

## 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.

**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.**

5. Completed applications 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](mailto: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](http://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 responsibility 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](mailto:Committee.of.Adjustment@NorfolkCounty.ca)



**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	_____

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**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:

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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.

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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:

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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:

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

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9. Existing use of abutting properties:

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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:

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**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:

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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: \_\_\_\_\_

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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:

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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:

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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:

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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:

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**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?

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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.

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## 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:

- 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.

\_\_\_\_\_ Date  
Owner/Applicant/Agent Signature

**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 \_\_\_\_\_ am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize \_\_\_\_\_ 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  
Owner

\_\_\_\_\_ Date  
Owner

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

**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**

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**Freedom of Information**

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*K. Fred + Sharon Judd*  
Owner/Applicant/Agent Signature

March 24/26  
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 *K. Fred + Sharon Judd* 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.

*K. Fred Judd*  
Owner

Mar. 24/26  
Date

*Sharon Judd*  
Owner

March 24/26  
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, K. Fred + Sharon Judd of Simco

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 City of Hamilton

This 24 day of March

A.D., 20 26 **OLGA BARBARA KWAK,**  
a Commissioner, etc., Province of Ontario,  
for Nethery Planning Services Inc.  
Expires June 20, 2028.

\_\_\_\_\_

A Commissioner, etc.

### I. Transfers, Easements and Postponement of Interest

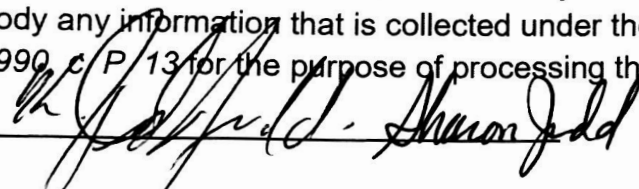
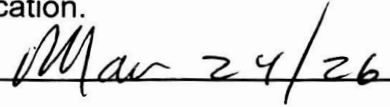
The owner acknowledges and agrees that if required, it is their solicitor's responsibility on behalf of the owner to disclose the registration of all transfer(s) of land and/or easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's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

### J. 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 purpose of making inspections associated with this application, during normal and reasonable working hours.

### K. Freedom of Information

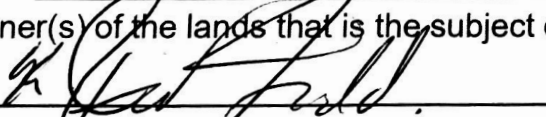

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act, R.S.O. 1990, c. P/13* for the purpose of processing this application.

 \_\_\_\_\_  \_\_\_\_\_  
Owner/Authorized Applicant Signature Date


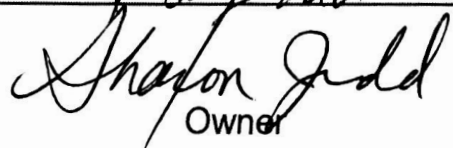
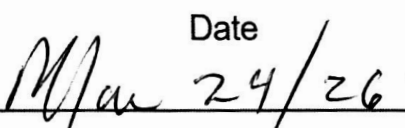
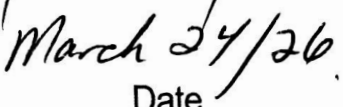
### L. Owner's Authorization

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

I/We K. Fred + Sharon Judd am/are the registered and authorized 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.

 \_\_\_\_\_  \_\_\_\_\_  
Owner Owner  
 \_\_\_\_\_  \_\_\_\_\_  
Date Date


**M. Declaration**

I, K. Fred + Sharon Judd of Simcoe

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:

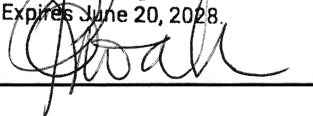


Owner/Authorized Applicant Signature

In City of Hamilton

This 24 day of March

A.D., 2020, **OLGA BARBARA KWAK**,  
a Commissioner, etc., Province of Ontario,  
for Nethery Planning Services Inc.  
Expires June 20, 2028.



# DECOU ROAD

(ROAD ALLOWANCE BETWEEN CONCESSIONS 4 & 5)  
(VARIOUS WIDTHS AS WIDENED)

PIN 50236 - 0427 (LT)

391.85

PART 20  
37R-6597

PART 4  
37R-6597

PART 5  
37R-3397

PART 1  
37R-9891

LOT  
CONCESSION  
PIN 50237 -  
0079 (LT)

PROPOSED  
SEVERANCE  
OF PART OF  
LOT 2  
CONCESSION 4

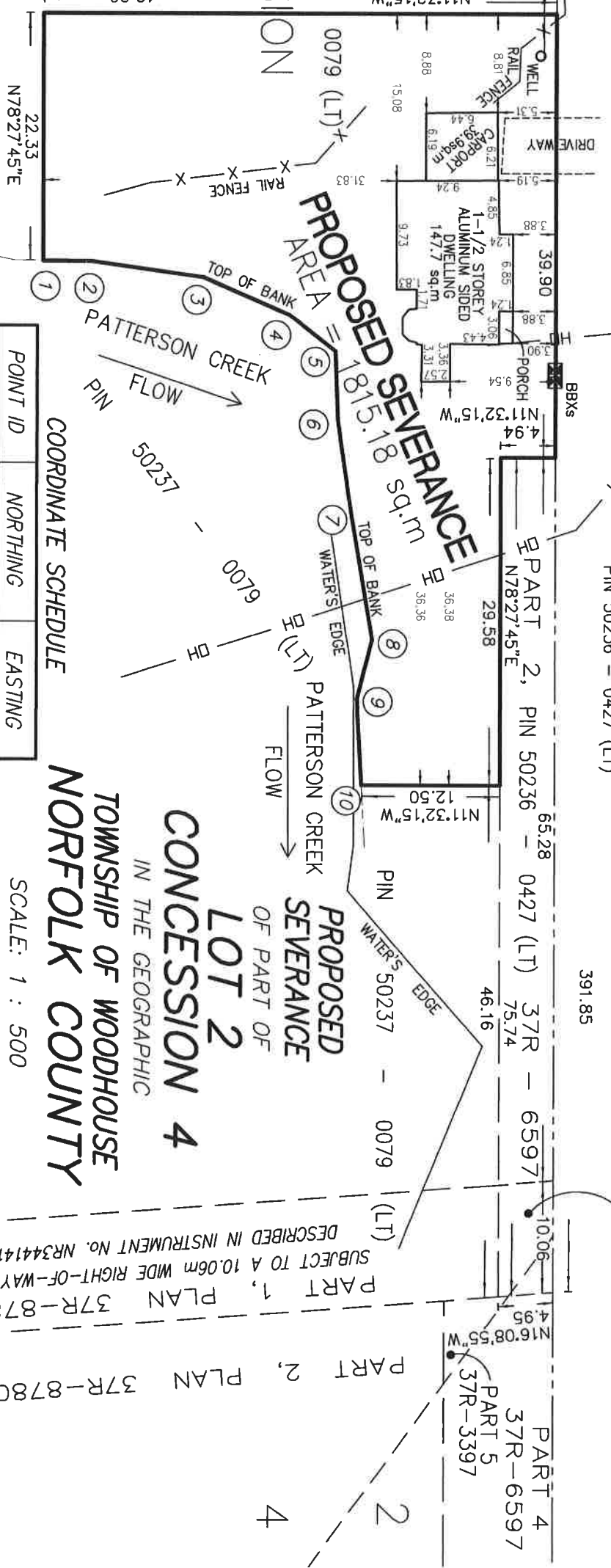
IN THE GEOGRAPHIC  
TOWNSHIP OF WOODHOUSE  
NORFOLK COUNTY

SCALE: 1 : 500  
JEWITT AND DIXON LTD.

**PROPERTY DESCRIPTION**  
PART LOT 2, CONCESSION 4  
TOWNSHIP OF WOODHOUSE  
NORFOLK COUNTY

**METRIC NOTE**  
DISTANCES AND/OR COORDINATES SHOWN ON THIS  
PLAN ARE IN METRES AND CAN BE CONVERTED  
TO FEET BY DIVIDING BY 0.3048

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### COORDINATE SCHEDULE

POINT ID	NORTHING	EASTING
①	4741413.71	558244.75
②	4741417.95	558243.91
③	4741428.20	558243.28
④	4741436.44	558245.00
⑤	4741441.20	558247.42
⑥	4741442.66	558253.42
⑦	4741445.66	558261.72
⑧	4741449.68	558272.16
⑨	4741449.43	558277.72
⑩	4741451.39	558285.19



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

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.:	25-54-496-00
DATED:	FEBRUARY 5, 2026				

PART 1, PLAN 37R-8780  
SUBJECT TO A 10.06m WIDE RIGHT-OF-WAY AS  
DESCRIBED IN INSTRUMENT No. NR344141

PART 2, PLAN 37R-8780

**Planning Justification Report**

Rezoning and Consent application

126 Decou Road, Simcoe

Friday March 13, 2026



## **Planning Justification Report for 126 Decou Road, Simcoe, Norfolk County**

### **1.0 INTRODUCTION**

Kayla DeLeye Development Planning (“Agent”) has been retained by the Judd family (“owner”) to assist in obtaining a consent and rezoning application to sever a residential lot located at 126 Decou Road within the Urban Boundary of Simcoe, Norfolk County, legally described as the Town of Simcoe Concession 4 Part Lots 2 & 3. Roll # 40101630300. The consent application is required to establish a new residential lot within the Urban Boundary of Simcoe.

This report aims to provide details and justification regarding the consent and rezoning application and provide an overview of the planning merits associated with these planning applications.

### **2.0 SUBJECT LANDS DESCRIPTION**

The subject lands described as 126 Decou Road, and legally described as the Town of Simcoe Concession 4 Part Lots 2 & 3. Roll # 40101630300.

The subject lands contain two single detached dwellings. One dwelling is set back from the road, and is part of the overall farming operation, while the other dwelling is located along Decou Road, on the edge, but within the Urban Boundary of the Town of Simcoe. The consent application would seek to sever a residential lot around the existing single detached dwelling along Decou Road, and include enough land around the dwelling to include the existing well, driveway, gardens and septic system.

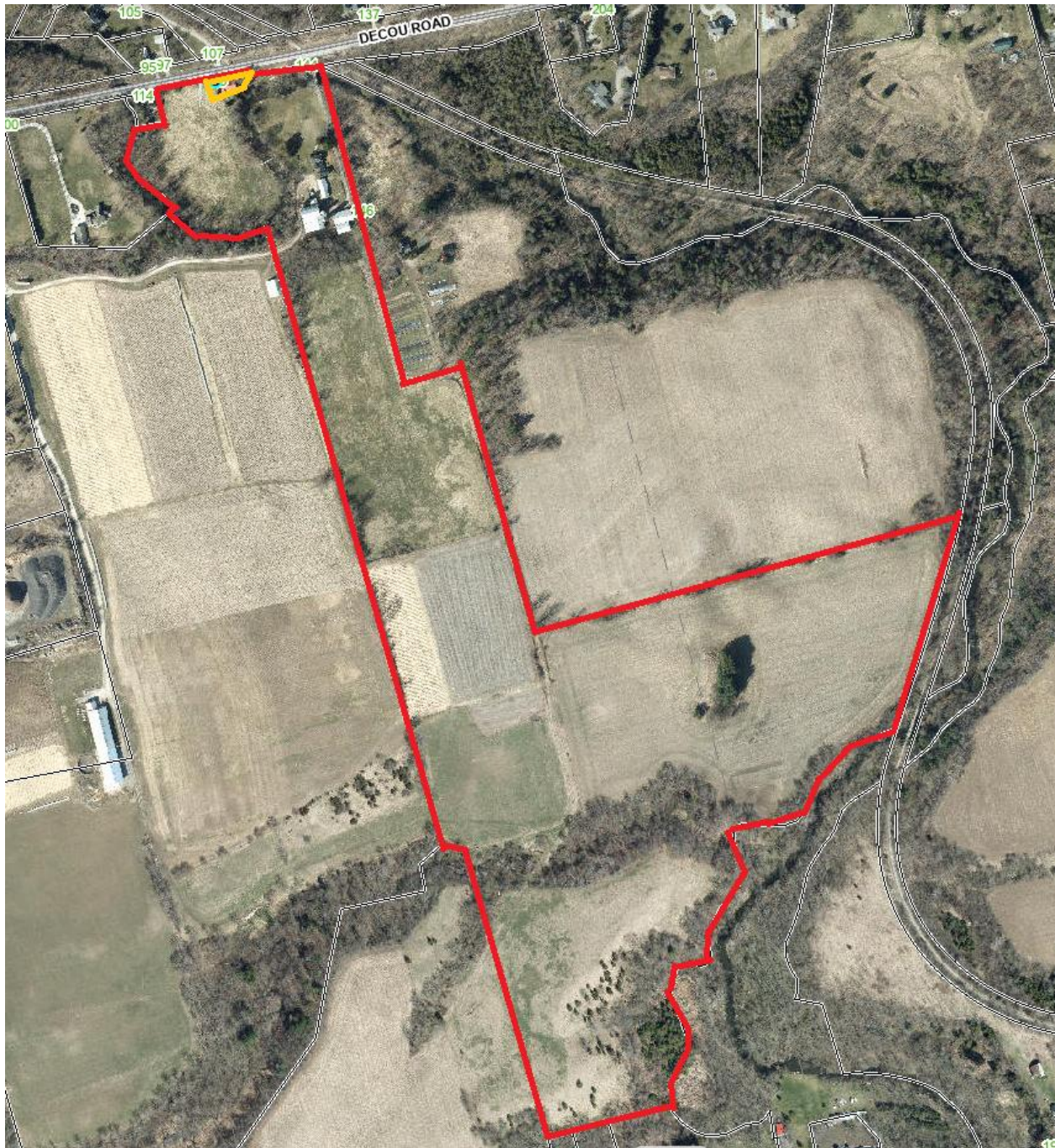
The majority of the lands surrounding the subject property are residential, natural heritage and agricultural. There is a water course immediately south/east of the proposed severed lot.

The owner wishes to sever a residential lot from the lands within the Simcoe Urban Boundary that would have an area of 1815.18 Sq M, (0.45 acres). The retained farm would have an area of approximately 27.3 hectares (67.46 acres).

The proposed severed lands contain a single detached dwelling. The retained farm contains a single detached dwelling and several agricultural buildings.

See the property location along with the proposed severed lot shown on Map 1 below.

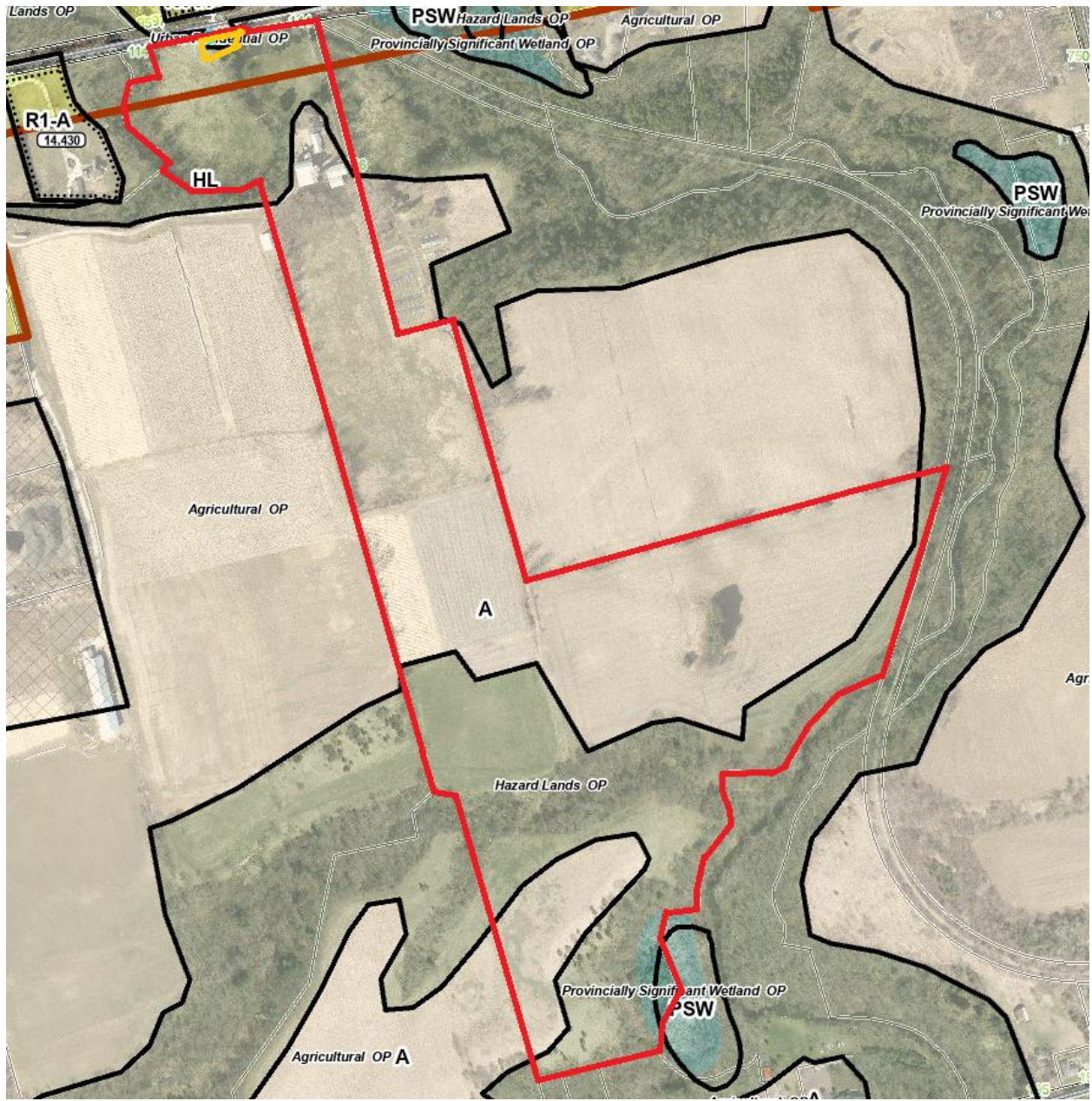
#### **Map 1: Location of Subject Lands and proposed severed lot**



### Official Plan Designation & Zoning By-law Provisions

The subject lands are designated Urban Residential, Agricultural, Hazard Lands, and Provincially Significant Wetlands in the Norfolk County Official Plan (NCOP) and zoned Agricultural (A), Hazard Lands (HL) and Provincially Significant Wetlands (PSW) in the Norfolk County Zoning By-law 1-Z-2014 (NCZB) as shown below in Map 2 below. The area of the site that is designated and zoned Provincially significant wetlands, is located at the far-rear of the site, and will not be disturbed or influenced by this application and will therefore remain absent from the review of this report.

## Map 2: Farm Parcel with Official Plan Designation and Zoning

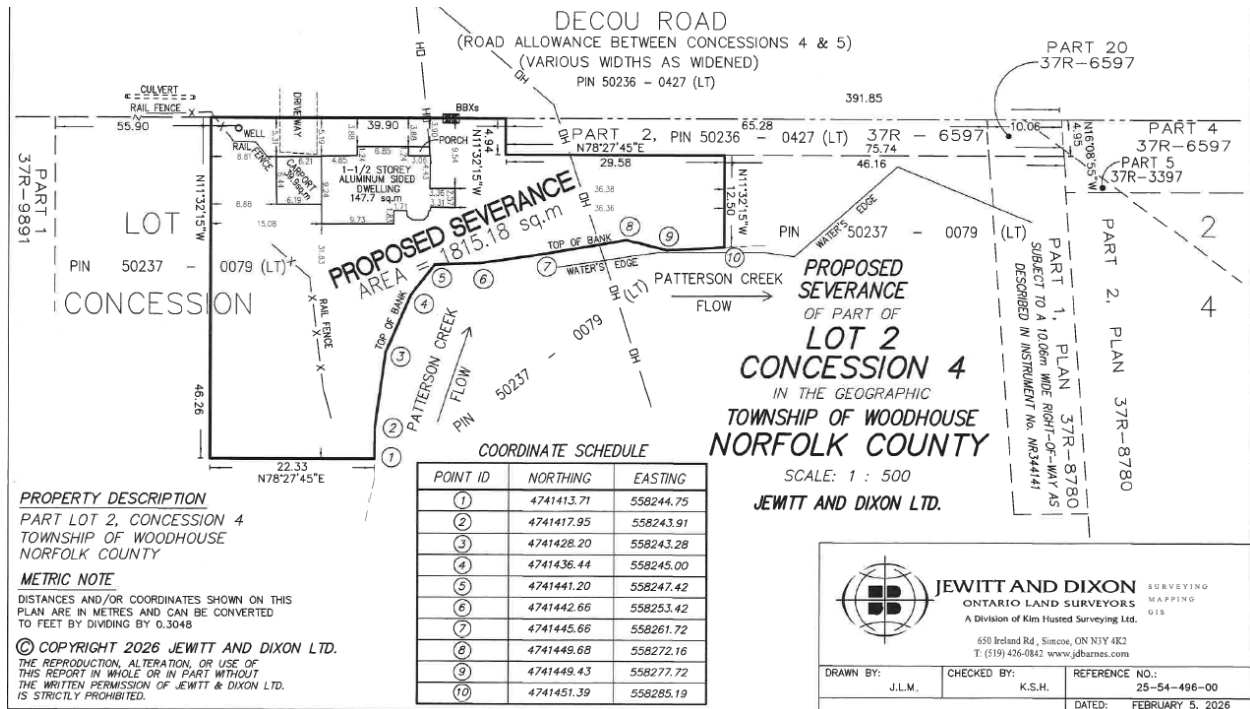


### 3.0 PROPOSED DEVELOPMENT

The owner is proposing to create a new residential lot within the Urban boundary of the town of Simcoe. The new lot would have an area of 1815.18 Sq M, (0.45 acres) and have frontage along Decou Road. As part of the consent application, a rezoning application will be required to rezone the lands from Agriculture (A) to Residential R1-A with a special provision to allow the lands to be privately serviced by well and septic within an Urban Area.

No new construction is proposed as part of this application.

**Map 3: Survey Sketch of the Proposed Severed Lands**



**4.0 LAND USE PLANNING POLICY FRAMEWORK & ANALYSIS**

The consent and Zoning By-law amendment applications are reviewed under several policy and regulatory documents including:

- 1 – Provincial Planning Statement, 2024;
- 2 – Norfolk County Official Plan; and
- 3 – Norfolk County Zoning By-law 1-Z-2014.

A detailed land use planning policy framework and analysis is included below.

**4.1 PROVINCIAL PLANNING STATEMENT, 2024 FRAMEWORK & ANALYSIS**

The Provincial Planning Statement (PPS) is a consolidated statement of the government’s interests and policies on land use planning in Ontario. It provides provincial policy direction for appropriate development and includes key land use planning issues that affect communities, such as building strong and healthy communities, the wise use and management of resources, and the protection of public health and safety. The PPS supports improved land use planning and management, which contributes to a more effective and efficient land use planning system.

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.

Section 2.3.1 of the PPS speaks to the General Policies for Settlement Areas. Specially, 2.3.1.1 states settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.

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.

While the parent farm parcel is considered prime agricultural lands in the PPS, the area where the proposed severance is to take place is within the Urban boundary of the town of Simcoe.

It is my professional opinion that the proposed severance is consistent with the 2024 PPS as it is proposed with an urban settlement area where the focus of growth should be concentrated and is removing from the Agricultural area only what is required for a small yard, septic system and well.

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 parent farm parcel is designated Urban Residential, Agricultural, Hazard Lands and Provincially Significant Wetlands in the Norfolk County Official Plan (NCOP). The area that is proposed to be severed is designated as Urban Residential.

### 5.3 Housing

The provision of housing is an essential part of planning in Norfolk County. There are many factors that affect supply and demand in the housing market, and only some of them can be managed by a municipality in Ontario.

### 6.3 Community Structure and Growth Framework

a) The growth management and settlement structure of the County is comprised of two major interrelated parts: Settlement Areas and the Rural Area. The Settlement Areas include two components:

i) Urban Areas; and

ii) Rural Settlement Areas which are comprised of two sub-components:

- Hamlet Areas; and
- Resort Areas.

### 6.4 Urban Areas

The six Urban Areas within the County have historically functioned as the focal points for growth and development activity, as well as public and private sector investment. This role will continue in the future. The Urban Areas will accommodate the greatest amount of the targeted growth throughout the planning period, and will be the focus of residential, commercial, employment, government, institutional, office, entertainment, cultural, and health and social service activities.

The proposed severed residential lot is located within the Urban area of the town of Simcoe.

## 6.5.1 Simcoe Urban Area

### 6.5.1.1 Introduction

The Simcoe Urban Area, as identified on Schedule “A”, is the largest Urban Area in the County. The County shall support and promote the continued development of Simcoe as a complete, balanced and sustainable urban community containing an efficient pattern of development. Simcoe plays an important role as a major employment and commercial node, and as an agricultural support centre.

### 9.6.2 Zoning By-law Amendments

Pursuant to Section 9.4.1 (Zoning By-law) of this Plan, the County shall prepare a Zoning By-law. The Zoning By-law shall be maintained and administered by the County, and may be amended at Council’s discretion provided the amendments are in keeping with this Plan. The County shall consider all applications to amend the Zoning By-law and shall provide notice of such application in accordance with the provisions of the Planning Act. Applications for Zoning By-law amendments shall be evaluated based on the same or similar criteria as those outlined for Official Plan amendments in Section

The subject lands are currently zoned Agricultural (A) zone in the NCZB. To facilitate the requested consent application, the lands will be required to be rezoned to R1-A (Urban Residential Type 1 Zone) which is similar to the residential lots across from 126 Decou Road. This rezoning application is in conformity to the NCOP, which designates the lands as Urban Residential. Additionally, a site-specific zoning provision will be required to address how the lands are to be privately serviced by a well and septic system. Unfortunately, municipal services are not available at this location at this time, and therefore additional relief is being requested from the Zoning By-law.

### 9.6.3.2 General Consent to Sever Land Policies

Applications for consent to sever land shall be considered on the basis of the policies of this Section, the underlying land use designation and the associated policies of this Plan. The Committee of Adjustment shall deal with all applications for consent in accordance with the relevant provisions of the Planning Act. The decisions of the Committee of Adjustment shall also be consistent with prevailing Provincial policy.

In addition to the specific land division and consent policies associated with the underlying land use designation, the following policies shall apply to applications for consent:

c) If a plan of subdivision is not deemed necessary, regard shall be had to the other policies within this Plan and to the following criteria when considering an application for consent:

Policy requirement	Policy review	Conformity?
i) consents shall only be granted when the land fronts onto an existing, assumed	The proposed severance is requested along Decou Road – an existing, assumed	Yes

public road that is maintained on a year-round basis;	public road that is maintained on a year-round basis.	
ii) consents shall have the effect of infilling in existing areas and not extending existing development;	The proposed severance is considered infilling within the last space of the Urban residential designation area in the southern region of the Simcoe settlement area	Yes
iii) creation of the lot does not compromise the long-term use of the remaining land or retained parcel; and	The creation of the lot will remove an existing dwelling from a farm parcel and add it to the Urban area of Simcoe. The creation of the lot will not hinder the remaining farm parcel from continuing day-to-day farming activity.	Yes
iv) consents may be considered for large parcels, where future development of the large parcels is to proceed by plan of subdivision	The proposed consent is aimed at severing a small lot around an existing dwelling. Policy 9.6.3.2.c.iv) does not apply.	Yes
9.6.3.2.d) The size of any parcel of land created by consent should be appropriate for the use proposed, considering the level of services available, the soil conditions, and other factors. No parcel shall be created which does not conform to the provisions of the Zoning By-law, except where a minor variance has been secured, in accordance with Section 9.6.3.1 (Minor Variances) of this Plan.	The proposed lot size is purposefully left to a minimal size to only create adequate space for the existing dwelling, gardens, septic system and well. The parcel size is considered appropriate and will comply with the provisions of the Zoning By-law.	Yes
9.6.3.2.e) A hydrogeological study to confirm soil conditions and suitability for potential future private services may be required where the retained or severed parcel(s) is(are)	There is an existing dwelling that has a functional septic system and well for water supply. A hydrological study is not required.	Yes.

sufficiently large to accommodate subsequent lots.		
<p>9.6.3.2.f) Consents for building purposes shall not be permitted under the following circumstances:</p> <p>i) the land is located within any Natural Heritage Features, as defined by this Plan, and a suitable building site cannot be found through the evaluation completed in an Environment Impact Study;</p> <p>ii) the land is located in a floodplain;</p> <p>iii) the land is located on or within 500 metres of a Bedrock Resource Area, 300 metres of a Sand and Gravel Resource Area, or 75 metres of mineral or petroleum resource deposits or an active petroleum well, as identified in the Oil, Gas and Salt Resources Library of the Ministry of Natural Resources and Forestry;</p> <p>iv) Provincial or County transportation objectives, standards or policies cannot be maintained; or</p> <p>v) the created and retained parcels cannot be provided with an adequate level of service.</p>	<p>The proposed severance has purposefully avoided the adjacent Natural Heritage feature, is outside of the LPRCA regulated limit and will not impact the ecological function of the adjacent water stream. There is already an existing dwelling on the lands. No additional development is proposed as part of this application.</p>	<p>Yes</p>
<p>9.6.3.2.g) On the granting of an application for consent, conditions may be imposed on the severed and retained parcels.</p>	<p>Agreed.</p>	<p>Yes</p>
<p>9.6.3.2.h) Compliance with the Minimum Distance Separation Formulae shall be required subject to the</p>	<p>The proposed severance is over 600+ m away from the nearest livestock operation. Additionally, the lot is within</p>	<p>Yes</p>

policies of Section 7.2 (Agricultural Designation).	an Urban settlement area. MDS does not apply.	
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The proposed consent application to sever a small residential lot within the Urban area of Simcoe having an area of 1815.18 Sq M, (0. 45 acres), is in conformity with the Norfolk County Official Plan. A Zoning By-Law amendment will be required to bring the severed parcel into conformity with the Norfolk County Zoning By-Law.

### 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 the parent farm parcel is Agricultural (A), Hazard Lands (HL) and at the far rear of the property Provincially Significant Wetlands (PSW) in the Norfolk County Zoning By-law 1-Z-2014 (NCZB). A rezoning application is being requested to rezone the proposed severed parcel from the Agricultural (A) Zone to the Urban Residential Type 1 Zone (R1-A) with a special provision to allow the parcel to be serviced by a well and septic system (private services), since no municipal services are available at, or near the site. Additionally, the zoning by-law amendment application will address the lot area deficiency of the retained farm parcel.

#### New Residential Lot

The following provisions apply to the Urban Residential Type 1 Zone (R1-A):

Provision	Requirement	Provided	Comment
Minimum lot area (interior lot)	450 sq m	1815.18 sq m	Complies
Minimum lot frontage	15 m	39.9 m	Complies
Minimum front yard	6 m	3.88 m	Legal non-complying
Minimum exterior side yard	6 m	N/A	Complies
Minimum interior side yard (attached garage)	1.2 metres each side	8.81 m	Complies
Minimum rear yard	7.5 m	31.83 m	Complies
Maximum building height	11 m	N/A	N/A
Section 3.9.1 No land shall be used and no	b) watermains, storm sewers, sanitary systems	Private services (Well, Septic)	<b>Not comply</b>

building or structure shall be erected, used or occupied, including alteration or change of use of a building or structure in any urban Zone unless:	and hydro service are constructed and operational and all regulatory approvals have been received to the satisfaction of the County or appropriate approval authority;		
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Retained Farm parcel

The following provisions apply to the Agricultural Zone:

Provision	Requirement	Provided after severance	Comment
Minimum lot area (interior lot)	40 ha	27.3 ha	<b>Not comply</b>
Minimum lot frontage	30 m	~140 m	Complies
Minimum front yard	13 m	93 m	Complies
Minimum exterior side yard	13 m	N/A	Complies
Minimum interior side yard (attached garage)	3 m	20 m	Complies
Minimum rear yard	9 m	>9 m	Complies
Maximum building height	11 m	N/A	N/A

A Zoning By-law amendment application for the severed lot will be required as condition of approval for the requested severance application.

**5. CONCLUSION**

It is my professional opinion that these planning applications for a severance application and Zoning By-Law amendment represent good planning and should be approved as the planning justification 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. An understanding that a Zoning By-Law amendment will be required to seek conformity with the Norfolk County Zoning By-Law for:
  - a. Rezoning the severed lands from Agriculture (A) to Urban Residential R1-A;
  - b. Relief from Zoning By-law section 3.9.1 b) to permit the proposed severed lot to be serviced by private water and wastewater system (well and septic); and
  - c. Relief for the minor lot area deficiency of the retained farm parcel.

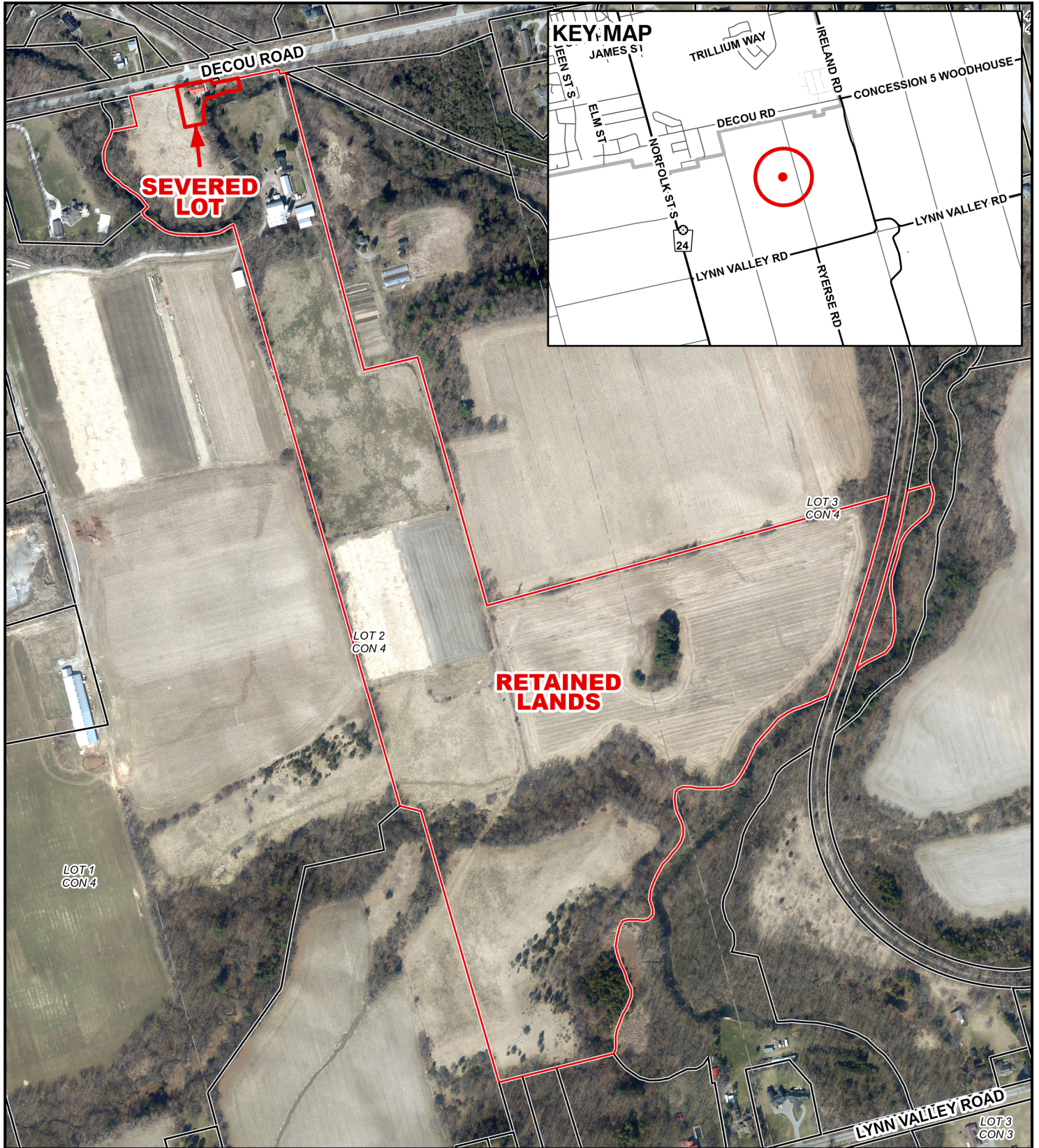
The agent looks forward to the expeditious processing of the subject application. Please do not hesitate to contact the undersigned should you have any questions related to this application.

Prepared and submitted by:



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

**MAP A**  
**CONTEXT MAP**  
Urban Area of SIMCOE

BNPL2026075

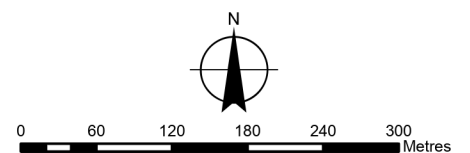


**Legend**

-  Subject Lands
-  Lands Owned

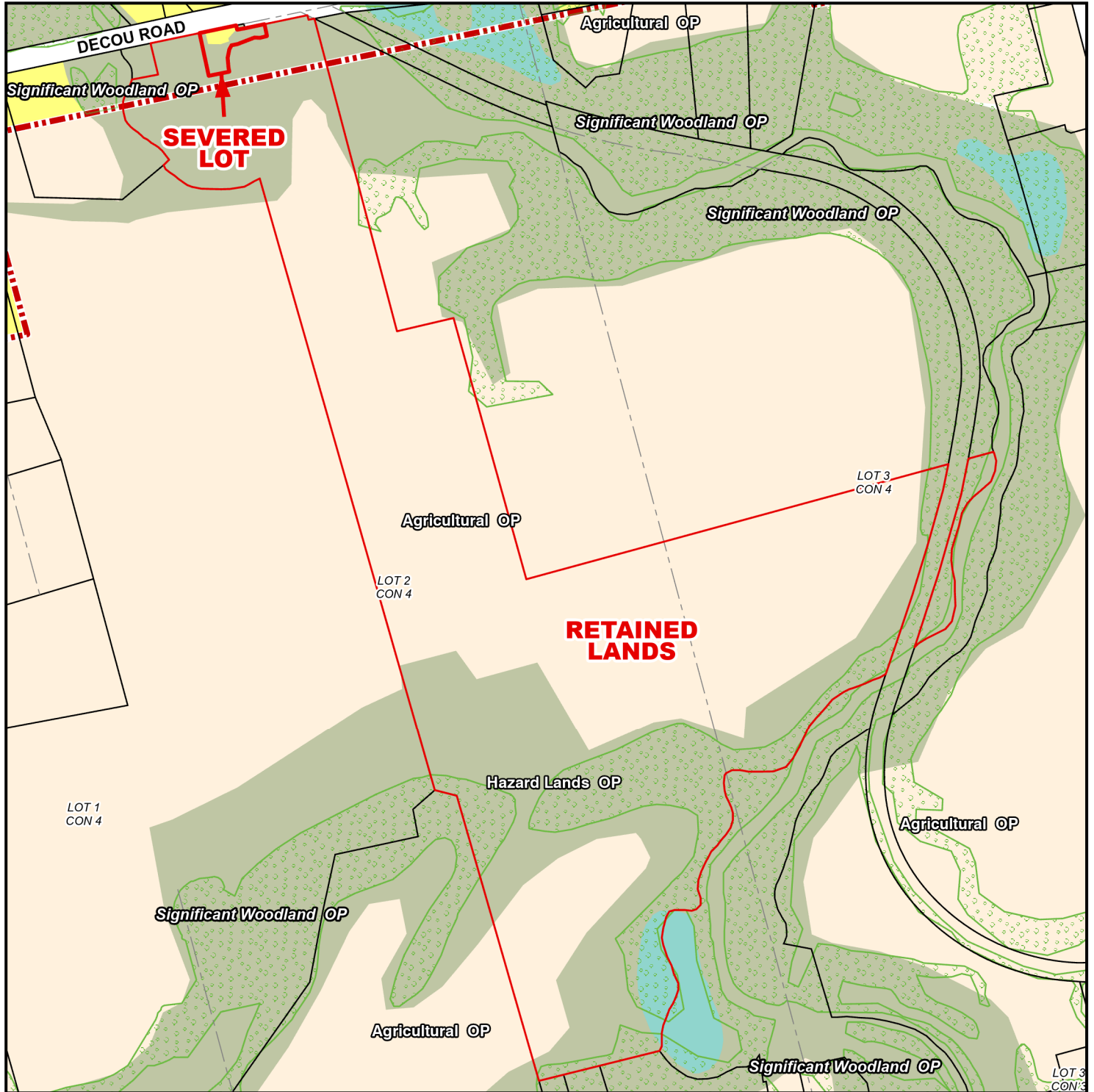
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2025 Air Photo



**MAP B**  
**OFFICIAL PLAN MAP**  
 Urban Area of SIMCOE

BNPL2026075

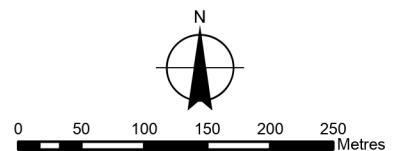


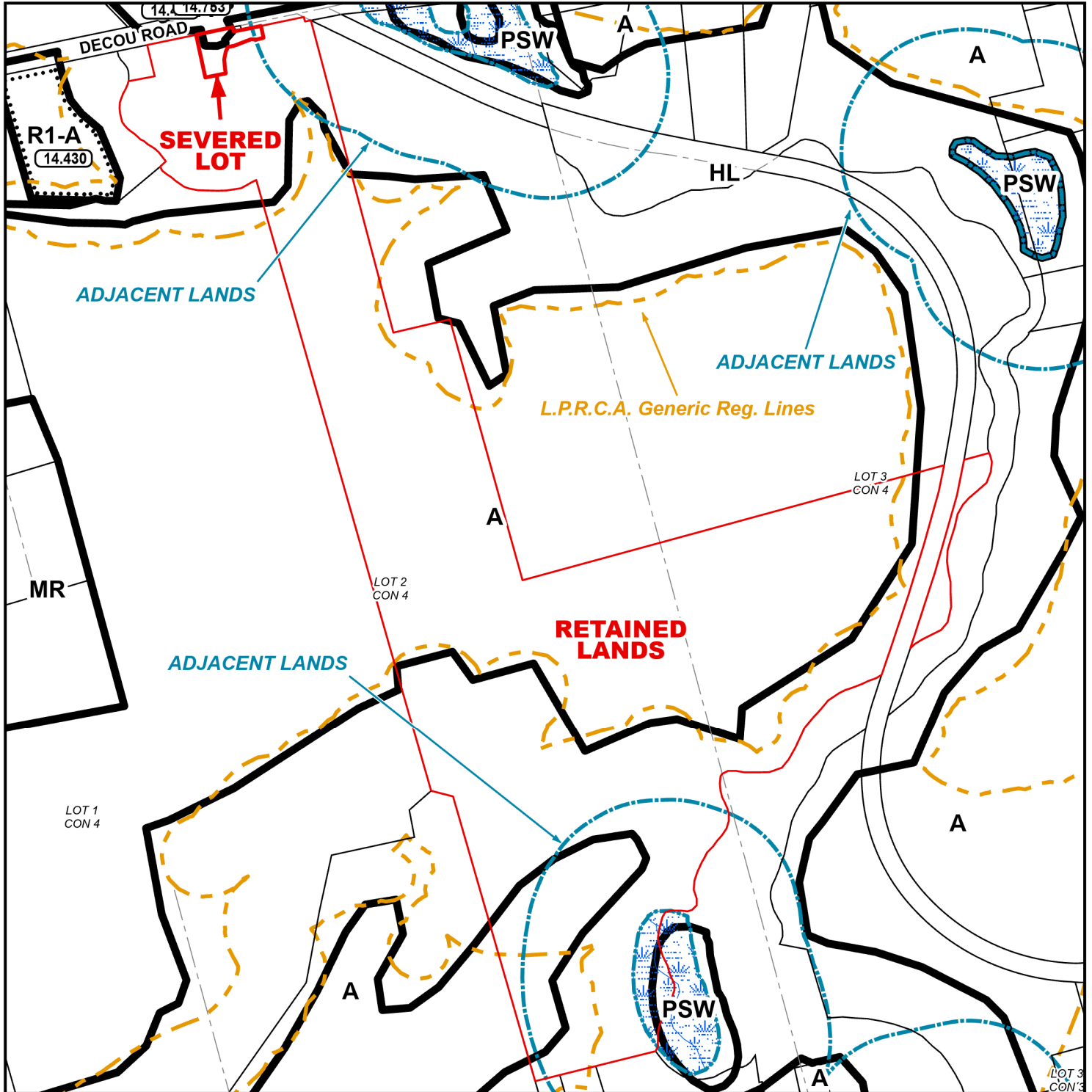
**Legend**

- Subject Lands
- Lands Owned

- Official Plan Designations
- Agricultural
  - Hazard Lands
  - Provincially Significant Wetland
  - Urban Residential
  - Urban Area Boundary
  - Significant Woodland

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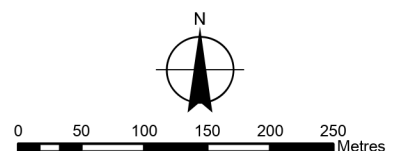
**LEGEND**

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

ZONING BY-LAW 1-Z-2014

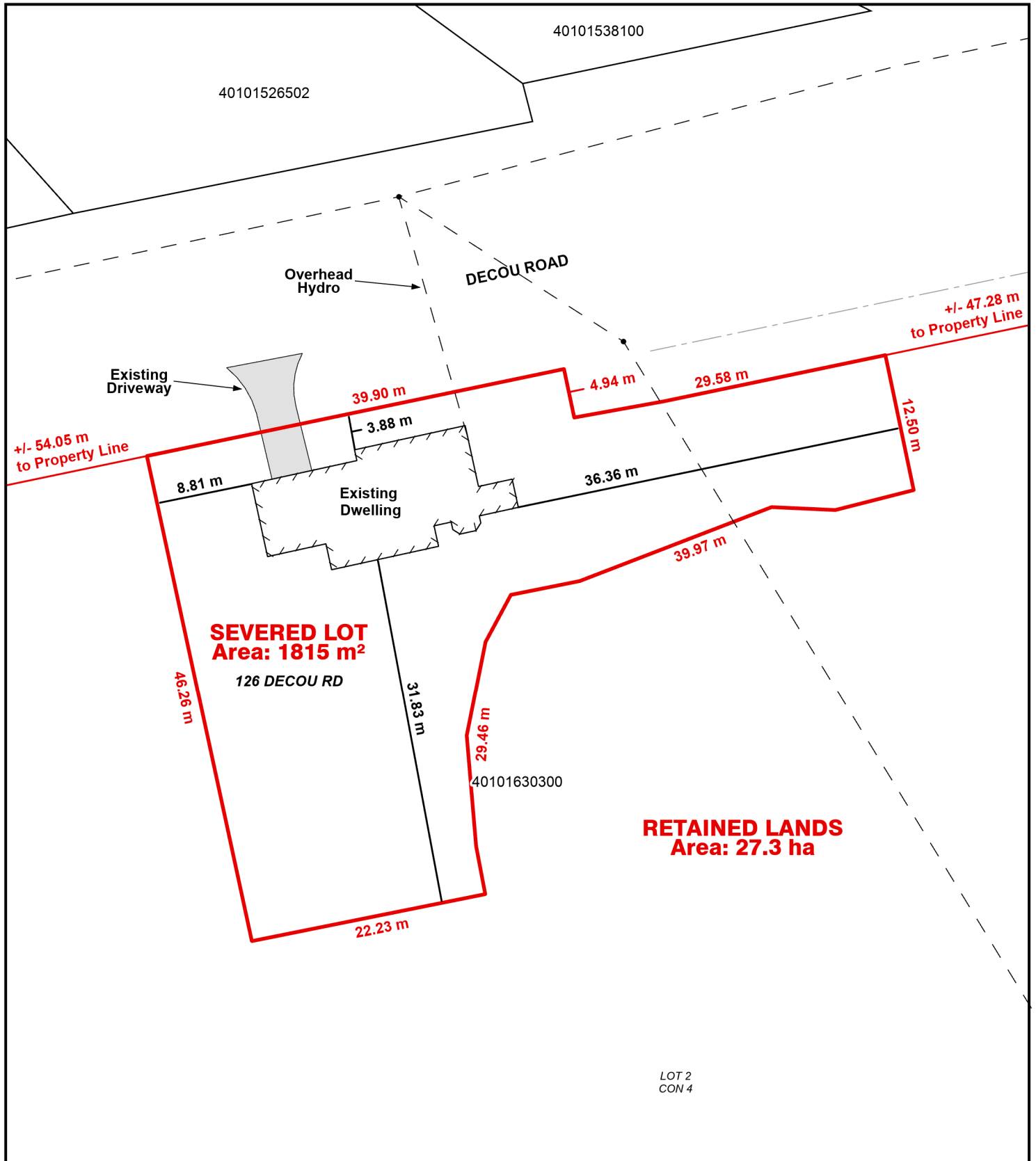
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- (H) - Holding
- A - Agricultural Zone
- HL - Hazard Land Zone
- PSW - Provincially Significant Wetland Zone
- R1-A - Residential R1-A Zone
- MR - Rural Industrial Zone



CONCEPTUAL PLAN

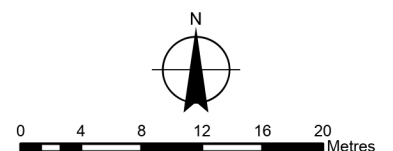
Urban Area of SIMCOE



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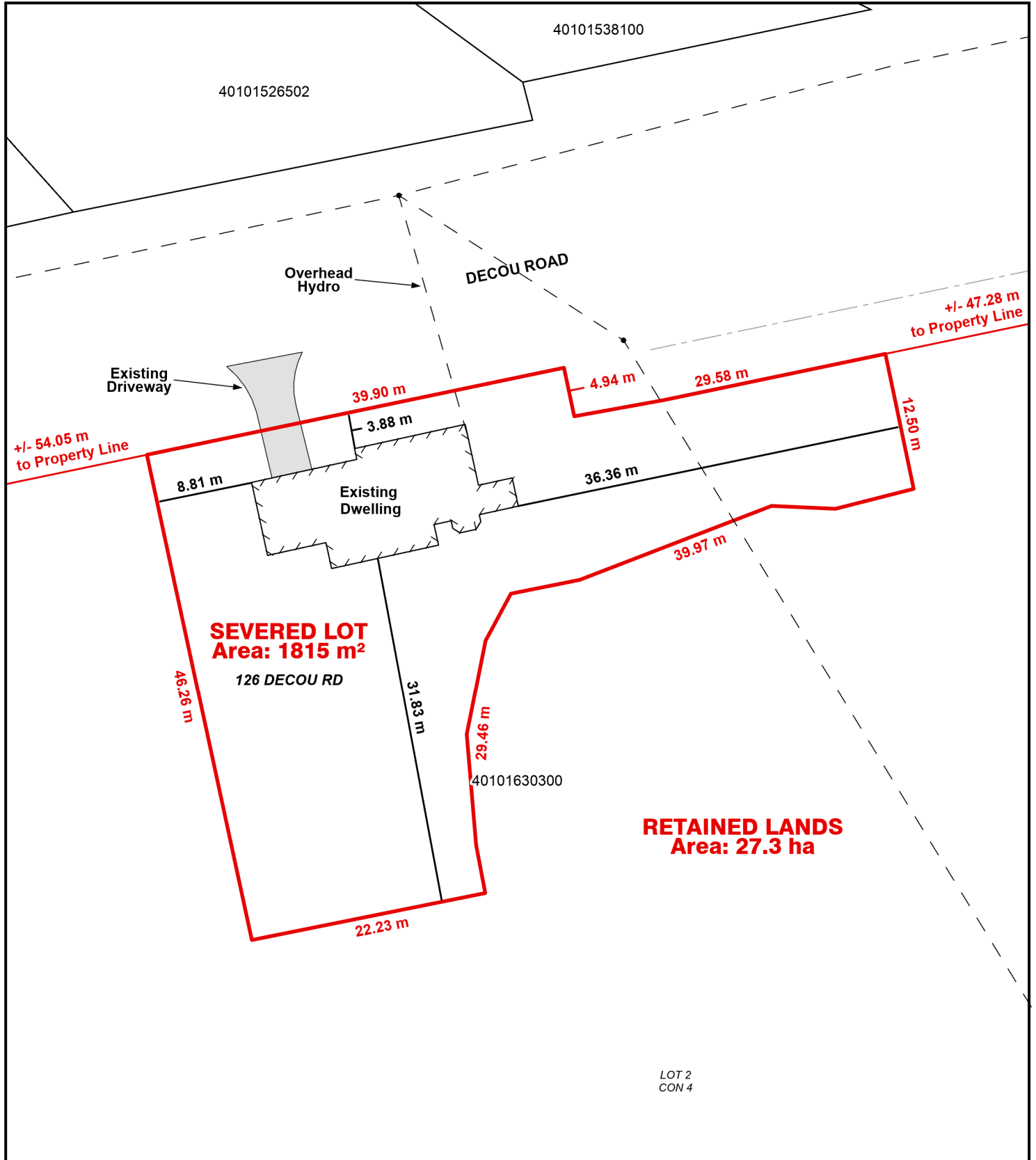
- Subject Lands
- Lands Owned

5/7/2026



CONCEPTUAL PLAN

Urban Area of SIMCOE



Legend

- Subject Lands
- Lands Owned

5/7/2026

