 140
Phone Number _____
Cell Number 519-403-8769
Email horizonservices8221@gmail.com



Name of Authorized Agent

Gerhard Friesen

Address

8221 Sandytown Rd

Town and Postal Code

Stratfordville ON N0J 1Y0

Phone Number

Cell Number

519-403-8769

Email

horizonservices8221@gmail.com

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):

NWAL CON ~~12~~ 12 PT LOT 2

Municipal Civic Address: 105 12th Concession Rd, Langton

Land acquisition date (if known): Unknown

Present Official Plan Designation(s): Agricultural

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 / Agricultural

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.

New covered deck

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:

Agricultural

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)	13.0 m	8.39 m	3.11 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			

70



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:

12th Concession Rd

G. Other Information

Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

H. Supporting Material to be submitted by Applicant

In order for your application to be considered complete, folded hard copies and an electronic version of the site plan drawings, additional plans, studies and reports will be required in addition to a sketch plan in accordance with [Ontario Regulation 200/96](#).

i. Sketch in Metric Units

A sketch showing the following, in metric units:

- a) The boundaries and dimensions of the subject land.
- b) The location, size, dimensions, and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- c) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- d) The current uses on land that is adjacent to the subject land.
- e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
- f) If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- g) The location and nature of any easement affecting the subject land.
- h) Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures.



I. Transfers, Easements and Postponement of Interest

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

Permission to Enter Subject Lands

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

Freedom of Information

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

Gerhard Friesen
Owner/Applicant/Agent Signature

July 15, 2026
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 Elizabeth Janzen 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.

[Redacted]
Owner
Elizabeth Janzen
Owner

[Redacted]
Date
July 16, 2026
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

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

Gerhard Friesen

Owner/Applicant/Agent Signature

In Norfolk County

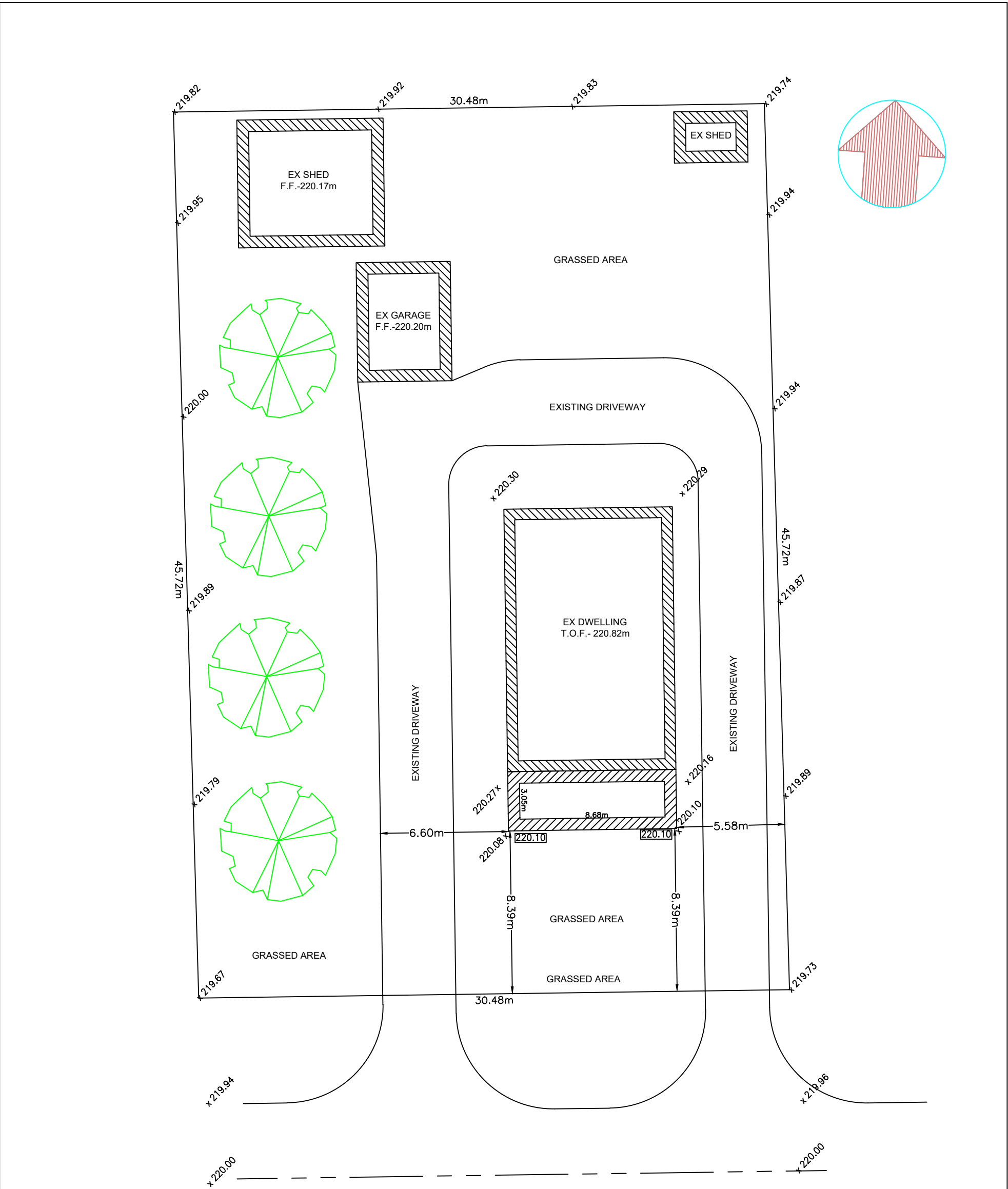
This 16 day of July

A.D., 2026

Jodi Lynn Pfaff-Schimus

A Commissioner, etc.

Jodi Lynn Pfaff-Schimus, a
Commissioner, etc., Province of Ontario,
for the Corporation of Norfolk County.
Expires March 6, 2028.



NOTES:

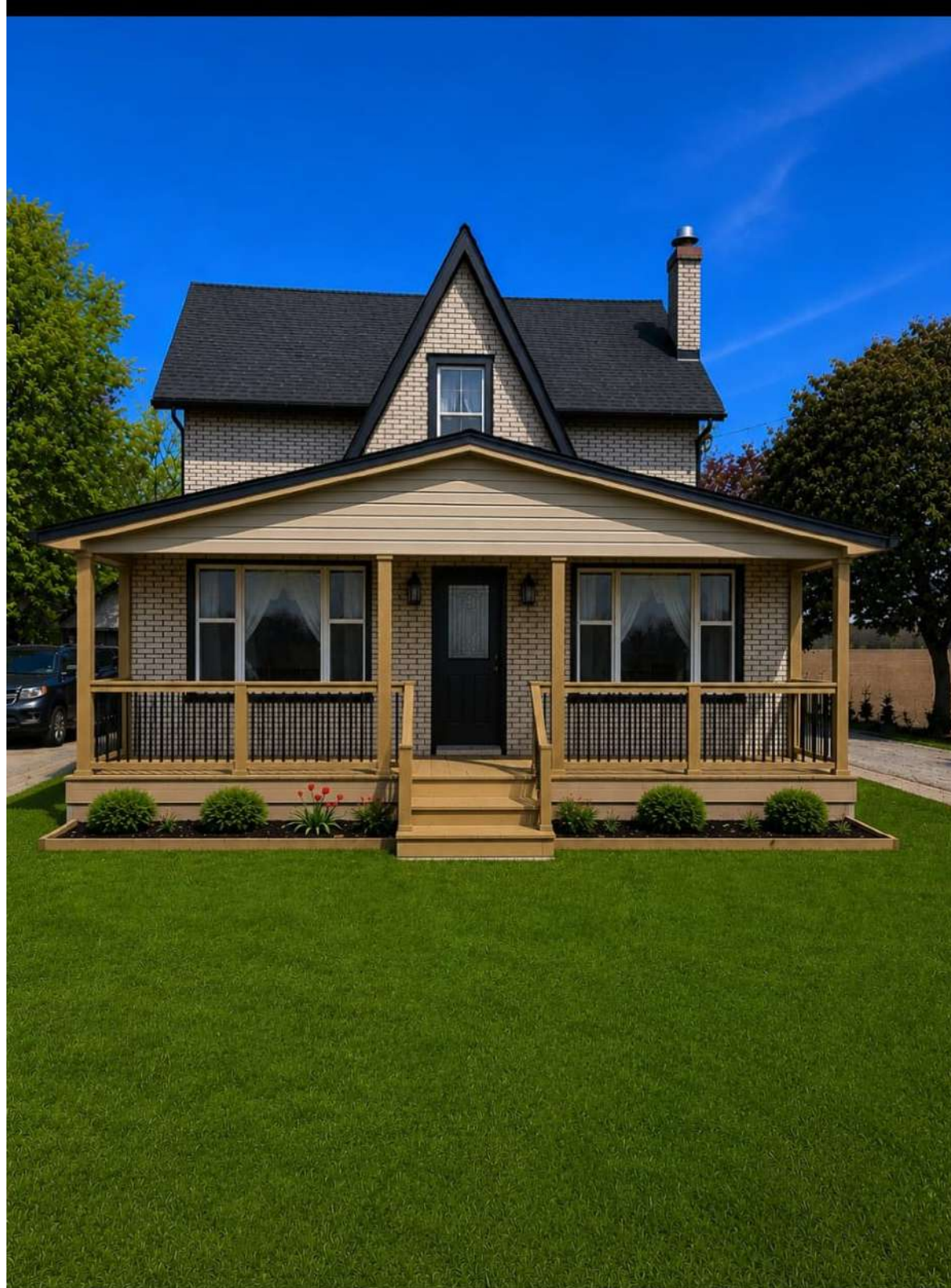
- 1. UNAUTHORIZED USE OF THESE PLANS IS PROHIBITED.
- 2. SURVEY INFORMATION AS PROVIDED BY OWNER.
- 3. LOCATION OF EXISTING UTILITIES ARE APPROXIMATE ONLY AND SHOULD BE VERIFIED IN THE FIELD BY THE CONTRACTOR.
- 4. DRAWING TO BE USED FOR GRADING PURPOSES ONLY.

EXISTING ELEVATIONS + 255.55
PROPOSED GRADES 255.55
OVERLAND FLOW

BENCHMARK: STATION 00819788113 CGVD 28:78, ELEVATION 229.674m.

	SCALE. 1:250 HORIZONTAL				FROESE FRAMING AND GENERAL CONTRACTING		
					J.S.MALPASS AND ASSOCIATES ENGINEERS AND PLANNERS SARNIA, ONTARIO		PROPOSED ADDITION 105 12th CONCESSION LANGTON, ONTARIO
No.	REVISION	DATE	BY	DESIGN BY: J.S.M.	DRAWN BY: J.S.M.	CHECKED BY:	DRAWING No.
				PROJECT No.:08-9	FIELD BOOK No.:	DATE: NOV 2024	1





Trusses 24" ϕ

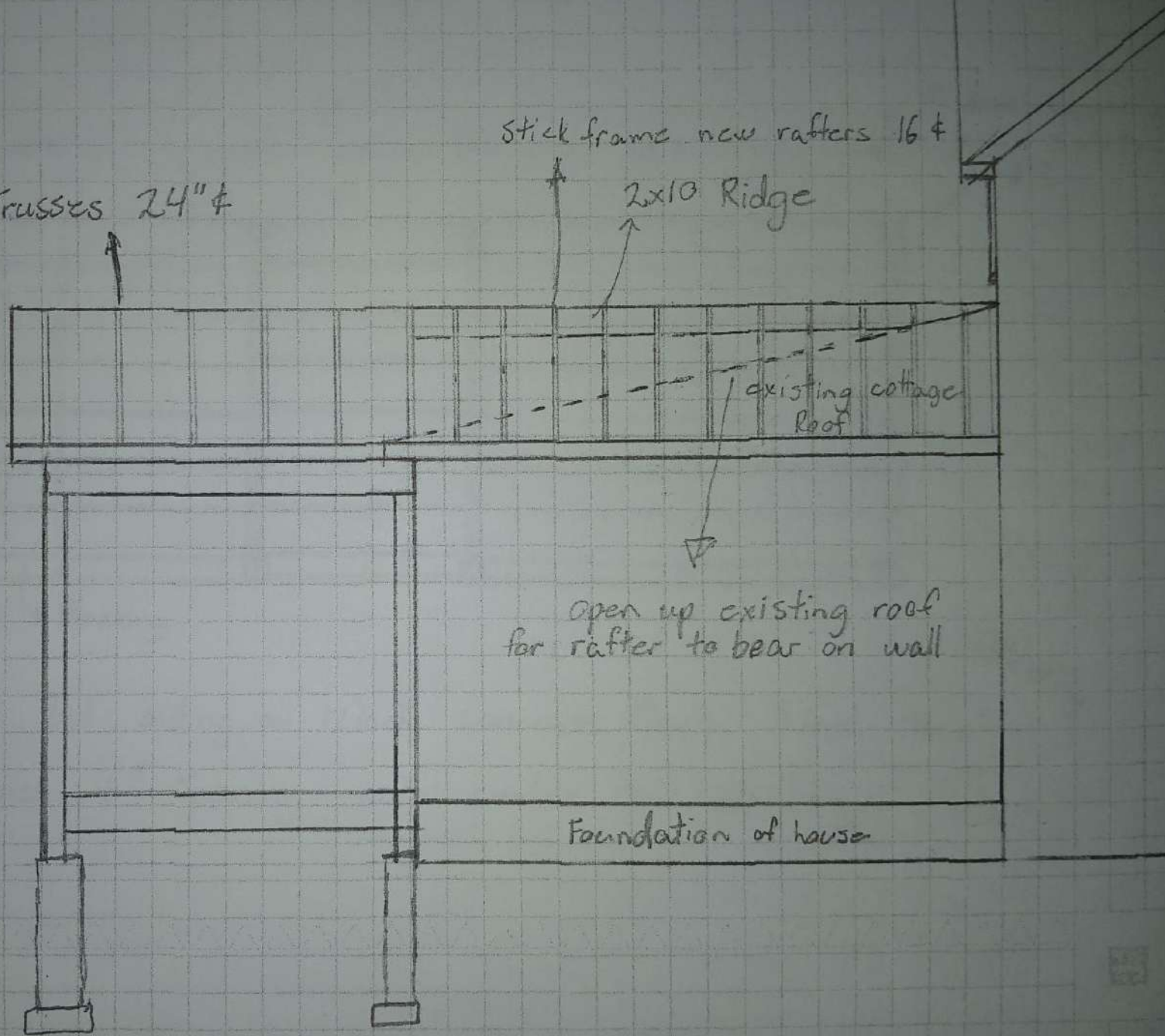
Stick frame new rafters 16 ϕ

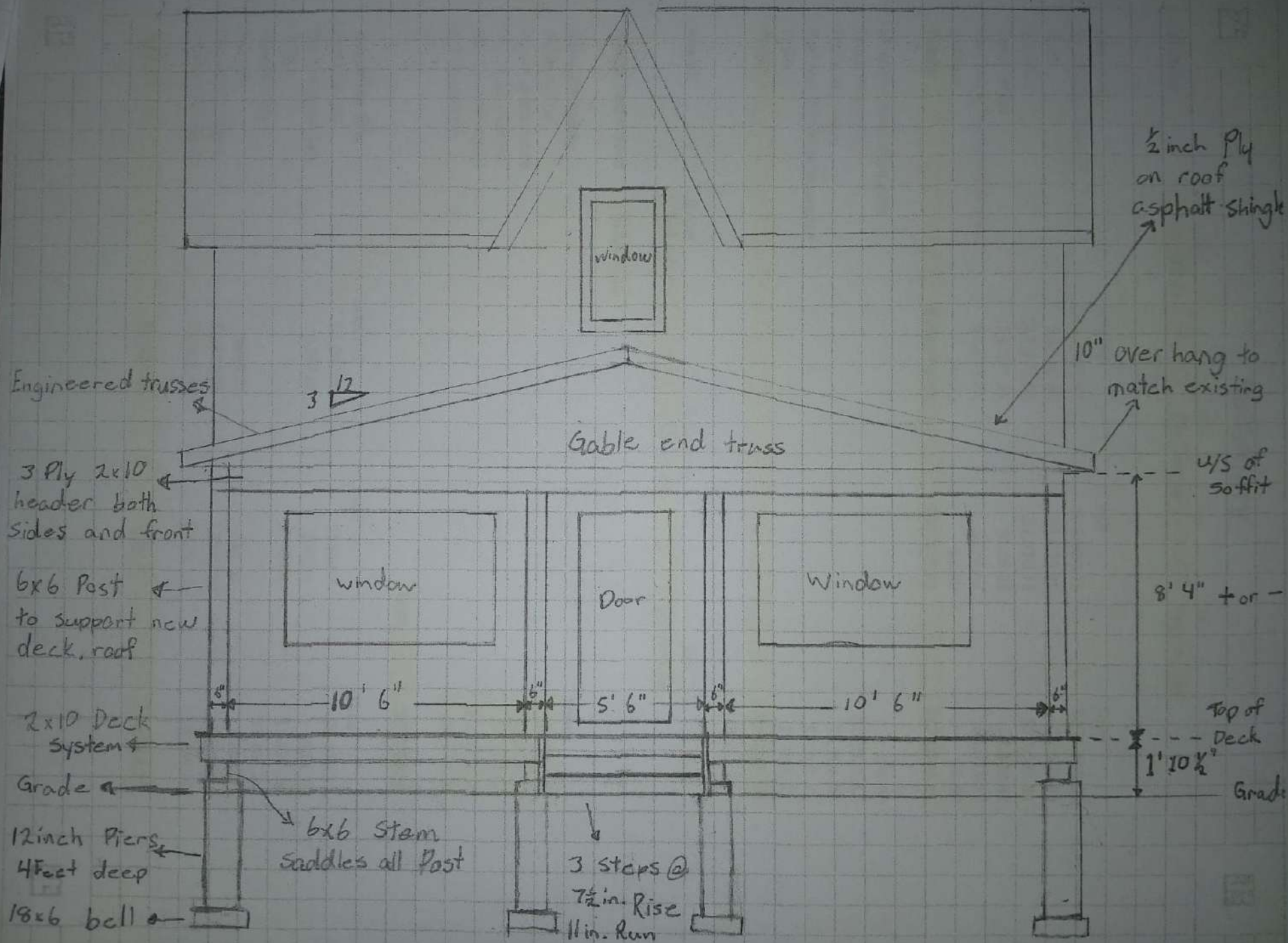
2x10 Ridge

existing cottage
roof

open up existing roof
for rafter to bear on wall

Foundation of house



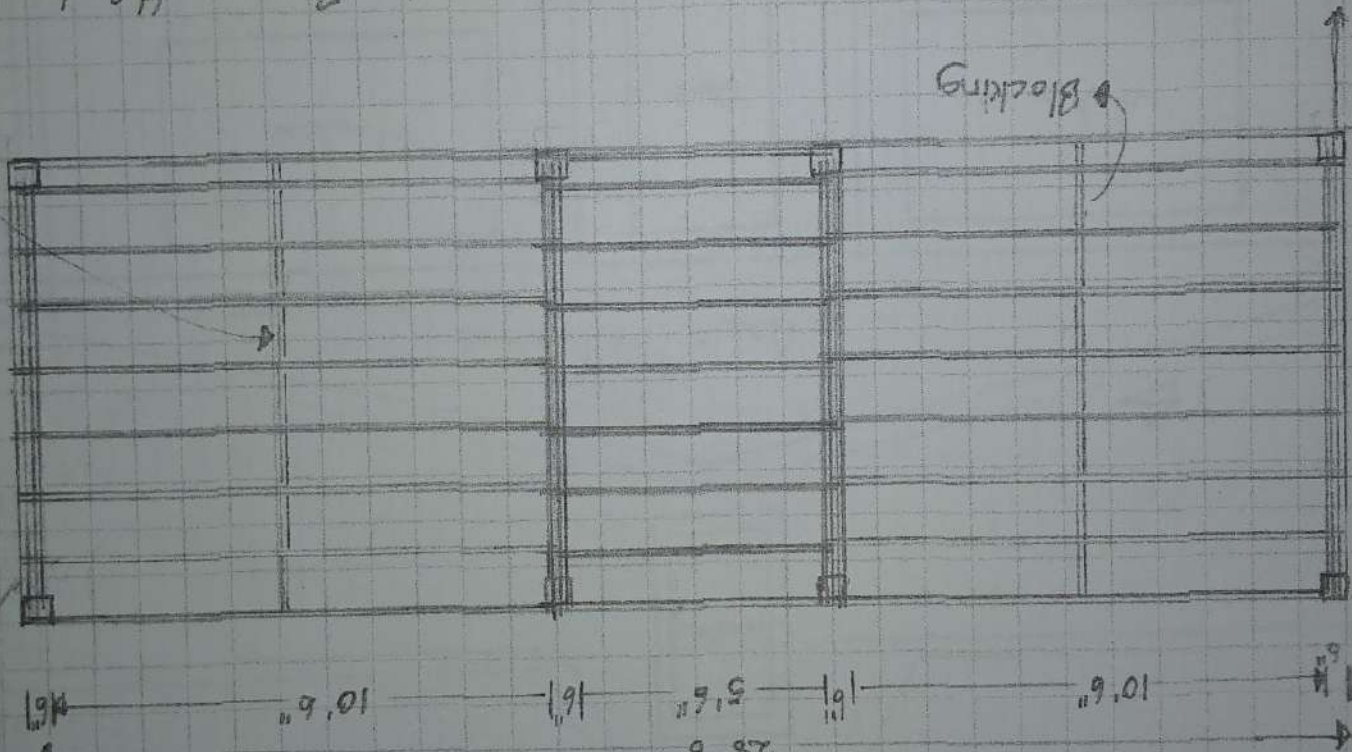


Top View of deck joist

8' 11" x 10' 0"

Joist 16" x 4

10' 0"



all are 6x6 Post sitting on 12 inch concrete piers 4 feet Deep
Joist 16" Spacing with center row blocking

Blocking

Blocking

All beams Supporting
Joists 3 ply 2x10
P.I.



Zoning Review Comments

105 12TH CONCESSION ROAD

PRBD20260755

This letter is issued pursuant to Norfolk County By-Law 1-Z-2014 as amended.

Issued date: July 09, 2026

Gerhard Friesen
8221 Sandytown Rd, PO Box 88
Stratfordville, ON N0J 1Y0

As a part of the Building Permit application process, zoning review and compliance to our zoning Bylaw 1-Z-2014 is required prior to the issuance of a permit. Your application is currently under zoning review and the following comments below must be addressed in order to achieve zoning compliance.

Review Item	Comments
Zoning Review Completed By: Lisa Jennings July 09, 2026	Status: Revisions Required Decks and Porches No deck or unenclosed porch shall: a) be nearer than 1.2 metres from an interior side lot line; b) have a floor higher than the height, above finished grade, of the floor of the first storey of the main dwelling on the lot, if so, it is referred to as a balcony [27-Z-2020]; c) be closer than 3 metres from the rear lot line; [8-Z-2020] ***d) project more than 1.5 metres into the required front yard or required exterior side yard; * minimum front yard required 13m 13m - 1.5m = 11.5m - the proposed deck is shown to encroach 3.11m approx. into the required front yard. *** e) on a sloping rear yard, be closer than 3 metres from an interior lot line and 6 metres from the rear lot line, at the point where the deck floor reaches a height of 2 metres above the finished surface of the ground.

If you have any questions or concerns regarding this review, or need clarification on an item, please feel free to contact the undersigned, so we can help you through this process.

Once all items are address, please resubmit to zoning@norfolkcounty.ca or our [online portal](#).

Thank you;

Lisa Jennings
Building Inspector II
Phone: (226) 667-3655 ext.2267
Email: lisa.jennings@norfolkcounty.ca



ZONING DEFICIENCY FORM

PROPERTY INFORMATION

PLANNING APPLICATION NUMBER: ANPL2026181

Applicant: GERHARD FRIESEN

Civic Address: 105 12TH CONCESSION RD

Legal Description: NWAL CON 12 PT LOT 2 REG 0.34AC 100.00FR 150.00D

Roll Number: 3310542010389010000

Current zoning: A - AGRICULTURAL

Proposed building/use: COVERED DECK

Existing uses on property: SINGLE FAMILY DWELLING

ZONING PROVISIONS

	Proposed		Required		Deficiency	Zoning By-Law Reference
Lot Area	n/a	ha	40	ha		12.1.2 a
Lot Frontage	n/a	m	30	m		12.1.2 b
Front Yard Setback	8.39	m	11.5	m	3.11	12.1.2 c & 3.6 d
Exterior Side Yard Setback	n/a	m	13	m		12.1.2 d
Interior Side Yard Setback(Left)	>6.6	m	3	m		12.1.2 e
Interior Side Yard Setback(Right)	5.58	m	3	m		12.1.2 e
Rear Yard Setback	n/a	m	9	m		12.1.2 f
Minimum separation between farm processing facility and a dwelling on adjacent lot	n/a	m	30	m		12.1.2 g
Building Height		m	11	m		12.1.2 h
Number Of Parking Spaces	n/a		2			4.9
Other:						
Other:						

Comments:

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

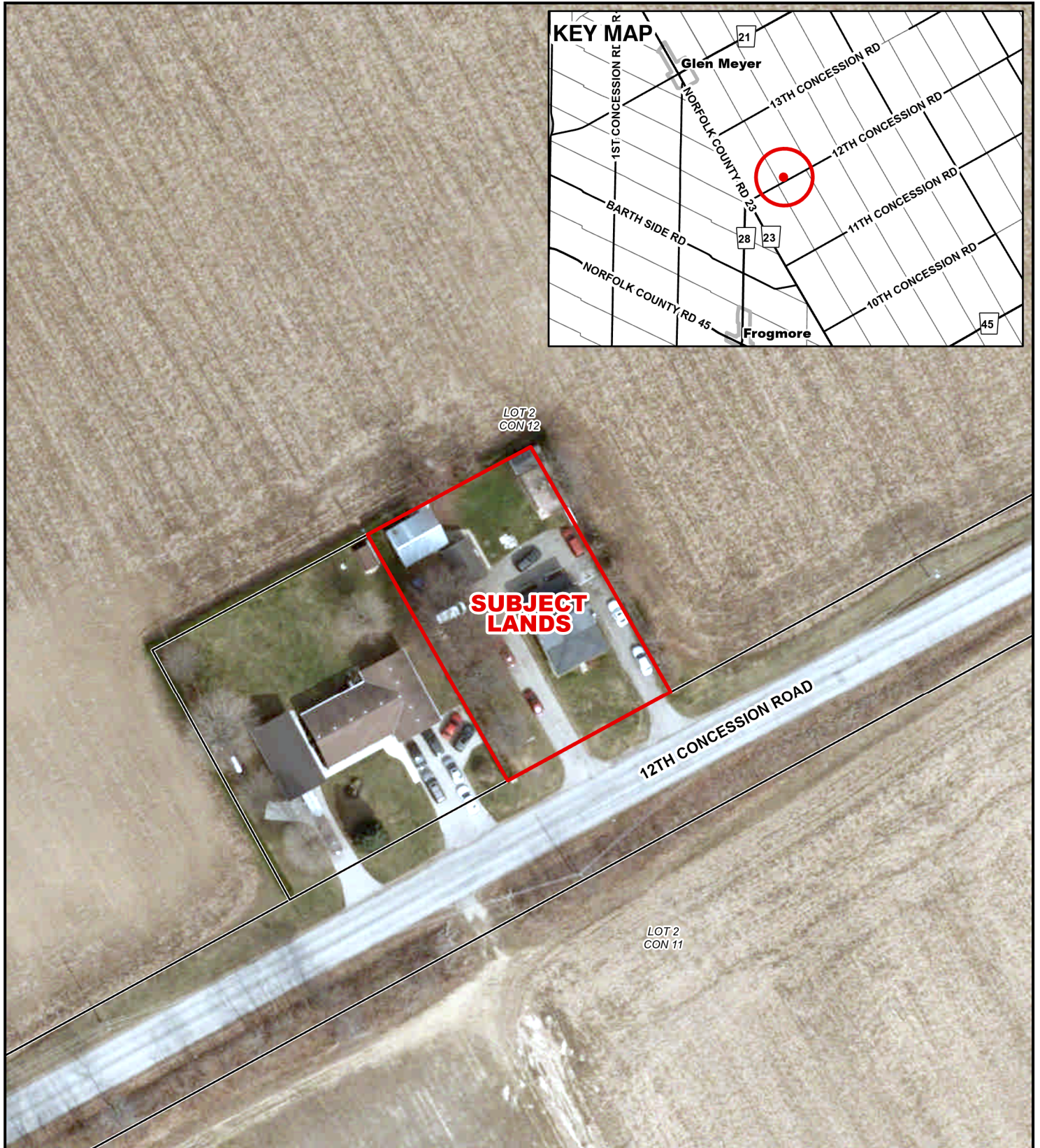
8/19/2026

Date

Date

Community Development Division - Building Department

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

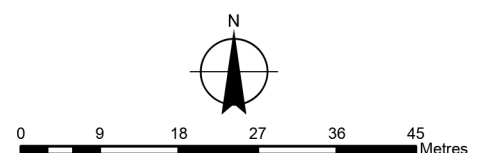


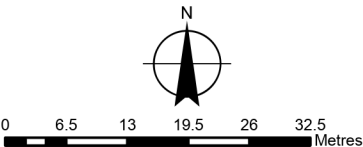
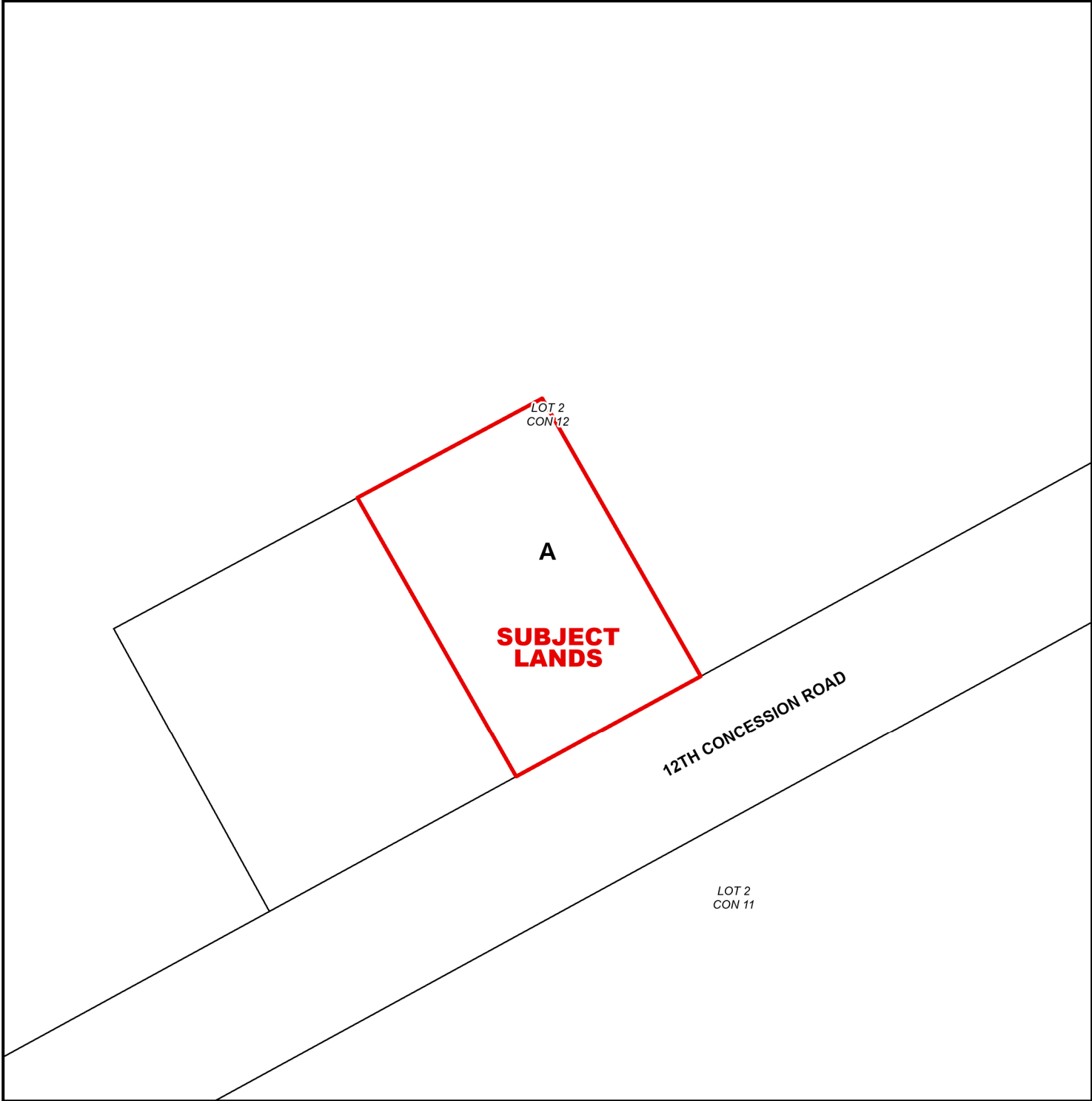
Legend

 Subject Lands

8/26/2026

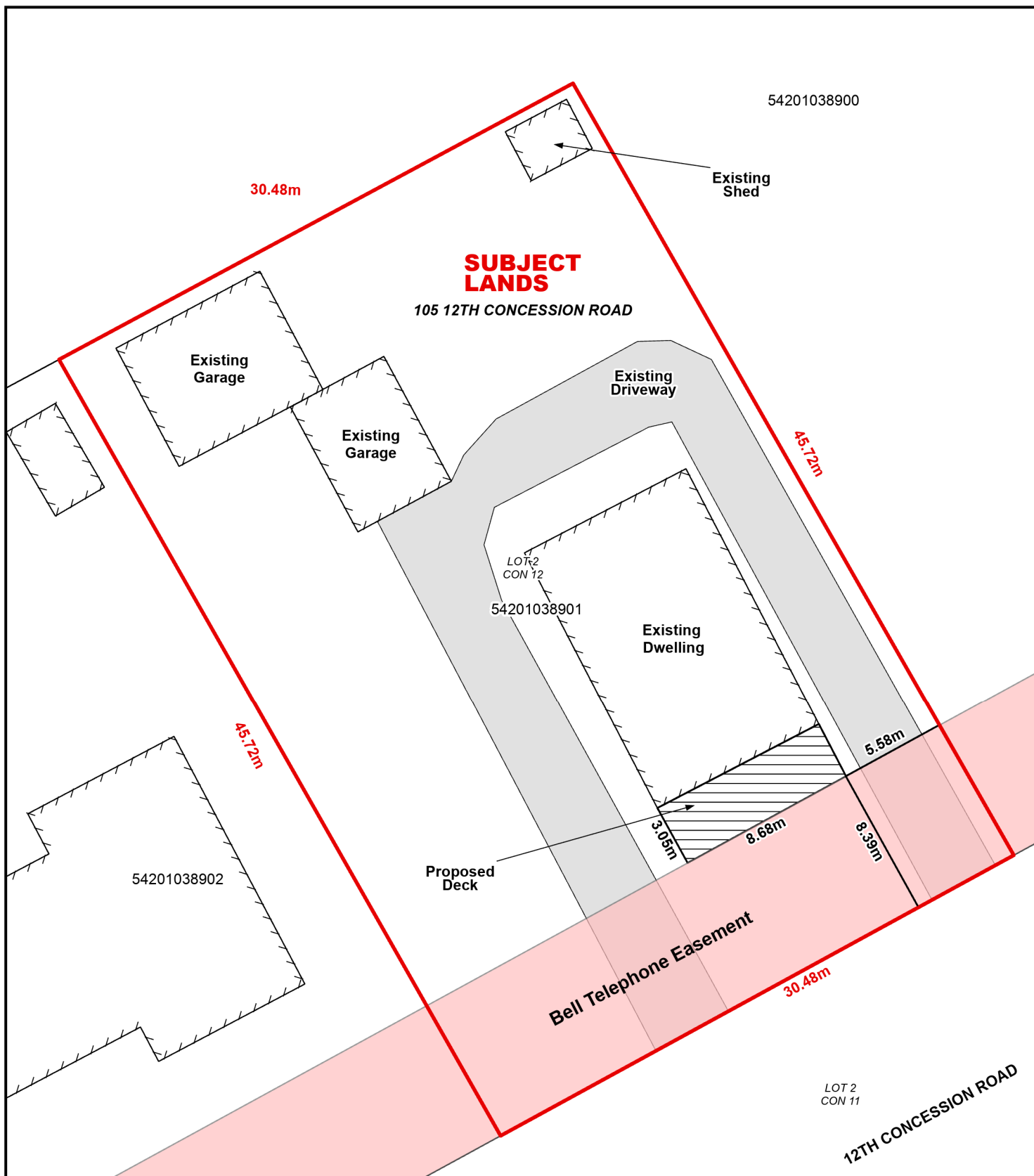
2025 Air Photo





CONCEPTUAL PLAN

Geographic Township of NORTH WALSINGHAM



Legend

Subject Lands Easements

8/26/2026

