

For Office Use Only:

File Number

Related File Number

Pre-consultation Meeting

Application Submitted

Complete Application

APL 2020096
RAPL 2020097

Application Fee

Conservation Authority Fee

Well & Septic Info Provided

Planner

Public Notice Sign

MULLINS

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

- ☒ Consent/Severance/Boundary Adjustment
☐ Surplus Farm Dwelling Severance and Zoning By-law Amendment
☒ Minor Variance
☐ Easement/Right-of-Way

Property Assessment Roll Number: 54102032100, 54102032200

A. Applicant Information

Name of Owner

Greg and Courtney Mitchell

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

187 Talbot St

Town and Postal Code

Courtland, ON N0J 1E0

Phone Number

519-983-6908

Cell Number

Email

Name of Applicant

same as owner

Address

Town and Postal Code

Phone Number

Cell Number

Email



Name of Agent David Roe, Civic Planning Solutions Inc.
Address 599 Larch Street
Town and Postal Code Delhi, ON N4B 3A7
Phone Number 519-582-1174
Cell Number 519-983-8154
Email civicplanningsolutions@nor-del.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 agent noted above.

☐ Owner
 ☐ Agent
 ☒ Applicant

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

none

B. Location, Legal Description and Property Information

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

Registered Plan 14-B, Block 5. Part Lot 10, Part of Lot 163 Concession NTR Middleton (Courtland)

Municipal Civic Address: 185 and 187 Talbot Street

Present Official Plan Designation(s): Residential

Present Zoning: CHA and RH

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

☒ Yes ☐ No If yes, please specify:

8 - Z- 2017

3. Present use of the subject lands:

North part is a Canada Post Office and south part is vacant lot

4. Please describe all existing buildings or structures on the subject lands and whether they are to be retained, demolished or removed. If retaining the buildings or structures, please describe the type of buildings or structures, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

1 storey brick building 112.5m2 (See sketch for setbacks)

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.

n/a

6. Please describe all proposed buildings or structures/additions on the subject lands. Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

New dwelling on parcel to be severed. Will comply with RH zone provisions

7. 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:

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

9. Existing use of abutting properties:

All residential

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

☐ Yes ☒ No If yes, describe the easement or restrictive covenant and its effect:

Note: Please complete all that apply.

Proposed

Please indicate unit of measurement, for example: m, m² or %

Lot frontage	34.38m	
Lot depth	43.98m & 53.23m	
Lot width	38.03m	
Lot area	1735.7m ²	
Lot coverage		
Front yard		
Rear yard		
Left Interior side yard		
Right Interior side yard		
Exterior side yard (corner lot)		

RH zone - require frontage - 30m, propose - 15.24m, relief - 14.76m
lot area - 4000m2, propose - 782.2m2, relief - 3217.8m2
CHA zone - require frontage - 30m, propose - 19.14m, relief - 10.86m
lot area - 1860m2, propose - 953.5m2, relief - 906.5m2

Existing lots held in same ownership

Frontage:	15.24m
Depth:	53.23m
Width:	15.24m
Lot Area:	782.2m ²
Present Use:	vacant lot
Proposed Use:	residential lot

Proposed final lot size (if boundary adjustment): _____

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

Description of land intended to be retained in metric units:

Frontage: 19.14m

Depth: 43.98m

Width: 22.3m

Lot Area: 953.5m²

Present Use: Canada Post office

Proposed Use: no change

Buildings on retained land: one storey brick building

5. Description of proposed right-of-way/easement in metric units:

Frontage: n/a

Depth:

Width:

Area:

Proposed Use:

6. List all properties in Norfolk County, which are owned and farmed by the applicant and involved in the farm operation:

Owners Name: n/a

Roll Number:

Total Acreage:

Workable Acreage:

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

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



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

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

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

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):
Canada Post office
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:
owner 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 policy statements issued under subsection 3(1) of the *Planning Act*, R.S.O. 1990, c. P. 13? ☒ Yes ☐ No

If no, please explain:

2. It is 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 subsection 2.1.7? ☐ Yes ☒ No

If no, please explain:

no change in use

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:

not in source water protection area

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

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

Livestock facility or stockyard (submit MDS Calculation with application)

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

Wooded area

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

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 (class 1, 2 or 3) or other environmental feature

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

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 187m

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

1. Indicate what services are available or proposed:

Water Supply

- ☒ Municipal piped water
☐ Individual wells

- ☐ Communal wells
☐ Other (describe below)
-

Sewage Treatment

- ☐ Municipal sewers
☒ Septic tank and tile bed in good working order
- ☐ Communal system
☐ Other (describe below)
-

Storm Drainage

- ☒ Storm sewers
☐ Other (describe below)
- ☐ Open ditches
-

2. Existing or proposed access to subject lands

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

Name of road/street:

Talbot Street

G. Other Information

1. Does the application involve a local business? ☐ Yes ☒ No

If yes, how many people are employed on the subject lands?

2. 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 (number of paper copies as directed by the planner) and an **electronic version (PDF) of the site plan drawings, additional plans, studies and reports** will be required, including but not limited to the following details:

1. Concept/Layout Plan
2. All measurements in metric
3. Existing and proposed easements and right of ways
4. Parking space totals – required and proposed
5. All dimensions of the subject lands
6. Dimensions and setbacks of all buildings and structures
7. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
8. Names of adjacent streets
9. Natural features, watercourses and trees

In addition, the following additional plans, studies and reports, including but not limited to, **may also be required as part of the complete application submission:**

- ☐ Zoning Deficiency Form
- ☐ On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- ☐ Environmental Impact Study
- ☐ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Schedule
- ☐ Record of Site Condition
- ☐ Agricultural Impact Assessment

Your development approval might also be dependent on Ministry of Environment Conservation and Parks, Ministry of Transportation or other relevant federal or provincial legislation, municipal by-laws or other agency approvals.

All final plans must include the owner's signature as well as the engineer's signature and seal.

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 for 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. Also, the owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner for 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

April 21/2020

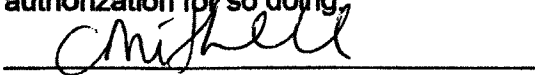
Date

J. Owner's Authorization

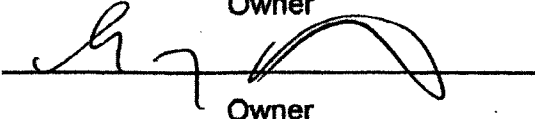
If the applicant/agent is not the registered owner of the lands that is the subject of this application, the owner must complete the authorization set out below.

I/We Greg and Courtney Mitchell am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize David Roe, Civic Planning Solutions Inc. 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



Owner

April 21, 2020

Date

April 21, 2020

Date

K. Declaration

I, Greg and Courtney Mitchell of Norfolk County

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:


Town of Tillsonburg

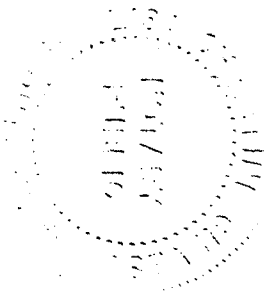

Owner/Applicant/Agent Signature

In Oxford County

This 21st day of April

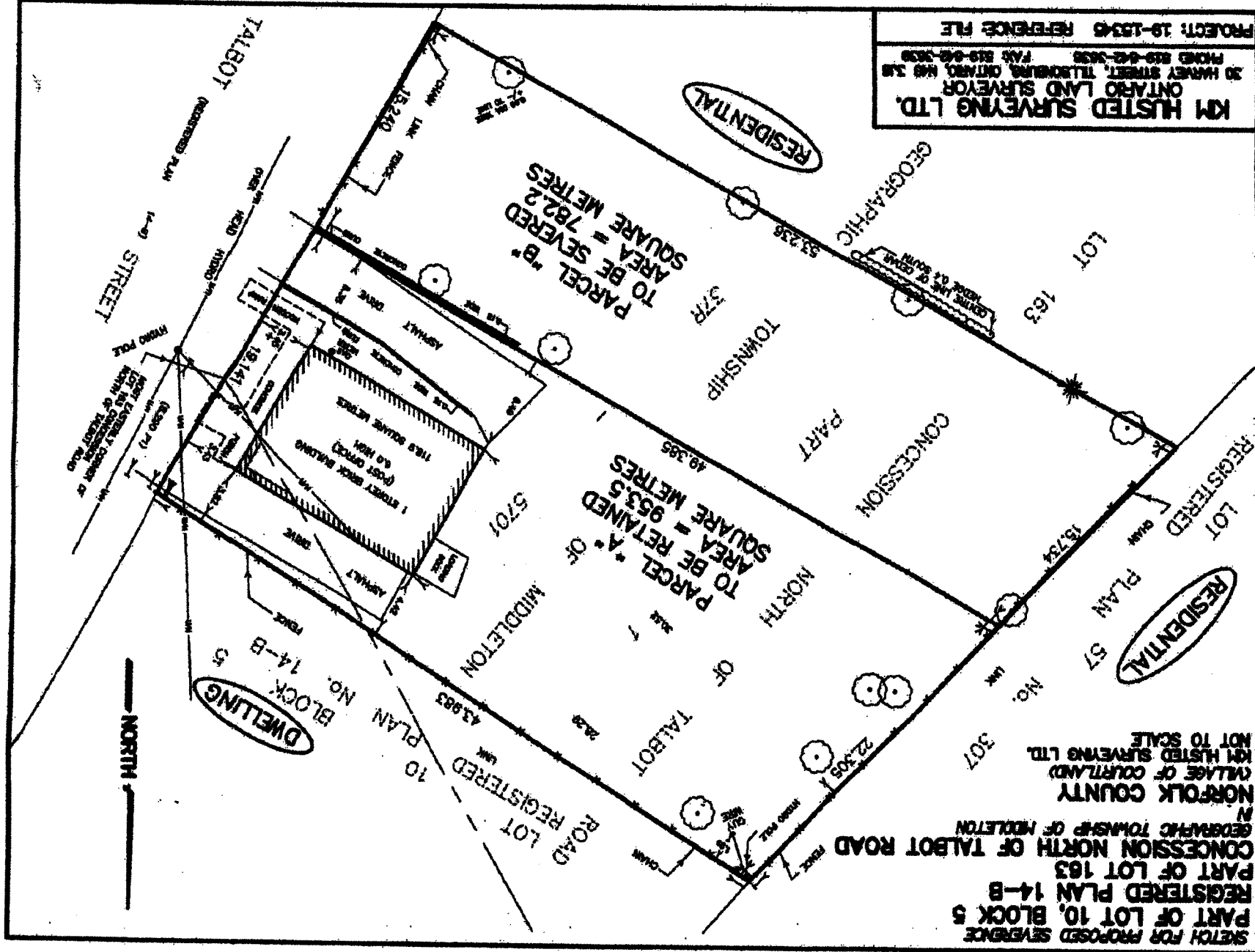
A.D., 2020


A Commissioner, etc.



SKETCH FOR PROPOSED SEVERANCE
 PART OF LOT 10, BLOCK 5
 REGISTERED PLAN 14-B
 PART OF LOT 163
 CONCESSION NORTH OF TALBOT ROAD
 GEOGRAPHIC TOWNSHIP OF MIDDLETON
 NORFOLK COUNTY
 (VILLAGE OF COURTLAND)
 KIM HUSTED SURVEYING LTD.
 NOT TO SCALE

KIM HUSTED SURVEYING LTD.
 ONTARIO LAND SURVEYOR
 30 HARVEY STREET, TILBURN, ONTARIO, M6S 1A6
 PHONE 855-882-3638 FAX 855-882-3638
 PROJECT 19-15345 REFERENCE FILE





Zoning Deficiency

Simcoe: 185 Robinson St.
Simcoe, ON
N3Y 5L6
519-426-5870
Langton: 22 Albert St.
Langton, On.
N0E 1G0
519-875-4485

PROPERTY INFORMATION

Address: 185-187 Talbot Street Courtland

Legal Description:

Roll Number: 54102032200

Application #:

Information Origins: survey from kim husted

Hamlet Residential Zone (RH)

Main Building	REQUIRED	PROPOSED	DEFICIENCY	UNITS
5.7.2 a) minimum <i>lot area</i>				
i) new <i>lot</i>	0.40	0.08	0.32	ha
ii) <i>lot of record</i>	930.00		N/A	m.sq
b) minimum <i>lot frontage</i>				
i) <i>interior lot</i>	30.00	15.24	14.76	m
ii) <i>corner lot</i>	30.00		N/A	m
iii) <i>lot of record</i>	18.00		N/A	m
c) minimum <i>front yard</i>	6.00		N/A	m
d) minimum <i>exterior side yard</i>	6.00		N/A	m
e) minimum <i>interior side yard</i>				
i) attached garage	1.20		N/A	m
	1.20		N/A	m
ii) detached garage	3.00		N/A	m
	1.20		N/A	m
f) minimum <i>rear yard</i>	9.00		N/A	m
g) maximum building height	11.00		N/A	m

Comments

sever lot from roll number 54102032100 which is zoned CHA



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519-875-4485

PROPERTY INFORMATION

Address: 185-187 Talbot Street Courtland

Legal Description:

Roll Number: 54102032200

Application #:

Information Origins: survey from kim husted

Hamlet Residential Zone (RH)

The proposed information and any supporting documents have been provided by the owner/applicant. The above information is only in respect to the associated planning application and does not relieve the owner/applicant from obtaining all other permits/approvals required. The owner/applicant hereby accepts full responsibility for the accuracy of the proposed information provided on this form.

Prepared By:

I have read and understand the above.

Signature of owner or authorized agent

date

Rexanne Keet

5-May-20

AS PER: Fritz R. Enzlin. CBCO,
CRBO - Chief Building Official
Manager, Building & Bylaw
Division, Norfolk County



Zoning Deficiency

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Simcoe, ON
N3Y 5L6
519-426-5870
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Langton, On.
N0E 1G0
519-875-4485

PROPERTY INFORMATION

Address: 185-187 Talbot Street Courtland

Legal Description:

Roll Number: 54102032100

Application #:

Information Origins: survey from kim husted

Hamlet Commercial Zone (CHA)

Main Building		REQUIRED	PROPOSED	DEFICIENCY	UNITS
6.6.2	a) minimum <i>lot area</i>				
	i) new <i>lot</i>	1860.00	953.50	906.50	sqm
	b) minimum <i>lot frontage</i>	30.00	19.14	10.86	m
	c) minimum <i>front yard</i>	6.00	3.43	2.57	m
	d) minimum <i>exterior side yard</i>	6.00		N/A	m
	e) minimum <i>interior side yard</i>	3.00	4.42	N/A	m
	f) minimum <i>rear yard</i>	9.00	28.28	N/A	m
	g) maximum building height	11.00	6.00	N/A	m

Comments

retained parcel from severing lot, existing building on retained parcel has existing front yard setback of 3.43m
--



Zoning Deficiency

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Hamlet Commercial Zone (CHA)

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Prepared By:

I have read and understand the above.

Signature of owner or authorized agent

date

Rexanne Koot

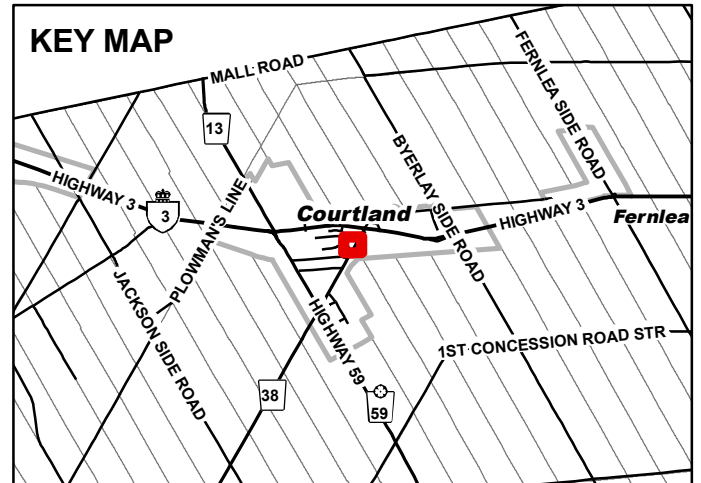
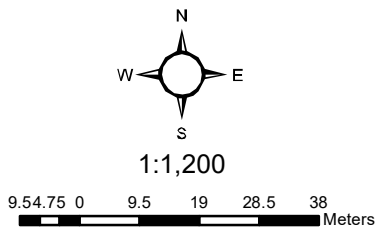
5-May-20

AS PER: Fritz R. Enzlin. CBCO,
CRBO - Chief Building Official
Manager, Building & Bylaw
Division, Norfolk County

MAP 1

File Number: BNPL2020097 & ANPL2020096

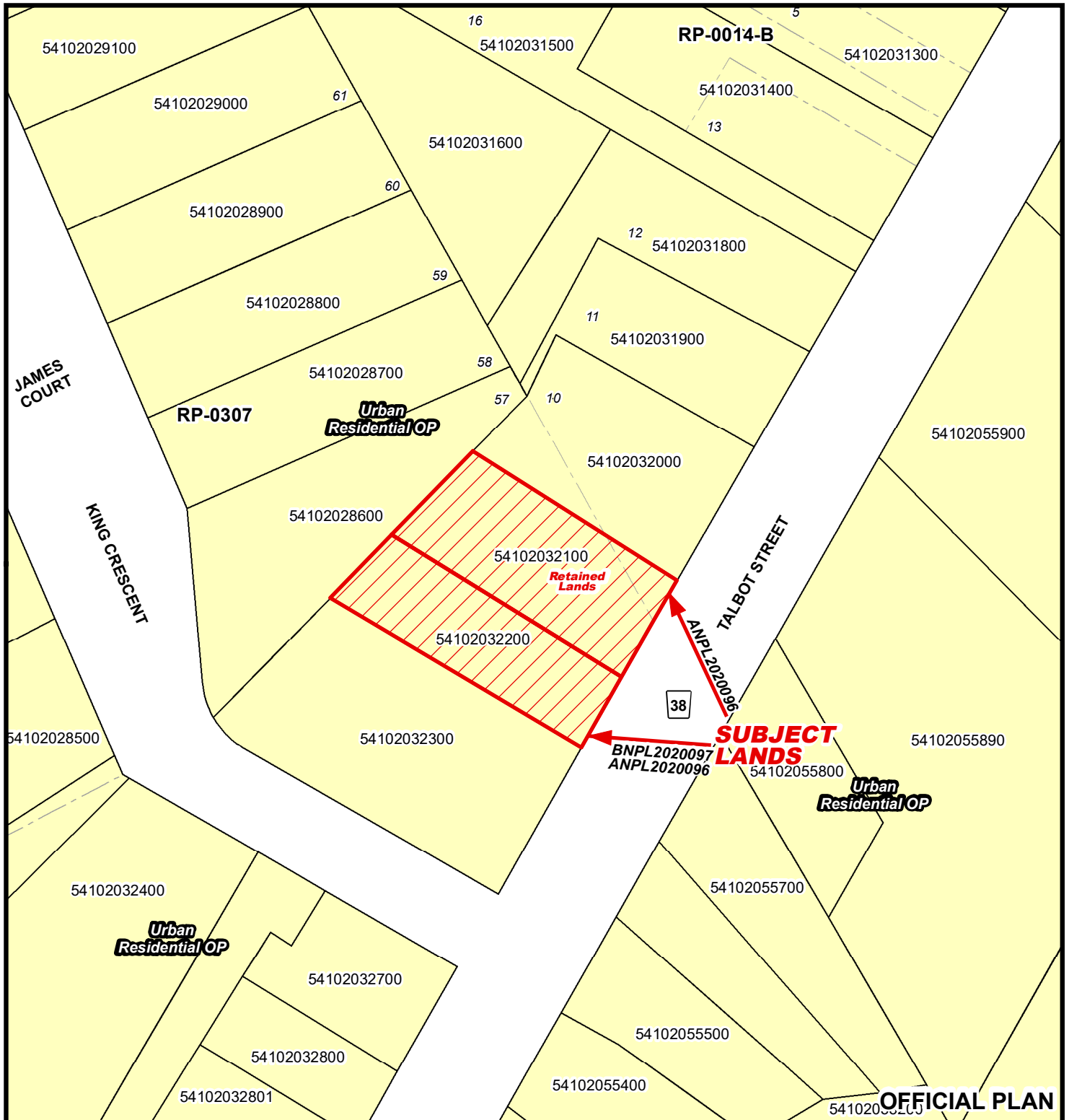
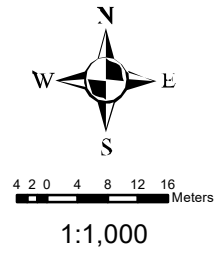
Geographic Township of
MIDDLETON



MAP 2

File Number: BNPL2020097 & ANPL2020096

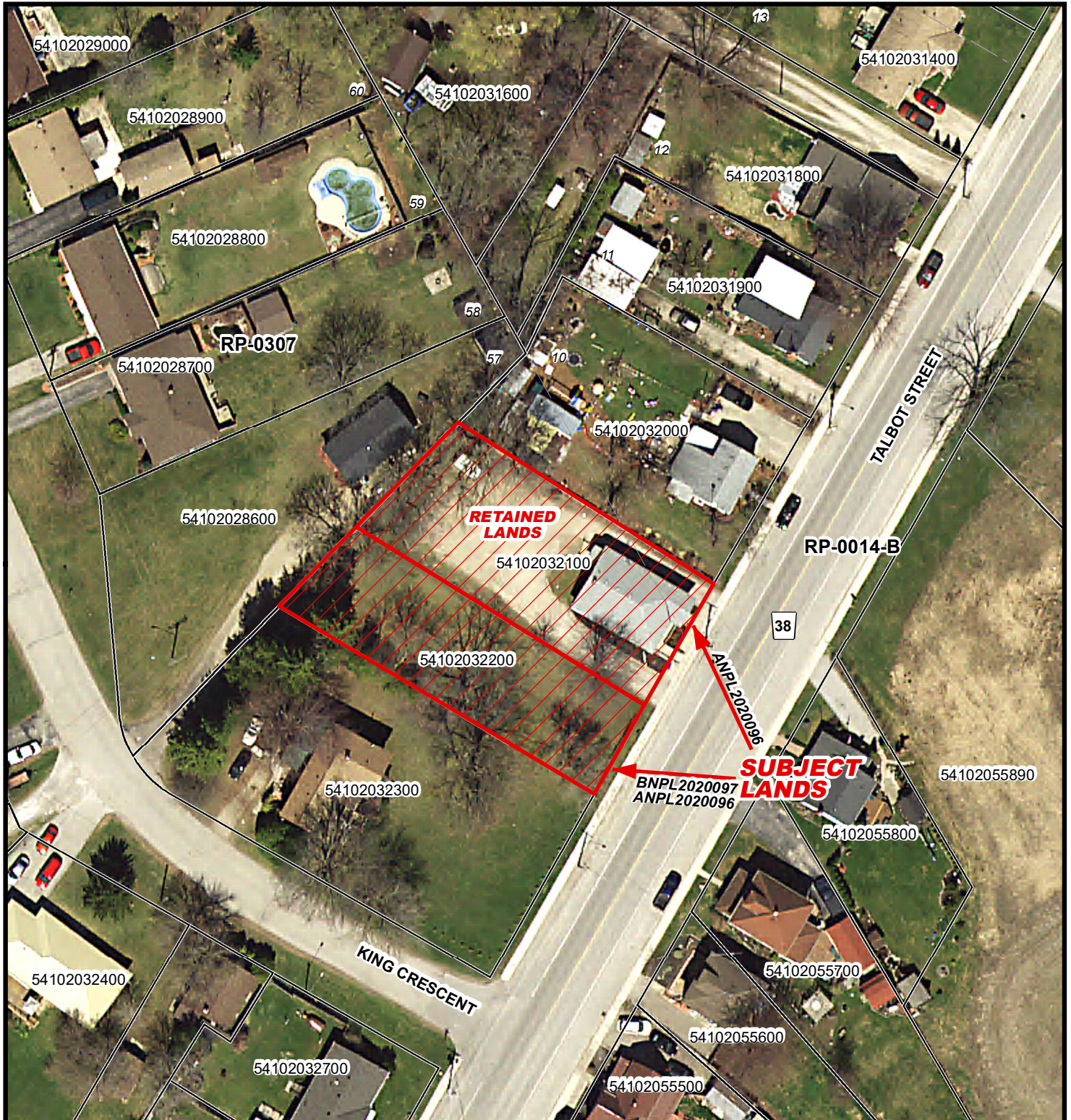
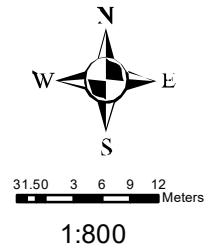
Geographic Township of MIDDLETON



MAP 3

File Number: BNPL2020097 & ANPL2020096

Geographic Township of MIDDLETON



MAP 4

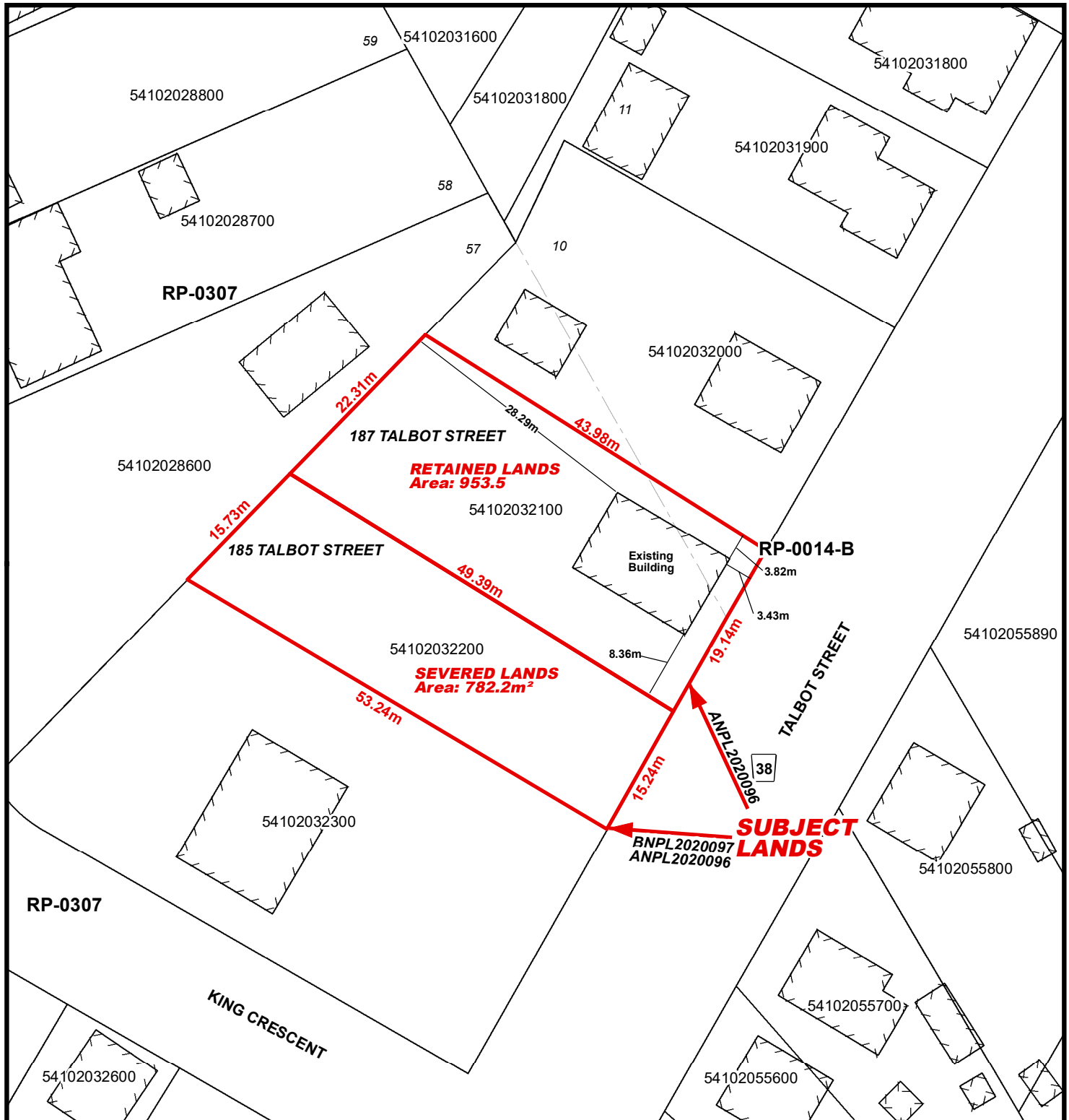
File Number: BNPL2020097 & ANPL2020096

Geographic Township of MIDDLETON



2 1 0 2 4 6 8 Meters

1:600



2020-05-22

LOCATION OF LANDS AFFECTED

File Number: BNPL2020097 & ANPL2020096

Geographic Township of MIDDLETON



2 1 0 2 4 6 8 Meters

1:600

