



COMMENT REQUEST FORM

FILE NO: *BNPL2010083

☒ Building Department
☒ Building Inspector (Sewage System Review)
☒ Forestry Division
☒ GIS Section
☒ Fire/EMS
☒ Public Works NOTE: If an agreement is required
please attach the clauses you require in the
agreement.

☐ Railway
☒ Norfolk Power
☐ Ministry of Transportation
☐ Conservation Authority

This Committee has received a consent/minor variance application concerning land within your jurisdiction. The proposal is explained on the attached application. If you require further information, please feel free to contact this office. In order to properly consider this application, the **Committee of Adjustment requires your comments by:**

NOVEMBER 1ST, 2010

APPLICANT:

DANCEY ABIGAIL MARGARET
MACKENZIE DANNY, 201 MARKET ST E PORT DOVER, ON N0A 1N0

AGENT:

JEWIT AND DIXON LTD., R.C. DIXON, O.L.S. SIMCOE, ON N3Y4J9

LOCATION: PDOV PLAN 207 BLK 44 PT LOTS, 15 16 (201 MARKET STREET)

ASSESSMENT ROLL NO.: 3310334010409000000

PROPOSAL:

An application has been received to sever a parcel having a frontage 17.91 m (58.77 ft), a depth of 25.15 m (82.5 ft) and having an area of 442.3 sq.m. (4761 sq.ft.) and retain a parcel having an area of 570.5 sq.m. (6,141 sq.ft.) as a creation of a lot in the urban area.

PLEASE REPLY BY EMAIL DIRECTLY TO:

SHIRLEY CATER, MCIP, RPP, ECD

60 Colborne Street South, Simcoe ON N3Y 4H3
(519) 426-5870 ext: 1290

EMAIL: shirley.cater@norfolkcounty.ca

COMMITTEE OF ADJUSTMENT DECISION:

If you wish to be notified of the Decision of Norfolk County, Committee of Adjustment in respect of the proposed application, you must make a written request to:

Karen Judd, ACST, Secretary-Treasurer
P.O. Box 128, 22 Alberf Street, Langton ON N0E 1G0
Phone: (519) 875-4485 ext 1835; Fax: (519) 875-4789
karen.judd@norfolkcounty.ca

APPEALS TO THE ONTARIO MUNICIPAL BOARD:

If a person or public body that files an appeal of a Decision of Norfolk County Committee of Adjustment in respect of the proposed consent or variance does not make written submission to the Norfolk County Committee of Adjustment, before it gives or refuses to give a provisional consent or variance, the Ontario Municipal Board may dismiss the appeal.

CIRCULATION DATE: October 18th, 2010

revised app

CONSENT / SEVERANCE

Office Use:

File Number: BN- PL 2010083
Related File: AN PL 2010 085
Fees Submitted: yes
Application Submitted: yes July 8/2010
Sign Issued: yes Oct 7/2010
Complete Application: yes

This development application must be typed or printed in ink and completed in full. An incomplete or improperly prepared application may not be accepted and could result in processing delays.

Property assessment roll number: 3310-010-40900-0000

- | | |
|---|--|
| <input checked="" type="checkbox"/> Creation of a new lot | <input type="checkbox"/> Boundary adjustment |
| <input type="checkbox"/> Surplus Dwelling | <input type="checkbox"/> Easement |
| <input type="checkbox"/> Farm Split | <input type="checkbox"/> Right-of-way |
| <input type="checkbox"/> Other (lease / charge) | |

A. APPLICANT INFORMATION

Name of Applicant¹ Abigail Dancey & Danny Mackenzie Phone # (519) 583-9343
Address 201 Market St. E. Fax # _____
Town / Postal Code Port Dover, N0A1M0 E-mail _____

¹ If the applicant is a numbered company provide the name of a principal of the company.

AGENT INFORMATION

Name of Agent R. C. Dixon, OLS. Phone # (519) 426-0842
Address 51 Park Road Fax # 426-1034
Town / Postal Code Simcoe N3Y 4J9 E-mail surveyors@amtelecom.net

OWNER(S) INFORMATION

Please indicate name(s) exactly as shown on the Transfer/Deed of Land

Name of Owners² Abigail Dancey Phone # (519) 583-9343
Address 201 Market St. E. Fax # _____
Town / Postal Code Port Dover, N0A1M0 E-mail _____

² 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.

Please specify to whom all communications should be sent³: ☐ Applicant ☒ Agent ☐ Owner

³ Unless otherwise directed, all correspondence, notices, etc., in respect of this development application will be forwarded to the Applicant noted above, except where an Agent is employed, then such will be forwarded to the Applicant and Agent.

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





GUIDE FOR THE SUBMISSION OF AN APPLICATION FOR A CONSENT / SEVERANCE DEVELOPMENT APPLICATION

A complete development application for a consent / severance consists of the following:

- a. A properly completed and signed development application form;
- b. Supporting information adequate to illustrate your proposal as indicated in Section J. of this development application form;
- c. Consent from the registered owner of the subject lands where the applicant is not the owner; and,
- d. A cheque payable to Norfolk County in the amount set out in the fees by-law.

The above information is required to ensure that your development application is given full consideration. An incomplete or improperly prepared development application may not be accepted or may result in delays during the processing of the development application.

PROCESSING THE DEVELOPMENT APPLICATION

Upon receipt of a completed development application, it will be sent to other public agencies for their comments and recommendations. The comments received from these other public agencies assist planning staff with the preparation of the report and recommendation.

The time involved in processing a development application varies depending upon its complexity and its acceptability to the other public agencies and local residents. If objections are received during the appeal period for the decision, an Ontario Municipal Board hearing must be held which can add considerable time to the process.

At the appropriate times, the applicant, owner or agent, as the case may be, will receive the following:

- a. Written acknowledgement of receipt of the completed development application;
- b. Written notice of the date and time of the public meeting when the Committee of Adjustment will be considering the development application (the applicant, owner, agent and the public will have the opportunity to make a verbal presentation at the meeting);
- c. A copy of the staff report; and
- d. Written decision of the Committee of Adjustment.

ASSISTANCE

Before submitting a development application, it is recommended that you contact a Planner to arrange an appointment to discuss your application. Time is often saved by these preliminary discussions. It may be necessary to seek the assistance of independent professional help (e.g. planning consultant, engineer, etc.) for complex applications.

NOTIFICATION SIGN REQUIREMENTS

For the purpose of public notification and in order for staff to locate your lands, you will be given a sign to indicate the intent and purpose of your development application. It is your responsibility to:

1. Post one sign per frontage in a conspicuous location on the subject lands
2. Ensure one sign is posted at the front of the subject lands at least three feet above ground level
3. Notify the Planner when the sign is in place in order to avoid processing delays
4. Maintain the sign until the development application is finalized

FEES AND SUBMISSION

The following is required in order for the development application to be considered complete: one copy of this development application, information stated in Section J. and the required application fee. Please make cheques payable to Norfolk County. Additional fees or legal costs may apply if an Ontario Municipal Board hearing is held.

An additional fee may be required if a review by the Long Point Region Conservation Authority or by the Grand River Conservation Authority is deemed necessary by planning staff and/or by the Authority. 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 same time your application is submitted.

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 public agencies, but before the public notice being sent, half the original fee will be refunded. If withdrawn after the public notice has been circulated but prior to the report preparation, one quarter of the original fee will be refunded. If the application is withdrawn after the report has been prepared, no fee will be refunded.

For additional information or assistance in completing this development application, please contact a Planner at 519.426.5870 ext. 1340 or 519.875.4485 ext. 1834.

Please submit the completed application and fees to:

NORFOLK COUNTY

Planning & Economic Development Department
60 Calborne Street South, PO Box 545
Simcoe, ON N3Y 4N5

OR

22 Albert Street, PO Box 128, Langton, ON N0E 1G0

CONSENT / SEVERANCE

B. LOCATION/LEGAL DESCRIPTION OF SUBJECT LANDS

Geographic Township	_____	Urban Area or Hamlet	<u>Port Dover</u>
Concession Number	_____	Lot Number(s)	_____
Registered Plan Number	<u>207</u>	Lot(s) or Block Number(s)	<u>L. 15 & 16 Bl. 44</u>
Reference Plan Number	_____	Part Number(s)	_____
Frontage (metres/feet)	<u>25.15 m ± / 82' 5" ±</u>	Depth (metres/feet)	<u>40.43 m / 132' 6" ±</u>
Width (metres/feet)	<u>25.15 m ± / 82' 5" ±</u>	Lot area (m ² / ft ² or hectares/acres)	<u>1017 m² / 10,943 ft²</u>
Municipal Civic Address	<u>201 Market St.</u>		

For questions regarding requirements for a municipal civic address please contact NorfolkGIS@norfolkcounty.ca.

To obtain your municipal civic address for the severed lands please contact your local building inspector.

Are there any easements or restrictive covenants affecting the subject lands?

☐ Yes

☐ No

IF YES, describe the easement or covenant and its effect:

C. PURPOSE OF DEVELOPMENT APPLICATION

Please explain what you propose to do on the subject lands/premises which makes this development application necessary (if additional space is required, please attach a separate sheet):

Two dwellings exist on this property - both are on municipal sewer but shared municipal water. The intent is to sever the smaller dwelling.

Name of person(s), if known, to whom lands or interest in lands is to be transferred, leased or charged (if known):

If a boundary adjustment, identify the **assessment roll number** and **property owner** of the lands to which the parcel will be added:

CONSENT / SEVERANCE

If the application involves the severance of a surplus farmhouse (through farm amalgamation), please list all properties in Norfolk County, which are owned and farmed by the applicant and involved in the farm operation:

Owners Name and Address (including those with part interest) Assessment Roll No. (obtained from your tax bill)	Geographic Township Concession and Lot #	Total Acreage (individual property)	Acres Workable (individual property)	Existing Farm Type (individual property e.g. corn production, orchard, tobacco)	Dwelling Present	Year Dwelling Built
SUBJECT LANDS						
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER						
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	

If the application proposes to divide a farm into two smaller agricultural parcels, please complete the following:

Description of Land	Lands to be Severed	Lands to be Retained
Area under cultivation	(m ² / ft ² or hectares/acres)	(m ² / ft ² or hectares/acres)
Woodlot area	(m ² / ft ² or hectares/acres)	(m ² / ft ² or hectares/acres)
Existing crops grown (type and area)		
Proposed crops grown (type and area)		

Description of Existing Buildings	Lands to be Severed	Lands to be Retained
Residence	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Livestock barn	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of livestock		
Capacity of barn		
Manure storage	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of manure storage		

CONSENT / SEVERANCE

Description of land intended to be **SEVERED**:

Frontage (metres/feet)

~~15.54 m~~ / ~~50.81 ft~~

Depth (metres/feet)

~~25.15 m~~ / ~~82.5 ft~~

Width (metres/feet)

~~15.54 m~~ / ~~50.81 ft~~

Lot area (m² / ft² or hectares/acres)

~~391 m²~~ / ~~9207 ft²~~

PROPOSED FINAL LOT SIZE
(if boundary adjustment)

442.30 m² / 4,761 ft²

Existing use: Residential

Proposed use: Residential

Number and type of buildings and structures **EXISTING** on the land to be severed, please describe in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area:

see sketch

Number and type of buildings and structures **PROPOSED** on the land to be severed, please describe in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area:

no change

Description of land intended to be **RETAINED**:

Frontage (metres/feet)

~~24.88 m~~ / ~~81.61 ft~~

Depth (metres/feet)

~~25.15 m~~ / ~~82.5 ft~~

Width (metres/feet)

~~24.88 m~~ / ~~81.61 ft~~

Lot area (m² / ft² or hectares/acres)

~~633 m²~~ / ~~6818 ft²~~

Existing use: Residential

Proposed use: Residential

Number and type of buildings and structures **EXISTING** on the land to be retained, please describe in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area:

see sketch

Number and type of buildings and structures **PROPOSED** on the land to be retained, please describe in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area:

no change

Description of proposed **RIGHT OF WAY/EASEMENT**:

Frontage (metres/feet)

Depth (metres/feet)

Width (metres/feet)

Lot area (m² / ft²)

Proposed use: _____

CONSENT / SEVERANCE

G. PROVINCIAL POLICY

Is the requested application consistent with the provincial policy statements issued under subsection 3(1) of the Planning Act, R.S.O. 1990, c. P. 13?

☒ Yes ☐ No

If no, please explain:

Are the subject lands within an area of land designated under any provincial plan or plans?

☐ Yes ☒ No

If yes, does the requested application conform to or does not conflict with the provincial plan or plans:

Are any of the following uses or features on the subject lands or within 500 metres (1,640 feet) of the subject lands, unless otherwise specified? Please check the appropriate boxes, if any apply.

Use or Feature	On the Subject Lands	Within 500 Metres (1,640 feet) of Subject Lands (Indicate Distance)
Livestock facility or stockyard (If yes, complete Form 3 - available upon request)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Wooded area	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Municipal landfill	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Sewage treatment plant or waste stabilization plant	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Provincially significant wetland (class 1, 2 or 3) or other environmental feature	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No ____ distance
Floodplain	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Rehabilitated mine site	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Non-operating mine site within one kilometre	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Active mine site within one kilometre	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Industrial or commercial use (specify the use(s)) <i>Down town</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ____ distance
Active railway line	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Seasonal wetness of lands	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Erosion	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Abandoned gas wells	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance

H. SERVICING AND ACCESS

WATER SUPPLY

Municipal piped water

SEVERED

☒

RETAINED

☒

Communal Wells

☐

☐

Individual Wells

☐

☐

Other means (describe) _____



CONSENT / SEVERANCE

SEWAGE TREATMENT

Municipal Sewers

SEVERED



RETAINED



Communal System



Septic tank and tile bed



Other means (describe) _____

STORM DRAINAGE

Storm Sewers

SEVERED



RETAINED



Open ditches



Other (describe) _____

Have you consulted with Public Works & Environmental Services concerning stormwater management?



Yes



No

Has the existing drainage on the subject lands been altered?



Yes



No

Does a legal and adequate outlet for storm drainage exist?



Yes



No

☐ Unknown

Existing or proposed access to the **RETAINED** lands:

☐ Unopened road

☐ Provincial highway

☒ Municipal road maintained all year

☐ Right-of-way

☐ Municipal road maintained seasonally

☐ Other (describe below)

If other, describe: _____

Name of road/street: _____

Market St. or St. Patrick

Existing or proposed access to **SEVERED** lands:

☐ Unopened road

☐ Provincial highway

☒ Municipal road maintained all year

☐ Right-of-way

☐ Municipal road maintained seasonally

☐ Other (describe below)

If other, describe: _____

Name of road/street: _____

St. Patrick

I. OTHER INFORMATION

Is there a time limit that affects the processing of this development application?



Yes



No

If yes, describe: _____

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

Existing structure on the severed lands are to be moved so as to have a 4' side-yard set-back.

CONSENT / SEVERANCE

J. SUPPORTING MATERIAL TO BE SUBMITTED BY APPLICANT

In order for your development application to be considered complete, a **sketch**, in metric units, drawn to scale, must be included as part of the development application, which shows:

1. The boundaries and dimensions of the subject lands including the part that is intended to be severed and the part that is intended to be retained
2. Location, size, height and type of all **existing** and **proposed** buildings and structures on severed or retained lands, including the distance of the buildings or structures from the front yard lot line, rear yard lot line and side yard lot lines
3. The boundaries and dimensions of the lands owned by the owner, including the subject lands and abutting lands
4. The distance between the subject lands and the nearest municipal lot line or landmark, such as a railway crossing or bridge
5. The location of all lands previously severed from the parcel originally acquired by the current owner of the subject lands
6. The approximate location of all natural and artificial features including but not limited to, buildings, railways, roads, watercourses, municipal drains, drainage ditches, banks of rivers or streams, pipelines, gas wells, wetlands, wooded areas that are located on the subject land and on land that is adjacent to it and may affect the application
7. The current use(s) of the adjacent lands
8. The location, width and name of any roads within or abutting the subject lands. Indicate whether the road is an unopened road allowance, a public travelled road, a private road or a right-of-way
9. The location and nature of any restrictive covenant or easement affecting the subject lands
10. If the severed parcel is to be conveyed to an abutting property owner, please identify the abutting property with name and instrument number exactly as now registered
11. The location of any existing sewage system and well, on the lot to be created and/or retained

Five (5) copies of any applicable information/reports indicated in the development application.

If other documentation/supporting material becomes necessary, you will be contacted. This information must be submitted prior to your development application proceeding.

K. NOTIFICATION SIGN REQUIREMENTS

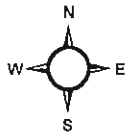
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3. Notify the Planner when the sign is in place in order to avoid processing delays
4. Maintain the sign until the development application is finalized and thereafter removed

MAP 1

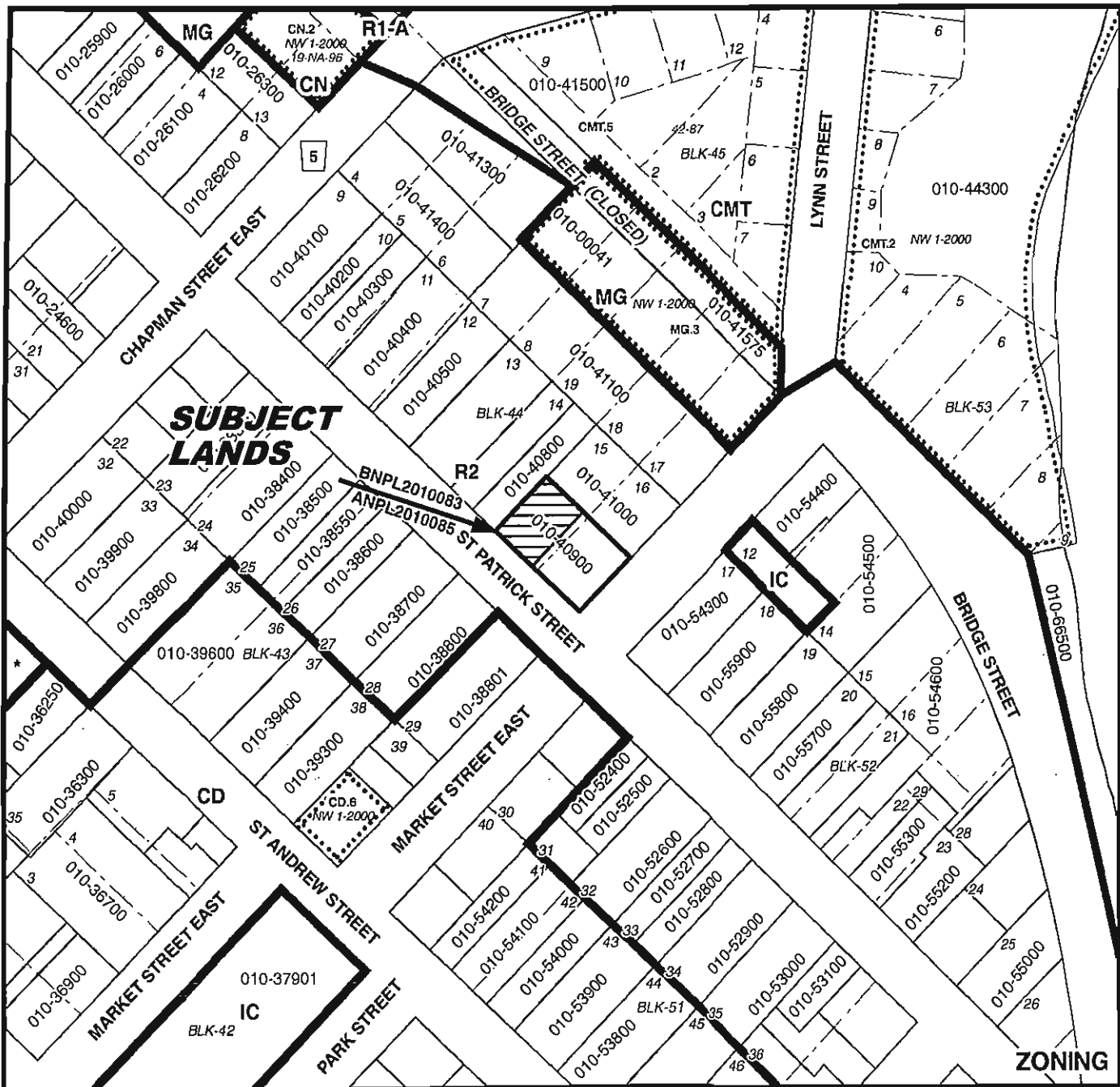
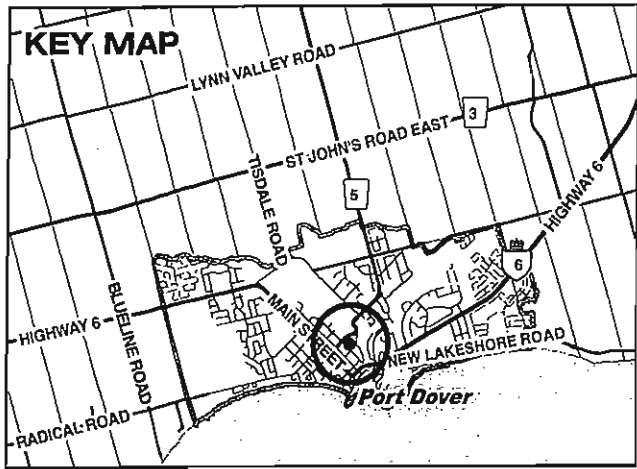
File Number: BNPL2010083 & ANPL2010085

Urban Area of
PORT DOVER

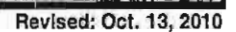


1:2,000

20 10 0 20 40 60 80 Meters



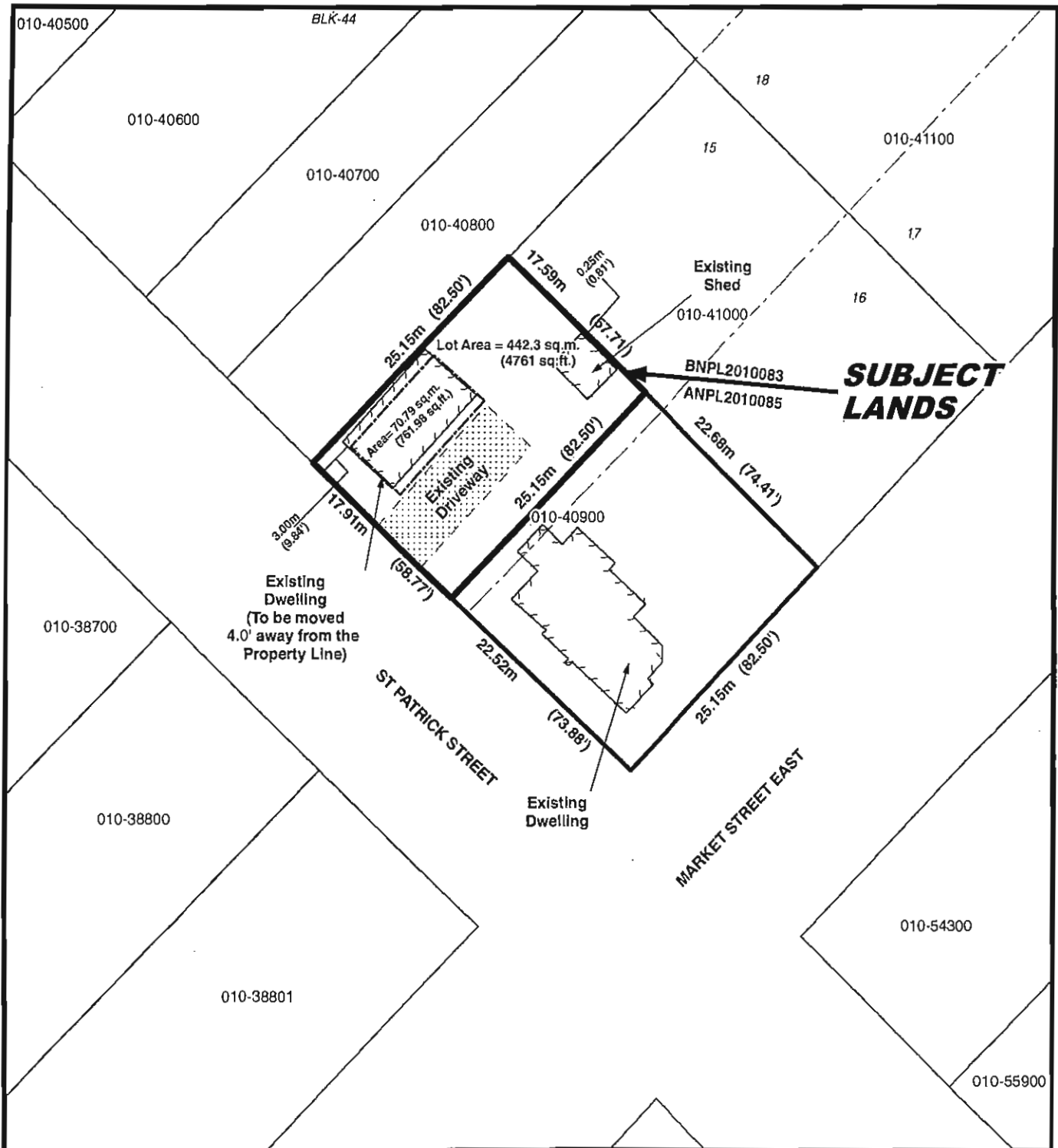
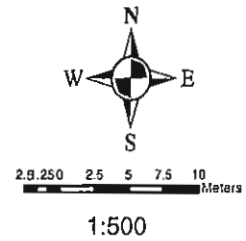
Urban Area of PORT DOVER



MAP 3

File Number: BNPL2010083 & ANPL2010085

Urban Area of PORT DOVER



Revised: Oct. 13, 2010