

A Pre-Consultation Meeting was held for the proposed development on November 25th, 2020 and again on September 13th, 2023 identifying the requirements for a complete application, which have been included as part of this submission.

In support of the applications, we are pleased to enclose the following supporting materials:

- A copy of the completed and signed Official Plan & Zoning By-law Amendment application form;
- A Planning Justification Report, prepared by MHBC planning, dated March 2024;
- A Conceptual Site Plan, prepared by MHBC planning, dated October 2023;
- An architectural package, prepared by The Ventin Group Architects, dated May 2023;
- A Functional Servicing Report, prepared by Fred Jewett Engineering Ltd., dated September 2021;
- A Transportation Impact Study, prepared by Paradigm, dated March 2024;
- A Stormwater Management Report, prepared by MC Engineering, dated March 2022; and,
- Civil Site Plan, prepared by MC Engineering, dated January 2024.

We trust that the above noted items are sufficient for your review and circulation of the application. We respectfully request confirmation of receipt of this application and issuance of notification of a complete application. Please contact the undersigned if you require any additional information. We look forward to working with you on this project.

Yours Truly,

MHBC



Stephanie Mirtitsch, BES, MCIP, RPP
Associate

cc. Travis Forrest, The Ventin Group



Pre-Consultation Meeting Notes

Date: September 13, 2023

Description of Proposal: The applicant proposes to combine three lots into one, remove existing buildings, and redevelop with a 3-storey mixed use building with commercial/retail use on the ground floor and residential units above.

Property Location: 487 Norfolk Street South, Simcoe

Roll Number: 3310401015366000000; 3310401015366000000; 3310401015366000000

Please read all the information in this document on the requirements for future development planning applications. As a result of the information shared at the pre-consultation meeting dated September 13, 2023, the following applications and qualified professional documents/reports are required as part of a complete application. Please include all listed items with the application to ensure a complete application. The County reserves the right to change, reduce or add requirements for a complete application, particularly if the submission does not match the proposal as reviewed during the pre-submission consultation meeting.

Please note that various fees are associated with each application, and there are also costs for qualified professionals retained to complete various documents/reports. All requirements identified are minimum and determined as of the date of the pre-consultation meeting, with the information available at that time. As the proposal proceeds, more information is made public, additional applications, studies, reports, etc., may be required. The information in this document is applicable for a maximum of one (1) year from the meeting date.

Before you submit your application, please contact the assigned Planner to confirm submission requirements and the applicable fee. Fees will not be accepted until the submission has been reviewed and confirmed by the Planning Department.

As part of a complete application, a signed version of these meeting notes is required.

Proponent / Agent Name	Signature	Date
Rick Clarke (Owner)		
Stephanie Mirtitsch (Planning Consultant)		
Travis Forrest (Architect)		
Ryan Morrison (Civil Consultant)		

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Proposal Summary:

The applicant proposes to combine all three lots into one and remove all existing structures in order to redevelop with one 3-storey mixed use building containing ground floor commercial/retail space with 2 storeys of residential apartments above.

The development is proposed to include 8 commercial/retail spaces and 42 residential units. A lot of 137 parking spaces are proposed to be provided including 10 accessible spaces.

List of Application Requirements* and General Comments

Planning Department

Planning application(s) required to proceed		Required
Official Plan Amendment Application		X
Zoning By-law Amendment Application		X
Site Plan Application		X
Draft Plan of Subdivision Application		
Draft Plan of Condominium Application		X (TBD)
Part Lot Control Application		
Consent / Severance Application		
Minor Variance Application		
Removal of Holding Application		
Temporary Use By-Law Application		
Other - Click here to enter text.		
Planning requirements for a complete application The items below are to be submitted as part of the identified Planning Application(s). ** electronic/PDF copies of all plans, studies and reports are required**	Required at OPA/ Zoning Stage	Required at Site Plan Stage
Agricultural Impact Assessment		
Air Treatment Control Study		
Archeological Assessment		
Contaminated Site Study		
Dust, Noise and Vibration Study		
Elevation Plan		X
Environmental Impact Study		
Geotechnical Study		
Heritage Impact Assessment		

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Hydrogeological Study		
Tree Plantation Plan		X
Market Impact Analysis		
Minimum Distance Separation Schedule		
MOE D-Series Guidelines Analysis		
Neighbourhood Plan		
Odour Mitigation Plan		
Parking Assessment	X (if deficient)	
Planning Justification Report/Impact Analysis	X	
Photometrics (Lighting) Plan		X
Record of Site Condition		
Restricted Land Use Screening Form		
Site Plan/Drawing	X	X
Topographical Study		X
Other:		
Other:		
Additional Planning Requirements		Required
Development Agreement		X
Parkland Dedication/Cash-in-lieu of Parkland		X
Other:		

* Any changes to a proposal may necessitate changes to Planning Department submission requirements. Reports and studies are subject to peer review.

Summary of Fees, Forms, and other information pertaining to the Planning process can found by visiting <https://www.norfolkcounty.ca/government/planning/>

See Appendix A for additional information

Planning Comments

The subject lands are located along Norfolk Street South just outside of Downtown Simcoe and within the settlement area as defined in the Provincial Policy Statement, 2020.

The subject lands are designated Urban Residential in the Norfolk County Official Plan and zoned R1-B in the Norfolk County Zoning By-law, 1-Z-2014. The redevelopment of the existing site into a mixed-use retail-commercial and residential structure is not currently permitted in the designation or the zone; therefore, both a Zoning By-law and Official Plan Amendment would be required to permit the proposed use.

Site Plan Control:

The subject lands are within site plan control area. A site plan application will be

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required.

Standard site plan components are required to be included with the application, which include:

- Key map
- Site Plan
 - o Development name
 - o All measurements in metric
 - o All dimensions of the subject lands
 - o Dimensions and setbacks of all buildings and structures
 - o Gross, ground and useable floor area
 - o Scale, legend and north arrow
 - o Legal description and municipal address
 - o Drawing title, number, original date and revision dates
 - o Owner's name, address and telephone number and signature
 - o Engineer's name, address and telephone number
 - o Professional engineer's stamp
 - o Any existing and proposed easements and right of ways
 - o Zoning compliance table – required versus proposed
 - o Parking space totals – required and proposed
 - o All entrances to parking areas marked with directional arrows
 - o Loading spaces, facilities and routes (for commercial & Industrial developments)
 - o Building entrances, building type, height, grades and extent of overhangs
 - o All exterior stairways and ramps with dimensions and setbacks
 - o Names, dimensions and location of adjacent streets including daylighting triangles
 - o Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs
 - o Retaining walls including materials proposed
 - o Fire access and routes, including fire route signs
 - o Fire hydrants and utilities location
 - o Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
 - o Location of mechanical room, and other building services (eg. A/C, HRV)
 - o Refuse disposal and storage areas including any related screening (if indoors, need notation on site plan and route used for truck pick-up)
 - o Winter snow storage location
 - o All hard surface materials
 - o Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
 - o Business signs (make sure they are not in sight-lines)
 - o Pedestrian access routes into site and around site
 - o Bicycle parking
- Other Features
 - o Landscape areas with dimensions
 - o Natural features and trees
 - o Fencing, screening and buffering – size, type and location

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- o All hard surface materials
- o Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
- o Business signs (make sure they are not outside of the property line)
- o Sidewalks and/or walkways with dimensions

In relation to the residential uses, a plan of Condominium may be required depending on the proposed housing options and ownership model (i.e. apartments or condominiums).

Endangered and threatened species and their habitat are protected under the provinces Endangered Species Act, 2007 (ESA), O. Reg. 242/08 & O. Reg. 830/21. The Act prohibits development or site alteration within areas of significant habitat for endangered or threatened species without demonstrating that no negative impacts will occur. The Ministry of Environment, Conservation and Parks provides the service of responding to species at risk information requests and project screenings. The proponent is responsible for discussing the proposed activity and having their project screened with MECP (Ministry of Environment, Conservation and Parks).

Please be advised that it is the owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws, or other agency approvals.

Assigned Planner:

Mohammad Alam, MPL, MUD, RPP, MCIP

Planner

185 Robinson Street, Simcoe, Ontario, Canada, N3Y 5L6

519-426-5870 x 8060 | 226-NORFOLK

Mohammad.alam@norfolkcounty.ca

Development Engineering

Development Engineering – 487 Norfolk St South (Zoning Change)

Development Engineering requirements to proceed The below requirements are to be submitted as part of the Planning application.	Required at OPA/ Zoning Stage	Required at Site Plan Stage	Potentially Required (See Notes Section)
General Requirements			
Concept Plan	X	X	
Area Rough Grading Plan			X ²³
Lot Grading Plan		X ⁷	
Siltation and Erosion Control Plan		X ⁷	

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General Plan of Services		X ^{2, 7}	
Utility Plan		X ⁸	
Geotechnical Report			X ²⁴
Functional Servicing Report	X ²	X ²	
Water Servicing Requirements– Section 10.0 Norfolk County Design Criteria and ISMP Section 4.0			
Disconnection of Water Service(s) to Property Line		X ⁹	
Disconnection of Water Service(s) to Main		X ¹⁰	
Water Modelling (County Consultant)	X ²	X	
Backflow Preventer (RPZ)		X ¹¹	
Sanitary Servicing Requirements – Section 9.0 Norfolk County Design Criteria and ISMP Section 4.0			
Extension of Sanitary Mainline		X ¹²	
Disconnection of Sanitary Service(s) to Main		X ¹²	
Sanitary Modelling (County Consultant)	X ²	X	
Property Line Inspection Maintenance Hole		X ¹³	
Storm Water Servicing Requirements – Section 7.0 and Section 8 Norfolk County Design Criteria and ISMP Section 4.0			
Storm Water Management Design Report (including calculations)	X ³	X ^{15,19}	
Storm Water Drainage Plan		X ¹⁶	
Storm Sewer Design Sheet			X ²⁵
Establish/Confirm Legal and Adequate Outlet	X ⁴	X ¹⁷	
Anticipated Flow/Analysis to Receiving Collection System		X ¹⁸	
Property Line Inspection Maintenance Hole		X ²⁰	
Transportation Requirements – Section 6.0 Norfolk County Design Criteria, ISMP Section 5.0, Section 6.0 and Appendix J			
Traffic Impact Study	X ⁵	X	

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Improvements to Existing Roads & Sidewalk (urbanization, pavement structure, widening sidewalk replacement, upgrades, extension and accessibility)		X ^{21, 22}	
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General Comments:

- Securities will be required in the form of a schedule. Any works completed within the Municipal Right-of-Way (R.O.W.) is to be shown as 100% security. Any works completed within private property is to be shown as 10% security. This can be submitted at time of Site Plan.
- All reports and plans are to be signed and stamped by a Professional Engineer (P.Eng.).
- All reports are to be completed in reference to Norfolk County's Design Criteria and Integrated Sustainable Master Plan (ISMP).
- Recommendations from all reports (FSR, SWM, TIS, Modelling, etc.) must be incorporated into the design and is to adhere to Norfolk County's Design Criteria.
- All applicable permits and inspections to be issued by Public Works.
- Norfolk County's Design Criteria can be provided.
- Water / Wastewater allocation will not be issued as part of the Zoning By-law amendment stage. The applicant is to confirm capacities at the time of Site Plan application and at the time registration of agreement\approval allocation will be provided for the development, if available
- As-constructed drawings are available upon request.

Required at Official Plan Amendment and Zoning By-law Amendment Stage:

1. The following reports/studies will be required at time of Official Plan Amendment and/or Zoning By-law Amendment:
 - a. Concept Plan;
 - b. Functional Servicing Report (as per Norfolk County Design Criteria);
 - c. Water / Sanitary Modelling.
 - d. Storm Water Management Report.
 - e. Traffic Impact Study (as per ISMP Appendix J – TIS Guidelines);
2. Sanitary and Water modelling will be required. This is to be completed by Norfolk County's third-party consultant. The cost to complete the modelling and any recommendations from reports are to be implemented into the design at the applicant's expense. The following information will be required to receive a quote and complete the modelling.
 - a. General Plan of Services
 - b. Functional Servicing Report;
 - i. Total Wastewater Design Flows as per Norfolk County Design Criteria Section 9;
 - ii. Total Domestic Water and Fire Flows as per Norfolk County Design

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Criteria Section 10.1.1

The Functional Servicing Report must include water /sanitary servicing and fire flow calculations. Fire Flow calculations are to be completed in accordance with "Water Supply for Public Fire Protection 2020" by Fire Underwriters Survey.

Once the quote has been received, approval from the applicant will be required before proceeding.

3. Stormwater Management Report is to be completed as per Norfolk County Design Criteria Section 7.0 and Section 4.0 of the ISMP. A full Stormwater Management Report will be required at the time of Site Plan submission. However, for the Zoning application at a minimum the applicant must prove that Stormwater Management is conceptually possible. At Zoning the Stormwater Report should include the following:
 - Site Area (existing and proposed)
 - Impervious Area (existing and proposed)
 - Pre and Post runoff coefficients
 - Estimated peak runoff for five-year storm.
4. Confirmation of Legal and Adequate outlet.

According to Norfolk County records there is a local storm sewer along Norfolk St S. However, it is unclear if those sewers are deep enough to capture storm water from the lowest portions of this property or if this property is tributary to the sewer. In addition, as these are old MTO constructed sewers, Norfolk County does not have the original design sheets. It will be the responsibility of the developer to provide a legal and adequate storm outlet. There are no Storm sewers in Decou Road.

5. As per Norfolk County's Integrated Sustainable Master Plan (ISMP) – Appendix J: Traffic Impact Study (TIS) Guidelines, a Traffic Impact Study will be required. The traffic consultant shall prepare the TIS based on the following sections of the Appendix J - TIS Guidelines:
 - a. Section A1.2 Data Requirements
 - b. Section A1.3 – Existing Conditions;
 - c. Section A1.4 – Study Area;
 - d. Section A1.5 – Development Land Use Type & Site Plan;
 - e. Analysis:
 - i. Sightlines;
 - f. Conclusions and Recommendations

The Traffic consultant must ensure that adequate assessment of any proposed driveway location in proximity to the Traffic signals is included in the TIS.

Required at Site Plan Stage Notes:

All Site Plan submissions are to comply with Section 16 of the Norfolk County Design Criteria in addition to the comments below. All requirements mentioned above are to be resubmitted at the time of Site Plan review.

6. Any recommendations/upgrades from the modelling reports must be implemented at the time of Site Plan submission. Upgrades, if any, are to be completed at the

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Developer's expense.

7. Lot Grading Plan, Siltation and Erosion Control Plan, and General Plan of Services drawing can be shown on one engineering plan as long as it's legible for review.
8. A Utility Plan is required as per Section 4.4.07 of Norfolk County Design Criteria for all utilities to be installed in the Municipal ROW. An Electrical Services Plan as per Section 16.4.05 and 16.5.05 shall also be included with the Utility Plan
9. As per Norfolk County By-Law 2013-65, only one domestic water service pipe shall be installed per lot. In the submitted application it was assumed multiple lots may be amalgamated. Decommissioning details and installation of a possible new water service should be corrected during Site plan design.
10. Disconnection of existing water services will be required prior to installation of the new water service. Permits are required prior to any work being completed. It should be assumed that disconnection will probably be required earlier at the Demolition stage.
11. Depending on eventual design of proposed water service and the proposed usage within the development a Backflow Preventer (RPZ) may be required. Approval from the Manager of Environmental Services must be obtained as per Norfolk County Design criteria. A Testable DCVA Backflow device may be required in a watertight chamber at property line.
12. From previous work in this area, it is the understanding of Norfolk County that current sanitary servicing comes through an easement off Turner Drive. Confirmation whether this will be the intended sanitary outlet will be required prior to Modelling but at the Site plan stage further confirmation of the pipe size and capacity will be required. If size and/or condition is not adequate, then disconnection of existing Sanitary service will be required prior to installation of a new sanitary service. The minimum size of lateral for a proposal such as this is 150mm as per NCDCC Section 9.7.1.
13. A Sanitary Inspection manhole will be required on Property line.
14. Any additional sanitary service connections will require approval from Norfolk County Public Works – Environmental Services department.
15. A Stormwater Management Report will be required at time of Site Plan submission. The Stormwater Management Report is to be completed as per Norfolk County Design Criteria Section 7.0 and ISMP Section 4.
16. A Storm Drainage area plan will be required as per Norfolk County Design Criteria and must identify any external overland flows tributary to this site. The drainage plan must also identify that all Stormwater is self-contained on site and does not travel to neighboring properties.
17. Confirmation of Legal and Adequate outlet will be required. According to Norfolk County records there is a local storm sewer along Norfolk St S. However, it is unclear if those sewers are deep enough to capture storm water from the lowest portions of this property. In addition, as these are old MTO constructed sewers, Norfolk County does not have the original design sheets. It will be the responsibility of the developer to provide a legal and adequate storm outlet. There are no Storm sewers in Decou Road
18. The developer will be responsible to confirm anticipated flow to the existing storm system and ensure adequate capacity exists to accept the proposed development. It shall be the developer's responsibility to satisfy themselves that there is an adequate storm collection to the proposed development. All associated costs of construction for upgrades to existing and new infrastructure shall be the responsibility of the owner / applicants of the development.
19. The ultimate handling of all Storm water discharge shall be identified in the Stormwater

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Management Report, including all overland discharges from site.

20. A Storm Inspection manhole will be required on Property line.
21. All entrances are to be shown on the plans. Entrances must conform to Norfolk County Design Criteria and By-law 2016-32 and encompass any recommendations from the TIS. All entrances are to be paved on municipal property as a minimum. For commercial entrance please refer to the following for minimum driveway design.
 - a. Driveway Grades (Section 6.7.02);
 - b. Driveway Widths (Section 6.7.03);
 - c. Number of Commercial entrances (By-Law 2016-32)Entrance design must also encompass any recommendations from the Traffic Impact Study.
22. In review for this Pre-Consultation meeting, it appears Norfolk Street S R.O.W. and Decou Street ROW may require a widening along the frontage of the development. This will be further explored at the time of Site plan submission.

Potentially Required Notes:

23. Area rough grading plan must be submitted for cut/fill in excess of 0.5m
24. A Geotechnical report must be submitted if Storm water management practices involving infiltration are proposed.
25. Storm sewer design sheets may be required to prove adequacy in the existing Storm sewers depending on future Storm connection location from this property.
- 26.

Stephen Gradish
Development Technologist
Stephen.Gradish@norfolkcounty.ca

Agreements

A recommended condition of your planning application approval will be to enter into a development agreement with the County that will be registered on title to the subject lands, at the Owner's expense. The additional requirements for a development agreement could include, but are not limited to the following:

- Engineering drawing review
- Engineer's schedule of costs for the works
- Clearance letter and supporting documentation to support condition clearance
- User fees and performance securities
- Current property identification number (PIN printout) (can be obtained by visiting <https://help.onland.ca/en/home/>)
- Owner's commercial general liability insurance to be obtained and kept in force during the terms of the agreement
- Postponement of interest. If there are mortgages / charges on your property identifier, your legal representative will be required to obtain a postponement from your bank or financial institution to the terms outlined in your development agreement
- Transfers and / or transfer easements along with registered reference plan

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Annette Helmig
Agreement and Development Coordinator
Annette.Helmig@norfolkcounty.ca

Building

Zoning Administrator:

1. Proposing property be rezoned to Central Business District (CBD).
2. Combining three lots, front lot line considered to be along Norfolk Street South (shortest lot line).
3. Commercial uses permitted on ground floor with residential above. Ensure all proposed retail spaces fall within permitted uses in CBD zone.
4. Zoning table provided, okay.
5. Property abutting residential zone, section 6.1.6 of ZBL applies:

6.1.6 Angular Plane

Where an apartment dwelling in a CBD Zone abuts an Urban Residential Type 1 Zone (R1-A), (R1-B) or Urban Residential Type 2 Zone (R2), no portion of an apartment dwelling shall exceed the height of a 45 degree angular plane originating at the lot line of the nearest Urban Residential Type 1 Zone (R1-A), (R1-B) or Urban Residential Type 2 Zone (R2).

2.6 "ANGULAR PLANE" shall mean a maximum building height measured as a vertical angle of 45 degrees beginning at the property line of an R1-A, R1-B or R2 lot.

6. Lighting to comply with section 3.16 of ZBL.
7. Parking to comply with section 4.0 of Zoning Bylaw:
 - 1.5 parking spaces per apartment dwelling unit
 - 1 parking space per 30 sqm usable floor area for retail space
 - Accessible parking to comply with section 4.3 of Zoning Bylaw
 - **Parking lot required to be minimum 4.5 meters from interior lot line (4.2.4(d) of ZBL), proposed concept plan shows 2.0 meter setback**

Hayley Stobbe
Zoning Administrator
Extension 1060
Hayley.stobbe@norfolkcounty.ca

Building Inspector:

The proposed construction is considered a Group E Mercantile type occupancy on the ground floor with Residential group C type occupancies above as defined by the Ontario Building Code (OBC). You will need to retain the services of an Architect and a Professional Engineer

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to complete the design documentation for this application.

The Designer will need to provide a Part 3 Building Code matrix. This matrix represents selected elements from your detailed code analysis and presents a quick overview to the municipal building official of the key OBC factors concerning your design. The matrix will identify OBC review items such as occupant loads, fire separations, project description, building size, building classification, fire alarms, type of construction, barrier free requirements, plumbing fixture requirements and spatial separations.

The Designer will need to focus on OBC Sections 3.2. Building Fire Safety, 3.3. Safety Within Floor Areas, 3.4. Exits and 3.8. Barrier Free requirements.

The Designer will also need to review OBC Subsection 3.1.19. Above Ground Electrical Conductors, depending on the voltage, the clearances to the building will vary.

The Designer needs to be aware that OBC Sentence 3.2.3.10.(2) Unlimited Unprotected Openings pertains only to the exposed building face of a storey facing a street that is on the same level as the street.

A demolition permit will be required for removal of any existing buildings.

Signs proposed due to development will require a permit as part of Norfolk's Sign Bylaw and may need a Building Permit according to the OBC.

MORE THAN 2 DWELLINGS-PLUMBING

The Ontario Building Code (OBC) 7.6.3.4 requires a review of water service connection size at the time of application for projects connected to a water system with more than one dwelling unit. To help with this the Building Department has created an excel spread sheet. This is to be included with at time building permit application.

Items for Site Plan

Site plan drawings need to have enough detail, to determine compliance with the code references listed.

1. Indicate location of access route and access route design [OBC 3.2.5.4 to 3.2.5.6]
2. Revised fire water pond design and calculations. [OBC 3.2.5.7]
1. Indicate location of existing and new fire department connections. Dimensions between hydrants and building entrances is required.
[OBC 3.2.5.16]
3. Location and specifications of exterior lighting. Lighting to be included in SB-10 report – energy efficiency
4. Indicate barrier free path of travel from parking area to building entrance. Construction

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of curb cuts and location of tactile attention indicators is required. [OBC 3.8.1.3, & 3.8.3.2]

5. Location of revised septic system (if required)
6. Provide building elevations and cross section, showing building massing, location of proposed entrances and exits, barrier free controls, exterior lighting locations, and exterior signage. [Planning Act 41(4).2]

Items for Building Permit

“-Industrial Commercial Institutional (ICI)” & “Applicable Law Checklist” Step by Step Guide Building Permit Package has been attached to the minutes herein, this contains information on drawing requirements, designers, forms, contact information for Building Department etc.

If you have any questions on the building permit process or plans required, please contact permits@norfolkcounty.ca or 226-NORFOLK (226-667-3655) ext. 6016

Jonathan Weir
Ext 1832 Building
Inspector
jonathan.weir@norfolkcounty.ca

Corporate Support Services – Realty Services

Realty Services has no comments on the official plan amendment and zoning by-law amendment applications, but our previous notes from the November 25th, 2020 pre-con meeting (as attached to MHBC’s July 6th, 2023 letter) are still applicable should this development proceed.

Karen Lambrecht
Specialist, Realty Services
realty@norfolkcounty.ca

Corporate Support Services - Accessibility for Ontarians with Disabilities Act

No comments at this stage of the development. Ample accessible parking is supported and appreciated from Staff.

Sam McFarlane
Manager, Accessibility and Special Projects
Corporate Support Services
519-426-5870 x. 8099 Sam.McFarlane@norfolkcounty.ca

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Fire Department

Norfolk County Fire does not have any concerns with this proposal at this time, however we would like to provide the following comment for consideration for the applicant:

Ensure adequate access is provided for fire apparatus

All required fire separations, fire protection/detection systems are to be installed and be appropriate for the occupancies served

If you have any questions please let me know,

Katie Ballantyne
Community Safety Officer
Katie.Ballantyne@norfolkcounty.ca

Economic Development & Strategic Initiatives

In General, Ec Dev is sportive of this type of Mixed used development. We are happy to commercial at grade.

John Regan
Director Economic Development
john.regan@norfolkcounty.ca

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Appendix A: Planning Reference Materials

Following is a summary of some land use planning reference materials. It is the requirement of the applicant to ensure compliance with applicable legislation, policies and regulations.

Provincial Policy Statement, 2020

<https://www.ontario.ca/page/provincial-policy-statement-2020>

Norfolk County Official Plan

<https://www.norfolkcounty.ca/government/planning/official-plan/>

Section 9.6.1 outlines requirements in relation to requests to amend the Official Plan.

Section 9.6.2 outlines requirements in relation to requests to amend the Zoning By-law.

It is the responsibility of the proponent to review and ensure relevant Official Plan policies are addressed in any future development application.

Norfolk County Zoning By-Law 1-Z-2014

<https://www.norfolkcounty.ca/government/planning/new-zoning-by-law/>

The provisions of the Norfolk County Zoning By-Law shall apply to all lands within the boundaries of Norfolk County. No land, building or structure shall be used, erected, or altered in whole or in part except in conformity with the provisions of this By-Law. No land, building or structure shall be used or occupied except for uses that are specifically identified in the By-Law as permitted uses by the relevant zoning category.

It is the responsibility of the proponent to review and ensure relevant Zoning By-law provisions are addressed in any future development application



REQUIRED INFORMATION

Name of Owner

Property Legal Description

Roll Number

PIN Number

Type and Number of Units

Single Detached

Semi-Detached

Duplex

Triplex

Four-plex

Street Townhouse

Stacked Townhouse

Apartment

Transfer Easements Block Number and Purpose

Transfer Block Number and Purpose

Geotechnical Report prepared for Lands	YES	NO	UNKNOWN
Lands are Within the Source Water Protection Area	YES	NO	UNKNOWN
Lands Contain any Contaminated or Impacted Soil	YES	NO	UNKNOWN
Lands Contain any Natural Watercourse	YES	NO	UNKNOWN
Lands Contain any Wetlands	YES	NO	UNKNOWN
Lands Contain any Archaeological Sites	YES	NO	UNKNOWN
Lands Contain an Existing Well and or Septic Field	YES	NO	UNKNOWN
Species at Risk Branch MECP Screening	YES	NO	UNKNOWN
Lands Contain any Endangered Species	YES	NO	UNKNOWN

OWNER INFORMATION

NAME AND CONTACT

ADDRESS WITH POSTAL CODE

PHONE NUMBER

EMAIL

AGENT INFORMATION

NAME AND CONTACT

ADDRESS WITH POSTAL CODE

PHONE NUMBER

EMAIL

ENGINEER INFORMATION

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

LAWYER INFORMATION

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

INSURANCE PROVIDER INFORMATION

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

FINANCIAL INSTITUTION INFORMATION (IF APPLICABLE)

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

MORTGAGEE INFORMATION (IF APPLICABLE)

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

SPECIES AT RISK SCREENING

The Ontario Endangered Species Act inquiries and Species at Risk screening are now handled by the Ministry of the Environment, Conservation and Parks, specifically the "Species at Risk Branch" and the new e-mail address for handling these inquiries is now SAROntario@ontario.ca.

TRANSFERS, EASEMENTS AND POSTPONEMENT OF INTEREST

The owner acknowledges and agrees that, it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, free and clear of any charges or encumbrances, and/or transfer(s) of easement in favour of the County and/or utilities at no cost to the County. In addition, 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 to the County's agreements.

INSURANCE CERTIFICATES

Prior to the execution of the development agreement, the owner shall at their expense obtain and keep in force, during the term of this development agreement, commercial general liability insurance coverage satisfactory to the County. The owner further acknowledges and agrees that he/she has authorized the County to discuss with their insurance provider the specific insurance requirements of the County for agreement purposes. In addition, the County will require any professionals hired to carry professional liability insurance to provide coverage for acts, errors and omissions arising from their professional services performed.

OWNER'S AUTHORIZATION

I/We _____ am/are the registered owner(s) of the lands that is the subject of this site plan agreement.

I/We authorize our Agent _____ to provide information on my/our behalf and to provide any of my/our personal information necessary for the processing of this site plan agreement. Moreover, this shall be your good and sufficient authorization for so doing.

I/We authorize the Agreement Administrator to provide and receive information on my/our behalf in connection to the insurance coverage, letter of credit and agreement registration of my/our development.

I/We acknowledge that if there are any new charges or mortgage holders on the property they will be added to the development agreement and will be required to postpone their interest on the property to the County's development conformity interest.

Owner Signature _____ Date _____

To start your agreement, please return the required supporting information and fees along with the first three pages of this document completed and signed. Provide your payments by the mail or courier to the address below or drop off at ServiceNorfolk customer service desk on the first floor 185 Robinson Street, Simcoe ON N3Y 5L6 Monday to Friday from 9 am to 4 pm. Please make your cheque payable to the Corporation of Norfolk County. If paying by credit card please contact ServiceNorfolk at 519 426-5870 Ext. 4636.

CONTACT FOR FURTHER INFORMATION AND QUESTIONS

Annette Helmig, Agreement and Development Coordinator
Norfolk County, Community Development Division, Planning Department, Agreement Services
185 Robinson Street Suite 200, Simcoe ON N3Y 5L6
226.777.1445
annette.helmig@norfolkcounty.ca

The information submitted on this form is collected under the authority of the *Freedom of Information and Protection of Privacy Act* (FIPPA) and *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) for Norfolk County employees to use for the purpose of preparing and registering a development agreement. Questions about the collection of personal information through this form may be directed to the Agreement and Development Coordinator or Information and Privacy Coordinator, Corporation of Norfolk County, 50 Colborne Street South, Simcoe ON N3Y 4H3.

DOCUMENTATION AND FEES REQUIRED

Owner's agreement authorization

Postponement of interest from mortgagee / chargee (if applicable)

Current parcel register (property identifier or PIN printout)

Owner's commercial general liability certificate of insurance

Construction estimates (100% for external works and 10% of internal works)

Professional liability insurance for surveyor and / or engineer

Final reference plan for any easements and lands to be conveyed

Letter from owner requesting holding (H) symbol be removed from the subject lands

Letter of credit or certified cheque for performance securities

Current property taxes paid

User fees (according to the By-Law in effect at the time that payment is made). If time is of the essence, a certified cheque is requested otherwise it will take three weeks for the cheque to clear our financial institution.

\$2,780 for preparation of the site plan agreement

\$924 to remove the holding from the zoning on the property (if applicable)

\$447 for financial administration of this agreement

\$542 per tree cash-in-lieu of trees (if applicable)

2% or 5% land appraisal cash-in-lieu of parkland as per consolidated by-law 2016-126 (if applicable)



APPLICABLE LAW CHECKLIST

The Building Code Act prohibits the issuance of a building permit if the proposed construction or demolition will contravene an applicable law as defined by the Building Code. The questions below will help you to determine if an applicable law applies to your project. No timeframe for building permit review can be established until all required applicable law approvals are completed and the approval documents are submitted to the Building Division.

If the answer is **YES** to any question, the relevant approval documents must be submitted with this permit application. Where any required approval has **NOT** been obtained, the agencies listed on the back of this form must be contacted to obtain approval, and the declaration on the bottom of this form must state accordingly.

Property Address: _____ **Permit Number (office use)** _____

Zoning By-Laws – Norfolk County Planning Department	YES	NO
Is/was relief required to permit a minor zoning variance in your proposal?		
Is/was rezoning required to permit the proposed building or land use?		
Is a land division or subdivision required and not yet fully completed?		
Are municipal services required but not yet completed or available?		

Planning Approval - Norfolk County Planning Department	YES	NO
Is this property regulated by Site Plan Control under Section 41 of the Planning Act?		

Heritage - Norfolk County Heritage and Culture Department	YES	NO
Are you demolishing a building that is listed on the County's heritage inventory?		
Is the building designated or in the process of being designated?		
Is the property located in a heritage district or study area?		

Construction and Fill Permits – Long Point Regional or Grand River Conservation Authority	YES	NO
Is the property located within a regulated area (i.e. abutting a ravine, watercourse, wetland, or shoreline)?		

Building and Land Use Permits - Ontario Ministry of Transportation	YES	NO
Is the property within 45m of a highway or 180 m from any highway intersection?		
Is the property within 395m of a controlled highway intersection? (applies to Sign Permits)		
Is this a major traffic generating project located within 800m of a highway?		

Clean Water Act – Public Works	YES	NO
Is the property located within a Source Water Protection regulated area?		
If yes: does a Water Source Protection Plan restrict the land use you are proposing? (s.59 screening form may be required)		

Community Development Division- Building Department

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Agriculture and Farms - Ontario Ministry of Agriculture and Food	YES	NO
Is this a farm building that will house animals or manure?		
Is this a milk processing plant?		

Crown Lands Work Permit – Ministry of Natural Resources	YES	NO
Are you proposing to construct or place a structure or combination of structures that are in physical contact with more than 15 square meters of shore lands?		
Are you proposing to build on Crown Land?		

Electrical Conductor Clearances - Electrical Safety Authority	YES	NO
Are any overhead power lines located above or within 5.5 metres of the proposed building?		

Environmental Approvals - Ministry of Environment, Conservation, Parks	YES	NO
Is a Record of Site Condition required to be filed because of a change to more sensitive land use? Is the property a former waste disposal site?		
Is this project a major industrial, commercial, or government project?		
Is this a renewable energy project?		
Does this property have a Certificate of Property Use under the Environmental Protection Act?		

Child Care Centres - Ministry of Education	YES	NO
Is a daycare proposed in any part of the building?		

Seniors Centres - Ministry of Children, Community and Social Services	YES	NO
Is this a seniors project where Ontario Government funding is being sought?		

Long Term Care Centres – Ministry of Health & Long Term Care	YES	NO
Construction, alteration or conversion of building used for a nursing home?		

Education Act - Ministry of Education	YES	NO
Is the project being carried out on the property of an educational facility?		
If so, is any or all building on the property being fully or partially demolished?		

DECLARATION – I have considered the list of applicable laws in the Ontario Building Code as described above, and do hereby declare that:

	None of these applicable law approvals apply to this project
	Applicable laws checked 'yes' apply to this project, and approval documents are submitted with this application.
	Applicable laws checked 'yes' apply to this project; however, all approval documents have not yet been obtained

The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation, or partnership with respect to this application (if applicable).

Name: _____ Signature: _____ Date: _____

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Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **NOT** administered by the Building Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application. The Building Department is required by law to prioritize applications that are fully complete in terms of applicable law approvals and document submissions. Building permit documents must be consistent with applicable law approvals. If you answer yes to any of the following question please reach out to these agencies for approvals.

Zoning and Planning – Community Services Division – Norfolk County

Zoning 519-426-5870 ext. 6064 or zoning@norfolkcounty.ca

Planning 519-426-5870 ext. 1842 or planning@norfolkcounty.ca

Planning Act, s.34, 34(5), 45, and Part VI

Zoning By-laws restrict such things as land use, lot size, building size, and setbacks. If your project does not comply with any part of the Zoning By-law, a minor variance or rezoning must be obtained before any building permit can be issued. Zoning By-laws also restrict the issuance of permits until any associated land division, subdivision, or municipal servicing is complete.

Planning Act, s.41

Site Plan Approval applies to commercial, industrial, institutional, multi-residential and intensive livestock site plans. The site plan agreement must be registered before site plans will be approved.

Conservation Authority Permits

Grand River Conservation Authority (GRCA) 1-866-900-4722 or grca@grandriver.ca

Long Point Regional Conservation Authority (LPRCA) 1-888-231-5408 or conservation@lprca.on.ca

Conservation Authorities Act s. 28 (1)(c), regulation 166/06

Development within certain conservation regulated areas requires a construction and fill permit from the conservation authority before any building permit can be issued. GRCA or LPRCA will confirm if your property falls within their jurisdiction.

Highway Corridor Building & Land Use Permits

Ministry of Transportation (MTO) 1-800-268-4686 or

www.mto.gov.on.ca/english/highway-bridges/highway-corridor-management/index.shtml

Public Transportation and Highway Improvement Act, s.34, 38

Ministry authorization is required for construction of all buildings within certain distances of a highway or intersection. The requirement for Ministry authorization extends to 800m from a highway where development will generate major traffic, such as a shopping centre.

Environmental Approvals

Ministry of the Environment, Conservation and Parks (MECP) 1-800-461-6290 or www.ontario.ca

Environmental Protection Act s. 46, 47.3, 168 and the Environmental Assessment Act s 5.

Ministry of Environment approvals are required where a property of industrial or commercial use is changed to more sensitive residential or parkland use, for major government, industrial and commercial projects where defined by regulation, properties formerly used for landfill or waste disposal, or renewable energy projects.

Electrical Conductor Clearances

Electrical Safety Authority 1-877-372-7233 or www.esasafe.com

Subsection 3.1.19. of the Ontario Building Code prohibits buildings being located beneath or within a certain minimum distances of overhead electrical conductor wires, other than the power feed to the building.

Source Water Protection – Environmental and Infrastructure Services – Norfolk County

Environmental Services – Stephanie Davis- Manager, Water & Wastewater Compliance- 519-426-5870 ext. 8037 or Stephanie.Davis@norfolkcounty.ca

Cambium Inc. Racheal Doyle – sourcewaterprotection@cambium-inc.com

Clean Water Act s. 59

Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated Risk Management Official

Agriculture and Farms

Ministry of Agriculture Food and Rural Affairs 1-877-424-1300 or www.omafra.gov.on.ca

Nutrient Management Act 2002 s.11 reg 267/03, Milk Act s.14

Buildings or structures that house animals or store manure may trigger a requirement for a nutrient management strategy approved by the Ministry. The Ministry must determine that a milk processing plant is necessary and authorize it before a building permit can be issued.

Child Care Centres

Ministry of Education (905) 895-9192 or www.ontario.ca

Child Care and Early Years Act, s. 14 reg 137/15

Ministry plan approval is required if a new building is proposed to be used as a day nursery, an existing building is proposed to be used, altered or renovated for a day nursery, or if an existing day nursery is altered or renovated.

Seniors Centres

Ministry of Children, Community and Social Services 1-888-789-4199 or www.mcscs.gov.on.ca

Elderly Persons Centres Act s. 6 of reg 314

Reports must be submitted to the Minister and approval obtained for all seniors centres to which government funding applies.

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Long Term Care Homes

Ministry of Health & Long Term Care 1-800-387-5559 or www.health.gov.on.ca

Nursing Home Act s. 4, 5 reg 832

Homes for the Aged & Rest Homes Act s. 14

The Long Term Health Care Act is designed to help ensure that residents of long-term care homes receive safe, consistent, high-quality, resident-centred care.

Education

Ministry of Education (905) 895-9192 or www.ontario.ca

Education Act s. 194

The board shall obtain approval from the Minister for the demolition of any buildings located on a school site regulated by the Education Act. App

Crown Lands Works Permits

Ministry of Natural Resources www.ontario.ca/page/crown-land-work-permits

Ontario Regulation 239/13 s. 2, s. 5

Ministry approval is required to construct a building on crown lands or to construct or place a structure along shorelines.

INDUSTRIAL COMMERCIAL INSTITUTIONAL

Building Permit Package

A step by step guide for
making a building permit
application



Norfolk County Building Department
Community Development Division
185 Robinson Street, Suite 200 Simcoe, Ontario, N3Y 5L6
norfolkcounty.ca



Industrial, Commercial, Institutional Large Residential Permit Package

Building permits help protect you, your home, and the interests of your community by making sure the project is structurally sound and follows the Ontario Building Code, municipal zoning and other applicable laws.



There are multiple steps to the building permit process. The purpose of this permit package is to highlight these steps and provide guidance to the building permit process.

STEP 1: Applicable Law.

Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **NOT** administered by the Building Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application.

An Applicable Law Checklist is required as part of a complete application. Agency contacts are attached with this form. Our community mapping has many of these layers mapped to help you determine if additional approvals are required for your application.

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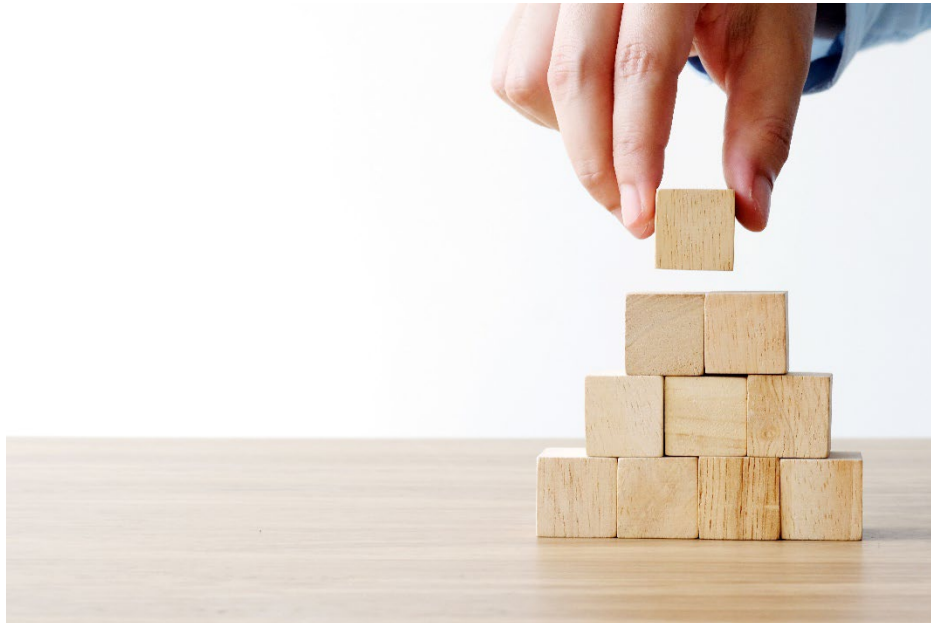
Pre-consultation meeting – Site plan approval.

Most industrial, commercial and institutional buildings are located on properties where a site plan approval is required through the Planning Act. Before you submit a planning application, please contact our office about the necessity of a pre-consultation meeting.

These confidential meetings are hosted by the Planning Department with staff from various departments (and agencies, as applicable) who will provide valuable feedback on your proposal and outline what will be required as part of a complete planning application. After the meeting, you will receive a detailed summary of the meeting which will summarize the feedback from each department. The document will also include a clear list of what you need to submit as part of a complete planning application form.

To request a pre-consultation meeting, please email the Planning Department at precon@norfolkcounty.ca. You can also call us at (519) 426-5870 ext. 1842.

For more information on the process, please see the [Norfolk County Planning Website](#).



Site Plan Control.

Site Plan Control is a tool utilized by the County to ensure that specific development proposals meet the Official Plan and Zoning By-law objectives. Essentially, site plans approved under this process are very detailed and outline precisely how a particular property will be developed. Site Plan Approval is typically the last planning approval necessary before the Building Permit process.

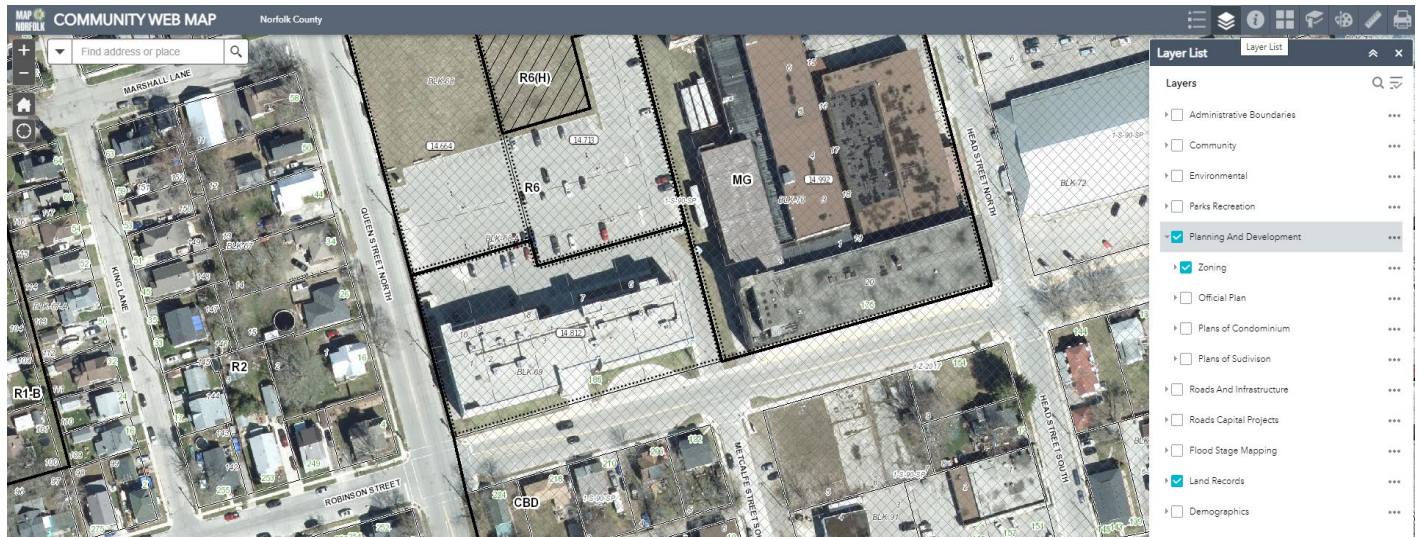
A Site Plan Agreement is sometimes required for more complicated developments. Where a property has site plan control designation, but the proposed construction is deemed minor in nature, the applicant will need to provide a site plan waiver from the Planning Department as part of an Applicable Law review.

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Zoning Requirements.

Finding the zoning associated with your property is easy with our [GIS Community Web Map](#), position over your property and turn on the zoning layer by clicking layer list, planning, zoning. [Norfolk County Zoning Bylaw](#) is available online.



To confirm your project conforms to the Zoning By-law you will need to provide a plot plan indicating:

- ☐ Property lines and lot dimension,
- ☐ Location of building and all other structures on the lot,
- ☐ Location of all steps and landings,
- ☐ Distance from dwelling to property lines,
- ☐ Parking spots with dimensions,
- ☐ Location of septic system.

If your proposed building / structure does not comply with the zoning requirements, a planning application will be required. Zoning and Planning approval is required as part of a complete permit application.

Planning Department: planning@norfolkcounty.ca or 519-426-5870 ext. 1842.

Zoning: zoning@norfolkcounty.ca or 519-426-5870 ext. 1000.



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Lot Grading.

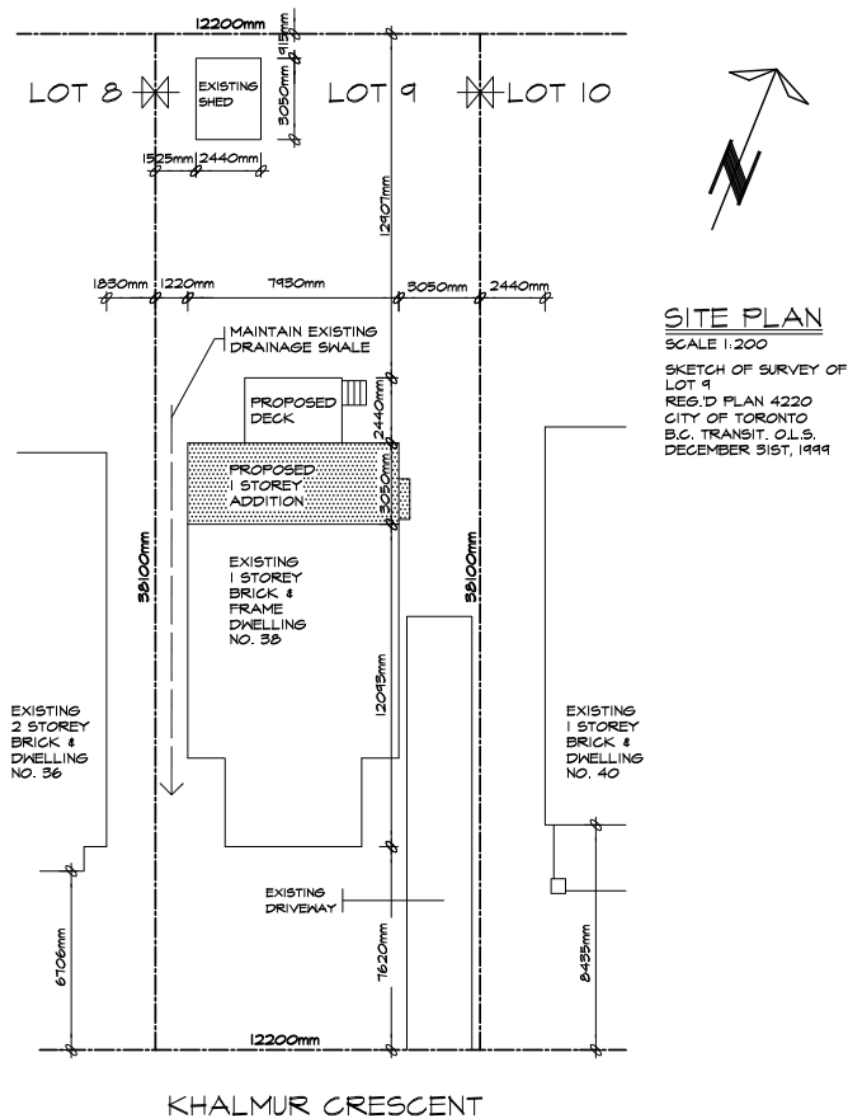
Where a property has been issued a site plan waiver, and the footprint of the building is increasing in size, a lot grading is required.

Proposed grading plans and lot grading form shall be submitted with all building permit applications, under [Norfolk County Grading and Drainage By-law.](#)

Proposed grading plans needs to identify:

- ☐ all surface features;
- ☐ existing and proposed structures;
- ☐ changes in grade and slopes in percent between such changes; and
- ☐ include sufficient information regarding adjacent properties to confirm conformance with this By-Law with respect to drainage onto those properties.

An exemption may be considered for a lot in a rural area (complete form, fee applies)



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STEP 2: Preparing your application.

A building permit application consists of many documents. The forms attached are to be completed, signed, and dated.

Who can design the building?

There are many factors to determine who can complete drawings and design documents for these types of buildings. Your design team can be made up of qualified individuals with a Building Code Identification number (BCIN), an architect, and/or Professional Engineers. If you are unsure what qualifications a designer needs for your specific project, reach out to a building inspector for more information.

Building Department staff cannot make recommendation on a specific designer or design company.

Drawings and Documents.

Drawings are to be legible and to scale. Use a ruler or computer aided drafting (CAD) software to complete your drawings. Provide enough information and detail to ensure compliance with the Ontario Building Code.

The [Ontario Building Code](#) is available online under the 'regulations under this act' tab.

Building Department staff are not permitted by law to provide design advice. It is the responsibility of the property owner or authorized agent to complete a design that meets the requirements of the Ontario Building Code (OBC) and the Building Code Act (BCA).

Building Permits – Application Checklist.

Completed Forms.

- ☐ Building Permit Application Form.
- ☐ Signed Commitment to General Review.
- ☐ Property Owner Consent Form, if application is not completed by the property owner,
- ☐ Applicable Law Checklist and supporting documents.
- ☐ Lot grading form (projects with a site plan waiver).

Required Documents.

- ☐ Approved Site Plan approval plot plan.
- ☐ Drawings of the building.
 - Architectural,
 - Structural,
 - Electrical,
 - Mechanical,
 - Plumbing.
- ☐ Building Code Matrix.
- ☐ Completed SB-10 report (energy efficiency).

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- ☐ Septic System or Sewage Works.
 - Sewage system is under 10,000 litres/day daily design flow for the whole site. (separate application through Norfolk County)
 - Sewage Works is over 10,000 litres/day daily design flow for the whole site. ECA to be obtained from The Ministry of Environment, Conservation, Parks.
Contact: *Christopher O'Connor*.
Phone: 1-800-668-4557, Cell: 905-515-9618
Email: Chris.O'Connor2@ontario.ca

Fees.

- ☐ Building Permit fee.
- ☐ Plumbing fee.
- ☐ Occupancy fee.
- ☐ Civic address (where applicable).
- ☐ Water / Sanitary / Storm Connection Permit (where applicable).
- ☐ Development charges (if applicable).

Septic Permits - Application Checklist.

Completed Forms.

- ☐ Building Permit Application Form.
- ☐ Schedule 1: Designer Information.
- ☐ Schedule 2: Sewage System Installer Information.

Required Documents.

- ☐ Septic System Permit Application Information Package / Worksheets.
- ☐ Percolation time ('T' time) report from a licensed testing agency.

Fees.

- ☐ Septic Permit fee.

STEP 3: Applying.

Online Portal: Visit [Norfolk Permits Portal](#) and make your application online.



Building Department

[Apply for a Building Permit](#)
[Status and Fees](#)

In Person: Visit our service counter located at 185 Robinson Street, Suite 200 Simcoe Ontario.

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.

Step 4: Plans Review.

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are check for compliance with zoning by-law and the building code.

Step 5: Inspections

Once you have obtained a building permit, a building inspector needs to attend your site at several milestones in the construction process. For more information, please check the inspection section of Norfolk County's Building Department website. Once all inspections are complete and passed your permit is closed.

Need Help? If you have any question on the building permit process or plans required, please contact permits@norfolkcounty.ca or 519-426-5870 ext. 6016

Updated October 2022

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Planning Department Development Application Form

Complete Application

A complete development application consists of the following:

1. A properly completed and signed application form (signature must be original in planners file);
2. Supporting information adequate to illustrate your proposal as indicated in **Section H** of this application form (plans are required in paper copy and digital PDF format);
3. Written authorization from the registered owner 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 user fees By-Law.

The above information is 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.

Pre-Submission Consultation “Pre-consultation”:

A pre-consultation meeting with staff is required for all applications; however, minor applications may be exempted depending on the nature of the proposal, with approval from the Director of Planning or delegate. The purpose of a pre-consultation meeting is to provide the applicant with an opportunity to present the proposed application, discuss potential issues, and for the County and Agency staff to identify the required information and materials to be submitted with the application in order for it to be considered complete. The applicant has the opportunity to make revisions to the application prior to submission, without the additional costs of recirculation fees. It may be necessary to seek the assistance of independent professional help (for example, a planning consultant or engineer) for complex applications. If a pre-consultation meeting has been held to discuss your development, please **include a copy of the Pre-consultation minutes with your application** as part of the submission package. It should be noted that **pre-consultation minutes are valid for one year after the meeting date.**

Development Application Process

Once an application has been deemed complete by a planner, it will be circulated to public agencies and County departments for review and comments. Notice of the application is also provided to adjacent land owners. The comments received assist the planner with the review and recommendation/approval of your application. The time involved in processing an application varies depending upon its complexity and its

acceptability to the other agencies and is subject to statutory *Planning Act* decision timeframes.

An additional fee will 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 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. If your drawings are required to be recirculated there will be an additional fee. Also, please note that if your engineering drawings require more than three reviews due to revisions by the owner or failure to revise your engineering drawings as requested, an additional fee will be charged. No refund is available after the public meeting and/or after approval of application.

Notification Sign Requirements

For the purpose of public notification and in order for staff to locate your lands for appropriate applications (zoning, subdivision, condominium or official plan) 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, not on a tree;
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.

Contact Us

For additional information or assistance in completing this application, please contact a planner at 519-426-5870 or 519-875-4485 extension 1842 or planning@norfolkcounty.ca. Please submit the completed application and fees to the attention of the Planning Department at 185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6.

For Office Use Only:

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

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
- ☐ Extension of a Temporary Use By-law
- ☐ Part Lot Control
- ☐ Cash-in-Lieu of Parking
- ☐ Renewable Energy Project or Radio Communication Tower

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

Property Assessment Roll Number: _____

A. Applicant Information

Name of Owner Rick Clark

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 181 JAMES ST. NORTH PH2

Town and Postal Code HAMILTON ONTARIO L8R 2K9

Phone Number 905-928-4356

Cell Number

Email rclark@cia-inspection.com

Name of Applicant The Ventin Group Ltd Architects

Address 50 Dalhousie Street

Town and Postal Code Brantford N3T 2H8

Phone Number 416 588 6370

Cell Number

Email TForrest@plusvg.com

Name of Agent MHBC Planning Ltd

Address 540 Bingemans Centre Dr

Town and Postal Code Kitchener N2B 3X9

Phone Number 519 576 3650

Cell Number

Email smirtitsch@mhbcplan.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 both 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 corresponding number:

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: 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.

1. Please explain what you propose to do on the subject lands/premises which makes this development application necessary:

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

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**Zoning****Proposed**

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

Lot frontage	_____	_____
Lot depth	_____	_____
Lot width	_____	_____
Lot area	_____	_____
Lot coverage	_____	_____
Front yard	_____	_____
Rear yard	_____	_____
Left Interior side yard	_____	_____
Right Interior side yard	_____	_____
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	_____	_____
Building height	_____	_____
Total ground floor area	_____	_____
Total gross floor area	_____	_____
Total useable floor area	_____	_____

11. Off Street Parking and Loading Facilities

Number of off street parking spaces	_____	_____
Number of visitor parking spaces	_____	_____
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 m2
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):

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, or 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):

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. 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

- | | |
|--|---|
| <input type="checkbox"/> Municipal piped water | <input type="checkbox"/> Communal wells |
| <input type="checkbox"/> Individual wells | <input type="checkbox"/> Other (describe below) |
-

Sewage Treatment

- | | |
|---|---|
| <input type="checkbox"/> Municipal sewers | <input type="checkbox"/> Communal system |
| <input type="checkbox"/> Septic tank and tile bed in good working order | <input type="checkbox"/> Other (describe below) |
-

Storm Drainage

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Storm sewers | <input type="checkbox"/> Open ditches |
| <input type="checkbox"/> Other (describe below) | |
-

2. Existing or proposed access to subject lands:

- | | |
|---|---|
| <input type="checkbox"/> Municipal road | <input type="checkbox"/> Provincial highway |
| <input type="checkbox"/> Unopened road | <input type="checkbox"/> Other (describe below) |

Name of road/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

- ☐ 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

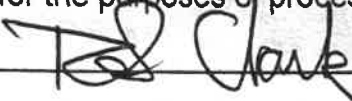
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that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


Owner/Applicant Signature

JANUARY 11, 2024
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 RICK CLARK am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize MHBC Planning 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.

RICK CLARK
Owner

JANUARY 11, 2024
Date

Owner

Date

N. Declaration

I, Stephanie Mintsch of the City of Hamilton

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:

The City of Kitchener

Smitsch

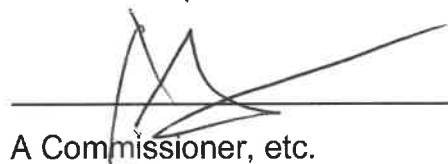
Owner/Applicant Signature

AGENT

In the Region of Waterloo

This 25 day of March

A.D., 2024


A Commissioner, etc.

David William Aston, a Commissioner, etc.,
Province of Ontario for MacNaughton Hermen
Britton Clarkson Planning Limited.
Expires January 9, 2026.



Legal Description

PART OF LOT 1, CONCESSION 5
NORFOLK COUNTY

Key Plan

Subject Lands

Legend

Subject Lands

Site Statistics

ZONING: Central Business District (CBD)			
Mixed Use Commercial Residential Building			
		Required	Provided
	Total Units	n.a.	Retail: 8 units Apartments: 42 units
A	Lot Area	n.a.	9,447.84 m ² (0.94 ha)
B	Lot Frontage (Norfolk St S*)	n.a.	92.69 m
C	Front Yard (Norfolk St S*)	0.0 m (min) 3.0 m (max)	3.0 m
D	Interior Side Yard (min.)	1.2 m	11.2 m
E	Exterior Side Yard (min.)	0.0 m	5.5 m
F	Rear Yard (min.)	6.0 m	53.1 m
G	Parking (Residential 1.5 spaces/unit, Retail 1 spaces/30 m ² , 6 B.F.)	Residential 63 Retail 45 6 B.F.	Total 125 spaces 10 B.F.
H	Parking Space Dimensions	3.0 m x 5.8 m	3.0 m x 5.8 m
I	Lot Coverage (max.)	80%	16.7%
K	Building Area	n.a.	16.7%
L	Landscaped Open Space (min.)	n.a.	28.8%
M	Building Height	6 storeys	3 storeys
N	Density (Units/ha)	n.a.	45 Units/ha

Building Coverage: 1,580.0 m²

Landscaped Area: 2,722.1 m²

Asphalt Area: 5,145.7 m²

Total: 9,447.8 m²

16.7%

28.8%

54.5%

100.0%

Notes

*NORFOLK STREET SOUTH IS DETERMINED TO BE THE FRONT LOT LINE AS PER SECTION 2 DEFINITIONS: 2.93 LOT LINE 1 b)

1. ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE SHOWN.

2. DRIVEWAYS AND AISLES TO BE DEFINED BY 0.20M RAISED CONCRETE CURBING OR SIDEWALKS AS SHOWN

3. FOR CONCEPTUAL PURPOSES

4. CONTAINS PUBLIC SECTOR INFORMATION MADE AVAILABLE UNDER NORFOLK COUNTY'S OPEN DATA LICENCE

Revision No.

Date

Issued / Revision

By

PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE

200-540 BINGEMANS CENTRE DR, KITCHENER, ON, N2B 3X9 | P: 519.576.3650 F: 519.576.0121 | WWW.MHBCPLAN.COM

Approval Stamp

Date

October 31, 2023

File No.

08143HC

Plan Scale

1:200
(Arch D)

Drawn By

PL

Project

487 Norfolk Street South

Checked By

-

Other

Applicant

The Ventin Group Ltd Architects

50 Dalhousie Street
Brantford, ON. N3T 2H8
P: 519.754.1652

Dwg No.

1 of 1

File Name

CONCEPT PLAN

Scale

5 0 1 3 5 10 15 20m

K:\08143HC - 487 Norfolk St S\CP\08143HC_ConceptPlan_2feb2022.dwg

PLANNING Report

OFFICIAL PLAN AMENDMENT & ZONING BY-LAW AMENDMENT

487 Norfolk Street South
Town of Simcoe, Norfolk County

Date:

March 2024

Prepared for:

The Ventin Group Ltd. Architects

Prepared by:

MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC)
540 Bingemans Centre Drive, Suite 200
Kitchener, Ontario
T: 519.576.3650
F: 519.576.0121

Our File 08143HC

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LIST OF APPENDICES

Appendix A – Pre-Consultation Record

1.0 INTRODUCTION

MHBC has been retained to assist with an Official Plan and Zoning By-law Amendment Application to support a three storey mixed-use building in the Town of Simcoe. The development site is made up of three lots, municipally addressed as 481 and 487 Norfolk Street S, and 37 Decou Road, Simcoe, in Norfolk County (hereinafter referred to as 'the subject lands'). Collectively these lands form the development site and measure approximately 9,647.78m² (0.96 ha) in area, with approximately 92 metres of frontage on Norfolk Street S and 103 metres of frontage on Decou Road. The subject lands are occupied by two residential dwellings and five accessory buildings. The subject lands are located on the northeast corner of the Norfolk Street S and Decou Road intersection in southeast Simcoe.

The owner of the subject lands is proposing to redevelop the site as mixed use with commercial and residential units. The building will contain eight ground floor commercial units and 42 residential units above. Vehicular and pedestrian access to the development will be provided by way of a driveway and sidewalk connected to Decou Road. Parking will be provided in the form of a surface parking area with a total of 125 parking spaces.

An Official Plan and Zoning By-law Amendment Application are required to facilitate the proposed development. This Planning Justification Report supports the required applications and assess the proposed redevelopment in the context of the applicable planning framework.

1.1 Pre-Consultation

A Pre-Consultation meeting was held with Norfolk County with meeting minutes circulated on November 25, 2020. A second Pre-consultation meeting was held September 13th, 2023. A copy of this Pre-Consultation meeting document is provided in **Appendix A**. The Pre-Consultation document identified the planning procedure required to permit the proposed redevelopment.

As part of the amendment applications, Norfolk County has identified other technical plans, reports and studies to be completed. The following have been prepared as part of the Official Plan and Zoning By-law Amendment applications:

- Planning Justification Report, prepared by MHBC Planning;
- Concept Plan, prepared by MHBC Planning;

- Functional Servicing Report, prepared by Fred Jewett;
- Stormwater Management Report, prepared by MC Engineering;
and,
- Traffic Impact Study, prepared by Paradigm.

2.0 SITE DESCRIPTION & CONTEXT

The subject lands are comprised of three lots municipally addressed as 481 and 487 Norfolk Street S, and 37 Decou Road. The location of the subject lands is shown on **Figure 1**. The subject lands have an area of approximately 9,647.78m² (0.96 hectares) with dual frontage on Norfolk Street S (92 metres) and Decou Road (103m). A single detached dwelling resides on the property addressed as 481 Norfolk Street S. A single detached dwelling and five accessory buildings occupy the lands addressed as 487 Norfolk Street S and 37 Decou Road. The subject lands are located within the Urban Boundary of Simcoe and are located two kilometres from downtown Simcoe.

The surrounding area is characterized predominantly by low-rise residential uses. The surrounding context is described in detail below.

NORTH: Single detached dwellings organized within a development with access provided from Decou Road. Further north are single detached dwellings with frontage on Norfolk Street. Interior to the residential dwellings is Brook Conservation Area.

EAST: Single detached dwellings abut the subject lands. Further east on Decou Road are vacant parcels and more single detached dwellings, with a transition area into agricultural lands.

SOUTH: On the south frontage of Decou Road are single detached dwellings, Simcoe Animal Hospital and a future development site of single detached dwellings. Single detached dwellings front on south Norfolk Street. Further south on Norfolk Street are agricultural lands.

WEST: A commercial plaza with retail/service uses. Beyond the plaza are single detached dwellings.

The subject lands are conveniently located near commercial retail/service uses, as well as provide access to alternative forms of transit, including active and public transit. There is an existing sidewalk along Decou Road that connects to Norfolk Street South, which is an arterial road. Additionally, Ride Norfolk, the County's public transit system has a transit stop within the nearby commercial plaza offering stops throughout Simcoe.

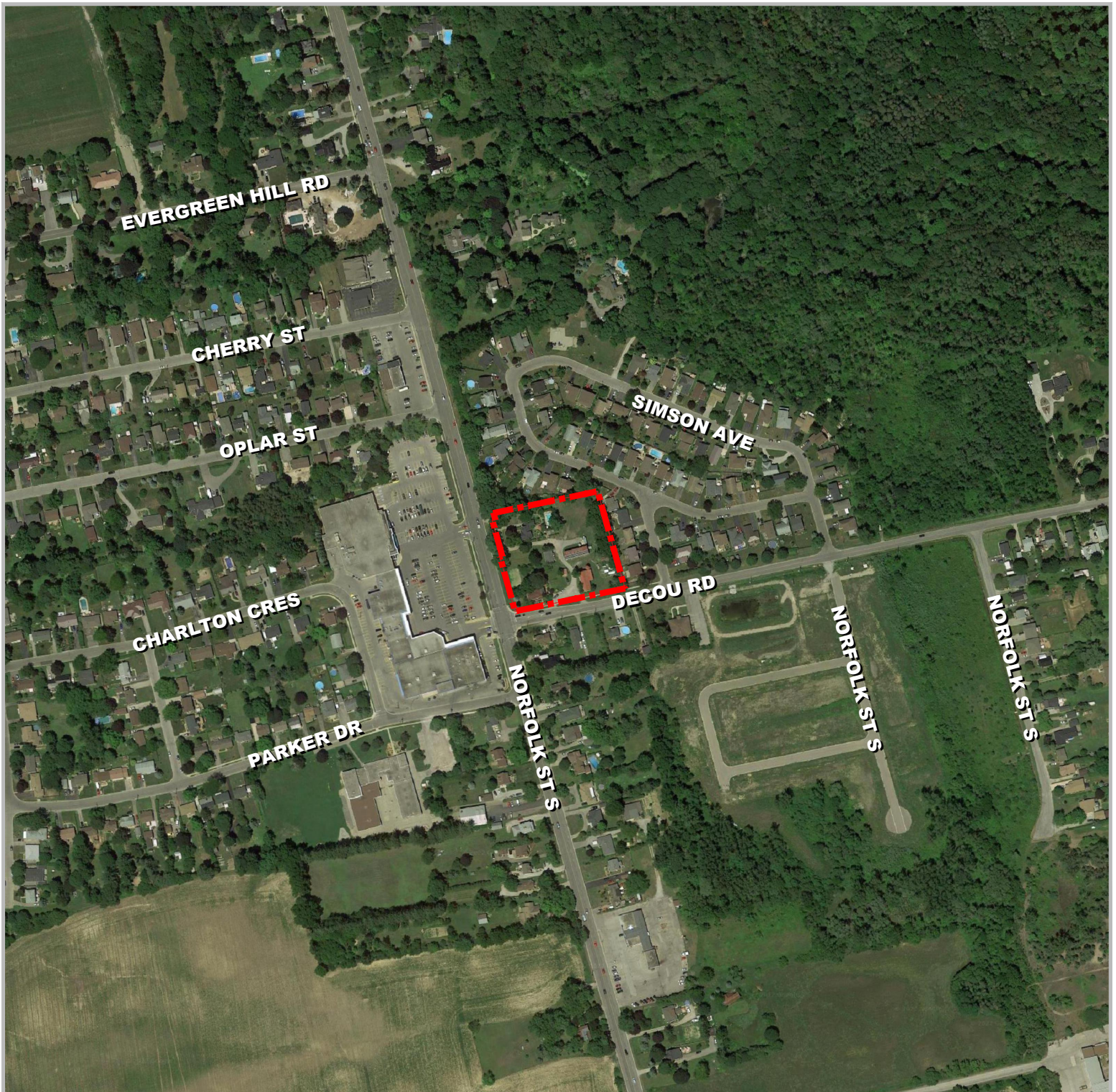


Figure 1
Location Map

LEGEND



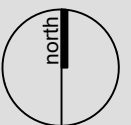
Subject Lands

Date: February, 2022

Scale: 1:5,000

File: 08143HC

Drawn: PL



K:\08143HC - 487 Norfolk St SIRPT\Location.dwg

487 Norfolk St S
Simcoe, Ontario

Source: Google Satellite Imagery



**PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE**

200-540 BINGEMANS CENTRE DR. KITCHENER, ON, N2B 3X9
P: 519.576.3650 F: 519.576.0121 | WWW.MHBCPLAN.COM

3.0 PROPOSED DEVELOPMENT AND APPLICATIONS

The owner of the subject lands is proposing to amend the Official Plan and Zoning By-law in order to permit the proposed redevelopment. The overall vision for the site is for a higher density, residential and commercial mixed use building.

3.1 Overview of Proposed Development

The proposal involves the demolition of the existing structures on the subject lands and the redevelopment of a three storey building. A preliminary concept plan of the proposed redevelopment is included as **Figure 2**.

The proposed building will be oriented towards Norfolk Street S and Decou Road and will occupy 16 percent of the total land area. The new building will provide 50 units, including 8 commercial units and 42 residential units. The commercial units are proposed to be located at ground floor with residential units occupying the second and third storeys. Pedestrian access to the ground floor commercial units will be provided from sidewalk connections along Norfolk Street S and Decou Road, with one driveway connection on Decou Road. The proposed redevelopment is intended to:

- Introduce a new land use to the subject lands that is complementary to the surrounding area;
- Increase the current supply of commercial/retail uses;
- Support economic vitality and provide employment opportunities; and
- Broaden housing choice within Simcoe and Norfolk County.

Design considerations for the proposed development include the following:

- The ground floor of the proposed development will consist of eight commercial units intended for retail use.

- The second and third storeys of the proposed development will provide 42 purpose built rental units, with each floor containing 21 units. The building will offer a mix of residential unit types, including one and two bedroom units.
- The proposed development provides a residential density of 43 residential units per hectare and a total density of 51 units per hectare including both the residential and commercial units. The subject lands provide an intensification opportunity within the Simcoe Urban Area and Intensification Area in close proximity to a range of land uses.
- One vehicular access point will be provided from Decou Road and will provide access to the surface parking area, which will be located internal to the development site.
- Pedestrian access to the proposed development will be provided via connections to the existing sidewalk network along Decou Road as well as the creation of a new walkway along the Norfolk Street S frontage. There is currently only one sidewalk along Norfolk Street S that is located opposite of the subject lands. A new walkway along the subject lands frontage is proposed to connect to the existing Decou Road sidewalk and provide additional access to the proposed building.
- A total of 125 parking spaces will be provided in the form of surface parking. This includes 10 barrier free parking spaces. Parking will be accessed from Decou Road and will be located interior to the building. No parking is proposed to be located in the front yard of the subject lands.
- The proposed development will be serviced by existing municipal services, including municipal water and sanitary systems. A Functional Servicing Report has been prepared by Fred Jewett and has been submitted with the applications.
- Landscaped areas will be provided throughout the development, including landscape buffers surrounding the vehicular parking area and along all property lines. Approximately 28.8% of the total property area is proposed to be landscaped.

3.2 Proposed Official Plan Amendment

The subject lands are designated 'Urban Residential' in the Norfolk County Official Plan. High Density Residential uses in the form of apartment units are permitted, as well as convenience commercial uses. The current proposal does not meet the provisions outlined in the Norfolk Official Plan, and therefore an amendment is required to permit the mixed-use development. Specifically, amendments are required as follows:

- Whereas the Official Plan, section 7.7.2(d) Urban Residential, policy permits a maximum commercial Gross Floor Area of 300m², the proposed development proposes a commercial Gross Floor Area of 1,507m²;
- Whereas the Official Plan, section 7.7.2(c) Urban Residential policy, prescribes that density be subject to the surrounding density provisions, in this case low-density 15 units per hectare, the proposed development will have a density of 51 units per hectare.

The proposed Official Plan Amendment is described in detail in **Section 4.2** of this report.

3.3 Proposed Zoning By-law Amendment

The subject lands are zoned 'Urban Residential Type 1B' (R1B) which limits residential uses to single detached dwellings, bed and breakfasts establishments, home occupations and an accessory residential dwelling unit. The current zoning applied to the subject lands does not permit the proposed mixed-use development. Therefore, a zoning by-law amendment is required.

The proposed amendment is seeking to rezone the subject lands from 'Urban Residential Type 1B' to 'Central Business District Zone' (CBD) in order to permit the mixed-use building. A detailed overview of the proposed zoning is provided in **Section 4.3** of this Report.

Figure 2
Conceptual Site Plan

487 Norfolk Street South
Simcoe, Ontario

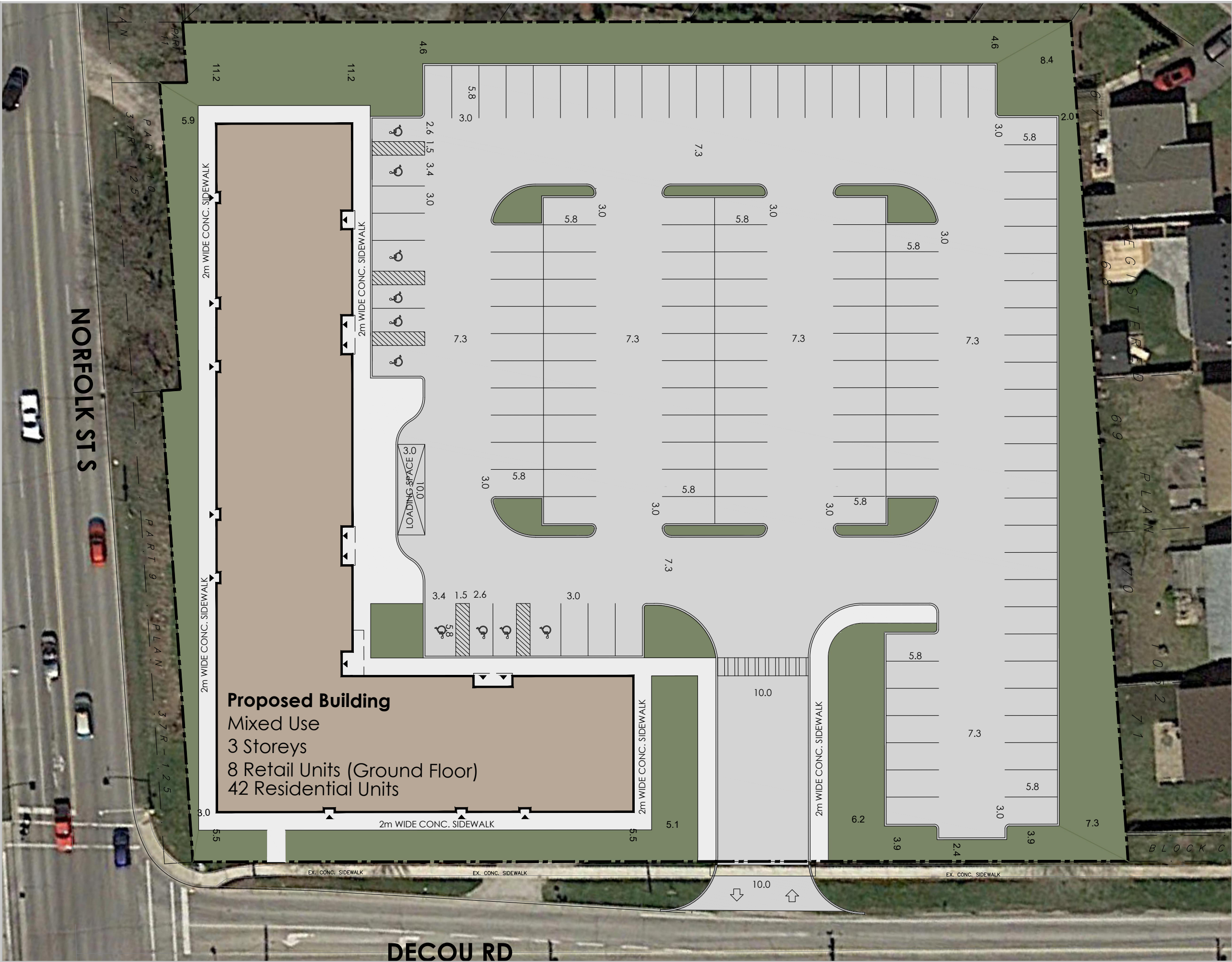
LEGEND
Subject Lands (9,447.84 m²)

Zoning Summary CBD		
	Required (min)	Provided
Total Units	n.a.	Retail: 8 units Apartments: 42 units
Lot Area (min)	n.a.	9,447.84 m² 0.94 ha
Lot Frontage (Norfolk St S)	n.a.	92.69 m
Front Yard (Norfolk St S)	0 m (min) 3 m (max)	3.0 m
Interior Side Yard (min)	1.2 m	11.2 m
Exterior Side Yard (min)	0 m	5.5 m
Rear Yard (min)	6 m	53.1 m
Building Height (max)	6 storeys	3 storeys
Density (Units/ha)	n.a.	44.45 upha
Building Area	n.a.	1,579.98 m²
Lot Coverage %	80 % (max)	16.72%
Landscaped Open Space %	n.a.	19.32%
Parking Spaces	Residential: 1.5 spaces per unit Retail: 1 per 30m² Total spaces: 108 6 barrier-free	Total spaces:137 spaces 10 barrier-free

- Notes:
- Google Satellite Imagery
 - For Conceptual Purposes
 - Contains public sector Information made available under Norfolk County's Open Data Licence

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4.0 POLICY ANALYSIS

The following discussion outlines how the proposed development of the subject lands addresses relevant policies of the Provincial Policy Statement and the County of Norfolk Official Plan.

4.1 Provincial Policy Statement (2020)

The Provincial Policy Statement, 2020 (PPS) was issued by the Province of Ontario in accordance with Section 3 of the Planning Act. The PPS provides overall policy direction on matters of provincial interest related to land use planning and development and sets the policy foundation for regulating the development and use of land. A key consideration of the PPS is that planning decisions “shall be consistent with” the PPS. Part IV of the PPS provides a vision for land use planning in Ontario that focuses growth within settlement areas and encourages efficient development patterns to optimize the use of land, resources and public investment in infrastructure. The PPS applies to all decisions regarding the exercise of any authority that affects a land use planning matter made on or after May 1st, 2020.

The proposed development has been evaluated with regard to the policy direction and provisions of the PPS. Based on this analysis, it is our opinion that specific policies within Section 1.0 (Building Strong Healthy Communities) are of particular relevance to this project.

4.1.1 Settlement Areas (Section 1.1.3)

The subject lands are located within the Simcoe Urban Area as identified on Schedule A-1 of the Norfolk County Official Plan. The PPS states that Settlement Areas shall be the focus of growth and development, and that their vitality and regeneration shall be promoted. New development taking place in designated growth areas should occur adjacent to the existing built-up area and is to have a compact form and a mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities. Further, land use patterns within settlement areas shall be based on densities and a mix of land uses which minimize negative impacts to air quality and climate change, and promote energy efficiency, and support active transportation.

The proposed redevelopment provides an opportunity for the intensification of underutilized lands within the urban area, in the form of residential and commercial units.

The proposed development will provide 42 new residential units in an area that is in close proximity to commercial uses, including service (restaurants and personal care) and retail. The subject lands are also located near Simson Park and Brook Conservation Area, which provide recreational open space. Additionally, the proposed development will provide 8 commercial units that will assist in serving the surrounding low density residential neighbourhood. The proposal will provide a compact built form, further minimizing the impacts on air quality and climate change. Active transportation is supported through the provision of a sidewalk improvements and connection to the existing sidewalk network.

In summary, the proposed redevelopment will make efficient use of existing land and is within the Urban Centre of the County. The redevelopment will provide commercial uses that will serve the existing residential neighbourhood, as well as introduce purpose built rental units that will broaden housing choice within an area comprised mostly of single detached dwellings.

4.1.2 Employment Areas (Section 1.3)

The PPS provides that planning authorities are to encourage economic development by providing opportunities for diversifying the economic base and encouraging compact, mixed-use development that incorporates compatible employment uses to support resilient communities.

The proposed redevelopment will provide 8 commercial units that will provide increased employment opportunities which will contribute to the economic base of Simcoe and more broadly, Norfolk County. The redevelopment will be compact, compatible with existing employment in Simcoe and is intended to serve the surrounding low-density area.

4.1.3 Housing (Section 1.4)

The PPS identifies that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- Establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- Permitting and facilitating:
 - All forms of housing required to meet the social, health and wellbeing requirements of current and future residents, including special needs requirements; and
 - All forms of residential intensification, including redevelopment;

- Directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- Promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and,
- Establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

The proposed redevelopment will see the intensification of underutilized lands within the urban area. The proposal will introduce a new mixed-use building that will be comprised of 8 commercial units and 42 apartment units. The residential component of the building will contribute to the overall housing stock in Norfolk County and provide increased housing options for varying socio-economic and demographics. The intent of apartment dwelling units is to provide an alternative housing type that can accommodate current and future housing needs.

4.1.4 Sewage, Water and Stormwater (Section 1.6.6)

As per the PPS, municipal water services are the preferred form of servicing for settlement areas. Intensification and redevelopment within settlement areas on existing municipal sewage services and municipal water services should be promoted, wherever feasible.

Municipal services, including water and sanitary services, are currently provided for the subject lands. The proposed redevelopment is to be serviced by the existing municipal services. A Stormwater Management Report has been prepared by MC Engineering in support of the application.

4.1.5 Transportation Systems (Section 1.6.7)

The PPS identifies that transportation and land use considerations shall be integrated at all stages of the planning process. Further, the PPS promotes land use patterns, density and mix of uses that minimize the length and number of vehicle trips and support current and future use of transit and active transportation.

Active transportation is supported through the provision of sidewalk connections to Decou Road and sidewalk construction on the east Norfolk Street frontage. The proposed development is designed to accommodate pedestrians and cyclists by providing active transportation opportunities, including sidewalk connection and bicycle parking storage.

The proposed development is located within close proximity to a shopping plaza, schools and parks, encouraging active transportation via walking and cycling. Public transit can

be accessed from the adjacent commercial plaza. Given the location of the development and the mixed-use nature, opportunities for social interaction will be made available and will provide access to public spaces.

On-site parking will be provided for both the commercial and residential units.

4.1.6 Energy Conservation, Air Quality and Climate Change (Section 1.8)

The PPS identifies that planning authorities shall support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and preparing for the impacts of a changing climate through land use and development patterns which:

- Promote compact form and a structure of nodes and corridors;
- Promote the use of active transportation and transit in and between residential, employment (including commercial and industrial) and institutional uses and other areas;
- Encourage transit-supportive development and intensification to improve the mix of employment and housing uses to shorten commute journeys and decrease transportation congestion;

The proposed redevelopment provides a compact built form that is located within the Urban Boundary of Simcoe and within close proximity to employment and institutional uses, including the Holy Trinity High School (1.4 km), Simcoe Recreation Center (1.5 km) as well as downtown Simcoe (1.6 km). The proposed development also provides an intensification opportunity that improves the mix of housing uses in Simcoe. The site design has considered active transportation connections to surrounding uses and the existing transportation network.

Based on the above, the proposed Official Plan Amendment and Zoning By-law Amendment are consistent with the policies of the Provincial Policy Statement.

4.2 Norfolk County Official Plan

The Norfolk County Official Plan was adopted by Council on May 9, 2006 and approved by the Ministry of Municipal Affairs and Housing on January 31, 2018. The Official Plan provides a framework of goals, strategic directions, land use designations and policies intended to guide the future development and redevelopment of Norfolk County. Below is a review and discussion of the policies associated with the designations within the Official Plan.

The subject lands are located within the Built Boundary of the Town of Simcoe, as identified in Schedule A-1 – Community Structure. Land Use Schedule B-15 further designates the subject lands as 'Urban Residential' (see **Figure 3**).

4.2.1 Goals and Objectives (Section 2.2)

The County sets out six goals that guide the policy framework for the official plan. These goals include having a strong and diversified economy, protecting the natural environment, maintaining the rural and small town character, maintaining a high quality of life, upgrading infrastructure, and ensuring a well planned sustainable county. The proposal is generally consistent with the Official Plan policies and has developed a proposal that will reflect the intent of the Official Plan and its policy direction.

4.2.2 Urban Areas (Section 6.4)

The county structure is made up of Settlement Areas and the Rural Area. To preserve the agricultural lands within the County, growth is directed to Urban Areas and Rural Settlement Areas (Hamlet and Resort areas). There are a total of six urban areas in the county that are the focal points for growth and development and will accommodate the largest amount of growth in the County.

The Simcoe Urban Area, as delineated on Schedule A, is the largest Urban Area in Norfolk. As such, Simcoe will continue to develop as a complete, balanced and sustainable urban community that reflects an efficient pattern of development. The Official Plan states that:

- a) Simcoe will continue to function as the major service centre, providing a range of activities, goods, services, with a strong commercial structure to meet the needs of residents, visitors, work force, business and institutional sectors;
- b) The urban structure of Simcoe is influenced by the locational pattern of commercial functions carried out in the Urban Area; and
- c) A major priority of the county shall be to maintain and enhance the range, intensity and continued viability of retail functions.

The proposed development is located within the Simcoe Urban Area and supports the Urban Areas policies by growing Norfolk's commercial structure to meet the demands of current and future residents, in an area planned for further urban development. The proposed redevelopment is consistent with the Urban Areas policies.

4.2.3 Urban Residential Designation (Section 7.7)

The subject lands are designated 'Urban Residential' in the Norfolk County Official Plan – Schedule B-15 - Land Use Plan. Residential uses within this designation vary from low to high density residential, with housing types ranging from single to fourplex dwellings, townhouses, walk-up apartments and multiple unit residential apartments. Small scale neighbourhood convenience commercial and personal service uses are permitted within high density residential uses.

The commercial land use policies within the Urban Residential designation outline that no more than one commercial structure or building is permitted on any site and the gross floor area of the commercial use is not to exceed 300m². The building height for commercial use is limited to one storey, unless residential apartments are located on the upper levels.

The proposed redevelopment contemplates the intensification of the subject lands by way of a three storey mixed-use building providing 8 commercial units and 42 residential units. The commercial units will be oriented at the ground-floor with the residential units occupying the second and third storeys. A Major Official Plan Amendment is required in order to permit increased commercial floor area as well as higher density.

The County's Official Plan provides development criteria policies in Section 7.7.2(c). The table below describes how the proposed redevelopment satisfies the criteria for High Density and identifies how the proposed density contributes to the Simcoe Urban Area.

Table 1 – High Density Official Plan Criteria

Official Plan Criteria	Response
a) the density, height and character of the development shall be compatible with adjacent uses;	<p>The proposed building will be of a higher density and height than what currently exists within the surrounding area. Adjacent land uses include low-density residential comprised of single detached dwellings ranging in height from 1 to 2 storeys. The proposed building will be 3 storeys, which will be compatible with the adjacent uses.</p> <p>The additional storey will provide more dwelling units, which will support housing needs in Simcoe.</p> <p>Notwithstanding, generous setbacks to the low-density residential uses have been</p>

	<p>included as part of the proposal, and the building is sited away from the existing residential uses.</p> <p>There is a commercial plaza across the street from the subject lands, and the proposed mixed use building will be compatible with the area in terms of its use and scale.</p>
b) the ability of the site to accommodate necessary facilities and amenities, such as garbage storage, parking and landscaped areas;	The proposed redevelopment will be able to accommodate the necessary facilities and infrastructure. Additional parking has been provided than what is required by the Zoning By-law and generous landscaping has been included, including along all property lines.
c) the height, form and density of the proposed development is such that no undue adverse impacts in terms of overshadowing, increased traffic or loss of amenity area are created for surrounding residential uses;	The proposed building will be three storeys in height, which will not cause significant adverse impacts as it relates to shadowing. On site private amenity area will be provided. A traffic impact study has been prepared as part of the application, which concludes that no major impacts to traffic conditions are anticipated.
d) the relationship of the site to nearby lower density residential uses, in view of the desire to provide a gradual transition in height and density wherever possible;	The proposed building has been oriented towards Norfolk Street S with parking internal to the site. The building will be located as far as possible from the existing residential properties with landscaping and parking located closest to the residential properties to assist with the transition in height from the 3-storey building to low-density uses.
e) the degree to which the site has access to significant open space amenities such as valleylands or major parks;	The subject lands are located within 300m of Lynn Valley Trails, which is located in Brook Conservation Area. The lands are also within 1km of Simcoe Memorial Park and the L.E. & N Rail Trail.
f) municipal watermains and sanitary sewers shall be required	A stormwater management report has been completed as part of this application which

and shall be capable of accommodating the development, or the proponent shall commit to extending services at no cost to the County;	confirms that the existing infrastructure will sufficiently accommodate the proposed redevelopment.
g) the proximity of the site to arterial or collector roads, and/or pedestrian accessibility to a Downtown Area or, in the case of the Simcoe Urban Area, a Secondary Centre, or other locations of supporting services and facilities;	The subject lands are well situated relative to the existing road network and are easily accessible. The subject lands are located at the corner of Norfolk Street S and Decou Road. Norfolk Street is designated as an Arterial Road and Decou Road is designated as a Collector Road. Norfolk Street provides access to downtown Simcoe and is serviced by public transit. Both Norfolk Street and Decou Road provide connections to the Provincial Highway network.
h) the adequacy of local services including schools and other community services. It is recognized that accessibility to such facilities, including health care services, may be particularly important to residents with special needs; and	The subject lands are within 200 metres of West Lynn Elementary School, within 1.5km of Holy Trinity High School, and within 2km of community services such as senior support, social services, as well as various medical services. The building will be compliant with current accessibility requirements in the Ontario Building Code.
i) the use shall be subject to site plan control, in accordance with the policies of Section 9.6.5 (Site Plan Control) of this Plan.	A site plan application will be required as part of the process to address design details.

The proposed redevelopment satisfies the criteria for High Density development and will contribute to the range and mix of housing options in Simcoe, and more broadly Norfolk County. Section 4B.3.5 states that residential uses may be permitted to a maximum height of six (6) storeys where considered appropriate. The proposed building will be three storeys.

Based on the evaluation described in **Table 1** above, the proposed three-storey development is considered appropriate for the subject lands and the proposed density of

approximately 51 units per hectare is compatible with the surrounding area and is not anticipated to cause adverse impacts on adjacent uses.

4.2.4 Housing (Section 5.3)

Housing policy for the county includes ensuring that a full range of housing types are provided to meet the varying needs of current and future residents. The Official Plan outlines several housing policies which have been considered in the development of the proposal, including targets for multi-residential housing.

Further to these policies, the County provides that housing is to be provided in part by urban residential intensification, which includes infill and development of underutilized lands, or the replacement of existing residential uses. The County has a target that a minimum of 25% of annual residential growth be accommodated through infill, intensification and redevelopment within built-up areas. The County will consider applications for infill, intensification or redevelopment of sites based on the following criteria:

- i) the development proposal is within an Urban Area, and is appropriately located in the context of the residential intensification study;
- ii) the existing water and sanitary sewer services can accommodate the additional development;
- iii) the road network can accommodate the traffic generated;
- iv) the proposed development is compatible with the existing development and physical character of the adjacent properties and surrounding neighbourhood; and
- v) the proposed development is consistent with the policies of the appropriate Land Use Designation associated with the land.

The proposed development is located within the Urban Area, and in keeping with the housing policies contained within the Official Plan. The proposal will broaden housing choice within Simcoe by introducing 42 multiple unit residential apartment dwellings in an area that is predominantly comprised of single detached dwellings. The proposal represents an efficient form of development that will be compatible with the surrounding residential and commercial area. The proposal contemplates the intensification of underutilized lands that will improve housing stock and provide more housing choice. Further, the proposal meets the criteria for intensification as the development is within the Urban Area, can be accommodated by existing infrastructure, is well situated relative

to the Simcoe road network, will be compatible with the surrounding area, and will be in keeping with the land use designation of the lands.

4.2.5 Ensuring Economic Vitality (Section 4.0)

The county has a diverse economic base that has historically been dominated by agriculture as the principal economic driver. The Official Plan recognizes that there are a broad range of evolving economic activities throughout the county. Section 4.2 sets out that land use policies need to be linked to the economic development plan that provide opportunities for innovation, technological advancement and changing employment trends.

The proposed redevelopment will provide 8 units of commercial space that will be intended for retail businesses to serve the local neighbourhood. The commercial component of the development will support the economic vitality policies by creating opportunities for future investment in Simcoe, broadening and diversifying economic opportunities beyond the traditionally agriculturally dominated economy, and will provide opportunities for small and/or local business owners.

In conclusion, the proposed redevelopment achieves the intent of the Official Plan and provides an intensification opportunity that will support the economy and improve housing supply and housing choice for Simcoe and Norfolk County.

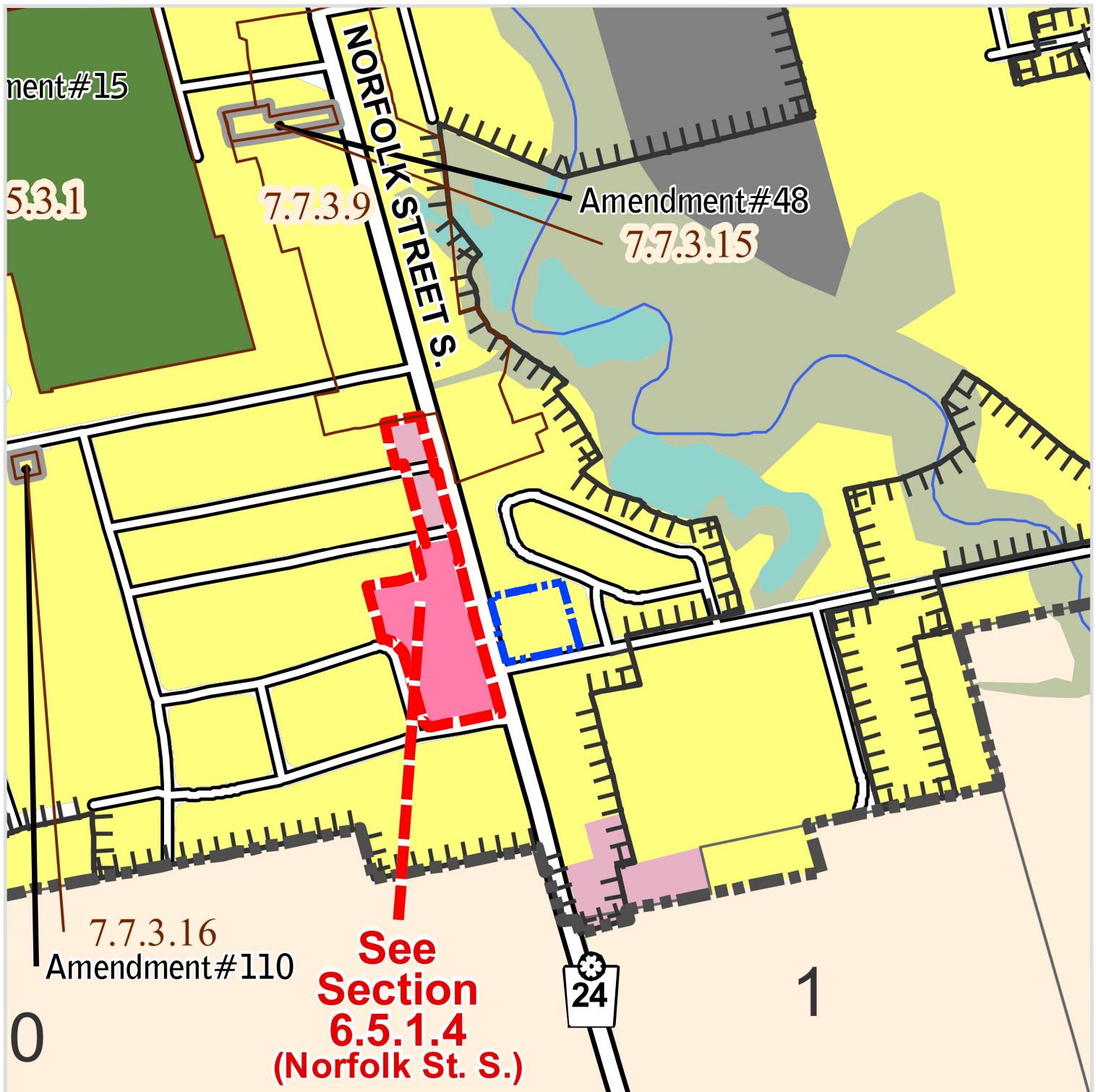


Figure 3
Norfolk County Official
Plan Schedule B - 15
Land Use

487 Norfolk St S
 Simcoe, Ontario

LEGEND

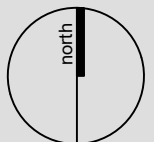
- Subject Lands
- Agricultural
- Hazard Lands
- Provincially Significant Wetland
- Urban Residential
- Shopping Centre Commercial
- Commercial
- Protected Industrial
- Parks & Open Space
- Built Boundary
- Special Policy Area
- Site Specific Policy Area
- Urban Area Boundary

DATE: February 2022

SCALE 1 : 7,500

FILE: 08143HC

DRAWN: PL



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4.3 Norfolk County Zoning By-law 1-Z-2014

The Norfolk County Zoning By-law was approved by Council on July 14, 2014 and was subsequently approved by the Ontario Municipal Board on July 22, 2015. The Zoning By-law has since been consolidated as of January 2021.

The subject lands are zoned as Urban Residential Type 1B (R1-B) (**Figure 4**). Section 5.1 of the Zoning By-law identifies the permitted uses in the R1-B zone which are limited to single detached dwelling, bed and breakfast, home occupation and accessory dwelling unit. The R1-B zone does not permit mixed-use commercial and residential use.

In order to facilitate the proposed redevelopment concept, a zoning amendment is required. The proposed amendment seeks to rezone the subject lands from the current R1-B zone to 'Central Business District' zone (CBD) (see **Figure 5**).

Section 6.1 of the Zoning By-law outlines the permitted uses in the CBD zone, which include a range of commercial uses and dwelling units. The proposed use of the property will be ground oriented retail use with dwelling units above, which are permitted in the CBD zone. The proposed redevelopment will conform to all regulations of the CBD zone and no site-specific regulations are required as part of the zone change application.

The proposed change in land use from predominantly low-density residential to mixed-use commercial and multiple-dwelling residential is supported by both the Provincial Policy and Norfolk County Official Plan. Both policy frameworks encourage the intensification of underutilized lands within built-up areas and the provision for more housing choice as well as employment opportunities. The proposed redevelopment will result in the highest and best use of underutilized lands within the urban area of Norfolk, will be consistent with the Urban Residential land use designation, as well as bring Official Plan policies and objectives to fruition. The proposed rezoning of the subject lands will facilitate the mixed-use redevelopment concept and support the land use policies of the Province and Norfolk County.

The CBD permits a maximum height of 6 storeys. The proposed redevelopment height is three storeys which will accommodate 8 commercial/retail units and 42 purpose built rental units. The proposed height is not anticipated to cause adverse impacts to abutting residential uses due to the building orientation away from adjacent land uses and significant setbacks proposed. Residential uses to the north-east are located approximately 11 metres from the closest point of the proposed building. Landscaping features will be included in the detailed design of the subject lands to further screen the proposed development, and minimize impacts.

High quality building materials and architectural features will be utilized for the proposed development to create a building that is visually interesting and respectful of the surrounding neighbourhood character. Further details regarding site and building design will be determined during the site plan phase.

The subject lands are located in proximity to several commercial and recreational areas, including a grocery store, pharmacy, and restaurants and financial institutions. The proposal also includes sidewalk improvements to the De Cou Road sidewalk as well the construction of a sidewalk for the portion along Norfolk Street S (there is currently no sidewalk). The subject lands are located with frontage along Norfolk Street which is serviced by public transit and provides access to broader Norfolk, as well as downtown Simcoe, where a cluster of services are available.

In summary, the proposed zone change from R1-B to CBD will permit the proposed mixed-use development, which will provide flexibility to achieve the objectives of the current policy framework and assist the County in achieving their planning objectives for increasing housing stock, choice, and meeting the intensification target.

Based on the above, it is concluded that the Zoning By-law amendment is appropriate and implements the objectives and policies of the Official Plan.



Figure 4
Norfolk County Zoning
By-Law 1-Z-2014
Schedule A

LEGEND

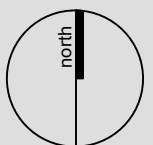
	Subject Lands		Special Provision
	Zone (No Holding)		Site Plan
	Zone (Holding)		
	Amendment		

DATE: February 2022

SCALE: 1:3,000

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DRAWN: PL










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Figure 5
Proposed Zoning
By-Law Amendment

LEGEND

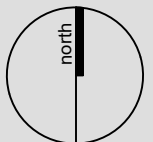
-  Subject Lands
-  Zone (No Holding)
-  Zone (Holding)
-  Amendment
-  Area proposed to be rezoned to Central Business District
-  Special Provision
-  Site Plan

DATE: February 2022

SCALE: 1:3,000

FILE: 08143HC

DRAWN: PL



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5.0 SUPPORTING STUDIES

As part of the Official Plan and Zoning amendment application, the county has requested the completion of various technical studies and reports. The following reports have been completed in support of the proposed redevelopment and are summarized below.

5.1 Functional Servicing Report

Fred Jewett (P. Eng.) was retained to provide engineering services for the proposed redevelopment. The Functional Servicing Report provides information on the proposed functional servicing scheme for the development. The report concludes that the proposed development can be adequately serviced by municipal services.

5.2 Stormwater Management Report

A stormwater management report has been prepared by MC Engineering and provides information on flow rates from the proposed redevelopment. The report concludes that existing storm sewer will support the proposed development and retention will be provided in the parking area. The proposed development will sufficiently meet the standards set out by Norfolk County.

5.3 Transportation Impact Study

A Transportation Impact Study (2024) has been prepared by Paradigm Transportation Solutions Ltd. The purpose of the report is to analyse existing traffic conditions and forecast future traffic conditions resulting from the development. The report does not identify any transportation constraints and recommends that the proposal be considered for approval as proposed, based on the following conclusions:

- The development is forecast to generate 75 AM trips and 150 PM trips;
- The intersection at Norfolk Street South and Decou Road is forecast to operate at acceptable levels of service under the 2023, 2028, and 2033 horizon years; and,
- The intersection at Norfolk Street South and Decou Road and the access intersection at Norfolk Street South are forecast to operate at acceptable levels of service under the 2026, 2031, and 2036 horizon years.

6.0 PUBLIC CONSULTATION STRATEGY

The Planning Act (specifically O. Reg 544/06, amended by O. Reg. 178/16) requires that applicants submit a proposed strategy for consulting with the public with respect to an application as part of the 'complete' application requirements. This section summarizes the proposed Public Consultation Strategy.

The public consultation process for the proposed Official Plan and Zoning By-law Amendment is anticipated to follow the Planning Act statutory requirements. The following points of public consultation are proposed and generally align with the County's Public Consultation and Participation policies:

- A notice sign will be installed on site in accordance with County procedures.
- Direct written responses to comments raised through the application review process will be provided to County Staff for review and consideration in the preparation of a Staff Report.
- Preparation of a County Staff Report, with the Report to be available to the public in advance of Council's consideration of the applications. It is understood that County Staff will post information on the County's website for public review. This will include the County Staff Report and may also include technical studies and reports prepared in support of the applications.
- A Statutory Public Meeting will be held at which time public input will be considered.
- A Council Meeting, at which time the County Staff Report, all available information, and public input will be considered in Council's final decision.

The consultation strategy proposed will provide members of the public with opportunity to understand and comment on the proposed Official Plan and Zoning By-law Amendment applications. The consultation strategy will be coordinated with County Staff and additional opportunities for consultation will be considered and may be warranted based on the input received.

7.0 SUMMARY & CONCLUSIONS

The proposed Official Plan and Zoning By-law Amendment Application for the subject lands is appropriate and represents good planning for the following reasons:

1. The applications are consistent with the Provincial Policy Statement.
2. The proposed development implements the policy direction of the Norfolk County Official Plan by providing for an opportunity for appropriate intensification and additional housing choice in the Simcoe Urban Area.
3. The proposed development will increase employment opportunities and support the economy of Norfolk, and increase housing supply and provide more housing options that will serve current and future residents of all demographics.
4. The proposed development is well situated along key transportation corridors and is serviced by public transit, and can be serviced by existing infrastructure.
5. The proposed development is located near schools, community services, commercial services, and recreational opportunities.

In conclusion, the proposed Official Plan and Zoning By-law Amendment application should be accepted for processing and deemed complete.

Yours Truly,
MHBC

Appendix A

Pre-Consultation Meeting Notes



Pre-Consultation Meeting Notes

Date: September 13, 2023

Description of Proposal: The applicant proposes to combine three lots into one, remove existing buildings, and redevelop with a 3-storey mixed use building with commercial/retail use on the ground floor and residential units above.

Property Location: 487 Norfolk Street South, Simcoe

Roll Number: 3310401015366000000; 3310401015366000000; 3310401015366000000

Please read all the information in this document on the requirements for future development planning applications. As a result of the information shared at the pre-consultation meeting dated September 13, 2023, the following applications and qualified professional documents/reports are required as part of a complete application. Please include all listed items with the application to ensure a complete application. The County reserves the right to change, reduce or add requirements for a complete application, particularly if the submission does not match the proposal as reviewed during the pre-submission consultation meeting.

Please note that various fees are associated with each application, and there are also costs for qualified professionals retained to complete various documents/reports. All requirements identified are minimum and determined as of the date of the pre-consultation meeting, with the information available at that time. As the proposal proceeds, more information is made public, additional applications, studies, reports, etc., may be required. The information in this document is applicable for a maximum of one (1) year from the meeting date.

Before you submit your application, please contact the assigned Planner to confirm submission requirements and the applicable fee. Fees will not be accepted until the submission has been reviewed and confirmed by the Planning Department.

As part of a complete application, a signed version of these meeting notes is required.

Proponent / Agent Name	Signature	Date
Rick Clarke (Owner)		
Stephanie Mirtitsch (Planning Consultant)		
Travis Forrest (Architect)		
Ryan Morrison (Civil Consultant)		

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Proposal Summary:

The applicant proposes to combine all three lots into one and remove all existing structures in order to redevelop with one 3-storey mixed use building containing ground floor commercial/retail space with 2 storeys of residential apartments above.

The development is proposed to include 8 commercial/retail spaces and 42 residential units. A lot of 137 parking spaces are proposed to be provided including 10 accessible spaces.

List of Application Requirements* and General Comments

Planning Department

Planning application(s) required to proceed		Required
Official Plan Amendment Application		X
Zoning By-law Amendment Application		X
Site Plan Application		X
Draft Plan of Subdivision Application		
Draft Plan of Condominium Application		X (TBD)
Part Lot Control Application		
Consent / Severance Application		
Minor Variance Application		
Removal of Holding Application		
Temporary Use By-Law Application		
Other - Click here to enter text.		
Planning requirements for a complete application The items below are to be submitted as part of the identified Planning Application(s). ** electronic/PDF copies of all plans, studies and reports are required**	Required at OPA/ Zoning Stage	Required at Site Plan Stage
Agricultural Impact Assessment		
Air Treatment Control Study		
Archeological Assessment		
Contaminated Site Study		
Dust, Noise and Vibration Study		
Elevation Plan		X
Environmental Impact Study		
Geotechnical Study		
Heritage Impact Assessment		

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Hydrogeological Study		
Tree Plantation Plan		X
Market Impact Analysis		
Minimum Distance Separation Schedule		
MOE D-Series Guidelines Analysis		
Neighbourhood Plan		
Odour Mitigation Plan		
Parking Assessment	X (if deficient)	
Planning Justification Report/Impact Analysis	X	
Photometrics (Lighting) Plan		X
Record of Site Condition		
Restricted Land Use Screening Form		
Site Plan/Drawing	X	X
Topographical Study		X
Other:		
Other:		
Additional Planning Requirements		Required
Development Agreement		X
Parkland Dedication/Cash-in-lieu of Parkland		X
Other:		

* Any changes to a proposal may necessitate changes to Planning Department submission requirements. Reports and studies are subject to peer review.

Summary of Fees, Forms, and other information pertaining to the Planning process can found by visiting <https://www.norfolkcounty.ca/government/planning/>

See Appendix A for additional information

Planning Comments

The subject lands are located along Norfolk Street South just outside of Downtown Simcoe and within the settlement area as defined in the Provincial Policy Statement, 2020.

The subject lands are designated Urban Residential in the Norfolk County Official Plan and zoned R1-B in the Norfolk County Zoning By-law, 1-Z-2014. The redevelopment of the existing site into a mixed-use retail-commercial and residential structure is not currently permitted in the designation or the zone; therefore, both a Zoning By-law and Official Plan Amendment would be required to permit the proposed use.

Site Plan Control:

The subject lands are within site plan control area. A site plan application will be

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required.

Standard site plan components are required to be included with the application, which include:

- Key map
- Site Plan
 - o Development name
 - o All measurements in metric
 - o All dimensions of the subject lands
 - o Dimensions and setbacks of all buildings and structures
 - o Gross, ground and useable floor area
 - o Scale, legend and north arrow
 - o Legal description and municipal address
 - o Drawing title, number, original date and revision dates
 - o Owner's name, address and telephone number and signature
 - o Engineer's name, address and telephone number
 - o Professional engineer's stamp
 - o Any existing and proposed easements and right of ways
 - o Zoning compliance table – required versus proposed
 - o Parking space totals – required and proposed
 - o All entrances to parking areas marked with directional arrows
 - o Loading spaces, facilities and routes (for commercial & Industrial developments)
 - o Building entrances, building type, height, grades and extent of overhangs
 - o All exterior stairways and ramps with dimensions and setbacks
 - o Names, dimensions and location of adjacent streets including daylighting triangles
 - o Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs
 - o Retaining walls including materials proposed
 - o Fire access and routes, including fire route signs
 - o Fire hydrants and utilities location
 - o Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
 - o Location of mechanical room, and other building services (eg. A/C, HRV)
 - o Refuse disposal and storage areas including any related screening (if indoors, need notation on site plan and route used for truck pick-up)
 - o Winter snow storage location
 - o All hard surface materials
 - o Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
 - o Business signs (make sure they are not in sight-lines)
 - o Pedestrian access routes into site and around site
 - o Bicycle parking
- Other Features
 - o Landscape areas with dimensions
 - o Natural features and trees
 - o Fencing, screening and buffering – size, type and location

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- o All hard surface materials
- o Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
- o Business signs (make sure they are not outside of the property line)
- o Sidewalks and/or walkways with dimensions

In relation to the residential uses, a plan of Condominium may be required depending on the proposed housing options and ownership model (i.e. apartments or condominiums).

Endangered and threatened species and their habitat are protected under the provinces Endangered Species Act, 2007 (ESA), O. Reg. 242/08 & O. Reg. 830/21. The Act prohibits development or site alteration within areas of significant habitat for endangered or threatened species without demonstrating that no negative impacts will occur. The Ministry of Environment, Conservation and Parks provides the service of responding to species at risk information requests and project screenings. The proponent is responsible for discussing the proposed activity and having their project screened with MECP (Ministry of Environment, Conservation and Parks).

Please be advised that it is the owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws, or other agency approvals.

Assigned Planner:

Mohammad Alam, MPL, MUD, RPP, MCIP

Planner

185 Robinson Street, Simcoe, Ontario, Canada, N3Y 5L6

519-426-5870 x 8060 | 226-NORFOLK

Mohammad.alam@norfolkcounty.ca

Development Engineering

Development Engineering – 487 Norfolk St South (Zoning Change)

Development Engineering requirements to proceed The below requirements are to be submitted as part of the Planning application.	Required at OPA/ Zoning Stage	Required at Site Plan Stage	Potentially Required (See Notes Section)
General Requirements			
Concept Plan	X	X	
Area Rough Grading Plan			X ²³
Lot Grading Plan		X ⁷	
Siltation and Erosion Control Plan		X ⁷	

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General Plan of Services		X ^{2, 7}	
Utility Plan		X ⁸	
Geotechnical Report			X ²⁴
Functional Servicing Report	X ²	X ²	
Water Servicing Requirements– Section 10.0 Norfolk County Design Criteria and ISMP Section 4.0			
Disconnection of Water Service(s) to Property Line		X ⁹	
Disconnection of Water Service(s) to Main		X ¹⁰	
Water Modelling (County Consultant)	X ²	X	
Backflow Preventer (RPZ)		X ¹¹	
Sanitary Servicing Requirements – Section 9.0 Norfolk County Design Criteria and ISMP Section 4.0			
Extension of Sanitary Mainline		X ¹²	
Disconnection of Sanitary Service(s) to Main		X ¹²	
Sanitary Modelling (County Consultant)	X ²	X	
Property Line Inspection Maintenance Hole		X ¹³	
Storm Water Servicing Requirements – Section 7.0 and Section 8 Norfolk County Design Criteria and ISMP Section 4.0			
Storm Water Management Design Report (including calculations)	X ³	X ^{15,19}	
Storm Water Drainage Plan		X ¹⁶	
Storm Sewer Design Sheet			X ²⁵
Establish/Confirm Legal and Adequate Outlet	X ⁴	X ¹⁷	
Anticipated Flow/Analysis to Receiving Collection System		X ¹⁸	
Property Line Inspection Maintenance Hole		X ²⁰	
Transportation Requirements – Section 6.0 Norfolk County Design Criteria, ISMP Section 5.0, Section 6.0 and Appendix J			
Traffic Impact Study	X ⁵	X	

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Improvements to Existing Roads & Sidewalk (urbanization, pavement structure, widening sidewalk replacement, upgrades, extension and accessibility)		X ^{21, 22}	
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General Comments:

- Securities will be required in the form of a schedule. Any works completed within the Municipal Right-of-Way (R.O.W.) is to be shown as 100% security. Any works completed within private property is to be shown as 10% security. This can be submitted at time of Site Plan.
- All reports and plans are to be signed and stamped by a Professional Engineer (P.Eng.).
- All reports are to be completed in reference to Norfolk County's Design Criteria and Integrated Sustainable Master Plan (ISMP).
- Recommendations from all reports (FSR, SWM, TIS, Modelling, etc.) must be incorporated into the design and is to adhere to Norfolk County's Design Criteria.
- All applicable permits and inspections to be issued by Public Works.
- Norfolk County's Design Criteria can be provided.
- Water / Wastewater allocation will not be issued as part of the Zoning By-law amendment stage. The applicant is to confirm capacities at the time of Site Plan application and at the time registration of agreement\approval allocation will be provided for the development, if available
- As-constructed drawings are available upon request.

Required at Official Plan Amendment and Zoning By-law Amendment Stage:

1. The following reports/studies will be required at time of Official Plan Amendment and/or Zoning By-law Amendment:
 - a. Concept Plan;
 - b. Functional Servicing Report (as per Norfolk County Design Criteria);
 - c. Water / Sanitary Modelling.
 - d. Storm Water Management Report.
 - e. Traffic Impact Study (as per ISMP Appendix J – TIS Guidelines);
2. Sanitary and Water modelling will be required. This is to be completed by Norfolk County's third-party consultant. The cost to complete the modelling and any recommendations from reports are to be implemented into the design at the applicant's expense. The following information will be required to receive a quote and complete the modelling.
 - a. General Plan of Services
 - b. Functional Servicing Report;
 - i. Total Wastewater Design Flows as per Norfolk County Design Criteria Section 9;
 - ii. Total Domestic Water and Fire Flows as per Norfolk County Design

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Criteria Section 10.1.1

The Functional Servicing Report must include water /sanitary servicing and fire flow calculations. Fire Flow calculations are to be completed in accordance with "Water Supply for Public Fire Protection 2020" by Fire Underwriters Survey.

Once the quote has been received, approval from the applicant will be required before proceeding.

3. Stormwater Management Report is to be completed as per Norfolk County Design Criteria Section 7.0 and Section 4.0 of the ISMP. A full Stormwater Management Report will be required at the time of Site Plan submission. However, for the Zoning application at a minimum the applicant must prove that Stormwater Management is conceptually possible. At Zoning the Stormwater Report should include the following:
 - Site Area (existing and proposed)
 - Impervious Area (existing and proposed)
 - Pre and Post runoff coefficients
 - Estimated peak runoff for five-year storm.
4. Confirmation of Legal and Adequate outlet.

According to Norfolk County records there is a local storm sewer along Norfolk St S. However, it is unclear if those sewers are deep enough to capture storm water from the lowest portions of this property or if this property is tributary to the sewer. In addition, as these are old MTO constructed sewers, Norfolk County does not have the original design sheets. It will be the responsibility of the developer to provide a legal and adequate storm outlet. There are no Storm sewers in Decou Road.

5. As per Norfolk County's Integrated Sustainable Master Plan (ISMP) – Appendix J: Traffic Impact Study (TIS) Guidelines, a Traffic Impact Study will be required. The traffic consultant shall prepare the TIS based on the following sections of the Appendix J - TIS Guidelines:
 - a. Section A1.2 Data Requirements
 - b. Section A1.3 – Existing Conditions;
 - c. Section A1.4 – Study Area;
 - d. Section A1.5 – Development Land Use Type & Site Plan;
 - e. Analysis:
 - i. Sightlines;
 - f. Conclusions and Recommendations

The Traffic consultant must ensure that adequate assessment of any proposed driveway location in proximity to the Traffic signals is included in the TIS.

Required at Site Plan Stage Notes:

All Site Plan submissions are to comply with Section 16 of the Norfolk County Design Criteria in addition to the comments below. All requirements mentioned above are to be resubmitted at the time of Site Plan review.

6. Any recommendations/upgrades from the modelling reports must be implemented at the time of Site Plan submission. Upgrades, if any, are to be completed at the

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Developer's expense.

7. Lot Grading Plan, Siltation and Erosion Control Plan, and General Plan of Services drawing can be shown on one engineering plan as long as it's legible for review.
8. A Utility Plan is required as per Section 4.4.07 of Norfolk County Design Criteria for all utilities to be installed in the Municipal ROW. An Electrical Services Plan as per Section 16.4.05 and 16.5.05 shall also be included with the Utility Plan
9. As per Norfolk County By-Law 2013-65, only one domestic water service pipe shall be installed per lot. In the submitted application it was assumed multiple lots may be amalgamated. Decommissioning details and installation of a possible new water service should be corrected during Site plan design.
10. Disconnection of existing water services will be required prior to installation of the new water service. Permits are required prior to any work being completed. It should be assumed that disconnection will probably be required earlier at the Demolition stage.
11. Depending on eventual design of proposed water service and the proposed usage within the development a Backflow Preventer (RPZ) may be required. Approval from the Manager of Environmental Services must be obtained as per Norfolk County Design criteria. A Testable DCVA Backflow device may be required in a watertight chamber at property line.
12. From previous work in this area, it is the understanding of Norfolk County that current sanitary servicing comes through an easement off Turner Drive. Confirmation whether this will be the intended sanitary outlet will be required prior to Modelling but at the Site plan stage further confirmation of the pipe size and capacity will be required. If size and/or condition is not adequate, then disconnection of existing Sanitary service will be required prior to installation of a new sanitary service. The minimum size of lateral for a proposal such as this is 150mm as per NCDCC Section 9.7.1.
13. A Sanitary Inspection manhole will be required on Property line.
14. Any additional sanitary service connections will require approval from Norfolk County Public Works – Environmental Services department.
15. A Stormwater Management Report will be required at time of Site Plan submission. The Stormwater Management Report is to be completed as per Norfolk County Design Criteria Section 7.0 and ISMP Section 4.
16. A Storm Drainage area plan will be required as per Norfolk County Design Criteria and must identify any external overland flows tributary to this site. The drainage plan must also identify that all Stormwater is self-contained on site and does not travel to neighboring properties.
17. Confirmation of Legal and Adequate outlet will be required. According to Norfolk County records there is a local storm sewer along Norfolk St S. However, it is unclear if those sewers are deep enough to capture storm water from the lowest portions of this property. In addition, as these are old MTO constructed sewers, Norfolk County does not have the original design sheets. It will be the responsibility of the developer to provide a legal and adequate storm outlet. There are no Storm sewers in Decou Road
18. The developer will be responsible to confirm anticipated flow to the existing storm system and ensure adequate capacity exists to accept the proposed development. It shall be the developer's responsibility to satisfy themselves that there is an adequate storm collection to the proposed development. All associated costs of construction for upgrades to existing and new infrastructure shall be the responsibility of the owner / applicants of the development.
19. The ultimate handling of all Storm water discharge shall be identified in the Stormwater

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Management Report, including all overland discharges from site.

20. A Storm Inspection manhole will be required on Property line.
21. All entrances are to be shown on the plans. Entrances must conform to Norfolk County Design Criteria and By-law 2016-32 and encompass any recommendations from the TIS. All entrances are to be paved on municipal property as a minimum. For commercial entrance please refer to the following for minimum driveway design.
 - a. Driveway Grades (Section 6.7.02);
 - b. Driveway Widths (Section 6.7.03);
 - c. Number of Commercial entrances (By-Law 2016-32)Entrance design must also encompass any recommendations from the Traffic Impact Study.
22. In review for this Pre-Consultation meeting, it appears Norfolk Street S R.O.W. and Decou Street ROW may require a widening along the frontage of the development. This will be further explored at the time of Site plan submission.

Potentially Required Notes:

23. Area rough grading plan must be submitted for cut/fill in excess of 0.5m
24. A Geotechnical report must be submitted if Storm water management practices involving infiltration are proposed.
25. Storm sewer design sheets may be required to prove adequacy in the existing Storm sewers depending on future Storm connection location from this property.
- 26.

Stephen Gradish
Development Technologist
Stephen.Gradish@norfolkcounty.ca

Agreements

A recommended condition of your planning application approval will be to enter into a development agreement with the County that will be registered on title to the subject lands, at the Owner's expense. The additional requirements for a development agreement could include, but are not limited to the following:

- Engineering drawing review
- Engineer's schedule of costs for the works
- Clearance letter and supporting documentation to support condition clearance
- User fees and performance securities
- Current property identification number (PIN printout) (can be obtained by visiting <https://help.onland.ca/en/home/>)
- Owner's commercial general liability insurance to be obtained and kept in force during the terms of the agreement
- Postponement of interest. If there are mortgages / charges on your property identifier, your legal representative will be required to obtain a postponement from your bank or financial institution to the terms outlined in your development agreement
- Transfers and / or transfer easements along with registered reference plan

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Annette Helmig
Agreement and Development Coordinator
Annette.Helmig@norfolkcounty.ca

Building

Zoning Administrator:

1. Proposing property be rezoned to Central Business District (CBD).
2. Combining three lots, front lot line considered to be along Norfolk Street South (shortest lot line).
3. Commercial uses permitted on ground floor with residential above. Ensure all proposed retail spaces fall within permitted uses in CBD zone.
4. Zoning table provided, okay.
5. Property abutting residential zone, section 6.1.6 of ZBL applies:

6.1.6 Angular Plane

Where an apartment dwelling in a CBD Zone abuts an Urban Residential Type 1 Zone (R1-A), (R1-B) or Urban Residential Type 2 Zone (R2), no portion of an apartment dwelling shall exceed the height of a 45 degree angular plane originating at the lot line of the nearest Urban Residential Type 1 Zone (R1-A), (R1-B) or Urban Residential Type 2 Zone (R2).

2.6 "ANGULAR PLANE" shall mean a maximum building height measured as a vertical angle of 45 degrees beginning at the property line of an R1-A, R1-B or R2 lot.

6. Lighting to comply with section 3.16 of ZBL.
7. Parking to comply with section 4.0 of Zoning Bylaw:
 - 1.5 parking spaces per apartment dwelling unit
 - 1 parking space per 30 sqm usable floor area for retail space
 - Accessible parking to comply with section 4.3 of Zoning Bylaw
 - **Parking lot required to be minimum 4.5 meters from interior lot line (4.2.4(d) of ZBL), proposed concept plan shows 2.0 meter setback**

Hayley Stobbe
Zoning Administrator
Extension 1060
Hayley.stobbe@norfolkcounty.ca

Building Inspector:

The proposed construction is considered a Group E Mercantile type occupancy on the ground floor with Residential group C type occupancies above as defined by the Ontario Building Code (OBC). You will need to retain the services of an Architect and a Professional Engineer

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to complete the design documentation for this application.

The Designer will need to provide a Part 3 Building Code matrix. This matrix represents selected elements from your detailed code analysis and presents a quick overview to the municipal building official of the key OBC factors concerning your design. The matrix will identify OBC review items such as occupant loads, fire separations, project description, building size, building classification, fire alarms, type of construction, barrier free requirements, plumbing fixture requirements and spatial separations.

The Designer will need to focus on OBC Sections 3.2. Building Fire Safety, 3.3. Safety Within Floor Areas, 3.4. Exits and 3.8. Barrier Free requirements.

The Designer will also need to review OBC Subsection 3.1.19. Above Ground Electrical Conductors, depending on the voltage, the clearances to the building will vary.

The Designer needs to be aware that OBC Sentence 3.2.3.10.(2) Unlimited Unprotected Openings pertains only to the exposed building face of a storey facing a street that is on the same level as the street.

A demolition permit will be required for removal of any existing buildings.

Signs proposed due to development will require a permit as part of Norfolk's Sign Bylaw and may need a Building Permit according to the OBC.

MORE THAN 2 DWELLINGS-PLUMBING

The Ontario Building Code (OBC) 7.6.3.4 requires a review of water service connection size at the time of application for projects connected to a water system with more than one dwelling unit. To help with this the Building Department has created an excel spread sheet. This is to be included with at time building permit application.

Items for Site Plan

Site plan drawings need to have enough detail, to determine compliance with the code references listed.

1. Indicate location of access route and access route design [OBC 3.2.5.4 to 3.2.5.6]
2. Revised fire water pond design and calculations. [OBC 3.2.5.7]
1. Indicate location of existing and new fire department connections. Dimensions between hydrants and building entrances is required.
[OBC 3.2.5.16]
3. Location and specifications of exterior lighting. Lighting to be included in SB-10 report – energy efficiency
4. Indicate barrier free path of travel from parking area to building entrance. Construction

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of curb cuts and location of tactile attention indicators is required. [OBC 3.8.1.3, & 3.8.3.2]

5. Location of revised septic system (if required)
6. Provide building elevations and cross section, showing building massing, location of proposed entrances and exits, barrier free controls, exterior lighting locations, and exterior signage. [Planning Act 41(4).2]

Items for Building Permit

“-Industrial Commercial Institutional (ICI)” & “Applicable Law Checklist” Step by Step Guide Building Permit Package has been attached to the minutes herein, this contains information on drawing requirements, designers, forms, contact information for Building Department etc.

If you have any questions on the building permit process or plans required, please contact permits@norfolkcounty.ca or 226-NORFOLK (226-667-3655) ext. 6016

Jonathan Weir
Ext 1832 Building
Inspector
jonathan.weir@norfolkcounty.ca

Corporate Support Services – Realty Services

Realty Services has no comments on the official plan amendment and zoning by-law amendment applications, but our previous notes from the November 25th, 2020 pre-con meeting (as attached to MHBC’s July 6th, 2023 letter) are still applicable should this development proceed.

Karen Lambrecht
Specialist, Realty Services
realty@norfolkcounty.ca

Corporate Support Services - Accessibility for Ontarians with Disabilities Act

No comments at this stage of the development. Ample accessible parking is supported and appreciated from Staff.

Sam McFarlane
Manager, Accessibility and Special Projects
Corporate Support Services
519-426-5870 x. 8099 Sam.McFarlane@norfolkcounty.ca

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Fire Department

Norfolk County Fire does not have any concerns with this proposal at this time, however we would like to provide the following comment for consideration for the applicant:

Ensure adequate access is provided for fire apparatus

All required fire separations, fire protection/detection systems are to be installed and be appropriate for the occupancies served

If you have any questions please let me know,

Katie Ballantyne
Community Safety Officer
Katie.Ballantyne@norfolkcounty.ca

Economic Development & Strategic Initiatives

In General, Ec Dev is sportive of this type of Mixed used development. We are happy to commercial at grade.

John Regan
Director Economic Development
john.regan@norfolkcounty.ca

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Appendix A: Planning Reference Materials

Following is a summary of some land use planning reference materials. It is the requirement of the applicant to ensure compliance with applicable legislation, policies and regulations.

Provincial Policy Statement, 2020

<https://www.ontario.ca/page/provincial-policy-statement-2020>

Norfolk County Official Plan

<https://www.norfolkcounty.ca/government/planning/official-plan/>

Section 9.6.1 outlines requirements in relation to requests to amend the Official Plan.

Section 9.6.2 outlines requirements in relation to requests to amend the Zoning By-law.

It is the responsibility of the proponent to review and ensure relevant Official Plan policies are addressed in any future development application.

Norfolk County Zoning By-Law 1-Z-2014

<https://www.norfolkcounty.ca/government/planning/new-zoning-by-law/>

The provisions of the Norfolk County Zoning By-Law shall apply to all lands within the boundaries of Norfolk County. No land, building or structure shall be used, erected, or altered in whole or in part except in conformity with the provisions of this By-Law. No land, building or structure shall be used or occupied except for uses that are specifically identified in the By-Law as permitted uses by the relevant zoning category.

It is the responsibility of the proponent to review and ensure relevant Zoning By-law provisions are addressed in any future development application



REQUIRED INFORMATION

Name of Owner

Property Legal Description

Roll Number

PIN Number

Type and Number of Units

Single Detached

Semi-Detached

Duplex

Triplex

Four-plex

Street Townhouse

Stacked Townhouse

Apartment

Transfer Easements Block Number and Purpose

Transfer Block Number and Purpose

Geotechnical Report prepared for Lands	YES	NO	UNKNOWN
Lands are Within the Source Water Protection Area	YES	NO	UNKNOWN
Lands Contain any Contaminated or Impacted Soil	YES	NO	UNKNOWN
Lands Contain any Natural Watercourse	YES	NO	UNKNOWN
Lands Contain any Wetlands	YES	NO	UNKNOWN
Lands Contain any Archaeological Sites	YES	NO	UNKNOWN
Lands Contain an Existing Well and or Septic Field	YES	NO	UNKNOWN
Species at Risk Branch MECP Screening	YES	NO	UNKNOWN
Lands Contain any Endangered Species	YES	NO	UNKNOWN

OWNER INFORMATION

NAME AND CONTACT

ADDRESS WITH POSTAL CODE

PHONE NUMBER

EMAIL

AGENT INFORMATION

NAME AND CONTACT

ADDRESS WITH POSTAL CODE

PHONE NUMBER

EMAIL

ENGINEER INFORMATION

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

LAWYER INFORMATION

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

INSURANCE PROVIDER INFORMATION

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

FINANCIAL INSTITUTION INFORMATION (IF APPLICABLE)

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

MORTGAGEE INFORMATION (IF APPLICABLE)

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

SPECIES AT RISK SCREENING

The Ontario Endangered Species Act inquiries and Species at Risk screening are now handled by the Ministry of the Environment, Conservation and Parks, specifically the "Species at Risk Branch" and the new e-mail address for handling these inquiries is now SAROntario@ontario.ca.

TRANSFERS, EASEMENTS AND POSTPONEMENT OF INTEREST

The owner acknowledges and agrees that, it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, free and clear of any charges or encumbrances, and/or transfer(s) of easement in favour of the County and/or utilities at no cost to the County. In addition, 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 to the County's agreements.

INSURANCE CERTIFICATES

Prior to the execution of the development agreement, the owner shall at their expense obtain and keep in force, during the term of this development agreement, commercial general liability insurance coverage satisfactory to the County. The owner further acknowledges and agrees that he/she has authorized the County to discuss with their insurance provider the specific insurance requirements of the County for agreement purposes. In addition, the County will require any professionals hired to carry professional liability insurance to provide coverage for acts, errors and omissions arising from their professional services performed.

OWNER'S AUTHORIZATION

I/We _____ am/are the registered owner(s) of the lands that is the subject of this site plan agreement.

I/We authorize our Agent _____ to provide information on my/our behalf and to provide any of my/our personal information necessary for the processing of this site plan agreement. Moreover, this shall be your good and sufficient authorization for so doing.

I/We authorize the Agreement Administrator to provide and receive information on my/our behalf in connection to the insurance coverage, letter of credit and agreement registration of my/our development.

I/We acknowledge that if there are any new charges or mortgage holders on the property they will be added to the development agreement and will be required to postpone their interest on the property to the County's development conformity interest.

Owner Signature

Date

To start your agreement, please return the required supporting information and fees along with the first three pages of this document completed and signed. Provide your payments by the mail or courier to the address below or drop off at ServiceNorfolk customer service desk on the first floor 185 Robinson Street, Simcoe ON N3Y 5L6 Monday to Friday from 9 am to 4 pm. Please make your cheque payable to the Corporation of Norfolk County. If paying by credit card please contact ServiceNorfolk at 519 426-5870 Ext. 4636.

CONTACT FOR FURTHER INFORMATION AND QUESTIONS

Annette Helmig, Agreement and Development Coordinator
Norfolk County, Community Development Division, Planning Department, Agreement Services
185 Robinson Street Suite 200, Simcoe ON N3Y 5L6
226.777.1445
annette.helmig@norfolkcounty.ca

The information submitted on this form is collected under the authority of the *Freedom of Information and Protection of Privacy Act* (FIPPA) and *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) for Norfolk County employees to use for the purpose of preparing and registering a development agreement. Questions about the collection of personal information through this form may be directed to the Agreement and Development Coordinator or Information and Privacy Coordinator, Corporation of Norfolk County, 50 Colborne Street South, Simcoe ON N3Y 4H3.

DOCUMENTATION AND FEES REQUIRED

Owner's agreement authorization

Postponement of interest from mortgagee / chargee (if applicable)

Current parcel register (property identifier or PIN printout)

Owner's commercial general liability certificate of insurance

Construction estimates (100% for external works and 10% of internal works)

Professional liability insurance for surveyor and / or engineer

Final reference plan for any easements and lands to be conveyed

Letter from owner requesting holding (H) symbol be removed from the subject lands

Letter of credit or certified cheque for performance securities

Current property taxes paid

User fees (according to the By-Law in effect at the time that payment is made). If time is of the essence, a certified cheque is requested otherwise it will take three weeks for the cheque to clear our financial institution.

\$2,780 for preparation of the site plan agreement

\$924 to remove the holding from the zoning on the property (if applicable)

\$447 for financial administration of this agreement

\$542 per tree cash-in-lieu of trees (if applicable)

2% or 5% land appraisal cash-in-lieu of parkland as per consolidated by-law 2016-126 (if applicable)



APPLICABLE LAW CHECKLIST

The Building Code Act prohibits the issuance of a building permit if the proposed construction or demolition will contravene an applicable law as defined by the Building Code. The questions below will help you to determine if an applicable law applies to your project. No timeframe for building permit review can be established until all required applicable law approvals are completed and the approval documents are submitted to the Building Division.

If the answer is **YES** to any question, the relevant approval documents must be submitted with this permit application. Where any required approval has **NOT** been obtained, the agencies listed on the back of this form must be contacted to obtain approval, and the declaration on the bottom of this form must state accordingly.

Property Address: _____ **Permit Number (office use)** _____

Zoning By-Laws – Norfolk County Planning Department	YES	NO
Is/was relief required to permit a minor zoning variance in your proposal?		
Is/was rezoning required to permit the proposed building or land use?		
Is a land division or subdivision required and not yet fully completed?		
Are municipal services required but not yet completed or available?		

Planning Approval - Norfolk County Planning Department	YES	NO
Is this property regulated by Site Plan Control under Section 41 of the Planning Act?		

Heritage - Norfolk County Heritage and Culture Department	YES	NO
Are you demolishing a building that is listed on the County's heritage inventory?		
Is the building designated or in the process of being designated?		
Is the property located in a heritage district or study area?		

Construction and Fill Permits – Long Point Regional or Grand River Conservation Authority	YES	NO
Is the property located within a regulated area (i.e. abutting a ravine, watercourse, wetland, or shoreline)?		

Building and Land Use Permits - Ontario Ministry of Transportation	YES	NO
Is the property within 45m of a highway or 180 m from any highway intersection?		
Is the property within 395m of a controlled highway intersection? (applies to Sign Permits)		
Is this a major traffic generating project located within 800m of a highway?		

Clean Water Act – Public Works	YES	NO
Is the property located within a Source Water Protection regulated area?		
If yes: does a Water Source Protection Plan restrict the land use you are proposing? (s.59 screening form may be required)		

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Agriculture and Farms - Ontario Ministry of Agriculture and Food	YES	NO
Is this a farm building that will house animals or manure?		
Is this a milk processing plant?		

Crown Lands Work Permit – Ministry of Natural Resources	YES	NO
Are you proposing to construct or place a structure or combination of structures that are in physical contact with more than 15 square meters of shore lands?		
Are you proposing to build on Crown Land?		

Electrical Conductor Clearances - Electrical Safety Authority	YES	NO
Are any overhead power lines located above or within 5.5 metres of the proposed building?		

Environmental Approvals - Ministry of Environment, Conservation, Parks	YES	NO
Is a Record of Site Condition required to be filed because of a change to more sensitive land use? Is the property a former waste disposal site?		
Is this project a major industrial, commercial, or government project?		
Is this a renewable energy project?		
Does this property have a Certificate of Property Use under the Environmental Protection Act?		

Child Care Centres - Ministry of Education	YES	NO
Is a daycare proposed in any part of the building?		

Seniors Centres - Ministry of Children, Community and Social Services	YES	NO
Is this a seniors project where Ontario Government funding is being sought?		

Long Term Care Centres – Ministry of Health & Long Term Care	YES	NO
Construction, alteration or conversion of building used for a nursing home?		

Education Act - Ministry of Education	YES	NO
Is the project being carried out on the property of an educational facility?		
If so, is any or all building on the property being fully or partially demolished?		

DECLARATION – I have considered the list of applicable laws in the Ontario Building Code as described above, and do hereby declare that:

	None of these applicable law approvals apply to this project
	Applicable laws checked 'yes' apply to this project, and approval documents are submitted with this application.
	Applicable laws checked 'yes' apply to this project; however, all approval documents have not yet been obtained

The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation, or partnership with respect to this application (if applicable).

Name: _____ Signature: _____ Date: _____

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Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **NOT** administered by the Building Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application. The Building Department is required by law to prioritize applications that are fully complete in terms of applicable law approvals and document submissions. Building permit documents must be consistent with applicable law approvals. If you answer yes to any of the following question please reach out to these agencies for approvals.

Zoning and Planning – Community Services Division – Norfolk County

Zoning 519-426-5870 ext. 6064 or zoning@norfolkcounty.ca

Planning 519-426-5870 ext. 1842 or planning@norfolkcounty.ca

Planning Act, s.34, 34(5), 45, and Part VI

Zoning By-laws restrict such things as land use, lot size, building size, and setbacks. If your project does not comply with any part of the Zoning By-law, a minor variance or rezoning must be obtained before any building permit can be issued. Zoning By-laws also restrict the issuance of permits until any associated land division, subdivision, or municipal servicing is complete.

Planning Act, s.41

Site Plan Approval applies to commercial, industrial, institutional, multi-residential and intensive livestock site plans. The site plan agreement must be registered before site plans will be approved.

Conservation Authority Permits

Grand River Conservation Authority (GRCA) 1-866-900-4722 or grca@grandriver.ca

Long Point Regional Conservation Authority (LPRCA) 1-888-231-5408 or conservation@lprca.on.ca

Conservation Authorities Act s. 28 (1)(c), regulation 166/06

Development within certain conservation regulated areas requires a construction and fill permit from the conservation authority before any building permit can be issued. GRCA or LPRCA will confirm if your property falls within their jurisdiction.

Highway Corridor Building & Land Use Permits

Ministry of Transportation (MTO) 1-800-268-4686 or

www.mto.gov.on.ca/english/highway-bridges/highway-corridor-management/index.shtml

Public Transportation and Highway Improvement Act, s.34, 38

Ministry authorization is required for construction of all buildings within certain distances of a highway or intersection. The requirement for Ministry authorization extends to 800m from a highway where development will generate major traffic, such as a shopping centre.

Environmental Approvals

Ministry of the Environment, Conservation and Parks (MECP) 1-800-461-6290 or www.ontario.ca

Environmental Protection Act s. 46, 47.3, 168 and the Environmental Assessment Act s 5.

Ministry of Environment approvals are required where a property of industrial or commercial use is changed to more sensitive residential or parkland use, for major government, industrial and commercial projects where defined by regulation, properties formerly used for landfill or waste disposal, or renewable energy projects.

Electrical Conductor Clearances

Electrical Safety Authority 1-877-372-7233 or www.esasafe.com

Subsection 3.1.19. of the Ontario Building Code prohibits buildings being located beneath or within a certain minimum distances of overhead electrical conductor wires, other than the power feed to the building.

Source Water Protection – Environmental and Infrastructure Services – Norfolk County

Environmental Services – Stephanie Davis- Manager, Water & Wastewater Compliance- 519-426-5870 ext. 8037 or Stephanie.Davis@norfolkcounty.ca

Cambium Inc. Racheal Doyle – sourcewaterprotection@cambium-inc.com

Clean Water Act s. 59

Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated Risk Management Official

Agriculture and Farms

Ministry of Agriculture Food and Rural Affairs 1-877-424-1300 or www.omafra.gov.on.ca

Nutrient Management Act 2002 s.11 reg 267/03, Milk Act s.14

Buildings or structures that house animals or store manure may trigger a requirement for a nutrient management strategy approved by the Ministry. The Ministry must determine that a milk processing plant is necessary and authorize it before a building permit can be issued.

Child Care Centres

Ministry of Education (905) 895-9192 or www.ontario.ca

Child Care and Early Years Act, s. 14 reg 137/15

Ministry plan approval is required if a new building is proposed to be used as a day nursery, an existing building is proposed to be used, altered or renovated for a day nursery, or if an existing day nursery is altered or renovated.

Seniors Centres

Ministry of Children, Community and Social Services 1-888-789-4199 or www.mcscs.gov.on.ca

Elderly Persons Centres Act s. 6 of reg 314

Reports must be submitted to the Minister and approval obtained for all seniors centres to which government funding applies.

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Long Term Care Homes

Ministry of Health & Long Term Care 1-800-387-5559 or www.health.gov.on.ca

Nursing Home Act s. 4, 5 reg 832

Homes for the Aged & Rest Homes Act s. 14

The Long Term Health Care Act is designed to help ensure that residents of long-term care homes receive safe, consistent, high-quality, resident-centred care.

Education

Ministry of Education (905) 895-9192 or www.ontario.ca

Education Act s. 194

The board shall obtain approval from the Minister for the demolition of any buildings located on a school site regulated by the Education Act. App

Crown Lands Works Permits

Ministry of Natural Resources www.ontario.ca/page/crown-land-work-permits

Ontario Regulation 239/13 s. 2, s. 5

Ministry approval is required to construct a building on crown lands or to construct or place a structure along shorelines.

INDUSTRIAL COMMERCIAL INSTITUTIONAL

Building Permit Package

A step by step guide for
making a building permit
application



Norfolk County Building Department
Community Development Division
185 Robinson Street, Suite 200 Simcoe, Ontario, N3Y 5L6
norfolkcounty.ca



Industrial, Commercial, Institutional Large Residential Permit Package

Building permits help protect you, your home, and the interests of your community by making sure the project is structurally sound and follows the Ontario Building Code, municipal zoning and other applicable laws.



There are multiple steps to the building permit process. The purpose of this permit package is to highlight these steps and provide guidance to the building permit process.

STEP 1: Applicable Law.

Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **NOT** administered by the Building Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application.

An Applicable Law Checklist is required as part of a complete application. Agency contacts are attached with this form. Our community mapping has many of these layers mapped to help you determine if additional approvals are required for your application.

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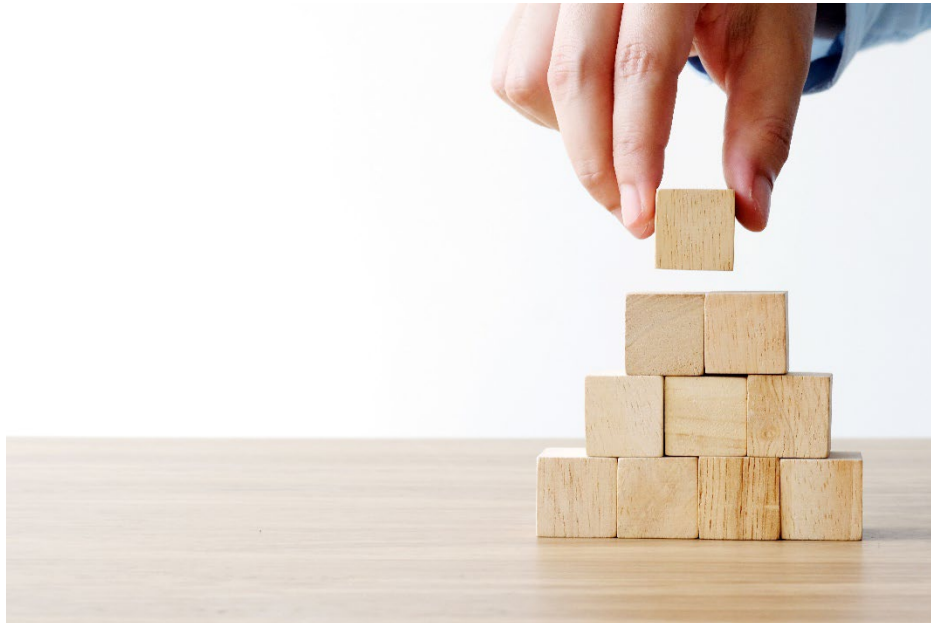
Pre-consultation meeting – Site plan approval.

Most industrial, commercial and institutional buildings are located on properties where a site plan approval is required through the Planning Act. Before you submit a planning application, please contact our office about the necessity of a pre-consultation meeting.

These confidential meetings are hosted by the Planning Department with staff from various departments (and agencies, as applicable) who will provide valuable feedback on your proposal and outline what will be required as part of a complete planning application. After the meeting, you will receive a detailed summary of the meeting which will summarize the feedback from each department. The document will also include a clear list of what you need to submit as part of a complete planning application form.

To request a pre-consultation meeting, please email the Planning Department at precon@norfolkcounty.ca. You can also call us at (519) 426-5870 ext. 1842.

For more information on the process, please see the [Norfolk County Planning Website](#).



Site Plan Control.

Site Plan Control is a tool utilized by the County to ensure that specific development proposals meet the Official Plan and Zoning By-law objectives. Essentially, site plans approved under this process are very detailed and outline precisely how a particular property will be developed. Site Plan Approval is typically the last planning approval necessary before the Building Permit process.

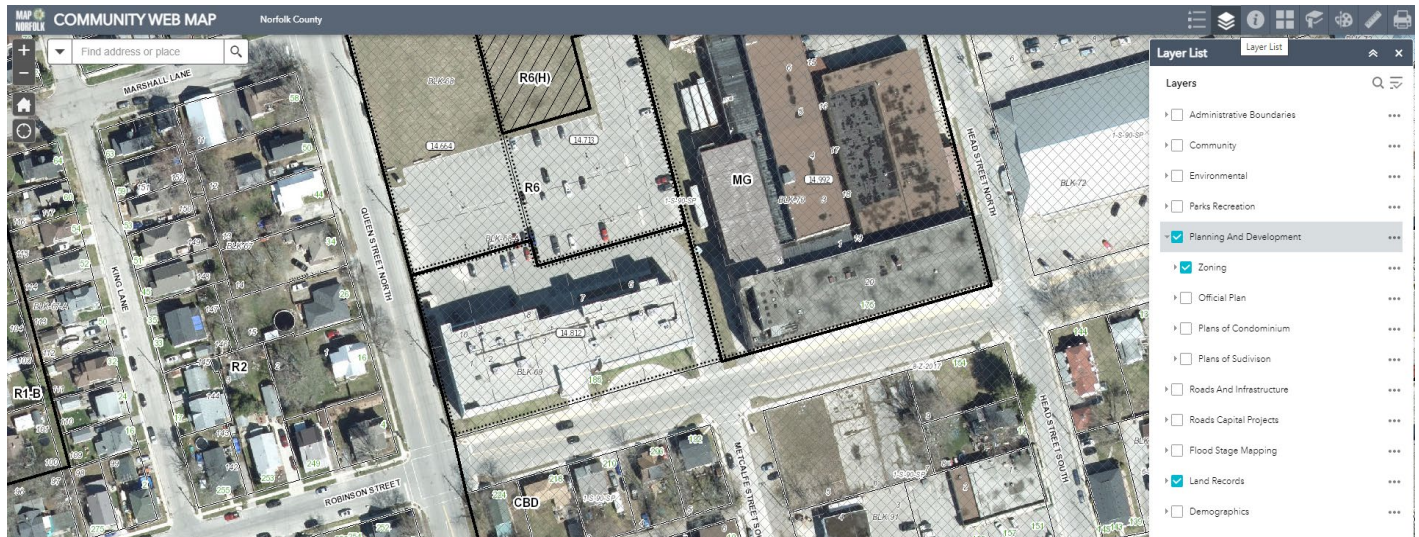
A Site Plan Agreement is sometimes required for more complicated developments. Where a property has site plan control designation, but the proposed construction is deemed minor in nature, the applicant will need to provide a site plan waiver from the Planning Department as part of an Applicable Law review.

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Zoning Requirements.

Finding the zoning associated with your property is easy with our [GIS Community Web Map](#), position over your property and turn on the zoning layer by clicking layer list, planning, zoning. [Norfolk County Zoning Bylaw](#) is available online.



To confirm your project conforms to the Zoning By-law you will need to provide a plot plan indicating:

- ☐ Property lines and lot dimension,
- ☐ Location of building and all other structures on the lot,
- ☐ Location of all steps and landings,
- ☐ Distance from dwelling to property lines,
- ☐ Parking spots with dimensions,
- ☐ Location of septic system.

If your proposed building / structure does not comply with the zoning requirements, a planning application will be required. Zoning and Planning approval is required as part of a complete permit application.

Planning Department: planning@norfolkcounty.ca or 519-426-5870 ext. 1842.

Zoning: zoning@norfolkcounty.ca or 519-426-5870 ext. 1000.



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Lot Grading.

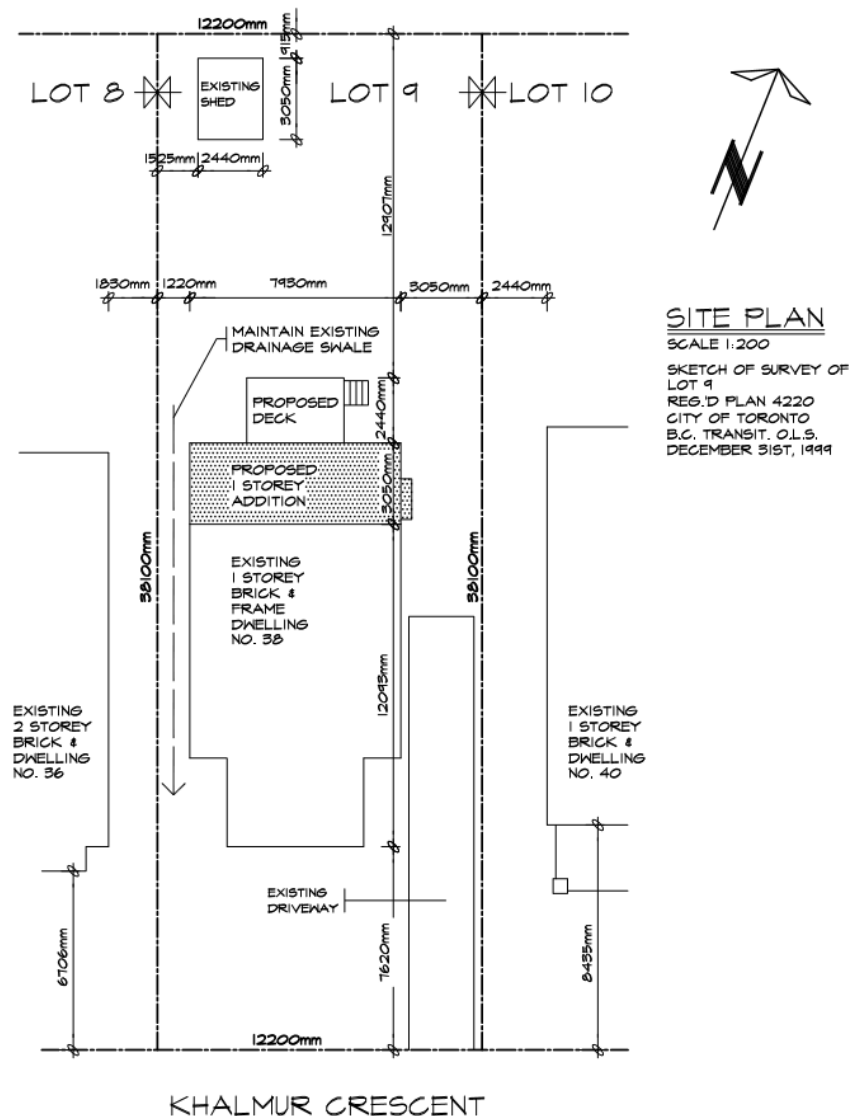
Where a property has been issued a site plan waiver, and the footprint of the building is increasing in size, a lot grading is required.

Proposed grading plans and lot grading form shall be submitted with all building permit applications, under [Norfolk County Grading and Drainage By-law.](#)

Proposed grading plans needs to identify:

- ☐ all surface features;
- ☐ existing and proposed structures;
- ☐ changes in grade and slopes in percent between such changes; and
- ☐ include sufficient information regarding adjacent properties to confirm conformance with this By-Law with respect to drainage onto those properties.

An exemption may be considered for a lot in a rural area (complete form, fee applies)



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STEP 2: Preparing your application.

A building permit application consists of many documents. The forms attached are to be completed, signed, and dated.

Who can design the building?

There are many factors to determine who can complete drawings and design documents for these types of buildings. Your design team can be made up of qualified individuals with a Building Code Identification number (BCIN), an architect, and/or Professional Engineers. If you are unsure what qualifications a designer needs for your specific project, reach out to a building inspector for more information.

Building Department staff cannot make recommendation on a specific designer or design company.

Drawings and Documents.

Drawings are to be legible and to scale. Use a ruler or computer aided drafting (CAD) software to complete your drawings. Provide enough information and detail to ensure compliance with the Ontario Building Code.

The [Ontario Building Code](#) is available online under the 'regulations under this act' tab.

Building Department staff are not permitted by law to provide design advice. It is the responsibility of the property owner or authorized agent to complete a design that meets the requirements of the Ontario Building Code (OBC) and the Building Code Act (BCA).

Building Permits – Application Checklist.

Completed Forms.

- ☐ Building Permit Application Form.
- ☐ Signed Commitment to General Review.
- ☐ Property Owner Consent Form, if application is not completed by the property owner,
- ☐ Applicable Law Checklist and supporting documents.
- ☐ Lot grading form (projects with a site plan waiver).

Required Documents.

- ☐ Approved Site Plan approval plot plan.
- ☐ Drawings of the building.
 - Architectural,
 - Structural,
 - Electrical,
 - Mechanical,
 - Plumbing.
- ☐ Building Code Matrix.
- ☐ Completed SB-10 report (energy efficiency).

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- ☐ Septic System or Sewage Works.
 - Sewage system is under 10,000 litres/day daily design flow for the whole site. (separate application through Norfolk County)
 - Sewage Works is over 10,000 litres/day daily design flow for the whole site. ECA to be obtained from The Ministry of Environment, Conservation, Parks.
Contact: *Christopher O'Connor*.
Phone: 1-800-668-4557, Cell: 905-515-9618
Email: Chris.O'Connor2@ontario.ca

Fees.

- ☐ Building Permit fee.
- ☐ Plumbing fee.
- ☐ Occupancy fee.
- ☐ Civic address (where applicable).
- ☐ Water / Sanitary / Storm Connection Permit (where applicable).
- ☐ Development charges (if applicable).

Septic Permits - Application Checklist.

Completed Forms.

- ☐ Building Permit Application Form.
- ☐ Schedule 1: Designer Information.
- ☐ Schedule 2: Sewage System Installer Information.

Required Documents.

- ☐ Septic System Permit Application Information Package / Worksheets.
- ☐ Percolation time ('T' time) report from a licensed testing agency.

Fees.

- ☐ Septic Permit fee.

STEP 3: Applying.

Online Portal: Visit [Norfolk Permits Portal](#) and make your application online.



Building Department

[Apply for a Building Permit](#)
[Status and Fees](#)

In Person: Visit our service counter located at 185 Robinson Street, Suite 200 Simcoe Ontario.

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.

Step 4: Plans Review.

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are check for compliance with zoning by-law and the building code.

Step 5: Inspections

Once you have obtained a building permit, a building inspector needs to attend your site at several milestones in the construction process. For more information, please check the inspection section of Norfolk County's Building Department website. Once all inspections are complete and passed your permit is closed.

Need Help? If you have any question on the building permit process or plans required, please contact permits@norfolkcounty.ca or 519-426-5870 ext. 6016

Updated October 2022

Community Development Division - Building Department

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STORM WATER MANAGEMENT REPORT

PROPOSED BUILDING
487 NORFOLK STREET SOUTH
SIMCOE, NORFOLK COUNTY, ONTARIO

PREPARED BY:
MC ENGINEERING
SIMCOE, ONTARIO
(519) 428 6790



REVISION 0 - MARCH 3 2022



GENERAL

This report is to be read in conjunction with Site Plan & Grading Plan (DWG SP1 & DWG SP2), prepared by MC Engineering.

The modified rational method has been used to determine pre development and post development flow rates. Calculations and Data are contained at the back of this report.

The following documents have been referenced and reviewed in the preparation of this report:

- Ministry of the Environment Stormwater Management Planning and Design Manual 2003
- MTO Drainage Management Manual
- Norfolk County Design Criteria

SITE INFORMATION & DESCRIPTION OF DEVELOPMENT

The subject property is located at , 487 Norfolk Street South in Simcoe.

The subject property is partially developed. All Existing buildings are to be removed.

The proposal is to construct 1580m² building area and associated asphalt parking areas.

Quantity control will be provided. Storm water runoff will be directed to a retention area and discharge at the 2 year pre development rate to the existing storm sewer on the road.

Quality controls to be provided by the inclusion of a Stormceptor EFO-8. Reference attached sizing report.

DESIGN CRITERIA

Quantity controls will be provided on site. The allowable release rate is based on the pre development 2-year runoff rate. The allowable release rate is 0.090m³/sec. (Please reference Appendix A). On Site storage has been provided to accommodate 100 year storm event.

QUALITY CONTROL

Quality controls to be provided by the inclusion of a Stormceptor, Model - EFO-8. Reference attached sizing report.



DATA SUMMARY

***Reference appendix #1 - Modified rational method calculations**

Pre Development

Total Lot Area = 0.94ha
Tc = 10min.
Pre Development C = 0.30
Post Development C = 0.90
Max storage required = 365m³ (55 min / 100 year storm)
Storage provided = 400d m³

OUTLET INFORMATION

The outlet from the on-site storm sewer is the existing municipal storm sewer. Runoff will discharge to EX STM MH #1A.

Runoff will discharge at allowable discharge rate of 0.090m³/sec (2-year storm). A 185mm dia. orifice plate will be provided to restrict flow to the allowable discharge rate.

Quantity controls will be provided on site. Storm water will be directed to a suitable above grade retention area via the on-site storm sewer. The designed orifice plate will control outflow to 0.090m³/sec. Detailed information is provided at the back of this report.

CONCLUSION

The quantity & quality controls provided in this report and on the design drawings will sufficiently meet the design objectives of this report, as well as the standards of Norfolk County. No impact to the road allowance, or adjacent property is anticipated.

Yours Truly,

Zoltan Lakatos, P Eng.



SECTION 2 : DATA AND CALCULATIONS

SUMMARY OF AREAS

TOTAL SITE AREA: 0.94ha
AREA TO BE CONTROLLED: 0.94ha

PRE DEVELOPMENT TO POST DEVELOPMENT CONTROL TABLE

*reference SWM Calculations / Appendix 'A'

	Pre Dev Runoff	Post Dev Discharge
2 year	0.090m ³ /sec	0.090m ³ /sec
5 year	0.104m ³ /sec	0.090m ³ /sec
10 year	0.122m ³ /sec	0.090m ³ /sec
25 year	0.145m ³ /sec	0.090m ³ /sec
50 year	0.163m ³ /sec	0.090m ³ /sec
100 year	0.179m ³ /sec	0.090m ³ /sec

RETENTION INFORMATION

Retention will be provided in the asphalt parking area.

Required retention, 100 year/55 min event = 367m³

High water mark (all ponding areas) = 215.90m.

Max Depth =0.35m

Total area of retention= 3500m²

Total proposed above ground storage= 400m³

**retention areas are listed on drawing SP2, and are indicated by hatching (dotted areas)*



DISCHARGE RATE THROUGH RESTRICTED OUTLET

The total maximum discharge must not exceed the allowable discharge rate of 0.090m³ per second.

*185mm dia. Orifice plate is required to be welded over the east outlet of CBMH#1

Release Rate Calculation

Orifice Diameter = 185mm (7.2" DIA.)

H = 1.55m

$$Q_p = 0.6 \times A (2 \times 9.81 \times H)^{0.5}$$

Cd = 0.68

A = 0.027 (185mm DIA.)

G = 9.81 m/s²

H = 1.55

$$Q_p = 0.6 \times 0.027 \times (2 \times 9.81 \times 1.55)^{0.5}$$

$$Q_p = 0.068 \text{m}^3/\text{PER SEC.}$$

Design release rate = 0.068m³/sec

QUANTITY CONTROL SUMMARY

ALLOWABLE POST DEVELOPMENT DISCHARGE RATE = 0.090m³/sec

MAXIMUM FLOW THROUGH CONTROLLED OUTLET= 0.090m³/sec

REQUIRED STORAGE VOLUME= 367m³

PROPOSED STORAGE VOLUME=400m³

Modified Rational Method - Mericann, Norfolk County

Q= 0.00278CIA

Area (ha)	Time of Concentration (min)	Time Increments (min)	Pre Development Runoff Coefficient	Post Development Runoff Coefficient
0.94	10	5	0.3	0.9

SWM Pond Design Input - drainage area #2 - outflow

Storm (yrs)				Allowable Outflow	Post Development Runoff Coefficient
	A	B	C	(m3/s)	
2	646	6	0.718	0.090	0.9
5	1049.5	8	0.803	0.090	0.9
10	1343.7	9	0.814	0.090	0.9
25	1719.5	10	0.823	0.090	0.9
50	1954.8	10	0.826	0.090	0.9
100	2317.4	11	0.836	0.090	0.9

Results

Storm	Storage	Time
	m³	min
2	0.00	0
5	0.00	0
10	0.00	0
25	0.00	0
50	0.00	0
100	367.00	60

Pre-Development Runoff Rate(10 MIN)

	2 Year	5 Year	10 Year	25 Year	50 Year	100 Year
C	0.3	0.3	0.3	0.3	0.3	0.3
I	115	133	156	185	208	228
A	0.94	0.94	0.94	0.94	0.94	0.94
Q	0.090	0.104	0.122	0.145	0.163	0.179

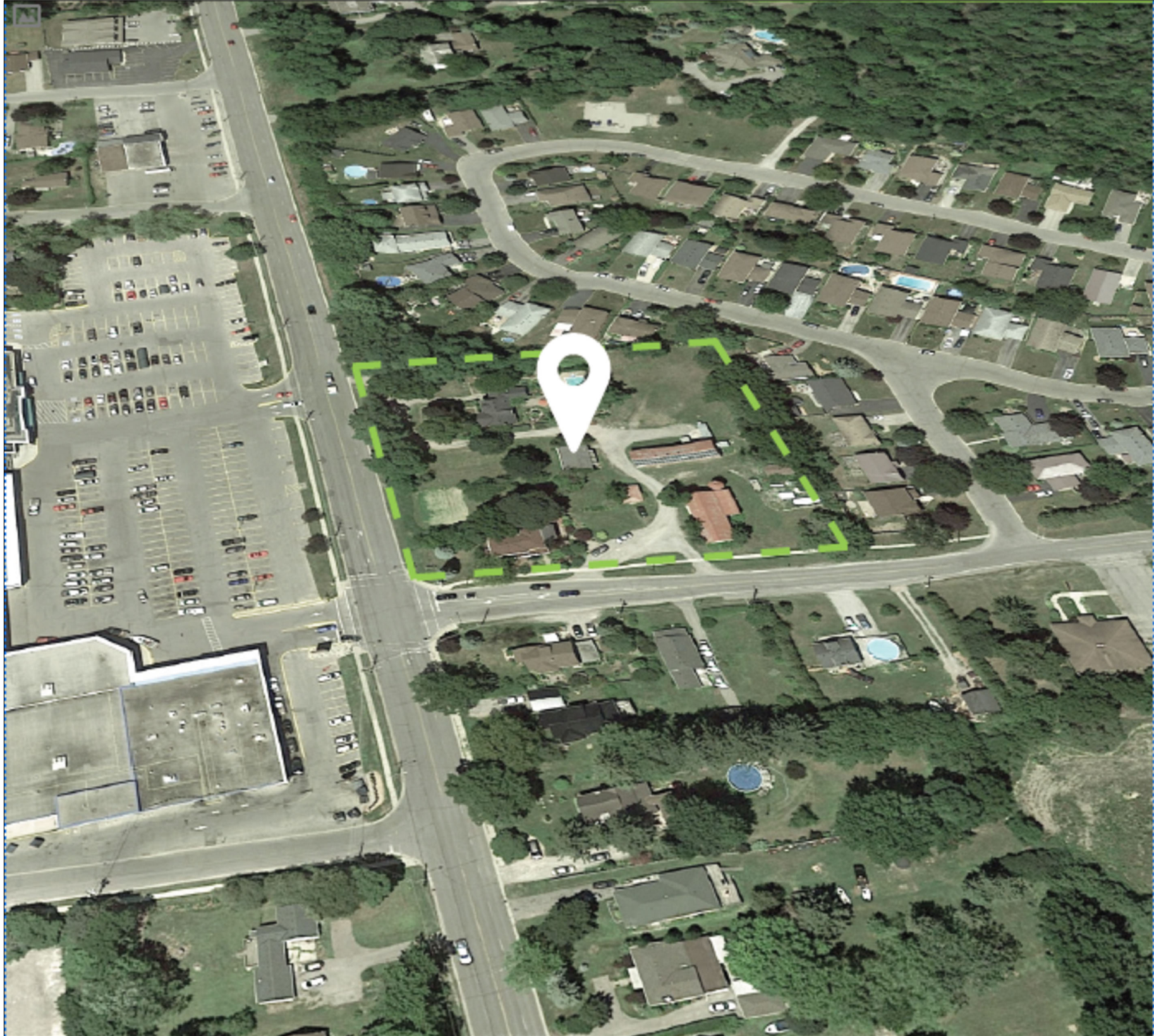
Rainfall Station	MOUNT HOPE
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Only Enter Values in Blue Boxes

Calculate Storage Volume

APPENDIX A

Time (min)	Intensity mm/hr	2 Year Inflow m³/s	Outflow m³/s	Storage m³	Difference	Intensity mm/hr	5 Year Inflow m³/s	Outflow m³/s	Storage m³	Difference	Intensity mm/hr	10 Year Inflow m³/s	Outflow m³/s	Storage m³	Difference	Intensity mm/hr	25 Year Inflow m³/s	Outflow m³/s	Storage m³	Difference	Intensity mm/hr	50 Year Inflow m³/s	Outflow m³/s	Storage m³	Difference	Intensity mm/hr	100 Year Inflow m³/s	Outflow m³/s	Storage m³	Difference
5	115.48	0.272	0.090	40.98	29.54	133.81	0.314	0.09	53.84	37.45	156.80	0.368	0.09	70.05	48.39	185.13	0.435	0.0900	90.02	61.99	208.76	0.491	0.090	106.68	71.42	228.22	0.536	0.090	120.396	81.96
10	88.24	0.208	0.090	70.52	15.63	103.04	0.242	0.09	91.28	20.20	122.29	0.287	0.09	118.43	27.92	146.10	0.343	0.0900	152.00	37.66	164.61	0.387	0.090	178.10	43.95	181.81	0.427	0.090	202.357	51.80
15	72.59	0.171	0.090	86.15	8.59	84.63	0.199	0.09	111.49	11.29	101.11	0.238	0.09	146.36	17.08	121.59	0.286	0.0900	189.66	24.44	136.90	0.322	0.090	222.04	29.04	152.08	0.357	0.090	254.157	35.07
20	62.27	0.146	0.090	94.74	4.37	72.26	0.170	0.09	122.78	5.96	86.68	0.204	0.09	163.43	10.50	104.65	0.246	0.0900	214.11	16.32	117.76	0.277	0.090	251.09	19.89	131.29	0.309	0.090	289.230	24.68
25	54.88	0.129	0.090	99.12	1.57	63.33	0.149	0.09	128.74	2.46	76.15	0.179	0.09	173.93	6.15	92.18	0.217	0.0900	230.43	10.91	103.68	0.244	0.090	270.98	13.79	115.86	0.272	0.090	313.905	17.69
30	49.30	0.116	0.090	100.69	-0.42	56.55	0.133	0.09	131.20	0.00	68.10	0.160	0.09	180.08	3.08	82.59	0.194	0.0900	241.34	7.07	92.85	0.218	0.090	284.77	9.48	103.92	0.244	0.090	331.596	12.73
35	44.90	0.106	0.090	100.26	-1.92	51.20	0.120	0.09	131.19	-1.82	61.74	0.145	0.09	183.16	0.82	74.96	0.176	0.0900	248.41	4.23	84.25	0.198	0.090	294.25	6.29	94.39	0.222	0.090	344.325	9.05
40	41.34	0.097	0.090	98.35	-3.08	46.88	0.110	0.09	129.38	-3.20	56.56	0.133	0.09	183.98	-0.92	68.73	0.162	0.0900	252.64	2.05	77.22	0.181	0.090	300.54	3.85	86.59	0.203	0.090	353.373	6.23
45	38.39	0.090	0.090	95.27	-95.27	43.29	0.102	0.09	126.18	-4.29	52.26	0.123	0.09	183.06	-2.28	63.55	0.149	0.0900	254.70	0.34	71.38	0.168	0.090	304.39	1.92	80.08	0.188	0.090	359.598	4.00
50	35.89	0.084	0.000	0.00	0.00	40.27	0.095	0.09	121.88	-121.88	48.62	0.114	0.09	180.78	-3.38	59.15	0.139	0.0900	255.04	-1.04	66.43	0.156	0.090	306.32	0.37	74.55	0.175	0.090	363.599	2.21
55	33.76	0.079	0.000	0.00	0.00	37.68	0.089	0	0.00	0.00	45.51	0.107	0.09	177.40	-4.28	55.38	0.130	0.0900	253.99	-2.18	62.18	0.146	0.090	306.69	-0.90	69.8011	0.164033	0.09	365.8075377	0.74
60	31.90	0.075	0.000	0.00	0.00	35.44	0.083	0	0.00	0.00	42.80	0.101	0.09	173.12	-5.04	52.11	0.122	0.0900	251.82	-3.13	58.49	0.137	0.090	305.79	-1.96	65.67	0.154	0.090	366.545	-0.49
65	30.27	0.071	0.000	0.00	0.00	33.48	0.079	0	0.00	0.00	40.43	0.095	0.09	168.08	-5.68	49.23	0.116	0.0900	248.69	-3.93	55.25	0.130	0.090	303.83	-2.86	62.04	0.146	0.090	366.056	-1.53
70	28.83	0.068	0.000	0.00	0.00	31.74	0.075	0	0.00	0.00	38.34	0.090	0.09	162.40	-162.40	46.68	0.110	0.0900	244.76	-4.62	52.38	0.123	0.090	300.97	-3.63	58.82	0.138	0.090	364.530	-2.41
75	27.54	0.065	0.000	0.00	0.00	30.20	0.071	0	0.00	0.00	36.47	0.086	0	0.00	0.00	44.41	0.104	0.0900	240.15	-5.21	49.82	0.117	0.090	297.34	-4.29	55.94	0.131	0.090	362.117	-3.18
80	26.38	0.062	0.000	0.00	0.00	28.81	0.068	0	0.00	0.00	34.79	0.082	0	0.00	0.00	42.37	0.100	0.0900	234.94	-5.73	47.52	0.112	0.090	293.05	-4.87	53.36	0.125	0.090	358.938	-3.85
85	25.33	0.060	0.000	0.00	0.00	27.56	0.065	0	0.00	0.00	33.28	0.078	0	0.00	0.00	40.53	0.095	0.0900	229.21	-6.19	45.45	0.107	0.090	288.18	-5.38	51.03	0.120	0.090	355.090	-4.44
90	24.38	0.057	0.000	0.00	0.00	26.43	0.062	0	0.00	0.00	31.90	0.075	0	0.00	0.00	38.85	0.091	0.0900	223.02	-223.02	43.56	0.102	0.090	282.79	-5.84	48.91	0.115	0.090	350.655	-4.96
95	23.50	0.055	0.000	0.00	0.00	25.39	0.060	0	0.00	0.00	30.65	0.072	0	0.00	0.00	37.32	0.088	0.0000	0.00	0.00	41.84	0.098	0.090	276.96	-6.24	46.97	0.110	0.090	345.699	-5.42
100	22.70	0.053	0.000	0.00	0.00	24.44	0.057	0	0.00	0.00	29.50	0.069	0	0.00	0.00	35.92	0.084	0.0000	0.00	0.00	40.26	0.095	0.090	270.72	-6.60	45.20	0.106	0.090	340.280	-5.83
105	21.96	0.052	0.000	0.00	0.00	23.57	0.055	0	0.00	0.00	28.44	0.067	0	0.00	0.00	34.63	0.081	0.0000	0.00	0.00	38.81	0.091	0.090	264.11	-264.11	43.56	0.102	0.090	334.445	-6.21
110	21.28	0.050	0.000	0.00	0.00	22.76	0.053	0	0.00	0.00	27.47	0.065	0	0.00	0.00	33.44	0.079	0.0000	0.00	0.00	37.47	0.088	0.000	0.00	0.00	42.05	0.099	0.090	328.235	-6.55
115	20.64	0.049	0.000	0.00	0.00	22.02	0.052	0	0.00	0.00	26.56	0.062	0	0.00	0.00	32.33	0.076	0.0000	0.00	0.00	36.23	0.085	0.000	0.00	0.00	40.65	0.096	0.090	321.686	-6.86
120	20.05	0.047	0.000	0.00	0.00	21.33	0.050	0	0.00	0.00	25.72	0.060	0	0.00	0.00	31.31	0.074	0.0000	0.00	0.00	35.07	0.082	0.000	0.00	0.00	39.35	0.092	0.090	314.829	-314.83
125	19.50	0.046	0.000	0.00	0.00	20.68	0.049	0	0.00	0.00	24.94	0.059	0	0.00	0.00	30.35	0.071	0.0000	0.00	0.00	34.00	0.080	0.000	0.00	0.00	38.14	0.090	0.000	0.000	0.00
130	18.98	0.045	0.000	0.00	0.00	20.08	0.047	0	0.00	0.00	24.20	0.057	0	0.00	0.00	29.45	0.069	0.0000	0.00	0.00	32.99	0.078	0.000	0.00	0.00	37.00	0.087	0.000	0.000	0.00
135	18.50	0.044	0.000	0.00	0.00	19.51	0.046	0	0.00	0.00	23.52	0.055	0	0.00	0.00	28.62	0.067	0.0000	0.00	0.00	32.05	0.075	0.000	0.00	0.00	35.94	0.084	0.000	0.000	0.00
140	18.04	0.042	0.000	0.00	0.00	18.98	0.045	0	0.00	0.00	22.87	0.054	0	0.00	0.00	27.83	0.065	0.0000	0.00	0.00	31.16	0.073	0.000	0.00	0.00	34.94	0.082	0.000	0.000	0.00
145	17.61	0.041	0.000	0.00	0.00	18.48	0.043	0	0.00	0.00	22.27	0.052	0	0.00	0.00	27.09	0.064	0.0000	0.00	0.00	30.33	0.071	0.000	0.00	0.00	34.01	0.080	0.000	0.000	0.00
150	17.20	0.040	0.000	0.00	0.00	18.01	0.042	0	0.00	0.00	21.70	0.051	0	0.00	0.00	26.39	0.062	0.0000	0.00	0.00	29.55	0.069	0.000	0.00	0.00	33.12	0.078	0.000	0.000	0.00
155	16.82	0.040	0.000	0.00	0.00	17.56	0.041	0	0.00	0.00	21.16	0.050	0	0.00	0.00	25.73	0.060	0.0000	0.00	0.00	28.80	0.068	0.000	0.00	0.00	32.28	0.076	0.000	0.000	0.00
160	16.45	0.039	0.000	0.00	0.00	17.14	0.040	0	0.00	0.00	20.64	0.049	0	0.00	0.00	25.10	0.059	0.0000	0.00	0.00	28.10	0.066	0.000	0.00	0.00	31.49	0.074	0.000	0.000	0.00
165	16.10	0.038	0.000	0.00	0.00	16.74	0.039	0	0.00	0.00	20.16	0.047	0	0.00	0.00	24.51	0.058	0.0000	0.00	0.00	27.44	0.064	0.000	0.00	0.00	30.74	0.072	0.000	0.000	0.00
170	15.77	0.037	0.000	0.00	0.00	16.36	0.038	0	0.00	0.00	19.70	0.046	0	0.00	0.00	23.95	0.056	0.0000	0.00	0.00	26.81	0.063	0.000	0.00	0.00	30.03	0.071	0.000	0.000	0.00
175	15.46	0.036	0.000	0.00	0.00	16.00	0.038	0	0.00	0.00	19.26	0.045	0	0.00	0.00	23.42	0.055	0.0000	0.00	0.00	26.21	0.062	0.000	0.00	0.00	29.36	0.069	0.000	0.000	0.00



COVER PAGE
487 NORFOLK ST. S, SIMCOE, ON
MAY 17, 2023



Plot Date: May 16, 2023 - 5:05pm By: vanessa



RENDERINGS
487 NORFOLK ST. S, SIMCOE, ON
MAY 17, 2023

+VG ARCHITECTS
THE VENTIN GROUP LTD
50 Dalhousie Street
Brantford, Ontario, Canada
N3T 2H8
T: 519.754.1652
www.plusvg.com



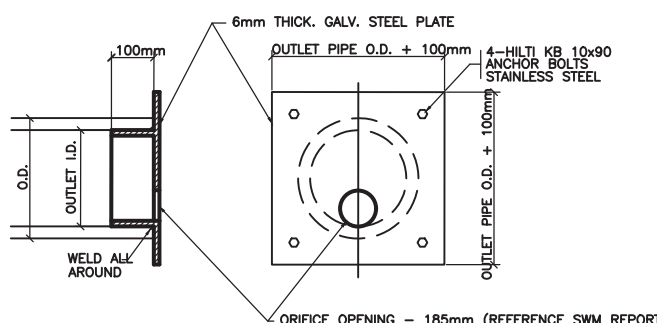
RENDERINGS
 487 NORFOLK ST. S, SIMCOE, ON
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FLOW CONTROL DEVICE-ORIFICE PLATE
N.E.S.

RETENTION AREA IS DENOTED ON SP2 AS FOLLOWS:



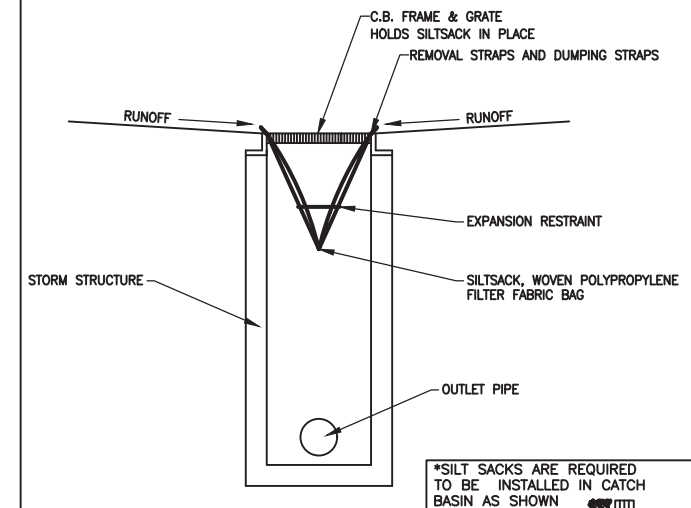
LEGEND	
PROPERTY LINE	---
WATER SERVICE	---
SANITARY SEWER	---
STORM SEWER	---
EXISTING GRADE	---
PROPOSED GRADE	---

- GENERAL EROSION AND SEDIMENT CONTROL NOTES:**
- UNLESS OTHERWISE INDICATED, ALL VEGETATIVE AND STRUCTURAL EROSION AND SEDIMENT CONTROL PRACTICE WILL BE CONSTRUCTED AND MAINTAINED ACCORDING TO MINIMUM STANDARDS AND SPECIFICATIONS OF MC ENGINEERING.
 - ALL EROSION AND SEDIMENT CONTROL MEASURES ARE TO BE PLACED PRIOR TO OR AS THE FIRST STEP IN CLEARING.
 - A COPY OF THE APPROVED EROSION AND SEDIMENT CONTROL PLAN SHALL BE MAINTAINED ON SITE AT ALL TIMES.
 - THE CONTRACTOR IS RESPONSIBLE FOR INSTALLATION OF ANY ADDITIONAL EROSION CONTROL MEASURES NECESSARY TO PREVENT EROSION AND SEDIMENTATION AS DETERMINED BY THE PLAN APPROVING AUTHORITY.
 - ALL DISTURBED AREAS ARE TO BE DRAWN TO APPROVED SEDIMENT CONTROL MEASURES AT ALL TIMES DURING LAND DISTURBING ACTIVITIES AND DURING SITE DEVELOPMENT UNTIL FINAL STABILIZATION IS ACHIEVED.
 - AT TIME OF REMOVAL OF THE SILT FENCE, THE DISTURBED AREA SHALL BE REPAIRED AND STABILIZED.
 - ALL AREAS OF WORK WHICH WILL REMAIN DISTURBED FOR A PERIOD OF THIRTY DAYS OR MORE MUST BE STABILIZED TO THE SATISFACTION OF MC ENGINEERING.
 - ALL MATERIAL STOCKPILES ARE TO BE LOCATED WITHIN THE BOUNDARY OF THE INDICATED SILT FENCE. ADDITIONAL SILT FENCE IS TO BE ERRECTED AROUND ANY PROPOSED STOCKPILES.
 - SILT FENCE AS PER OPSD 219.130
 - ALL EROSION CONTROL DEVICES ARE TO BE INSPECTED AND MAINTAINED WEEKLY AND AFTER EACH RAINFALL.
- SILT FENCE NOTES:**
- SILT FENCE SHALL GENERALLY BE PLACED A MINIMUM OF 1.5m BEYOND TOE OF SLOPES, 3m PREFERRED, TO PROVIDE ADEQUATE AREA FOR SEDIMENT STORAGE AND FACILITATE MAINTENANCE OF SEDIMENT CONTAINMENT AREA.
 - ALL ENDS SHALL BE "J" HOOKED TO TRAP SEDIMENT.
 - IN AREAS WITH TWO SLOPES, SILT FENCE SHALL BE USED TO ERRECT A DAM AND TRAP SEDIMENT AT THE BASE OF THE STEEPER SLOPE.
 - SILT FENCE AS PER OPSD 219.130
 - SILT FENCE SHALL BE REMOVED WHEN THE AREA HAS BEEN STABILIZED.
 - MEASURES SHALL BE INSPECTED EVERY SEVEN (7) CALENDAR DAYS AND WITHIN 24 HOURS OF A STORM EVENT GREAT ENOUGH TO CAUSE WATER TO LEAVE THE CONSTRUCTION SITE.
 - MEASURES SHALL BE CLEANED AND REPAIRED AS NEEDED. SEDIMENT SHALL BE REMOVED WHEN ACCUMULATION REACHES ONE-HALF OF THE MEASURE HEIGHT. SEDIMENT SHALL BE DISPOSED OF AS UNSUITABLE MATERIAL.
 - SILT FENCE SHALL BE INSTALLED ON A LINE OF EQUAL ELEVATION (CONTOUR). IT MAY BE INSTALLED AT INTERMEDIATE POINTS UP SLOPES AS WELL AS AT THE BOTTOM, AS SHOWN IN THE DETAIL.
 - SILT FENCE SHALL NOT BE USED ACROSS CONCENTRATED FLOW.

GENERAL NOTES:

- PRIMARY UNITS ARE METRIC. DIMENSIONS ARE METERS.
- PROPER SILTATION MEASURES TO TAKE PLACE. SILT CONTROLS, I.E. SILT FENCING AROUND ALL CONSTRUCTION AREAS ARE TO BE IN PLACE PRIOR TO THE START OF SITE WORKS, AND BE MAINTAINED FOR THE DURATION OF CONSTRUCTION (SILT FENCING TO BE PROPERLY SECURED C/W T BAR POSTS IN GROUND & C/W FILTER FABRIC) EXTENDING TO BE INSTALLED AROUND ALL CONSTRUCTION AREAS. (REFER TO OPSD 219.130).
- ANY DISCREPANCY(IES) BETWEEN INFORMATION ON THIS SITE DRAWING AND ACTUAL FIELD CONDITIONS, WHICH MAY IMPACT ON THE PROPOSED DEVELOPMENT, ARE TO BE REPORTED TO THE SENIOR CONSULTANT / P.L.N.G.
- REQUIRED SERVICES & SERVICE CONNECTIONS NOT SHOWN ON DRAWING TO BE THE RESPONSIBILITY OF THE CONTRACTOR/OWNER.
- ALL NECESSARY RELOCATIONS OR REMOVALS OF EXISTING PHYSICAL SITE FEATURES INCLUDING U/V SERVICES TO BE THE RESPONSIBILITY OF THE CONTRACTOR/OWNER.
- EXACT LOCATIONS & ELEVATIONS OF ALL EXISTING SERVICES (SANITARY SEWER, WATER, GAS, BELL, ETC.), GRADES, MATERIAL LENGTHS, ELEVATIONS, INVERTS, ETC. TO BE VERIFIED BY CONTRACTOR PRIOR TO COMMENCEMENT OF ANY SITEWORK.
- ANY FILL PLACED ON SITE MUST BE COMPACTED TO TO A MIN. 98% STANDARD PROCTOR DENSITY.
- ALL DISTURBED LANDSCAPE AREAS ARE TO BE RE-SEEDED.
- THE APPROVAL OF THIS PLAN DOES NOT EXEMPT THE OWNER'S BONDED CONTRACTOR FROM THE REQUIREMENTS TO OBTAIN THE VARIOUS PERMITS/APPROVALS NORMALLY REQUIRED TO COMPLETE A CONSTRUCTION PROJECT, SUCH AS, BUT NOT LIMITED TO THE FOLLOWING:
 - ROAD CUT PERMITS
 - SEWER PERMITS
 - RELOCATION OF SERVICES
- THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ANY AND ALL OTHER DOCUMENTS SUBMITTED FOR MUNICIPAL APPROVAL(S).
- RIGID INSULATION (2 LAYERS OF 1" STYROFOAM) IS TO BE PROVIDED OVER ALL NEW STORM PIPE WHERE COVER DOES NOT EXCEED 1.2m.
- ALL EXCESS EXCAVATED MATERIAL WILL BE REMOVED FROM THE SITE.
- THE EXISTING DRAINAGE PATTERN WILL BE MAINTAINED EXCEPT WHERE NOTED. PROPOSED ELEVATIONS SHOW GENERAL INTENT OF GRADING PLAN.
- ALL WORK WITHIN THE MUNICIPAL RIGHT-OF-WAY TO BE COMPLETED TO THE SATISFACTION OF THE CITY OF HAMILTON.
- ALL SURFACE DRAINAGE FOR THE SUBJECT SITE IS TO BE SELF-CONTAINED.

SILT SACK DETAIL



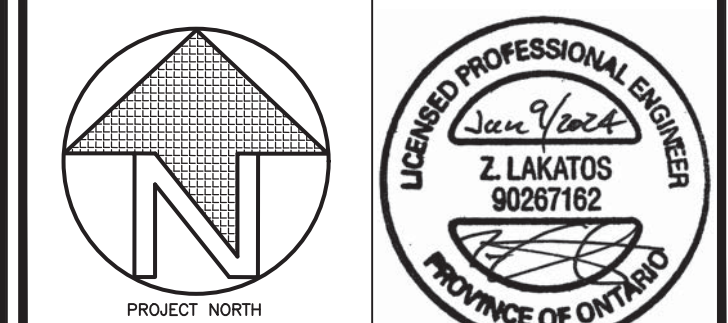
-INSPECT EVERY WEEK (MIN)
-SACKING SHOULD BE DONE OVER HALF FULL
-FILL SACKS ON RE-BARRED, DAMAGED, CRACKED AND REINFORCED (TO REMOVE DEEPER 25mm REBAR INTO PLUG POINTS)
-DO NOT FILL SACKS WITH BOTH DAMPING STRIPS
-MAINTENANCE SCHEDULE
-INSPECT AFTER EVERY MAJOR RAINFALL EVENT.

CONSTRUCTION ENTRANCE/ MUD MAT NOTES:

- LENGTH - 8m (MIN).
- THICKNESS - 450mm OF 75mm CRUSHED STONE.
- WIDTH - 5m (MIN).
- GEOTEXTILE UNDER STONE WILL BE PLACED OVER THE ENTIRE AREA PRIOR TO PLACING OF STONE.
- SURFACE WATER - ALL SURFACE WATER FLOWING OR DIVERTED TOWARD CONSTRUCTION ENTRANCES SHALL BE PAVED ACROSS THE ENTRANCE, AS DIRECTED BY THE ENGINEER.
- IF PAVING IS IMPRACTICAL, A MOUNTABLE BERM WITH 5:1 SLOPES WILL BE PERMITTED.
- PROPOSED DRAINAGE PIPES SHALL BE SIZED WITH SUFFICIENT CAPACITY TO CARRY DITCH FLOWS. ALTERNATIVE WAYS OF TRANSPORTING DITCH DRAINAGE ACROSS CONSTRUCTION ENTRANCES MAY BE PROPOSED BY THE CONTRACTOR FOR APPROVAL BY THE ENGINEER.
- WHEN WASHING OF VEHICLE IS NECESSARY, IT SHALL BE DONE ON AN AREA STABILIZED WITH STONE WHICH DRAINS INTO AN APPROVED SEDIMENT TRAPPING DEVICE CALLED DAILY AND WITHIN 24 HOURS OF A STORM EVENT GREAT ENOUGH TO CAUSE WATER TO LEAVE THE CONSTRUCTION SITE.

NO.	REVISION	DESCRIPTION	DATE	
2	ISSUED FOR REVIEW		JAN 9 2024	R.M.
1	ISSUED FOR SITE PLAN APPLICATION		MARCH 2 2022	R.M.
0	ISSUED FOR REVIEW		NOV 25 2021	R.M.

DO NOT SCALE DRAWINGS; THESE DRAWINGS SHOW INTENT OF THE DESIGN ONLY OR EXISTING CONDITIONS AND MAY NOT REFLECT EXACT LOCATIONS.



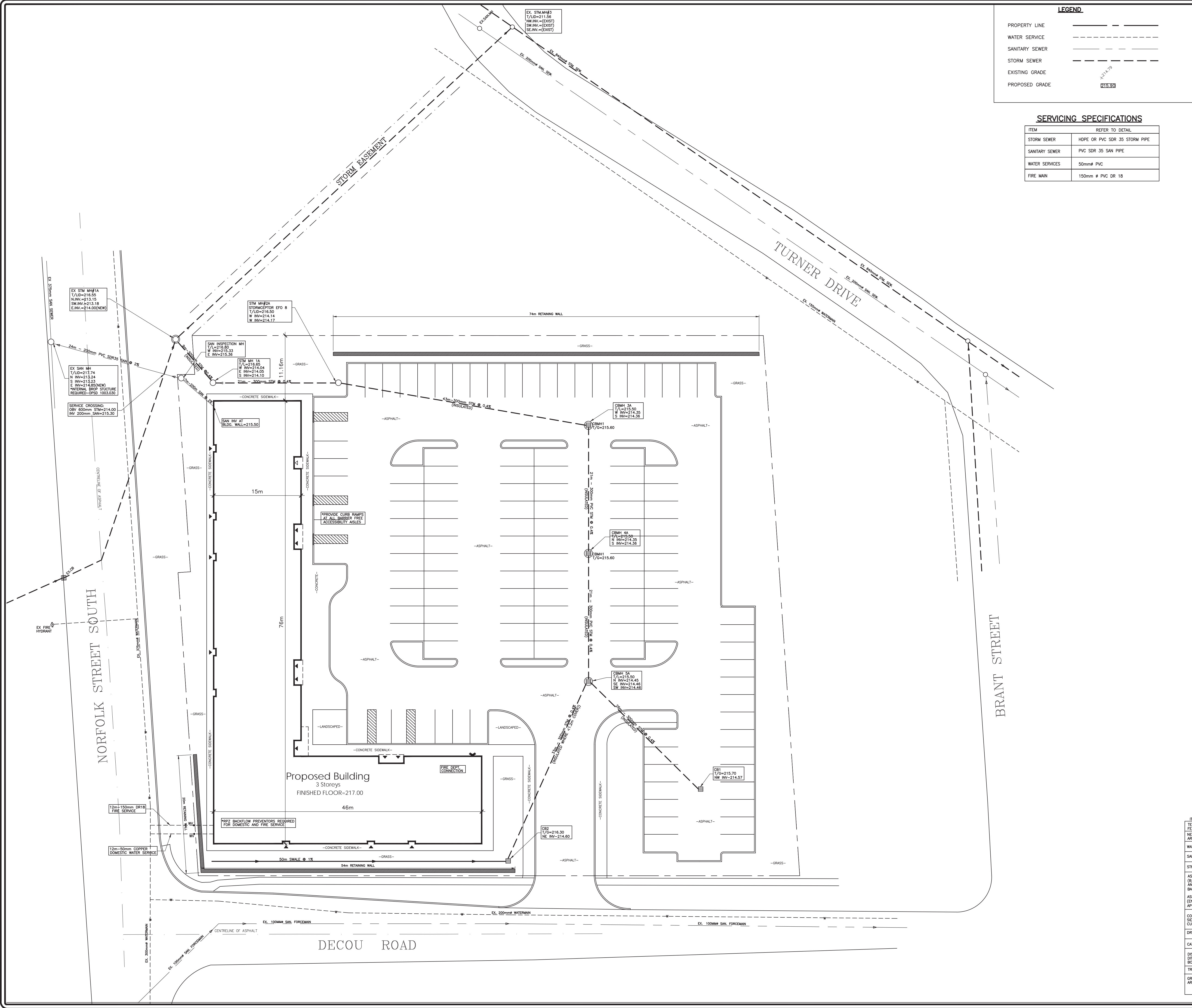
M C CONSULTING P.O. Box 1002, Simcoe, Ont. N3Y 5B3
Tel: 519-428-6790 Fax: 519-428-8960

PROJECT NAME
PROPOSED DEVELOPMENT
487 Norfolk Street South
ARCHITECT: VENTIN GROUP

487 NORFOLK STREET SOUTH, SIMCOE, ON

SHEET TITLE: SITE PLAN

SCALE: AS SHOWN	PROJECT NO.: 7320
DRAWN BY: R.M.	DWG. NO.: SP1
CHECKED BY: C.A.	REV. NO.: 2
DATE: JAN 2024	
FILE NAME: 7320	



LEGEND	
PROPERTY LINE	---
WATER SERVICE	---
SANITARY SEWER	---
STORM SEWER	---
EXISTING GRADE	---
PROPOSED GRADE	---

SERVICING SPECIFICATIONS

ITEM	REFER TO DETAIL
STORM SEWER	HDPE OR PVC SDR 35 STORM PIPE
SANITARY SEWER	PVC SDR 35 SAN PIPE
WATER SERVICES	50mmØ PVC
FIRE MAIN	150mm Ø PVC DR 18

PLEASE READ THE FOLLOWING NOTES IN CONJUNCTION WITH ALL SITE DRAWINGS

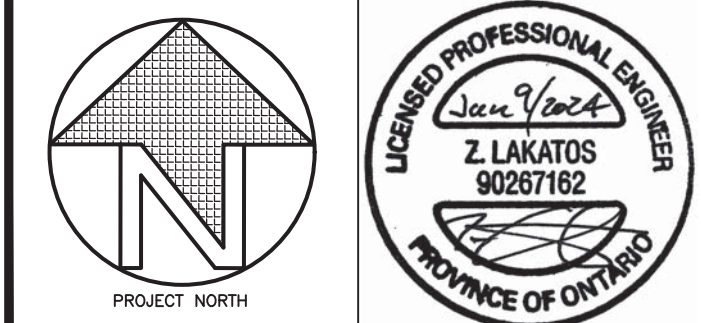
- ELECTRICAL:**
REFER TO ELECTRICAL DRAWINGS FOR ALL SITE LIGHTING, LIGHT FIXTURE TYPES, WIRING, UTILITY POLES ETC., LOCATIONS AND SPECIFICATIONS. REFER TO MECHANICAL DRAWINGS FOR ALL MECHANICAL EQUIPMENT, PLUMBING, HEATING AND COOLING FIXTURE TYPES, LOCATIONS AND SPECIFICATIONS. REFER TO MECHANICAL DRAWINGS FOR ALL MECHANICAL EQUIPMENT, PLUMBING, HEATING AND COOLING FIXTURE TYPES, LOCATIONS AND SPECIFICATIONS.
- MECHANICAL ROOM:**
REFER TO MECHANICAL AND ARCHITECTURAL DRAWINGS FOR MECHANICAL ROOM LOCATION AND EQUIPMENT LAYOUT AND SPECIFICATIONS.
- SITE LIGHTING:**
REFER TO ELECTRICAL DRAWINGS FOR ALL SITE LIGHTING, LIGHT FIXTURE TYPES, WIRING, UTILITY POLES ETC., LOCATIONS AND SPECIFICATIONS. ALL EXTERIOR LIGHT FIXTURES TO BE DARK-SKY COMPLIANT: NO EXTERIOR LIGHTING ARRAY TO BE DIRECTED OFF PROPERTY TO ROAD ALLOWANCE OR ADJACENT PROPERTIES. ALL LIGHTING ARRAY DIRECTIONS TO SHINE INTERNALLY TOWARD SUBJECT PROPERTY.
- FROST PROTECTION:**
RIGID INSULATION (2 LAYERS OF 1" STYROFOAM) IS TO BE PROVIDED OVER ALL NEW STORM PIPE WHERE COVER DOES NOT EXCEED 1.0M.
- TEMPORARY SILT SACKS:**
TEMPORARY SILTATION CONTROL MEASURES, BY WAY OF SILT SACKS, ARE REQUIRED TO BE INSTALLED IN ALL DRYWELLS. REFER TO GENERAL EROSION AND SEDIMENT CONTROL NOTES THIS PLAN AND SILT SACK DETAIL ON SP3.

GENERAL NOTES:

1. PRIMARY UNITS ARE METRIC. DIMENSIONS ARE METERS.
2. PROPER SILTATION MEASURES TO TAKE PLACE. SILT CONTROLS, IE SILT FENCING AROUND ALL CONSTRUCTION AREAS ARE TO BE IN PLACE PRIOR TO THE START OF SITE WORKS, AND BE MAINTAINED FOR THE DURATION OF CONSTRUCTION (SILT FENCING TO BE PROPERLY SECURED C/W T BAR POSTS IN GROUND & C/W FILTER FABRIC) FENCING TO BE INSTALLED AROUND ALL CONSTRUCTION AREAS. [REFER TO OPSD 219.130].
3. ANY DISCREPANCY(S) BETWEEN INFORMATION ON THIS SITE DRAWING AND ACTUAL FIELD CONDITIONS, WHICH MAY IMPACT ON THE PROPOSED DEVELOPMENT, ARE TO BE REPORTED TO THE SENIOR CONSULTANT / P.E.
4. REQUIRED SERVICES & SERVICE CONNECTIONS NOT SHOWN ON DRAWING TO BE THE RESPONSIBILITY OF THE CONTRACTOR/OWNER.
5. ALL NECESSARY RELOCATIONS OR REMOVALS OF EXISTING PHYSICAL SITE FEATURES INCLUDING U/S SERVICES TO BE THE RESPONSIBILITY OF THE CONTRACTOR/OWNER.
6. EXACT LOCATIONS & ELEVATIONS OF ALL EXISTING SERVICES (SANITARY SEWER, WATER, GAS, BELL, ETC.), GRADES, MATERIAL LENGTHS, ELEVATIONS, INVERTS, ETC. TO BE VERIFIED BY CONTRACTOR PRIOR TO COMMENCEMENT OF ANY SITEWORK.
7. ANY FILL PLACED ON SITE MUST BE COMPACTED TO A MIN. 95% STANDARD PROCTOR DENSITY.
8. ALL DISTURBED LANDSCAPE AREAS ARE TO BE RE-SEEDDED.
9. THE APPROVAL OF THIS PLAN DOES NOT EXEMPT THE OWNER'S BONDED CONTRACTOR FROM THE REQUIREMENTS TO OBTAIN THE VARIOUS PERMITS/APPROVALS NORMALLY REQUIRED TO COMPLETE A CONSTRUCTION PROJECT, SUCH AS, BUT NOT LIMITED TO THE FOLLOWING:
-ROAD CUT PERMITS
-SEWER PERMITS
-RELOCATION OF SERVICES
10. THIS DRAWING TO BE READ IN CONJUNCTION WITH ANY AND ALL OTHER DOCUMENTS SUBMITTED FOR MUNICIPAL APPROVAL(S).
11. RIGID INSULATION (2 LAYERS OF 1" STYROFOAM) IS TO BE PROVIDED OVER ALL NEW STORM PIPE WHERE COVER DOES NOT EXCEED 1.2m.
12. ALL EXCESS EXCAVATED MATERIAL WILL BE REMOVED FROM THE SITE.
13. THE EXISTING DRAINAGE PATTERN WILL BE MAINTAINED EXCEPT WHERE NOTED. PROPOSED ELEVATIONS SHOW GENERAL INTENT OF DRAINAGE PLAN.
14. ALL WORK WITHIN THE MUNICIPAL RIGHT-OF-WAY TO BE COMPLETED TO THE SATISFACTION OF THE COUNTY.
15. ALL SURFACE DRAINAGE FOR THE SUBJECT SITE IS TO BE SELF-CONTAINED.

NO.	REVISION	DESCRIPTION	DATE
2	ISSUED FOR REVIEW	JAN 9 2023	R.M.
1	ISSUED FOR SITE PLAN APPLICATION	MARCH 2 2022	R.M.
0	ISSUED FOR REVIEW	NOV 25 2021	R.M.

DO NOT SCALE DRAWINGS; THESE DRAWINGS SHOW INTENT OF THE DESIGN ONLY OR EXISTING CONDITIONS AND MAY NOT REFLECT EXACT LOCATIONS.



M C CONSULTING P.O. Box 1002, Simcoe, Ont. N3Y 5B3
Tel: 519-428-6790 Fax: 519-428-8960

PROJECT NAME
PROPOSED DEVELOPMENT
487 Norfolk Street South
ARCHITECT: VENTIN GROUP
487 NORFOLK STREET SOUTH, SIMCOE, ON

SHEET TITLE: SITE PLAN

SCALE: AS SHOWN	PROJECT NO.: 7320
DRAWN BY: R.M.	DWG. NO.: SP2
CHECKED BY: C.A.	REV. NO.: 2
DATE: JAN 2024	
FILE NAME: 7320	

ITEM	REFER TO DETAIL
TEMPORARY SILT FENCES	DETAIL REFER TO OPSD 219.130.
NEW GRASSED AREAS	SEEDDED
WATERMAIN	DR 18
SAN SEWER	SDR 35
STM SEWER	HDPE OR SDR 35
ASPHALT PAVING (B/P PARKING AND AT CATCH BASINS & WALKS)	LIGHT DUTY PAVING: 60mm HLB, 300mm GRANULAR 'X' (COMPACTED TO 98% STD. PROCTOR DENSITY) HEAVY DUTY PAVING: 50mm HLB, 40mm HLB, 150mm GRANULAR 'X', 200mm GRANULAR 'Y' (COMPACTED TO 98% STD. PROCTOR DENSITY)
ASPHALT PAVING (ENTRANCE APRON)	50mm HLB, 40mm HLB, 150mm GRANULAR 'X', 200mm GRANULAR 'Y' (COMPACTED TO 98% STD. PROCTOR DENSITY)
CONCRETE SIDEWALK AND CURBING	REFER TO O.P.S. DETAILS. 310.010 FOR SIDEWALK, 311.020 FOR CURB ADJACENT TO SIDEWALK, 310.030 FOR SIDEWALK RAMP AND TACTILE SURFACE
DRY WELL	N/A
CATCH-BASIN	DETAIL REFER TO OPSD 705.010
DISTURBED DITCHES AND BOLLARDS	RESTORED TO SATISFACTION OF COUNTY
TREE PROTECTION	RESTORED TO SATISFACTION OF COUNTY
GRAVELED TRUCK AREA	-150mm GRAN. 'A' COMPACTED TO 100% STD. PROCTOR DENSITY. -400mm GRAN. 'B' COMPACTED TO 100% STD. PROCTOR DENSITY.

FUNCTIONAL SERVICING REPORT

for

**Proposed 3 storey – Commercial/Residential Building
487 Norfolk Street,
Simcoe, Ontario**

1.0 Introduction

- .1 The County of Norfolk required a servicing report for the proposed commercial/residential building. Building is comprised of 3 floors of 1530.0 sq m size with first floor being retail. The 2nd and 3rd have 879.7 sq m of office plus 5 apartment units per floor. Total commercial space is 3289.4 sq m. See attached site plan.

The site is located at the Northeast corner of Norfolk Street south and Decou Road.

- .2 This report addresses the sanitary and domestic/fire water servicing for the site.

2.0 Site Investigation

- .1 The 0.9531 hA site presently contains 2 houses and related out buildings. Out buildings total appx. 391 sq. meters.

3.0 Sanitary Sewer Servicing

- .1 The building will have commercial space of 3289.4 square meters and 10 apartment units.
- .2 Using the County of Norfolk population and sewage loading calculations the estimated total occupant load and sewage loading are as follows:

Commercial Population: $0.9531 \text{ hA} \times 90 \text{ person/hA} = 86 \text{ persons}$

Commercial loading: $0.9531 \text{ hA} \times 40 \text{ cu meters/day-hA} = 38.1 \text{ cu meters/day}$

Apartments: $10 \times 2.75 \text{ persons/unit} = 27.5 \text{ persons}$ rounded up to 28 persons

Residential Loading: $28 \times 0.45 \text{ cu meters/day} = 12.6 \text{ cu meters/day}$.

Total sewage loading is $38.1 + 12.6 = 50.7 \text{ cubic meters/day} = 0.587 \text{ litres/second}$ average.

Total population = $86 + 28 = 114 \text{ persons}$

Peak sewage flow per County of Norfolk standard is based on combined residential/commercial/industrial lands rate. There is no county rate for vertically combined complexes. I have therefore allocated areas based on population:

$$M_{av} = K_{av} * (1 + (14 / (4 + (P + P_e)^{0.5})))$$

$$\text{Where } K_{av} = AR + (0.80 * ((AI + AC) / (AR + AI + AC)))$$

P = residential population in 1000's

P_e = non residential equivalent population in 1000's

AR = residential area = $0.9531 (28/114) = 0.234 \text{ hA}$

AI = industrial area = NA = 0

AC = commercial area = $0.9531 (86/114) = 0.719 \text{ hA}$

$$\begin{aligned} K_{av} &= 0.234 + (0.80 * ((0 + 0.719) / (0.234 + 0 + 0.719))) \\ &= 0.8376 \end{aligned}$$

$$Mav = 0.8376 \times (1 + (14/(4 + (0.028 + 0.086)^{0.5})))$$

$$= 3.541$$

Peak sanitary flow is therefore 3.541×0.587 litres/second = 2.079 litres/second or 124.7 litres/minute.

The county requires the addition of an infiltration allowance of 0.28 l/s per hectare which increases total design peak sanitary flow to $2.079 \text{ l/s} + 0.28 \text{ l/s} \times 0.9531 \text{ hA} = 2.346 \text{ l/s}$.

A sanitary sewer of 150mm trade size with friction factor of $n=0.013$ and minimum slope of 1.0% would have a capacity of 17 litres/second when flowing full which exceeds the required flow by a factor of 7:1 and will be satisfactory.

4.0 Domestic Water Servicing

- .1 Domestic water demand was calculated using Norfolk County standard:

Daily Average Flow $Q = 114 \text{ persons} \times 0.45 \text{ cubic meters/day-capita} = 51.3 \text{ cubic meters/day} = 2138 \text{ litres/hour} = 0.594 \text{ litres/second average}$.

Peak Daily flow factor = 2.25 therefore

Peak Daily flow = $51.3 \times 2.25 = 115.5 \text{ cubic meters/day}$.

Peak hour peaking factor is averaged for commercial and residential components based on population. Residential fraction = $28/114 = 0.25$.

$Q = (\text{resid. fraction} \times \text{hourly flow} \times \text{PF res}) + (\text{comm. fraction} \times \text{hourly flow} \times \text{PF comm})$

$Q = (0.25 \times 2138 \times 4) + (0.75 \times 2138 \times 2) = 5345 \text{ litres/peak hour} = 1.49 \text{ l/s}$

The county standard does not include guidance for instantaneous peak flows which determine service water pipe sizing. Further complicating instantaneous peak flow calculation is that the individual commercial tenant needs cannot be established at this time. Some users such as dine in restaurants have minimum pressure requirements. Some users such as laundromats have high water usage. Therefore I recommend a minimum of a 50mm domestic water service for the above noted peak flow which provides a pressure drop per 30 meters of .appx 2.8 kPa and a velocity of appx 0.75m/s with room to double the water flow at pressure losses that are still within a reasonable range of approximately 17 kPa per 30 meters.

5.0 Fire Water Servicing

- .1 The subject building is over 1500 sq meters and under the Ontario Building Code will be required to be equipped with a full fire sprinkler system due to the retail major occupancy. Generally this size of building has a peak fire water demand on the first floor and in basement areas of appx. 700 USGPM including hose allowances in a well laid out sprinkler design and less than 500 USGPM (including fire hose flows) on upper residential/office use only floor. The minimum water pressure required for these flows is appx. 40 psig on ground floor.
- .2 The Underwriters Fire Flow Survey was prepared and indicates that the site requires a fire water flow of $4350 \text{ l/m} = 72.5 \text{ l/s}$. Water pressure for this flow is min. 140 kPa at the hydrant. See attached figure 2

6.0 Combined Fire Water and Domestic Water Flow

- .1 The County requires the water supply to be calculated for 2 scenarios of combined fire water and domestic flow.

Scenario 1: Daily Demand + Fire Flow
 $= 0.594 \text{ l/s} + 72.5 \text{ l/s} = 73.1 \text{ litres/second}$

Scenario 2: Peak Hourly Demand
 $= 1.49 \text{ litres/second}$

The peak water flow is Scenario 1 with a demand of 73.1 litres/second.

7.0 Deduction Due to Demolition of Existing Buildings.

- .1 The existing 2 houses and outbuildings on the site will be demolished.

Using the County of Norfolk Engineering Standard the existing estimated sanitary Flow for existing site is:

Residential: 2 houses at 2.75 persons x 0.45 cu m/day $= 2.45 \text{ cu m/day}$

Existing estimated water flow is:

Residential: 2 houses at 2.75 persons x 0.45 cu m/day $= 2.45 \text{ cu m/day}$

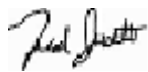
8.0 Net Increase in Sanitary and Domestic Water Flows

Taking Sections 3 & 4 and subtracting Section 7 yields daily sewage and domestic water flow increases for the property as follows:

Net Increase in Daily Sewage Flow $= 50.7 - 2.45 = 48.25 \text{ cubic meters/day}$

Net Increase in Daily Domestic Water Flow $= 51.3 - 2.45 = 48.85 \text{ cubic meters/day}$

Report prepared by



Fred Jewett P. Eng.
7635 Aughrim Line, RR 2
Bothwell, Ontario N0P 1C0
(905) 973-9590



FIRE UNDERWRITERS SURVEY FIRE FLOW CALCULATION

PROJECT: COMMERCIAL/RESIDENTIAL BUILDING – 3 STOREY PROTECTED WOOD FRAME

ADDRESS: 487 NORFOLK STREET SOUTH

MUNICIPALITY: SIMCOE

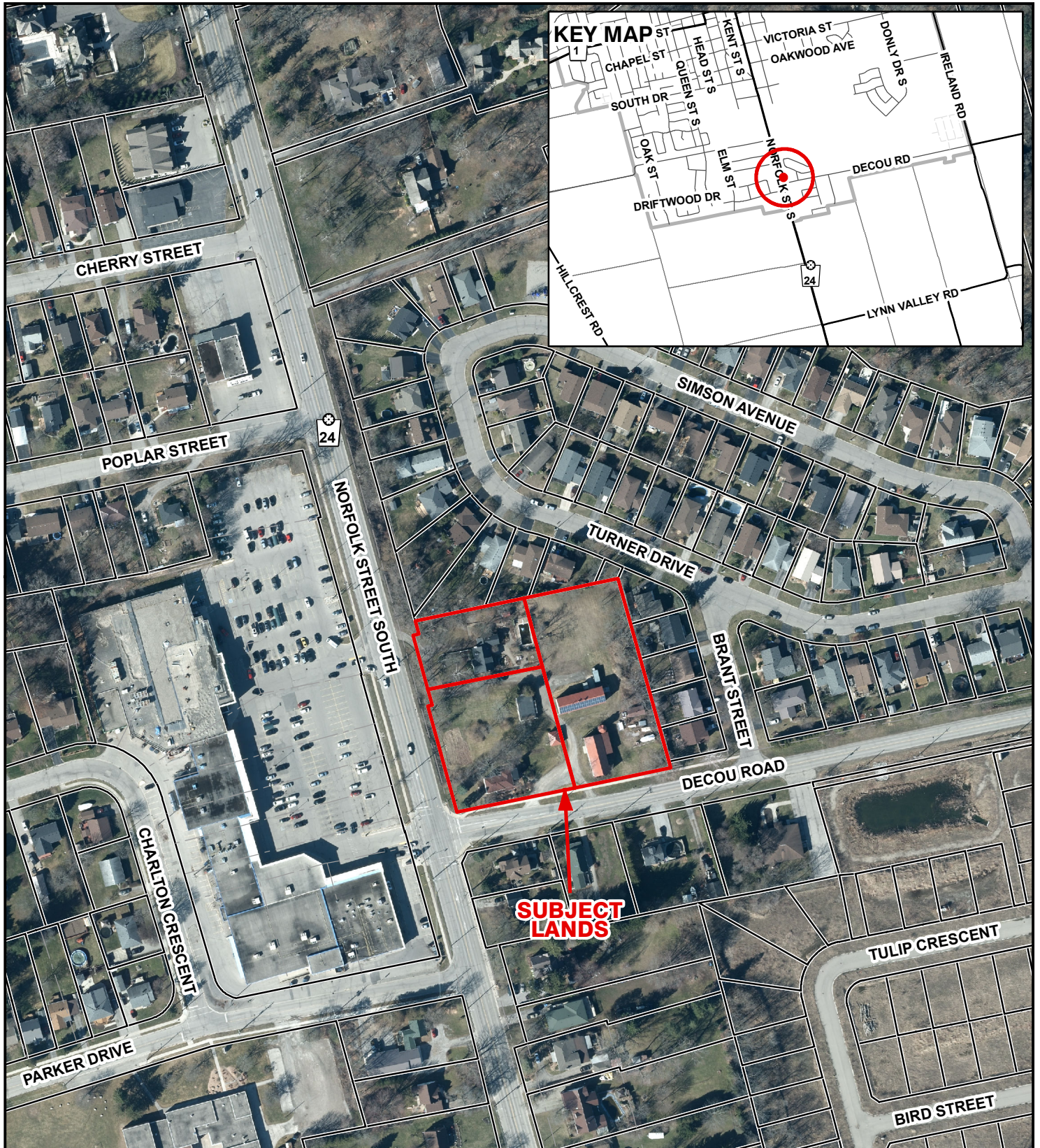
DATE: SEPTEMBER 8, 2021

CALCULATION BY: FRED JEWETT P. Eng.


STEP	TASK	TERM	OPTIONS	MULTIPLIER	UNIT	FIRE FLOW
1	CONSTRUCTION OF BUILDING	COEFFICIENT C	PROTECTED	0.6	–	
2	AREA PROTECTED	AREA A	1530 + (25% x 1530 x 2 FLOORS)	2295	m ²	
3	CALCULATE BASE FIRE FLOW	BASE FIRE FLOW	$F = 220 \times C \times \sqrt{A} = 220 \times 0.6 \times \sqrt{2295}$			Litres/Min.
			ROUNDED TO NEAREST 1000 L/S			6324 L/m
4	ADJUSTMENTS			FACTOR		
	CONTENTS	ADDER	ORDINARY COMBUSTIBLE	0.0	–	0
	FIRE SPRINKLERS	ADDER	PROPERLY SIZED SYSTEM AND HOSE ALLOWANCE	–0.4	–	– 2400
			SUPERVISION OF SPRINKLERS	–0.1		– 600
			SUB TOTAL			3000 L/m
	BUILDING SEPARATION	ADDER	NORTH 18.9 m	+0.15	–	+ 450
			EAST 43.2 m	+0.05	–	+ 150
			SOUTH 29.2 m	+0.10	–	+ 300
			WEST 14.15 m	+0.15	–	+ 450
5	MINIMUM REQUIRED FIRE FLOW				Litres/Min. USGPM	4350 L/m



Fig. 2



Legend

 Subject Lands

2020 Air Photo

5/22/2024



20 10 0 20 40 60 80
Meters

Urban Area of SIMCOE

ZNPL2024131

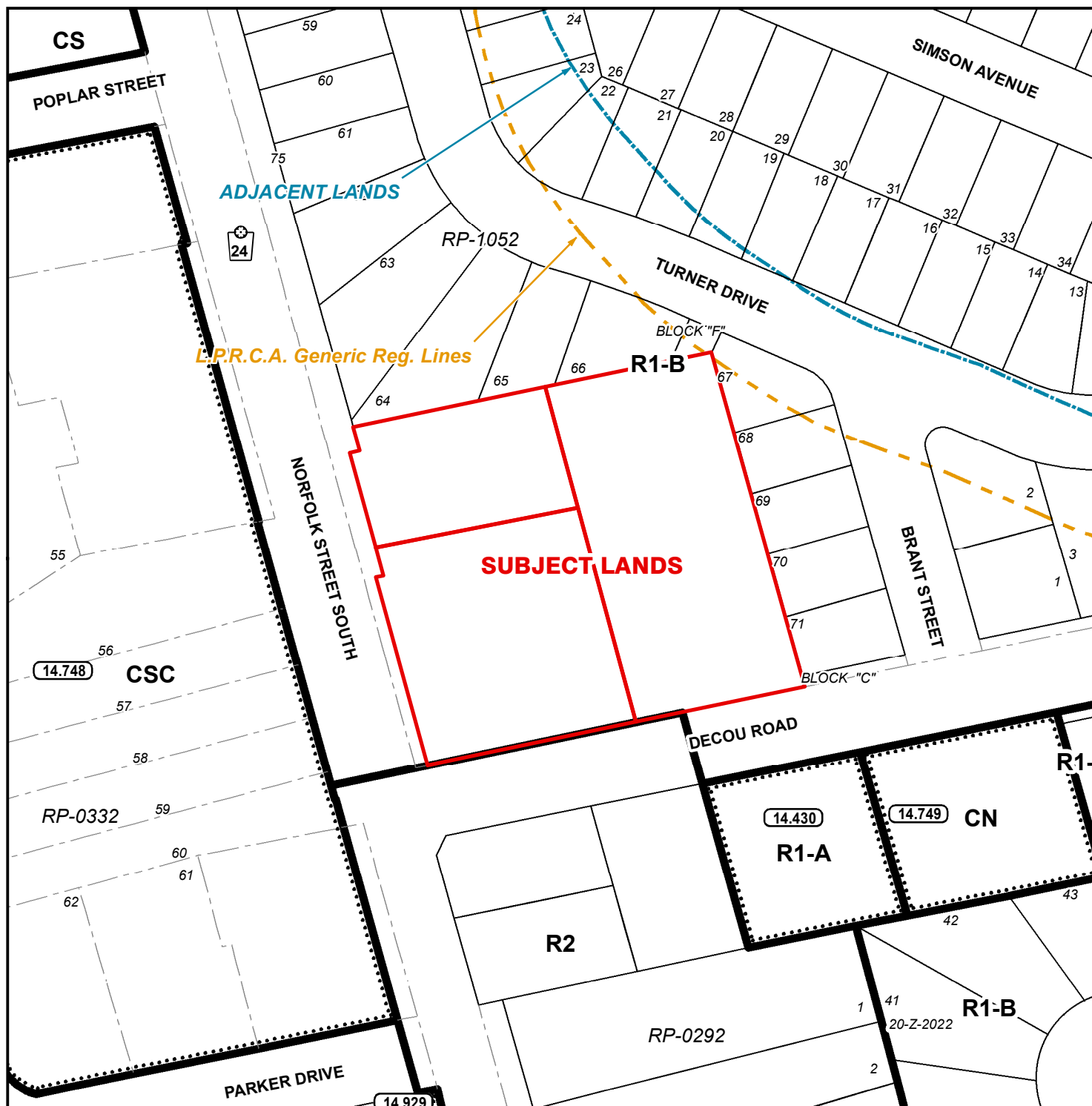
A scale bar labeled 'Meters' with markings at 10, 5, 0, 10, 20, 30, and 40.

MAP C

PROPOSED ZONING BY-LAW AMENDMENT MAP

Urban Area of SIMCOE

OPNPL2024111
ZNPL2024131



LEGEND

- Subject Lands
- Adjacent Lands
- LPRCA Generic Reg. Lines

ZONING BY-LAW 1-Z-2014

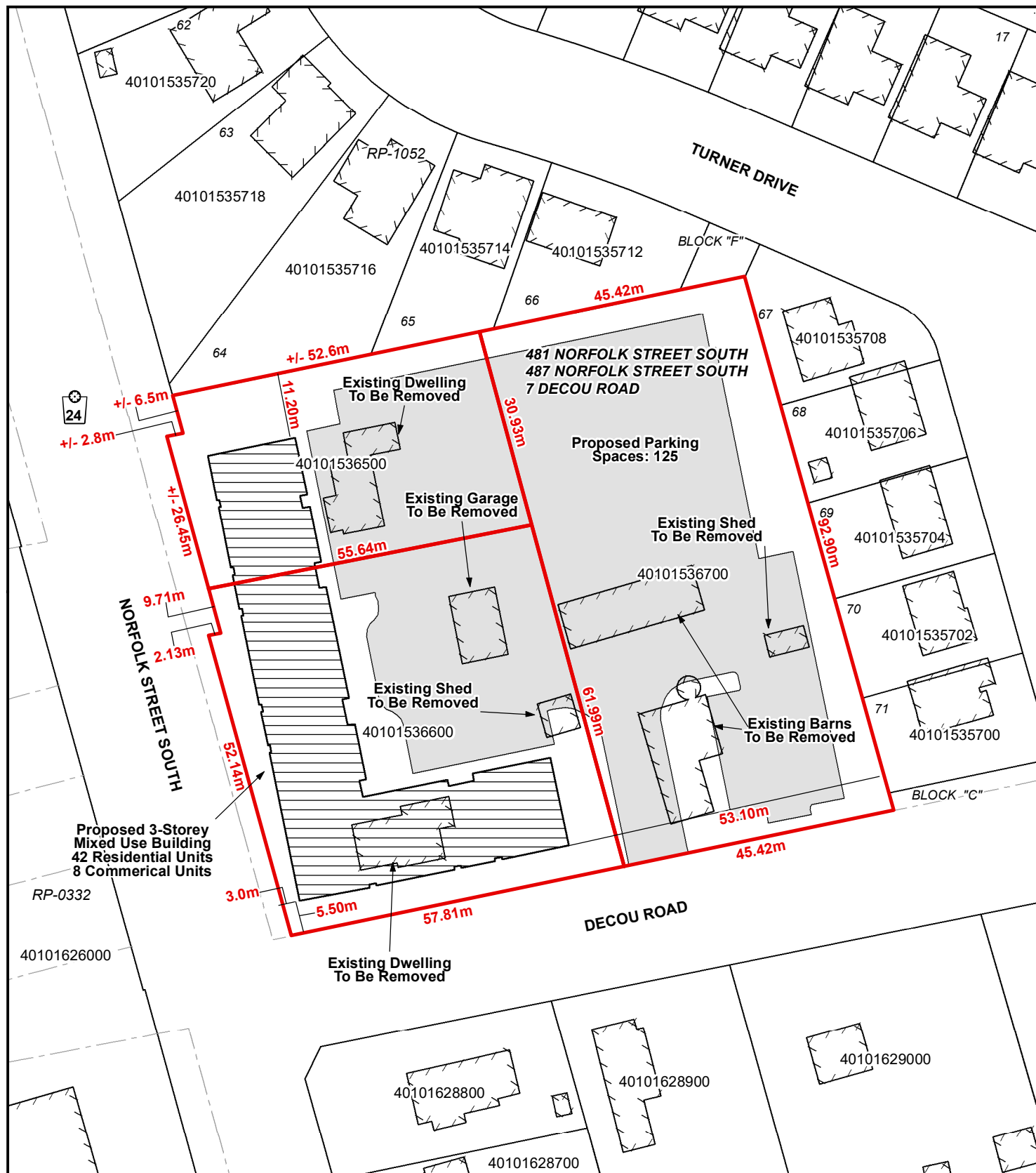
5/22/2024

- (H) - Holding
- CS - Service Commercial Zone
- CSC - Shopping Centre Commercial Zone
- CN - Neighbourhood Commercial Zone
- R1-A - Residential R1-A Zone
- R1-B - Residential R1-B Zone
- R2 - Residential R2 Zone

From: R1-B
To: CBD

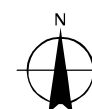


10 5 0 10 20 30 40 Meters



Legend

Subject Lands



5/22/2024

7.5 3.75 0 7.5 15 22.5 30 Meters