

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: _____

A. Applicant Information

Name of Owner _____

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 _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

Name of Applicant _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

Name of Agent _____
Address _____
Town and Postal Code _____
Phone Number _____
Cell Number _____
Email _____

Please specify to whom all communications should be sent. Unless otherwise directed, all correspondence and notices in respect of this application will be forwarded to the owner and agent noted above.

Owner Agent Applicant

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

B. Location, Legal Description and Property Information

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

Municipal Civic Address: _____

Present Official Plan Designation(s): _____

Present Zoning: _____

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

Yes No If yes, please specify:

3. Present use of the subject lands:

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:

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.

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:

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:

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:

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					

2. Please explain why it is not possible to comply with the provision(s) of the Zoning By-law:

3. **Consent/Severance/Boundary Adjustment:** Description of land intended to be severed in metric units:

Frontage: _____

Depth: _____

Width: _____

Lot Area: _____

Present Use: _____

Proposed Use: _____

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: _____

Depth: _____

Width: _____

Lot Area: _____

Present Use: _____

Proposed Use: _____

Buildings on retained land: _____

4. **Easement/Right-of-Way:** Description of proposed right-of-way/easement in metric units:

Frontage: _____

Depth: _____

Width: _____
Area: _____
Proposed Use: _____

5. Surplus Farm Dwelling Severances Only: List all properties in Norfolk County, which are owned and farmed by the applicant and involved in the farm operation

Owners Name: _____
Roll Number: _____
Total Acreage: _____
Workable Acreage: _____
Existing Farm Type: (for example: corn, orchard, livestock) _____
Dwelling Present?: Yes No If yes, year dwelling built _____
Date of Land Purchase: _____

Owners Name: _____
Roll Number: _____
Total Acreage: _____
Workable Acreage: _____
Existing Farm Type: (for example: corn, orchard, livestock) _____
Dwelling Present?: Yes No If yes, year dwelling built _____
Date of Land Purchase: _____

Owners Name: _____
Roll Number: _____
Total Acreage: _____
Workable Acreage: _____
Existing Farm Type: (for example: corn, orchard, livestock) _____
Dwelling Present?: Yes No If yes, year dwelling built _____
Date of Land Purchase: _____

Owners Name: _____
Roll Number: _____
Total Acreage: _____
Workable Acreage: _____
Existing Farm Type: (for example: corn, orchard, livestock) _____
Dwelling Present?: Yes No If yes, year dwelling built _____
Date of Land Purchase: _____

Owners Name: _____
Roll Number: _____
Total Acreage: _____
Workable Acreage: _____
Existing Farm Type: (for example: corn, orchard, livestock) _____
Dwelling Present?: Yes No If yes, year dwelling built _____
Date of Land Purchase: _____

Note: If additional space is needed please attach a separate sheet.

D. All Applications: 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. All Applications: 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:

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. 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
 - 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:

G. All Applications: 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.

I. Transfers, Easements and Postponement of Interest

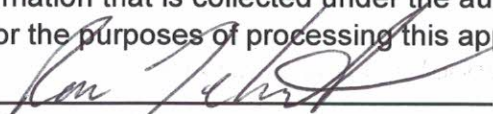
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that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

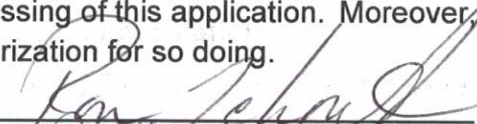
 February 6, 2026
Owner/Applicant/Agent Signature Date

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 Ronald & Patricia Tchorek am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Kayla DeLeye 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.

 February 6, 2026
Owner Date

 February 6, 2026
Owner Date

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

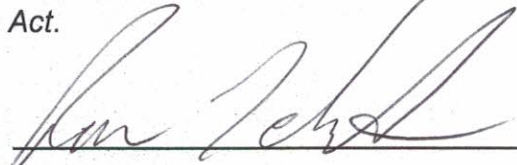
K. Declaration

I, Ronald Tchorek of Simcoe, 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:



Owner/Applicant/Agent Signature

In _____

This 6th day of February

A.D., 2026

at Simcoe, Ontario,

_____ 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*.

A Commissioner, etc.

Application 2271 Highway 24

“ In the Province of Ontario, I/we solemnly declare that all the statements contained in this application are true and I/we 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”

Kayla DeLeye

SKETCH SHOWING
PROPOSED SEVERANCE

FOR:

RON TCHOREK
#2271 NORFOLK COUNTY HIGHWAY 24 EAST
SIMCOE
PIN 50209 - 0134 (LT)

SCALE: 1 : 500



JANUARY 21, 2026

METRIC NOTE:

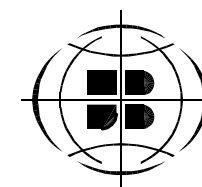
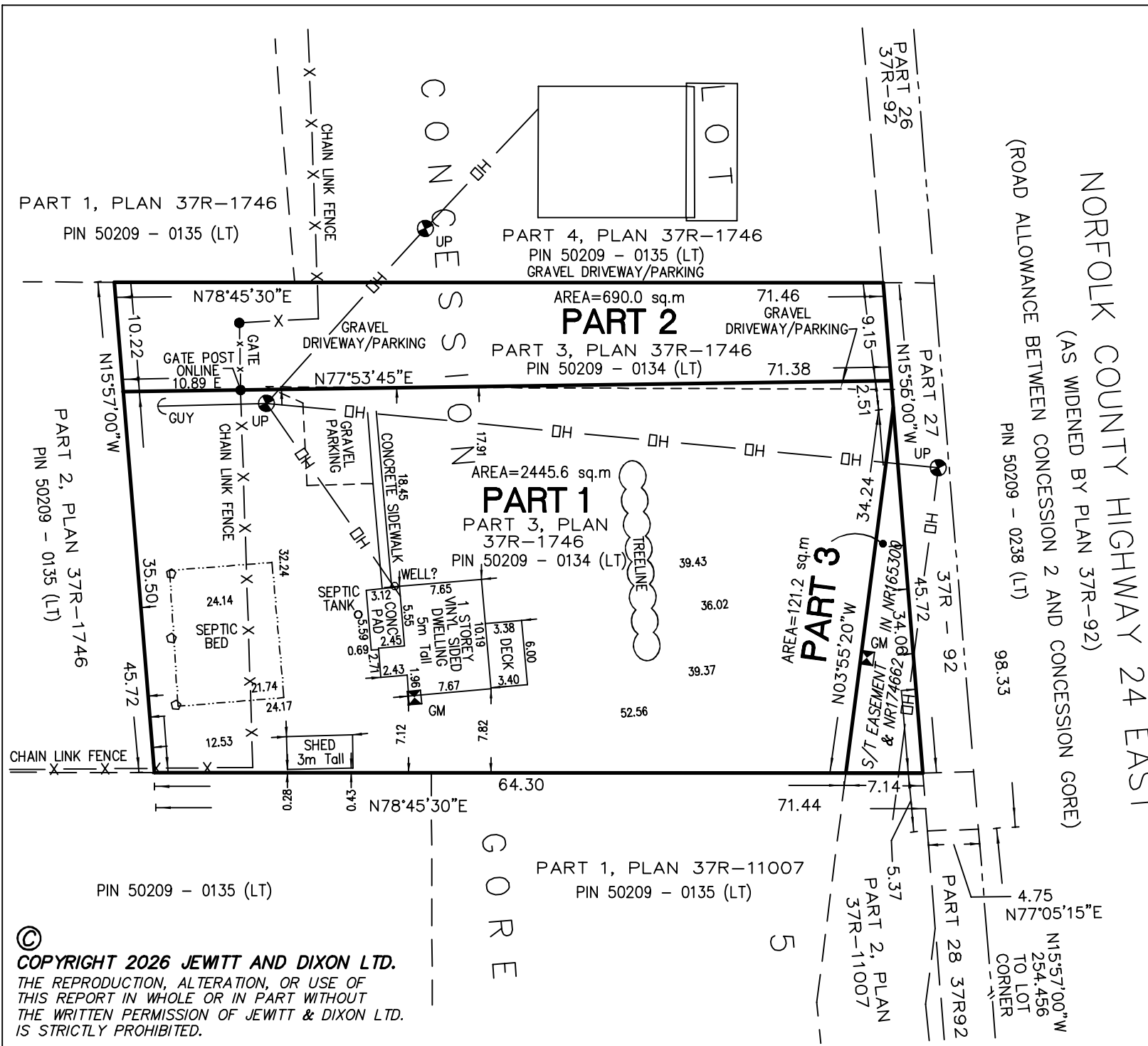
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND
CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

CAUTION:

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT
BE USED FOR PURPOSES OTHER THAN THE
PURPOSE INDICATED IN THE TITLE BLOCK.

PROPERTY DESCRIPTION:

PART LOT 5, CONCESSION GORE
TOWNSHIP OF WOODHOUSE
NORFOLK COUNTY



JEWITT AND DIXON
ONTARIO LAND SURVEYORS
A Division of Kim Husted Surveying Ltd.

SURVEYING
MAPPING
GIS

650 Ireland Rd., Simcoe, ON N3Y 4K2
T: (519) 426-0842 www.jdbarnes.com

DRAWN BY: J.L.M.	CHECKED BY: K.S.H.	REFERENCE NO.: 25-54-497-00
DATED: JANUARY 21, 2026		

©
COPYRIGHT 2026 JEWITT AND DIXON LTD.
THE REPRODUCTION, ALTERATION, OR USE OF
THIS REPORT IN WHOLE OR IN PART WITHOUT
THE WRITTEN PERMISSION OF JEWITT & DIXON LTD.
IS STRICTLY PROHIBITED.

Planning Brief

Boundary Adjustment Consent Application

2271 Highway 24 – Norfolk County

Tuesday January 6, 2026



Planning Brief for 2271 Highway 24, Norfolk County

1.0 INTRODUCTION

Kayla DeLeye Development Planning (“Agent”) has been retained by the Tchorek family (“owner”) to assist in obtaining a minor boundary adjustment consent application for 2271 Highway 24, Norfolk County, legally described as Windham Gore Part Lot 5 RP 37R1746. The consent application is required to boundary adjust a small portion of lands from 2271 Highway 24 (Roll # 33703003200), to 2275 Highway 24 (Roll # 33703003000).

This brief aims to provide details and justification regarding the minor boundary adjustment and provide a brief overview of the planning merits associated with the planning application.

2.0 SUBJECT LANDS DESCRIPTION

The application involves two properties:

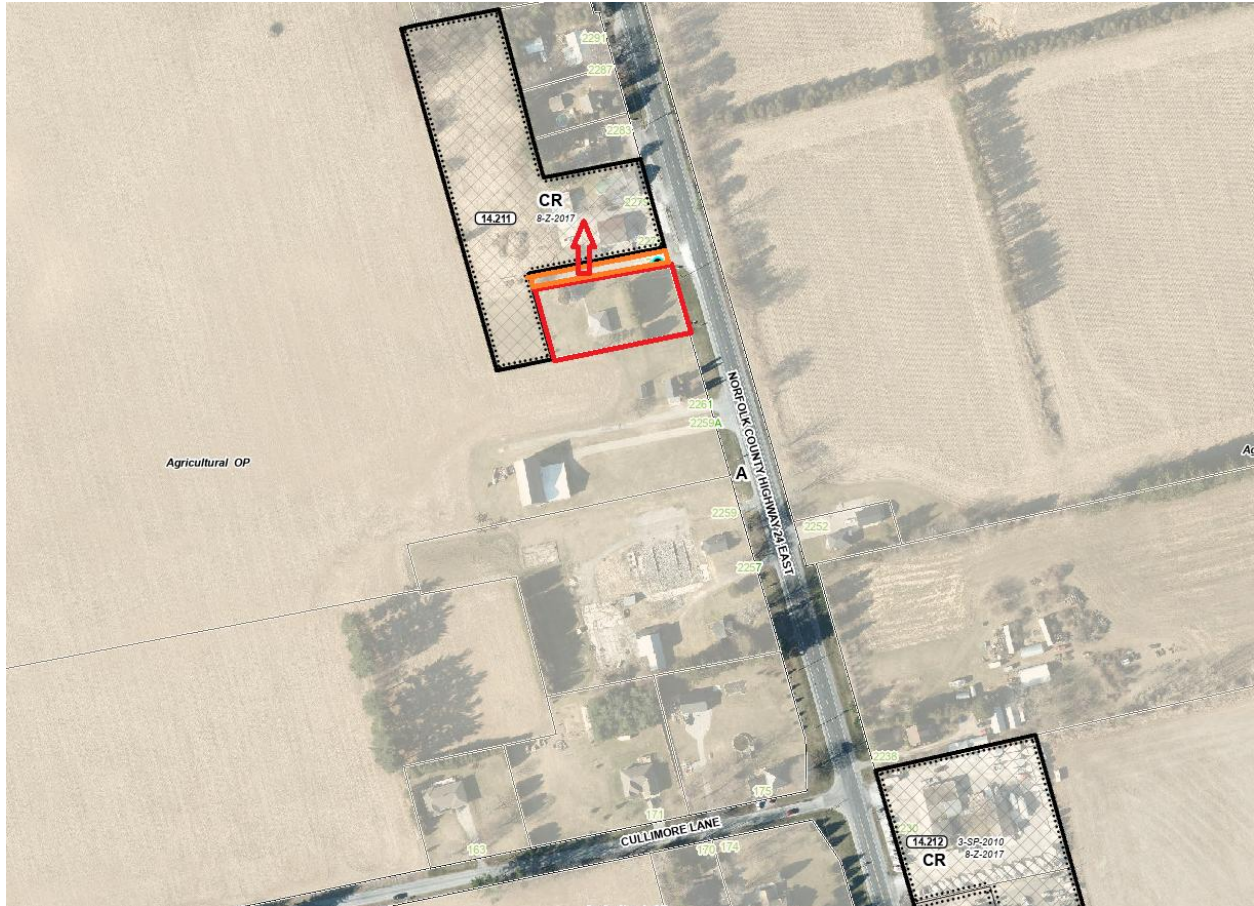
1. Rural residential parcel that lands are being boundary adjusted from (roll #33703003200), which comprise of approximately 0.3278 hectares (0.81 acres); and
2. Existing rural lot (roll # 33703003000), which comprise of approximately 1.0684 hectares (2.64 acres)

2271 Highway 24, Roll #33703003200 has frontage along Hwy 24 in the geographic township of Windham, approximately 4.9 kilometres west of Port Dover in Norfolk County.

The subject lands are approximately 0.3135 hectares (0.77 acres) in size and contain a single detached dwelling. The majority of the lands surrounding the subject property are in agricultural production with many surrounding rural residential lots. The subject lands are classified as prime agricultural lands however the owners only wish to boundary adjust as minimal amount of land as possible in order to shift the lot line so that the driveway for 2275 Highway 24 is wholly on their own lands. The owner plans to eventually building an accessory detached garage that will comply with the Zoning requirements of the lot.

See the property location shown on Map 1 below that also shows the property’s Official Plan designation and Zoning and well as the proposed lands to be boundary adjusted.

Map 1: Location, Designation and Zoning of Subject Lands



The proposed boundary adjusted lands contain a driveway and are vacant.

Official Plan Designation & Zoning By-law Provisions

The subject lands are designated Agricultural in the Norfolk County Official Plan (NCOP) and zoned Agricultural (A) in the Norfolk County Zoning By-law 1-Z-2014 (NCZB) as shown in Map 1 above.

Map 2: Survey Sketch of the Proposed Severed Lands

The PPS is issued under section 3 of the Planning Act, and according to the Act, all decisions affecting planning matters shall be consistent with the PPS. Municipalities are the primary decision-makers for local communities. They implement provincial policies through municipal official plans, zoning by-laws and planning-related decisions.

As per section 4.3.1 of the PPS, prime agricultural areas shall be protected for long-term use for agriculture. Prime agricultural areas are areas where prime agricultural lands predominate and includes Canada Land Inventory Class 1, 2, and 3 lands, and any associated Class 4 through 7 lands within the prime agricultural area.

As per section 4.3.2 of the PPS, in prime agricultural areas, agricultural uses (including farm buildings and a residence) are permitted. Furthermore, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected, and the creation of new lots shall comply with the minimum distance separation (MDS) formula.

The subject lands are considered part of a “prime agricultural area”, which is defined as “areas where prime agricultural lands predominate. This includes areas of prime agricultural lands and associated Canada Land Inventory Class 4 through 7 lands, and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture. Prime agricultural areas may be identified by a planning authority based on provincial guidance or informed by mapping obtained from the Ontario Ministry of Agriculture, Food and Agribusiness and the Ontario Ministry of Rural Affairs or any successor to those ministries.”

Policy 4.3.3.2 of the PPS states, “Lot adjustments in prime agricultural areas may be permitted for **legal or technical reasons.**”

The PPS goes on to define legal or technical reasons to mean “severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot.”

The owner has applied for a minor boundary adjustment for a technical reason in accordance with Policy 4.3.3.2.

It is my professional opinion that the proposed boundary adjustment to increase the lot size of 2275 Highway 24 by 690.00 square metres (0.17 acres) is minor, and technical in nature and does not result in the creation of a new lot.

The subject application is consistent with the policies of the PPS.

4.2 NORFOLK COUNTY OFFICIAL PLAN FRAMEWORK & ANALYSIS

The Norfolk County Official Plan (NCOP) is the local municipal planning policy which describes how land in Norfolk County should be used. It is prepared with input from the community and helps manage growth and development within the County until 2036. The NCOP provides a policy framework to guide economic, environmental and social decisions that have implications for the use of land.

The purpose of the NCOP is to provide an overall policy framework establishing clear development principles and policies including land use designations to:

- promote orderly growth and development;
- provide guidance to Council;
- ensure the financial sustainability of the County;
- establish goals and objectives to provide appropriate services;
- respond to population and economic change;
- implement monitoring, review and updates to policy as per new provincial interests; and
- assist in co-ordinating and integrating planning activities with cross-jurisdictional implications including:
 - ecosystem,
 - shoreline and watershed planning;
 - natural heritage planning;
 - management of resources;
 - transportation and infrastructure planning;
 - regional economic development;
 - cultural heritage planning,
 - air and water quality monitoring; and
 - waste management.

The subject lands are designated “Agricultural” in the NCOP.

Section 7.2.3 of the Norfolk County Official Plan contains policies around agricultural lot creation and lot adjustment.

Consent to sever land may be considered for the following purposes:

a) Consent to sever land may be considered for the following purposes:

- i) the assembly or disassembly of agricultural lots for agriculture uses including agriculturally related boundary adjustments which do not result in the creation of a new lot, subject to the policies of Section 7.2.4 (Agricultural Designation - Agricultural Lot Size Policies);
- ii) agriculture-related commercial and industrial uses in accordance with the policies of Section 7.2.2(Agricultural Designation – Land Use Policies);
- iii) agriculture-related commercial, institutional and industrial uses existing prior to August 24, 1978, provided the retained parcel of land is not considered a vacant lot, and subject to the policies of this Plan;
- iv) infrastructure and utilities, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way;

v) a currently habitable farm dwelling surplus to a farming operation as a result of the consolidation of farm properties located within Norfolk County and adjacent municipalities, subject to the policies of Sections 7.2.3(b) and (c);

vi) technical reasons including minor boundary adjustments, corrections of deeds, quit claims, easements or rights-of-way, or other purposes that do not create an additional separate lot, and which do not change the lot configuration such that a non-agricultural lot is created which would not be in conformity with the policies of this Plan.

The owner is proposing a minor boundary adjustment to adjust an area of 690 square metres (0.17 acres) to the adjacent existing undersized lot to increase the size of the lot from 1.0684 hectares (2.64 acres) to 1.1374 hectares (2.81 acre). The technical reason behind the request is to move the existing driveway from 2271 Highway 24 to 2275 Highway 24. The proposed boundary adjustment does not change the lot configuration such that a non-agricultural lot is created.

The proposed minor boundary adjustment is in conformity to the Norfolk County Official Plan.

4.3 NORFOLK COUNTY ZONING BY-LAW, 1-Z-2014 FRAMEWORK & ANALYSIS

The Norfolk County Zoning By-law 1-Z-2014 (NCZB) is a regulatory document that controls the land in Norfolk County in terms of compatibility, character and appearance, and implements the NCOP. The NCZB identifies that no land, building or structures shall be used, erected, altered or occupied except in conformity with the provisions of the NCZB.

The current zoning of 2271 Highway 24 is Agricultural Zone (A), and the current zoning of 2275 Highway 24 is CR (Special provision 14.211) in the NCZB.

The following provisions apply to the Agricultural (A) Zone:

Provision	Requirement	Provided	Comment
Minimum lot area	40 ha (98.84 ac)	Retained: 0.2446 hectares Severed: 690 square metres	Does not comply. ZBLA required for lot deficiency created at 2271 Highway 24
Minimum lot frontage	30 m (98.4 ft)	Retained: 34.06 m (after boundary adjustment)	Complies
Minimum front yard	13 m (42.65 ft)	36.02 m	Complies
Minimum exterior side yard	13 m (42.65 ft)	N/A	Complies

Minimum interior side yard	3 m (9.84 ft)	7.12 m	Complies
Minimum rear yard	9 m (29.53 ft) ¹	21.74 m	Complies
Minimum separation between a farm processing facility and a dwelling on an adjacent lot	30 m (98.4 ft)	n/a	n/a
Maximum building height	11 m (36.10 ft)	N/A	N/A

The following provisions apply to the Rural Commercial (CR) Zone:

Provision	Requirement	Provided	Comment
Minimum lot area	1,860 sq.m	New lot area of 2275 Hwy 24: 1.1374 hectares	complies
Minimum lot frontage	30 m (98.4 ft)	Adjusted lot once boundary adjusted: 47.2 m	Complies
Minimum front yard	13 m (42.65 ft)	Legal non-complying	Complies
Minimum exterior side yard	13 m (42.65 ft)	N/A	Complies
Minimum interior side yard	3 m (9.84 ft)	4.4 m	Complies
Minimum rear yard	9 m (29.53 ft) ¹	45 m	Complies
Maximum building height	11 m (36.10 ft)	N/A	N/A

Special provision 14.211 In addition to the uses permitted in the CR Zone, a duplex dwelling shall also be permitted

The subject application will require a ZBLA as a condition of approval to rezone the boundary adjusted lands to match that of the CR (14.211) Zone as well as to permit a reduce lot area for the retained lands.

5. CONCLUSION

It is my professional opinion that the proposed planning application for a minor boundary adjustment severance represents good planning and should be approved as the planning brief has confirmed:

1. Consistency with the *Provincial Planning Statement*;
2. Conformity to the *Norfolk County Official Plan*;
3. Conformity to the *Norfolk County Zoning By-law*; and,

4. As a condition of approval, a ZBLA will be sought to rezone the boundary adjusted lands to match that of the CR (14.211) Zone as well as to permit a reduce lot area for the retained lands.

The agent looks forward to the expeditious processing of the subject application. Please do not hesitate to contact the undersigned should you have any questions related to this application.

Prepared and submitted by:

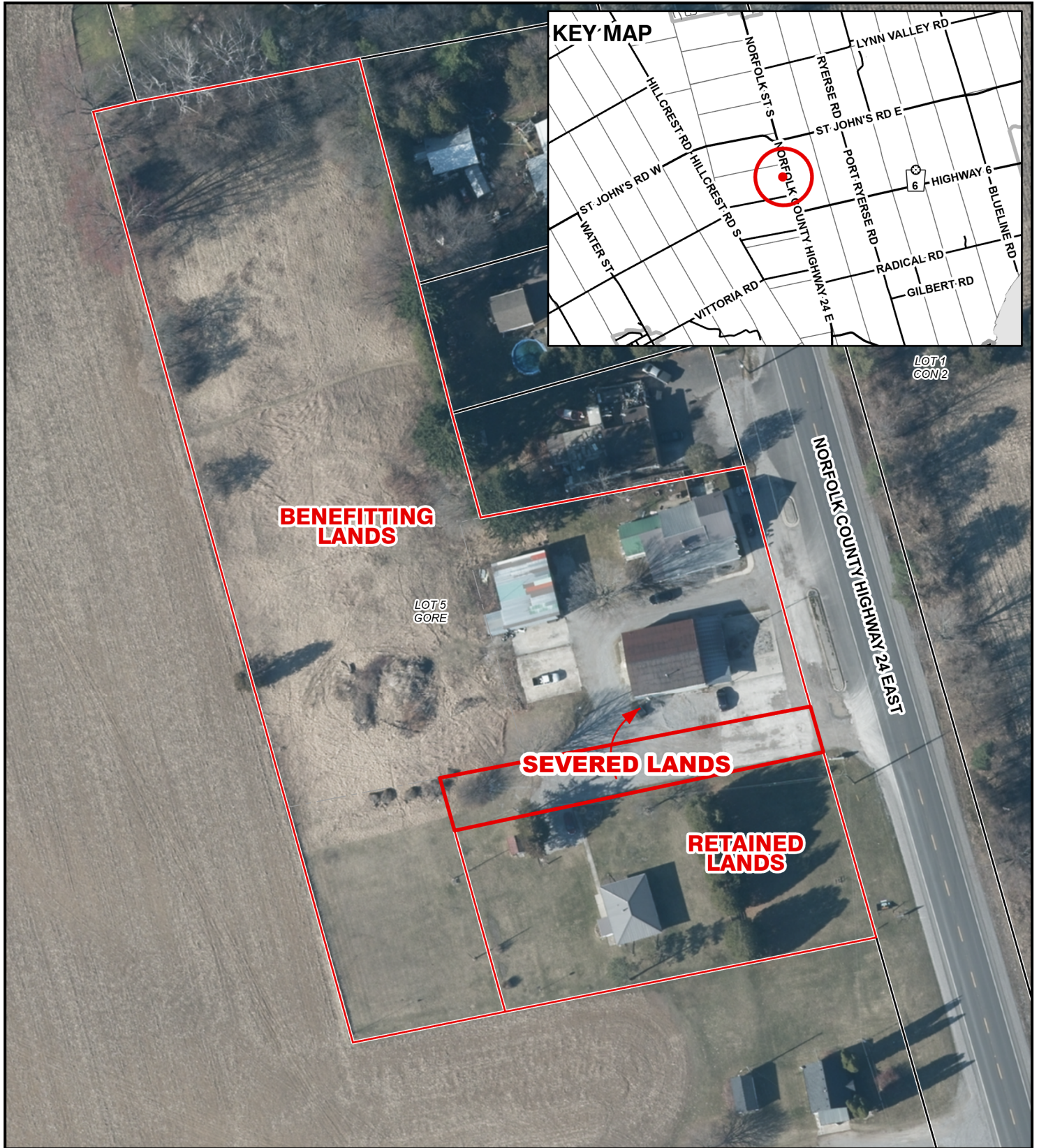
Kayla DeLeye, B.A MA, Ec.D, MCIP, RPP

MAP A



BNPL2026027

CONTEXT MAP

Geographic Township of WOODHOUSE

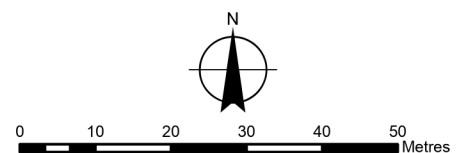


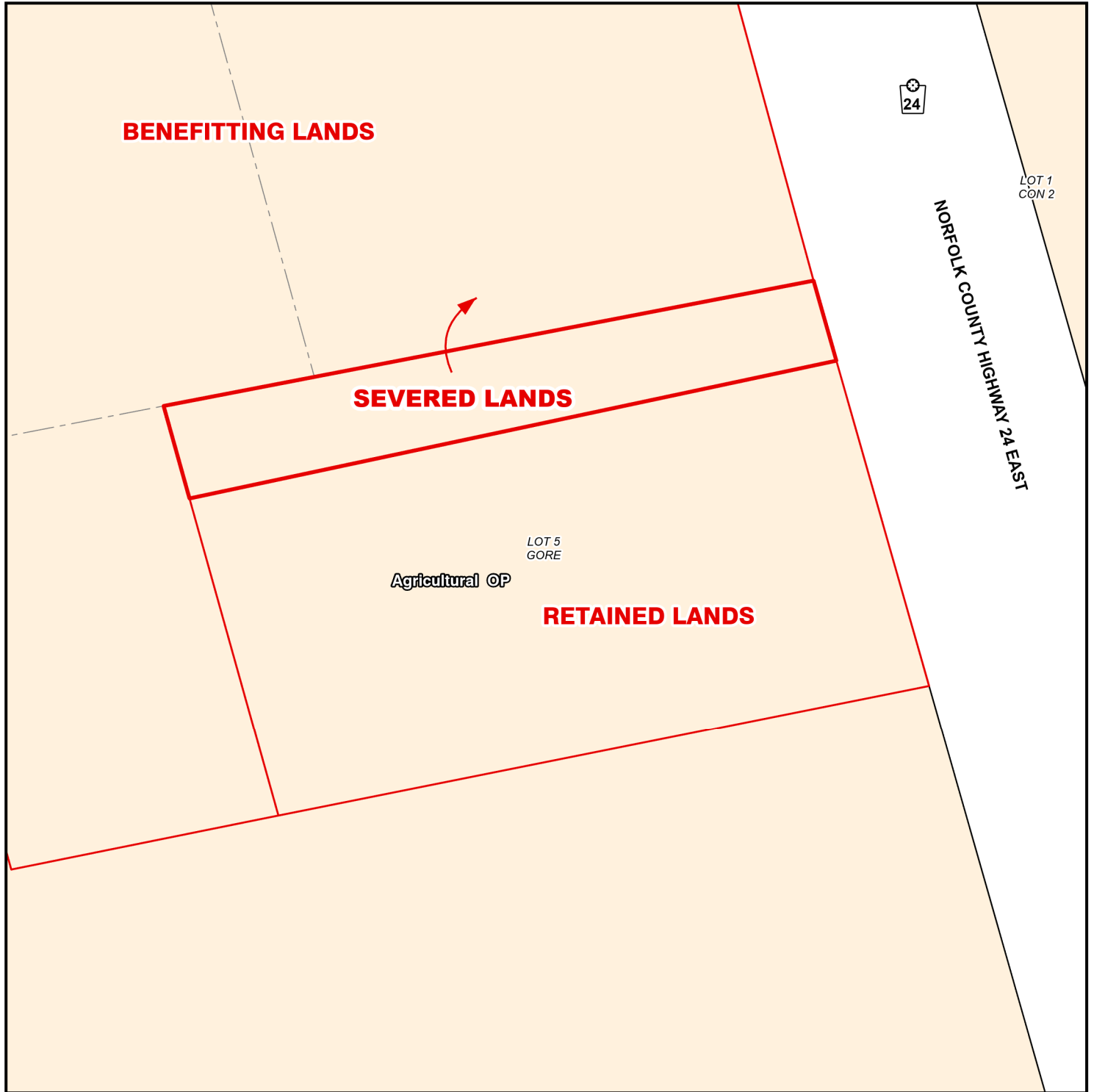
Legend

-  Subject Lands
-  Lands Owned



4/7/2026

2020 Air Photo





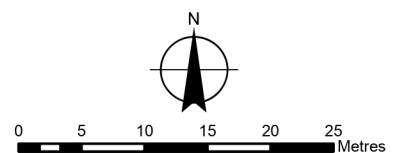
Legend

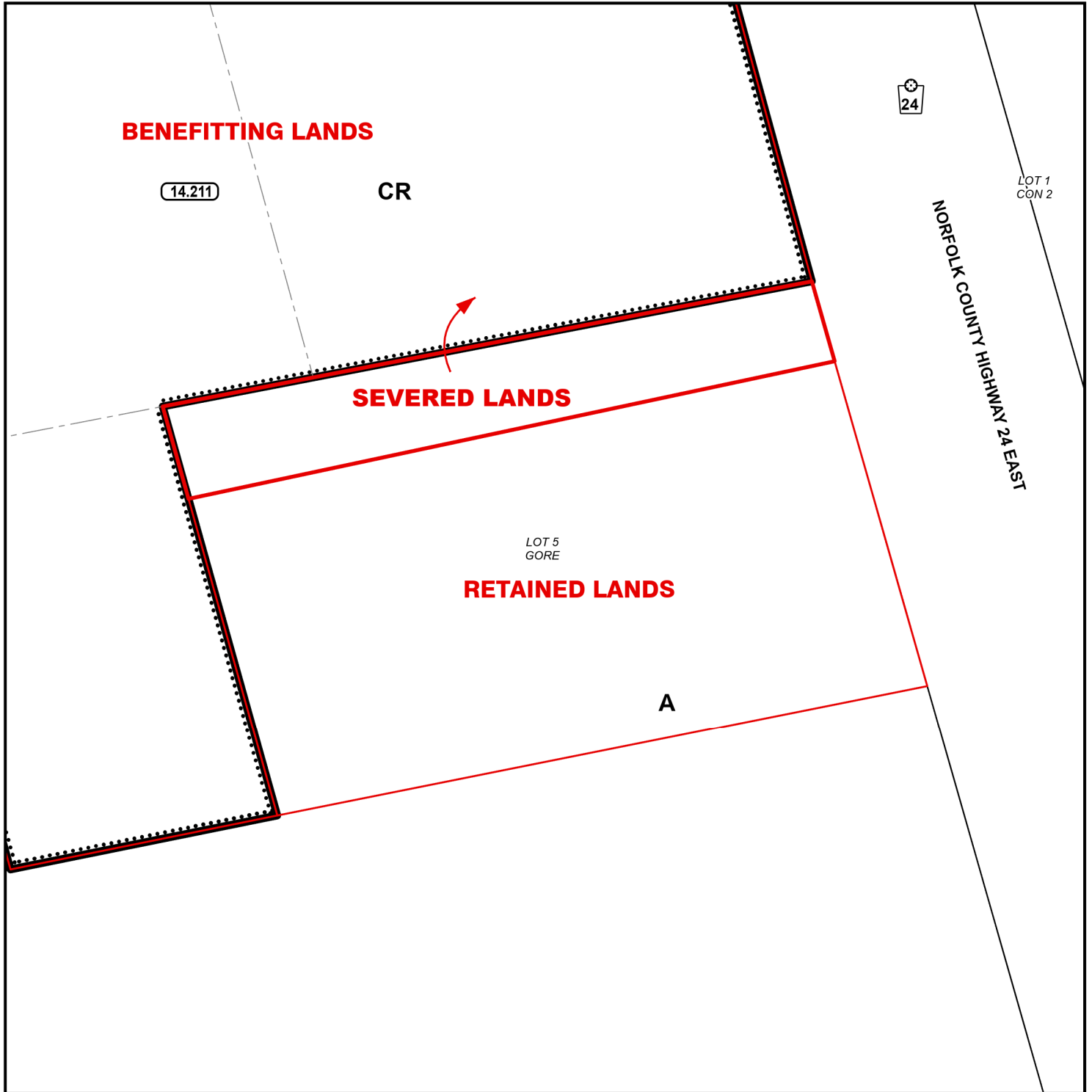
-  Subject Lands
-  Lands Owned

Official Plan Designations



-  Agricultural

4/7/2026





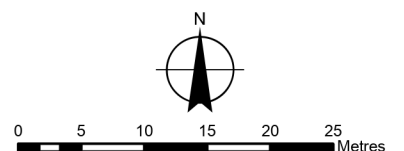
LEGEND

-  Subject Lands
-  Lands Owned

ZONING BY-LAW 1-Z-2014

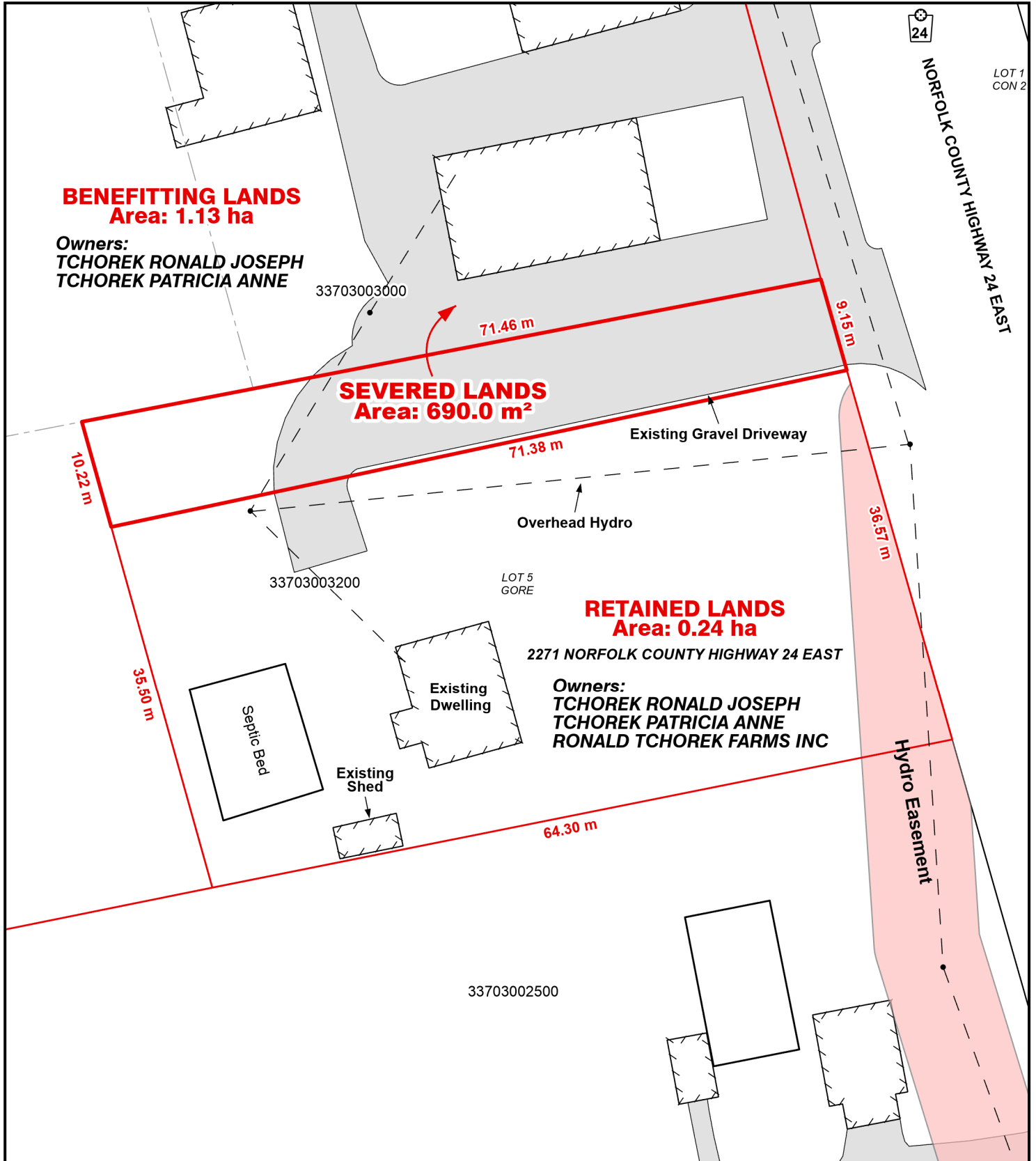
4/7/2026

- (H) - Holding
- A - Agricultural Zone
- CR - Rural Commercial Zone



CONCEPTUAL PLAN

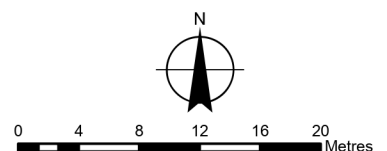
Geographic Township of WOODHOUSE



Legend

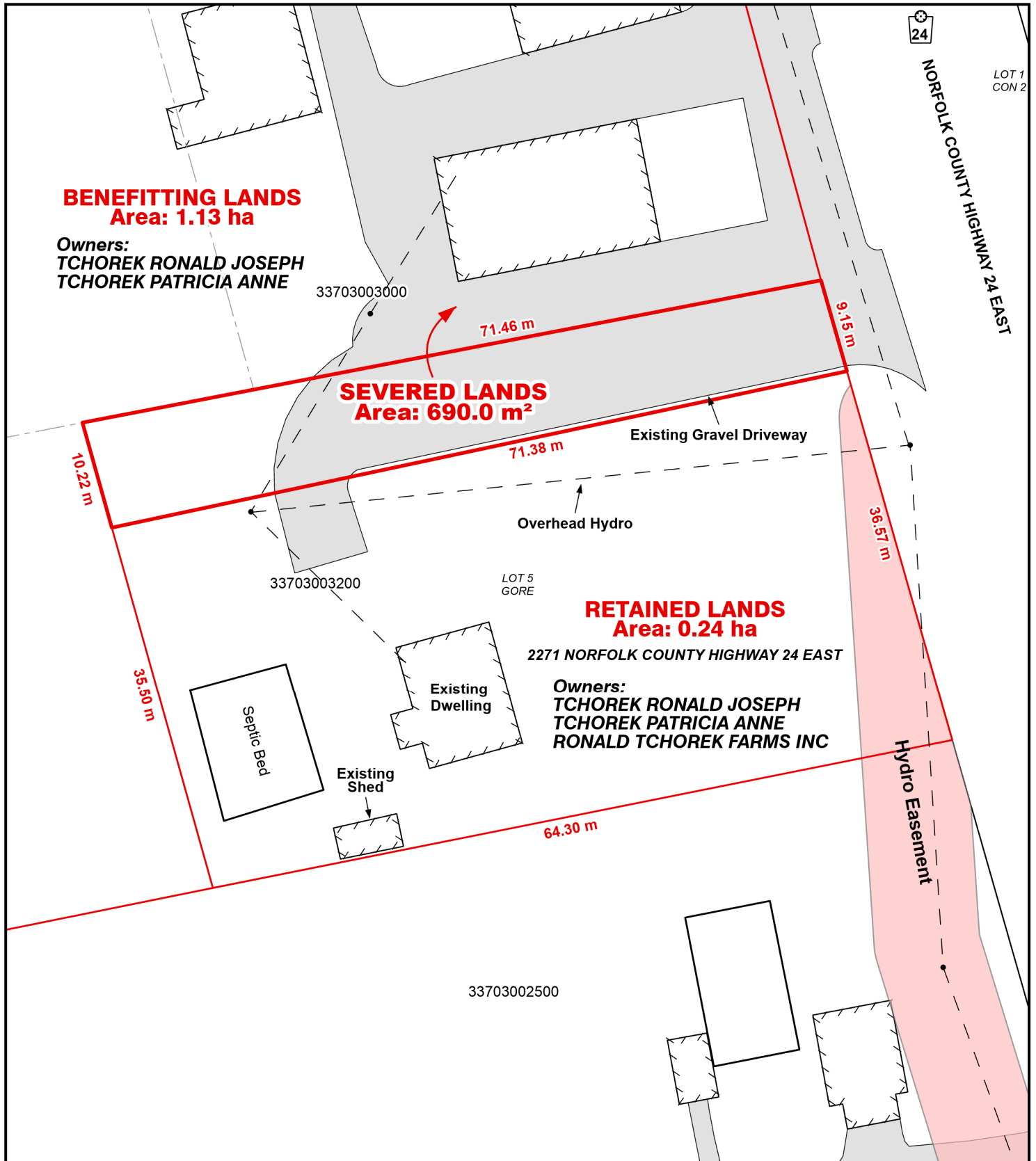
- Lands Owned
- Easements
- Subject Lands

4/7/2026



CONCEPTUAL PLAN

Geographic Township of WOODHOUSE



Legend

- Lands Owned
- Easements
- Subject Lands

4/7/2026

