

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. Make sure submissions are clearly labelled including address, name, and application type. Failure to do so may impact the timing of your application.

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

Please review all of the important information summarised below.

Before your Application is Submitted

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

After Your Application is Submitted

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

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

Once your application has been deemed complete by the Planning Department, it is then circulated to public agencies and County departments for review and comment. A sign is also provided that is required to be posted on the subject lands that summarizes the application and identifies the committee meeting date. The comments received from members of the community will be included in the planning report and will inform any recommendations in relation to the application.

If the subject lands are located in an area that is regulated by either the Long Point Region Conservation Authority or by the Grand River Conservation Authority an additional fee will be required if review by the applicable agency is deemed necessary. A separate cheque payable to the Long Point Region Conservation Authority or the Grand River Conservation Authority is required in accordance with their fee schedule at the same time your application is submitted.

Additional studies required as part of the complete application shall be at the sole expense of the applicant. In some instances peer reviews may be necessary to review particular studies and that the cost shall be at the expense of the applicant. The company to complete the peer review shall be selected by the County.

If the application is withdrawn prior to the circulation to commenting agencies, the entire original fee will be refunded. If withdrawn after the circulation to agencies, half the original fee will be refunded. No refund is available after the public meeting and/or approval of application.

Notification Sign Requirements

Planning Department staff may post a notification sign on your property in advance of the public meeting on your behalf. Please keep this sign posted until you have received a notice in the mail indicating that the Secretary Treasurer received no appeals. However, it is the applicant's 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



Revised April 2023
Committee of Adjustment Development Application

For Office Use Only:

File Number

Related File Number

Pre-consultation Meeting

Application Submitted

Complete Application

Application Fee

Conservation Authority Fee

Well & Septic Info Provided

Planner

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: 334-010-27100-0000

A. Applicant Information

Name of Owner

Shore Developments Limited

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

5135 Fairview Street

Town and Postal Code

Burlington ON L7L 4W8

Phone Number

289-219-4691

Cell Number

Email

april@bwinvest.ca

Name of Applicant

Armstrong Planning and Project Management

Address

1600 Steeles Avenue West, Suite 318

Town and Postal Code

Vaughan, Ontario, L4K 4M2

Phone Number

416-444-3300x 3007

Cell Number

Email

katrina@armstrongplan.ca

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 mortgagees, 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):
LOTS 4,5 BLOCK 36 PLAN 207, PART LOT 3 BLOCK 36 PLAN 207 AS IN NR329797 SUBJECT TO AN EASEMENT AS IN NR329797 TOGETHER WITH AN EASEMENT AS IN NR329797 NORFOLK COUNTY LOT 6 BLOCK 36 PLAN 207 EXCEPT PART 2 PLAN 37R9019 NORFOLK COUNTY

Municipal Civic Address: 225 Chapman Street East, Port Dover

Present Official Plan Designation(s): Urban Residential, Lynn River/Black Creek Special Policy Area

Present Zoning: R4(H), 14.1026

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

☒ Yes ☐ No If yes, please specify:

Special Provision 14.1026

3. Present use of the subject lands:

Vacant

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:

Vacant

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:

Residential, street townhouses (8 units). 6m front yard setback, 3-6m rear yard setback, 2m between blocks
3m interior yard setbacks. 5.7m frontage

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:

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:

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	66.13m	30m		30.7m , 30.73m, 4.7m	
Lot depth	36.12m to 42.66m			no change	
Lot width	same as frontage				
Lot area	0.25ha	156m ²		0.11 ha, 0.11ha, 0.03ha	
Lot coverage	Rest left intentionally blank/ N/A as nothing built				
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: We are creating 2 severed parcels - see attached sketch

Frontage: ~~30.70m and 30.73m~~ 4.70m

Depth: ~~39.75 and 38.29~~ 39.75m

Width:

Lot Area: 0.11 hectares (0.28 acres) and ~~0.11 hectares (0.27 ac)~~ 0.03 hectares (0.07 acres)

Present Use: Vacant Vacant

Proposed Use: Residential Not for development

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: See attached planning letter for more information

Frontage: ~~4.70~~ 30.73m

Depth: ~~39.75m~~ 38.29m

Width:

Lot Area: ~~0.03 hectares (0.07 ac)~~ 0.11 hectares (0.27 acres)

Present Use: Vacant

Proposed Use: Access easement Residential

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:

The lands are contaminated and are undergoing site remediation work. We understand an RSC needs to be filed to lift the holding provision.

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.

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.



Owner/Applicant/Agent Signature

May 5 2026

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 Shore Developments Limited am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Shore Developments 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.



Owner

May 4, 2026

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, Stephen Armstrong of City of Toronto

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*.

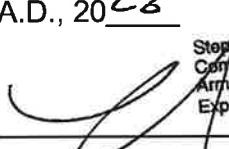
Declared before me at:

City of Uxbridge

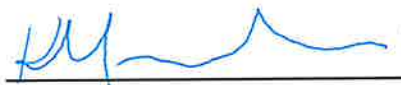
In Region of York

This 5 day of MAY

A.D., 2026


Stephen Gregory Armstrong, a
Commissioner, etc., Province of Ontario, for
Armstrong Planning & Project Management
Expires September 12, 2026

A Commissioner, etc.



Owner/Applicant/Agent Signature



Permit Applicant Authorization

This form must be completed for all building permit applications where the applicant is the Owner's Agent

A. Project Information			
Property Address		Unit number	Lot/con.
Municipality NORFOLK COUNTY	Postal Code		
B. Property Owner(s)			
Last name	First name	Corporation or partnership	
Street address		Unit number	
Municipality	Postal code	Province	E-mail
Telephone number		Cell number	
C. Party to be Authorized			
Last name Munshaw	First name	Corporation or partnership	
Street address		Unit number	
Municipality	Postal code	Province	E-mail
Telephone number		Cell number	
D. Declaration of Property Owner(s)			
I _____, hereby Name of Property Owner(s) (please print) authorize and appoint the party stated in Section C of this form as my agent for the purposes of the submitted permit application. I understand that all communications and correspondence regarding this application shall be directed to the applicant. _____ Date _____ Signature of Property Owner(s)			

Note:

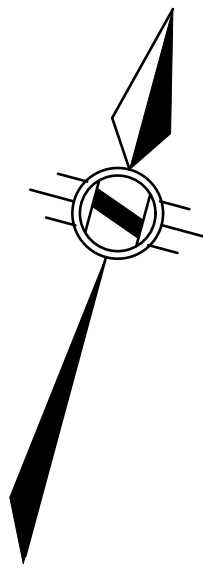
1. The Ontario Building Code states that "owner includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee or mortgagee in possession".

Personal information contained in this form is collected under the authority of Subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*.

PLAN OF SURVEY
OF PART OF
LOTS 3 AND 6
AND ALL OF
LOTS 4 AND 5
BLOCK 36
REGISTERED PLAN 207
IN THE
TOWN OF PORT DOVER
IN
NORFOLK COUNTY

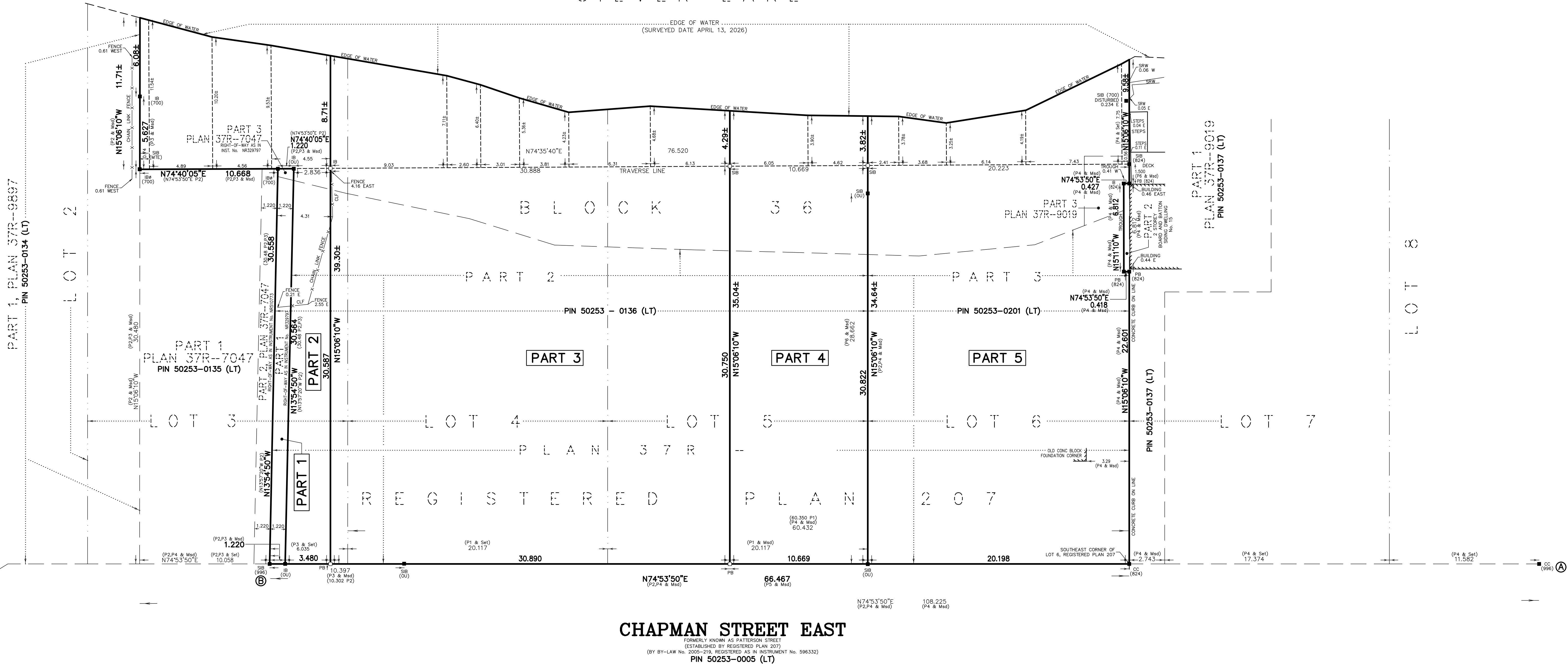
SCALE 1:150 METRIC
3 1.5 0 3 6 9 metres

R.A. McLaren, O.L.S. - 2026



SILVER LAKE

EDGE OF WATER
(SURVEYED DATE APRIL 13, 2026)



CHAPMAN STREET EAST

FORMERLY KNOWN AS PATTERSON STREET
(ESTABLISHED BY REGISTERED PLAN 207)
(BY BY-LAW No. 2005-210, REGISTERED AS IN INSTRUMENT No. 596332)
PIN 50253-0005 (LT)

LEGEND:

- DEVIOTES
- MONUMENT SET
- MONUMENT FOUND
- IB
- IRON BAR
- IB
- ROUND IRON BAR
- CC
- CUT CROSS
- SSB
- STANDARD IRON BAR
- 824
- A.T. McLaren, O.L.S.
- 700
- JEVITT AND DIXON LTD, O.L.S.
- 996
- JOHN B. DODD LTD, O.L.S.
- MTE
- MTE LTD, O.L.S.
- OU
- ORIGIN UNKNOWN
- WT
- WITNESS
- DIST
- P1
- REGISTERED PLAN 207
- P2
- PLAN 37R-1257
- P3
- PLAN 37R-9897
- P4
- PLAN BY JEVITT AND DIXON LTD, O.L.S., DATED OCTOBER 17, 2022, FILE No. #6882-200
- P5
- PLAN BY MTE LTD, O.L.S., DATED MAY 4, 2026, FILE No. 38404
- Mad
- MEASURED
- CLF
- CHAIN LINK FENCE
- SRW
- STONE RETAINING WALL
- //
- NOT TO SCALE

BEARING COMPARISON

FOR BEARING COMPARISONS A ROTATION OF 0°06'10" COUNTER CLOCKWISE WAS APPLIED TO BEARINGS ON PLAN P2 AND P4 TO CONVERT TO GRID BEARINGS

BEARING NOTE:

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010.0)

NOTE:

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99965225

INTEGRATION DATA

OBSERVED REFERENCE POINTS (ORP's): UTM ZONE 17, NAD83 (CSRS) (2010.0) COORDINATES TO URBAN ACCURACY PER SEC. 14(2) OF O.R.E.G. 216/10		
POINT ID	NORTHING	EASTING
ORP A	4737814.046	565411.767
ORP B	4737788.474	565317.014
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN		

METRIC NOTE:

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

SURVEYOR'S CERTIFICATE

- I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE XXth DAY OF XXXXX, 2026.

DRAFT

DATE: _____
THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 132422

NOTE:

THE EDGE OF WATER SHOWN ON THE PLAN REPRESENTS THE PRESENT POSITION AT THE TIME OF SURVEY

© R.A. McLaren, O.L.S. - 2026. NO PERSON MAY COPY, REPRODUCE, DISTRIBUTE OR ALTER THIS PLAN IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF R.A. McLaren, O.L.S.

A.T. McLaren Limited
LEGAL AND ENGINEERING SURVEYS
69 JOHN STREET SOUTH, SUITE 230
HAMILTON, ONTARIO, L8N 2P9
PHONE (905) 527-8559



Drawn AS Checked RBW Drawn Chief JS/DW Scale 1:150 Drawn No. 38404-R2

June 24, 2026

Secretary-Treasurer of the Committee of Adjustment
50 Colborne Street South
Simcoe, Ontario
N3Y 4H3

Consent to Sever Application for 225 Chapman Street, Port Dover, Norfolk County

Dear Secretary-Treasurer of the Committee of Adjustment,

Armstrong Planning and Project Management on behalf of the client Shore Developments Ltd., who is the owner of the property municipally known as of 225 Chapman Street, Port Dover, Norfolk County (herein referred to as the “subject site”) submit this consent to sever application. On behalf of our client, we would like to submit this planning rationale letter in support of the consent application to facilitate the severance of the subject site. The lots include a severed site (not for development), a severed parcel, and a retained parcel to support future residential development in the form of an 8-unit townhouse development.

The retained parcel and 2 severed parcels are to facilitate future residential development. The intent is to do a severance application to expedite the planning process and allow for the residential units to be built expeditiously. Norfolk County Official Plan allows for the creation of up to four (4) lots as part of a consent application.

The surrounding land uses include the following:

North

North of the subject site is the Lynn River which provides the site boundary.

East

East of the site is a stand-alone detached home. Further east of the site past the meander in the Lynn River, is further low-rise residential developments.

South

South of the site is a vacant parcel of land owned by the same client, also fronting on the Lynn River.

West

Directly west of the site is a detached residential dwelling. Further west is an established residential community and downtown Port Dover, which consists of commercial and business uses.

The subject site is a 66.47m by 22.60m parcel along Chapman Street East. site has 66.47m of frontage along Chapman Street. The total area of the site is 2,588m². The severance seeks to create three parcels. **Appendix A**

depicts the proposed severances Severed parcel 1 is 39.75m deep on the western boundary and 36.18m deep on the eastern boundary with 30.7m frontage on Chapman Street and an area of 1,121.8 m² (0.28 acres). . The severed parcel 2 (not for development) is an “L” shaped parcel 39.83m deep with 4.26m frontage on Chapman Street and an area of 294m² (0.07 acres). The retained parcel is 36.1m deep on the western boundary and 38.29m deep on the eastern boundary with 30.73m frontage on Chapman Street and an area of 1,117.1 m² (0.27 acres).

The subject site is designated as *Urban Residential* in the Norfolk County Official Plan. The *Urban Residential* designation allows for a variety of residential uses on the site including low, medium and high-density residential developments. The site is zoned *Residential R4(H) Site Specific Exception 14.1026*, in the Norfolk County Zoning By-law 1-Z-2014 which allows for residential uses such as townhomes, semi-detached, duplex, triplex and four-plex developments. The subject site is currently vacant and contains no structures.

Severed Parcel 1

- Mostly rectangular a and 0.11 hectares (0.28 acres); and
- Is 30.7m along Chapman Street East and is 36 to 3m deep to the Lynn River

Severed Parcel 2 (not for development)

- Irregularly shaped lot that is 0.0311 hectares (0.07acres); and
- Is 4.7m at Chapman Street East and approximately 16m at the back of the property towards the Lynn River

Retained Parcel

- Mostly rectangular a and 0.11 hectares (0.27 acres); and
- Is 30.7m along Chapman Street East and is 36 to 38m deep to the Lynn River

It is the intent that the retained parcel will remain for access, and that the severed parcels will contain residential townhouses, a land use that is currently permitted as-of-right by both the Official Plan designation and existing Zoning.

Under the *Planning Act* a request to sever a lot must meet criteria as outlined in Section 51(24). In that regard, where applicable the following is true and confirms conformity with these requirements:

- 1. The application is within the provincial interest.** Residential development of all types and sizes are a provincial interest and an integral component of a complete community.
- 2. The application is not premature and is within the public interest.** The proposed severance is in the public interest as it creates new residential units within Port Dover. The proposed severance will facilitate infill housing in the area, while achieving the density and growth targets set out within the Provincial Planning Statement and the Official Plan.
- 3. The proposed severance conforms to the Official Plan.** The lands are designated Urban Residential and allow for the proposed residential use on the severed lands, the retained lands will remain for access to the Lynn River. The Norfolk County Official Plan allows for up to four (4) parcels to be created by a severance application and this creates three (3).

4. **The lands are suitable for the proposed use.** The land is suitable for the severance as it does not affect the use of the lands. The lands are zoned for residential use. The severance is technical in nature. The retained parcel will remain undeveloped. The severed parcels are intended to facilitate future residential growth. The lands are designated for residential growth within the Official Plan and therefore are suitable for such a development.
5. **The adequacy of servicing.** The Retained Lands and Severed Lands have frontage on existing municipal roads. The retained and severed parcels all have frontage on Chapman Street East.
6. **The Natural Heritage System on each site will be enhanced and protected, where possible.** The retained and severed parcels will continue to adhere to water and flood control measures as directed by the Long Point Region Conservation Authority and no development will occur within the Long-Term Stable top of Slope. Detailed soil and geotechnical studies have been completed to establish the long term stable top of slope.
7. **Existing or planned utilities exist to service both lots.** Both of the severed and the retained lots can be serviced from municipal water and waste water running along Chapman Street East.
8. **Adequacy of school sites;** The severance does not affect the adequacy of school sites or facilitate a need for additional school sites. Eight townhomes would have no impact on existing school facilities, as townhomes tend to generate minimal students, Grand Erie District School Board has a yield of 0.181 students per housing unit, with higher rates found in single-detached housing.

We believe that the proposed severance meets all of the criteria set forth in Section 51(24) of the *Planning Act* based on the information provided above. The land is suitable for the proposed use, compatible with surrounding land uses, and supported by necessary infrastructure and services. We respectfully request that the Committee of Adjustment approve the severance application.

Thank you for considering this application. Please do not hesitate to contact us should you require any further information or clarification.

Sincerely,

A handwritten signature in black ink, appearing to read 'Katrina Munshaw', with a stylized, cursive script.

Katrina Munshaw, RPP

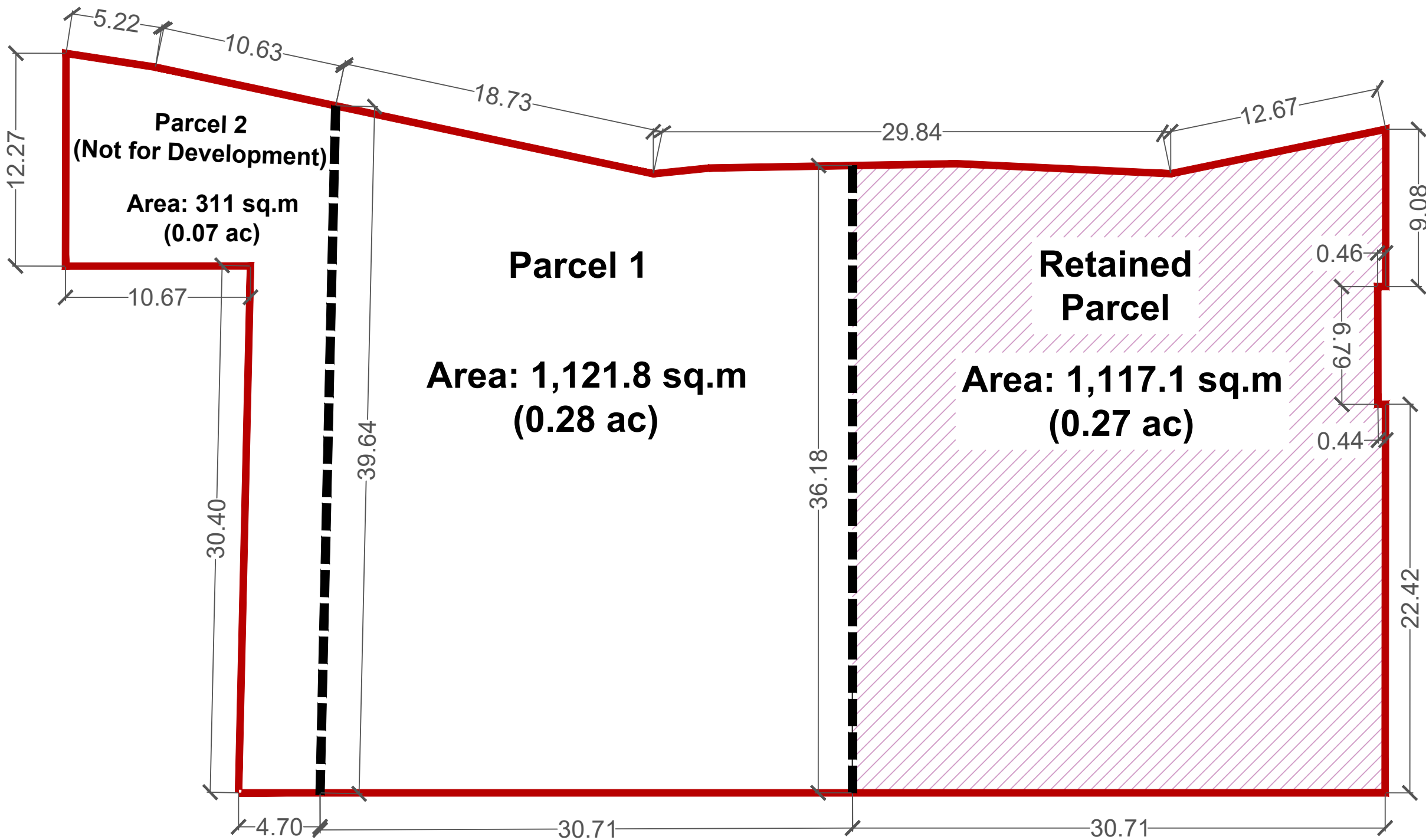
Planner, Project Manager

PARCEL SIZE
AND
DIMENSION

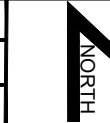
225 Chapman St E, Port
Dover, ON N0A 1N0

LEGEND

- Site Boundary
- Lot Line
- Retained Parcel



Date:	June 24, 2026
Drawn:	PK
Scale:	N.T.S



For Ministry Use Only
À l'usage exclusif du ministère



Ministry of Government
and Consumer Services

Ministère des Services
gouvernementaux et des
Services aux consommateurs

Ontario

CERTIFICATE

This is to certify that these
articles are effective on

CERTIFICAT

Ceci certifie que les présents
statuts entrent en vigueur le

Ontario Corporation Number
Numéro de la société en Ontario

2553894

AUGUST 28 AOÛT, 2019

Barbara Rackitt

①

Director / Directrice
Business Corporations Act / Loi sur les sociétés par actions

Form 3
Business
Corporations
Act

Formule 3
Loi sur les
sociétés par
actions

**ARTICLES OF AMENDMENT
STATUTS DE MODIFICATION**

1. The name of the corporation is: (Set out in BLOCK CAPITAL LETTERS)
Dénomination sociale actuelle de la société (écrire en LETTRES MAJUSCULES SEULEMENT) :

P	O	R	T		D	O	V	E	R		D	E	V	E	L	O	P	M	E	N	T	S		I	N	C	.		

2. The name of the corporation is changed to (if applicable) : (Set out in BLOCK CAPITAL LETTERS)
Nouvelle dénomination sociale de la société (s'il y a lieu) (écrire en LETTRES MAJUSCULES SEULEMENT) :

S	H	O	R	E		D	E	V	E	L	O	P	M	E	N	T	S		L	I	M	I	T	E	D			

3. Date of incorporation/amalgamation:
Date de la constitution ou de la fusion :

2016/12/29

(Year, Month, Day)
(année, mois, jour)

4. Complete only if there is a change in the number of directors or the minimum / maximum number of directors.
Il faut remplir cette partie seulement si le nombre d'administrateurs ou si le nombre minimal ou maximal d'administrateurs a changé.

Number of directors is/are: minimum and maximum number of directors is/are:
Nombre d'administrateurs : nombres minimum et maximum d'administrateurs :

Number minimum and maximum
Nombre minimum et maximum

or
ou

5. The articles of the corporation are amended as follows:
Les statuts de la société sont modifiés de la façon suivante :

The name of the Corporation is hereby changed to: SHORE DEVELOPMENTS
LIMITED.

Q108 .J00A 8 S 72UGUA

6. The amendment has been duly authorized as required by sections 168 and 170 (as applicable) of the *Business Corporations Act*.
La modification a été dûment autorisée conformément aux articles 168 et 170 (selon le cas) de la *Loi sur les sociétés par actions*.
7. The resolution authorizing the amendment was approved by the shareholders/directors (as applicable) of the corporation on
Les actionnaires ou les administrateurs (selon le cas) de la société ont approuvé la résolution autorisant la modification le

2019, 08, 28

(Year, Month, Day)
(année, mois, jour)

These articles are signed in duplicate.
Les présents statuts sont signés en double exemplaire.

PORT DOVER DEVELOPMENTS INC.

(Print name of corporation from Article 1 on page 1)
(Veuillez écrire le nom de la société de l'article un à la page une).

By/
Par :



(Signature)
(Signature)

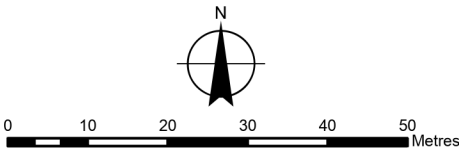
President
(Description of Office)
(Fonction)

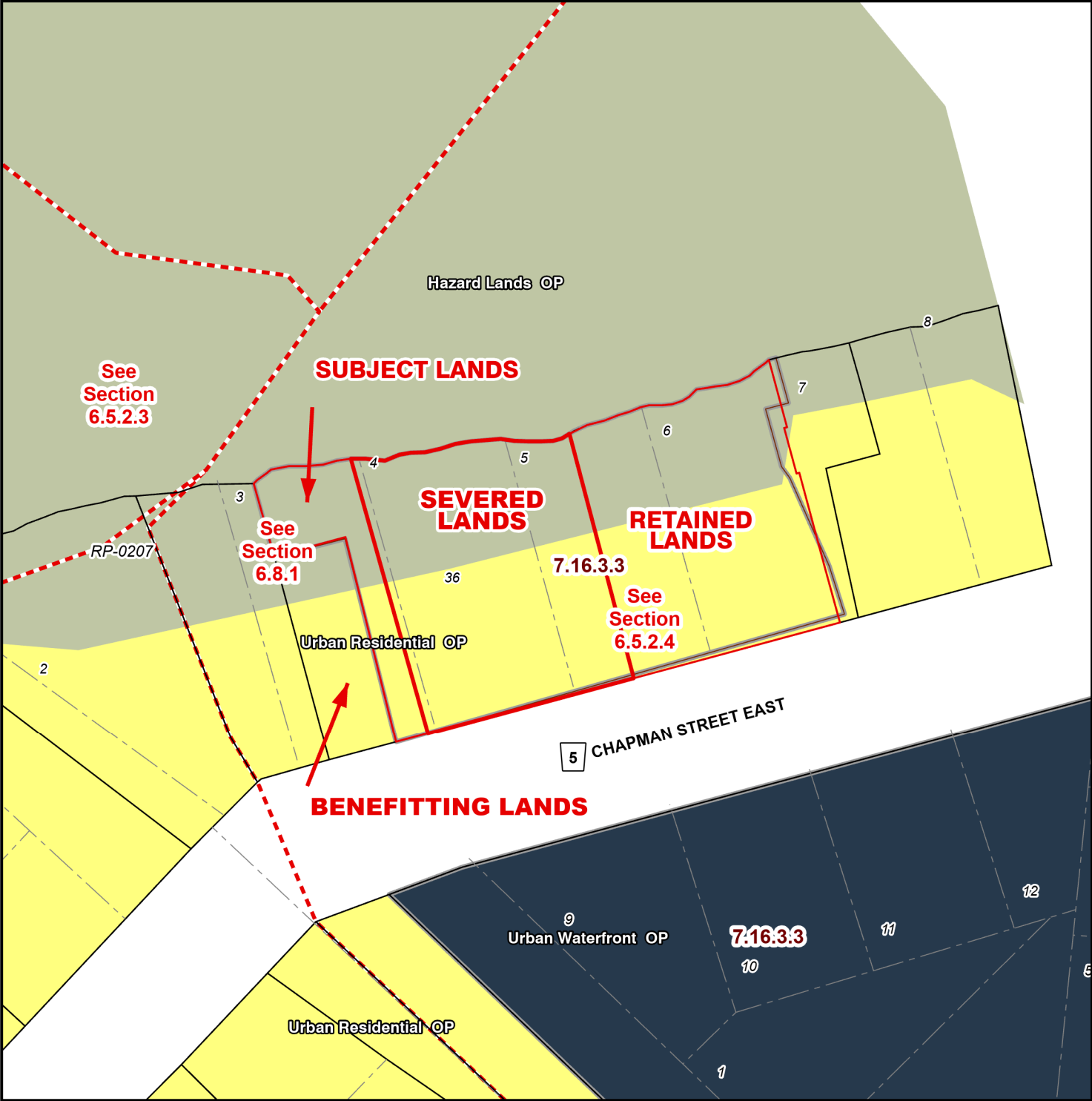


- Legend
-  Subject Lands
 -  Lands Owned

9/9/2026

2025 Air Photo





Legend

Subject Lands

Lands Owned

Official Plan Designations

Hazard Lands

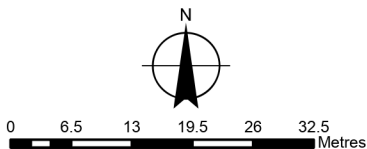
Urban Residential

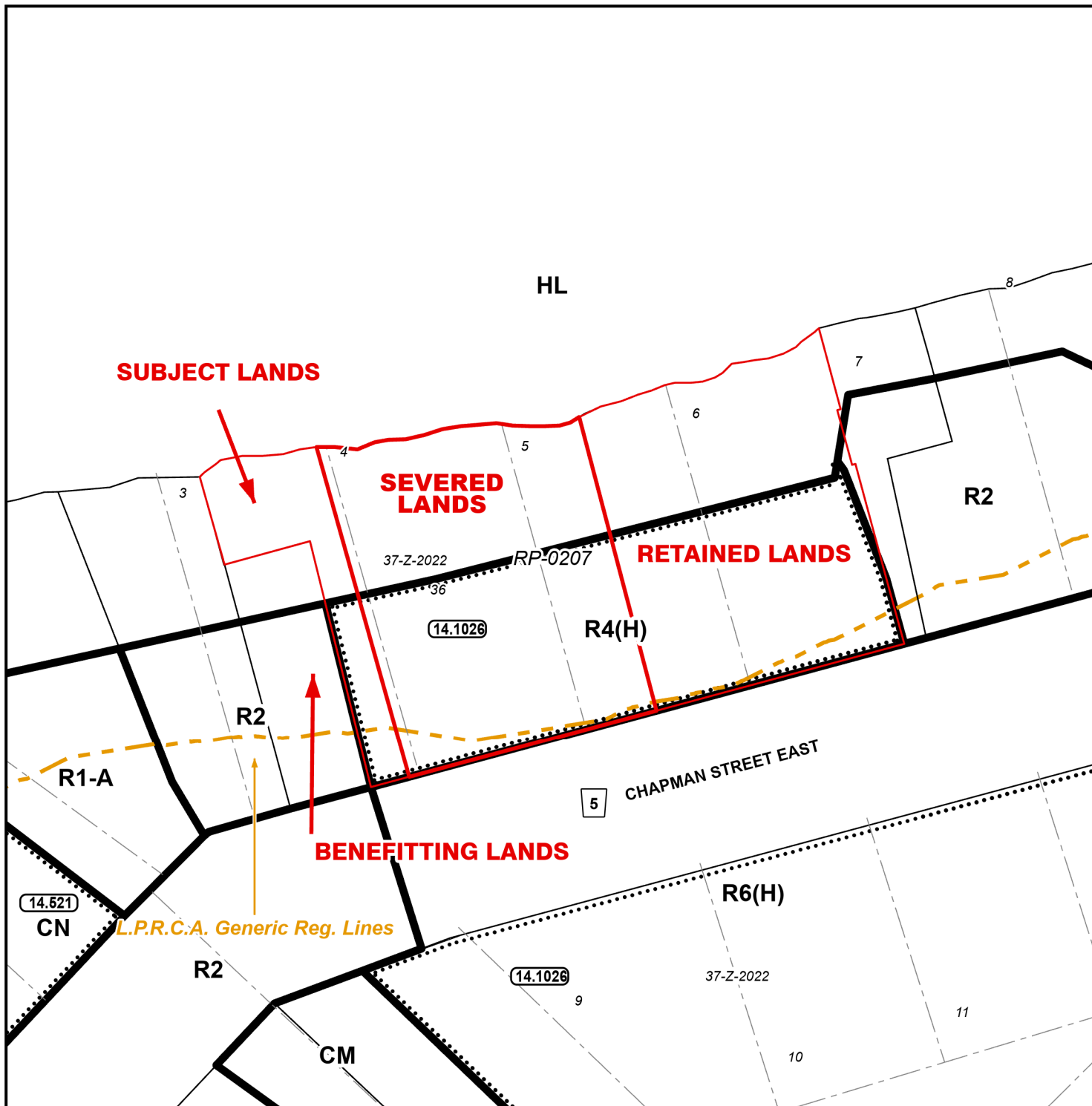
Urban Waterfront

Special Policy Area

Urban Area Boundary

9/9/2026





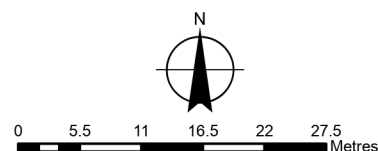
LEGEND

- Subject Lands
- Lands Owned
- LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

9/9/2026

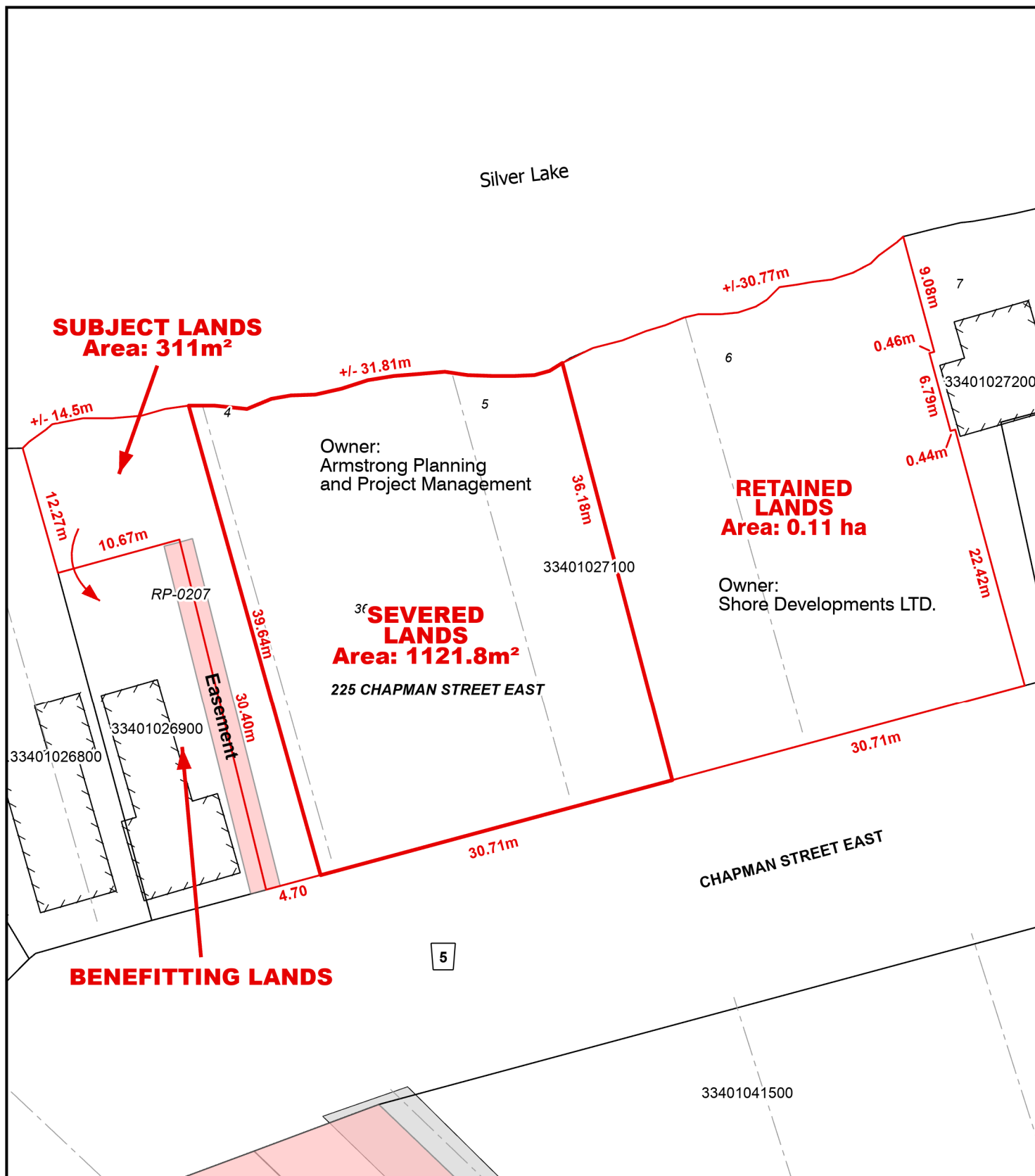
- (H) - Holding
- CM - Marine Commercial Zone
- CN - Neighbourhood Commercial Zone
- HL - Hazard Land Zone
- R1-A - Residential R1-A Zone
- R2 - Residential R2 Zone
- R4 - Residential R4 Zone
- R6 - Residential R6 Zone



MAP D

CONCEPTUAL PLAN Urban Area of PORT DOVER

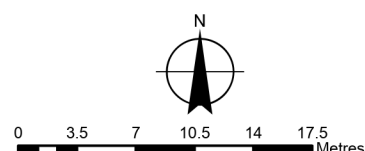
BNPL2026099
BNPL2026216



Legend

- Subject Lands
- Easements
- Lands Owned

9/9/2026



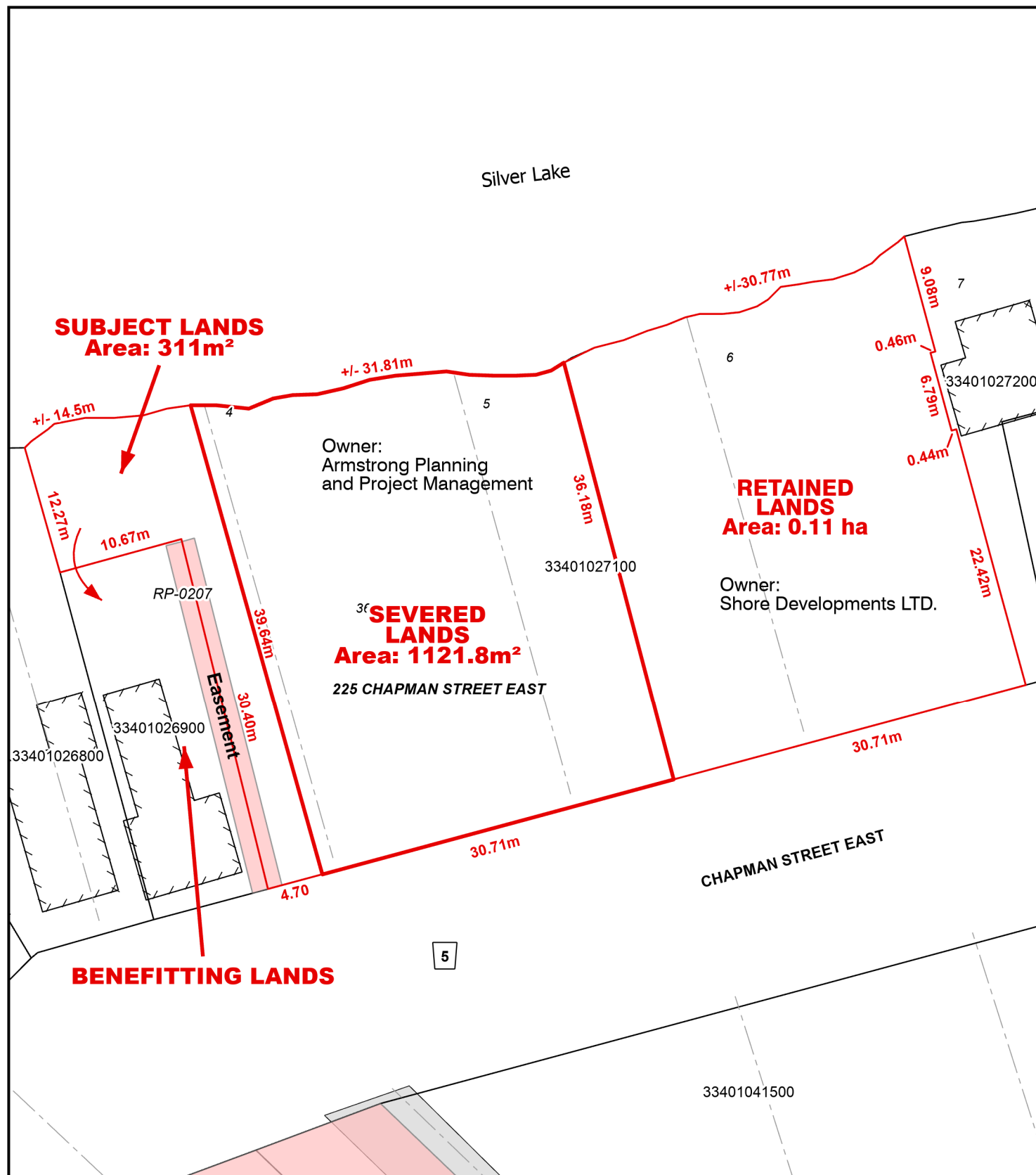
LOCATION OF LANDS AFFECTED

CONCEPTUAL PLAN

Urban Area of PORT DOVER

BNPL2026099

BNPL2026216



Legend

- Subject Lands
- Easements
- Lands Owned

9/9/2026

