



## **GUIDE FOR THE SUBMISSION OF AN APPLICATION FOR A OFFICIAL PLAN AMENDMENT OR COMBINED OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS**

### **COMPLETE APPLICATION**

A complete development application for a zoning By-Law amendment consists of the following:

1. A properly completed and signed development application form;
2. Supporting information adequate to illustrate your proposal as indicated in Section J. of this development application form;
3. Consent from the registered owner of the subject lands where the applicant is not the owner; and,
4. A cheque payable to Norfolk County in the amount set out in the fees By-Law.

The above information is required to ensure that your development application is given full consideration. An incomplete or improperly prepared development application may not be accepted or may result in delays during the processing of the development application.

### **PRE-CONSULTATION**

A pre-consultation meeting with staff is strongly recommended for all applications. Depending on the complexity of each application, a pre-consultation meeting may only be necessary with a Planner or, it may be beneficial to arrange a pre-consultation meeting with additional County staff. The purpose of a pre-consultation meeting is to provide the Applicant with an opportunity to present and review the proposed Application, to discuss potential issues, and to determine required elements and materials to be submitted with the Application in order for it to be considered "complete" by staff. The Applicant has the opportunity to make revisions to the Application prior to submission, without the additional costs of recirculation fees. The goal of the pre-consultation meeting is to provide clear feedback to the Applicant in order that the development application process moves in an expeditious manner. It may be necessary to seek the assistance of independent professional help (e.g. planning consultant, engineer, etc.) for complex development applications. For additional information or assistance in completing this development application, please contact a Planner at 519.426.5870 or 519.875.4485 or 519.582.2100.

### **PROCESSING THE DEVELOPMENT APPLICATION**

Once an application has been deemed complete by a Planner, it will be circulated to other public agencies and County departments for their review and comments. The comments received from these other public agencies assist planning staff with the preparation of the report and recommendation.

The time involved in processing a development application varies depending upon its complexity and its acceptability to the other public agencies and local residents. If objections are received during the appeal period for the decision, an Ontario Municipal Board hearing must be held which can add considerable time to the process.

At the appropriate times, the applicant, owner or agent, as the case may be, will receive the following:

1. Written acknowledgement of receipt of the submitted development application and fees;
2. Notice of completed application;
3. Written notice of the date and time of the open house (if applicable) and public meeting when Council will be considering the development application (the applicant, owner, agent and the public will have the opportunity to make a verbal presentation at the meeting);
4. A copy of the staff report; and
5. Written decision of Norfolk County Council.

## NOTIFICATION SIGN REQUIREMENTS

For the purpose of public notification and in order for staff to locate your lands, you will be given a sign to indicate the intent and purpose of your development application. It is your responsibility to:

1. Post one sign per frontage in a conspicuous location on the subject lands;
2. Ensure one sign is posted at the front of the subject lands at least three feet above ground level;
3. Notify the Planner when the sign is in place in order to avoid processing delays; and
4. Maintain the sign until the development application is finalized and thereafter removed.

## FEES AND SUBMISSION

The following is required in order for the development application to be considered complete: one copy of this development application, information stated in Section J. and the required application fee as set out below. Cheques can be made payable to Norfolk County. Additional fees or legal costs may apply if an Ontario Municipal Board hearing is held.

The application fee is calculated as follows:

Base fee	\$
Building review fee	
Total	\$

An additional fee may be required if a review by the Long Point Region Conservation Authority or by the Grand River Conservation Authority is deemed necessary by planning staff and/or by the Authority. A separate cheque payable to the Long Point Region Conservation Authority or the Grand River Conservation Authority is required in accordance with their fee schedule, at the same time your application is submitted.

Additional studies required as part of the complete application shall be at the sole expense of the Applicant. It should also be noted that in some instances Peer Reviews shall 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 public agencies, but before the public notice being sent, half the original fee will be refunded. If withdrawn after the public notice has been circulated but prior to the report preparation, one quarter of the original fee will be refunded. If the application is withdrawn after the report has been prepared, no fee will be refunded.

For additional information or assistance in completing this development application, please contact a Planner at 519.426.5870 or 519.875.4485 or 519.582.2100. Please submit the completed development application and fees to Norfolk County, Planning & Economic Development Department, 60 Colborne Street South, Simcoe, ON N3Y 4H3 or 22 Albert Street Langton, ON N0E 1G0.

OFFICIAL PLAN AMENDMENT OR COMBINED OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS

File Number OPNPL20162016  
 Related File Number ZNPL 2016207.  
 Pre-consultation Meeting On \_\_\_\_\_  
 Application Submitted On July 14-2016  
 Complete Application On July 19-2016

Application Fee 3084.00  
 Conservation Authority Fee \_\_\_\_\_  
 OSSD Form Provided \_\_\_\_\_  
 Sign Issued \_\_\_\_\_

This development application must be typed or printed in ink and completed in full. An incomplete or improperly prepared application may not be accepted and could result in processing delays.

Property assessment roll number: **3310-40302504815**

Check whether this development application is for approval of:

- ☐ Official plan amendment  
☒ Combined official plan and zoning By-Law amendments

**A. APPLICANT INFORMATION**

Name of Applicant <sup>1</sup> KAREN TURKSTRA Phone # 905 979 3456  
 Address 2 WEBSTER'S LANE RD Fax # \_\_\_\_\_  
 Town / Postal Code DUNOAS, ON L9N 4W2 E-mail mtchblack@sympatico.ca

<sup>1</sup> If the applicant is a numbered company provide the name of a principal of the company.

Name of Agent <sup>2</sup> MICHAEL HIGGINS  
G DOUGLAS VALLER LIMITED Phone # 519 426 6270  
 Address 2 TALBOT STREET NORTH Fax # 519 426 6277  
 Town / Postal Code SIMCOE, ON N3Y 3W4 E-mail michael.higgins@gdvallae.ca

Name of Owner <sup>2</sup> KAREN TURKSTRA  
2 WEBSTER'S LANE RD DUNOAS, ON Phone # 905-979-3456  
 Address JEN TURKSTRA Fax # PHONE 514 229 4959  
4036 HAVARD AVENUE  
 Town / Postal Code MONTREAL, QUEBEC H4A 2W7 E-mail jenturkstra@gmail.com

<sup>2</sup> 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.

Please specify to whom all communications should be sent <sup>3</sup>: ☒ Applicant ☒ Agent ☐ Owner

<sup>3</sup> Unless otherwise directed, all correspondence, notices, etc., in respect of this development application will be forwarded to the Applicant noted above, except where an Agent is employed, then such will be forwarded to the Applicant and Agent.

Names and addresses of any holders of any mortgagees, charges or other encumbrances on the subject lands:

NONE

**B. LOCATION/LEGAL DESCRIPTION OF SUBJECT LANDS**

Geographic Township	<u>WINDHAM</u>	Urban Area or Hamlet	<u>SIMCOE</u>
Concession Number	<u>14</u>	Lot Number(s)	<u>4</u>
Registered Plan Number		Lot(s) or Block Number(s)	
Reference Plan Number	<u>37R 89.59</u>	Part Number(s)	<u>1</u>
Frontage (metres/feet)	<u>144m (474.3ft)</u>	Depth (metres/feet)	<u>156.5m (513.4ft)</u>
Width (metres/feet)	<u>144m (474.3ft)</u>	Lot area (m <sup>2</sup> / ft <sup>2</sup> or hectares/acres)	<u>224.64sq.m (2.2 ha)</u>
Municipal Civic Address			

For questions regarding requirements for a municipal civic address please contact [NorfolkGIS@norfolkcounty.ca](mailto:NorfolkGIS@norfolkcounty.ca).

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

☐ Yes ☒ No

If yes, describe the easement or covenant and its effect:

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Does the requested amendment alter all or any part of the boundary of an area of settlement in the municipality or implement a new area of settlement in the municipality?

☐ Yes ☒ No

If yes, please describe its effect:

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Does the requested amendment remove the subject land from an area of employment?

☐ Yes ☒ No

If yes, please describe its effect:

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### C. PURPOSE OF DEVELOPMENT APPLICATION

Please explain what you propose to do on the subject lands/premises which makes this development application necessary and include the nature and extent of the amendment requested (if additional space is required, please attach a separate sheet):

PROPOSE TO DEVELOP THE SITE FOR RESIDENTIAL USE

Current official plan policy:

COMMERCIAL QUEENSWAY CORRIDOR SPECIAL POLICY AREA

The land uses that the current policy authorizes:

AUTO ORIENTED HIGHWAY AND SERVICE COMMERCIAL USES.

The land uses that the requested amendment policy authorizes:

RESIDENTIAL.

Does the requested amendment delete a policy of the official plan?

☐ Yes ☒ No

If yes, identify the policy to be deleted:

Does the requested amendment change or replace a policy in the official plan?

☒ Yes ☐ No

If yes, identify the policy to be changed or replaced, also include the proposed text of the policy amendment (if additional space is required, please attach a separate sheet):

COMMERCIAL QUEENSWAY CORRIDOR SPECIAL POLICY AREA TO  
URBAN RESIDENTIAL AS PER THE EXISTING RESIDENTIAL  
POLICIES.

### D. PROPERTY INFORMATION

Present use of the subject lands:

VACANT LAND

OFFICIAL PLAN AMENDMENT OR COMBINED OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS

Proposed use of the subject lands:

RESIDENTIAL TOWNHOUSE DEVELOPMENT

Present use of adjacent properties:

VACANT LAND, LUMBER BUSINESS, RESIDENTIAL AND OPP STATION

Are there any existing buildings or structures on the subject lands?

☐ Yes ☒ No

If yes, please describe the type of building or structure and in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area:

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Are there any buildings or structures proposed to be built on the subject lands?

☒ Yes ☐ No

If yes, please describe the type of building or structure and in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area:

TOWNHOUSES SINGLE STOREY APPROX 130 SQ M FLOOR  
AREA. SET BACKS, PARKING, ETC IN ACCORDANCE WITH  
THE PROPOSED R4 ZONE

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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The date the subject lands was acquired by the current owner:

NOT KNOWN

If known, the date existing buildings or structures were constructed on the subject lands:

VACANT LAND

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

NOT KNOWN.



## E. PREVIOUS USE OF THE PROPERTY

Has there been an industrial or commercial use on the subject lands or adjacent lands?

☐ Yes ☒ No ☐ Unknown

If yes, specify the uses:

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Has the grading of the subject lands been changed through excavation or the addition of earth or other material?

☐ Yes ☒ No ☐ Unknown

Has a gas station been located on the subject lands or adjacent lands at any time?

☐ Yes ☒ No ☐ Unknown

Has there been petroleum or other fuel stored on the subject lands or adjacent lands at any time?

☐ Yes ☒ No ☐ Unknown

Is there reason to believe the subject lands may have been contaminated by former uses on the site or adjacent sites?

☐ Yes ☒ No ☐ Unknown

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

OWNER.

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If you answered yes to any of the above questions, 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

## F. STATUS OF OTHER PLANNING DEVELOPMENT APPLICATIONS

Has the subject land or land within 120 metres of it been or is now the subject of an application under the *Planning Act, R.S.O. 1990, c. P. 13* for:

1. a minor variance or a consent;
2. an amendment to an official plan, a zoning by-law or a Minister's zoning order; or
3. approval of a plan of subdivision or a site plan?

☐ Yes ☐ No ☒ Unknown

If yes, indicate the following information about **each application**:

**OFFICIAL PLAN AMENDMENT OR COMBINED OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS**

File number:

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Land it affects:

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Purpose:

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Status/decision:

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Effect on the requested amendment:

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If additional space is required, please attach a separate sheet.

Is the above information for other planning developments applications attached?

☐ Yes ☐ No

**G. PROVINCIAL POLICY**

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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Are the subject lands within an area of land designated under any provincial plan or plans?

☐ Yes ☒ No

If yes, does the requested amendment conform to or does not conflict with the provincial plan or plans:

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OFFICIAL PLAN AMENDMENT OR COMBINED OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS

Are any of the following uses or features on the subject lands or within 500 metres (1,640 feet) of the subject lands, unless otherwise specified? Please check the appropriate boxes, if any apply.

Use or Feature	On the Subject Lands	Within 500 Metres (1,640 feet) of Subject Lands (Indicate Distance)
Livestock facility or stockyard (if yes, complete Form 3 – available upon request)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Wooded area	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Municipal landfill	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Sewage treatment plant or waste stabilization plant	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Provincially significant wetland (class 1, 2 or 3) or other environmental feature	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Floodplain	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Rehabilitated mine site	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Non-operating mine site within one kilometre	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Active mine site within one kilometre	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Industrial or commercial use (specify the use(s))	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 20m distance
Active railway line	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Seasonal wetness of lands	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Erosion	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance
Abandoned gas wells	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ____ distance

## H. SERVICING AND ACCESS

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  
☐ Other (describe below)

### Storm Drainage

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

If other, describe:

Will the requested amendment permit development on a privately owned and operated individual or communal septic system that produces more than 4500 litres of effluent per day as a result of the development being completed?

- ☐ Yes ☒ No

If yes, the following reports will be required: a servicing options report and a hydrogeological report.

Have you consulted with Public Works & Environmental Services concerning stormwater management?

- ☒ Yes ☐ No

Has the existing drainage on the subject lands been altered?

- ☐ Yes ☒ No



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Does a legal and adequate outlet for storm drainage exist?

☒ Yes      ☐ No      ☐ Unknown

Existing or proposed access to subject lands:

☐ Unopened road      ☐ Provincial highway  
☒ Municipal road      ☐ Other (describe below)

If other, describe:

Name of road/street:

LUSCOMBE DRIVE

**I. OTHER INFORMATION**

Is there a time limit that affects the processing of this development application?

☐ Yes      ☒ No

If yes, describe:

Is there any other information that you think may be useful in the review of this development application? If so, explain below or attach on a separate page.

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## J. SUPPORTING MATERIAL TO BE SUBMITTED BY APPLICANT

In order for your development application to be considered complete, **two (2) copies of the plan(s) (folded to 8 1/2" x 11")** must be submitted, in metric units, drawn to scale, as part of the development application, which shows:

1. The boundaries and dimensions of the subject lands
2. The topographical features
3. The approximate location of all natural and artificial features including but not limited to, buildings, railways, roads, watercourses, municipal drains, drainage ditches, banks of rivers or streams, pipelines, gas wells, wetlands, wooded areas that are located on the subject land and on land that is adjacent to it and may affect the application
4. The location of any existing and proposed wells, septic systems and tile beds that is located on the subject land and on land that is adjacent to it and may affect the application
5. The location, name, status and width of any road, lanes, highways, railways, driveways or encroachments, both existing and proposed, within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way
6. The location and nature of any easements affecting the subject land
7. The location, size and type of all **existing** and **proposed** buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines, also including building dimensions, height and groupings for each building on the site
8. Outlines of all planting beds, buffer planting, lawn areas, areas to be seeded and sodded and any other landscaping or site improvements
9. Location and dimensions of off-street parking, parking structures and aisles, the number of parking spaces to be provided and location of accesses
10. Any pylon signs, fascia signs, etc., any lighting facilities and their location
11. Any proposed subdivision of the subject lands
12. Current uses of land that is adjacent to the subject land
13. Location of outside storage, refuse storage and disposal facilities
14. The legal description of the subject lands in question (lot, concession, registered plan no., geographic township)

**Five (5) copies of any applicable information/reports** indicated in the development application form.

If other documentation/supporting material become necessary, you will be contacted. This information must be submitted prior to your development application proceeding.

## K. NOTIFICATION SIGN REQUIREMENTS

For the purpose of public notification and in order for staff to locate your lands, you will be given a sign to indicate the intent and purpose of your development application. It is your responsibility to:

1. Post one sign per frontage in a conspicuous location on the subject lands
2. Ensure one sign is posted at the front of the subject lands at least three feet above ground level
3. Notify the Planner when the sign is in place in order to avoid processing delays
4. Maintain the sign until the development application is finalized and thereafter removed

## L. PERMISSION TO ENTER SUBJECT LANDS

Permission is hereby granted to Norfolk County staff to enter the premises subject to this development application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

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

  
\_\_\_\_\_  
Date

## M. 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 development application.

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

  
\_\_\_\_\_  
Date

OFFICIAL PLAN AMENDMENT OR COMBINED OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS

N. DECLARATION

**KAREN TURKSTRA** **HAMILTON**  
I, Jennifer Turkstra of Montreal 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:

TOWN OF SIMCOE

In Norfolk County

This FEB 1<sup>st</sup> day of FEB

A.D., 20 16

Higgins  
A Commissioner, etc.

**MICHAEL JOHN HIGGINS, a Commissioner, etc.,  
Norfolk County, for G. Douglas Vallee Limited.  
Expires June 15, 2018.**

[Signature]  
Owner/Applicant/Agent Signature  
Karen Turkstra

O. OWNER'S AUTHORIZATION

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

I/We KAREN TURKSTRA  
JENNIFER TURKSTRA am ☒ the registered owner(s) of the lands that is the subject of this development application for a zoning by-law amendment.

I/We authorize G DOUGLAS VALLEE LTD to make this development application on my/our behalf and to provide any of my/our personal information necessary for the processing of this development application. Moreover, this shall be your good and sufficient authorization for so doing.

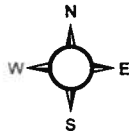
Karen Turkstra  
Owner  
[Signature]  
Owner

January 31<sup>st</sup> 2016  
Date  
January 28, 2016  
Date

# MAP 1

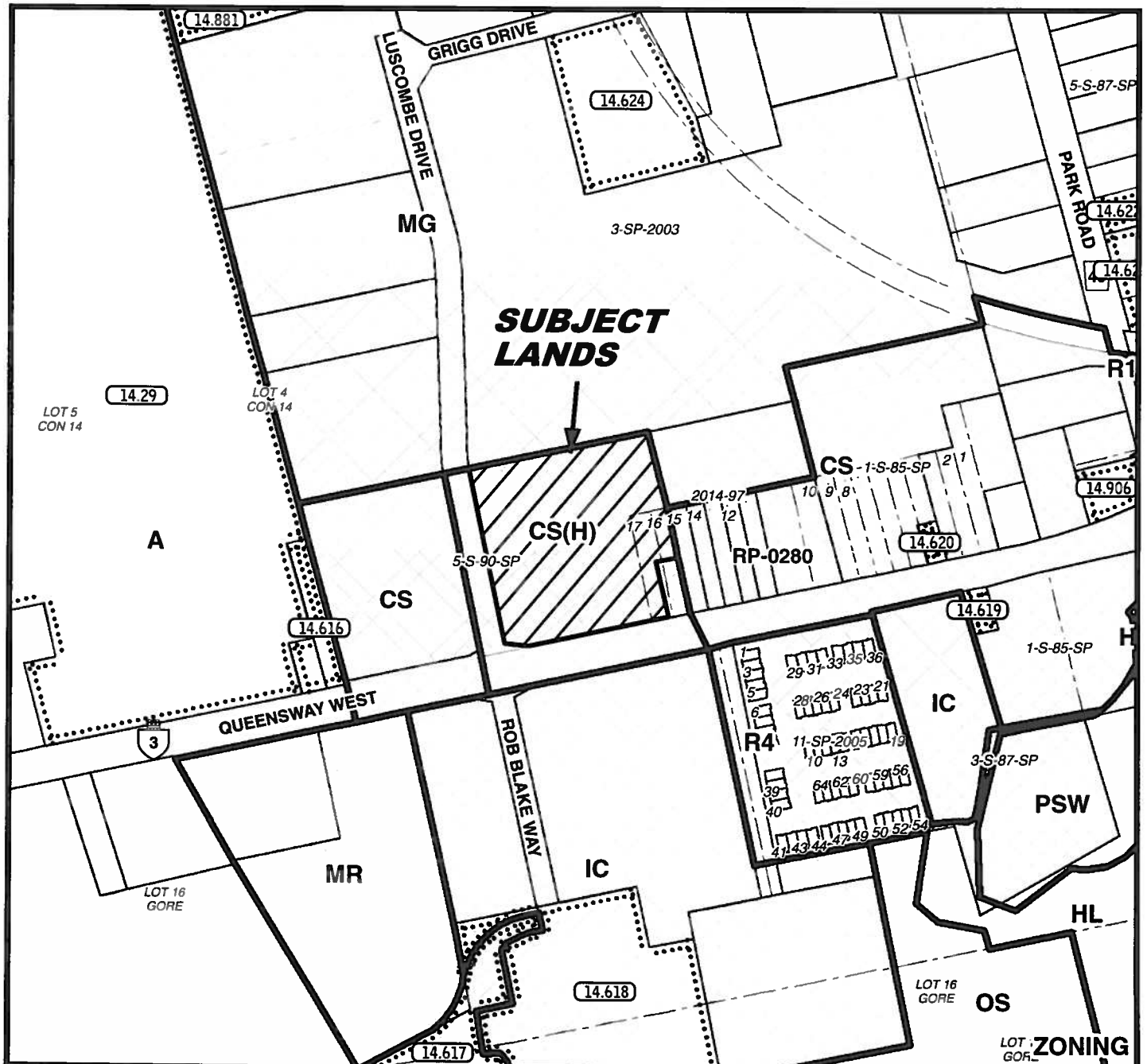
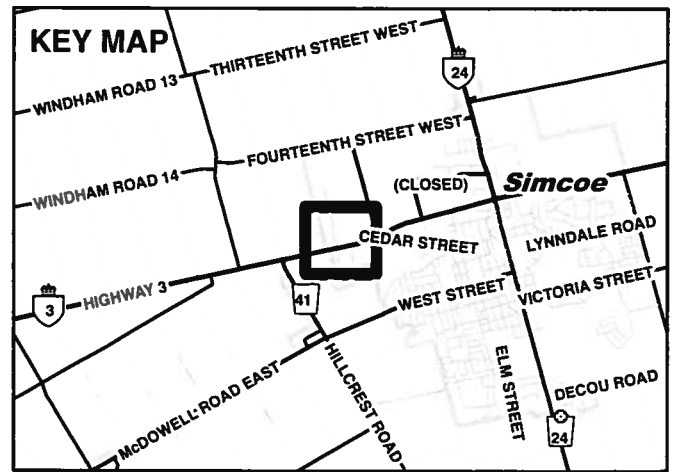
## File Number: OPNPL2016206 & ZNPL2016207

Urban Area of  
**SIMCOE**



1:5,000

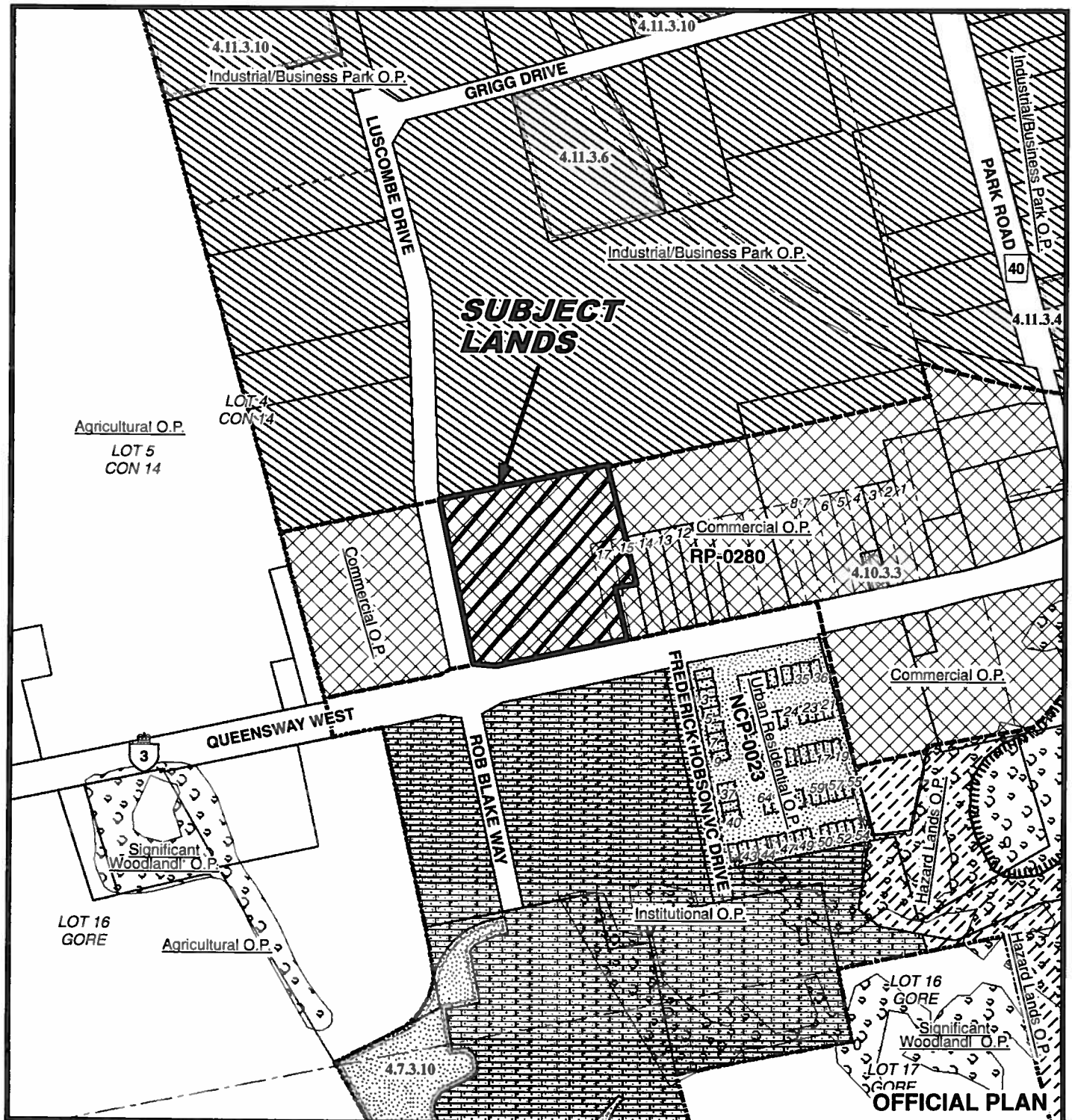
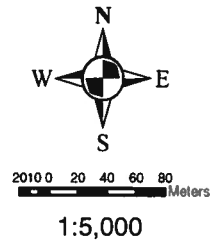
40 20 0 40 80 120 160  
Meters



## MAP 2

File Number: OPNPL2016206 & ZNPL2016207

Urban Area of SIMCOE

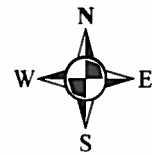




# MAP 3

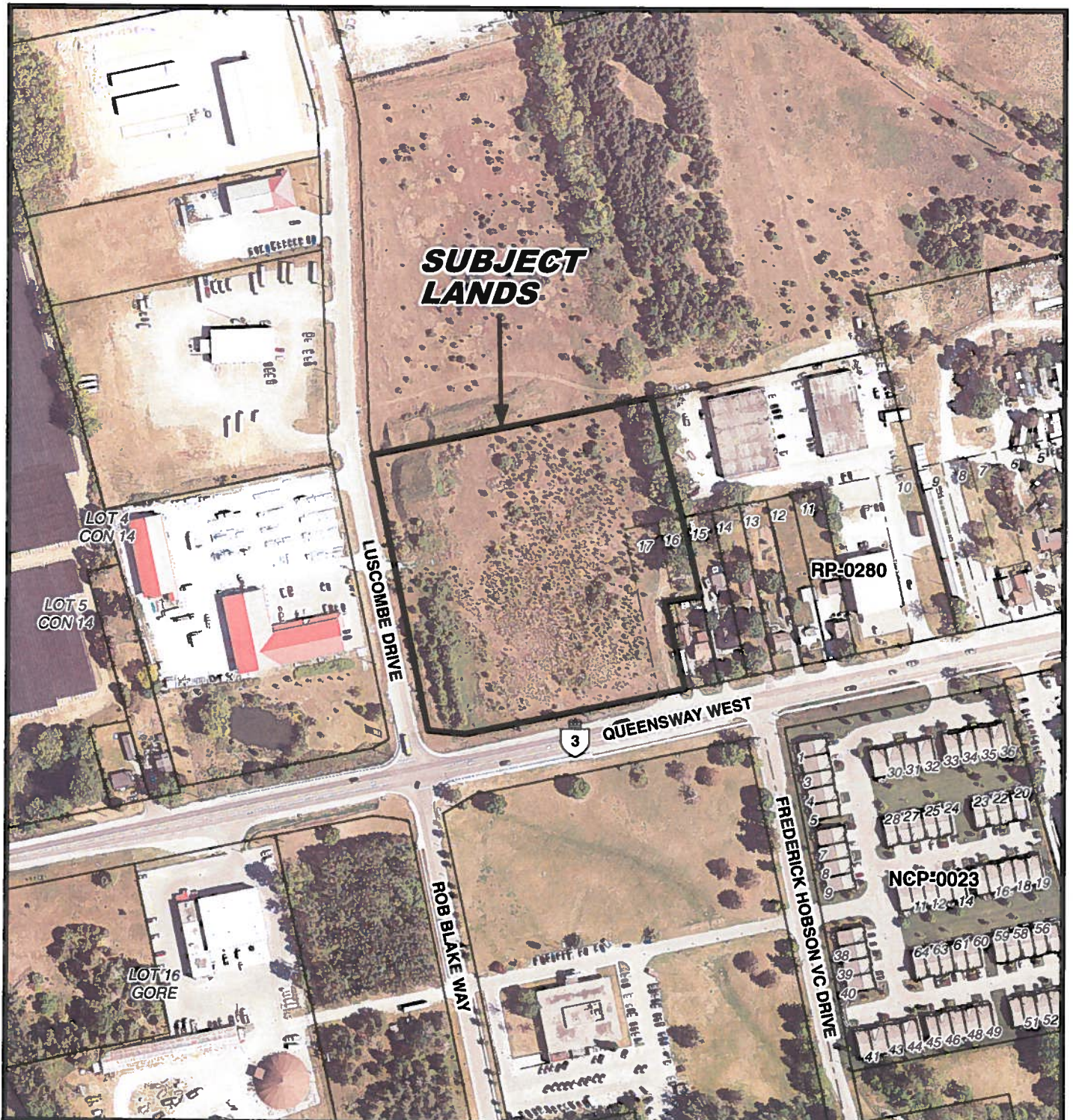
File Number: OPNPL2016206 & ZNPL2016207

Urban Area of SIMCOE



105 0 10 20 30 40  
Meters

1:3,000



# MAP 4

File Number: OPNPL2016206 & ZNPL2016207

Urban Area of SIMCOE



8 4 0 8 16 24 32 Meters

1:2,000

