



vallee

*Consulting Engineers,
Architects & Planners*

July 21, 2023

Norfolk County Planning Depart
185 Robinson Street
Simcoe Ontario N3Y 5L6

**Attention: Tricia Givens
Director of Planning**

Dear Tricia:

**Reference: Application for Severance – 260 West Church Street
Waterford, Norfolk County
Our File 21-173**

Please accept this package as our application for severance of land at 260 West Church Street in Waterford, Norfolk County. Our application package consists of the following items:

1. This cover letter.
2. Norfolk County's "Committee of Adjustment Application to Planning Department" Form, fully completed and executed.
3. A draft reference plan as prepared by Jewitt & Dixon Limited showing the retained lands as Part 3 and the severed lands as Part 2.
4. A cheque for the application fee in the amount of \$4,952.00 made payable to Norfolk County.

This application proposes to sever the existing residential dwelling from the proposed Cottonwood condominium property. This application was anticipated by Norfolk County Planning Staff and was identified in Planning Report Number CD-23-018. That report references this severance in two locations:

Under the heading of Executive Summary in Planning Report Number CD-23-018

- *"To recognize the existing single detached dwelling and its future lot characteristics, with site specific zone provisions **to facilitate a future severance of the dwelling lot from the condominium lot.***
 - *In order to **facilitate the future severance of the existing dwelling lot from the condominium lot**, staff are proposing to change the zoning of the property from General Industrial (MG) to Urban Residential Type 1 (R1-A). This would bring the property into conformity with the surrounding residential area, and eliminate the need for a special provision as the property appears to meet the zone provisions for the R1-A zone."*

Under the heading of Proposal Summary in Planning Report Number CD-23-018

*"Pending approval of the subject Official Plan and Zoning By-Law Amendment applications, the applicant would also be submitting subsequent planning applications to facilitate the development of the 30 townhouse dwelling units (such as Draft Plan of Subdivision, Site Plan & Draft Plan of Vacant Land Condominium) as well as a **consent application to allow for the future severance of the dwelling lot from the condominium lot.**"*

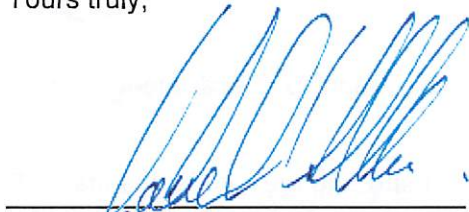
Summary

We believe that this application is very simplistic and straightforward and that it implements the overall vision for the property as anticipated by Norfolk County Planning Staff as clearly outlined in Planning Report Number CD-23-018. For this reason, a detailed justification has not been provided with this submission.

We request that this matter be brought forward to the earliest possible Committee of Adjustment hearing.

Should you have any questions or comments, please contact the undersigned.

Yours truly,



John D. Vallee, P.Eng., President
G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architect and Planners

c. Mr. Paul Aucoin
Mr. Mark Dixon

H:\Projects\2021\21-173 Cottonwood Condos\Agency\Consent\2023.07.21 Severance Application Cover Letter.docx

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners



Professional Engineers
Ontario

Authorized by the Association of Professional Engineers of Ontario
to offer professional engineering services.



Ontario Association
of Architects

Committee of Adjustment Application to Planning Department

Complete Application

A complete development application consists of the following:

1. A properly completed and signed application form (signature must be original in planners file);
2. Supporting information adequate to illustrate your proposal as indicated 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 user fees By-Law.

The above information is 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.

Pre-Consultation

A pre-consultation meeting is not 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 a pre-consultation meeting is to provide the applicant with an opportunity to present the proposed application, to discuss potential issues and to determine the required information and materials to be submitted with the application in order for it to be considered complete by staff. The applicant has the opportunity to make revisions to the application prior to submission, without the additional costs of recirculation fees. It may be appropriate to seek the assistance of independent professional help (for example a planning consultant or engineer) for complex applications.

Processing the Development Application

Once an application has been deemed complete by a planner, it will be circulated to public agencies and County departments for review and comments. Notice of the application is also provided to adjacent land owners. The comments received assist the planner with the review and recommendation/approval of your application. The time involved in processing an application varies depending upon its complexity and its acceptability to the other agencies.

An additional fee will 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.

Additional studies required as part of the complete application shall be at the sole expense of the applicant. It should also be noted that 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 will post a notification sign on your property in advance of the public meeting. Please keep this sign posted until you have received a notice in the mail indicating that no appeals were filed.

Contact Us

For additional information or assistance in completing this application, please contact a planner at 519-426-5870 or 519-875-4485 extension 1290 or planning@norfolkcounty.ca.

Please submit the completed application and fees to:

185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6

or

22 Albert Street, Langton, ON N0E 1G0

For Office Use Only:

File Number	_____	Application Fee	_____
Related File Number	_____	Conservation Authority Fee	_____
Pre-consultation Meeting	_____	Well & Septic Info Provided	_____
Application Submitted	_____	Planner	_____
Complete Application	_____	Public Notice Sign	_____

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: 33503002600

A. Applicant Information

Name of Owner Paul & Margaret Laevens

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 260 West Church Street
Town and Postal Code Waterford Ontario
Phone Number _____
Cell Number _____
Email _____

Name of Applicant Aucoin-Dixon Developments Inc.
Address 75 Brant Ave
Town and Postal Code Brantford, ON N3T 3H2
Phone Number 519.755.6252
Cell Number 519.754.9942
Email paulaucoin@hotmail.com

Name of Agent John Vallee
Address 2 Talbot St N
Town and Postal Code Simcoe, Ontario, N3Y 3W4
Phone Number (519) 426-6270
Cell Number (519) 410-1440
Email Johnvallee@gdvallee.ca

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 mortgages, charges or other encumbrances on the subject lands:

Unknown

B. Location, Legal Description and Property Information

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

The subject lands are located at the end of West Church Street and north of Vanrooy Trail in the Urban Area of Waterford.

Municipal Civic Address: 260 W Church St, Waterford, ON N0E 1Y0

Present Official Plan Designation(s): Residential

Present Zoning: Urban Residential (R1-A & R4)

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

☒ Yes ☐ No If yes, please specify:

Norfolk County Zoning by-law special provision 14.0624

3. Present use of the subject lands:

Residential

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:

Within the subject lands are a single detached dwelling and an accessory structure (shop) at the rear side of the lot. All structures are being retained.

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:

The severed lands will accommodate a proposed townhouse condominium development.

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:

NA

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

9. Existing use of abutting properties:

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:

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

Description of land intended to be retained in metric units:

Frontage: 23.75 m

Depth: 59.74 m

Width: 23.75 m

Lot Area: 1,418 m²

Present Use: Residential

Proposed Use: Residential

Buildings on retained land: 2

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

Frontage: n/a

Depth: n/a

Width: n/a

Area: n/a

Proposed Use: n/a

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: n/a

Total Acreage: n/a

Workable Acreage: n/a

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

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

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

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

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

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):

2. Is there reason to believe the subject lands may have been contaminated by former uses on the site or adjacent sites? ☐ Yes ☐ No ☒ Unknown

3. Provide the information you used to determine the answers to the above questions:

4. If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached? ☐ Yes ☐ No

E. Provincial Policy

1. Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the *Planning Act, R.S.O. 1990, c. P. 13*? ☒ Yes ☐ No

If no, please explain:

The proposed severance is required to facilitate the townhouse condominium that has been approved by Norfolk County Council through files OPNPL2022333 and ZNPL2022325.

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:

Within the urban area of Waterford.

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 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 n/a

Wooded area

☐ On the subject lands or ☒ within 500 meters – distance 180m

Municipal Landfill

☐ On the subject lands or ☐ within 500 meters – distance n/a

Sewage treatment plant or waste stabilization plant

☐ On the subject lands or ☐ within 500 meters – distance n/a

Provincially significant wetland (class 1, 2 or 3) or other environmental feature

☐ On the subject lands or ☒ within 500 meters – distance 247 m

Floodplain

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

Rehabilitated mine site

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

Non-operating mine site within one kilometre

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

Active mine site within one kilometre

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

Industrial or commercial use (specify the use(s))

☐ On the subject lands or ☒ within 500 meters – distance 18 m

Active railway line

☐ On the subject lands or ☐ within 500 meters – distance n/a

Seasonal wetness of lands

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

Erosion

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

Abandoned gas wells

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

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:

West Church St

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.

Paul R. Laeven Darlene Laeven

Owner/Applicant/Agent Signature

July 19/2023

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 Paul & Darlene Laeven am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize G. Douglas Vallee Limited 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.

Paul R. Laeven

Owner

Darlene Laeven

Owner

JULY-19-2023

Date

July 19 2023

Date

K. Declaration

I, Paul & Darlene Laevens of Waterford, Ontario

solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Declared before me at:

Simcoe



Owner/Applicant/Agent Signature

In Norfolk County

This 19th day of July

A.D., 2023



A Commissioner, etc.

Kaitlyn Anderson Poole, a
Commissioner, etc., Province of Ontario.
for the Corporation of Norfolk County.
Expires September 2, 2024.

Jodi Pfaff-Schimus

From: Jodi Pfaff-Schimus
Sent: Friday, July 21, 2023 3:00 PM
To: 'karenthomson@gdvallee.ca'
Subject: Consent application - 260 W Church St

Good Afternoon,

Please be advised that your application was received for severance of 260 West Church Street in Waterford.

Included in the envelope package was a cheque for \$4952.00, in which I will be mailing back to the applicants address:

Aucoin-Dixon Developments Inc.
75 Brant Ave.
Brantford, ON N3T 3H2

<https://www.norfolkcounty.ca/government/planning/development/>

Applications Forms, Fees, and Tools

Forms

- [Development Application Form](#)
- [Committee of Adjustment Application Form](#)
- [Existing On-Site Sewage System Evaluation Form](#)
- [Site Plan Waiver Request Form](#)
- [Local Planning Appeals Tribunal Forms](#)
- [Pre-Consultation Application Form](#)
- [Chic Address Request Form](#)

Fees

Planning application development fees are not required with the submission of your completed and signed development application. Your planning application fee will be determined by the planner when your application has been verified and deemed complete. Prepayments will not be accepted.

- [Community Planning User Fees—Updated yearly](#)
- [Long Point Region Conservation Authority review fees](#)
- [Grand River Conservation Authority review fees](#)

Tools

- [Agrisuite](#) (Minimum Distance Separation setback calculation software - requires Microsoft Silverlight to run)

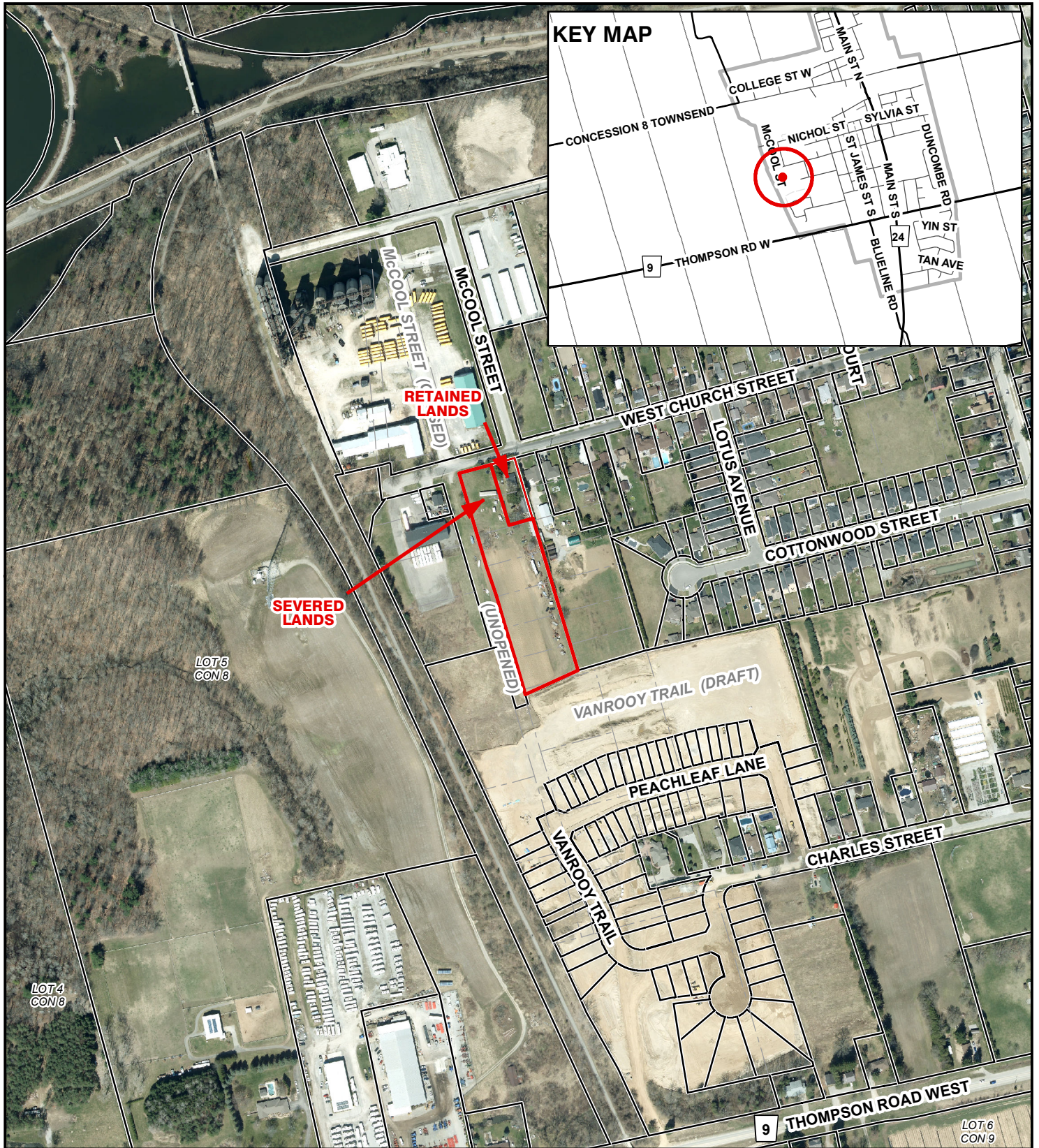
Once the application is deemed complete by the Planner, they will notify you and Norfolk County will then request payment of application fees.

If you have any questions, please feel free to reach out.



Kind Regards
Jodi

MAP A
CONTEXT MAP
Urban Area of WATERFORD

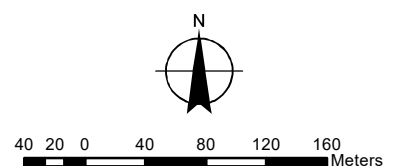
BNPL2023242



Legend

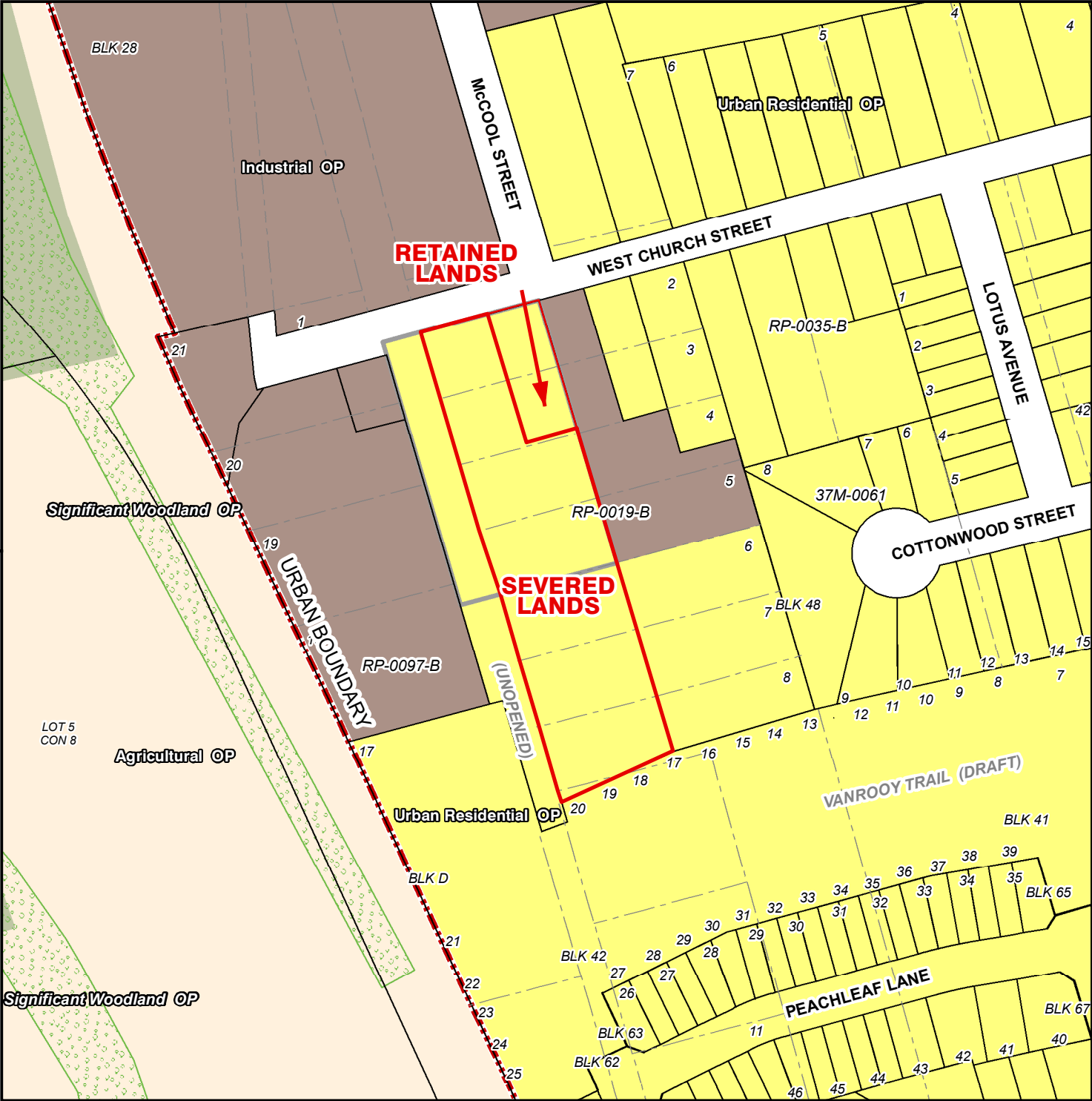
-  Subject Lands
 -  Lands Owned
- 2020 Air Photo

8/30/2023



MAP B
OFFICIAL PLAN MAP
Urban Area of WATERFORD

BNPL2023242



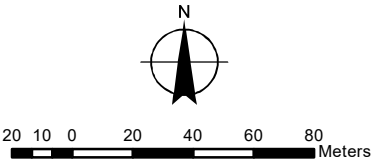
Legend

- Subject Lands
- Lands Owned

Official Plan Designations

- Agricultural
- Hazard Lands
- Urban Residential
- Industrial
- Urban Area Boundary
- Significant Woodland

8/30/2023

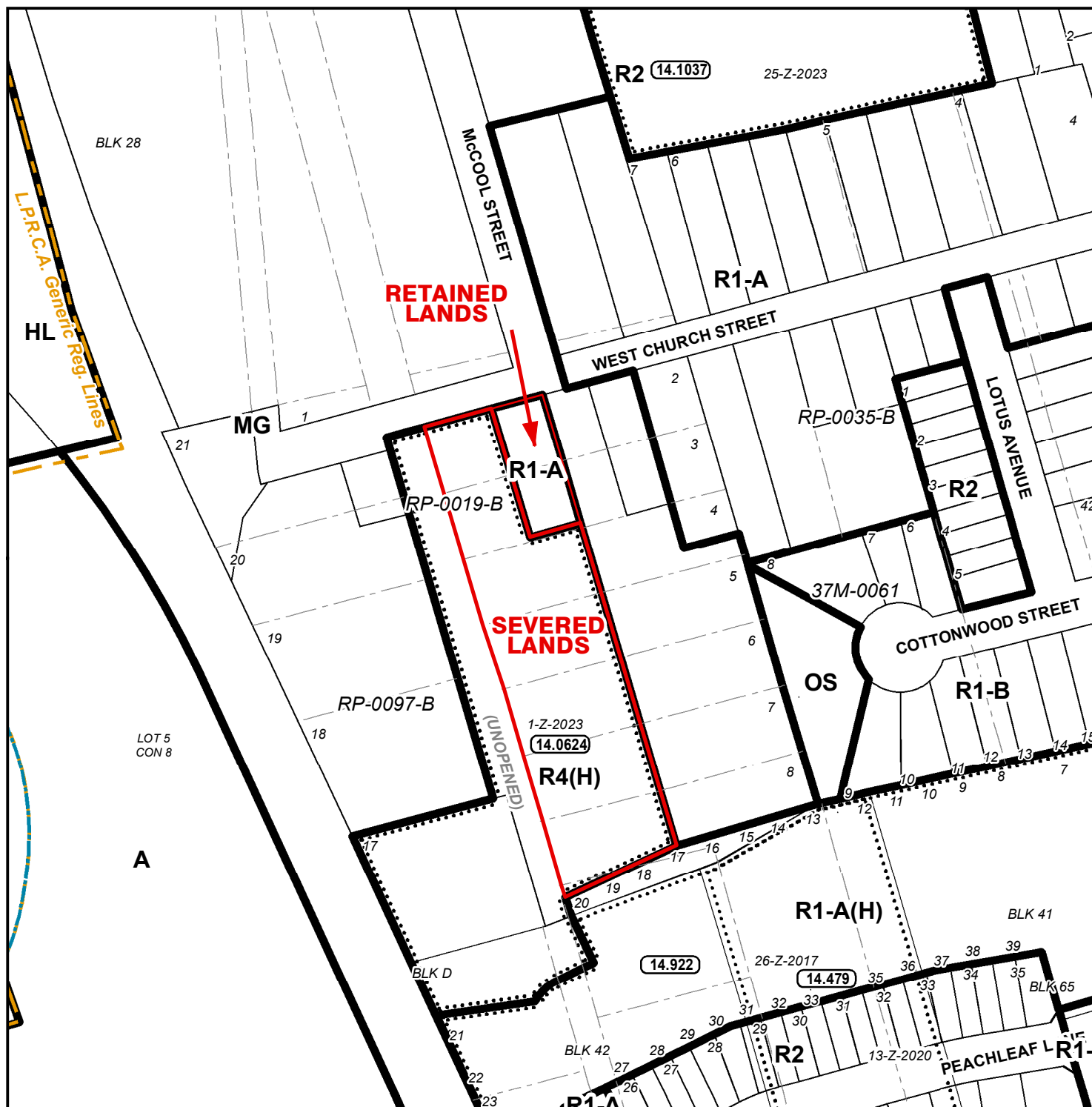


MAP C

ZONING BY-LAW MAP

Urban Area of WATERFORD

BNPL2023242

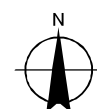


LEGEND

- Subject Lands
- Lands Owned
- Adjacent Lands
- LPRCA Generic RegLines

- (H) - Holding
- A - Agricultural Zone
- MG - General Industrial Zone
- HL - Hazard Land Zone
- OS - Open Space Zone
- R1-A - Residential R1-A Zone
- R1-B - Residential R1-B Zone
- R2 - Residential R2 Zone
- R4 - Residential R4 Zone

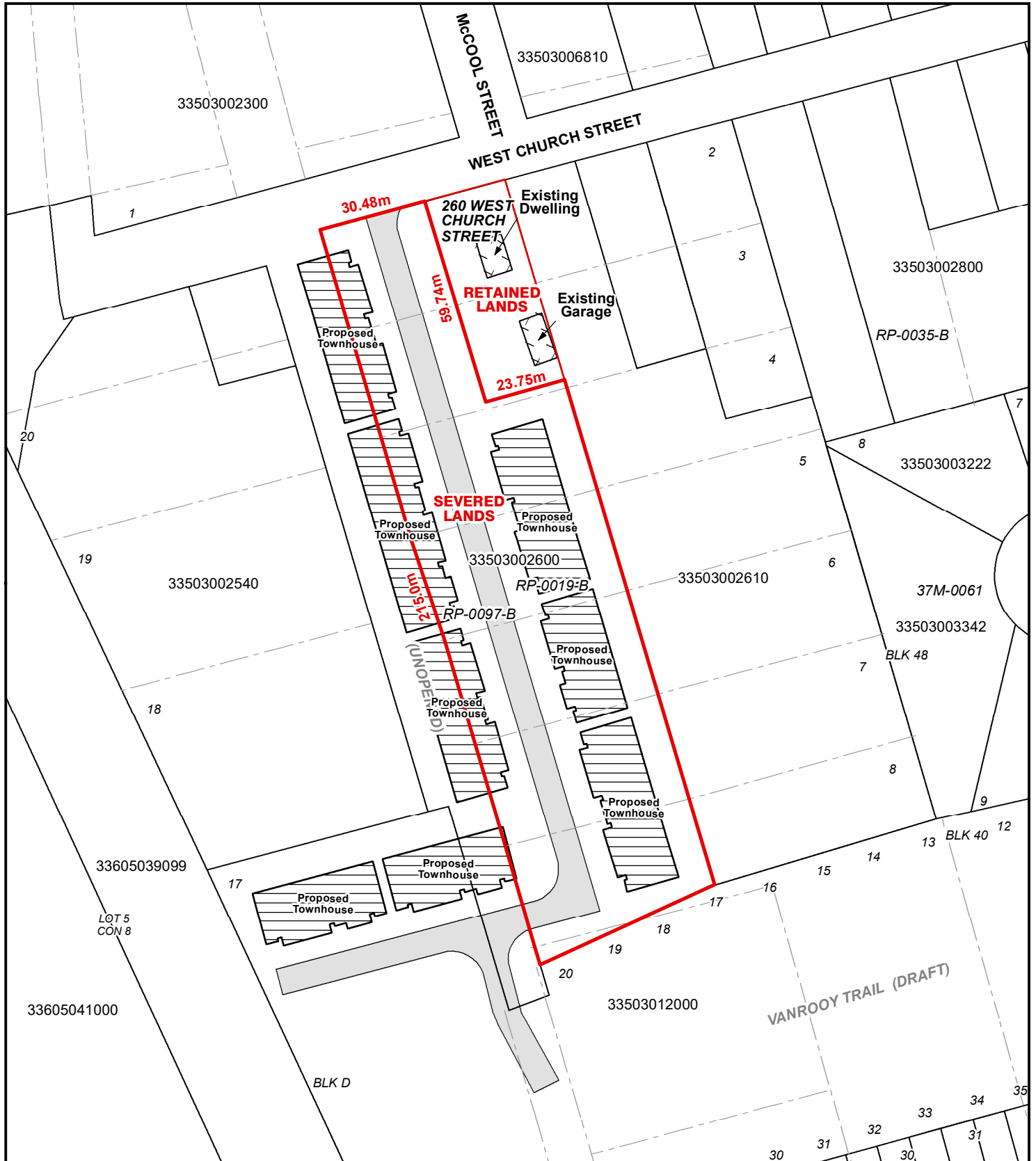
8/30/2023



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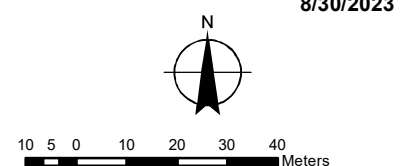
CONCEPTUAL PLAN

Urban Area of WATERFORD



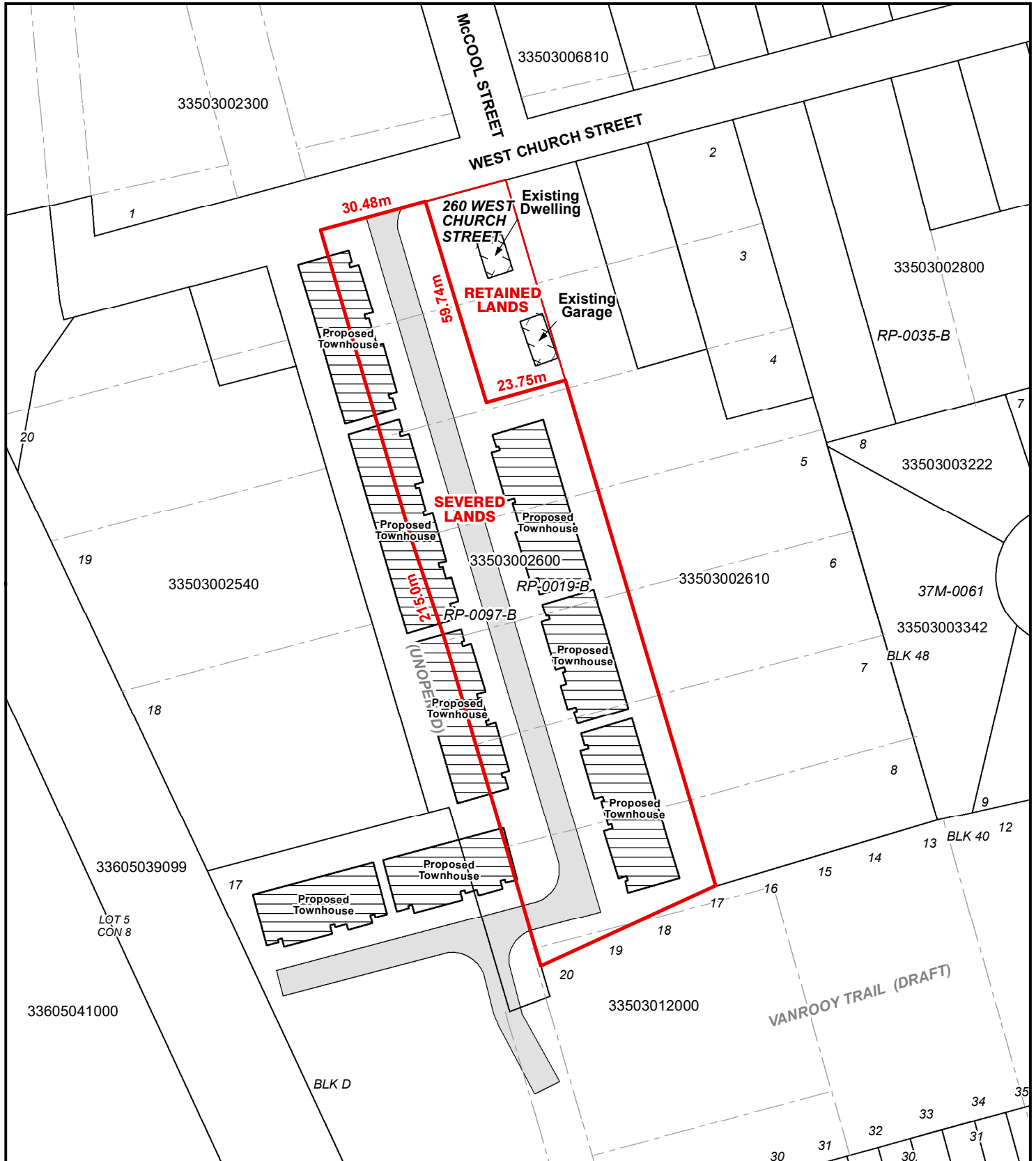
Legend

- Subject Lands
- Lands Owned



CONCEPTUAL PLAN

Urban Area of WATERFORD



Legend

- Subject Lands
- Lands Owned

