

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



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: 421 Queensway West, Roll # 40302501205, 425 Queensway West, Roll # 40302501210.

A. Applicant Information

Name of Owner Jeff & Heather-jo Causyn

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 7Glendon crt

Town and Postal Code Port Dover N0A1N6

Phone Number (519) 909-9909

Cell Number _____

Email jeffcausyn@gmail.com

Name of Applicant _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

For Office Use Only:

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

Check the type of planning application(s) you are submitting.

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- ☐ 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 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):

Municipal Civic Address:

Present Official Plan Designation(s):

Present Zoning:

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

☐ Yes ☐ No If yes, please specify:

3. Present use of the subject lands:

4. Please describe **all existing** buildings or structures on the subject lands and whether they are to be retained, demolished or removed. If retaining the buildings or structures, please describe the type of buildings or structures, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

5. If an addition to an existing building is being proposed, please explain what it will be used for (for example a bedroom, kitchen, or bathroom). If new fixtures are proposed, please describe.

6. Please describe **all proposed** buildings or structures/additions on the subject lands. Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being architecturally and/or historically significant? Yes ☐ No ☐

If yes, identify and provide details of the building:

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

9. Existing use of abutting properties:

10. Are there any easements or restrictive covenants affecting the subject lands?

☐ Yes ☐ No If yes, describe the easement or restrictive covenant and its effect:

C. Purpose of Development Application

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

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

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

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

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

Frontage: _____

Depth: _____

Width: _____

Lot Area: _____

Present Use: _____

Proposed Use: _____

Proposed final lot size (if boundary adjustment): _____

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

Description of land intended to be retained in metric units:

Frontage: _____

Depth: _____

Width: _____

Lot Area: _____

Present Use: _____

Proposed Use: _____

Buildings on retained land: _____

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

Frontage: _____

Depth: _____

Width: _____
Area: _____
Proposed Use: _____

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

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

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

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

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

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

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

D. All Applications: Previous Use of the Property

1. Has there been an industrial or commercial use on the subject lands or adjacent lands? ☐ Yes ☐ No ☐ Unknown

If yes, specify the uses (for example: gas station, or petroleum storage):

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

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

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

E. All Applications: Provincial Policy

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

If no, please explain:

2. It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement subsection 2.1.7? ☐ Yes ☐ No

If no, please explain:

3. Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection? ☐ Yes ☐ No

If no, please explain:

Note: If in an area of source water Wellhead Protection Area (WHPA) A, B or C please attach relevant information and approved mitigation measures from the Risk Manager Official.

4. All Applications: Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified? Please check boxes, if applicable.

Livestock facility or stockyard (submit MDS Calculation with application)

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

Wooded area

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

Municipal Landfill

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

Sewage treatment plant or waste stabilization plant

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

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

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

Floodplain

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

Rehabilitated mine site

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

Non-operating mine site within one kilometre

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

Active mine site within one kilometre

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

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

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

Active railway line

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

Seasonal wetness of lands

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

Erosion

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

Abandoned gas wells

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

F. All Applications: Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

- | | |
|--|---|
| ☐ Municipal piped water | ☐ Communal wells |
| ☐ Individual wells | ☐ Other (describe below) |
-

Sewage Treatment

- | | |
|---|---|
| ☐ Municipal sewers | ☐ Communal system |
| ☐ Septic tank and tile bed in good working order | ☐ Other (describe below) |
-

Storm Drainage

- | | |
|---|---------------------------------------|
| ☐ Storm sewers | ☐ Open ditches |
| ☐ Other (describe below) | |
-

2. Existing or proposed access to subject lands:

- | | |
|---|---|
| ☐ Municipal road | ☐ Provincial highway |
| ☐ Unopened road | ☐ Other (describe below) |

Name of road/street:

G. All Applications: Other Information

1. Does the application involve a local business? ☐ 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.

June 30, 2026

Owner/Applicant/Agent Signature

Date

J. Owner's Authorization

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

I/We Jeff & Heather-jo Causyn 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.

Jeff Causyn

June 30, 2026

Owner

Date

Heather-jo Causyn

June 30, 2026

Owner

Date

***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

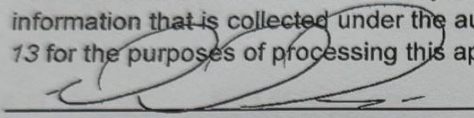
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Owner/Applicant/Agent Signature

MAY 29/26

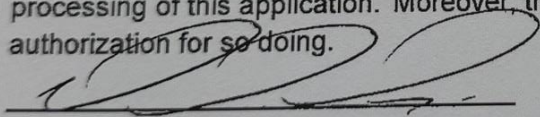
Date

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 DEREK DEMEYERE am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize KAYLA DELEZE 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 29/26

Date

Owner

Date

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

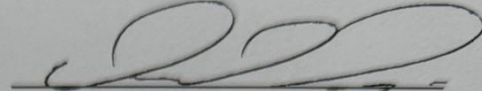
K. Declaration

I, Derek D. of Norfolk County

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:



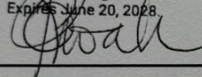
Owner/Applicant/Agent Signature

In City of Hamilton

This 29 day of May

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.

Planning Justification Report

Boundary adjustment consent application

421 Queensway West, Simcoe

Friday, May 29, 2026



Planning Justification Report for 421 Queensway West Simcoe, Norfolk County

1.0 INTRODUCTION

Kayla DeLeye Development Planning (“Agent”) has been retained by Derek Demeyere (“owner”) to assist in obtaining a boundary adjustment consent application for 421 Queensway West Simcoe, Norfolk County, legally described as WINDHAM CON 14 PT LOT 3 RP, 37R9403 PT PART 1 RP 37R10490, PART 1 AND RP 37R11030 PART 1. The consent application is required to boundary adjust the back portion of 421 Queensway West, Roll # 40302501205, to 425 Queensway West, Roll # 40302501210.

This report aims to provide details and justification regarding the boundary adjustment and provide an overview of the planning merits associated with the planning application.

2.0 SUBJECT LANDS DESCRIPTION

The application involves two properties:

1. The rear portion of 421 Queensway West, Simcoe - a commercial parcel (roll #40302501205), which comprise of approximately 6818.07 sq m (1.68 acres); and
2. Existing commercial lot 425 Queensway West, Simcoe (roll # 40302501210), which comprise of approximately 6272.63 sq m (1.55 acres)

421 Queensway West, Roll #40302501205 has frontage along Queenway West in the town of Simcoe, in Norfolk County.

The subject lands are approximately 10683.7 sq m (2.64 acres) in size and contain four commercial units. The majority of the lands surrounding the subject property are also commercial uses with hazard lands to the rear of the property. There is a small wetland located immediately north of the subject lands. The property location shown on Map 1 below.

Map 1: Location of Subject Lands



The proposed boundary adjustment would seek to boundary adjust 6818.07 sq m (1.68 acres) from the subject commercial parcel to the adjacent commercial lot to increase its size to create additional parking to the rear of the existing commercial business.

The proposed boundary adjusted lands contain an existing parking area.

Map 2 below outlines the proposed boundary adjustment from the adjacent commercial parcel to the adjacent commercial lot.

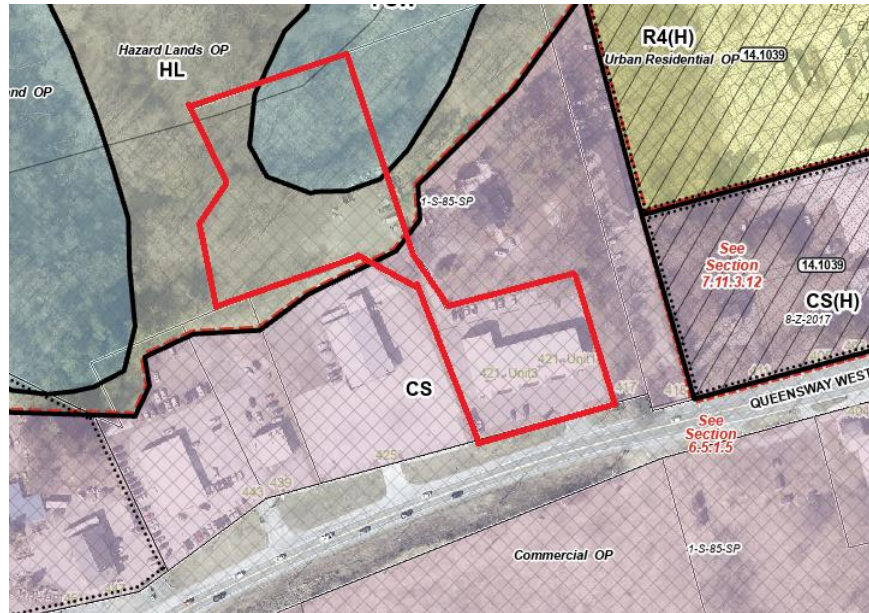
Map 2: Proposed Minor Boundary adjustment



Official Plan Designation & Zoning By-law Provisions

The subject lands are designated Hazard Lands, Provincially Significant Wetland, and Commercial in the Norfolk County Official Plan (NCOP) and Hazard Land Zone (HL), Provincially Significant Wetland Zone (PSW), and Service Commercial Zone (CS) in the Norfolk County Zoning By-law 1-Z-2014 (NCZB) as shown below in Map 3 below.

Map 3: Existing lot and severed lands with Official Plan Designation and Zoning



3.0 PROPOSED DEVELOPMENT

The subject lands consist of an area of 6818.07 sq m (1.68 acres) that are proposed to be severed and boundary adjusted to the adjacent commercial lot to increase the size of the lot from 6272.63 sq m (1.55 acres) to 13,090.7 sq m (3.23 acres) to allow for an expansion to their parking area.

The subject lands to be boundary adjusted contain an existing parking area and are generally located to the rear of 425 Queensway West.

Map 4: Survey Sketch of the Proposed Severed Lands

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.

As per section 2.8.1 Supporting a Modern Economy, planning authorities shall promote economic development and competitiveness by:

- b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
- c) identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;

The subject lands contain an existing commercial building and are surrounded by other commercial uses. The existing commercial business requires additional parking in order to accommodate increased customer traffic and parking for employees. The proposed boundary adjustment will increase parking and help the commercial site to become more suitable for investment and will support a greater range of commercial tenants

It is my professional opinion that the proposed boundary adjustment to increase the lot size by 6818.07 sq m (1.68 acres) is appropriate and represents a good use of the lands as it creates more commercial employment opportunities on the subject lands.

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

4.2 NORFOLK COUNTY OFFICIAL PLAN FRAMEWORK & ANALYSIS

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

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

- promote orderly growth and development;

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

The subject lands are designated Commercial, Hazard Lands and Provincially Significant Wetland in the Norfolk County Official Plan (NCOP).

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:

i) Urban 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 boundary adjusted lands will be added to a commercial lot that 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.

Section 7.11 of the Norfolk County Official Plan speaks to the Commercial Designation. Commercial areas are accessible locations along the County's major transportation routes offering suitable accommodation for a specific range of commercial uses.

The subject lands are located within the Simcoe urban area and are designated as commercial, hazard lands and provincially significant wetlands. The lands are adjacent to a major transportation route (Queensway also known as Hwy 3). The site is currently home to an existing commercial business. The boundary adjusted lands contain an existing parking lot that will help to improve the parking for the existing commercial business. A parking lot is a permitted use within the hazard land designation.

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

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

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

The current zoning of the subject lands is Service Commercial Zone (CS), Provincially Significant Wetland Zone (PSW) and Hazard Lands (HL) in the NCZB. The owner will not in any way disturb or negatively affect the adjacent PSW. The owner has also screened the area for species at risk, and none were found. No new development is being proposed in or near the PSW and therefore, a review of the NCOP PSW policy framework, or consideration of the PSW zone for this minor boundary adjustment is not necessary.

Furthermore, no development is proposed within the Hazard Land zone. Parking is permitted within the Hazard Land zone so the boundary adjustment will maintain the permissions of the Zoning By-law.

The following provisions apply to the Service Commercial (CS) Zone:

Provision	Requirement	Provided	Comment
Minimum lot area (interior lot)	450 sq m	Retained: ~3800 sq m Boundary adjusted lands: 13,090.7 sq m	complies
Minimum lot frontage (interior lot)	15 m	Retained: ~61.9m Boundary adjusted lands: ~72 m	Complies
Minimum front yard	3 m	Retained: ~16 m Boundary adjusted lands: ~36 m	Complies

Minimum exterior side yard			
Minimum interior side yard	3 m	Retained: ~5m Boundary adjusted lands: ~22 m	Complies
Minimum rear yard	9 m	Retained: ~14m Boundary adjusted lands: ~100 m	Complies
Maximum lot coverage	35%	Retained: ~27% Boundary adjusted lands: ~5%	complies
Maximum building height	11 m (36.10 ft)	unchanged	complies

The subject application complies and conforms to the provisions of the NCZB.

5. CONCLUSION

It is my professional opinion that the proposed planning application for a boundary adjustment represents 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,

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



Simcoe Administration Building
12 Gilbertson Drive
Simcoe, ON N3Y 4N5
Phone: 519-426-5870 | 226-NORFOLK

Cambium Inc.
194 Sophia Street
Peterborough, ON K9H 1E5
Phone: 705-742-7900



June 8, 2026

To: **Jeff and Heather-Jo Causyn**, 7 Glendon Court, Port Dover ON, N0A 1N6

Re: **421 Queensway West (the Property), Assessment Roll No: 33104030250120500000**

Thank you for your time on June 4, 2026, to respond to our letter regarding how the *Clean Water Act, 2006* (CWA) may apply to the Property (see enclosed map). The CWA is part of a provincial multi-barrier approach to protecting drinking water.

Norfolk County is committed to providing safe drinking water and is implementing Lake Erie Region Source Protection Plan (SPP) to protect the groundwater that supplies municipal wells. The locally developed SPP policies serve to manage activity(ies) that pose a Threat in vulnerable areas. The following comments are provided for your information.

The Property is located in a vulnerable area identified as the Wellhead Protection Area(s) for the Simcoe Municipal Drinking Water System as visualized in the attached map. The table below lists potential Threats and SPP applicability.

Table 1: Activities that can pose a Threat on the Property

Threat	Presence on Property
The handling and storage of a dense non-aqueous phase liquid (DNAPL)	No - no action required
The handling and storage of an organic solvent.	No - no action required
The handling and storage of liquid fuel.	No - no action required
The establishment, operation or maintenance of a waste disposal site within the meaning of Part V of the <i>Environmental Protection Act</i> .	No - no action required
The handling and storage of snow	No - no action required
The handling and storage of road salt	No - no action required

A complete list of possible Threats on the Property is included in Appendix A. Please inform the County's Risk Management Office if you plan to start a listed activity. We will work with you to confirm if it is Threat and ensure SPP compliance.

Risk Management Office
Public Works, Environmental Services Division
12 Gilbertson Drive, Simcoe ON, N3Y 3N3
705-742-7900, sourcewaterprotection@cambium-inc.com

For information on the Drinking Water Source Protection Program, visit the Lake Erie Source Protection Region website www.sourcewater.ca. Please let us know if you have any questions.

Sincerely,

Signed by:



47DB246BA3D644F...

Terri Cox

Risk Management Official

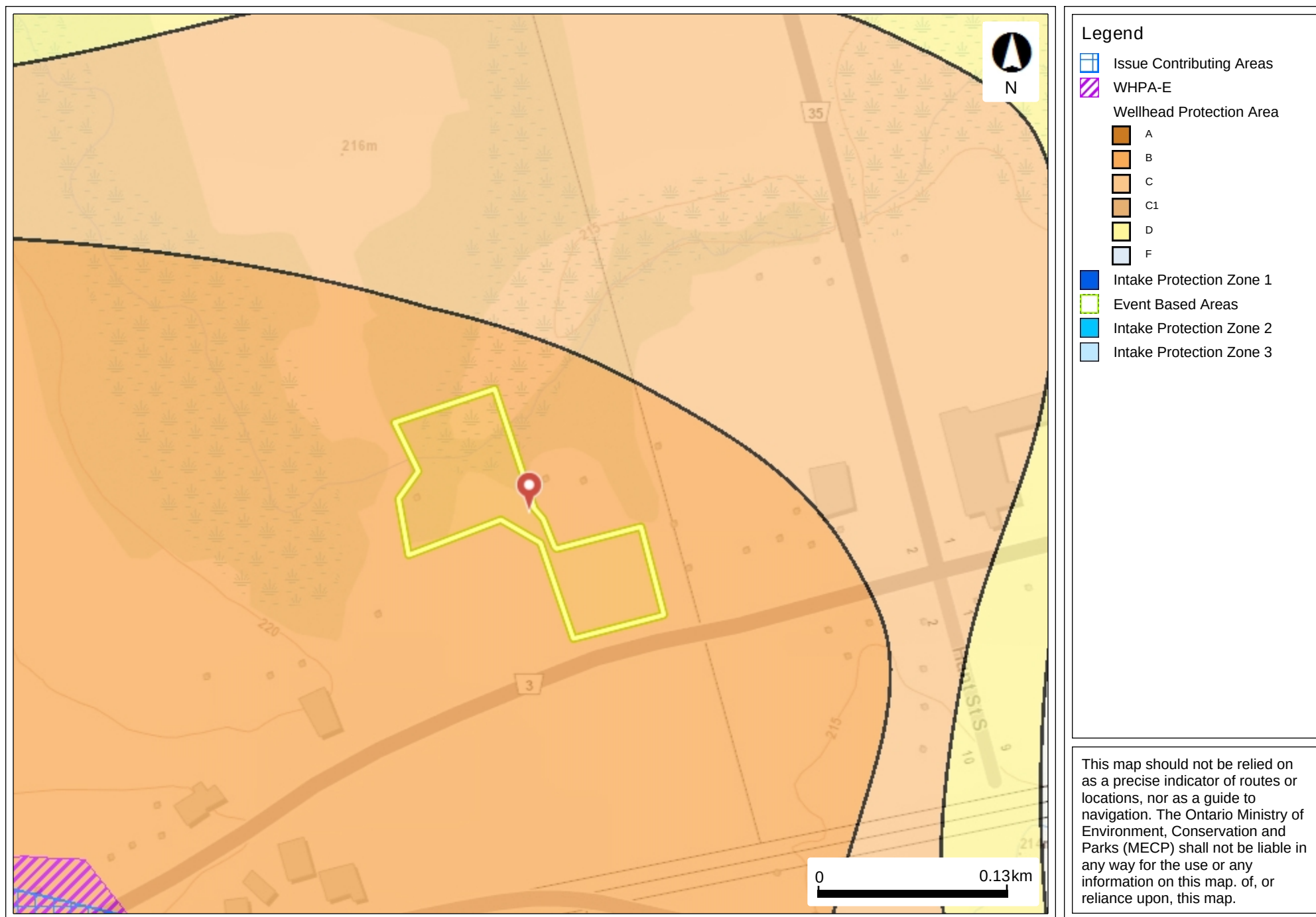
Encl (1): Source Water Protection Map

Appendix A

Land Use Activities that Pose a Significant Drinking Water Threat within a WHPA-B with a Vulnerability Score of 10

1. The establishment, operation or maintenance of a system that collects, stores, transmits, treats or disposes of sewage.
2. The establishment, operation or maintenance of a waste disposal site within the meaning of Part V of the EPA.
3. The application of agricultural source material to land.
4. The storage of agricultural source material.
5. The application of non-agricultural source material to land.
6. The handling and storage of non-agricultural source material.
7. The application of commercial fertilizer to land.
8. The handling and storage of commercial fertilizer to land.
9. The application of pesticide to land.
10. The handling and storage of pesticide.
11. The application of road salt.
12. The handling and storage of road salt.
13. The storage of snow.
14. The handling and storage of fuel.
15. The handling and storage of a dense non-aqueous phase liquid.
16. The handling and storage of an organic solvent.
17. The management of runoff that contains chemicals used in the de-icing of aircraft.
18. The use of land as livestock grazing or pasturing land, an outdoor confinement area or a farm-animal yard.
19. The establishment and operation of a liquid hydrocarbon pipeline. O. Reg. 385/08, s. 3; O. Reg. 206/18, s. 1.

421 Queensway West



CONTEXT MAP

Geographic Township of WINDHAM

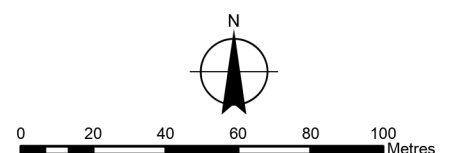


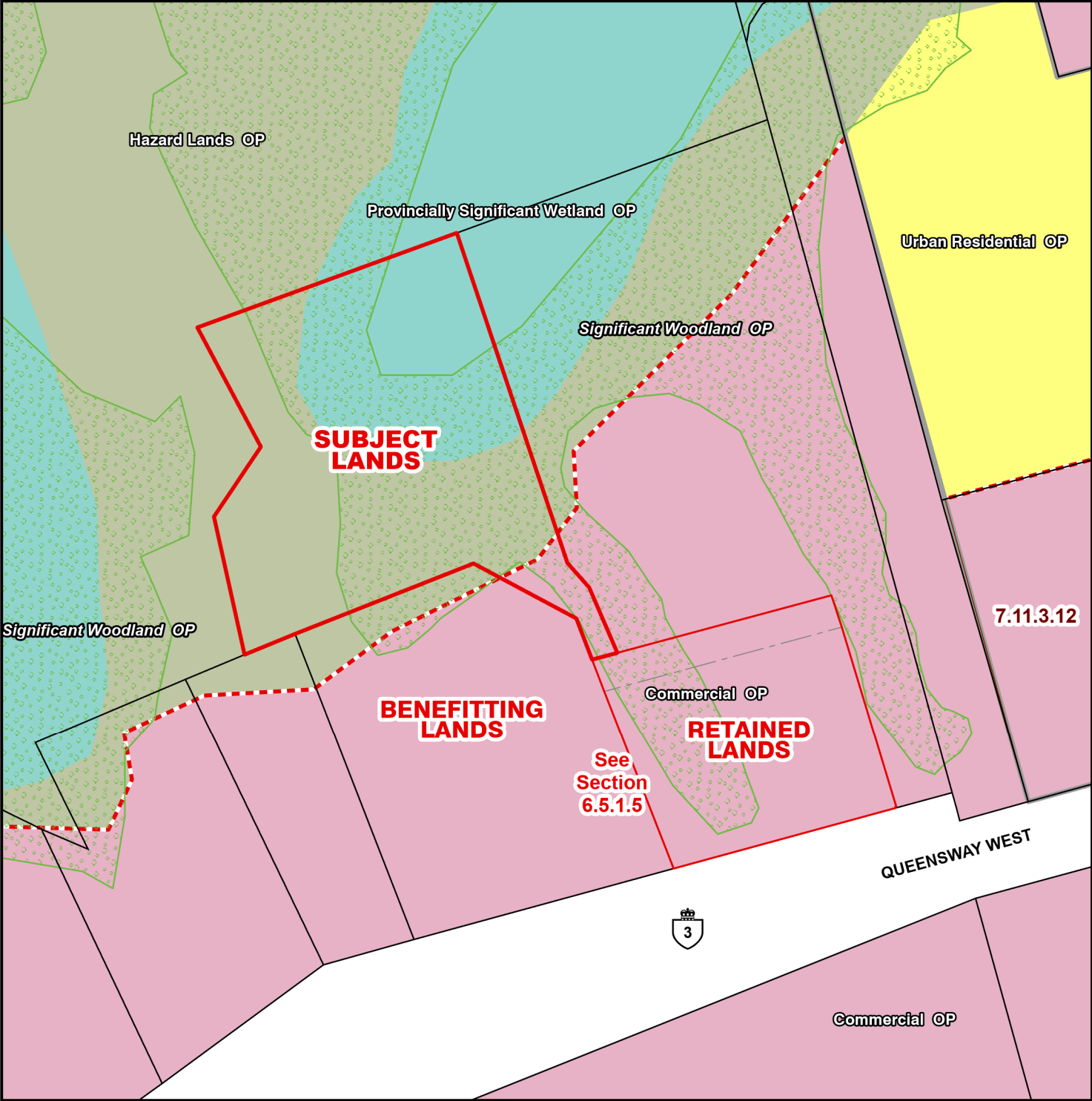
Legend

- Subject Lands
- Lands Owned

2025 Air Photo

7/16/2026





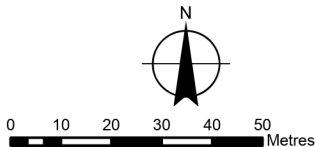
Legend

-  Subject Lands
-  Lands Owned

Official Plan Designations

- | | | |
|--|--|--|
|  Hazard Lands |  Commercial |  Special Policy Area |
|  Provincially Significant Wetland | |  Urban Area Boundary |
|  Urban Residential | |  Significant Woodland |

7/16/2026

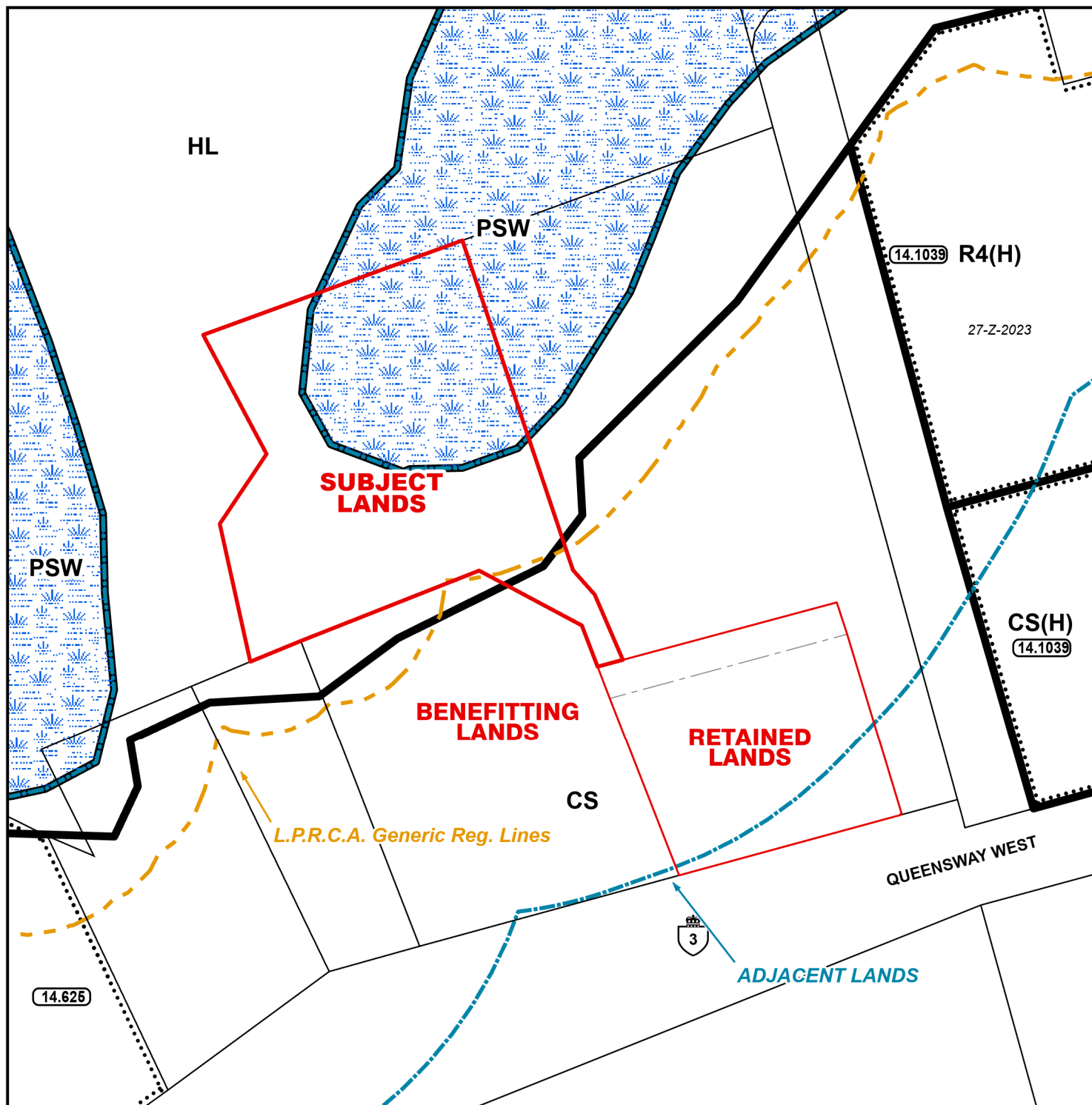


MAP C

ZONING BY-LAW MAP

Geographic Township of WINDHAM

BNPL2026124



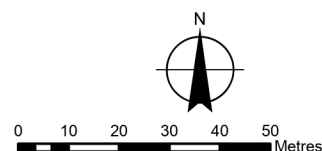
LEGEND

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

ZONING BY-LAW 1-Z-2014

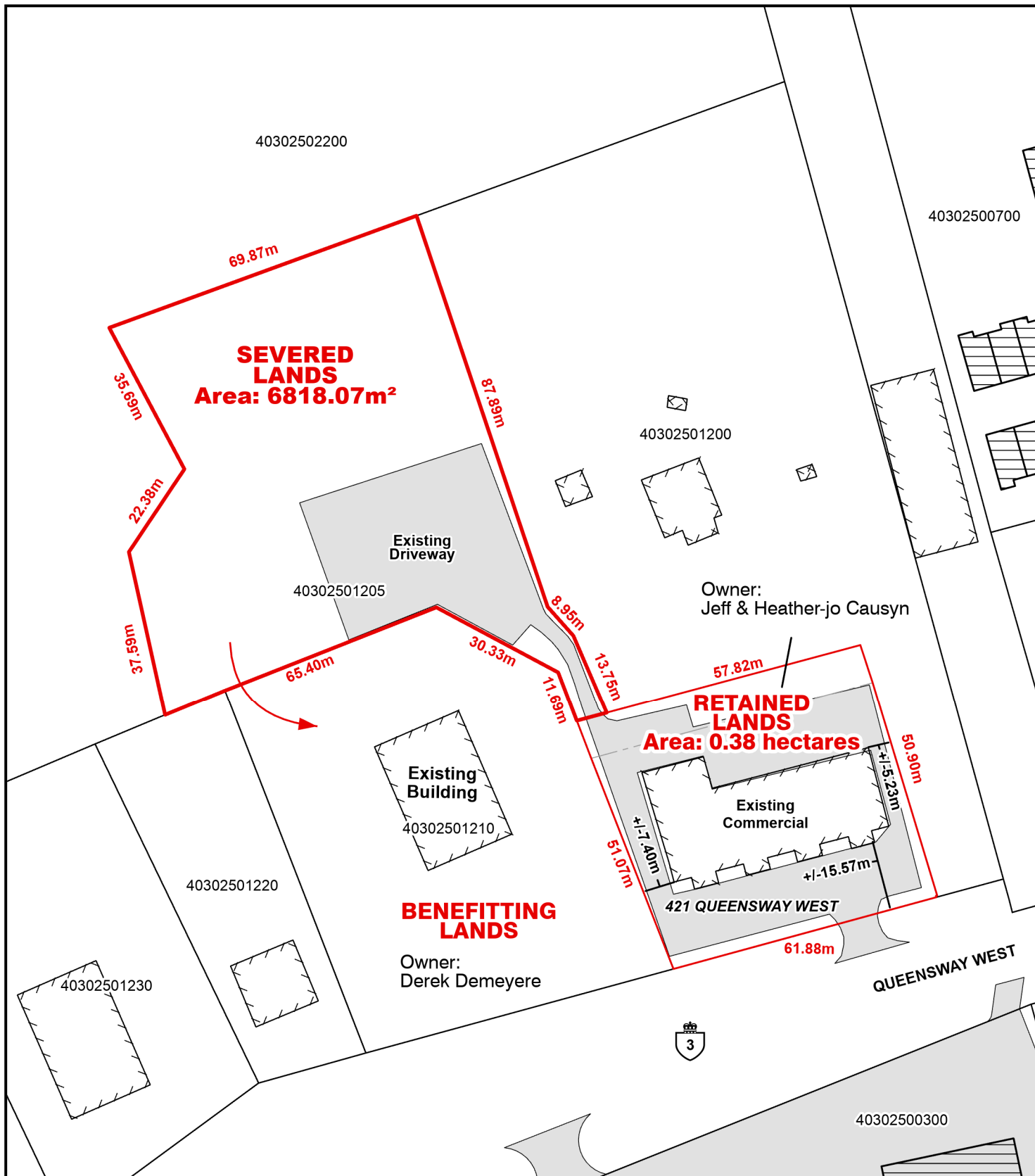
7/16/2026

- (H) - Holding
- CS - Service Commercial Zone
- HL - Hazard Land Zone
- PSW - Provincially Significant Wetland Zone
- R4 - Residential R4 Zone



CONCEPTUAL PLAN

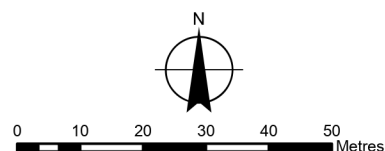
Geographic Township of WINDHAM



Legend

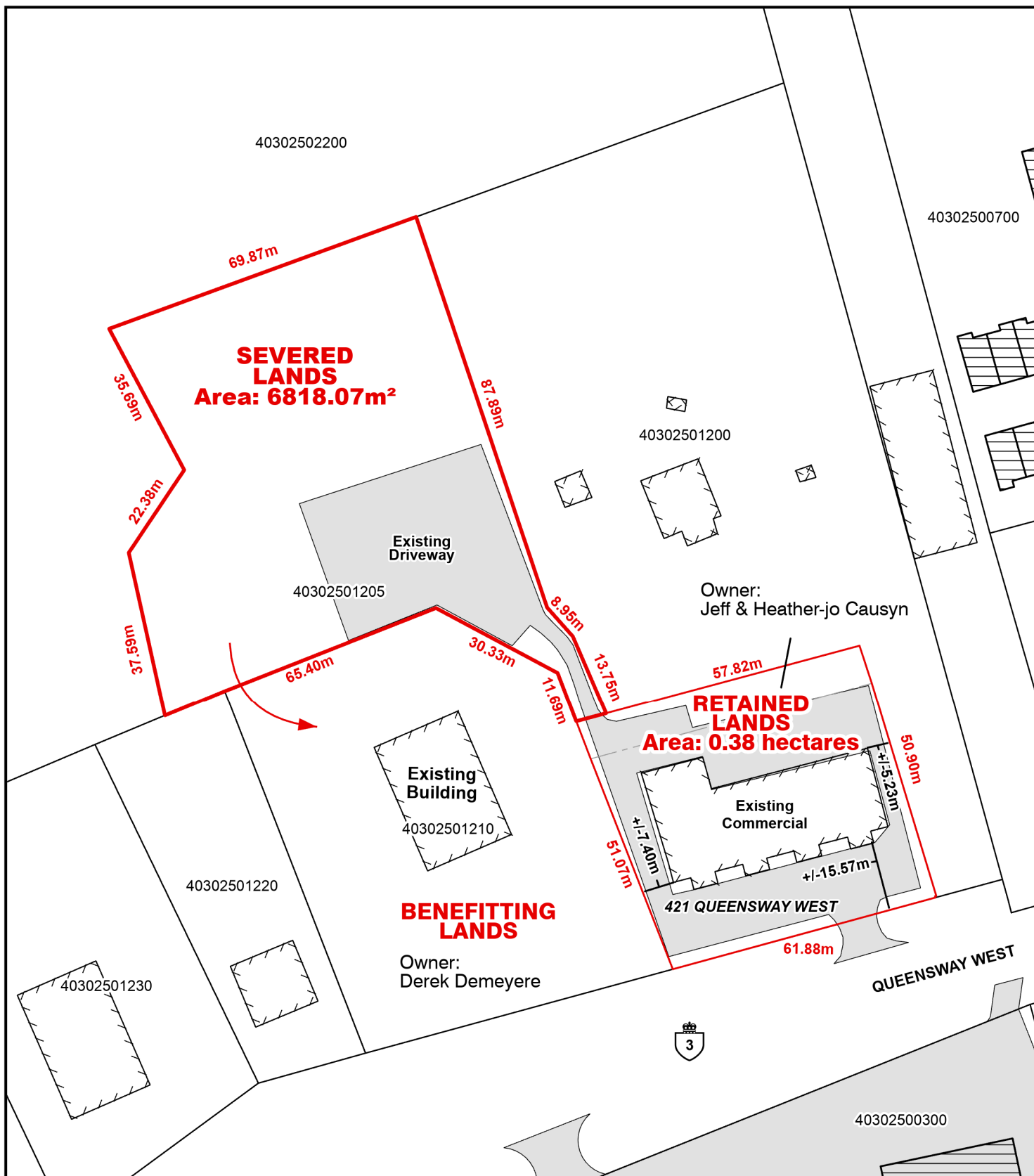
- Subject Lands
- Lands Owned

7/16/2026



CONCEPTUAL PLAN

Geographic Township of WINDHAM



Legend

- Subject Lands
- Lands Owned

7/16/2026

