

Planning Department Development Application Form

Complete Application

A complete development application consists of the following:

1. A completed, signed, and notarized application form
2. Supporting information adequate to illustrate your proposal as indicated in **Section H** of this application form
3. Written authorization from the registered owner of the subject lands where the applicant is not the owner as per Section N
4. Cash, debit, credit or cheque payable to Norfolk County in the amount set out in the user fees By-Law that will be accepted and deposited once the application has been deemed complete.

Pre-Submission Consultation:

Norfolk County requires a Pre-Consultation Meeting 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 for the Norfolk County and Agency staff to identify the application requirements. Application requirements, as detailed in the Pre-Consultation Meeting Comments, are valid for one year after the meeting date.

Development Application Process

Once an application has been deemed complete by a Planner, Norfolk County staff will circulate the application to adjacent landowners, public agencies, and internal departments for comment. The time involved in application processing varies depending on its complexity, acceptability to the other agencies, and statutory Planning Act decision time-frames.

Payment is required once your application is deemed complete. Pre-payments will not be accepted.

Norfolk County collects personal information submitted through this form under the Municipal Freedom of Information and Protection Act's authority. Norfolk County will use this information for the purposes indicated or implied by this form. You can direct questions about collecting personal information to Norfolk GIS Services at NorfolkGIS@norfolkcounty.ca.

Additional studies required for the complete application shall be at the applicant's sole expense. Sometimes, peer reviews may be necessary to review particular studies at the applicant's expense. In these cases, Norfolk County staff will select the company to complete the peer review.

Norfolk County will refund the original fee if applicants withdraw their applications before circulation. If Norfolk County must recirculate your drawings, there will be an additional fee. If Norfolk County must do more than three reviews of engineering drawings due to revisions by the owner or failure to revise engineering drawings as requested, Norfolk County will charge an additional fee. Full refunds are only available before Norfolk County has circulated the application.

Notification Sign Requirements

For public notification, Norfolk County will provide you with 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 and not on a tree.
3. Notify the Planner when the sign is in place.
4. Maintain the sign until the development application is finalized and, after that, remove it.

Contact Us

For additional information or assistance 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 result of this application (for example, a special zoning provision on the subject lands to include additional use(s), changing the zone or official plan designation of the subject lands, creating a certain number of lots, or similar)

This is a minor siteplan that we are looking to get approved for a licensed childcare at the described address of 579 James St, Delhi, Ontario.

The zoning allows a licensed childcare use. Required parking already exists at the address. Preliminary site plan review has been completed

Property Assessment Roll Number: 492-009-15200-0000

A. Applicant Information

Name of Owner John Zaffino

Address 77 Talbot Road

Town and Postal Code Delhi, Ontario, N4B 1Z7

Phone Number 905-609-0881

Cell Number 905-609-0881

Email John.Zaffino@Cumis.com

Name of Applicant John Zaffino

Address 77 Talbot Road

Town and Postal Code Delhi, Ontario, N4B 1Z7

Phone Number 905-609-0881

Cell Number 905-609-0881

Email John.Zaffino@Cumis.com

Name of Agent

Address

Town and Postal Code

Phone Number

Cell Number

Email

Unless otherwise directed, Norfolk County will forward all correspondence and notices regarding this application 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:

N/A

B. Location, Legal Description and Property Information

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

579 James St. Plan 261 Lot 30 corner

Municipal Civic Address: 579 James St, Delhi, Ontario, N4B 1Z7

Present Official Plan Designation(s):

Present Zoning: CS

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:

Vacant - was a counter top company

4. Please describe **all existing** buildings or structures on the subject lands and whether they will 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 the 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:

Existing 148.83 meters Sq structure on property will be retained. Bock sing story structire with metal roof and siding.

Attached Site plan has all required measurements on drawing

5. If an addition to an existing building is being proposed, please explain what it will be used for (for example: bedroom, kitchen, or bathroom). If new fixtures are proposed, please describe.

N/A

6. Please describe **all proposed** buildings or structures/additions on the subject lands. Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

N/A

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

If yes, identify and provide details of the building:

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

Currently Vacant

9. Existing use of abutting properties:

Residential

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:

Run a licensed Childcare Facility from the premise

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 - zoning allows licensed childcare

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: N/A

Depth:

Width:

Lot Area:

Present Use:

Proposed Use:

Proposed final lot size (if boundary adjustment):

If a boundary adjustment, identify the assessment roll number and property owner of the lands to which the parcel will be added:

Description of land intended to be retained in metric units:

Frontage: N/A

Depth:

Width:

Lot Area:

Present Use:

Proposed Use:

Buildings on retained land:

7. Description of proposed right-of-way/easement:

Frontage: N/A

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	18.29 M	No Change
Lot depth	45.72 M	No Change
Lot width	18.29M	
Lot area	836.22M	
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	
Building height	4.57M	
Total ground floor area	148.83M	
Total gross floor area		
Total useable floor area		

11. Off Street Parking and Loading Facilities

Number of off street parking spaces ⁴	5
Number of visitor parking spaces ⁰	0
Number of accessible parking spaces ^{1(Incl in 4)}	1 (incl in 5)
Number of off street loading facilities ⁰	0

12. Residential (if applicable)

Number of buildings existing: N/A

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	NA	_____
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: One

Number of buildings proposed: One

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

If yes, describe:

Small internal renovation for a licensed Childcare

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

Seating Capacity (for assembly halls or similar): N/A

Total number of fixed seats: N/A

Describe the type of business(es) proposed: Licensed Childcare

Total number of staff proposed initially: 2

Total number of staff proposed in five years: 4

Maximum number of staff on the largest shift: 4

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: 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 (for example: office, retail, or storage):

15. Describe Recreational or Other Use(s) (if applicable)

N/A

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:
Residential properties about this site.

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:

Municipal City water and sewer- no change in water usage

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 No

Wooded area

☐ On the subject lands or ☐ within 500 meters – distance No

Municipal Landfill

☐ On the subject lands or ☐ within 500 meters – distance No

Sewage treatment plant or waste stabilization plant

☐ On the subject lands or ☐ within 500 meters – distance No

Provincially significant wetland (class 1, 2 or 3) or other environmental feature

☐ On the subject lands or ☐ within 500 meters – distance No

Floodplain

☐ On the subject lands or ☐ within 500 meters – distance No

Rehabilitated mine site

☐ On the subject lands or ☐ within 500 meters – distance No

Non-operating mine site within one kilometre

☐ On the subject lands or ☐ within 500 meters – distance No

Active mine site within one kilometre

☐ On the subject lands or ☐ within 500 meters – distance No

Industrial or commercial use (specify the use(s))

☐ On the subject lands or ☐ within 500 meters – distance No

Active railway line

☐ On the subject lands or ☐ within 500 meters – distance No

Seasonal wetness of lands

☐ On the subject lands or ☐ within 500 meters – distance No

Erosion

☐ On the subject lands or ☐ within 500 meters – distance No

Abandoned gas wells

☐ On the subject lands or ☐ within 500 meters – distance No

F. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

- ☒ Municipal piped water
☐ Individual wells

- ☐ Communal wells
☐ Other (describe below)
-

Sewage Treatment

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

Storm Drainage

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

2. Existing or proposed access to subject lands:

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

Name of road/street: James Street & Brock St

G. Other Information

1. Does the application involve a local business? ☒ Yes ☐ No

If yes, how many people are employed on the subject lands?

4 people will be employed once childcare open and fully established.

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.

N/A

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 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 site plan approval, 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, to disclose the registration of all transfer(s) of land and/or 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.

John Zaffino
Owner/Applicant Signature

April 15, 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 John Zaffino am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize N/A 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.

John Zaffino
Owner

April 15, 2024
Date

Owner

Date

N. Declaration

I, John Zaffino of Delhi, Ontario

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:

Smcral

John Zaffino

Owner/Applicant Signature

In Norfolk County

This 17th day of April

A.D., 20 24

[Signature]

John Andrew Wallace, a
Commissioner, etc., Province of Ontario,
for the Corporation of Norfolk County.
Expires January 16, 2027.

A Commissioner, etc.



Pre-Consultation Meeting Notes

Date: November 22, 2023

Description of Proposal: The applicant proposes to run a Licensed Childcare facility on the subject lands.

Property Location: 579 James Street, Delhi

Roll Number: 3310492009152000000

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 November 22, 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
John Zaffino		

Privileged Information and Without Prejudice

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Proposal Summary:

The proposal is to run a Licensed Childcare facility on the subject lands. The Childcare will be for 32 children. It will consist of two pre-school rooms. An outdoor playground is proposed to be 1920 square feet. Four parking spaces are proposed, including one accessible parking space. The lot currently has six pre-existing parking lot spaces. The applicant proposes to add windows to the building as well as add a playground fence and a shed.

List of Application Requirements* and General Comments

Planning Department

Planning application(s) required to proceed	Required
Official Plan Amendment Application	
Zoning By-law Amendment Application	

Privileged Information and Without Prejudice

Site Plan Application		X
Draft Plan of Subdivision Application		
Draft Plan of Condominium Application		
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/ floor/Section		X
Environmental Impact Study		
Geotechnical Study		
Heritage Impact Assessment		
Hydrogeological Study		
Landscaping Plan		X
Market Impact Analysis		
Minimum Distance Separation Schedule		
MOE D-Series Guidelines Analysis		
Neighbourhood Plan		
Odour Mitigation Plan		
Parking Assessment		X
Planning Justification Report/Impact Analysis		
Photometrics (Lighting) Plan		X
Record of Site Condition		
Restricted Land Use Screening Form		
Site Plan/Drawing		X
Topographical Study		
Other:		
Other:		

Privileged Information and Without Prejudice

Additional Planning Requirements		Required
Development Agreement		
Parkland Dedication/Cash-in-lieu of Parkland		
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 proposal is to convert an existing commercial building within the CBD Zone of Delhi from a retail outlet to a daycare. This will entail some relatively minor alterations to the existing building, including the installation of increased glazing/windows to meet licensing requirements. It will also likely require the erection of fencing to allow for a secure outdoor play area. Existing parking levels are adequate at this point.

As this change of use, whilst a permitted use under the Zoning for the site, is a significant change from the existing use and the site is under Site Plan Control, it will be necessary to apply for Site Plan approval in this instance. The required documents Planning will need to determine this application are listed in the matrix above. Note that several of the requirements can be combined into a single drawing (ie. Site plan with parking, lighting and landscaping/fencing all shown on the same drawing) so long as all information is legible. Once you have compiled all the information required by Planning and any other information necessary from the other teams (see below), please contact me to arrange for a pre-submission meeting to go through the information. Once we are satisfied that there are the required information/studies, we will invite the submission of the application. Once again, it will be reviewed for completeness and if complete, you will be invited to submit payment. Only once payment has been received does the 60-day statutory determination period commence.

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.

Privileged Information and Without Prejudice

Assigned Planner:

Andrew Wallace

Planner

519-426-5870 extension 1059

**Development Engineering – 579 James
St.**

Development Engineering requirements to proceed The below requirements are to be submitted as part of the Formal Development Planning application.	Required at OPA/ Zoning Stage	Required at Site Plan Stage	Potentially Required (See Notes Section)
General Requirements			
Concept Plan		X	
Lot Grading Plan		X	
General Plan of Services		X	
Utility Plan			X
Functional Servicing Report		X	
Water Servicing Requirements– Section 10.0 Norfolk County Design Criteria and ISMP Section 4.0			
Water Modelling (County Consultant)			X
Backflow Preventer (RPZ)			X
Sanitary Servicing Requirements – Section 9.0 Norfolk County Design Criteria and ISMP Section 4.0			
Sanitary Modelling (County Consultant)			X
Property Line Inspection Maintenance Hole			X
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
Establish/Confirm Legal and Adequate Outlet			X
Transportation Requirements – Section 6.0 Norfolk County Design Criteria, ISMP Section 5.0, Section 6.0 and Appendix J			
Traffic Impact Brief		X	

Privileged Information and Without Prejudice

Improvements to Existing Roads & Sidewalk (urbanization, pavement structure, widening sidewalk replacement, upgrades, extension and accessibility)			X
--	--	--	---

General Notes:

1. If required, Securities are to be provided in the amount of 10% of site works and 100% of works within the right-of-way. This is to be provided in a security schedule. A copy of Norfolk County's template can be provided. This can be provided at time of Site Plan.
2. All reports and drawings are to be signed and stamped by a Professional Engineer (P. Eng) and adhere to Norfolk County's Design Criteria and Integrated Sustainable Master Plan (ISMP). A copy of these criteria is available upon request.
3. Recommendations from all reports (FSR, SWM, TIS, Modelling, etc.) must be incorporated into the design and be constructed at the developer's expense.
4. All applicable permits and inspections to be issued by Public Works
5. Sidewalks are to be installed as per the latest version of the Norfolk County Sidewalk Policy.
6. The paved parking area which connects to the neighbours driveway and overlaps the property line is to be removed as a part of the site plan design.

Required at Site Plan Stage:

7. **Concept Plan, Lot Grading Plan and General Plan of Services** drawing can be shown on one engineered plan as long as it's legible for review.
8. **A Functional Servicing Brief will be required.** The FSR will explain the type of sanitary and water services required for this development and explain how each service will meet the Norfolk County Water and Wastewater requirements.
9. **A Traffic Impact Study should be required with every planning application. However, as this development is small in nature, ask that you complete a Traffic Impact Brief.** Hence, as per Norfolk County's ISMP Appendix J - TIS Guidelines, a Traffic Impact Brief can be prepared based on the following sections of the Appendix J - TIS Guidelines:
 - a. Section A1.3 – Existing Conditions;
 - b. Section A1.4 – Study Area;
 - c. Section A1.5 – Development Land Use Type & Site Plan;
 - d. Analysis:
 - i. Sightlines;
 - e. Conclusions and Recommendations

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Potentially Required (if Zoning Change is required)

10. **A Stormwater Management Brief (SWM)** is to be completed as per Norfolk County Design Criteria Section 7.0 and comply with Section 4.0 of the ISMP. The overall SWM shall include confirmation of Legal and Adequate outlet.
11. **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 shown in Sanitary Design Sheets;
 - ii. Total Domestic Water and Fire Flows as per Norfolk County Design 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

Stephen Gradish
Development Technologist
Stephen.Gradish@norfolkcounty.ca

Agreements

If performance securities are required, 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:
579 James Street Delhi

- Property zoned CS (Service Commercial) A daycare nursery is a permitted use of the zone

See definition of day car nursery

“DAY CARE NURSERY” shall mean a building or part of a building that provides temporary care and supervision to more than five (5) children for a period not exceeding twenty-four hours at any one period of time and is licensed pursuant to the Day Nurseries Act.

- Using existing building, 125sqm being used to operate daycare (useable floor area)
- Parking = $125\text{sqm} / 35\text{sqm} = 4$ parking spots need to be provided on lot. Providing 6, one of which is accessible
- For commercial properties no parking spot can be closer than 4m to a residential zone, in this case there is a residential zone behind the building and the parking is meeting the bylaw.
- For tandem parking spots in front of the building and by the wall of the building they must be 3.3m x 6.0m (parking bylaw section 4.1.3) I believe this can be easily accomplished

-

Sight Triangles

There is a site triangle at brock ave and james street,

3.31.1 Any building, structure or use which would obstruct or impair the vision of a motor vehicle operator, or any fence or vegetation exceeding 1 metre in height above finished grade shall be prohibited within any sight triangle. This provision shall not apply to field crops. [8-Z-2017]

3.31.2 A sight triangle shall be measured back from an intersection a distance of 9 metres along the street lines, No parking area shall be located in any sight triangle

This being said, A sign may not be permitted in the site triangle if it is over 1m high, and the parking space may have to be removed (parking spot 4) I believe the tree is existing

Roxanne Lambrecht
Zoning Administrator
Extension 1839
Roxanne.Lambrecht@norfolkcounty.ca

Privileged Information and Without Prejudice

Building Inspector:

The proposed construction is considered an A2 Assembly type occupancy as defined by the Ontario Building Code (OBC). You will need to retain the services of an Architect and a Professional Engineer to complete the design documentation for this application. **A building permit will be required** for the change of use from a counter top manufacturer to a daycare. Since the building has been in existence for at least 5 years, Part 11 of the OBC will apply.

The Designer will need to provide a Part 11 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 review OBC requirements for windows Subsection 3.7.2., washrooms Subsection 3.7.4. and Section 3.2.3. Spatial Separations and Exposure Protection for the interior side yard setback of 0.33m.

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.

For a complete permit application the attached Applicable Law Checklist will need to be completed, this will include contacting the Ministry of Education.

Items for Site Plan

Site plan drawings need to have enough detail, to determine compliance with the code references listed, some may not apply for your project.

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]
3. Indicate location of existing and new fire department connections. Dimensions between hydrants and building entrances is required.
[OBC 3.2.5.16]
4. Location and specifications of exterior lighting. Lighting to be included in SB-10 report – energy efficiency
5. Indicate barrier free path of travel from parking area to building entrance. Construction of curb cuts and location of tactile attention indicators is required. [OBC 3.8.1.3, & 3.8.3.2]
6. Location of revised septic system (if required)
7. 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]

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Items for Building Permit

“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
Building Inspector

Extension 1832
jonathan.weir@norfolkcounty.ca

Corporate Support Services – Realty Services

If you are required to enter into a Development Agreement, this Agreement would be registered on title to your property. Therefore, any Lenders who have mortgages registered on title will need to postpone their interest to this Agreement. You may wish to make your Lender(s) aware of this requirement as this may take time on their part.

Alisha O'Brien
Corporate Services Generalist,
Realty Services
realty.services@norfolkcounty.ca

Fire Department

Norfolk County Fire Department has the following comments for this proposal:

- Ensure adequate access for fire department apparatus
- Any required fire separations and fire protection/detection systems are to be designed and installed as specified under the Ontario Building Code and Ontario Fire Code
-

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

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Additional Agency Comments & Requirements

Ministry of Transportation

Thank you for providing the MTO with the opportunity to review and provide comments.

The proposed work within Norfolk County is not located adjacent to a provincial highway or within MTO's Permit Control Area, and as such, does not require MTO review, approval or permits.

As a result of this, please be advised that I will not be in attendance for the pre-con meeting being held on November 22, 2023. If you have any question or concerns, please feel free to contact me.

Michael Kilgore
Project Manager
519.851.1212
michael.kilgore@ontario.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.

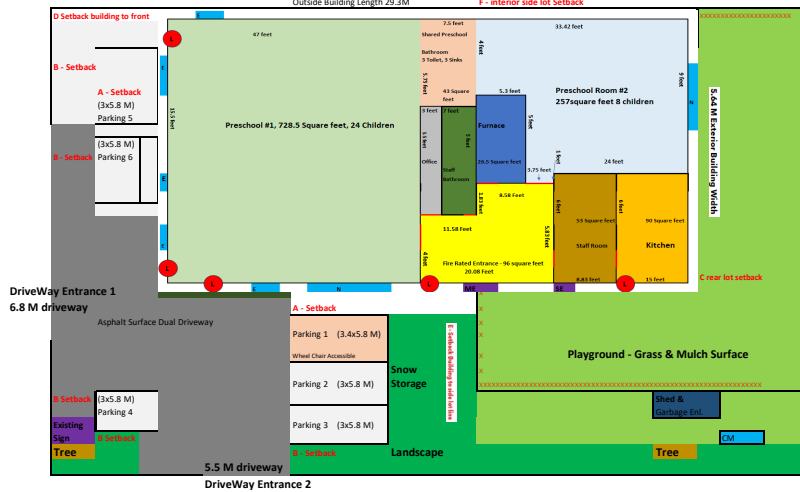
Norfolk County Zoning By-Law 1-Z-2014

<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

Outside Lot Length 45.72 M
Outside Building Length 29.3M



150 Feet Length

Information Legend

Site

- ** 5 Existing Parking Spaces - Asphalt
- ** Wheel Chair Accessible Parking (3.4M X 5.8M)
- ** Asphalt Driveway and Aisle
- ** Playground - 1920 square feet
- ** Landscape
- ** Tree - Existing
- ** Existing Sign

Building

Rooms	Square Feet
** Preschool 1 - 720 Square feet - 24 Children	728.5
** Preschool 2 - 240 square feet - 8 Children	257
** 1 Shared Preschool Bathroom. 3 Toilets, 3 Sinks	43
** 1 Kitchen	90
** 1 Staff Room	53
** 1 Small Office	16.5
** 1 Staff Bathroom	35
** 1 Fire Rated Entrance	96
** 1 Furnace Room	26.5
Total Square Footage	1345.5

ME - Main Entrance

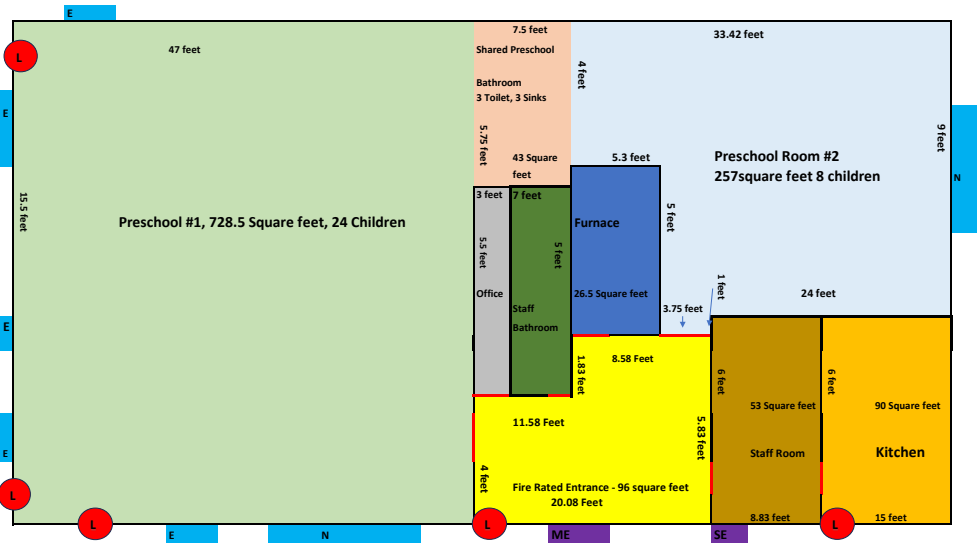
External existing lights
CM - existing community Mailbox
Shed & Garbage Enclosure
XXXXXXXXXXXXXXXXXX Playground fencing
Landscape perennials

Setbacks

A - 3 M from Parking to Building
B - 3 M from Parking to Road
C - 7.25 M from building to rear lot line
D - 9.3 M from building to front lot line
E - 17.53 M from side building to exterior side lot line
F - 0.33 M from side building to interior side lot line

579 james

Information Legend	
	Square Feet
** 32 Children in total	
** Preschool 1 - 720 Square feet - 24 Children	728.5
** Preschool 2 - 240 square feet - 8 Children	257
** 1 Shared Preschool Bathroom. 3 Toilets, 3 Sinks	43
** 1 Kitchen	90
** 1 Staff Room	53
** 1 Small Office	16.5
** 1 Staff Bathroom	35
** 1 Fire Rated Entrance	96
** 1 Furnace Room	26.5
** Fire Rated Doors - 7	NA
** Windows (E existing) (N - New I need to Add)	NA
** Main Entrance (ME), Staff Entrance (SE)	NA
Total Square Feet	1345.5





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

185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 • 519-426-5870 Ext. 6016

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: _____

Community Development Division- Building Department

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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.

Community Development Division- Building Department

185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 • 519-426-5870 Ext. 6016

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

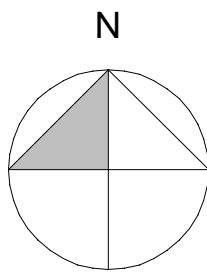
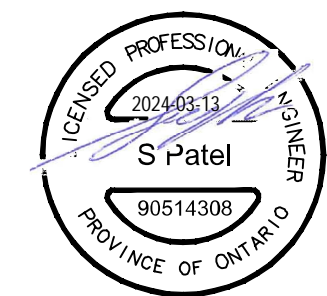
Ontario Regulation 239/13 s. 2, s. 5

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

SCOPE OF WORK
INTERIOR ALTERATIONS TO EXISTING BUILDING.
PROPOSED DAYCARE.

AREA OF WORK
148.83 m² (1602 ft²)

Read this drawing in conjunction with all
Architectural, Structural and Mechanical Drawings



REVISIONS

DATE	DESCRIPTION

2024.03.13 ISSUED FOR SITE PLAN APPROVAL



LAKELAND
ENGINEERING
1100 Sutton Dr, Burlington, Unit#1
P: 905-332-8888
info@lakelandengineering.ca

Do not scale drawings. Contractor must verify all dimensions and advise the designer of any errors or omissions. No variations or modifications to work shown shall be implemented without prior written approval. All previous issues of this drawing is superseded by the latest revisions. All drawings and specifications remain the property of Lakeland Engineering.

PROJECT:
579 JAMES ST.
(FIT OUT FOR
PROPOSED DAY-CARE)

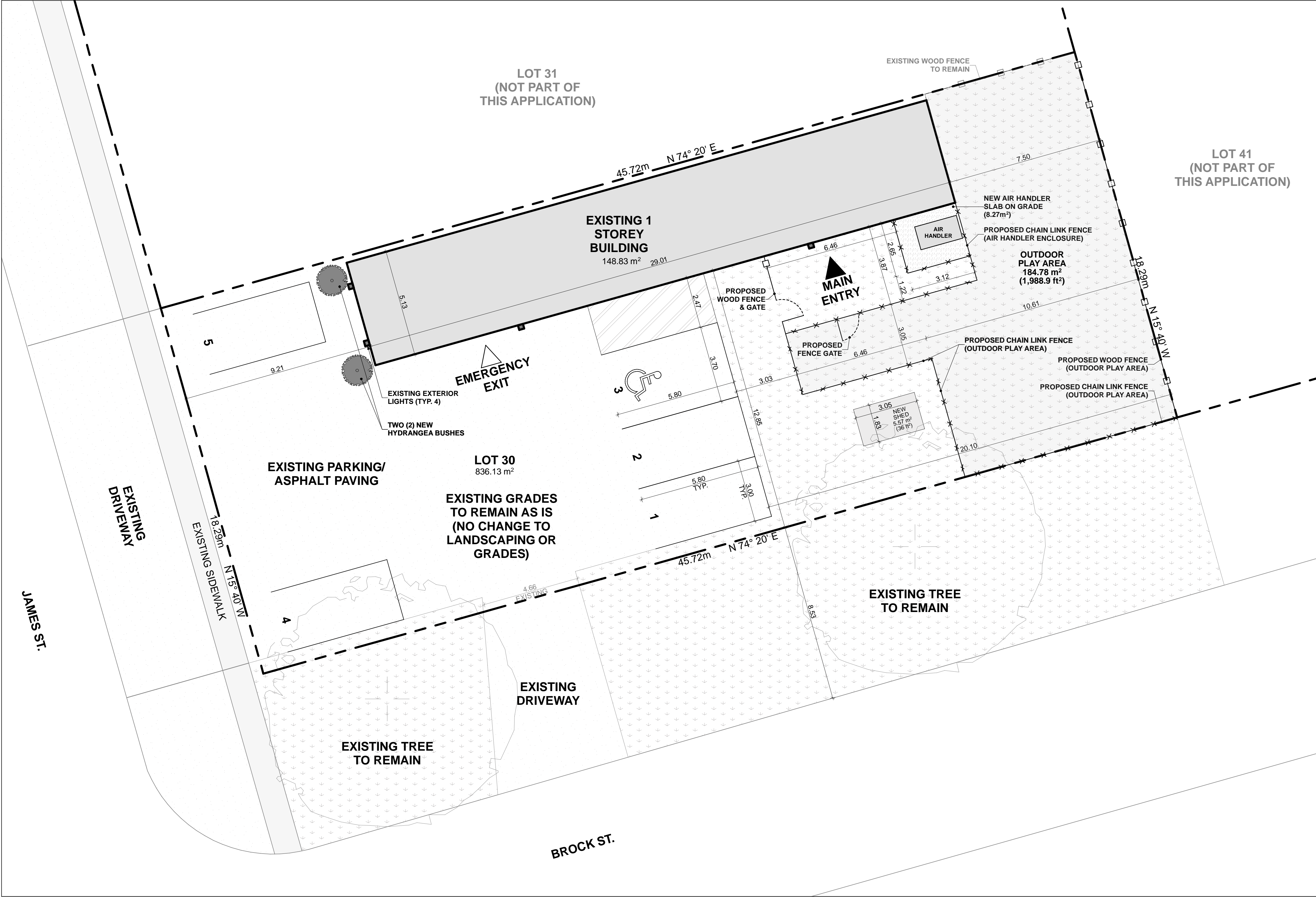
579 JAMES ST.
DELHI, ON.
N4B 2C5

SHEET TITLE:
SITE PLAN

DRAWN BY: ---

DATE: 2024-03-13
SCALE: AS SHOWN
PROJECT: 23-208

A.1



Parking Assessment
Parking calculation for building operating as a childcare.

- Required 1 spot per 35 m²
- Building size 125 m²
- Calculation (125/35) = 3.57. Round up to 4
- Required spots for this site: 4.
- Number of parking spots being provided on site plan 5 (includes one HC spot)

• 4m setback for Commercial property from residential zone is meet – residential zone backing onto building is 20.1 M from parking area.

1
A.1
SITE PLAN
SCALE: 1:100

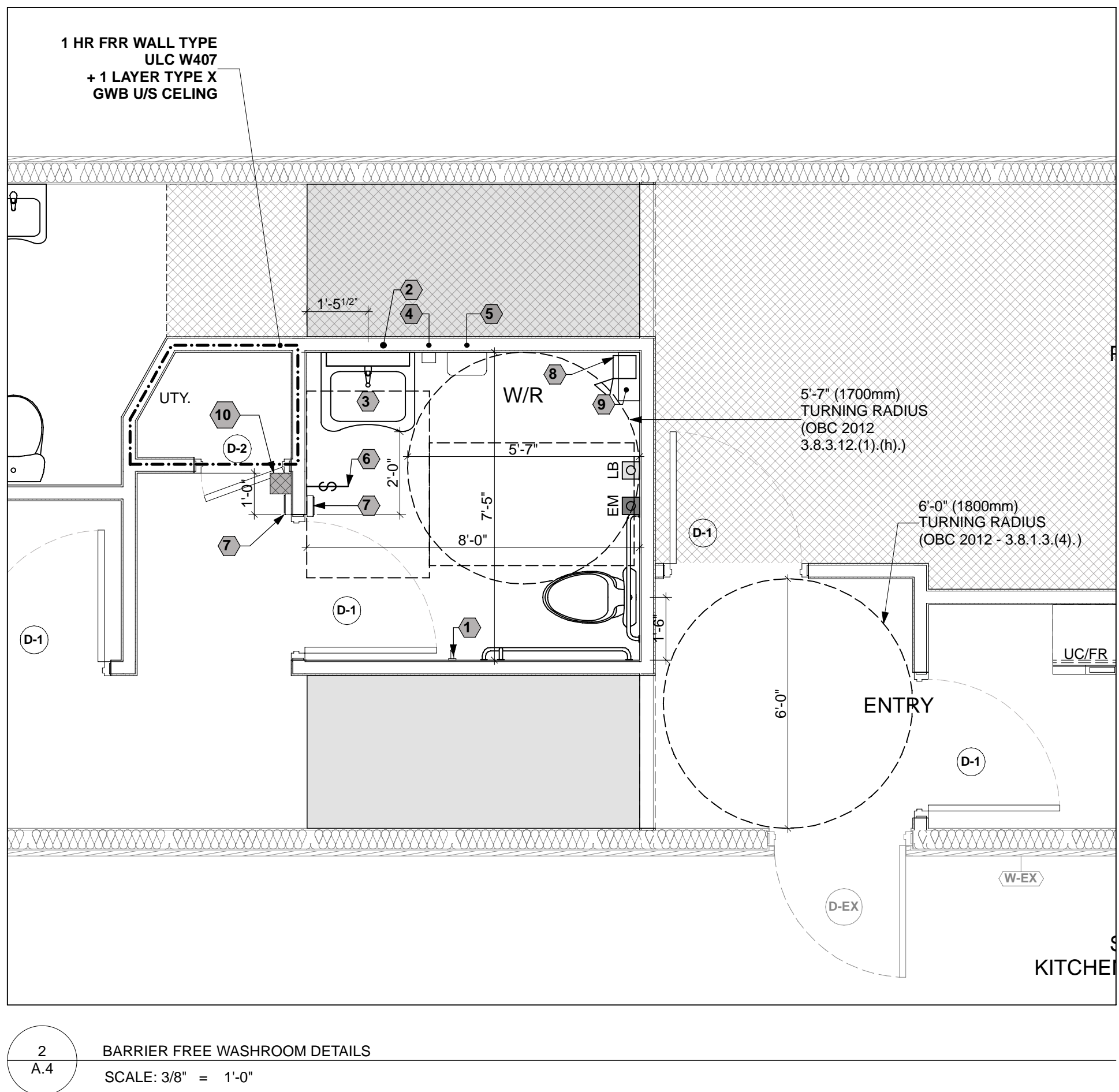
A.2










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





BARRIER FREE WASHROOM KEY NOTES

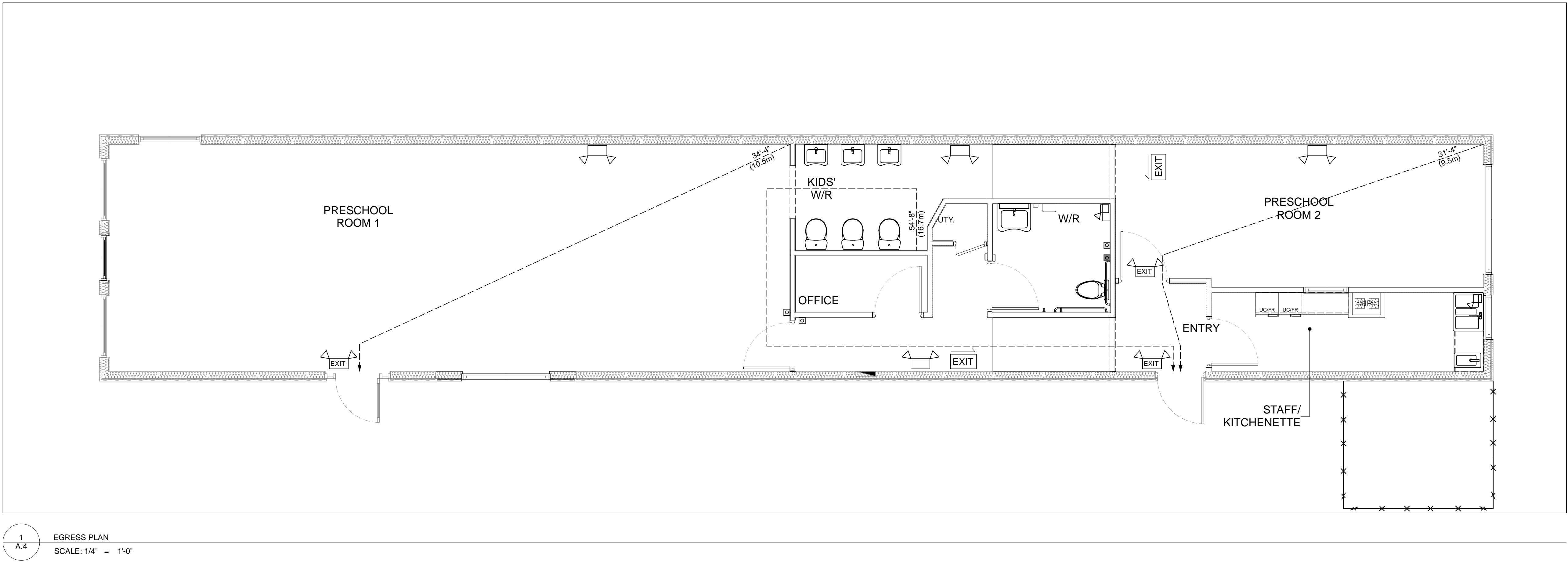
- 1 COAT HOOKS AS PER OBC 3.8.3.8, (1)(e), MAX. 3"-8" AFF, MAX 4" LONG
- 2 INCLINED MIRROR, MOUNTED WITH ITS BOTTOM EDGE NOT MORE THAN 1000mm (39") ABOVE FINISHED FLOOR.
- 3 INSULATE PIPES WHERE THEY WOULD PRESENT A BURN HAZARD OR HAVE WATER SUPPLY TEMPERATURE LIMITED TO MAX 43° C.
- 4 SOAP DISPENSER LOCATED NOT MORE THAN 610mm (24") FROM EDGE OF LAVATORY, DISPENSING HEIGHT TO BE NOT MORE THAN 1200mm (47.3") AFF.
- 5 HAND DRYER LOCATED NOT MORE THAN 610mm (24") FROM EDGE OF LAVATORY, DISPENSING HEIGHT TO BE NOT MORE THAN 1200mm (47.3") AFF.
- 6 NEW LIGHTING FIXTURES TO BE CONTROLLED USING NEW LUTRON MS-OPS2 OCCUPANCY SENSOR SWITCH. CONTRACTOR TO REWIRE AS REQUIRED.
- 7 WHEN THE EMERGENCY PUSH BUTTON IS PUSHED, IT WILL ACTIVATE THE AUDIBLE & VISUAL SIGNAL STATION & CUT POWER TO THE ELECTRIC STRIKE. THE WASHROOM DOOR CAN THEN BE OPENED USING A KEY.

PROVIDE SIGNAGE ABOVE THE EMERGENCY BUTTON CONTAINING THE WORDS "IN THE EVENT OF AN EMERGENCY PUSH EMERGENCY BUTTON AND AUDIBLE & VISUAL SIGNAL WILL ACTIVATE." LETTERS TO BE 25mm HIGH WITH A 5mm STROKE.
- 8 PROVIDE NEW EMERGENCY REMOTE HEAD LIGHT FOR UNIVERSAL WASHROOM.
- 9 NEW WALL MOUNTED GARAGE BINS, HEIGHT OF TOP OF BIN IS TO BE NO MORE THAN 3'-11" AFF.
- 10 INTERLOCK/OCCUPIED WASHROOM SIGN, TO BE VACANT/LOCKED w/ WASHROOM DOOR LOCK BUTTON.

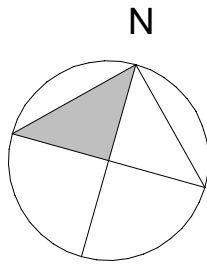


ARCHITECTURAL LEGEND		
PLAN	DESCRIPTION	NOTES
	WALL & FOOTING TAGS	REFER TO FLOOR PLANS & SCHEDULES
	DOOR TAGS	REFER TO FLOOR PLANS & DOOR SCHEDULE
	FLOOR TAGS	REFER TO FLOOR PLANS & FLOOR SCHEDULE
	CEILING & ROOF TAGS	REFER TO PLANS & SCHEDULES
	WINDOW TAGS	REFER TO FLOOR PLANS & WINDOW SCHEDULE
	AUTOMATIC DOOR OPENER PUSH BUTTON	TOUCHLESS DOOR OPENER - NORTON - 700 - WAVE TO SWITCH
	DOOR LOCKING PUSH BUTTON	
	EMERGENCY PUSH BUTTON	c/w PULL CORD FOR EMERGENCY CALL SYSTEM
	AUDIBLE & VISUAL SIGNAL STATION FOR EMERGENCY CALL SYSTEM	CONNECTED TO EMERGENCY PUSH BUTTON

EGRESS LEGEND		
PLAN	DESCRIPTION	NOTES
	EMERGENCY LIGHT AND SIGN	LUMACELL LSC SERIES c/w OBC APPROVED GREEN LENSE OR EQUIV.
	EMERGENCY LIGHT AND SIGN w/ DIRECTION	LUMACELL LSC SERIES c/w OBC APPROVED GREEN LENSE OR EQUIV.
	EMERGENCY LIGHT	LUMACELL RGS SERIES EMERGENCY LIGHT OR EQUIV.
	REMOTE HEAD EMERGENCY LIGHT	LUMACELL RD10 REMOTE EMERGENCY LIGHT OR EQUIV.
	REMOTE HEAD EMERGENCY LIGHT	LUMACELL RS-20 EMERGENCY REMOTE HEADS
	EMERGENCY SIGN w/ DIRECTION	LUMACELL LA SERIES c/w OBC APPROVED GREEN LENSE OR EQUIV.
	TRAVEL DISTANCE TO EXIT	MAX. TRAVEL DISTANCE 40m (131.2') (OBC 3.4.2.5, (1), (b))



Read this drawing in conjunction with all
Architectural, Structural and Mechanical Drawings



REVISIONS

[illegible]

2024.03.13	ISSUED FOR SITE PLAN APPROVAL
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Do not scale drawings. Contractor must verify all dimensions and advise the designer of any errors or omissions. No variations or modifications to work shown shall be implemented without prior written approval. All previous issues of this drawing is superseded by the latest revisions. All drawings and specifications remain the property of Lakeland Engineering.

PROJECT:

579 JAMES ST.
(FIT OUT FOR
PROPOSED DAY-CARE)

579 JAMES ST.
DELHI, ON.
N4B 2C5

SHEET TITLE:

EGRESS PLAN & BARRIER FREE WASHROOM DETAILS

DRAWN BY: ---

DATE:	2024-03-13
SCALE:	AS SHOWN
PROJECT:	23-208

A.4

Project Information									
For:		579 James St. 579 James St., Delhi, ON							
Zone:		DAYCARE							
COOLING LOAD									
1. DESIGN CONDITIONS		at Jul 1700 LDT		Peak load at Jul 1700 LDT					
Inside:	75 °F	Outside:	87 °F	TD:	12 °F	Sensible		62 °F	
OutRft:	52 %	MostDiff:	35.9 grib	Mult:	1.0	Latent			
2. SOLAR RADIATION THROUGH GLASS		Sensible		0					
3. TRANSMISSION GAINS		Sensible		6663					
Walls:		3417							
Glass:		0							
Doors:		0							
Partitions:		0							
Floors:		0							
Ceilings:		3146							
4. INTERNAL HEAT GAIN		Sensible		7908		1550			
Occupants:		2450							
Lights:		5458							
Motors:		0							
Appliances:		0							
5. INFILTRATION:		Outside air cfm:		288		3590		6782	
6. SUBTOTAL:		Space load		Sensible		18051		8332	
Envelope		18051							
Less external		0							
Redistribution		0							
7. SUPPLY DUCT				0					
8. SUBTOTAL:		Space load + supply duct		18051					
Actual cfm:		462							
9. VENTILATION:		Make-up air cfm:		20		4250		8050	
10. RETURN AIR LOAD:		Lighting + plenum (net)		341		0			
11. RETURN DUCT				0					
12. TOTAL LOADS ON EQUIPMENT				22301		16382			
HEATING LOAD									
13. DESIGN CONDITIONS		at Jul 1700 LDT		1.0					
Inside:	72 °F	Outside:	3 °F	TD:	69 °F				
14. TRANSMISSION LOSSES		Sensible		28410					
Walls:		9341							
Glass:		0							
Doors:		0							
Partitions:		0							
Floors:		15287							
Ceilings:		3772							
15. INFILTRATION:		Outside air cfm:		353		25919		54329	
16. SUBTOTAL:		Space load		54329					
Envelope		54329							
Less external		0							
Less transfer		0							
Redistribution		0							
17. SUPPLY DUCT				0					
18. VENTILATION:		Make-up air cfm:		341		25064		15720	
19. HUMIDIFICATION				0					
Piping				0					
20. RETURN DUCT				0					
21. TOTAL HEATING LOAD ON EQUIPMENT				95114					

Read this drawing in conjunction with all
Architectural, Structural and Mechanical Drawings

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



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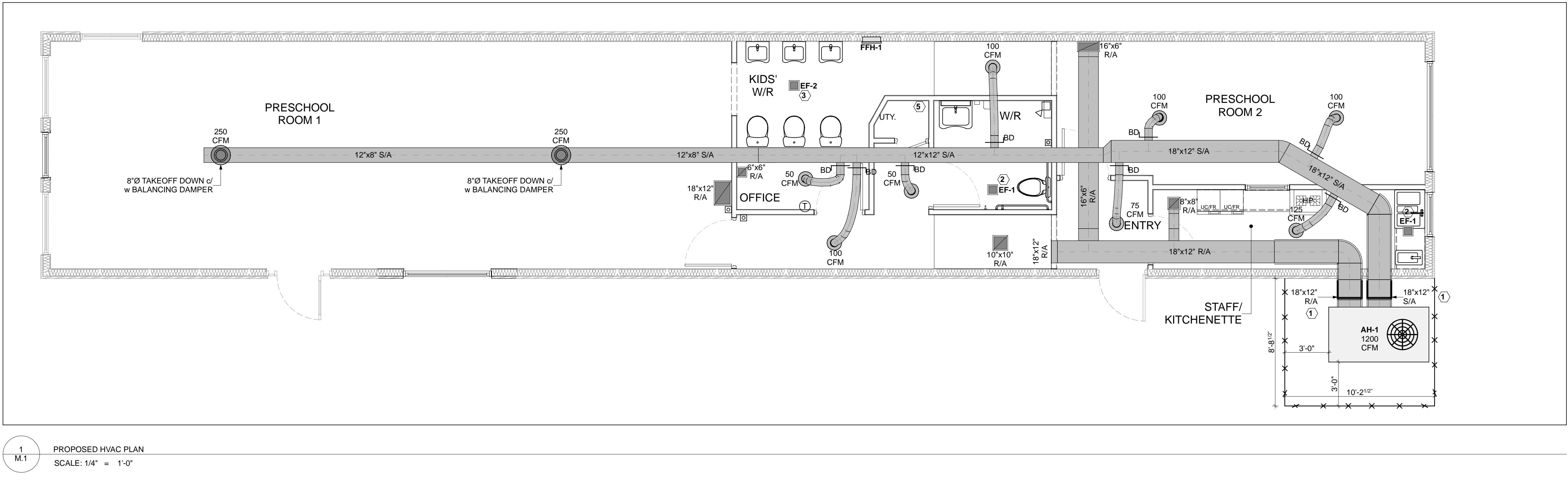
1100 Sutton Dr, Burlington, Unit#1
P-905-332-8888
info@lakelandengineering.ca

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PROJECT:	
579 JAMES ST. (FIT OUT FOR PROPOSED DAY-CARE)	
579 JAMES ST. DELHI, ON. N4B 2C5	
SHEET TITLE:	
HVAC PLAN	
DRAWN BY: ---	
DATE: 2024-03-13	M.1
SCALE: AS SHOWN	
PROJECT: 23-208	

HVAC KEY NOTES	
①	INSULATE ALL SUPPLY AIR & RETURN AIR DUCTS.
②	5"Ø WASHROOM EXHAUST FAN DUCT. UP THROUGH ROOF, c/w CONE FLASHING, GOOSE NECK, & BIRD SCREEN.
③	8"Ø WASHROOM EXHAUST FAN DUCT. UP THROUGH ROOF, c/w CONE FLASHING, GOOSE NECK, & BIRD SCREEN.
④	EXISTING FURNACE & AIR CONDITIONER TO BE DISCONNECTED & REMOVED. NEW AIR HANDLER (AH-1) TO BE INSTALLED AS SHOWN ON DRAWINGS. REFER TO MECHANICAL EQUIPMENT SCHEDULE FOR MODEL INFO.
⑤	TANKLESS WATER HEATER VENTING: 2" CPVC SYSTEM 636 CONCENTRIC VENT UP THROUGH ROOF.

HVAC LEGEND		
PLAN	DESCRIPTION	NOTES
	ROUND CONE DIFFUSERS	
	FLEX DUCT	MAX. LENGTH OF 10' (REFER TO PLANS FOR NECK SIZES)
	EGG CRATE CEILING RETURN GRILLE	PRICE - 90 SERIES (REFER TO PLANS FOR GRILLE SIZES)
	EXHAUST FAN	REFER TO HVAC SCHEDULE
	FORCED FLOW HEATER	REFER TO HVAC SCHEDULE
	THERMOSTAT	COORDINATE EXACT LOCATION w/ OWNER
	BALANCING DAMPERS	
	LOUVERED RETURN WALL TRANSFER GRILLE	PRICE - 500/600 SERIES (REFER TO PLANS FOR GRILLE SIZES)



WhisperCeiling Ventilation Fans

FV-20VQ3

190 CFM 6" Duct 6" duct

FV-30VQ3

290 CFM 6" Duct 6" duct

FV-40VQ4

380 CFM 6" Duct 6" duct

Specifications		WhisperCeiling					
		FV-20VQ3		FV-30VQ3		FV-40VQ4	
Characteristics (HVI Certified Data for 0.1" S.P.)	Static pressure in inches w. g.	0.1	0.25	0.1	0.25	0.1	0.25
	Air Volume (CFM)	190	145	290	257	390	356
	Noise (sones)	0.8	1.4	2	N/A	3	3
	Power Consumption (Watts)	44.5	43.6	64	62	111.4	109.6
	Energy Efficiency (CFMs/Watt)	4.6	3.6	4.5	4.1	3.5	3.3
	Speed	761	949	877	990	793	874
	Current	0.34	0.33	0.53	0.52	0.99	0.98
	MAX Current (amps)	0.41		0.61		1.00	
	Power Rating [V/Hz]			120/60			
Specifications	Motor Type			AC			
	Type of Motor Bearing			Ball			
	Thermal Fuse Protection			Yes			
	Blower Wheel Type			Sirocco			
	ENERGY STAR Qualified			Yes			
Installation	Duct Diameter (inches)			6			
	Mounting Opening (inches sq.)			12-3/16		14-3/4	
	Grille Size (inches sq.)			15		17-11/16	
Light Specifications	Lamp Watts						
	Lumens (lm)						
	Lumens Per Watt (LPW)						
	Color Rendering Index						
	Color Temperature (Kelvin)						
	Rated Life (hours)						
	Lamp Model #						
	Type of Lamp Socket						
Night-Light Specs	Night Light Watts						
Shipping	Gross Weight (lbs.)		16.8		18.2		27.1
Approved Code/Standard/ Regulation	UL Tub/Shower Enclosure				Yes		
	Washington State VIAQ Code				Yes		
	California Title 24 Compliant				Yes		
	Mfg in ISO 9001 Certified Facility				Yes		

*As tested by an EPA recognized lab

**Lamp contains mercury. Dispose of according to local, state and federal laws.

NOTE: 0.25" w.g. = Installed Performance

FV-20VQ3/FV-30VQ3

FV-40VQ4

OAC Models							
Watts	Volts (ph)	Product # ¹	Price	BTU/hr	Unit	Weight	
1500	120 (1)	OAC01502-T	789.00	5123	single	lb	kg
						24.0	10.9

WhisperFit® DC
VENTILATION FAN

FV-0511VF1

3" or 4" Duct

Specification Submittal Data / Panasonic Ventilation Fan

Description:

Ventilating fan shall be low sone ceiling mount rated for continuous operation. Fan shall be ENERGY STAR® rated and certified by the Home Ventilating Institute (HVI). Evaluated by the Underwriters Laboratories and conform to UL standards.

Motor/Blower:

- Four-pole totally enclosed condenser ECM motor rated for continuous use,
- Fan ventilation rates shall be manually adjustable for 50, 80, or 110 CFM,
- Power Rating shall be 120 volts and 60 Hz,
- Fan shall be UL listed for tub/shower enclosure when GFCI protected,
- Motor equipped with thermal cutoff fuse,
- Removable, permanently lubricated, plug-in motor,
- ECM Motor with SmartFlow Technology

Housing:

- Rust proof epoxy and polyester resin coating, 26 gauge galvanized steel body,
- 4" diameter duct with optional 3" adapter included,
- Built in backdraft damper,
- Articulating and expandable extension bracket up to 24".

Ceiling Radiation Damper:

- WhisperFit DC is UL listed for use with the Panasonic Ceiling Radiation Damper (Model #: PC - RD05G5, sold separately).

Grille:

- Attractive design using Poly Pro material,
- Attaches directly to housing with torsion springs.

Warranty:

- 6-year warranty ECM motor,
3-year warranty on parts

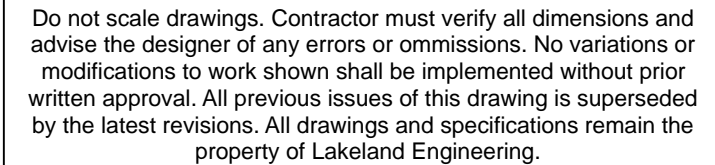
Architectural Specifications:

Customizable Ventilation fan shall be ceiling mount, ENERGY STAR® rated with built-in speed selector. Select from 50/80/110 CFM with <0.3/<0.3/0.3 sone as certified by the Home Ventilating Institute (HVI) at 0.1 w.g. with 50/80/110 CFM and no more than 0.4/0.8/1.2 sonas at 0.25 w.g. and 50/84/109 CFM at 0.375 w.g. Power Consumption shall be no greater than 4.0/5.9/10.2 watts at 0.1 w.g. and 7.1/9.4/14.6 watts at 0.25 w.g. and 10.0/13.2/17.9 watts at 0.375 w.g. ENERGY STAR® rated with efficiency of no less than 13.5/13.9/11.0 CFM/watt at 0.1 w.g. and 7.6/8.7/7.7 CFM/watt at 0.25 w.g. and 5.4/6.5/6.2 CFM/watt at 0.375 w.g. Duct diameter shall be no less than 4" (3" if using the included duct adapter). The motor shall be enclosed with brushless ECM motor engineered to run continuously. Power rating shall be 120v/60Hz. Housing material shall be no less than 26-gauge galvanized steel with rust proof epoxy and polyester resin coating. Fan shall be UL listed for tub/shower enclosure when GFCI protected. Fan can be used to comply with ASHRAE 62.2, LEED, ENERGY STAR® IAP, Earth Craft, and California Title 24.

Diagram:

FV-0511VF1

Specifications: WhisperFit® DC FV-0511VF1		4" Duct			4" Duct			4" Duct			3" Duct			3" Duct			3" Duct		
Ventilation Fan Characteristics (HVI-Certified Data)	Static Pressure in inches w.g.	0.1	0.25	0.375	0.1	0.25	0.375	0.1	0.25	0.375	0.1	0.25	0.375	0.1	0.25	0.375	0.1	0.25	0.375
	Air Volume (CFM)	110	111	109	80	80	84	50	50	50	110	94	69	80	81	67	50	51	55
	Noise (sones)	0.8	1.2	-	0.3	0.8	-	<0.3	0.4	-	2.0	1.5	-	0.8	1.4	-	<0.3	0.9	-
	Power Consumption (Watts)	10.2	14.6	17.9	5.9	9.4	13.2	4.0	7.1	10.0	17.1	16.4	13.6	8.8	13.0	13.5	4.6	7.7	10.8
	Energy Efficiency (CFM/Watt)	11.0	7.7	6.2	13.9	8.7	6.5	13.5	7.6	5.4	6.6	5.9	5.2	9.4	6.5	5.2	11.5	7.0	5.3
	Speed (RPM)	977	1222	1392	820	1142	1349	795	1152	1374	1341	1429	1476	1094	1357	1476	870	1205	1426
	Current (amps)	0.18	0.24	0.28	0.11	0.16	0.22	0.08	0.13	0.17	0.27	0.26	0.22	0.15	0.21	0.22	0.09	0.14	0.18
	MAX. Current (amps)	0.29																	
	Power Rating (V/Hz)	120/60																	
ENERGY STAR® Qualified	Yes																		

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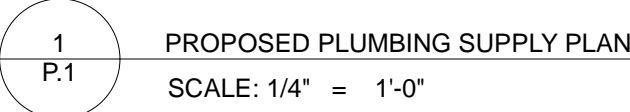
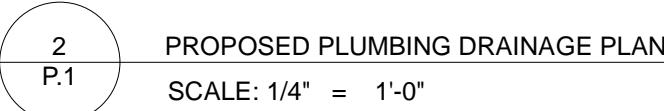
579 JAMES ST.
DELHI, ON.
N4B 2C5








SCALE: AS SHOWN

M.2

PLUMBING CODE 2018 - TABLE 7.6.3.2-A									
FIXTURES	NUMBER OF FIXTURES	WATER SUPPLY FIXTURE UNITS					DRAINAGE FIXTURE UNITS		
		COLD	TOTAL COLD	COLD	TOTAL HOT	COMBINED	TOTAL	DRAINAGE	TOTAL
SINK (LAV)	4	1.5	6	1.5	6	2	8	1.5	6
SINK (WASH UP)	1	1.5	1.5	1.5	1.5	2	2	1.5	1.5
SINK (3 COMPARTMENT SINK)	1	1.5	1.5	1.5	1.5	2	2	1.5	1.5
WATER CLOSET	4	2.2	8.8	0	0	2.2	8.8	4	16
		TOTAL COLD	15	TOTAL HOT	9	SUPPLY FU	28.8	TOTAL DRAINAGE FU	25
PIPE SIZING METHODOLOGY: AVERAGE PRESSURE LOSS									

PLUMBING CODE 2018 - TABLE 7.6.3.2-A									
FIXTURES	NUMBER OF FIXTURES	WATER SUPPLY FIXTURE UNITS					DRAINAGE FIXTURE UNITS		
		COLD	TOTAL COLD	COLD	TOTAL HOT	COMBINED	TOTAL	DRAINAGE	TOTAL
SINK (LAV)	4	1.5	6	1.5	6	2	8	1.5	6
SINK (WASH UP)	1	1.5	1.5	1.5	1.5	2	2	1.5	1.5
SINK (3 COMPARTMENT SINK)	1	1.5	1.5	1.5	1.5	2	2	1.5	1.5
WATER CLOSET	4	2.2	8.8	0	0	2.2	8.8	4	16
		TOTAL COLD	15	TOTAL HOT	9	SUPPLY TOTAL	28.8	TOTAL DRAINAGE FU	25
PIPE SIZING METHODOLOGY: AVERAGE PRESSURE LOSS									



PLUMBING LEGEND		
PLAN	DESCRIPTION	NOTES
	FLOOR DRAIN	REFER TO PLANS & FIXTURE CONNECTIONS CHART FOR PIPE SIZES
	HUB DRAIN	REFER TO PLANS & FIXTURE CONNECTIONS CHART FOR PIPE SIZES
	SANITARY LINE	REFER TO PLANS & FIXTURE CONNECTIONS CHART FOR PIPE SIZES
	CLEAN OUT	REFER TO PLANS & FIXTURE CONNECTIONS CHART FOR PIPE SIZES
	DOMESTIC COLD WATER LINE	REFER TO PLANS & FIXTURE CONNECTIONS CHART FOR PIPE SIZES
	DOMESTIC HOT WATER LINE	REFER TO PLANS & FIXTURE CONNECTIONS CHART FOR PIPE SIZES
	CONDENSING TANKLESS WATER HEATER	NAVEN NPE-180A2 (OR EQUIV.)



LAKELAND
ENGINEERING

1100 Sutton Dr. Burlington, Unit#1
P-905-332-8888
info@lakelandengineering.ca

PROJECT:

579 JAMES ST.
(FIT OUT FOR
PROPOSED DAY-CARE)

579 JAMES ST.
DELHI, ON.
N4B 2C5

DRAWN BY: ---		P.1
DATE:	2024-03-13	
SCALE:	AS SHOWN	
PROJECT:	23-208	

P.1

COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

THIS FORM TO BE COMPLETED BY THE OWNER OR OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

Part A - Owner's Undertaking

Permit Application No.

Project Description: Interior Alterations - New Day Care

Address of Project: 579 James St.

Municipality: Norfolk County

WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

The undersigned hereby certifies that he/she has read and agrees to the above

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner:

Print Name:

Fax:

(or officer of corporation)

Coordinator of the work of all consultants:

Telephone:


Address:

Fax:

Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

SHADED PORTION TO BE COMPLETED BY CONSULTANTS

<input checked="" type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input checked="" type="checkbox"/> MECHANICAL	<input checked="" type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):
Consultant Name: Lakeland Engineering	Signature: 	Print Name: Sanjay Patel	Date: 2024.03.13		
Telephone: 905-332-8888	Fax:	Address: Unit 1 - 1100 Sutton Dr. Burlington, ON. L7L 6R6			

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):
Consultant Name:	Signature:	Print Name:	Date:		
Telephone:	Fax:	Address:			

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):
Consultant Name:	Signature:	Print Name:	Date:		
Telephone:	Fax:	Address:			

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):
Consultant Name:	Signature:	Print Name:	Date:		
Telephone:	Fax:	Address:			



LAKELAND

ENGINEERING

March 13, 2024

Pre-Consultation Meeting Notes
Norfolk County

Re: 3310492009152000000
579 James St. Delhi, ON.

GENERAL REQUIREMENTS	
Concept Plan	-Concept Plan has been included.
Lot Grading Plan	-No changes to grades, noted on Site Plan.
General Plan of Services	-Existing to remain.
Functional Servicing Report	-Existing to remain.
TRANSPORTATION REQUIREMENTS	
Traffic Impact Brief	- As per examiner comments: "Existing parking levels are adequate at this point."

Landscaping Plan	Included, sodded Outdoor Play Area (noted on Site Plan)
Elevation Plan/Floor/Section	Plans, Elevations, and Sections will be included as part of the permit application.
Parking Assessment	Meets Zoning, stats provided on Site Plan
Photometrics (Lighting) Plan	Existing to remain, shown on Site Plan
Site Plan/Drawing	Proposed Site Plan will be included as part of the permit application.

Yours truly,

Sanjay Patel, P.Eng.
Lakeland Engineering
Prepared by Rory Pinto

lakeland engineering
1100 sutton drive unit 1
burlington on L7L 6R6

info@lakelandengineering.ca
phone 905.332.8888
fax 905.332.6594



Traffic Impact Brief

Information related to traffic for the Licensed Childcare Facility at 579 James Street, Delhi, Ontario is as follows:

Existing Conditions

- Site location is an existing property at 579 James Street
- Site is a corner property located at the corner of James Street and Brock Ave in Delhi as detailed on the Site Plan.
- James Street is a 2 lane road in each direction (Hwy 3) with a speed limit of 50 km in this section.
- Sanitary sewers were just changed along James Street in this section – new curbs and asphalt road surfacing & new sidewalks were completed as part of this work.

Study Area

- Property is a corner property
- Property fronts to the west on James Street (Hwy 3)
- Property sides to the south on Brock Ave.
- Site plan shows property siding on the north to residential lot 31 and backing to the east onto residential lot 41.

Development Land Use Type & Site Plan

- Proposed use is a licensed childcare facility which is an allowable use for the existing zoning.
- Site Plan shows building structure, parking lot, driveway access, road edges
- Operation Days - Monday to Friday, closed weekends and Statutory Holidays.
- Operation Hours – 6:30am to 5:30pm.
- Licensed Capacity – 32 Preschool children
- Drop Off period - 6:30am to 9:30am
- Pick up period – 2:30pm to 5:30pm.

Analysis & Conclusion

- Expected traffic flow to building during drop off & pick up time approximately 10 vehicles per hour.
- Site plan shows Available parking spots 5 vs required by zoning of 4.
- Site has 2 existing driveways off of James Street and Brock Ave to make drop off & pick up traffic flow easy and causing minimal impact.