

# **Planning Department Development Application Form**

# 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,
- 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
- 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 <a href="mailto:planning@norfolkcounty.ca">planning@norfolkcounty.ca</a>. 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 Related File Number Pre-consultation Meeting Application Submitted Complete Application		Public Notice Sign Application Fee Conservation Authority Fee Well & Septic Info Provided Planner		
Che	eck 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	l 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 C	Communication Tower		
zoni		de additional use(s), changing the zone lands, creating a certain number of lots, or		
Pro	perty Assessment Roll Number: 331040	01001314100000		



# A. Applicant Information

Name of Owner	1696418 Ontario ltd, Freeman Properties Inc.		
It is the responsibility of the ownership within 30 days	he owner or applicant to notify the planner of any changes in of such a change.		
Address	47 Queensway East		
Town and Postal Code	Simcoe N3Y5E7		
Phone Number			
Cell Number	519-909-9864		
Email	freemanrjamie@hotmail.com		
Name of Applicant	Darshan Solanki		
Address	269 Donly Dr S		
Town and Postal Code	Simcoe N3Y0C8		
Phone Number			
Cell Number	416-317-4590		
Email	darshansolanki3031@gmail.com		
Name of Agent			
Address			
Town and Postal Code			
Phone Number	NA		
Cell Number	/ \		
Email			
	Il communications should be sent. Unless otherwise directed, otices in respect of this application will be forwarded to both bove.		
□ Owner	☐ Agent		
Names and addresses of encumbrances on the sub	any holder of any mortgagees, charges or other oject lands:		



D.	Location, Legal Description and Property Information
1.	Legal Description (include Geographic Township, Concession Number, Lot Number Block Number and Urban Area or Hamlet):
	TOWNSEND CON 14 PT LOT 1 RP 37R3904 PART 1 TO 4 IRREG
	Municipal Civic Address: 47 QUEENSWAY E
	Present Official Plan Designation(s):
	Present Zoning: SERVICE COMMERCIAL ZONE
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: As it is no change ( Retail commercial)
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:  single story constriction no change
5.	If an addition to an existing building is being proposed, please explain what it will be used for (for example: bedroom, kitchen, or bathroom). If new fixtures are proposed please describe.  N/A
	Please describe <b>all proposed</b> buildings or structures/additions on the subject lands. Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:  N/A



7.	Are any existing buildings on the subject lands designated under the <i>Ontario</i> Heritage Act as being architecturally and/or historically significant? Yes □ No ■
	If yes, identify and provide details of the building:
0	
8.	If known, the length of time the existing uses have continued on the subject lands:  20 years
9.	Existing use of abutting properties:  No Change Car Wash is there
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
No	te: Please complete all that apply.
1.	Please explain what you propose to do on the subject lands/premises which makes this development application necessary:  Patio Addition
2	Disease symbols who it is not associated to see the 10 (b) and 1 (c) (d) (d)
۷.	Please explain why it is not possible to comply with the provision(s) of the Zoning By-law/and or Official Plan:  N/A
	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:
	Does the requested amendment remove the subject land from an area of employment? ☐ Yes



	sted amendment alter, replace, or delete a policy of the Official Plan? yes, identify the policy, and also include a proposed text of the		
policy amendme	nt (if additional space is required, please attach a separate sheet):		
Description of la	nd intended to be severed in metric units:		
Frontage:	As is no change		
Depth:	As is no change		
Width:	As is no change		
Lot Area:	As is no change		
Present Use:	As is no change		
Proposed Use:	As is no change		
Proposed final lo	ot size (if boundary adjustment): As is no change		
If a boundary adjustment, identify the assessment roll number and property owner of			
the lands to which the parcel will be added: As is no change			
•	nd intended to be retained in metric units:		
Frontage:	As is no change		
Depth:	As is no change		
Width:	As is no change		
Lot Area:	As is no change		
Present Use:	As is no change		
Proposed Use:	As is no change		
Buildings on reta	ined land: As is no change		
Description of pro-	oposed right-of-way/easement: As is no change		
Depth:	As is no change		
Width:	As is no change		
Area:	As is no change		
Proposed use:	As is no change		
•	s), if known, to whom lands or interest in lands to be transferred, d (if known):		



9.	Site Information	Zoning	Proposed
Ple	ease indicate unit of measureme	ent, for example: m, m <sup>2</sup> or <sup>9</sup>	%
Lo	t frontage	MA	MIA
Lo	t depth	-	
Lo	t width		
Lo	t area		
Lo	t coverage		
Fro	ont yard		
Re	ar yard		
Le	ft Interior side yard	6	
Rig	ght Interior side yard	K	A STATE OF THE PROPERTY OF THE
Ex	terior side yard (corner lot)		
La	ndscaped open space		
En	trance access width		
Ex	it access width		
Siz	e of fencing or screening		
Ту	oe of fencing	<u>/</u>	
10.	Building Size		
Nu	mber of storeys		
Bu	ilding height		
То	tal ground floor area	A	
To	tal gross floor area	N	
To	tal useable floor area		
11.	Off Street Parking and Loading	Facilities	
Nu	mber of off street parking space	es no change	
Nu	mber of visitor parking spaces	35	
Nu	mber of accessible parking spa	ces2	
Nu	mber of off street loading faciliti	es x10 charre	



12. Residential (if applicable)		
Number of buildings existing:	NI/A	
Number of buildings propose	d: N/A	
Is this a conversion or addition	on to an existing building?	☐ Yes Ø No
If yes, describe:		
Туре	Number of Units	Floor Area per Unit in m2
Single Detached _		
Semi-Detached _		
Duplex _		
Triplex _		
Four-plex _	7	X
Street Townhouse _	(4)	
Stacked Townhouse _		
Apartment - Bachelor		
Apartment - One bedroom		
Apartment - Two bedroom		
Apartment - Three bedroom		
Other facilities provided (for e or swimming pool):	example: play facilities, und	derground parking, games room,
13. Commercial/Industrial Use	es (if applicable)	
Number of buildings existing:	No Change N/A	
Number of buildings proposed	No Change N/A	
ls this a conversion or additio	n to an existing building?	☐ Yes ■ No
If yes, describe:		
Indicate the gross floor area b	by the type of use (for example)	mple: office, retail, or storage):



Seating Capacity (for assembly halls or simila	r):
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: ☐ Yes 邓No	
Is a residential use proposed as part of, or acc	cessory to commercial/industrial use?
☐ Yes № No If yes please describe:	
14. Institutional (if applicable)	
Describe the type of use proposed:	N/A
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	e (for example: office, retail, or storage):
*	
15. Describe Recreational or Other Use(s) (if a	ipplicable)



U.	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:  N/A
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? $\square$ Yes $\blacksquare$ No
E.	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> ? $\blacksquare$ Yes $\square$ No
	If no, please explain:
	NO Change Exciting building
	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:
	ii no, piease explain.



3.	Have the subject lands been screened to ensure that development and impact on source water protection? ■ Yes		e alteration
	If no, please explain: no change		
	Note: If in an area of source water Wellhead Protection Are please attach relevant information and approved mitigation Manager Official.		
4.	Are any of the following uses or features on the subject land the subject lands, unless otherwise specified? Please check		
	Livestock facility or stockyard (submit MDS Calculation v	vith applicatio	n)
	☐ On the subject lands or ☐ within 500 meters – distance	N/A	
	Wooded area  ☐ On the subject lands or ☐ within 500 meters – distance	N/A	
	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	environmen	tal feature
	☐ On the subject lands or ☐ within 500 meters – distance		itai icatuic
	Floodplain	N/A	
	☐ On the subject lands or ☐ within 500 meters – distance <b>Rehabilitated mine site</b>	IN/A	
	$\square$ On the subject lands or $\square$ within 500 meters – distance	N/A	
	Non-operating mine site within one kilometre  ☐ On the subject lands or ☐ within 500 meters – distance	N/A	
	Active mine site within one kilometre		
	$\Box$ On the subject lands or $\Box$ within 500 meters – distance	N/A	
	Industrial or commercial use (specify the use(s))  ☐ On the subject lands or ☐ within 500 meters – distance	N/A	
	Active railway line		
	☐ On the subject lands or ☐ within 500 meters – distance	N/A	
	Seasonal wetness of lands	NI/A	
	☐ On the subject lands or ☐ within 500 meters – distance	N/A	
	<b>Erosion</b> □ On the subject lands or □ within 500 meters – distance	N/A	
	Abandoned gas wells		
	☐ On the subject lands or ☐ within 500 meters – distance	IN/A	



Г.	Servicing and Access		
1.	Indicate what services are available or proposed: Water Supply		
	■ Municipal piped water		Communal wells
	☐ Individual wells		Other (describe below)
	Sewage Treatment		
	■ Municipal sewers		Communal system
	☐ Septic tank and tile bed in good working order		Other (describe below)
	Storm Drainage		
	☐ Storm sewers		Open ditches
	☐ Other (describe below)		
2.	Existing or proposed access to subject lands:		
	Municipal road		Provincial highway
	☐ Unopened road		Other (describe below)
	Name of road/street: street name		
G.	Other Information		
1.	Does the application involve a local business?	Yes	s □ No
	If yes, how many people are employed on the subj	ect	lands?
	Is there any other information that you think may b		
	application? If so, explain below or attach on a sep for summer business and to generate more revenue for c		ate 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
- 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

addition, the following additional plans, studies and reports, including but not limited 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	
Sit	<ol> <li>Plan applications will require the following supporting materials:</li> <li>Two (2) complete sets of the site plan drawings folded to 8½ x 11 and an electronic version in PDF format</li> <li>Letter requesting that the Holding be removed (if applicable)</li> <li>A cost estimate prepared by the applicant's engineer</li> <li>An estimate for Parkland dedication by a certified land appraiser</li> <li>Property Identification Number (PIN) printout</li> </ol>	
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.

- NOICYUU	JUME 06, 2023		
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 authorization set out below.			
IMe Freeman Properties Inc. am/a	are the registered owner(s) of the		
lands that is the subject of this application.			
	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.			
( )	June 6, 2023		
Owner	Date		
Owner	Date		



# 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: Owner/Applicant Signature A.D., 20 Jodi Lynn Pfaff-Schimus, a Commissioner, etc., Province of Ontario. for the Corporation of Norfolk County. Explores March 1, 2025.



Commissioner, etc.

N. Declaration



