

Application to Planning Department

Complete Application

A complete development application consists of the following:

- 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-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. The purpose of a pre-consultation meeting is to provide the applicant with an opportunity to present the proposed application, discuss potential issues, and identify the required information and materials to be submitted with the application in order for it to be considered complete by staff. The applicant has the opportunity to make revisions to the application prior to submission, without the additional costs of recirculation fees. 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 provide a copy of the minutes that addressed the outcomes of the meeting with your completed application. It should be noted that pre-consultation minutes are valid for one year after the meeting date.

Processing the Development Application

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.



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
- Maintain the sign until the development application is finalized and thereafter removed.

For consent and minor variance applications, Planning Department staff post the sign on the subject lands.

Contact Us

For additional information or assistance in completing this application, please contact a planner at 519-426-5870 or 519-875-4485 extension 1290 or planner at 519-426-5870 or 519-875-4485 extension 1290 or planner-at-519-426-5870 or plann

185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 or 22 Albert Street, Langton, ON N0E 1G0



For Office Use Only: File Number Related File Number Pre-consultation Meeting Application Submitted Complete Application	Public Notice Sign Application Fee Conservation Authority Fee Well & Septic Info Provided 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 La	nd Condominium		
Condominium Exemption			
Site Plan Application			
Consent/Severance			
Minor Variance			
Easement/Right-of-Way			
Extension of a Temporary Use By-law			
Part Lot Control			
Cash-in-Lieu of Parking			
Renewable Energy Project or Radio	Renewable Energy Project or Radio Communication Tower		
Please explain the desired end result of this application (for example: a special zoning provision on the subject lands, changing the zone and/or official plan designation of the subject lands, creating a certain number of lots, or similar)			
To permit $\underline{^{42}}$ block townhouse units including stormwater management design, internal road pattern designed to facilitate County garbage and recycling pickup within a future plan of condominium.			
Property Assessment Roll Number: 40100112650 & 40100112110			



A. Applicant Information

Name of Owner	2619819 Ontario Limited		
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. 59 Decou Road			
Address Town and Postal Code	Simcoe, ON N3Y 4K2		
Phone Number	519-426-1685		
	519-861-0915		
Cell Number Email	boerhomes@live.com		
Liliali			
Name of Applicant	Same as above		
Address			
Town and Postal Code			
Phone Number			
Cell Number			
Email			
Name of Agent	G. Douglas Vallee Limited (Eldon Darbyson)		
Address	2 Talbot St North		
Town and Postal Code	Simcoe, ON N3Y 3W4		
Phone Number 519-426-6270			
Cell Number	905-321-2029		
Email	eldondarbyson@gdvallee.ca		
Please specify to whom all communications should be sent. Unless otherwise directed, all correspondence and notices in respect of this application will be forwarded to the agent noted above.			
Owner	Agent Applicant		
Names and addresses of encumbrances on the sul	any holder of any mortgagees, charges or other bject lands:		

Agreement registered under NR98249



Location, Legal Description and Property Information

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

LT 25-34 BLK 11 PL 182; PT LT 1-7 BLK 10 PL 182; PT MATHER ST, SUTTON ST PL 182 (FORMERLY WILSON ST) CLOSED BY NR596326 AS IN NR601569 &

	Municipal Civic Address: Not assigned	
	Present Official Plan Designation(s): Urban Residential	
	Present Zoning: R6(H)	
2.	Is there a special provision or site specific zone on the subject lands?	
	Yes No If yes, please specify:	
	14 629	
3.	Present use of the subject lands:	
	Vacant	

Vacant

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:

N/A

- 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.
 - Group Townhouse units 2 storey See drawing
- 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:
 - 42 Group Townhouse units 2 storey See drawing



7.	Are any existing buildings on the subject lands designated under the <i>Ontario</i> 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:		
	Existing use of abutting properties: Residential, Commercial and Provincially Significant Wetlands Are there any existing easements or restrictive covenants affecting the subject lands? Yes No If yes, describe the easement or restrictive covenant and its effect:		
No	ote: Please complete all that apply.		
1.	Please explain what you propose to do on the subject lands/premises which makes this development application necessary: Develop lands for $\phantom{aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa$		
2.	Please explain why it is not possible to comply with the provision(s) of the Zoning By-law/and or Official Plan: N/A		
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: N/A		
4.	Does the requested amendment remove the subject land from an area of employment? Yes No If yes, describe its effect:		
	N/A		



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):		
	N/A		
6.	Description of land intended to be severed in metric units: Frontage:		
	Depth:		
	Width:		
	Lot Area:		
	Present Use:		
	Proposed Use:		
	Proposed final lot size (if boundary adjustment):		
	If a boundary adjustment, identify the assessment roll number and property owner of		
	the lands to which the parcel will be added:		
	Description of land intended to be retained in metric units: Frontage:		
	Depth:		
	Width:		
	Lot Area:		
	Present Use:		
	Proposed Use:		
	Buildings on retained land:		
7.	Description of proposed right-of-way/easement: Frontage:		
	Depth:		
	Width:		
	Area:		
	Proposed use:		
8.	Name of person(s), if known, to whom lands or interest in lands to be transferred, leased or charged (if known):		



9.	Site Information	Existing	Proposed	
Ple	Please indicate unit of measurement, for example: m, m ² or %			
Lo	t frontage	60m		
Lo	t depth	183m (approx)		
Lo	t width	Various		
Lo	t area	17,789m2		
Lo	t coverage			
Fre	ont yard	<u>6m</u>	<u>6m</u>	
Re	ear yard	<u>7.5m</u>	7.5m	
Le	ft Interior side yard	3m	5.4m	
	ght Interior side yard	3m	<u>3m</u>	
Ex	terior side yard (corner lot) ndscaped open space			
	trance access width	<u>7.5m</u>	7.5m (greater at property line)	
Siz	it access width ze of fencing or screening pe of fencing	Same	Same —————	
10	.Building Size			
Bu To To	imber of storeys ilding height tal ground floor area tal gross floor area tal useable floor area		2 TBD TBD TBD TBD	
11	.Off Street Parking and Loadin	g Facilities		
Nı Nı	imber of off street parking spaces imber of visitor parking spaces imber of accessible parking spa imber of off street loading facili	17 aces 1	17 1 Type A	



12. Residential (if applicable)		
Number of buildings existing: Number of buildings propose	42 unite in	11 buildings
Is this a conversion or addition	on to an existing building?	OYes ● No
If yes, describe:		
Туре	Number of Units	Floor Area per Unit in m ²
Single Detached _		
Semi-Detached _		
Duplex _		
Triplex _		
Four-plex _	,,,	•
Street Townhouse _		TBD
Stacked Townhouse _		***************************************
Apartment - Bachelor	**************************************	
Apartment - One bedroom		
Apartment - Two bedroom		
Apartment - Three bedroom		
· ·	example: play facilities, un	derground parking, games room,
13. Commercial/Industrial Use	es (if applicable)	
Number of buildings existing:		
Number of buildings propose	d:	
Is this a conversion or addition	on to an existing building?	○Yes ○No
If yes, describe:		
Indicate the gross floor area	by the type of use (for exa	mple: office, retail, storage):



Seating Capacity (for assembly halls or similar):	
Total number of fixed seats:	
Describe the type of business(es) proposed:	
Total number of staff proposed initially:	
Total number of staff proposed in five years:	
Maximum number of staff on the largest shift:	
ls open storage required: OYes ONo	
s 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: Lands appear vacant.
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? OYes No
Ε.	Provincial Policy
1.	Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the <i>Planning Act, R.S.O. 1990, c. P. 13</i> ? 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:
	Submission of EIS to detail



3.	 Have the subject lands been screened to ensure that development or site alteratio will not have any impact on source water protection? Yes No	
	If no, please explain:	
	Within WHPA C and D - County to provide comments. See geotechnical report.	
	within whea c and b - County to provide comments. See geotechnical report.	
	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	And any of the following was an fact was an the subject lends or within 500 maters of	
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 Adjacent	
	Floodplain Adjacent	
	On the subject lands or within 500 meters – distance Adjacent	
	Rehabilitated mine site	
	On the subject lands or within 500 meters – distance	
	Non-operating mine site within one kilometre	
	On the subject lands orwithin 500 meters – distance	
	Active mine site within one kilometre	
	On the subject lands orwithin 500 meters – distance	
	Industrial or commercial use (specify the use(s)) Adjacent	
	On the subject lands or within 500 meters – distance Adjacont	
	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	



₹.	Servicing and Access		
I. Indicate what services are available or proposed: Water Supply			
	Municipal piped water	Communal wells	
	O Individual wells	Other (describe below)	
	Sewage Treatment		
	Municipal sewers	Communal system	
	Septic tank and tile bed in good working order	Other (describe below)	
	Storm Drainage	_	
	Storm sewers	Open ditches	
	Other (describe below)		
	Storm drainage as permitted by LPRCA		
2.	Existing or proposed access to subject lands:		
	Municipal road	Provincial highway	
	O Unopened road	Other (describe below)	
	Name of road/street: Hunt Street North		
Э.	Other Information		
۱.	Does the application involve a local business? OYes 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
- 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
- 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)

In addition, the following additional plans, studies and reports, including but not limited

- 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

o, may also be required as part of the complete application submission:			
	Zoning Deficiency Form		
	On-Site Sewage Disposal System Evaluation Form (to verify location and condition)		
	Architectural Plan		
	Buildings Elevation Plan		
	Cut and Fill Plan		
	Erosion and Sediment Control Plan		
	Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)		
	Landscape Plan		
	Photometric (Lighting) Plan		
	Plan and Profile Drawings		
	Site Servicing Plan		
	Storm water Management Plan		
	Street Sign and Traffic Plan		
	Street Tree Planting Plan		
	Tree Preservation Plan		
	Archaeological Assessment		
	Environmental Impact Study		



□ Geotechnical Study / Hydrogeological Review				
☐ Minimum Distance Separation Schedule				
□ Noise or Vibration Study				
□ Record of Site Condition				
□ Storm water Management Report				
☐ Traffic Impact Study – please contact the Planner to verify the scope required				
Site Plan applications will require the following supporting materials:				
 Two (2) complete sets of the site plan drawings folded to 8½ x 11 and an electronic version in PDF format Letter requesting that the Holding be removed (if applicable) A cost estimate prepared by the applicant's engineer 				
 An estimate for Parkland dedication by a certified land appraiser 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 In	formation and Protection of Privacy Act,
I authorize and consent to the use by or the disc	losure to any person or public body any
information that is collected under the authority of	of the Planning Act, R.S.O. 1990, c. P.
13 for the purposes of processing this applicatio	n.
	NO2mber 3 2020
Owner/Applicant Signature	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 auth	norization set out below.
I/We 2619819 Ontario Limited (Henry Boer) a	m/are the registered owner(s) of the
lands that is the subject of this application.	3
I/We authorize G. Douglas Vallee Limited	to make this application on
my/our behalf and to provide any of my/our pers	
processing of this application. Moreover, this sh	•
authorization for so doing.	•
	NORMBY 3 2325
Owner	Date
Owner	Date Date



N. Declaration	
1, Heary Bost	of
solemnly declare that:	
all of the above statements and the state transmitted herewith are true and I make believing it to be true and knowing that it under oath and by virtue of <i>The Canada</i>	this solemn declaration conscientiously is of the same force and effect as if made
Declared before me at:	
TOWN OF SIMILE	
	Owner/Applicant Signature
In COUNTY OF NORFOLK.	
Thisday ofNovember	
A.D., 20_20	
A Commissioner etc TAmes	Rosi

