

For Office Use Only:

File Number

Related File Number

Pre-consultation Meeting

Application Submitted

Complete Application

OPNPL2019354
ZNPL2019355
—
—
Oct 16/19
Oct 18/19

Public Notice Sign

Application Fee

Conservation Authority Fee

Well & Septic Info Provided

Planner

74310
—
—
Alisha

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)

Permit a residential apartment unit on the main floor without commercial space within the CBD land use designation and zone.

Property Assessment Roll Number: 33502029000000

A. Applicant Information

Name of Owner Christopher Coates

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 434827 Zorra Line

Town and Postal Code Beachville, ON N0J 1A0

Phone Number

Cell Number 226-228-2873

Email

Name of Applicant same above

Address

Town and Postal Code

Phone Number

Cell Number

Email

Name of Agent David Roe, Civic Planning Solutions Inc.

Address 599 Larch Street

Town and Postal Code Delhi, ON N4B 3A7

Phone Number 519-582-1174

Cell Number 519-983-8154

Email civicplanningsolutions@nor-del.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:

none

B. Location, Legal Description and Property Information

1. Legal Description (include Geographic Township, Concession Number, Lot Number, Block Number and Urban Area or Hamlet):

Waterford, Registered Plan 19B, Block 26, Lot 10

Municipal Civic Address: 76 Alice Street

Present Official Plan Designation(s): CBD

Present Zoning: CBD

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:

2 residential apartment units on the main floor of a 1 storey building

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:

1 storey brick and frame building with an attached carport and contains 2 apartments units, a 1- bedroom and a 2-bedroom unit.

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.

n/a

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:

n/a

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

If yes, identify and provide details of the building:

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

9. Existing use of abutting properties:

residential and commercial

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:

3.6m wide access easement across the rear of the property.

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:

The commercial space located at the front of the building was converted from a hairdressing shop to a 1-bedroom apartment in 2001 by the previous owner. The Norfolk County OP and zoning by-law does not permit a residential apartment unit in the front portion of a commercial building or a residential building on its own.

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

There is no market for additional commercial space in the CBD of Waterford. this parcel is located on the outer edge of the core area.

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: n/a

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: n/a

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):

unknown

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

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

Lot frontage	15.9m	
Lot depth	29.9m	
Lot width	23.9m	
Lot area	580.1m ²	
Lot coverage	48.6%	
Front yard	0.0m	
Rear yard	1.4m	
Left Interior side yard	0.6m	
Right Interior side yard		
Exterior side yard (corner lot)	2m	
Landscaped open space		
Entrance access width	3.6m	
Exit access width		
Size of fencing or screening	1.0m high	
Type of fencing	chain link	

10. Building Size

Number of storeys	1	
Building height	6.0m	
Total ground floor area	282.3m ²	
Total gross floor area	282.3m ²	
Total useable floor area		

11. Off Street Parking and Loading Facilities

Number of off street parking spaces	2	
Number of visitor parking spaces	0	
Number of accessible parking spaces	0	
Number of off street loading facilities	0	

12. Residential (if applicable)

Number of buildings existing: 1

Number of buildings proposed: none

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

If yes, describe: adding a 1-bedroom apartment unit in front portion.

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	1	
Apartment - Two bedroom	1	
Apartment - Three bedroom		

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

13. Commercial/Industrial Uses (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:

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

Seating Capacity (for assembly halls or similar): _____

Total number of fixed seats: _____

Describe the type of business(es) proposed: _____

Total number of staff proposed initially: _____

Total number of staff proposed in five years: _____

Maximum number of staff on the largest shift: _____

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:

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):
Hairdressing salon
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:
Knowledge of owner
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:
No change in use to occur

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:

Not in source water protection area

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 across the road

Floodplain

☐ On the subject lands or ☒ within 500 meters – distance across the road

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 adjacent

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
☐ Individual wells

- ☐ Communal wells
☐ Other (describe below)
-

Sewage Treatment

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

Storm Drainage

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

2. Existing or proposed access to subject lands:

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

Name of road/street: Alice Street and St. James Street

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. 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. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
19. Gross, ground and useable floor area
20. Lot coverage
21. Floor area ratio
22. Building entrances, building type, height, grades and extent of overhangs
23. Names, dimensions and location, of adjacent streets including daylighting triangles
24. Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs
25. All exterior stairways and ramps with dimensions and setbacks
26. Retaining walls including materials proposed
27. Fire access and routes
28. Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
29. Location of mechanical room, and other building services (e.g. A/C, HRV)
30. Refuse disposal and storage areas including any related screening (if indoors, need notation on site plan)
31. Winter snow storage location

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

- ☐ 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

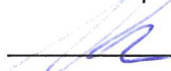
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that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



Owner/Applicant Signature

Sept 16/19


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

I/We authorize David Roe 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

Sept 6/2019

Date

Owner

Date

N. Declaration

I, David Roe 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.

[Signature]
Owner/Applicant Signature

In Simcoe, ON

This 16th day of October

A.D., 2019

[Signature]

A Commissioner, etc.

Aisha Kathleen Cull, a
Commissioner, etc., Province of Ontario
for the Corporation of Norfolk County
Expires April 28 2022

Addendum to Coates OPA/ZBA 76 Alice St. Waterford

The applicant Christopher Coates, owner of 76 Alice St. property in Waterford, has applied for a combined OPA/ZBA planning application. In June, the owner received a notice from the by-law officer that the use of the front apartment was in violation of the zoning by-law. He then retained my services to prepare the required planning application to resolve this situation. The purpose of the application is to legalize an existing 1 bedroom apartment unit within the existing 1 storey building. The lands are designated and zoned CBD (Central Business District) which permits commercial land uses as the predominate land use. Residential uses are permitted at the rear of the main floor and on the second and third stories of commercial buildings. Stand alone residential uses are not permitted.

In this case, the lands are zoned to permit a commercial use on the main floor with one apartment located at the rear of the building. The owner advises that he purchased the building from his mother in December 2017. She had owned the building for 18 years and had converted the front portion of the main floor from a hairdressing salon in 2001, after she had tried without success to rent out the commercial space.

I have attended the property and the front apartment unit is located on the ground floor at the front of the building. That apartment is approximately 500 ft² with a single bedroom, bathroom and a kitchen and living room. The front door access is directly onto Alice Street. The building appears to be setback about 1 meter from the street and has 4 steps to the entrance of the apartment. The windows do have blinds which provide privacy for the tenant. The other apartment is located at the rear and has a separate entrance off St. James Street. The rear apartment has an attached carport with one parking spot. The zoning by-law does not require on-site parking for uses located in the CBD zone. The surrounding land uses are a mix of commercial and residential. While mixed use buildings in the core areas are desirable, some stand alone residential buildings do not detract from the core function as they add additional residents who frequent the commercial businesses. Residential uses in the core areas tend also to provide affordable housing options for those persons who do not own cars and need to walk to commercial businesses for their daily needs. The owner advises that the tenant of the 1-bedroom apartment has occupied the unit for three years, while the other tenant has occupied the rear apartment for 6 years.

I am of the opinion, that the existing 1-bedroom apartment unit is desirable and will not negatively impact the function of the commercial core. I am satisfied that the proposed application is consistent with the policies of the PPS and the Norfolk County Official Plan.

We thank you for your consideration.

David Roe, MCIP, RPP

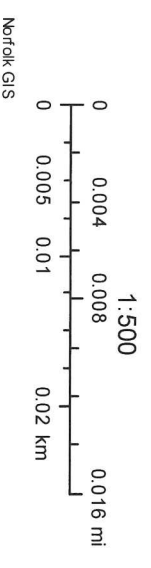
MAP NORFOLK - Community Web Map



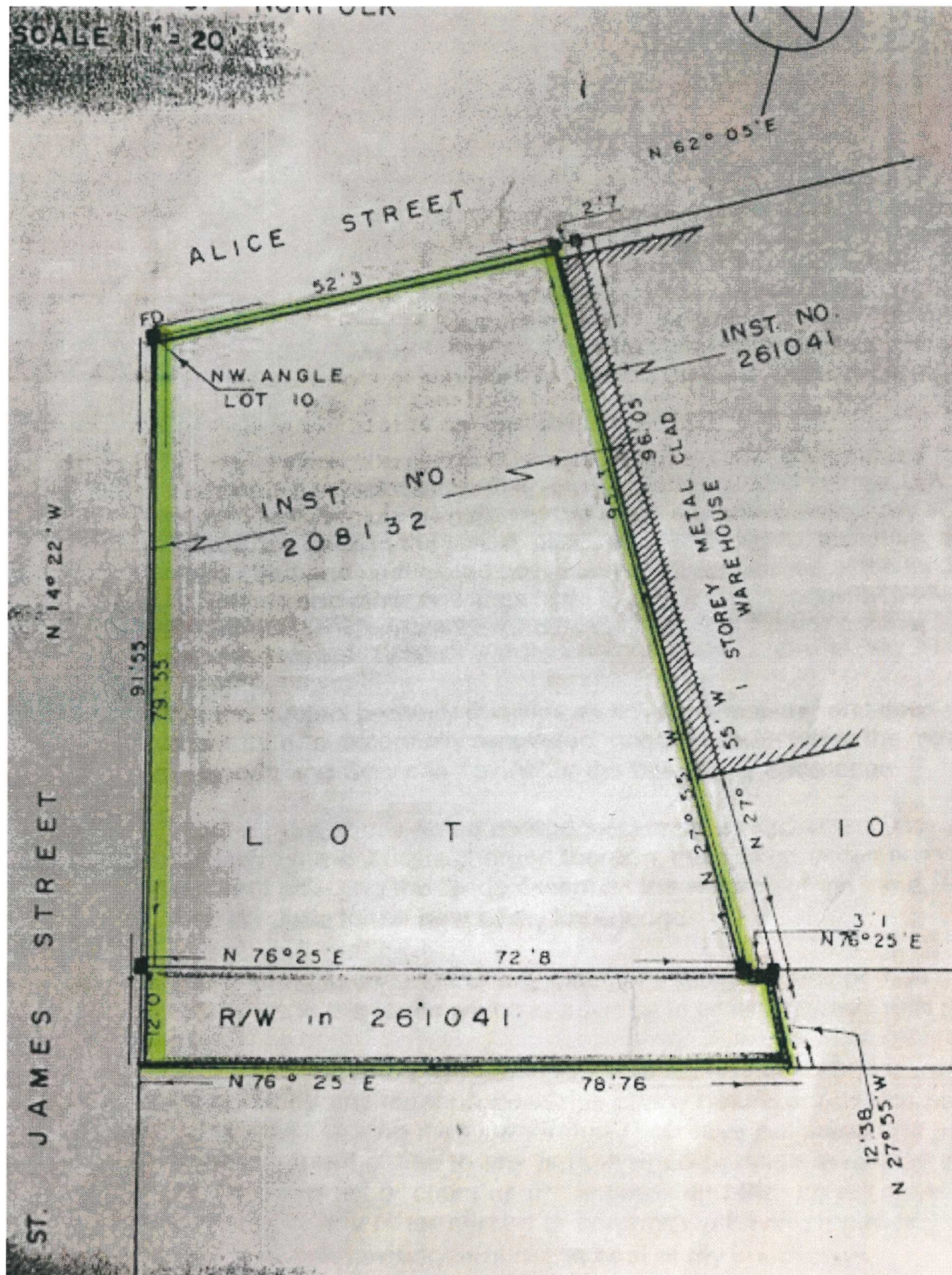
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Land Parcels

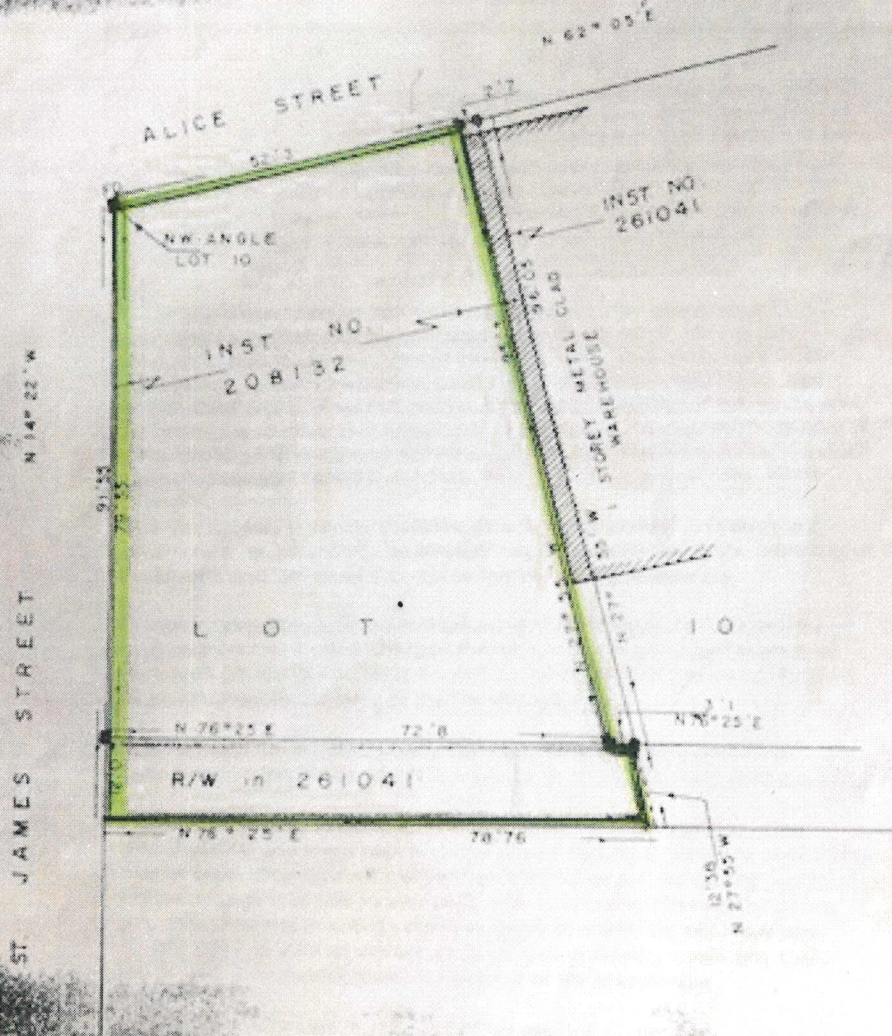
Plan Lines



SCALE 1" = 20'



PLAN OF SURVEY
OF PART OF
LOT 10 BLOCK 26
REGISTERED PLAN NO. 198
IN THE
TOWN OF WATERFORD
IN THE
COUNTY OF NORFOLK
SCALE 1" = 20'



NOTES

1. IRON BARS 1" X 1" X 48" SHOWN
2. IRON BARS 3/8" X 5/8" X 24" SHOWN
3. FENCES SHOWN
4. LOT LINES SHOWN
5. DEED LINES SHOWN

HEREBY CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT IN ACCORDANCE WITH THE SURVEYS ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE THEREUNDER.

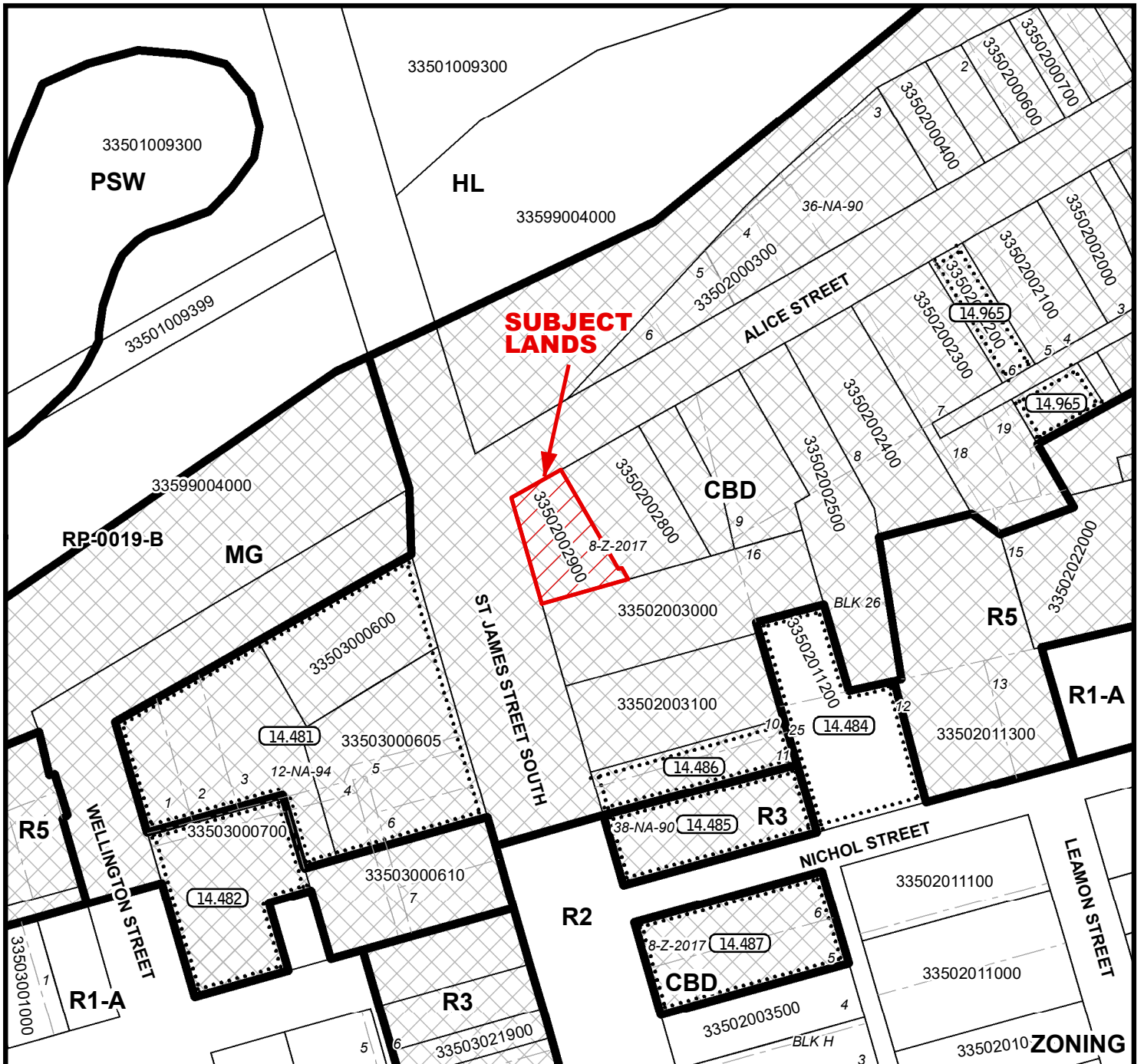
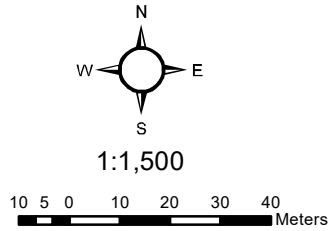
2. THIS SURVEY WAS COMPLETED ON THE 2ND DAY OF JULY 1967

H. V. JEWITT
ONTARIO LAND SURVEYOR
90 KENT ST. S., SIMCOE, ONTARIO
REPRODUCTIONS OF THIS PLAN ARE NOT VALID

MAP 1

File Number: OPNPL2019354 & ZNPL2019355

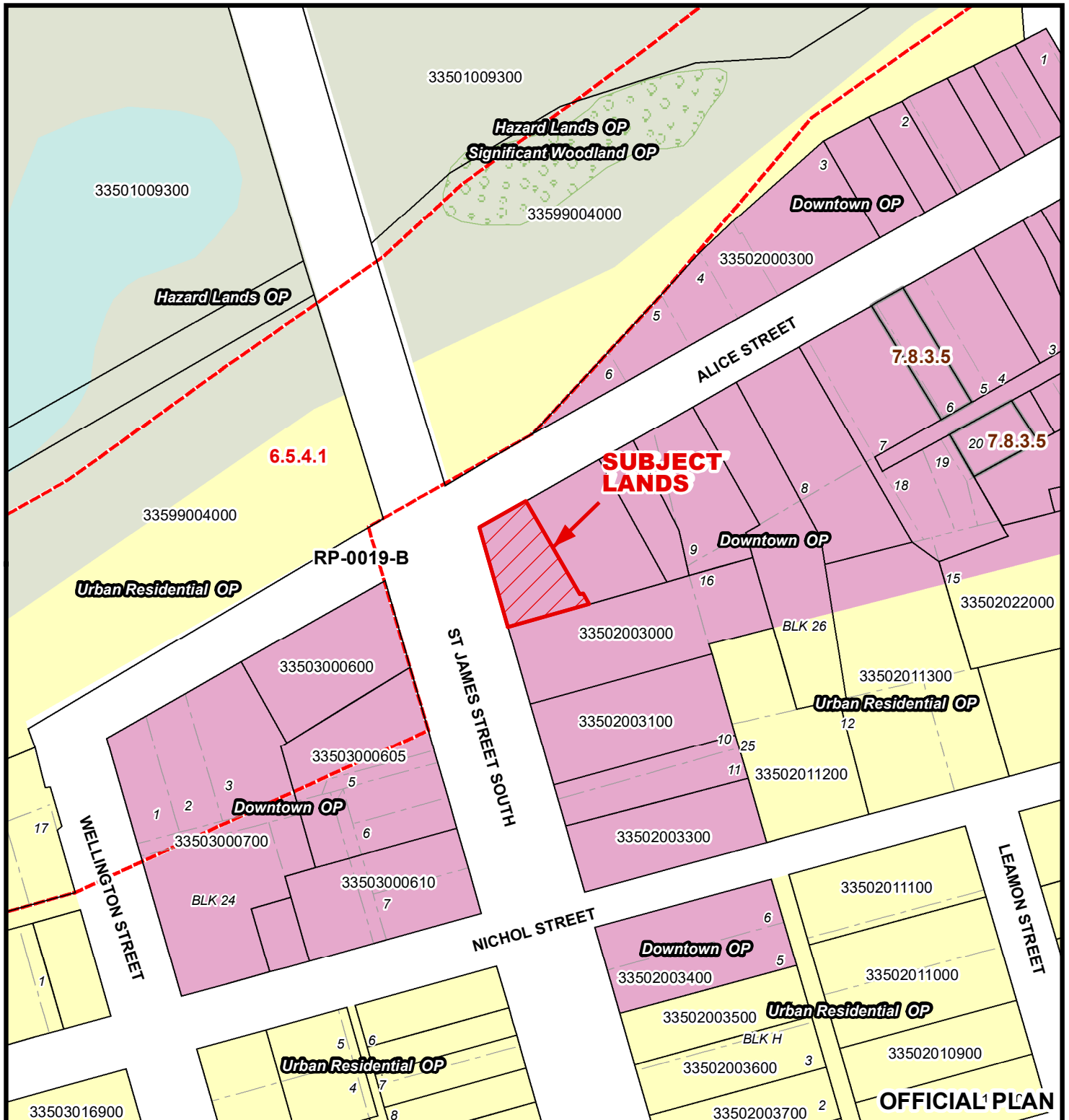
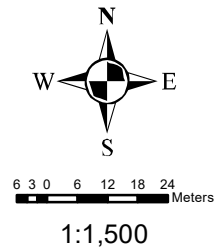
Urban Area of
WATERFORD



MAP 2

File Number: OPNPL2019354 & ZNPL2019355

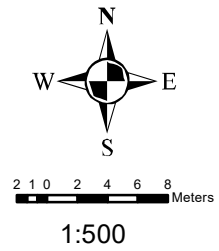
Urban Area of WATERFORD



MAP 3

File Number: OPNPL2019354 & ZNPL2019355

Urban Area of WATERFORD



MAP 4

File Number: OPNPL2019354 & ZNPL2019355

Urban Area of WATERFORD

