

Committee of Adjustment Application to Planning Department

Complete Application

A complete Committee of Adjustment application consists of the following:

- 1. A properly completed and signed application form (signature must on original version);
- 2. Supporting information adequate to illustrate your proposal as listed in **Section H** of this application form (plans are required in paper copy and digital PDF format);
- 3. Written authorization from all registered owners of the subject lands where the applicant is not the owner as per Section N; and,
- 4. Cash, debit or cheque payable to Norfolk County in the amount set out in the Norfolk County User Fees By-Law.
- 5. The completed application and fees are to be mailed to the attention of Secretary Treasurer Committee of Adjustment: 185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 or email your application committee.of.adjustment@norfolkcounty.ca. Make sure submissions are clearly labelled including address, name, and application type. Failure to do so may impact the timing of your application.

The above listed items are required to ensure that your application is given full consideration. An incomplete or improperly prepared application will not be accepted and may result in delays during the processing of the application. This application must be typed or printed in ink and completed in full.

Please review all of the important information summarised below.

Before your Application is Submitted

A pre-consultation meeting is not usually required for Committee of Adjustment applications; however, discussion with Planning Department staff prior to the submission of an application is **strongly encouraged**. The purpose of communicating with a planner **before** you submit your application is: to review your 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. You might find it helpful to retain the services of an independent professional (such as a registered professional planner) to help you with your application. Information about the Official Plan and Zoning By-law can be found on the County website: www.norfolkcounty.ca/planning

After Your Application is Submitted

Once your payment has been received and the application submitted, in order for your application to be deemed complete all of the components noted above are required.



Incomplete applications will be identified and returned to the applicant. The *Planning Act* permits up to 30 days to review and deem an application complete.

Once your 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 also provided that is required to be posted on the subject lands that summarizes the application and identifies the committee meeting date. The comments received from members of the community will be included in the planning report and will inform any recommendations in relation to the application.

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 same time your application is submitted.

Additional studies required as part of the complete application shall be at the sole expense of the applicant. In some instances peer reviews may be necessary to review particular studies and that the cost shall be at the expense of the applicant. The company to complete the peer review 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. However, 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 your application at the Committee of Adjustment meeting. Applicants are responsible for removal of 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. 1842 or Committee.of.Adjustment@NorfolkCounty.ca



For Office Use Only: File Number Related File Number Pre-consultation Meeting Application Submitted Complete Application	Well & Septic Info Provided			
Check the type of planning applie	cation(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 Numb	er:			
A. Applicant Information				
Name of Owner				
It is the responsibility of the owner ownership within 30 days of such a	or applicant to notify the planner of any changes in change.			
Address				
Town and Postal Code				
Phone Number				
Cell Number				
Email				
Name of Applicant				
Address				
Town and Postal Code				
Phone Number				
Cell Number				
Email				



Nam	ne of Agent		
Addr	ress		
Tow	n and Postal Code		
Phor	ne Number		
Cell	Number		
Ema	il .		
all co	• •	otices in respect of th	nould be sent. Unless otherwise directed nis application will be forwarded to the
	Owner	☐ Agent	☐ Applicant
	nes and addresses of umbrances on the sub	•	ortgagees, charges or other
В.	Location, Legal Des	scription and Prope	rtv Information
1. L	, •	ude Geographic Tow	nship, Concession Number, Lot Number
- N	//unicipal Civic Addres		
	·		
		•	zone on the subject lands?
L	☐ Yes ☐ No If yes,	please specify:	
3. F	Present use of the sub	ject lands:	
_			
_			



7.	which must be included with your application: ———————————————————————————————————
	which must be included with your application:
3.	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
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.
	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:



C. Purpose of Development Application

Note: Please complete all that apply. Failure to complete this section will result in an incomplete application.

1. Site Information (Please refer to Zoning By-law to confirm permitted dimensions)

	Existing	Permitted	Provision	Proposed	Deficiency
Lot frontage					
Lot depth					
Lot width					
Lot area					
Lot coverage					
Front yard					
Rear yard					
Height					
Left Interior side yard					
Right Interior side yard					
Exterior side yard (corner lot)					
Parking Spaces (number)					
Aisle width					
Stall size					
Loading Spaces					
Other					



Please explain w By-law:	rhy it is not possible to comply with the provision(s) of the Zoning
severed in metric	nce/Boundary Adjustment: Description of land intended to be units:
Frontage:	
Depth: Width:	
Lot Area:	
Present Use:	
Proposed Use:	4 -: ('f
	t size (if boundary adjustment):
-	ustment, identify the assessment roll number and property owner of
the lands to whic	h the parcel will be added:
Description of lar Frontage:	nd intended to be retained in metric units:
Depth:	
Width:	
Lot Area:	
Present Use:	
Proposed Use:	
·	ined land:
Dullulligs of Teta	
Easement/Right units: Frontage:	t-of-Way: Description of proposed right-of-way/easement in metric
Depth:	



	Width:	
	Area:	
	Proposed Use:	
5.	<u>-</u>	welling Severances Only: List all properties in Norfolk County, and farmed by the applicant and involved in the farm operation
O۱	wners Name:	
Ro	oll Number:	
Tc	otal Acreage:	
W	orkable Acreage:	
Ex	kisting Farm Type:	(for example: corn, orchard, livestock)
D۷	welling Present?:	\square Yes \square No If yes, year dwelling built
Da	ate of Land Purcha	se:
O۱	wners Name:	
Ro	oll Number:	
Tc	otal Acreage:	
W	orkable Acreage:	
Ex	kisting Farm Type:	(for example: corn, orchard, livestock)
D۷	welling Present?:	\square Yes \square No If yes, year dwelling built
Da	ate of Land Purcha	se:
O۱	wners Name:	
Ro	oll Number:	
Tc	otal Acreage:	
W	orkable Acreage:	
Ex	kisting Farm Type:	(for example: corn, orchard, livestock)
D۷	welling Present?:	\square Yes \square No If yes, year dwelling built
Da	ate of Land Purcha	se:



O۷	vners Name:	
Ro	ll Number:	
То	tal Acreage:	
Wo	orkable Acreage:	
Ex	isting Farm Type:	(for example: corn, orchard, livestock)
Dw	velling Present?:	☐ Yes ☐ No If yes, year dwelling built
Da	te of Land Purcha	se:
Ov	vners Name:	
Ro	ll Number:	
То	tal Acreage:	
Wo	orkable Acreage:	
Ex	isting Farm Type:	(for example: corn, orchard, livestock)
Dw	velling Present?:	☐ Yes ☐ No If yes, year dwelling built
Da	te of Land Purcha	se:
No	te: If additional	space is needed please attach a separate sheet.
D.	All Applications	: Previous Use of the Property
1.		n industrial or commercial use on the subject lands or adjacent ☐ No ☐ Unknown
	If yes, specify the	e uses (for example: gas station, or petroleum storage):
2.		o believe the subject lands may have been contaminated by former or adjacent sites?□ Yes □ No □ Unknown
3.	Provide the inform	mation 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.	E. All Applications: Provincial Policy			
1.	Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the <i>Planning Act, R.S.O. 1990, c. P. 13</i> ? \Box Yes \Box 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:			
3.	Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection? \square Yes \square No If no, please explain:			
	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.	All Applications: 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
	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. All Applications: 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.	All Applications: Other Information		
1.	Does the application involve a local business? $\ \Box$	Yes	s □ No
	If yes, how many people are employed on the subj	ject	lands?
2.	Is there any other information that you think may b application? If so, explain below or attach on a se		
		Pare	



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

In addition, the following additional plans, studies and reports, including but not limited

- 8. Names of adjacent streets
- 9. Natural features, watercourses and trees

o, may also be required as part of the complete application submission:
\square 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

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	Date
J. Owner's Authorization	
If the applicant/agent is not the registered of application, the owner must complete the a	-
I/We	am/are the registered owner(s) of the
lands that is the subject of this application.	
I/We authorize	
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.



K. Declaration	
I <u>,</u>	_of
solemnly declare that:	
all of the above statements and the state transmitted herewith are true and I make believing it to be true and knowing that it under oath and by virtue of <i>The Canada</i>	this solemn declaration conscientiously is of the same force and effect as if made
Declared before me at:	
	Owner/Applicant/Agent Signature
In	
Thisday of	
A.D., 20	
A Commissioner, etc.	



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Owner/Applicant/Agent Signature

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 Geoffry A Livingston am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Mary Elder of Elder Plans 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.

Date

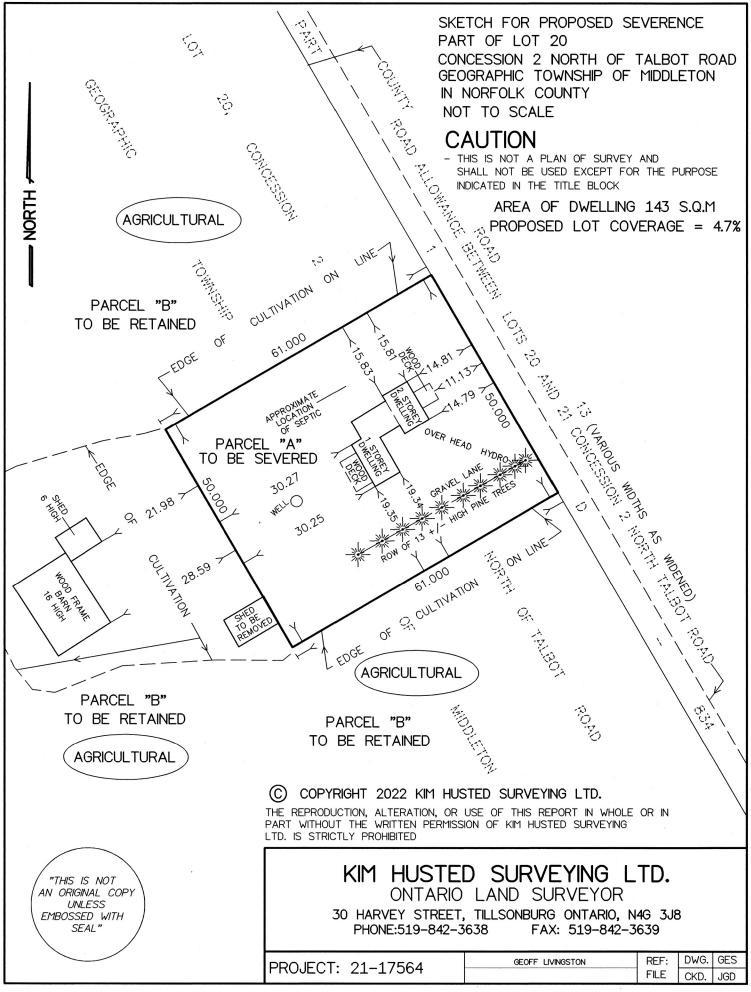
Date

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



K. Declaration I, Mary Elder	of Norfolk County
solemnly declare that:	
all of the above statements and the stater transmitted herewith are true and I make believing it to be true and knowing that it is under oath and by virtue of <i>The Canada E</i>	this solemn declaration conscientiously is of the same force and effect as if made
Declared before me at:	May Elder
	Owner/Applicant/Agent Signature
In	
Thisday of	
A.D., 20	
A Commissioner, etc.	







Evaluation Form for Existing On-Site Sewage Systems

Date: July 2009											
OFFICE USE ONLY	FILE No.:					DATE R	ECEIVED	:			
PROPERTY INFORMATION	Municipal A 151 Norfol		Rd. 1	l 3 , Courtl	and						
Owner:						Lot:			Concession:		
Lot Area:	Lot Frontage	Lot Frontage: Assessment Roll No.					-24				
PURPOSE OF EVALUATION	☐ Consent☐ Zoning			inor Variand ther Severa			(⊒ Site PI	an		
BUILDING INFORMATION	Resident	ial	□ C	ommercial		☐ Indu	strial		☐ Agric	ultural	
Building Area: 2000	Osg.ft. No. o	of Bedroom	s: 3	No. of Fix	ture Un	its:20			currently o		d?
EVALUATOR'S Evaluator's Name: INFORMATION Larry Dedrick Address:					Company Name: Dedrick Bros Excavating LTD. Postal Code: Phone:						
370 Lynedoch	Road,Delhi						N4	B 2W4	Phone: 519 58	32 20	69
Email: dbe	l@kwic.com				×	BCIN#	16930		19	\$. 43	
SITE EVALUATION	Ground Cov	ver (trees, b Gras		, grass, imp	ermeak	ole surfac	ce):	Soil Ty	_{/pe:} Sand	l	
Site Slope: 🛘 Flat 🧳	Moderate 🚨	Steep S	Soil Co	nditions:) Wet	D rDry	D	epth of V	Vater Tabl	e: <u>6</u>	ft.
Surface Discharge Obser	ved: Yes I	10,	Odour I	Detected: `	Yes N	yo		Weather Sunny	(at time o	of evalu	iation):
	Class of Sys	stem:			THE RESERVE AND ADDRESS OF THE PERSON		,	Maria Cara Cara Cara Cara Cara Cara Cara			
SYSTEM EVALUATION	□ 1 (Pr	rivy) 🗖 2	(Greyw	vater) 🚨 3	(Cess	oool) 🌾	4 (Lead	hing Bed	d) 🗆 5 (I	Holding	յ Tank)
<u>Tank</u> : ☑Pre-cast ☐ Plastic 〔	⊒ Fibre Glass	□ Wood	☐ Oth	er		Size: 8	00	_Gal.	Pump:	Yes	No
<u>Distribution System</u> : Area: ☐ Tota One of Tile Runs: One of Til			Total	I Length of Tile: Distance Between Tile Runs: 300ft. 6 ft.							
Tile Material: □ PVC □ Clay □ Other	•	Ends:	ed 💷 .	Joined	Cove	r: ter Cloth	□/San	d J rTol	p Soil 📮	Seeded	d
Setbacks:		Tan	ık				•	Distrib	ution Pipe	Э	4,50
Distance to Buildings & Structures (ft)	10ft.				25ft.						
Distance to Bodies of Water (ft)	None				None						
Distance to Nearest Well (ft)	65ft.				50 ft.						
Distance to Proposed Property Lines				40	Front <u>65ft</u> Rear <u>60ft</u> Side <u>80ft</u> Side <u>N10ft</u>					_e N10ft	

OVERALL SYSTEM RATING	☑ System Working Properly / No Work Required	
	□ System Functioning / Maintenance Required	
	□ System Not Functioning / Minor Repair Required	
	□ System Failure/Major Repair / Replacement Required	*
	Note:	
	Any repair/replacement of an on site sewage system requires a building permit. Contact the Building Division at (519) 426-4377 for more information.	Norfolk County
	Additional Comments:	
VERIFICATION		
	for having a site evaluation conducted of the above mentioned property. Neither the en my way exempt the owner(s) from complying with the Ontario Building Code or any others.	
I, on my behalf with respect	(the owner of the subject property) hereby authorize the above mentioned to all matters pertaining to the existing on-site sewage system evaluation.	d evaluator to act
Owner Signature	Date	*
EVALUATOR:		
system, abuse of t This evaluation do	declare that this site evaluation is accurate as of the date of inture performance can be made due to unknown conditions, future water usage over the system and/or inadequate maintenance, all of which may adversely affect the life copes not grant or imply any guarantee or warranty of the future performance of the sewals no responsibility for the accuracy of existing or proposed property lines, whether meaning the second secon	ne life of the of the system.
1 appuDod	brick Mar.07,2022	
	Date	
BUILDING DIVISION COMMEN	NTS	
Comments:		? E
I,	have reviewed the information contained in this form as submitted.	
Chief Building Official or d	lesignate Date	<u>**</u>
	R	evised: March 24, 2012



PREPARED BY:_

On Site Sewage Disposal System Location Plan

PROPERTY ADDRESS 151 Norfolk County Rd. 13, Courtland Please provide a DIMENSIONED sketch drawing indicating EXISTING AND PROPOSED property lines, existing roads and driveways, ocation of all existing buildings, location of existing wells, and location of existing septic tanks and tile beds.	DATE: Mar 07,2022	APPLICATION NUMBER:
Please provide a DIMENSIONED sketch drawing indicating EXISTING AND PROPOSED property lines, existing roads and driveways, ocation of all existing buildings, location of existing wells, and location of existing septic tanks and tile beds.	OWNER	EVALUATOR Larry Dedrick
ocation of all existing buildings, location of existing wells, and location of existing septic tanks and tile beds.	PROPERTY ADDRESS 151 Norfolk County Ro	d. 13 , Courtland
50° 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6		ls, and location of existing septic tanks and tile beds.
The state of the s		151 00 0 150 0 0 0 0 0 0 0 0 0 0 0 0 0 0

4

NOTE: The above sketch is <u>not</u> to exact scale.



Instructions for Completing the Evaluation Form for Existing On-Site Sewage Systems

General Information Applicable to Sewage Evaluations:

- 1. Please complete the following form by checking appropriate lines and filling out blanks.
- 2. This Evaluation Form must be completed by a "Qualified" person engaged in the business of constructing on site, installing, repairing, servicing, cleaning or emptying sewage systems.
- 3. If sewage system malfunctions are found during an evaluation (surfacing or discharge of improperly treated sewage effluent) which indicate a possible health hazard or nuisance, orders may be issued for correction.
- 4. Evaluations should be scheduled accordingly so as not to delay the application process.
- 5. Completed Forms MUST be submitted **no later than 30 days** prior to the scheduled public meeting. Failure to meet this date may cause the application to be deferred.
- 6. Completed Forms must be returned to:

Building Division

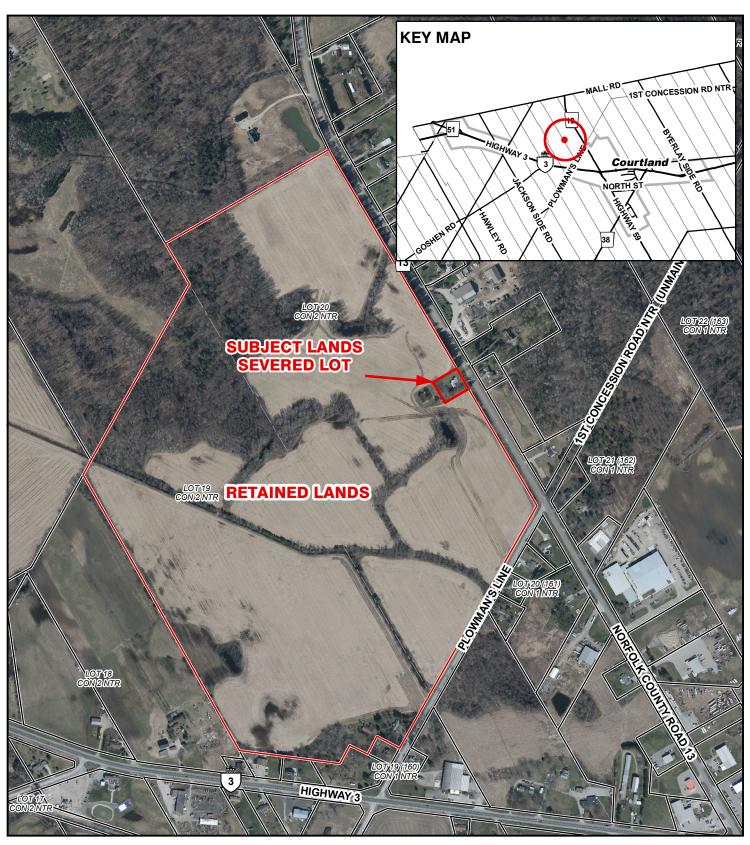
Simcoe Office 8 Schellburg Ave. Simcoe, ON N3Y 2J4 Fax: (519) 426-1186

Langton Office 22 Albert St. Langton, ON N3Y 2J4 Fax: (519) 875-4789

- 7. Evaluation Forms will become part of the property records of Norfolk County Building Division.
- 8. No On-Site Sewage System Evaluation will be conducted where:
 - snow depth exceeds two (2) inches, or
 - grass and brush exceeds twelve (12) inches
- 9. The comments that are given as a result of this evaluation are rendered without complete knowledge or observation of some of the individual components of the sewage system and applies only to the date and time the evaluation is conducted.

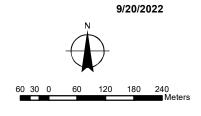
MAP A CONTEXT MAP

Geographic Township of MIDDLETON



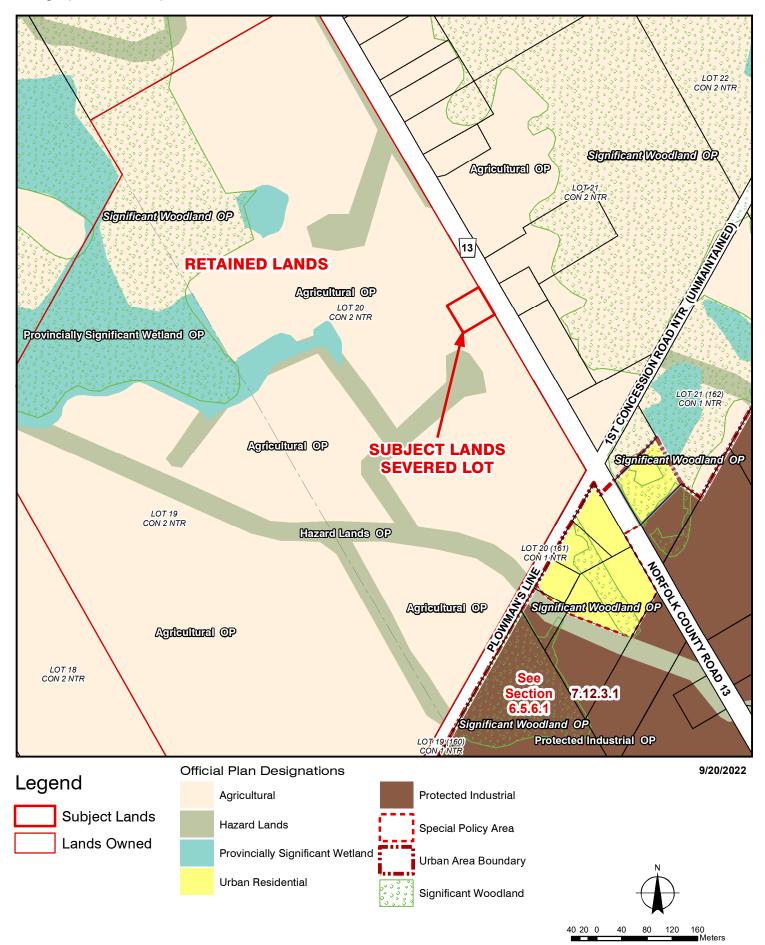
Legend



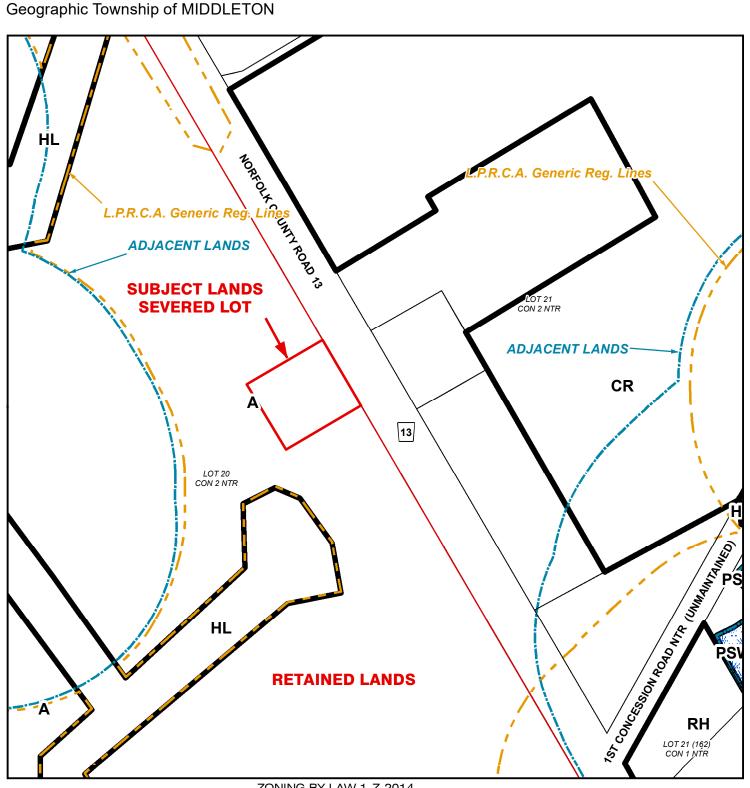


MAP B OFFICIAL PLAN MAP

Geographic Township of MIDDLETON



MAP C **ZONING BY-LAW MAP**





ZONING BY-LAW 1-Z-2014

RETAINED LANDS

(H) - Holding

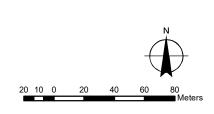
A - Agricultural Zone

CR - Rural Commercial Zone

RH - Hamlet Residential Zone

HL - Hazard Land Zone

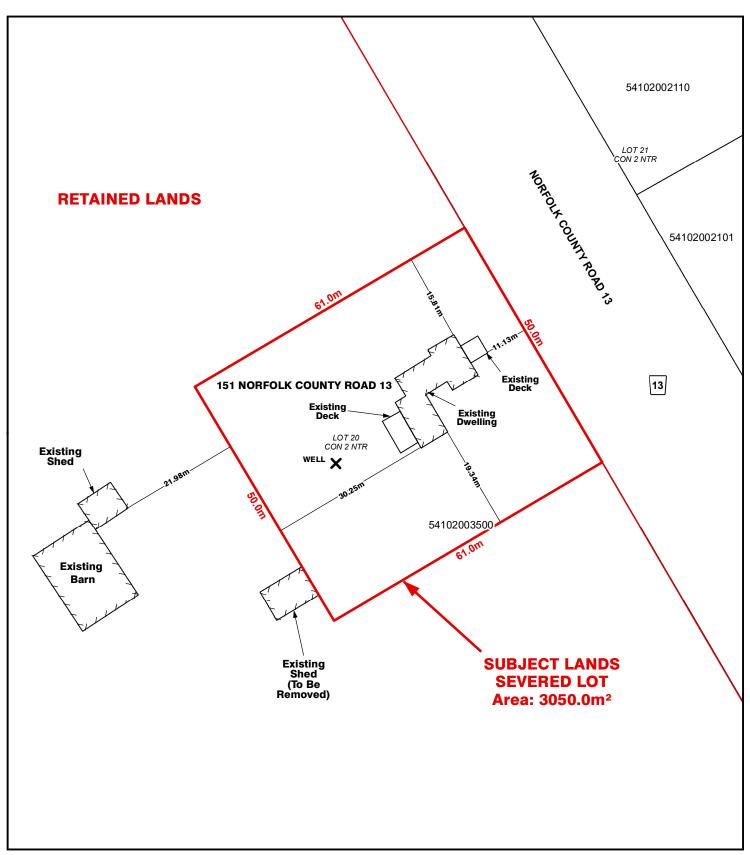
PSW - Provincially Significant Wetland Zone



9/20/2022

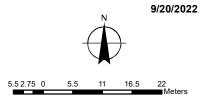
CONCEPTUAL PLAN

Geographic Township of MIDDLETON









CONCEPTUAL PLAN

Geographic Township of MIDDLETON

