

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)

Site Plan Approval for Proposed new Storage Building to be erected on subject lands.

Property Assessment Roll Number: 40201004100

A. Applicant Information

Name of Owner Kent and Cindy Rapley

Address 18 Berkley Cres.

Town and Postal Code Simcoe, N3Y4T4

Phone Number 519-909-9745

Cell Number _____

Email kent@rapley.com

Name of Applicant Balan Engineering Corp.

Address 49 North Street, E. Suite 206

Town and Postal Code Tillsonburg, Ont., N4G1B4

Phone Number 519.688.2525

Cell Number _____

Email info@balanengineering.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:

B. Location, Legal Description and Property Information

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

Part Lot 18 Concession Gore, Geo. Twp. of Woodhouse

Part 1 Plan 37R-10920

Municipal Civic Address: 173 Hillcrest Road, Norfolk County

Present Official Plan Designation(s): Agricultural

Present Zoning: Community Institutional (IC)

2. Is there a special provision or site specific zone on the subject lands?

☒ Yes ☐ No If yes, please specify corresponding number:

14.913

3. Present use of the subject lands:

Automotive Service & Repair

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:

There is an existing 1,279m² steel-clad commercial building located at 15.56m east of Hillcrest Road allowance and 16.35m south of West Street road allowance.

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:

The proposed building will be a 1-storey steel-clad storage building located in the north-west corner of the subject property.

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:

unknown

9. Existing use of abutting properties:

Agriculture / Vacant (former) Institutional

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:

Proposed storage building

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

N/A

3. Does the requested amendment alter all or any part of the boundary of an area of settlement in the municipality or implement a new area of settlement in the municipality? ☐ Yes ☒ No If yes, describe its effect:

4. Does the requested amendment remove the subject land from an area of employment? ☐ Yes ☒ No If yes, describe its effect:

5. Does the requested amendment alter, replace, or delete a policy of the Official Plan?
☐ Yes ☐ No If yes, identify the policy, and also include a proposed text of the policy amendment (if additional space is required, please attach a separate sheet):

N/A

6. Description of land intended to be severed in metric units:

Frontage: _____

Depth: _____

Width: N/A

Lot Area: _____

Present Use: _____

Proposed Use: _____

Proposed final lot size (if boundary adjustment): _____

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

Description of land intended to be retained in metric units:

Frontage: _____

Depth: _____

Width: _____

Lot Area: N/A

Present Use: _____

Proposed Use: _____

Buildings on retained land: _____

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

Frontage: _____

Depth: _____

Width: N/A

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	18m Min.	76.32m (existing)
Lot depth		104.55m (existing)
Lot width		76.32m (existing)
Lot area	540m ² (Min.)	8,251m ²
Lot coverage		22.25% (all buildings)
Front yard	6m	42.56m
Rear yard	9m	9m (existing)
Left Interior side yard	2.6m	22.58m
Right Interior side yard		
Exterior side yard (corner lot)	6m	15.56m
Landscaped open space		33.48%
Entrance access width		7.5m
Exit access width		7.5m
Size of fencing or screening		
Type of fencing		

10. Building Size

Number of storeys		1
Building height	11m	7m
Total ground floor area		557m ²
Total gross floor area		557m ²
Total useable floor area		557m ²

11. Off Street Parking and Loading Facilities

Number of off street parking spaces	11	31
Number of visitor parking spaces		
Number of accessible parking spaces	1	2
Number of off street loading facilities	1	1

12. Residential (if applicable)

Number of buildings existing: 1

Number of buildings proposed: 1

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

If yes, describe: _____

Type	Number of Units	Floor Area per Unit in m2
Single Detached	_____	_____
Semi-Detached	_____	_____
Duplex	_____	_____
Triplex	_____	_____
Four-plex	_____	_____
Street Townhouse	_____	_____
Stacked Townhouse	_____	_____
Apartment - Bachelor	_____	_____
Apartment - One bedroom	_____	_____
Apartment - Two bedroom	_____	_____
Apartment - Three bedroom	_____	_____

Other facilities provided (for example: play facilities, underground parking, games room, or swimming pool):

13. Commercial/Industrial Uses (if applicable)

Number of buildings existing: 1

Number of buildings proposed: 1

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

If yes, describe: _____

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

STORAGE = 539m²

OFFICE = 10.16m²

WASHROOMS= 7.59m²

Seating Capacity (for assembly halls or similar): _____

Total number of fixed seats: _____

Describe the type of business(es) proposed: Storage

Total number of staff proposed initially: '0'

Total number of staff proposed in five years: '0'

Maximum number of staff on the largest shift: '0'

Is open storage required: ☐ Yes ☒ No

Is a residential use proposed as part of, or accessory to commercial/industrial use?

☐ Yes ☒ No If yes please describe:

14. Institutional (if applicable)

Describe the type of use proposed: _____

Seating capacity (if applicable): _____

Number of beds (if applicable): _____

Total number of staff proposed initially: _____

Total number of staff proposed in five years: _____

Maximum number of staff on the largest shift: _____

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

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

D. Previous Use of the Property

1. Has there been an industrial or commercial use on the subject lands or adjacent lands? ☐ Yes ☐ No ☒ Unknown

If yes, specify the uses (for example: gas station or petroleum storage):

2. Is there reason to believe the subject lands may have been contaminated by former uses on the site or adjacent sites? ☐ Yes ☐ No ☒ Unknown

3. Provide the information you used to determine the answers to the above questions:

4. If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached? ☐ Yes ☐ No

E. Provincial Policy

1. Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the *Planning Act, R.S.O. 1990, c. P. 13*? ☒ Yes ☐ No

If no, please explain:

N/A

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 endangered species or habitats have been identified.

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:

Yes, this site falls within the above-noted area (s)

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 105m

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 105m

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 105m

Erosion

☐ On the subject lands or ☐ within 500 meters – distance _____

Abandoned gas wells

☐ On the subject lands or ☐ within 500 meters – distance _____

F. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

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

Sewage Treatment

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

Storm Drainage

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

2. Existing or proposed access to subject lands:

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

Name of road/street: Hillcrest Road / West Street

G. Other Information

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

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

'0'

2. Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

H. Supporting Material to be submitted by Applicant

In order for your application to be considered complete, **folded** hard copies (number of paper copies as directed by the planner) and an **electronic version (PDF) of the properly named site plan drawings, additional plans, studies and reports** will be required, including but not limited to the following details:

1. Concept/Layout Plan
2. All measurements in metric
3. Key map
4. Scale, legend and north arrow
5. Legal description and municipal address
6. Development name
7. Drawing title, number, original date and revision dates
8. Owner's name, address and telephone number
9. Engineer's name, address and telephone number
10. Professional engineer's stamp
11. Existing and proposed easements and right of ways
12. Zoning compliance table – required versus proposed
13. Parking space totals – required and proposed
14. All entrances to parking areas marked with directional arrows
15. Loading spaces, facilities and routes (for commercial developments)
16. All dimensions of the subject lands
17. Dimensions and setbacks of all buildings and structures
18. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
19. Gross, ground and useable floor area
20. Lot coverage
21. Floor area ratio
22. Building entrances, building type, height, grades and extent of overhangs
23. Names, dimensions and location of adjacent streets including daylighting triangles
24. Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs
25. All exterior stairways and ramps with dimensions and setbacks
26. Retaining walls including materials proposed
27. Fire access and routes
28. Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
29. Location of mechanical room, and other building services (e.g. A/C, HRV)
30. Refuse disposal and storage areas including any related screening (if indoors, need notation on site plan)
31. Winter snow storage location

32. Landscape areas with dimensions
33. Natural features, watercourses and trees
34. Fire hydrants and utilities location
35. Fencing, screening and buffering – size, type and location
36. All hard surface materials
37. Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
38. Business signs (make sure they are not in sight lines)
39. Sidewalks and walkways with dimensions
40. Pedestrian access routes into site and around site
41. Bicycle parking
42. Architectural elevations of all building sides
43. All other requirements as per the pre-consultation meeting

In addition, the following additional plans, studies and reports, including but not limited to, **may** also be required as part of the complete application submission:

- ☐ Zoning Deficiency Form
- ☐ On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- ☐ Architectural Plan
- ☐ Buildings Elevation Plan
- ☐ Cut and Fill Plan
- ☐ Erosion and Sediment Control Plan
- ☒ Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- ☐ Landscape Plan
- ☐ Photometric (Lighting) Plan
- ☐ Plan and Profile Drawings
- ☐ Site Servicing Plan
- ☐ Storm water Management Plan
- ☐ Street Sign and Traffic Plan
- ☐ Street Tree Planting Plan
- ☐ Tree Preservation Plan
- ☐ Archaeological Assessment
- ☐ Environmental Impact Study

- ☒ Functional Servicing Report
- ☐ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Schedule
- ☐ Noise or Vibration Study
- ☐ Record of Site Condition
- ☐ Storm water Management Report
- ☐ Traffic Impact Study – please contact the Planner to verify the scope required

Site Plan applications will require the following supporting materials:

1. Two (2) complete sets of the site plan drawings folded to 8½ x 11 and an electronic version in PDF format
2. Letter requesting that the Holding be removed (if applicable)
3. A cost estimate prepared by the applicant's engineer
4. An estimate for Parkland dedication by a certified land appraiser
5. Property Identification Number (PIN) printout

Standard condominium exemptions will require the following supporting materials:

- ☐ Plan of standard condominium (2 paper copies and 1 electronic copy)
- ☐ Draft condominium declaration
- ☐ Property Identification Number (PIN) printout

Your development approval might also be dependent on 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.

Neil Balan, P. Eng.

October 16th, 2025

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 _____ am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize _____ 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.



Oct. 16 / 2025

Owner

Date



Oct. 16/25

Owner

Date

N. Declaration

I, _____ of _____

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:

Neil Balan, P.Eng.

Owner/Applicant Signature

In _____

This _____ day of _____

A.D., 20____

A Commissioner, etc.

Drawn By: CB		Job Number: 25-0399	
Approved By: NB		Sheet No.:	Revision No.
Date: Sept. 25, 2025	Scale: As Noted	SP1	02

SILT FENCE NOTES:

1. SILT FENCE SHALL GENERALLY BE PLACED A MINIMUM OF 1.5m BEYOND TOE OF SLOPE, 3m PREFERRED, TO PROVIDE ADEQUATE AREA FOR SEDIMENT STORAGE AND FACILITATE MAINTENANCE OF SEDIMENT CONTROL AREA.
2. ALL ENDS SHALL BE "J" HOOKED TO TRAP SEDIMENT.
3. IN AREAS WITH TWO SLOPES, SILT FENCE SHALL BE USED TO ERECT A DAM AND TRAP SEDIMENT AT THE BASE OF THE STEEPER SLOPE.
4. THE BOTTOM EDGE OF SILT FENCE SHALL BE BURIED A MINIMUM OF 150mm BELOW GROUND, AND KEPT IN 100mm. THE FENCE SHALL BE INSTALLED WITH THE POSTS ON THE DOWNSTREAM SIDE OF THE FABRIC. MAXIMUM DRAINAGE AREA TRIBUTARY TO 30m OF SILT FENCE SHALL BE 0.1 ha.
5. SILT FENCE SHALL BE REMOVED WHEN THE AREA HAS BEEN STABILIZED.
6. AT TIME OF REMOVAL OF THE SILT FENCE, THE DISTURBED AREA SHALL BE REPAIRED AND STABILIZED.
7. MEASURES SHALL BE INSPECTED EVERY SEVEN (7) CALENDAR DAYS AND WITHIN 24 HOURS OF A STORM EVENT GREAT ENOUGH TO CAUSE WATER TO LEAVE THE CONSTRUCTION SITE.
8. MEASURES SHALL BE CLEANED AND REPAIRED AS NEEDED. SEDIMENT SHALL BE REMOVED WHEN ACCUMULATION REACHES ONE-HALF OF THE MEASURE HEIGHT. SEDIMENT SHALL BE DISPOSED OF AS UNSUITABLE MATERIAL.
9. SILT FENCE SHALL BE INSTALLED ON A LINE OF EQUAL ELEVATION (CONTOUR). IT MAY BE INSTALLED AT INTERMEDIATE POINTS UP SLOPES AS WELL AS AT THE BOTTOM, AS SHOWN IN THE DETAIL.
10. SILT FENCE SHALL NOT BE USED ACROSS CONCENTRATED FLOW.

GENERAL EROSION AND SEDIMENT CONTROL NOTES:

1. UNLESS OTHERWISE INDICATED, ALL VEGETATIVE AND STRUCTURAL EROSION AND SEDIMENT CONTROL PRACTICE WILL BE CONSTRUCTED AND MAINTAINED ACCORDING TO MINIMUM STANDARDS AND SPECIFICATIONS OF NORFOLK COUNTY.
2. ALL EROSION AND SEDIMENT CONTROL MEASURES ARE TO BE PLACED PRIOR TO OR AS THE FIRST STEP IN CLEARING.
3. A COPY OF THE APPROVED EROSION AND SEDIMENT CONTROL PLAN SHALL BE MAINTAINED ON SITE AT ALL TIMES.
4. THE CONTRACTOR IS RESPONSIBLE FOR INSTALLATION OF ANY ADDITIONAL EROSION CONTROL MEASURES NECESSARY TO PREVENT EROSION AND SEDIMENTATION AS DETERMINED BY THE PLAN APPROVING AUTHORITY.
5. ALL DISTURBED AREAS ARE TO DRAIN TO APPROVED SEDIMENT CONTROL MEASURES AT ALL TIMES DURING LAND DISTURBING ACTIVITIES AND DURING SITE DEVELOPMENT UNTIL FINAL STABILIZATION IS ACHIEVED.
6. ALL EROSION AND SEDIMENT CONTROLS ARE TO BE INSTALLED AND MAINTAINED TO THE SATISFACTION AND TO THE REQUIREMENTS OF NORFOLK COUNTY.
7. ALL AREAS OF WORK WHICH WILL REMAIN DISTURBED FOR A PERIOD OF THIRTY DAYS OR MORE MUST BE STABILIZED TO THE SATISFACTION OF NORFOLK COUNTY.
8. ALL MATERIAL STOCKPILES ARE TO BE LOCATED WITHIN THE BOUNDARY OF THE INDICATED SILT FENCE. ADDITIONAL SILT FENCE IS TO BE ERECTED AROUND ANY PROPOSED STOCKPILES.
9. CATCH BASINS TO HAVE SILT TRAPS INSTALLED FOR THE DURATION OF CONSTRUCTION. REFERENCE DETAIL ON THIS PAGE.
10. SILT FENCE AS PER OPSD 219.130
11. ALL EROSION CONTROL DEVICES ARE TO BE INSPECTED AND MAINTAINED WEEKLY AND AFTER EACH RAINFALL.
12. OWNER IS RESPONSIBLE FOR INSPECTIONS AND MAINTENANCE OF STORMCATCHOR AS PER MANUFACTURER'S INSTRUCTIONS. ALL EROSION AND SEDIMENTATION CONTROL DEVICES MUST BE IN PLACE PRIOR TO ANY EARTH MOVING/CONSTRUCTION ACTIVITIES AND MUST BE MAINTAINED UNTIL FINAL COVER IS ESTABLISHED.

O.P.S. DETAILS - DISCLAIMER:

O.P.S. (Ontario Provincial Standard) details are produced and issued by the Province of Ontario, and are shown here to be used as guidelines only. They are not intended to be construction drawings nor shop drawings per se. It is the responsibility of the contractor to verify all aspects needed for construction, including but not limited to: Existing conditions and materials; required new materials, sizes, quantities, configurations and locations; existing and new locations, levels, elevations of infrastructure and services; OBC requirements and specifications; and overall scope.

DISCLAIMER:

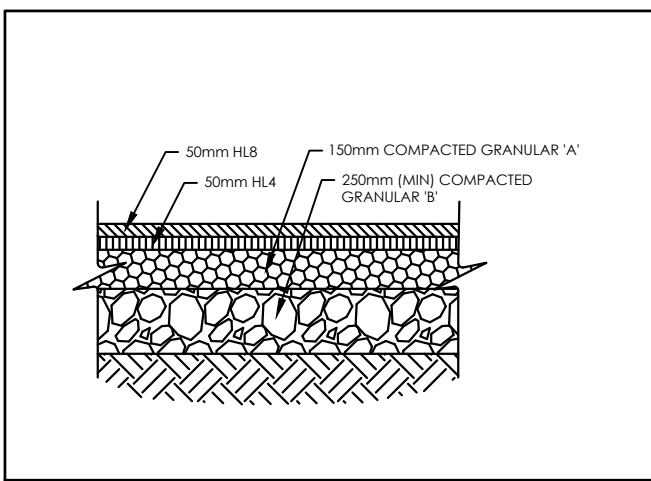
THIS IS NOT A LEGAL PLAN OF SURVEY AND SHALL NOT BE USED FOR ANY PURPOSE EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK. IN ACCORDANCE WITH THE SURVEYORS ACT R.S.O. 1996, C.7 (AS AMENDED 2021) PLEASE REFER TO STAMPED C.L.S. DRAWING(S) FOR ALL SURVEY DATA. PROPERTY LINE INFORMATION SHOWN ON THIS PLAN IS APPROXIMATE AND TO BE VERIFIED BY C.L.S. IF REQUIRED.

BALAN ENGINEERING CORP. ASSUMES NO RESPONSIBILITY FOR THE USE OF, OR RELIANCE ON, ALL REAL PROPERTY INFORMATION SHOWN (OR NOT SHOWN) ON THIS PLAN.

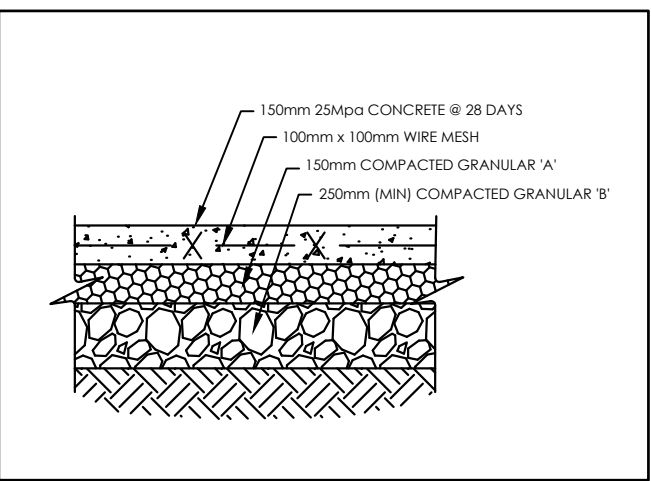
NOTE:

ALL DIMENSIONS ARE METRIC UNLESS SPECIFICALLY NOTED OTHERWISE.

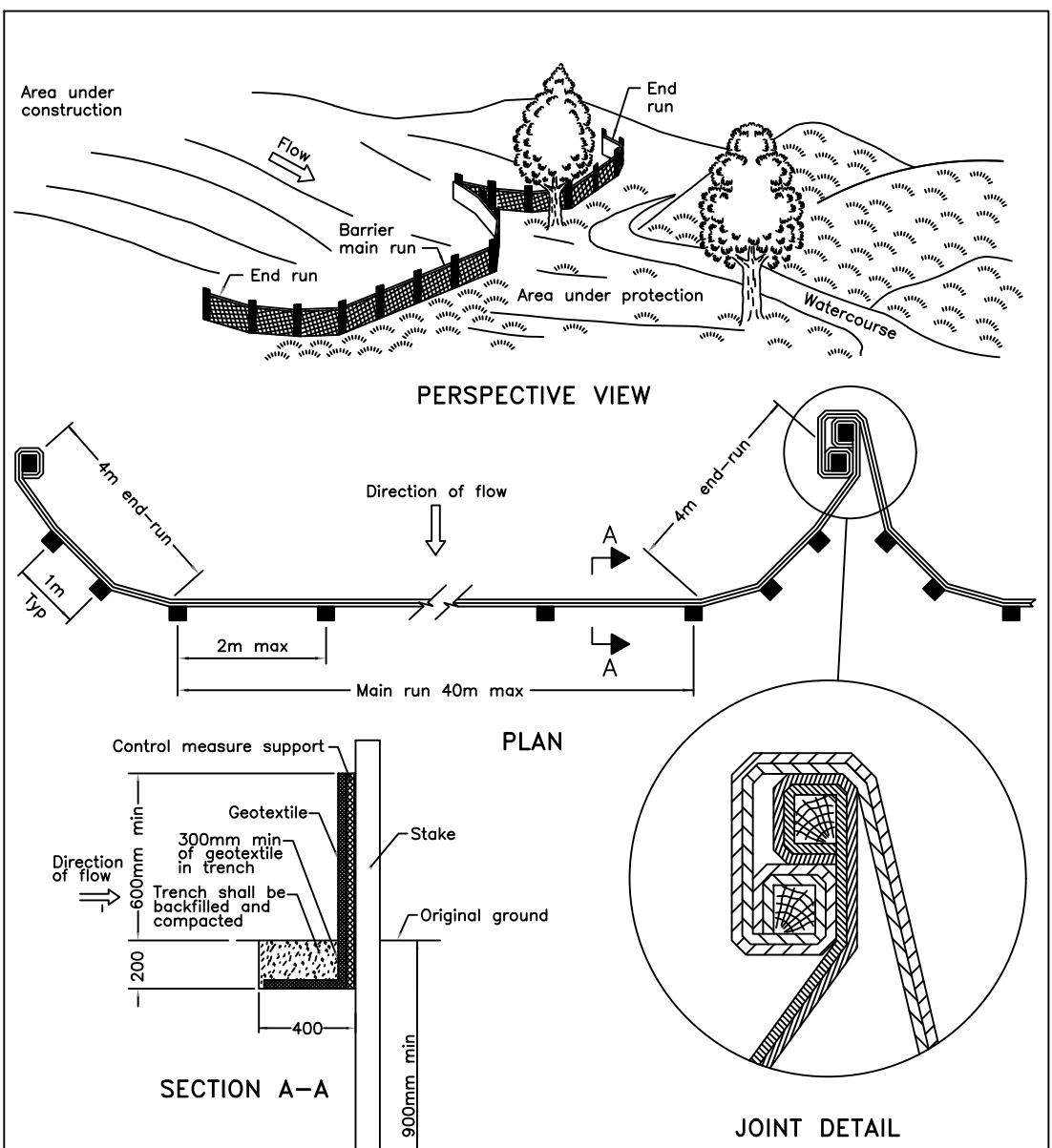
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2 LIGHT DUTY ASPHALT DETAIL
SCALE= N.T.S.



3 SLAB ON GRADE DETAIL
SCALE= N.T.S.



NOTE:
A All dimensions are in millimetres unless otherwise shown.

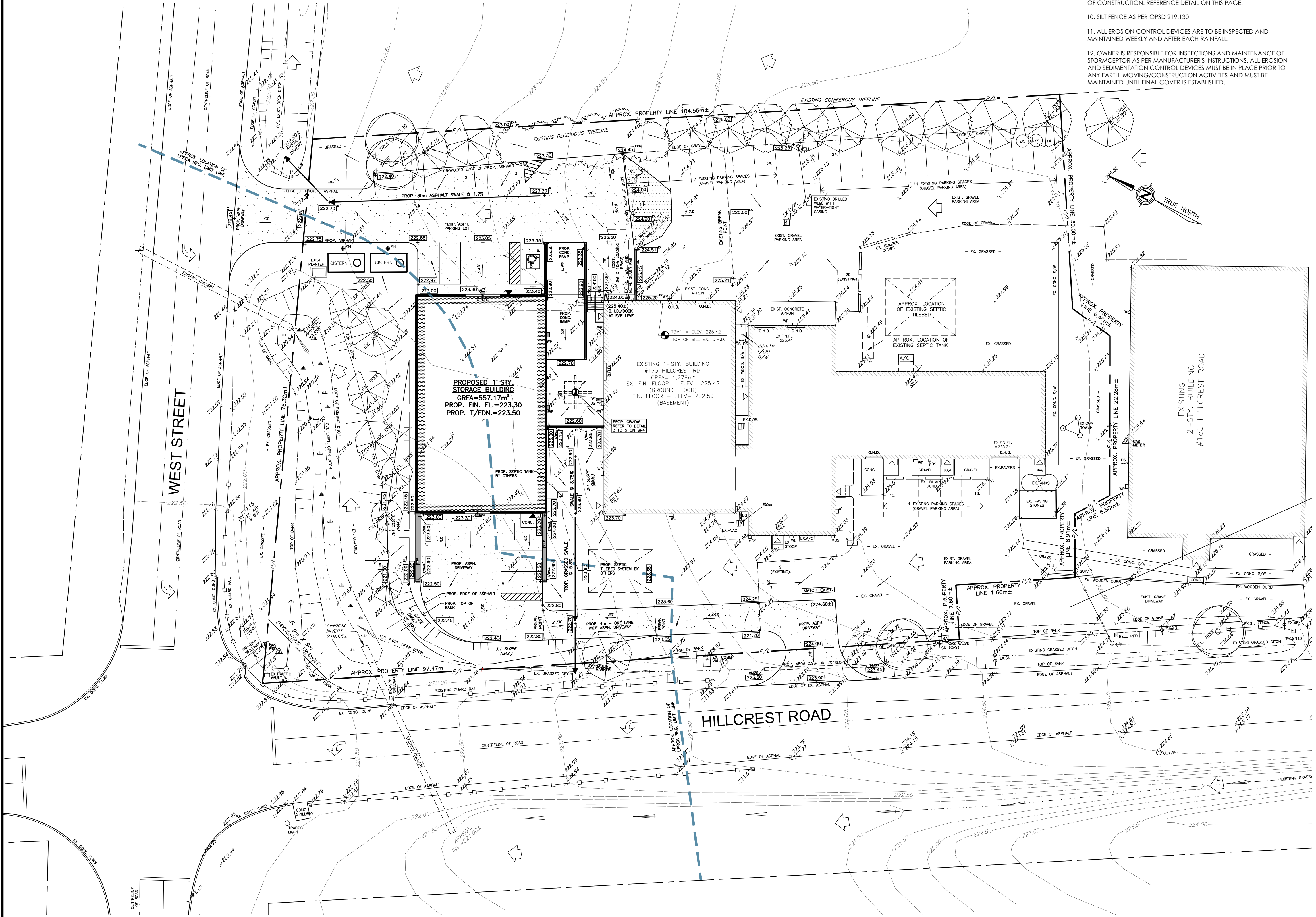
ONTARIO PROVINCIAL STANDARD DRAWING	Nov 2021	Rev 3
HEAVY-DUTY SILT FENCE BARRIER		
	OPSD 219.130	

TABLE 8.2.1 & 8.3
MINIMUM CLEARANCES FOR DISTRIBUTION PERMITS

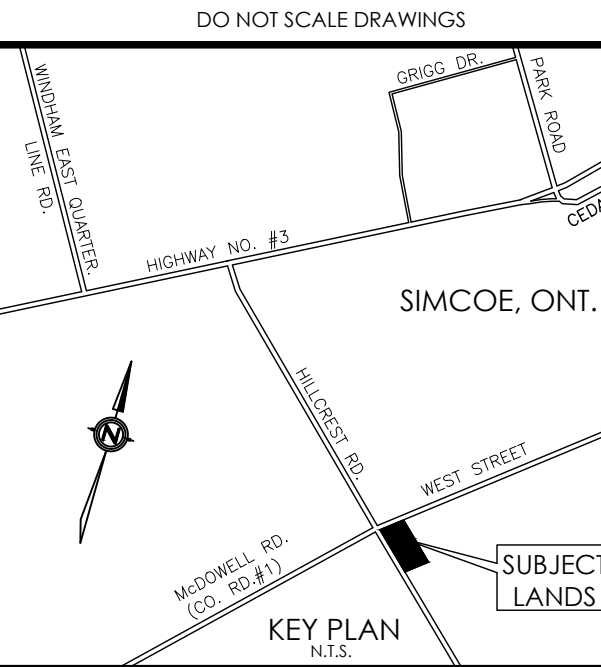
ITEM	COLUMN 1 OBJECT	COLUMN 2 Minimum Clearance, in Metres
1.	STRUCTURE	8m
2.	WELL WITH A WATERGHT CASING TO A DEPTH OF AT LEAST 6m	15m
3.	ANY OTHER WELL	20m
4.	LAKE	15m
5.	POND	15m
6.	RESERVOIR	15m
7.	RIVER	15m
8.	SPRING NOT USED AS A SOURCE OF POTABLE WATER	15m
9.	STREAM	15m
10.	PROPERTY LINE	3m

LEGEND

PROPERTY LINE
ADJACENT PROPERTY LINES
POST MOUNTED SIGN
RAIN WATER LEADER
MANDOOR EX/ENTRANCE
EXISTING MANDOOR EX/ENTRANCE
OVER-HEAD DOOR LOCATION
REFER TO ELECTRICAL DRAWINGS FOR BUILDING/SITE LIGHTING
GAS METER
CATCH BASIN
PROPOSED PIPE BOLLARD
EXISTING CONTOURS AT INTERVALS= 0.5m
EXISTING SPOT ELEVATION
PROPOSED DRYWELL
PROPOSED DRAINAGE DIRECTION
EXISTING OVERLAND DRAINAGE
C/L PROPOSED SWALE
EXISTING DRAINAGE DITCH / SWALE
PROPOSED GRADES
EXISTING GRADES TO REMAIN
PROPOSED GRADES
PROPOSED SWALE GRADES
CULVERT
PROPOSED ASPHALT AREA
PROPOSED GRAVEL AREA



1 GRADING PLAN
SCALE= 1:300 (METRIC)



LEGAL DESCRIPTION:
PART OF 18.00 AC.
GEO. TOWNSHIP OF WOODHOUSE
PART 1 OF PLAN 318-10920
NORFOLK COUNTY, ONT.

PRELIMINARY

TEAM: ELEV= 225.42
TOP OF OVERHEAD DOOR SILL, MODEL OVERHEAD DOOR ON EAST SIDE OF
SOUTHERN MOST EXISTING BUILDING AT 173 HILLCREST RD.

Client:

HERREWYNEN HOMES INC.

4332 Highway 3, Simcoe, ON, N0Y 4E4
email: info@herrewynenhomes.ca
Phone: 519 426 7994

REVISIONS

Rev.	Date	Description	By:
02	2025/10/16	ISSUED FOR APPROVAL	CB
01	2025/09/25	ISSUED FOR CLIENT REVIEW	TL

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STAMP:

LICENSED PROFESSIONAL ENGINEER
2025-10-16
N.S. BALAN
100503960
N. Balan
ENGINEER OF ONTARIO

PROJECT NORTH

BALAN ENGINEERING CORP.

49 North Street East, Thornburg, ON
email: info@balanengineering.com
Web: balanengineering.com
Office: 519 688 2525

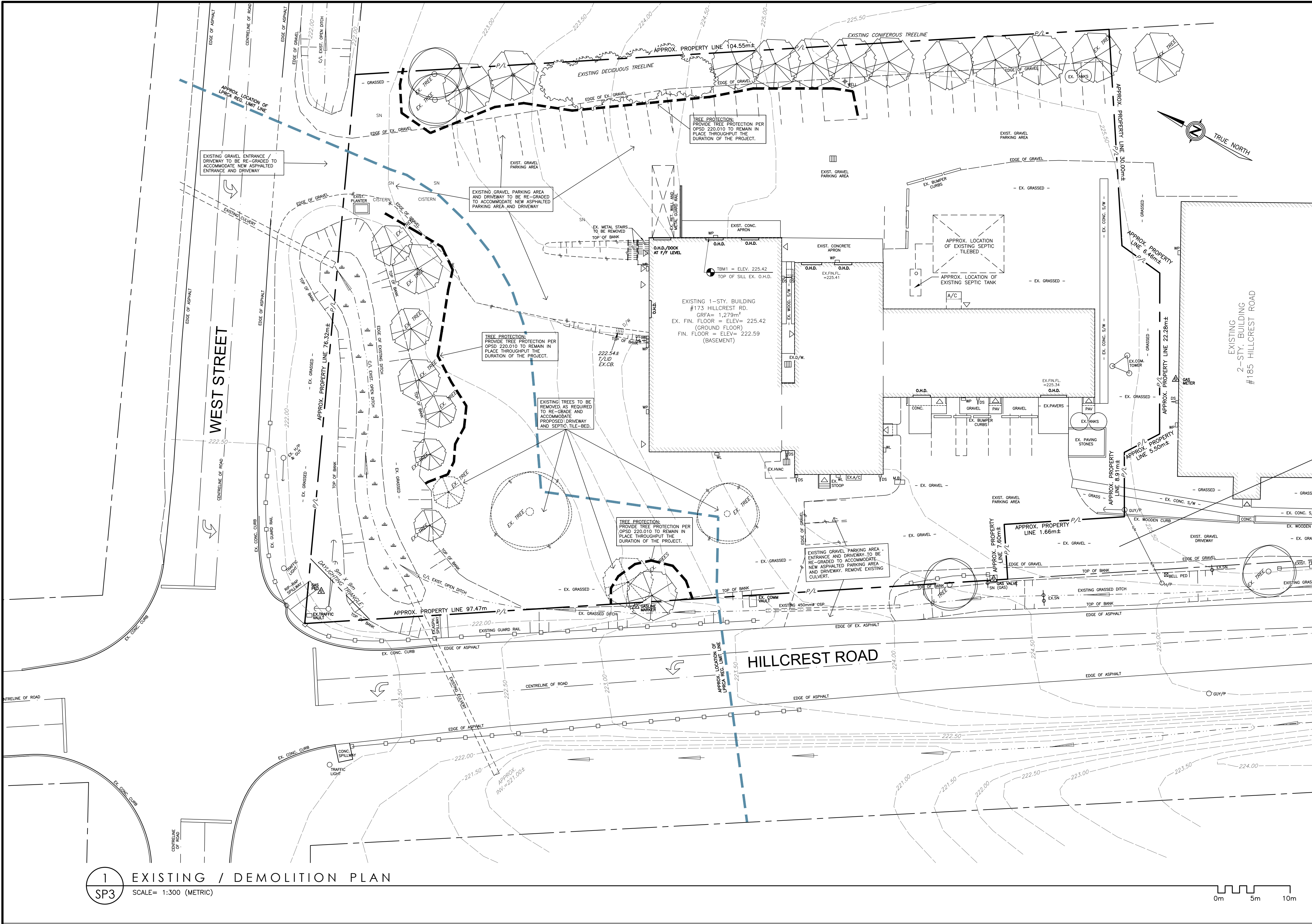
Project Name:

PROPOSED
STORAGE GARAGE

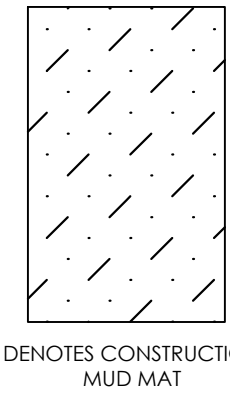
173 HILLCREST ROAD,
SIMCOE ONT,
NORFOLK COUNTY,
NY3 4K4

GRADING PLAN

Drawn By: CB	Job Number: 25-0399
Approved By: NB	Sheet No.: SP2
Date: Sept. 25, 2025	Revision No.: 02



1
SP3
EXISTING / DEMOLITION PLAN
SCALE= 1:300 (METRIC)



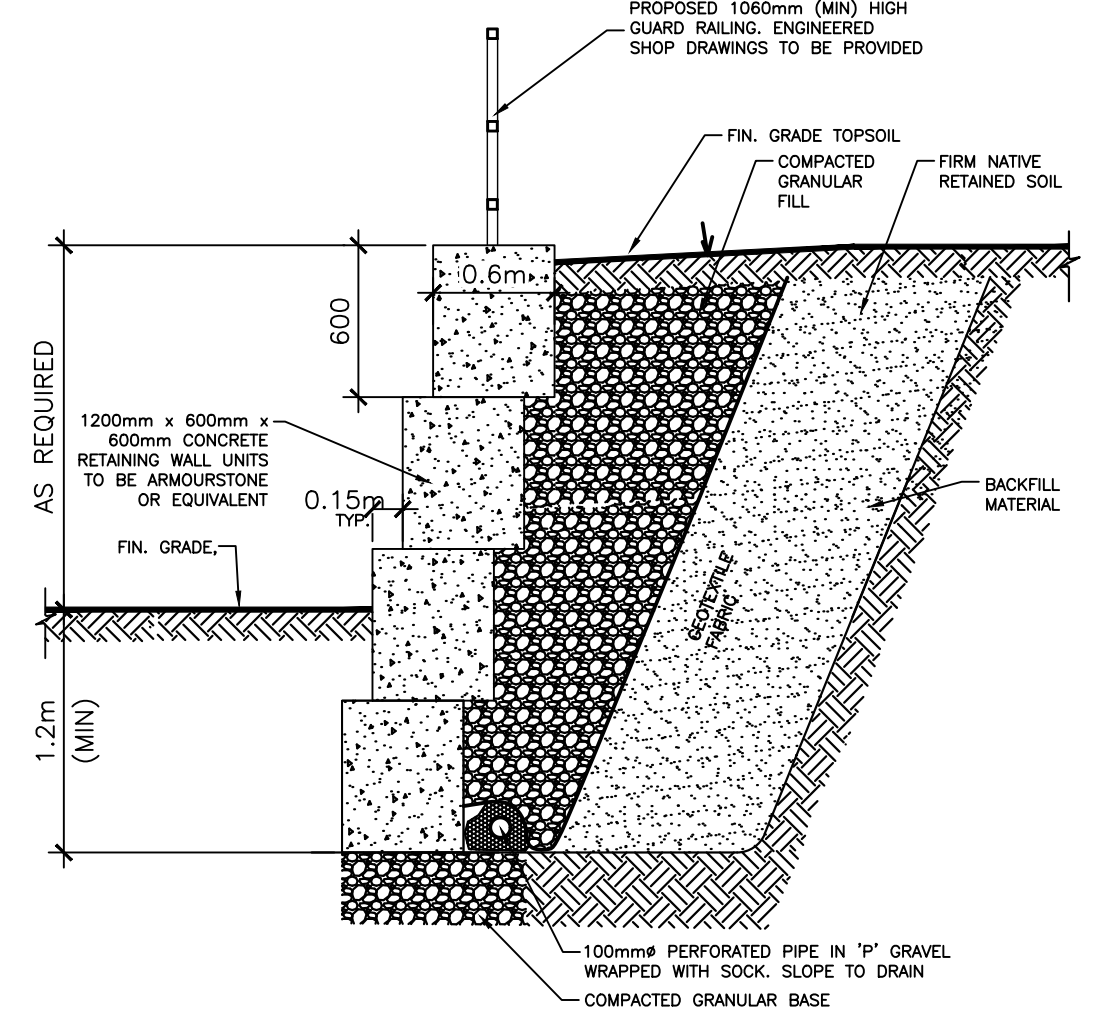
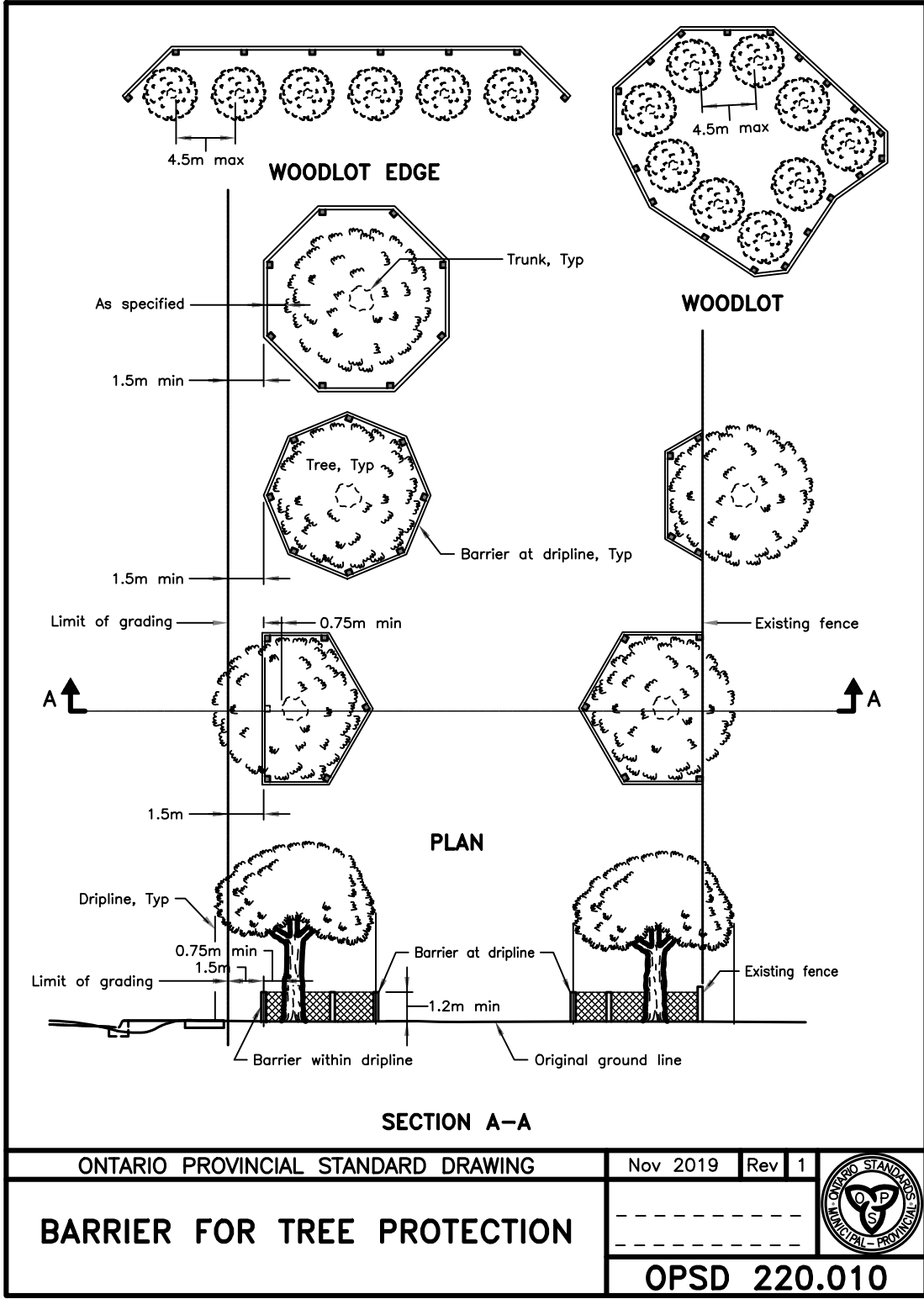
CONSTRUCTION ENTRANCE/ MUD MAT NOTES:
STONE SIZE - USE CLEAN STONE WITH GRADATION BETWEEN 50mm AND 400mm. LENGTH - 8m (MIN)
THICKNESS - 450mm OF 75mm CRUSHED STONE WIDTH - 5m (MIN)
GEOTEXTILE UNDER STONE WILL BE PLACED OVER THE ENTIRE AREA PRIOR TO PLACING OF STONE.
SURFACE WATER - ALL SURFACE WATER FLOWING OR DIVERTED TOWARD CONSTRUCTION ENTRANCES SHALL BE PIPED ACROSS THE ENTRANCE AS DIRECTED BY THE ENGINEER.
IF PIPING IS IMPRACTICAL, A MOUNTABLE BERM WITH 5:1 SLOPES WILL BE PERMITTED.
PROPOSED DRAINAGE PIPES SHALL BE SIZED WITH SUFFICIENT CAPACITY TO CARRY DITCH FLOWS. ALTERNATIVE WAYS OF TRANSPORTING DITCH DRAINAGE ACROSS CONSTRUCTION ENTRANCES MAY BE PROPOSED BY THE CONTRACTOR FOR APPROVAL BY THE ENGINEER.
WHEN WASHING OF VEHICLE IS NECESSARY, IT SHALL BE DONE ON AN AREA STABILIZED WITH STONE WHICH DRAINS INTO AN APPROVED SEDIMENT TRAPPING DEVICE. MEASURES SHALL BE INSPECTED EVERY SEVEN (7) CALENDAR DAYS AND WITHIN 24 HOURS OF A STORM.
EVENT GREAT ENOUGH TO CAUSE WATER TO LEAVE THE CONSTRUCTION SITE.

2
SP3
MUD MAT DETAIL
SCALE= N.T.S.

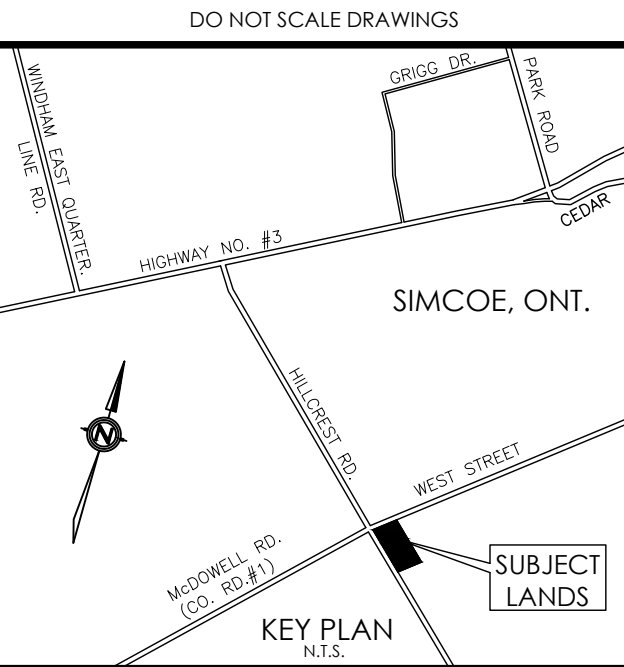
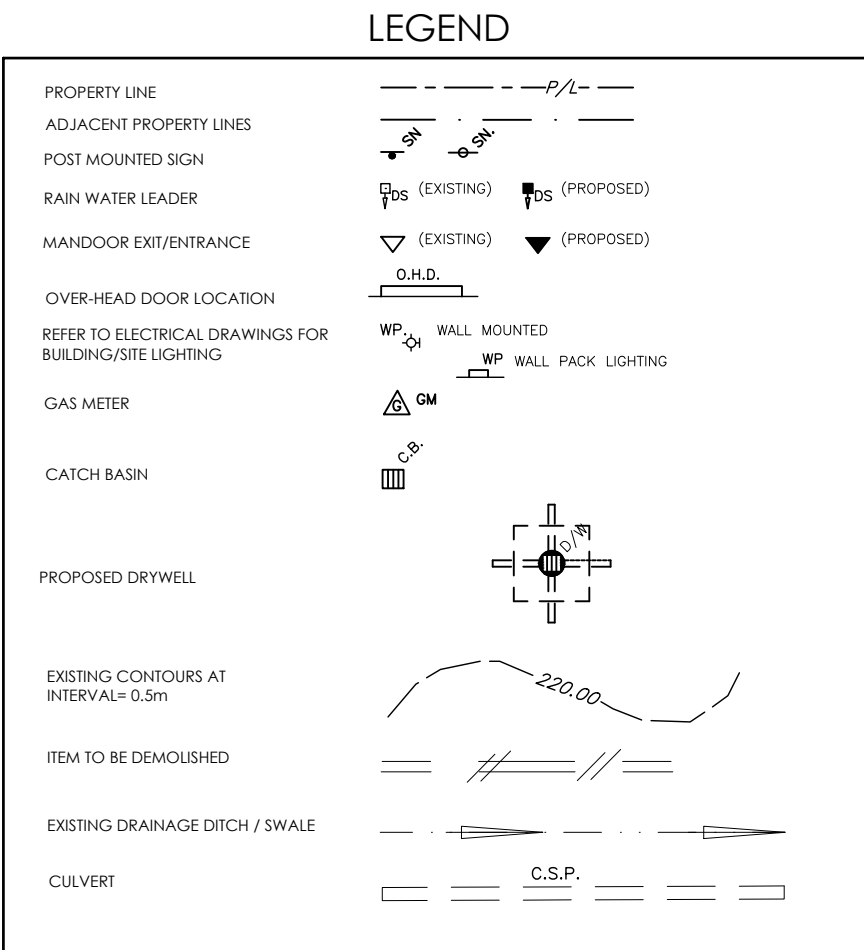
O.P.S. DETAILS - DISCLAIMER:
O.P.S. (Ontario Provincial Standard) details are produced and issued by the Province of Ontario, and are shown here to be used as guidelines only. They are not intended to be construction drawings nor shop drawings per se. It is the responsibility of the contractor to verify all aspects needed for construction, including but not limited to - existing conditions and materials; required new materials, sizes, quantities, configurations and locations; existing and new locations, levels, elevations of infrastructure and services; OBC requirements and specifications; and overall scope.

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3
SP3
ARMOUR STONE RETAINING WALL DETAIL
SCALE= N.T.S.



LEGAL DESCRIPTION:
PART OF 16.00 AC.
GEO. TOWNSHIP OF WOODHOUSE,
PART 1 OF PLAN 37R-10920
NORFOLK COUNTY, ONT.

PRELIMINARY
TBM 1, ELEV: 224.14
TOP OF GRADE EXISTING CATCH BASIN ON EAST SIDE OF EXISTING BUILDING AT 15.5m
WEST FROM EAST PROPERTY BOUNDARY

HERREWYNEN HOMES INC.
4332 Highway 3, Simcoe, ON N1Y 4E4
email: info@herrewynenhomes.ca
Phone: 519 426 7994

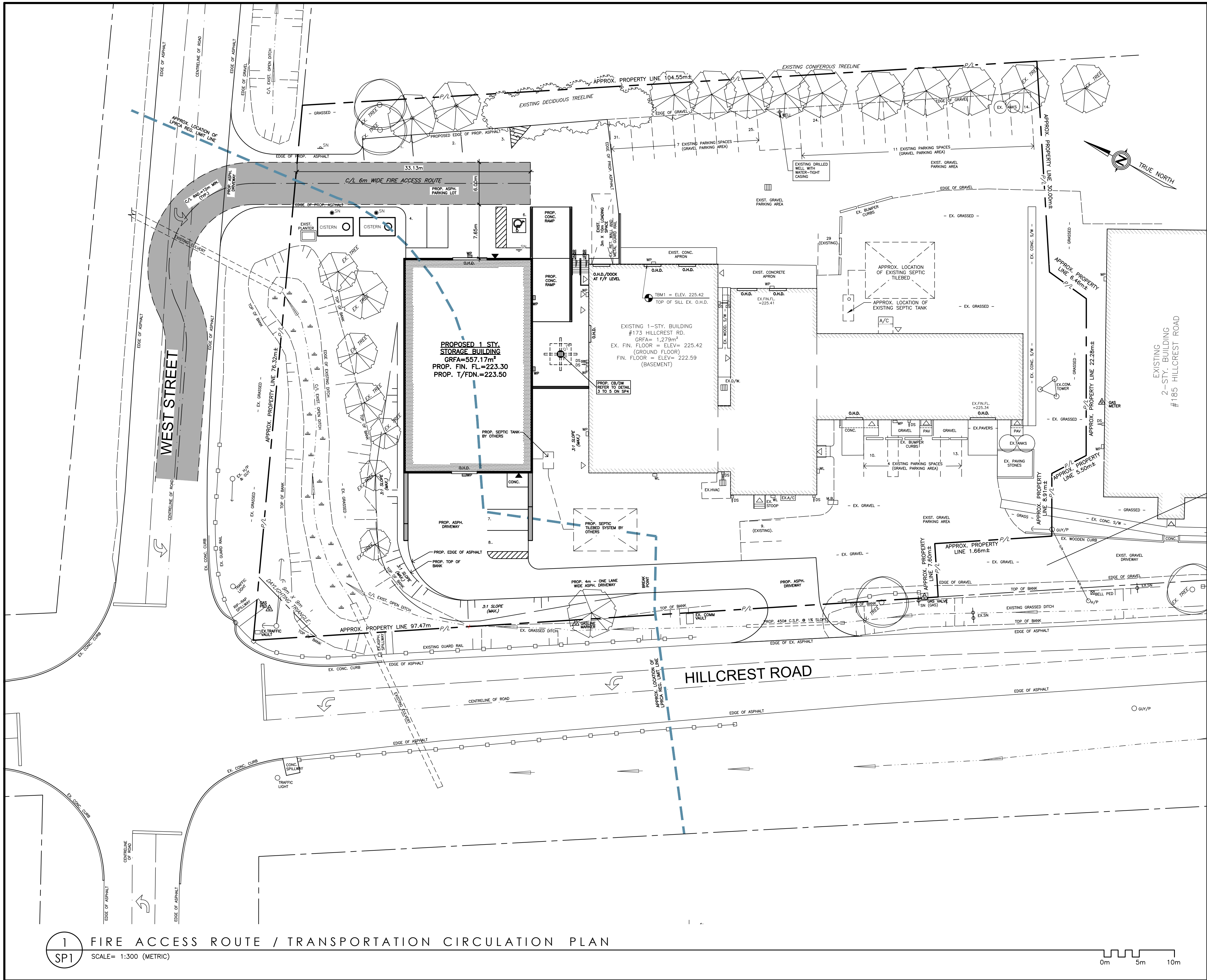
REVISIONS			
Rev.	Date	Description	By:
02	2025/10/16	ISSUED FOR APPROVAL	CB
01	2025/09/25	ISSUED FOR CLIENT REVIEW	TL

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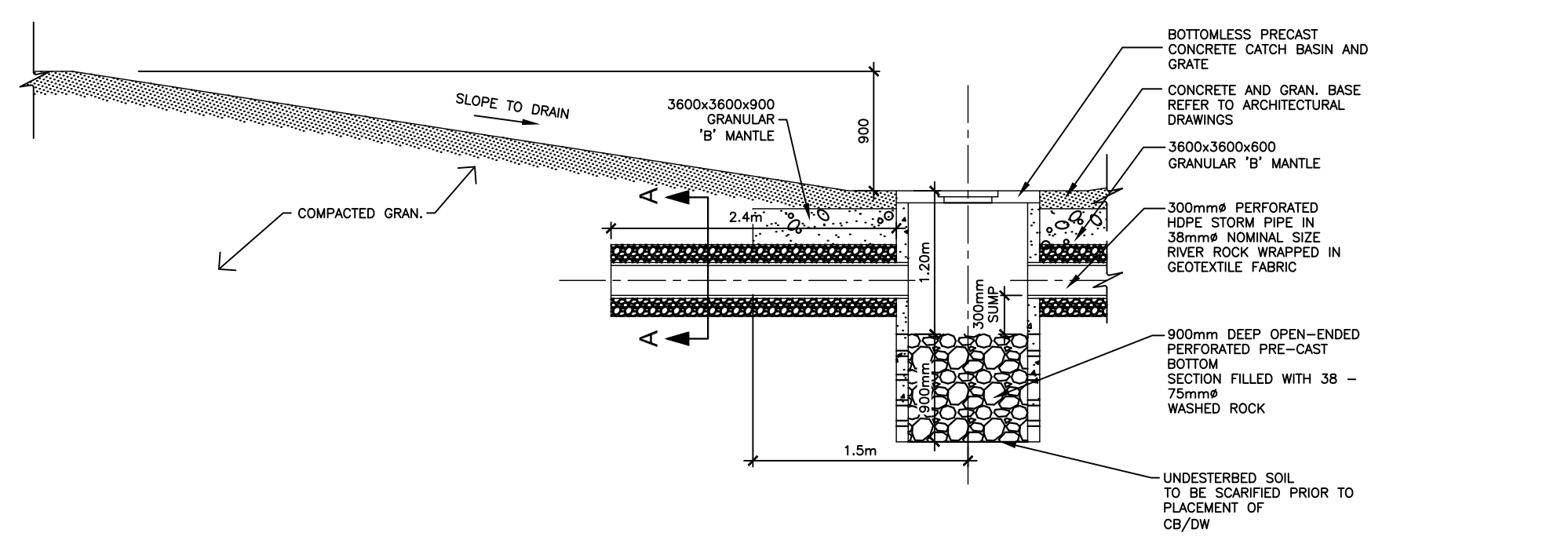
STAMP:
LICENSED PROFESSIONAL ENGINEER
2025-10-16
N.S. BALAN
1 005 33660
N. Balan
PROVINCE OF ONTARIO
PROJECT NORTH

BALAN ENGINEERING CORP.
49 North Street East, Thornburg, ON
email: info@balanengineering.com
Web: balanengineering.com
Office: 519 688 2525

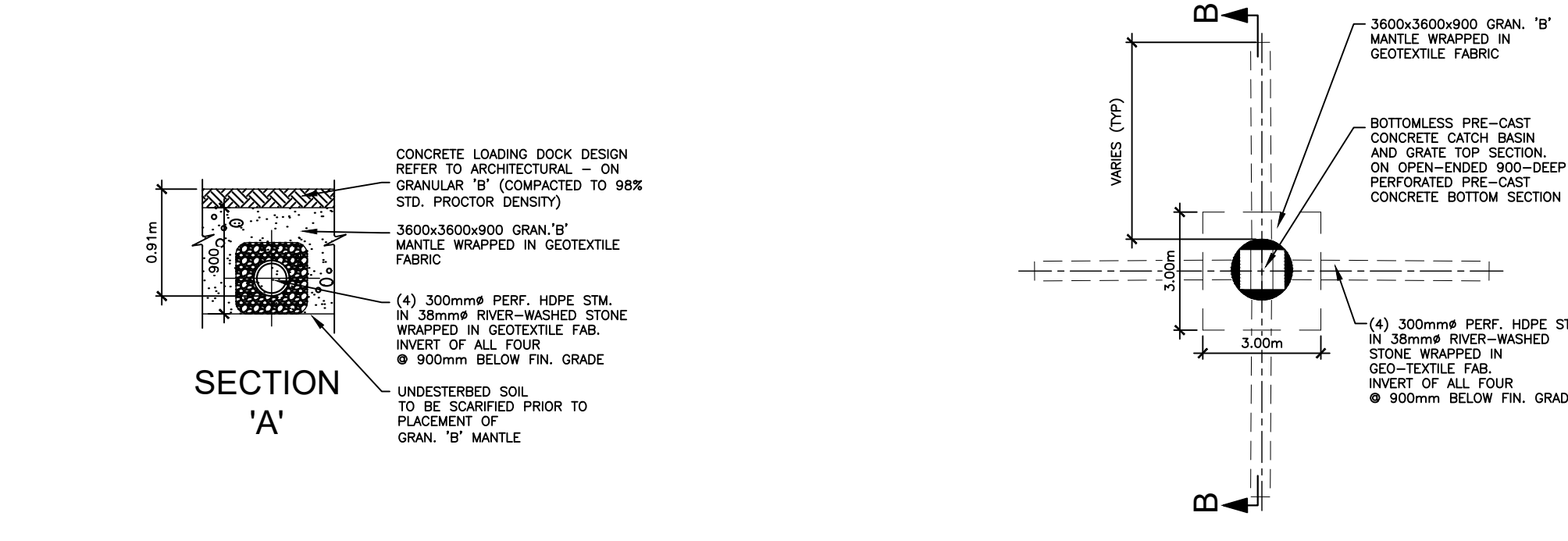
Project Name: PROPOSED STORAGE GARAGE
173 HILLCREST ROAD,
SIMCOE, ONT.
NORFOLK COUNTY
NY3 4K4
Drawing: EXISTING / DEMOLITION SITE PLAN AND DETAILS
Drawn By: CB
Approved By: NB
Date: Sept. 25, 2025
Job Number: 25-0399
Sheet No.:
Revision No.:
Scale: As Noted
SP3 02



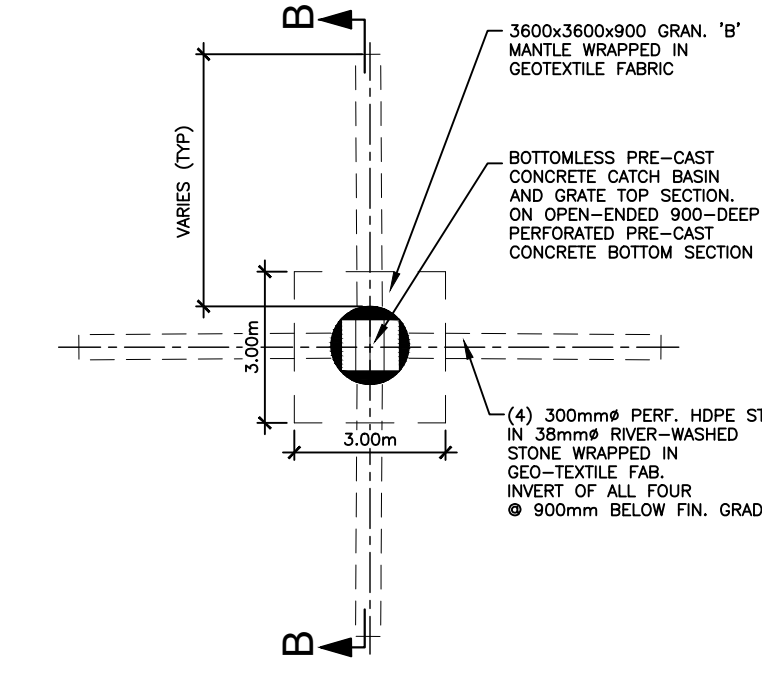
1 FIRE ACCESS ROUTE / TRANSPORTATION CIRCULATION PLAN
SCALE= 1:300 (METRIC)



4 DRYWELL SECTION 'A' - 'A'
SCALE= N.T.S.

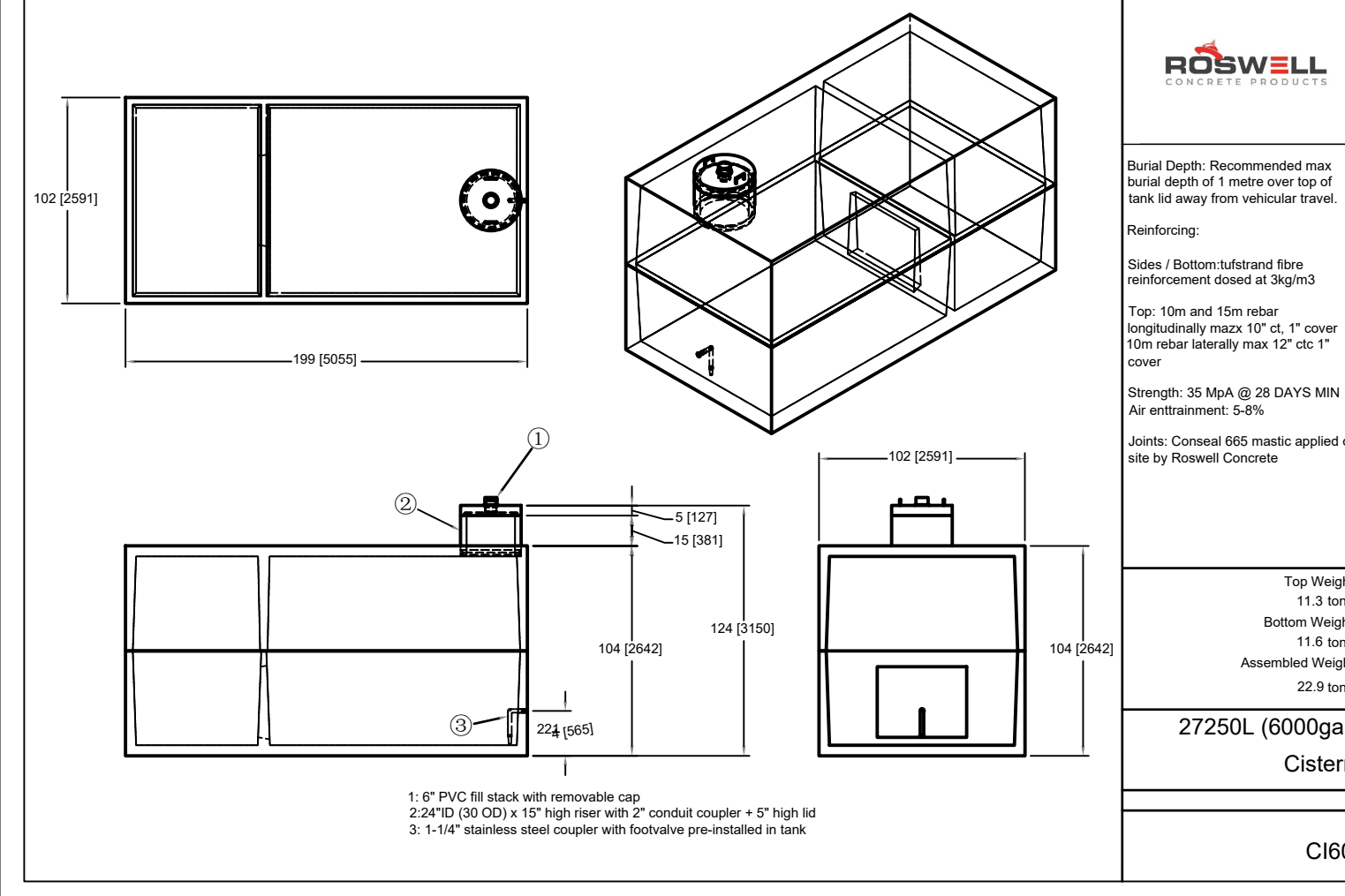


4 DRYWELL SECTION 'A' - 'A'
SCALE= N.T.S.



3 DRYWELL DETAIL
SCALE= N.T.S.

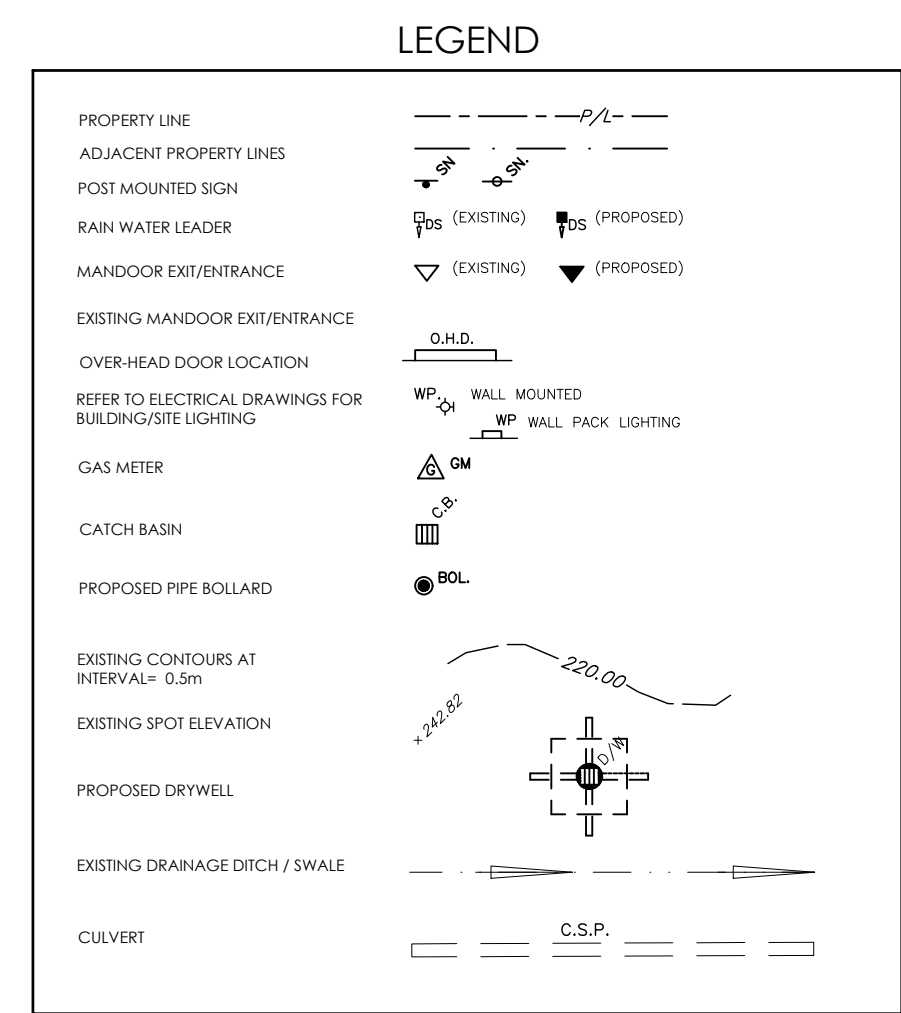
PROPOSED FIRE CISTERNS:
(2) TOTAL CAPACITY 27,250L = 54,500L
(C160 BY ROSWELL OR EQUAL
SEE DETAIL ON THIS PAGE)
TABLE 2. ONE-STORY, <400m³
1800L PER MIN. X 30min = 54,000L
OR 54m³
REF: OBC APPENDIX A-3.2.5.7



2 FIRE CISTERN - BY ROSWELL OR APPROVED EQUIVALENT
SCALE= N.T.S.



6 FIRE ACCESS ROUTE SIGNAGE
SCALE= N.T.S.



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DO NOT SCALE DRAWINGS

SIMCOE, ONT.

KEY PLAN

SUBJECT LANDS

LEGAL DESCRIPTION:
PART OF 16.00 AC. GR. 000. TOWNSHIP OF WOODBINE, PART OF PLAN 376.10920 NORFOLK COUNTY, ONT.

PRELIMINARY

Revisions

Rev.	Date	Description	By
02	2025/10/16	ISSUED FOR APPROVAL	CB
01	2025/09/25	ISSUED FOR CLIENT REVIEW	TL

Stamp

2025-10-16
N.S. BALAN
100503960
M. Balan
PROFESSIONAL ENGINEER
PROVINCE OF ONTARIO

PROJECT NORTH

BALAN ENGINEERING CORP.

49 North Street East, Thornburg, ON
email: info@balanengineering.com
Web: balanengineering.com
Office: 519.688.2525

Proposed Storage Garage

173 HILLCREST ROAD,
SIMCOE ONT,
NORFOLK COUNTY
NY3 4K4

Fire Access Route / Transportation Circulation Plan

Drawn By: CB
Approved By: NB
Date: Sept. 25, 2025

Job Number: 25-0399
Sheet No.:
Revision No.:
Scale: As Noted

SP4 02



BALAN
ENGINEERING CORP.

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Office: 519-688-2525
e-mail: info@balanengineering.com
Address: 49 North Street East, Tillsonburg, ON

FUNCTIONAL SERVICING REPORT

PROPOSED 1-STOREY STORAGE BUILDING
173 Hillcrest Road, Norfolk County, Ontario

Submission:

R0 – Submission Oct. 16, 2025

1.0 Introduction

Balan Engineering has been retained to prepare Site plan, Functions Servicing and Stormwater management Reports for the proposed development at 173 Hillcrest Road, Norfolk County, Ontario. The site is located on the South-East corner of West Street and Hillcrest Road, 2.5 KMs West of the Town of Simcoe, Ontario

This report is to be read in conjunction with the Site Plan drawings SP1, SP2, SP3 and SP4 prepared by Balan Engineering.

The subject property is approximately 0.82 ha, zoned Community Institutional. There is an 1,279m² existing commercial building (former Institutional) on the site. The proposed development includes a new 1-storey storage building (557m²) as outline on the site plan drawings.

Please be advised that there are no municipal services at the location of the subject property. A well is existing providing domestic water, and a septic bed is existing for sanitary discharge. The septic bed review if necessary will be by qualified others, with details provided at the time of building permit where new septic requirement are needed.

2.0 Site Investigation

The proposed development is for a 1-storey storage building of 557m², to be built at the north portion of the 0.82 ha (8,251 m²) site. No municipal services to this property exist.

2.1 Proposed Building Statistics:

Lot Zoning:	Rural Ind.	MR
Lot Area	0.82	ha
Ground floor Area	557	m ²
Gross Bldg Area	557	m ²
Building Height	1	stories
Setbacks N (front)	16.35	m ±
E	22.58	m
S (back)	9	m
W	15.56	m

3.0 Sanitary

Existing sanitary services are provided by a septic tile bed located in a grassed area just east of the south wing of the existing commercial building. The proposed building includes a 2-piece water closet, which will require a sanitary connection to private septic tile bed system, which will be installed on the site, by others.

No municipal sanitary services are connected to this site, no connection to municipal sanitary services are anticipated or proposed, at this time.

4.0 Domestic Water Servicing

Existing domestic water servicing is provided by a drilled well. The proposed building includes a 2-piece water closet, which will require a connection to private well domestic water system, which currently exists on the property.

No municipal domestic water supply / service are connected to this site, no connection to municipal domestic water services are anticipated or proposed, at this time.

5.0 Fire Water Servicing

The proposed building will not require a fire sprinkler system, therefore no fire sprinkler system connection is proposed.

The subject property does not have municipal water / firemain services.

Provisions for fire fighting are provided by 54,500L Cisterns connected in series (C160 by Roswell or equal) based on the required water storage per OBC 3.2.5.7:

1-Storey building with area not exceeding 600m²

$Q = KVS$

Total building volume

$V = \text{Approx. } 3060 \text{ m}^3$

$K = 17$ (F2 Building, non combustible, A3.2.5.7 table 1)

$S = 1$ (no exposed sides, A3.2.5.7 Figure 1)

$Q = 3060 \text{ m}^3 \times 17 \times 1.0$
 $= 52,710 \text{ Litres}$

Note: Minimum Water Supply Flow Rate is 1800L/min for 30min (A3.2.5.7 table 2)

$Q = 1800\text{L} \times 30$
 $= \mathbf{54,000 \text{ Litres}}$ <- governs

A minimum of 54,000L cistern is required. See site plan for cistern details.

7.0 Conclusions

Please be advised that there are no municipal services at the location of the subject property. A well is existing providing domestic water, and a septic bed is existing for sanitary discharge. The septic bed review if necessary will be by qualified others, with details provided at the time of building permit where new septic requirement are needed.

Report prepared by



Neil Balan, P. Eng.

Suite 206, 49 North St E, Tillsonburg
ON. Canada,
N4G 1B4
(519) 688-2525

October 15, 2025