

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 Related File Number Pre-consultation Meeting Application Submitted Complete Application		Conservation Authority Fee	
Che	ck the type of planning appl	ication(s) you are submitting.	
	Official Plan Amendment		
	Zoning By-Law Amendmen	t	
	Temporary Use By-law		
	Draft Plan of Subdivision/Va	acant Land Condominium	
	Condominium Exemption		
X	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	
zoni	ng provision on the subject lar /or official plan designation of t lar) Cosmetic alterations (paint	d result of this application (for example: a special ands to include additional use(s), changing the zone the subject lands, creating a certain number of lots, or and alternative signage) to pre existing site in addition to an and alternative canopy will be used as a Wearhouse/ storage space	
Pro	perty Assessment Roll Numl	ber:	



A. Applicant Information

Name of Owner	LANCASHIRE PROPERTIES INC.
It is the responsibility of townership within 30 days	•
Address	50 King St East
Town and Postal Code	Hamilton ON L8N 1A6
Phone Number	
Cell Number	(905) 667-4877
Email	
Name of Applicant	Canadian Tire Real Estate Limited (c/o Melissa Miceli)
Address	2180 Yonge Street
Town and Postal Code	Toronto, ON
Phone Number	647-612-8179
Cell Number	
Email	melissa.miceli@cantire.com
Name of Agent	
Address	
Town and Postal Code	
Phone Number	
Cell Number	
Email	
, ,	all communications should be sent. Unless otherwise directed, notices in respect of this application will be forwarded to both above.
☐ Owner	☐ Agent ☐ Applicant
Names and addresses of encumbrances on the su	f any holder of any mortgagees, charges or other bject lands:



B. Location, Legal Description and Property Information

_	Simcoe County,
M	unicipal Civic Address:142 Queensway East
Р	resent Official Plan Designation(s):
Ρ	resent Zoning:
. Is	there a special provision or site specific zone on the subject lands?
	Yes 🗵 No If yes, please specify corresponding number:
. P	resent use of the subject lands: Canadian Tire Commercial Shopping Centre
W	lease describe all existing buildings or structures on the subject lands and hether they are to be retained, demolished or removed. If retaining the buildings or ructures, please describe the type of buildings or structures, and illustrate the
flo	etback, in metric units, from front, rear and side lot lines, ground floor area, gross or area, lot coverage, number of storeys, width, length, and height on your tached sketch which must be included with your application: Pre existing gas bar, sport chek, simcoe arms, first choice hair cutters, winners to be retained
flo at - - 5. If us	etback, in metric units, from front, rear and side lot lines, ground floor area, gross our area, lot coverage, number of storeys, width, length, and height on your tached sketch which must be included with your application:



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:	
9.	Existing use of abutting properties:	
10	D. 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	
Nc	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: Cosmetic alterations (additional singage and paint) to pre existing site in addition to an enclosed car structure.	ıopy
	The small addition of the canopy requires a site plan application	
2.	Please explain why it is not possible to comply with the provision(s) of the Zoning By-law/and or Official Plan: The proposed site plan complies with the 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:	



	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		
po	licy amendme	nt (if additional space is required, please attach a separate sheet):	
	scription of lar	nd intended to be severed in metric units: Please see attached site plan	
De	epth:		
Wi	dth:		
Lo	t Area:		
Pre	esent Use:		
Pro	oposed Use:		
Pro	oposed final lo	ot size (if boundary adjustment):	
		justment, identify the assessment roll number and property owner o	
		th the parcel will be added:	
	•	nd intended to be retained in metric units:	
	ontage:		
	epth:		
	dth:		
	t Area:		
	esent Use:		
	oposed Use:		
	J	ined land:	
	escription of pro ontage:	oposed right-of-way/easement:	
De	pth:		
Wi	dth:		
Are	ea:		
Pro	oposed use:		
	me of person(used or charge	(s), if known, to whom lands or interest in lands to be transferred,	



9. Site Information	Zoning	Proposed	
Please indicate unit of measurement, for example: m, m ² or %			
Lot frontage	Refer to Site Plan		
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	1 Storey	1 Storey	
Building height			
Total ground floor area	7,128 SM	8,049 SM	
Total gross floor area			
Total useable floor area			
11.Off Street Parking and Loading	g Facilities		
Number of off street parking spaces520			
Number of visitor parking spaces			
Number of accessible parking spaces7			
Number of off street loading facilities			



12. Residential (if applicable)		
Number of buildings existing:	n/a	
Number of buildings proposed	d:	
Is this a conversion or additio	n to an existing building?	☐ Yes ☐ No
If yes, describe:		
Туре	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 e or swimming pool):	example: play facilities, un	derground parking, games room,
13. Commercial/Industrial Use	es (if applicable)	
Number of buildings existing:	3 commercial buildings	
Number of buildings proposed	d:	
Is this a conversion or additio	n to an existing building?	☐ Yes ☒ No
If yes, describe:		
Indicate the gross floor area by Existing building #1 - Commerce		ample: office, retail, or storage):
Existing Building #2 - Comme	rcial (51, 838 s.f.)	
Existina buildina #3 - Comme	rcial (4.995 s.f.)	



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: \square Yes \square 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? \boxtimes Yes \square No \square Unknown
	If yes, specify the uses (for example: gas station or petroleum storage): Currently a Gas Bar in close proximity
_	
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? \square Yes \square 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> ? ☒ Yes ☐ No
	If no, please explain:
2.	It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure
	that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement subsection 2.1.7? ☐ Yes ☒ No
	If no, please explain:
	No major site alterations are occruing



3.	Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection? \Box Yes $oxed{\boxtimes}$ No			
	If no, please explain: no major development occurring			
	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		
		☐ Communal wells	
	☐ Individual wells	☐ Other (describe below)	
	Sewage Treatment		
		☐ Communal system	
	$\hfill \square$ Septic tank and tile bed in good working order	☐ Other (describe below)	
	Storm Drainage		
		☐ 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:		
G.	Other Information		
1.	Does the application involve a local business? ☒	Yes □ No	
	If yes, how many people are employed on the sub To be confirmed as required	ject 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
- 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

	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
П	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.

Out-2/22

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.

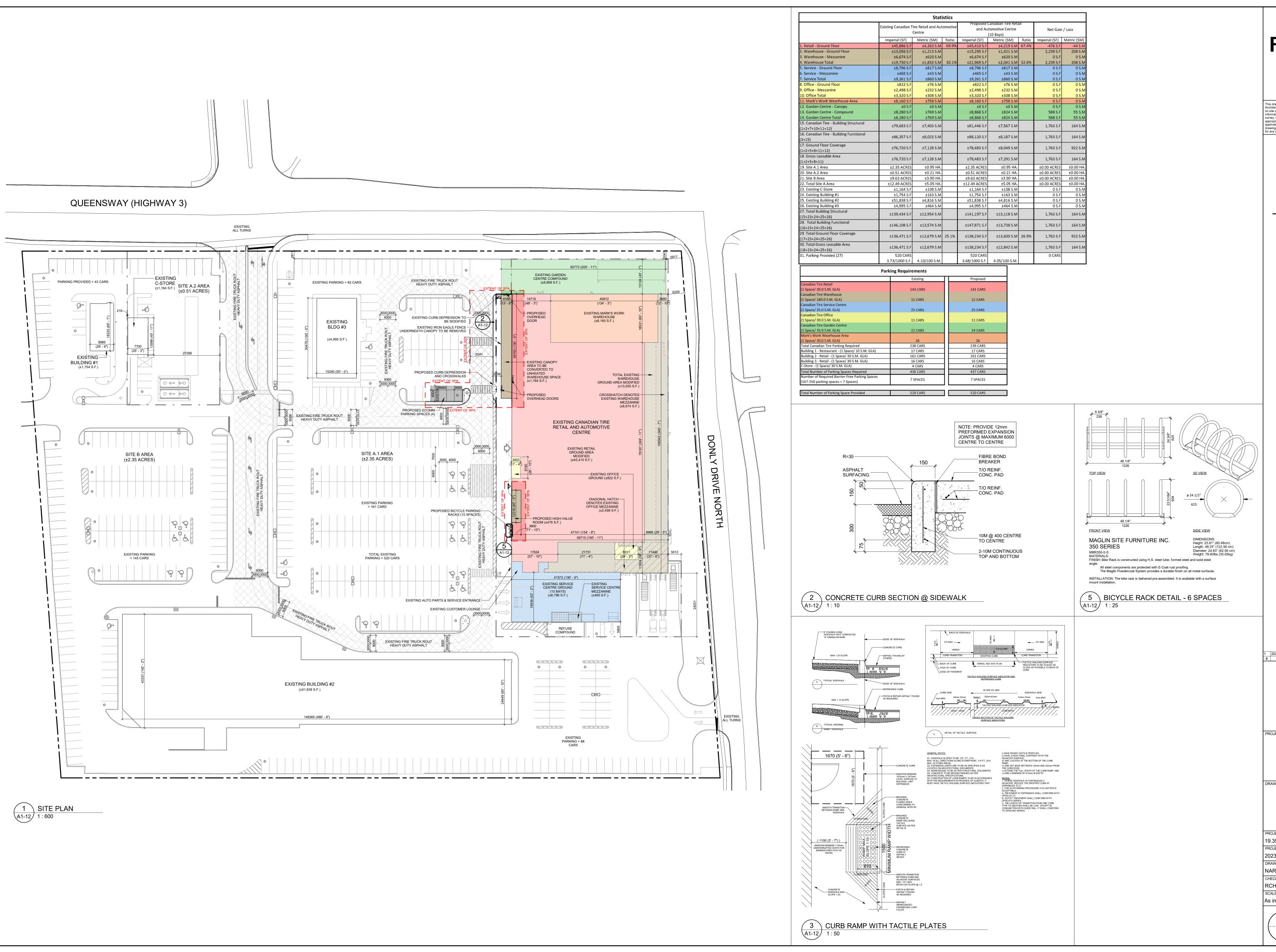
I/We <u>LANCASHIES</u> PEOPLETIES TWO amare the registered owner(s) of the lands that is the subject of this application.

PER:	Oct. 2/2023
Owner	Date
Owner	Date



N. Declaration _{I,} Melissa Miceli	of the City of Calgary	
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 <i>The Canada Evidence Act</i> .		
Declared before me at:	DocuSigned by:	
City of Toronto	Mulissa Miceli	
In Province of Ontario This 26th day of October	Owner/Applicant Signature	
A.D., 20_23 — DocuSigned by: Mia (ooper 		
A Commissioner, etc.		





TURNER FLEISCHER

Turner Fleischer Architects Inc.

67 Lesmill Road
Toronto, ON, M3B 2T8

T 416 425 2222

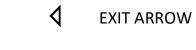
turnerfleischer.com

This drawing, as an instrument of service, is provided by and is the property of Turner Fleischer Architects Inc. The contractor must verify and accept responsibility for all dimensions and conditions on site and must notify Turner Fleischer Architects Inc. of any variations from the supplied information. This drawing is not to be scaled. The architect is not responsible for the accuracy of survey, structural, mechanical, electrical, etc., information shown on this drawing. Refer to the appropriate consultant's drawings before proceeding with the work. Construction must conform to all applicable codes and requirements of authorities having jurisdiction. The contractor working from drawings not specifically marked 'For Construction' must assume full responsibility and bear costs for any corrections or damages resulting from his work.

<u>LEGEND</u>



ENTRANCE ARROW



— – – — PROPERTY LINE



FIRE & TRUCK ROUTE (HEAVY DUTY ASPHALT)



142 QUEENSWAY East

SIMCOE, ON

SITE PLAN

PROJECT NO.

19.358SD

PROJECT DATE

2023-09-26

DRAWN BY

NAR

CHECKED BY

RCH

SCALE

As indicated

DRAWING N

AWING NO. A1-12

REV.

