

For Office Use Only:

File Number

OPNPL2019082
ZNPL2019083

Related File Number

Pre-consultation Meeting

Dec. 12. 2018

Application Submitted

MARCH 14. 2019

Complete Application

MARCH 18. 2019

Public Notice Sign

Application Fee

Conservation Authority Fee

OSSD Form Provided

Planner

MARCH 14. 2019

\$3878.

N/A.

N/A.

Shirley.

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

- ☒ Official Plan Amendment
- ☒ Zoning By-Law Amendment
- ☐ Temporary Use By-law
- ☐ Draft Plan of Subdivision/Vacant Land Condominium
- ☐ Condominium Exemption
- ☐ Site Plan Application
- ☐ Consent/Severance
- ☐ Minor Variance
- ☐ Easement/Right-of-Way
- ☐ Extension of a Temporary Use By-law
- ☐ Part Lot Control
- ☐ Cash-in-Lieu of Parking
- ☐ Renewable Energy Project or Radio Communication Tower

Please explain the desired end result of this application (for example: a special zoning provision on the subject lands, changing the zone and/or official plan designation of the subject lands, creating a certain number of lots, or similar)

A site specific amendment to the Official Plan and a special provision in the Zoning By-law adding special permission for the seasonal operation of a one bedroom tourist overnight accommodation space.

Property Assessment Roll Number: 3310-493-080-090-00

A. Applicant Information**Name of Owner**

Ray Jennings

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

23 Mole Side Road

Town and Postal Code

Vittoria, ON N0E 1W0

Phone Number

519-428-2456

Cell Number

Email

Name of Applicant

Ray Jennings and Cheryl Mills

Address

23 Mole Side Road

Town and Postal Code

Vittoria, ON N0E 1W0

Phone Number

519-428-2456

Cell Number

Email

Name of Agent

Mary Elder, Elder Plans Inc.

Address

32 Miller Cres

Town and Postal Code

Simcoe, ON N3Y 4R1

Phone Number

Cell Number

519-429-4933

Email

ElderPlans2018@gmail.com

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 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):

Pt Lt 15, Con A, Charlotteville

Municipal Civic Address: 23 Mole Side Road

Present Official Plan Designation(s): Agriculture, Lakeshore SPASP, Sig. Woodlands

Present Zoning: Agriculture

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:

single residential dwelling

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:

please see enclosed survey for details, Single detached dwelling, 2 garages, pavilion, enclosures for exotic birds and fallow deer

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

overnight enclosed tourist accommodation is to be built as shown on the enclosed drawing in the form bedroom backing on a garage.

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:

overnight enclosed tourist accommodation is to be built as shown on the enclosed drawing in the form bedroom backing on a garage.

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:
more than 20 years
9. Existing use of abutting properties:
provincial park, rural residential lot, wooded properties
10. Are there any existing easements or restrictive covenants affecting the subject lands?
☐ Yes ☒ No If yes, describe the easement or restrictive covenant and its effect:

Note: Please complete all that apply.

1. Please explain what you propose to do on the subject lands/premises which makes this development application necessary:
Although OP policy encourages tourism accommodation, it is not permitted as of right in either the OP Agricultural designation or the Zoning By-law Agricultural Zone. As with glamping/tents or tourist cabins site specific permissions are needed.
2. Please explain why it is not possible to comply with the provision(s) of the Zoning By-law/and or Official Plan:
the proposed tourist space is unique and not currently envisioned in these documents.
3. 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, describe its effect:
4. Does the requested amendment remove the subject land from an area of employment? ☐ Yes ☒ No If yes, describe its effect:

5. Does the requested amendment alter, replace, or delete a policy of the Official Plan?
☐ Yes ☒ No If yes, identify the policy, and also include a proposed text of the policy amendment (if additional space is required, please attach a separate sheet):

6. 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: _____

7. Description of proposed right-of-way/easement:

Frontage: _____
Depth: _____
Width: _____
Area: _____
Proposed use: _____

8. Name of person(s), if known, to whom lands or interest in lands to be transferred, leased or charged (if known):

9. Site Information**Existing****Proposed**

Please indicate unit of measurement, for example: m, m² or %

Lot frontage	52.37 m	52.37 m
Lot depth	76.64 + varies	76.64 + varies
Lot width	varies 85.46m rear	varies 85.46m rear
Lot area	0.481 ha	0.481 ha
Lot coverage		
Front yard	15.3 m	15.3 m
Rear yard		
Left Interior side yard	0 m	0 m
Right Interior side yard	3.47 m	3.47 m
Exterior side yard (corner lot)		
Landscaped open space		
Entrance access width		
Exit access width		
Size of fencing or screening		
Type of fencing		

10. Building Size

Number of storeys	1 1/2	1
Building height		2.43 m
Total ground floor area		
Total gross floor area		
Total useable floor area		22.99 sq m

11. Off Street Parking and Loading Facilities

Number of off street parking spaces ²	
Number of visitor parking spaces	1
Number of accessible parking spaces	
Number of off street loading facilities	

12. Residential (if applicable)

Number of buildings existing: _____

Number of buildings proposed: _____

Is this a conversion or addition to an existing building? ☐ Yes ☒ No

If yes, describe: _____

Type	Number of Units	Floor Area per Unit in m ²
Single Detached	_____	_____
Semi-Detached	_____	_____
Duplex	_____	_____
Triplex	_____	_____
Four-plex	_____	_____
Street Townhouse	_____	_____
Stacked Townhouse	_____	_____
Apartment - Bachelor	_____	_____
Apartment - One bedroom	_____	_____
Apartment - Two bedroom	_____	_____
Apartment - Three bedroom	_____	_____

Other facilities provided (for example: play facilities, underground parking, games room, or swimming pool): overnight tourist accommodation

13. Commercial/Industrial Uses (if applicable)

Number of buildings existing: _____

Number of buildings proposed: one tourist space

Is this a conversion or addition to an existing building? ☐ Yes ☒ No

If yes, describe: _____

Indicate the gross floor area by the type of use (for example: office, retail, storage):

22.99 sq m for tourist accommodation (see enclosed diagram for details)

Seating Capacity (for assembly halls or similar): _____

Total number of fixed seats: _____

Describe the type of business(es) proposed: seasonal operation of a one bedroom tourist overnight accommodation space.

Total number of staff proposed initially: 2

Total number of staff proposed in five years: 2

Maximum number of staff on the largest shift: 2

Is open storage required: ☐ Yes ☒ No

Is a residential use proposed as part of, or accessory to commercial/industrial use?

☒ Yes ☐ No If yes please describe:

The proposed seasonal commercial operation of a one bedroom tourist overnight accommodation space is secondary to the existing single detached dwelling on this rural residential lot.

14. Institutional (if applicable)

Describe the type of use proposed: _____

Seating capacity (if applicable): _____

Number of beds (if applicable): _____

Total number of staff proposed initially: _____

Total number of staff proposed in five years: _____

Maximum number of staff on the largest shift: _____

Indicate the gross floor area by the type of use (for example: office, retail, or storage):

15. Describe Recreational or Other Use(s) (if applicable)

D. 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:
land owners knowledge
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. 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. 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. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

☐ Municipal piped water

☐ Communal wells

☒ Individual wells

☐ Other (please describe): _____

Sewage Treatment

☐ Municipal sewers

☐ Communal system

☒ Septic tank and tile bed

☒ Other (please describe): leaching pit for proposed uses/existing dwelling on septic tank/tile bed

Storm Drainage

☐ Storm sewers

☐ Open ditches

☒ Other (please describe): sandy soil absorbs storm water

2. Existing or proposed access to subject lands:

☒ Municipal road

☐ Provincial highway

☐ Unopened road

☐ Other (describe below)

Name of road/street: Mole Side Road

G. Other Information

1. Does the application involve a local business? ☒ Yes ☐ No

If yes, how many people are employed on the subject lands?

2

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 properly named 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. Key map
4. Scale, legend and north arrow
5. Legal description and municipal address
6. Development name
7. Drawing title, number, original date and revision dates
8. Owner's name, address and telephone number
9. Engineer's name, address and telephone number
10. Professional engineer's stamp
11. Existing and proposed easements and right of ways
12. Zoning compliance table – required versus proposed
13. Parking space totals – required and proposed
14. All entrances to parking areas marked with directional arrows
15. Loading spaces, facilities and routes (for commercial developments)
16. All dimensions of the subject lands
17. Dimensions and setbacks of all buildings and structures
18. Gross, ground and useable floor area
19. Lot coverage
20. Floor area ratio
21. Building entrances, building type, height, grades and extent of overhangs
22. Names, dimensions and location of adjacent streets including daylighting triangles
23. Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs
24. All exterior stairways and ramps with dimensions and setbacks
25. Retaining walls including materials proposed
26. Fire access and routes
27. Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
28. Location of mechanical room, and other building services (e.g. A/C, HRV)
29. Refuse disposal and storage areas including any related screening (if indoors, need notation on site plan)
30. Winter snow storage location
31. Landscape areas with dimensions
32. Natural features, watercourses and trees

33. Fire hydrants and utilities location
34. Fencing, screening and buffering – size, type and location
35. All hard surface materials
36. Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
37. Business signs (make sure they are not in sight lines)
38. Sidewalks and walkways with dimensions
39. Pedestrian access routes into site and around site
40. Bicycle parking
41. Architectural elevations of all building sides
42. All other requirements as per the pre-consultation meeting

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:

- ☐ Zoning Deficiency Form
- ☐ On-Site Sewage Disposal System Evaluation Form
- ☐ Architectural Plan
- ☐ Buildings Elevation Plan
- ☐ Cut and Fill Plan
- ☐ Erosion and Sediment Control Plan
- ☐ Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- ☐ Landscape Plan
- ☐ Photometric (Lighting) Plan
- ☐ Plan and Profile Drawings
- ☐ Site Servicing Plan
- ☐ Storm water Management Plan
- ☐ Street Sign and Traffic Plan
- ☐ Street Tree Planting Plan
- ☐ Tree Preservation Plan
- ☐ Archaeological Assessment
- ☐ Environmental Impact Study
- ☐ Functional Servicing Report

- ☐ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Schedule
- ☐ Noise or Vibration Study
- ☐ Record of Site Condition
- ☐ Storm water Management Report
- ☐ Traffic Impact Study – please contact the Planner to verify the scope required

Site Plan applications will require the following supporting materials:

1. Two (2) complete sets of the site plan drawings folded to 8½ x 11 and an electronic version in PDF format
2. Letter requesting that the Holding be removed (if applicable)
3. A cost estimate prepared by the applicant's engineer
4. An estimate for Parkland dedication by a certified land appraiser
5. Property Identification Number (PIN) printout

Standard condominium exemptions will require the following supporting materials:

- ☐ Plan of standard condominium (2 paper copies and 1 electronic copy)
- ☐ Draft condominium declaration
- ☐ Property Identification Number (PIN) printout

Your development approval might also be dependent on Ministry of Environment and Climate Change, 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. Development Agreements

A development agreement may be required prior to approval for site plan, subdivision and condominium applications. Should this be necessary for your development, you will be contacted by the agreement administrator with further details of the requirements including but not limited to insurance coverage, professional liability for your engineer, additional fees and securities.

J. 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.

K. 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.

L. 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.

Mary Elder
Owner/Applicant Signature

February 11, 2019
Date

M. Owner's Authorization

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

I/We RAY JENNINGS am/are the registered owner(s) of the lands that is the subject of this application for site plan approval.

I/We authorize MARY ELDER 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.

[Signature]
Owner

JAN. 24/19
Date

Owner

Date

N. Declaration

I, Mary Elder 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:

185 Robinson St.

Mary Elder
Owner/Applicant Signature

In Simcoe, ON

This 11th day of February

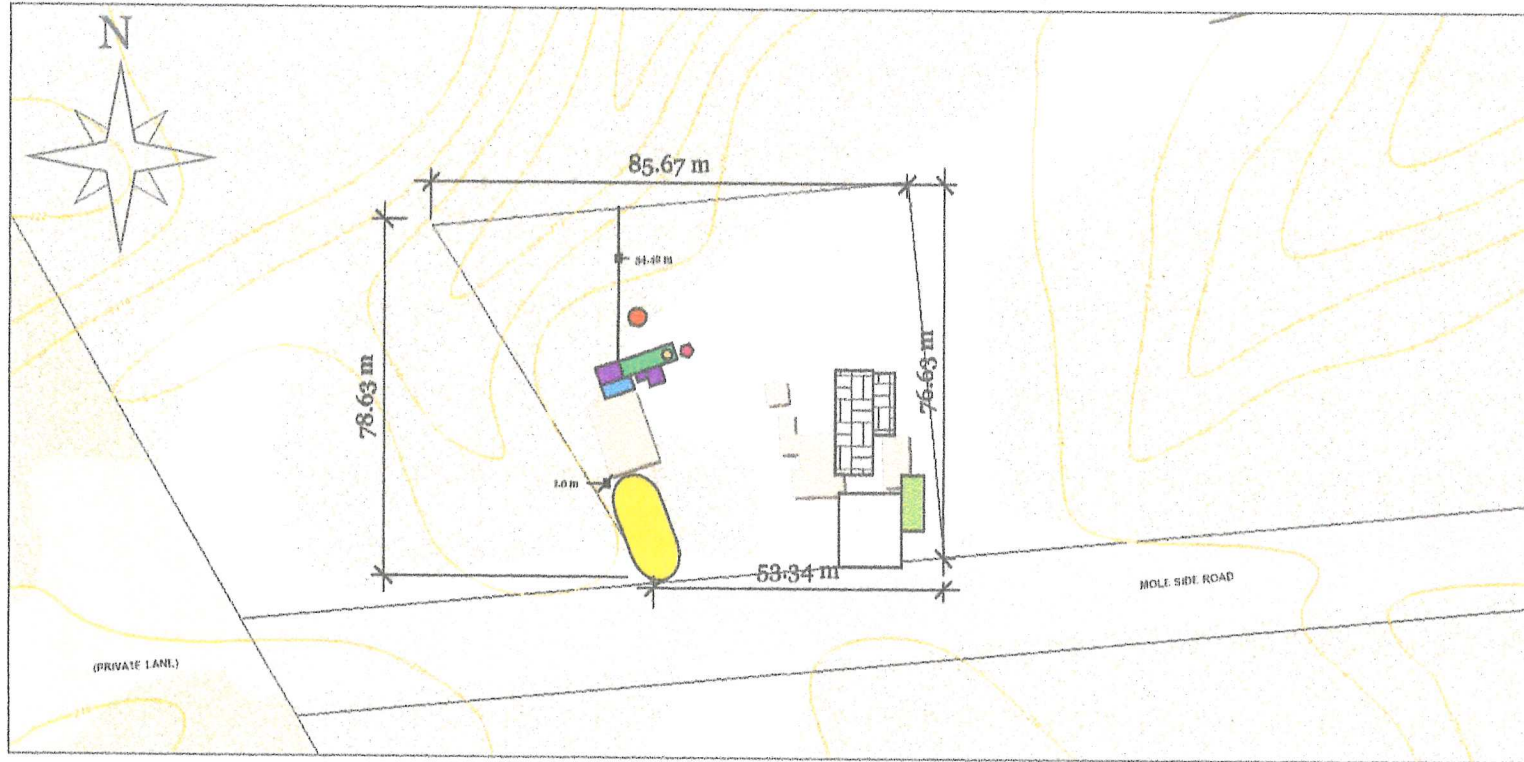
A.D., 2019

[Signature]

A Commissioner, etc.

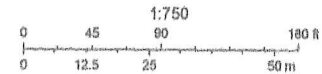
ALISHA KATHLEEN CULL, a
Commissioner, etc., Province of Ontario.
for the Corporation of Norfolk County.
Expires April 28, 2019

MAP NORFOLK - Community Web Map



2/4/2019, 1:53:03 PM

- 2 Metre Contours
- Land Parcels
- Plan Lines



UPRCA/GRCA/MNR/OMAFRA
Norfolk GIS

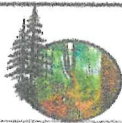
- Driveway
- Visitor Parking Space 4.5 m x 5.2 m packed gravel
- Deer Enclosure 2.3 m deer fencing 24.3 m x 9.1m enclosure
- Exotic Pheasant Enclosures 1.8 m deer fencing 25 m x 9 m enclosures
- Fire Pit and Cooking Grill

- Lean to shed/ Electric Water Heater/ Hydro
- Bedroom 3.1 m x 4.2 m
- Bathroom 1.6m x 1.6 m
- Sitting Room 3.0 m x 3.1 m
- Platform Decking
- Outdoor Shower
- Grey Water Leach Pit

Norfolk GIS
© Norfolk County

Raymond D. Jennings
23 Mole Side Road, Vittoria, ON NoE 1Wo
519-428-2456

PT LT 15 CON A Charlotteville as in NR549926



Hide-A-Way Hills Tourist
Accommodation Space

Mary Elder, MCIP RPP, Elder Plans Inc.
32 Miller Crescent, Simcoe, ON N3Y 4R1
519-429-4933

REVISIONS

	MM/DD/YY	REMARKS
1	02/03/19	Cheryl Mills
2	--/--/--	...
3	--/--/--	...
4	--/--/--	...
5	--/--/--	...

01

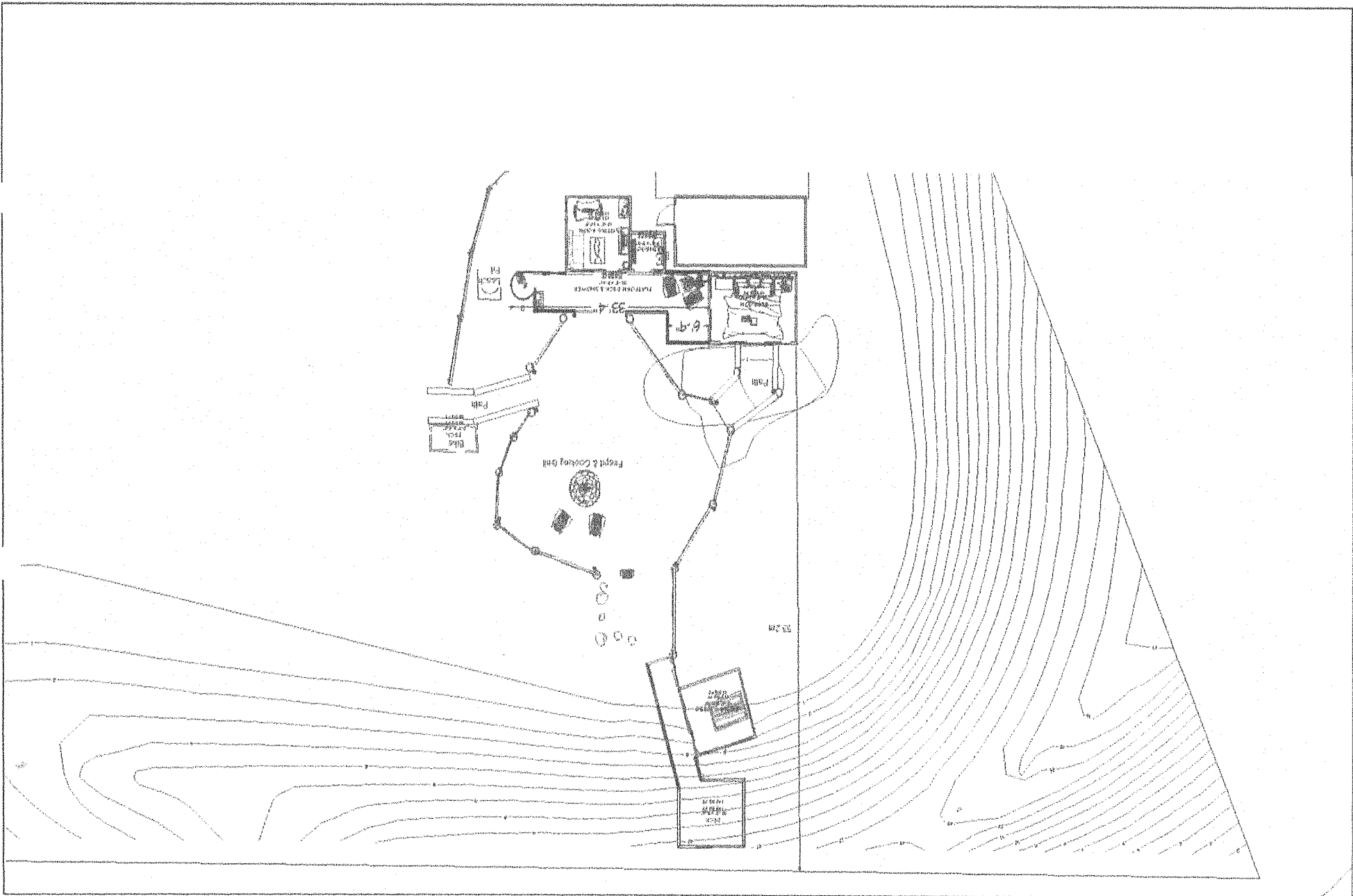
A

Raymond D. Jennings
23 Mole Side Road, Victoria, ON N0E 1W0
519-428-2456
PT LT 15 CON A Charlotteville as in NR549926

Mary Elder, MCIP RPP, Elder Plans Inc.
32 Miller Crescent, Simcoe, ON N3Y 4R1
519-429-4933

Roofed Tourist Accommodation Drawings

REVISIONS		REMARKS
1	02/03/19	Cheyl Mills
2	RM/DD/YY	
3		
4		
5		



MAP NORFOLK - Community Web Map

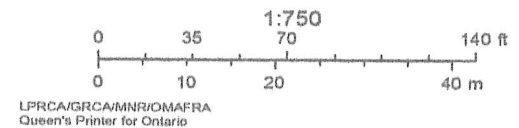


2/4/2019, 1:42:06 PM

- 2 Metre Contours
- Land Parcels
- Plan Lines

- Bedroom 3.1 m x 4.2 m
- Bathroom 1.6m x 1.6 m
- Sitting Room 3.0 m x 3.1 m
- Dining Area/ 3.1m x 3.1 m
- Deck 3.1m x 3.1m

- Platform Decking
- Outdoor Shower
- ◆ Grey Water Leach Pit
- Fire Pit and Cooking Grill



Norfolk GIS
© Norfolk County

Raymond D. Jennings
23 Mole Side Road, Vittoria, ON NoE 1Wo
519-428-2456

PT LT 15 CON A Charlotteville as in NR549926

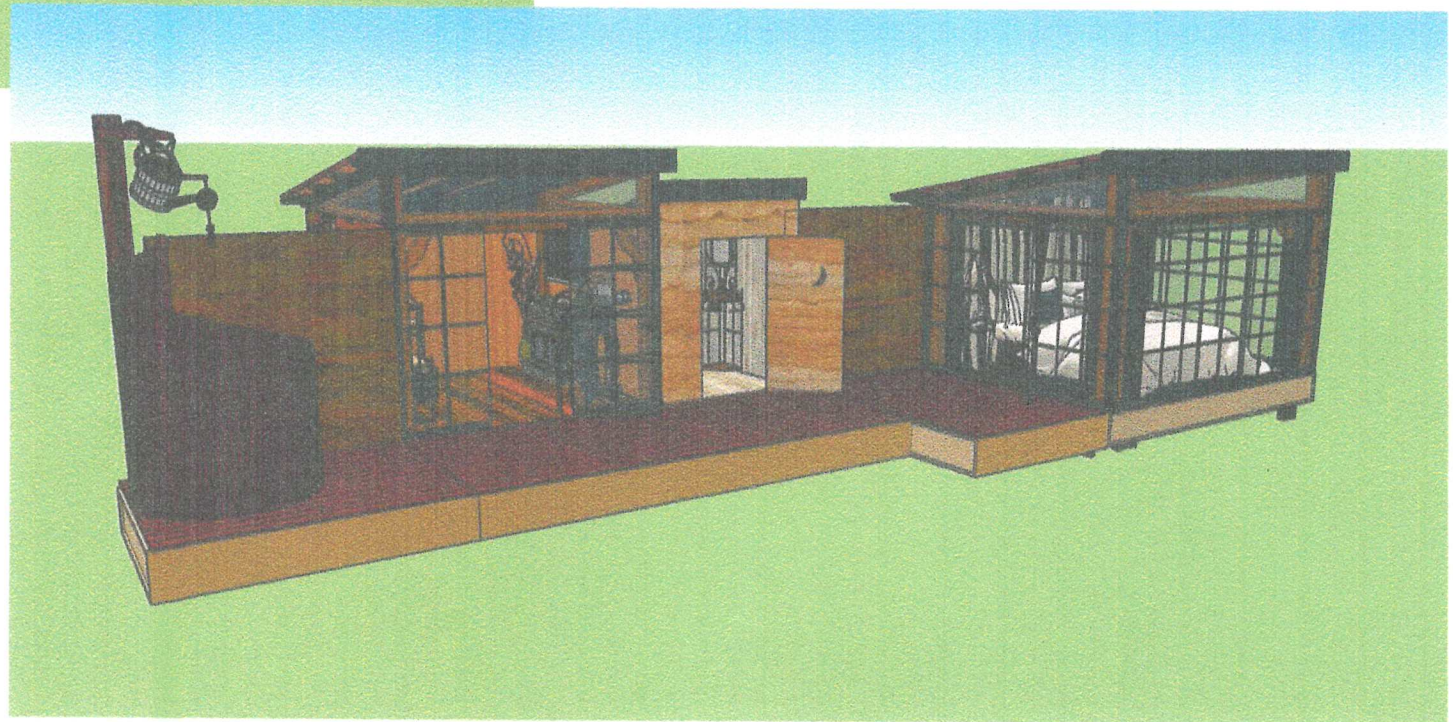
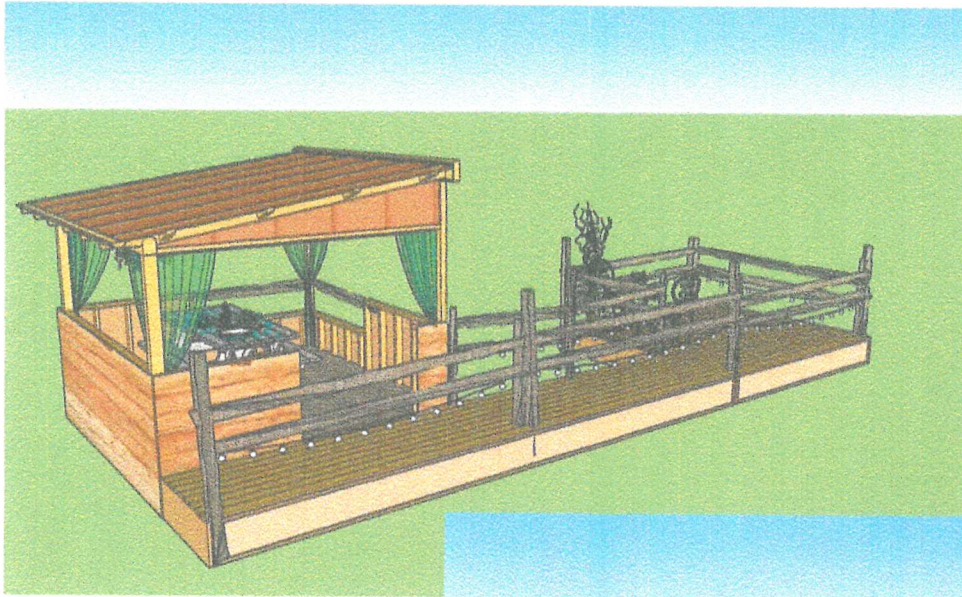
Topographical Overlay

Mary Elder, MCIP RPP, Elder Plans Inc.
32 Miller Crescent, Simcoe, ON N3Y 4R1
519-429-4933

REVISIONS

	MM/DD/YY	REMARKS
1	02/03/19	Cheryl Mills
2	— / — / —	—
3	— / — / —	—
4	— / — / —	—
5	— / — / —	—

A 03



Raymond D. Jennings
23 Mole Side Road, Vittoria, ON NoE 1Wo
519-428-2456

PT LT 15 CON A Charlotteville as in NR549926

Artist's Concept Drawings

Mary Elder, MCIP RPP, Elder Plans Inc.
32 Miller Crescent, Simcoe, ON N3Y 4R1
519-429-4933

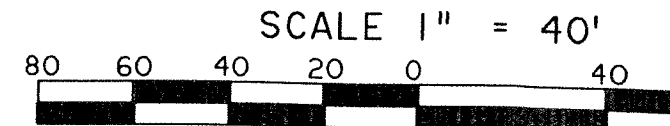
REVISIONS

	MM/DD/YY	REMARKS
1	02/03/19	Cheryl Mills
2	--/--/--	...
3	--/--/--	...
4	--/--/--	...
5	--/--/--	...

04

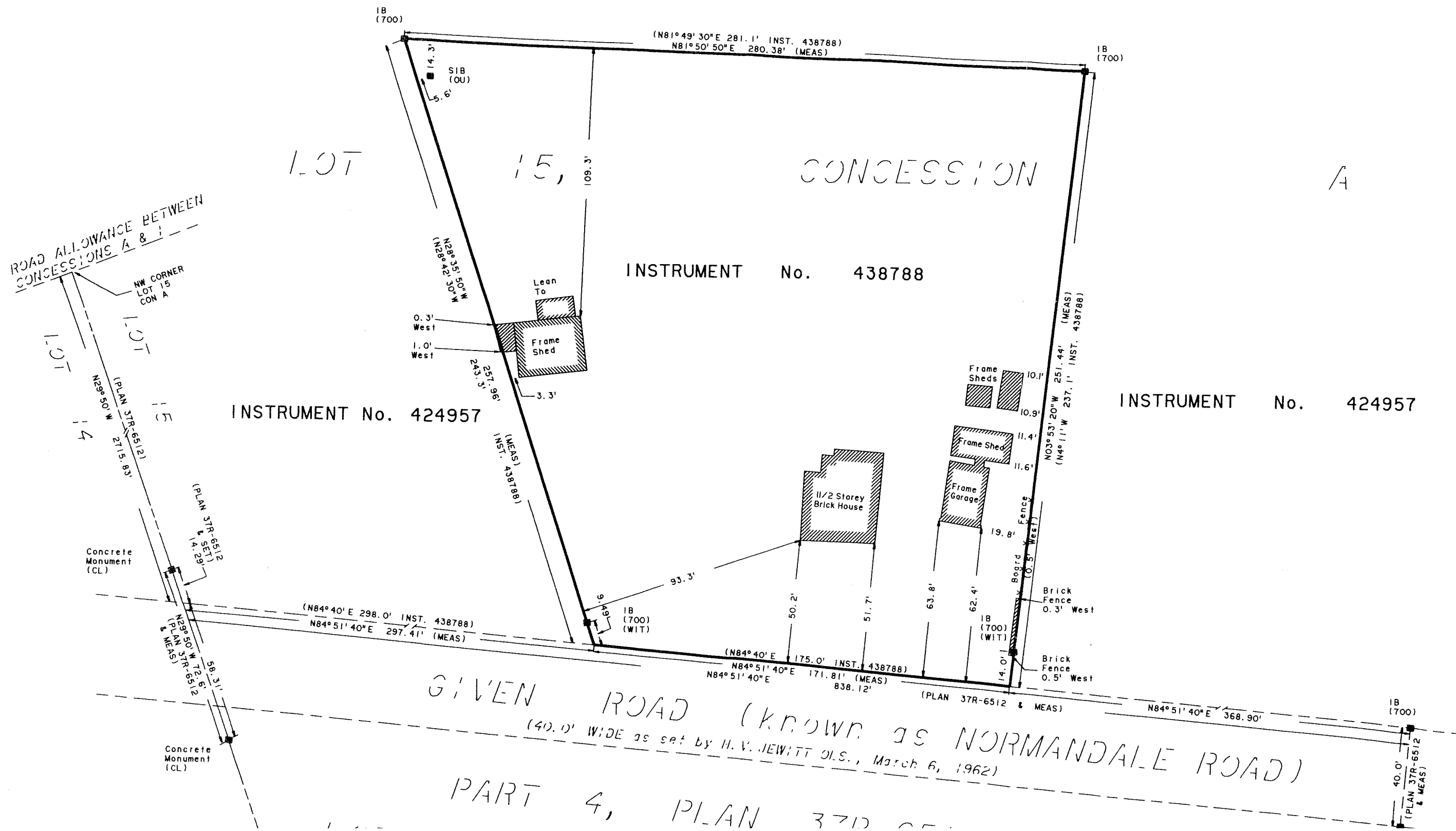
A

NOW IN THE
TOWNSHIP OF DEL
IN THE REGIONAL MUNICIPALITY OF
HALDIMAND-NORFOLK

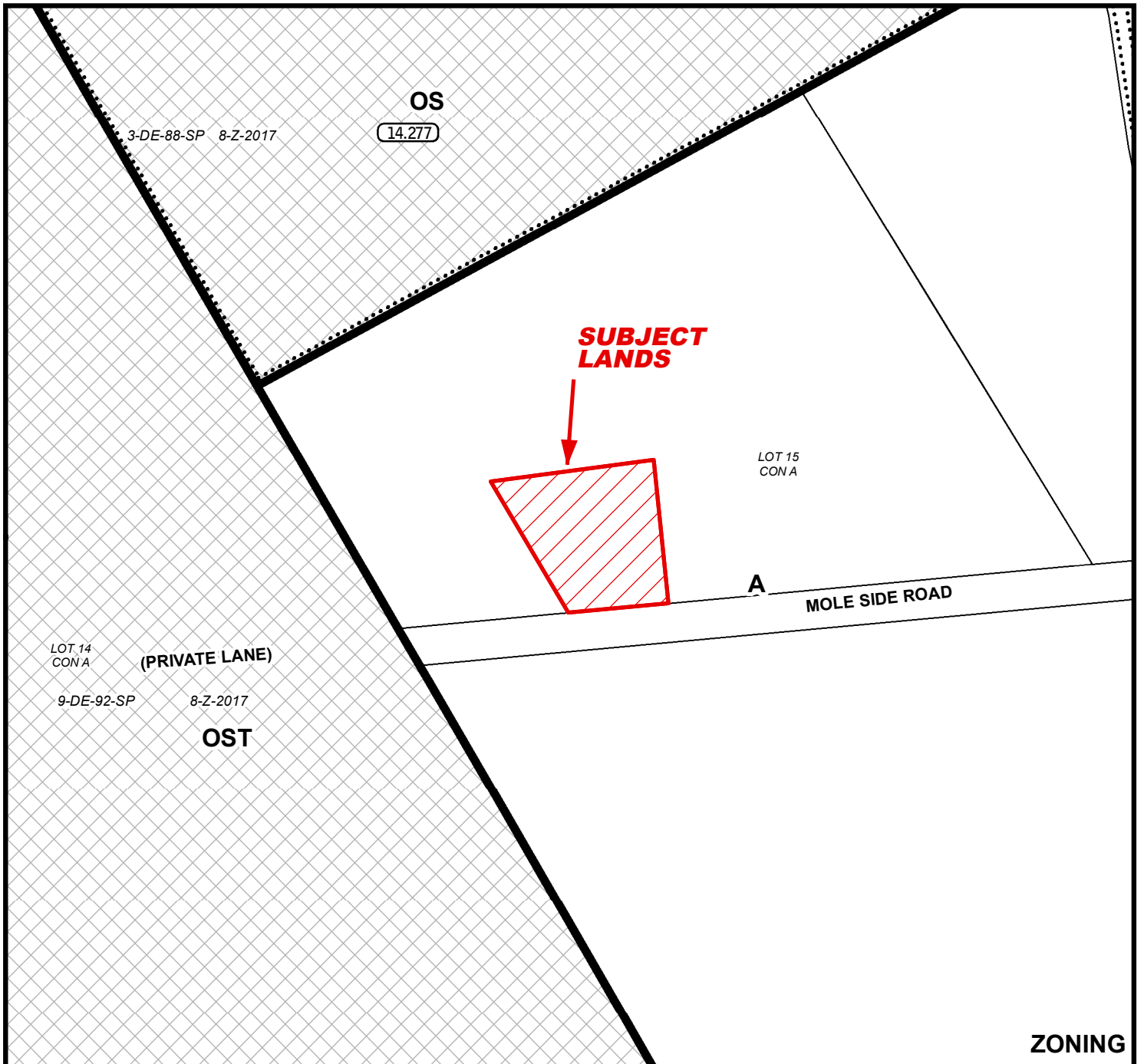
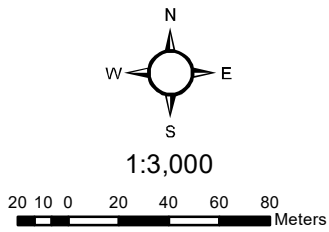


JOHN B. DODD O.L.S.

INSTRUMENT No. 424957



MAP 1
File Number: OPNPL2019082
& ZNPL2019083
Geographic Township of
CHARLOTTEVILLE



MAP 2

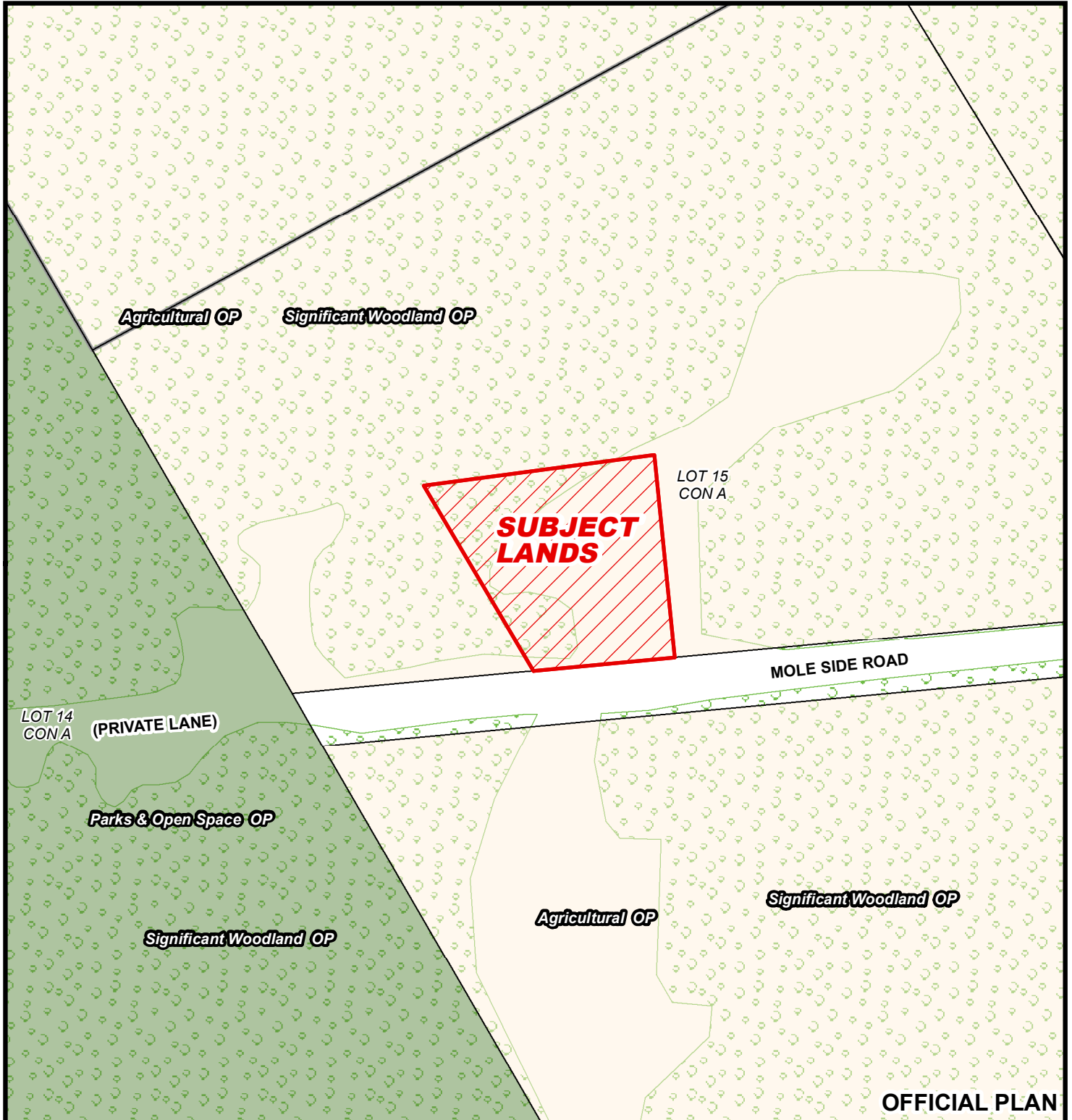
File Number: OPNPL2019082 & ZNPL2019083

Geographic Township of CHARLOTTEVILLE



8 4 0 8 16 24 32 Meters

1:2,000



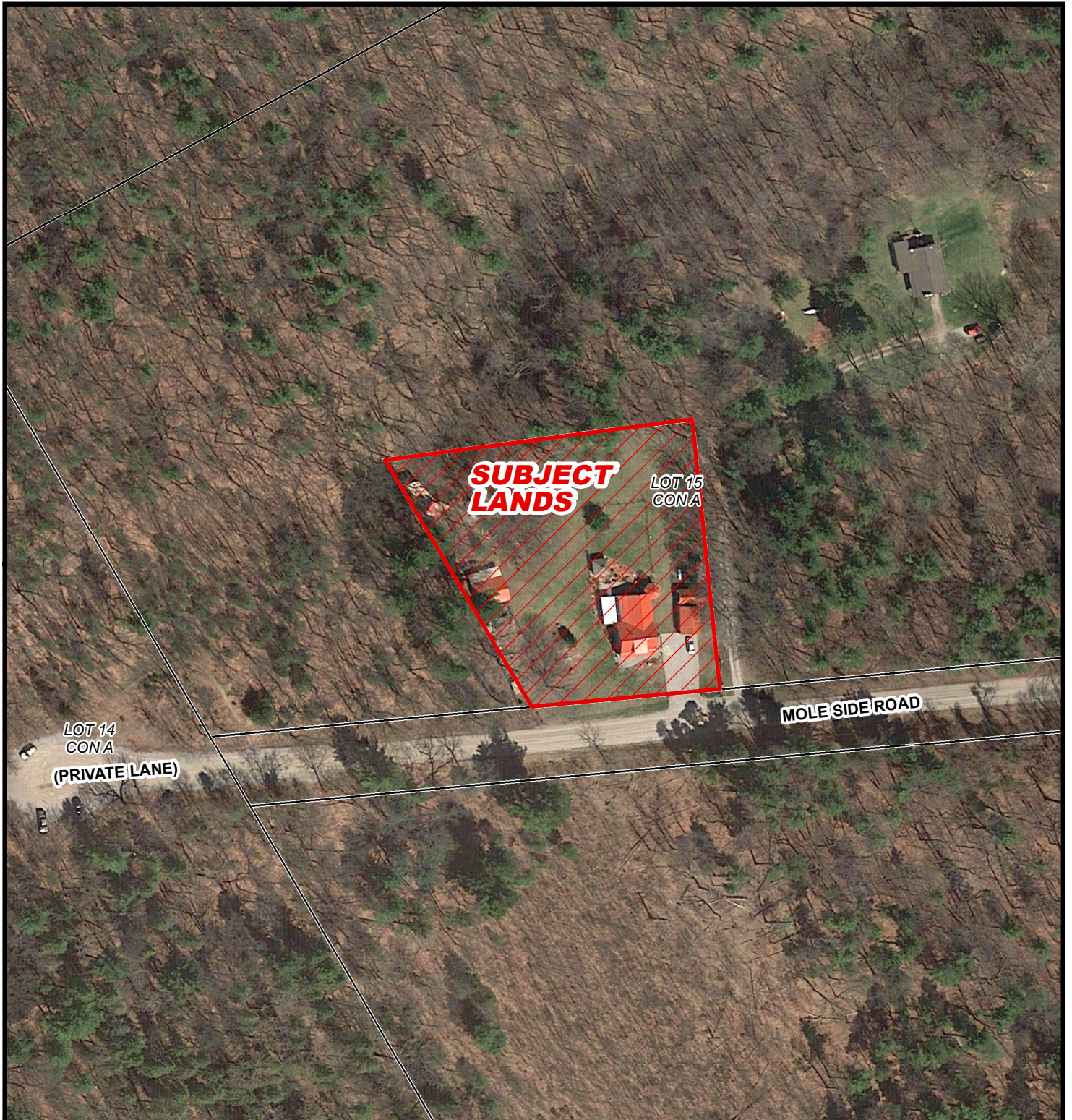
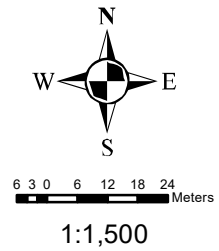
OFFICIAL PLAN

4/16/2019

MAP 3

File Number: OPNPL2019082 & ZNPL2019083

Geographic Township of CHARLOTTEVILLE



MAP 4

File Number: OPNPL2019082 & ZNPL2019083

Geographic Township of CHARLOTTEVILLE

