

THE CORPORATION OF THE TOWNSHIP OF NORFOLK

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GUIDE FOR THE SUBMISSION OF A DEVELOPMENT APPLICATION (zoning by-law amendment, district plan amendment, subdivision, condominium, validation of title)

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DEVELOPMENT APPLICATION

A complete development application consist of the following:

- (a) A properly completed and signed development application form;
- (b) A cheque payable to the Township of Norfolk in the amount set out on the Schedule of Fees for Development Applications;
- (c) Supporting information adequate to illustrate your proposal as indicated on the development application form; and
- (d) Consent from the registered owner of the subject property where the applicant is not the owner.

The above information is required in order to ensure that your application is given full consideration.

PROCESSING THE DEVELOPMENT APPLICATION

Upon receipt of a completed development application, it will be sent to various other public agencies, such as the Regional Health Department and the local Conservation Authority for their comments and recommendations. The comments received from these other public agencies assist the planning staff to prepare a report and recommendation.

The time involved in processing a development application varies depending upon its complexity and its acceptability to the various public agencies and local residents. The minimum time required to bring an application to a final council decision can be five months. In the case of applications for District Plan amendment or Plans of Subdivision, additional time is required for final approval by the Region and/or Province of Ontario. Similarly, if objections are received to a proposed by-law amendment an Ontario Municipal Board hearing must be held which can add considerable time to the process.

A detailed summary of all the steps involved in the processing of an application is available from staff.

At the appropriate time the applicant or agent, as the case may be, will receive the following:

- (a) Written acknowledgement of receipt of the completed development application;
- (b) Written notice of the date of public meetings at which the Township's Council and/or Region's Planning and Development Committee will be considering the development application. A copy of the staff report will be forwarded at the same time. Applicants or agents and the general public will have the opportunity to make a verbal presentation at the meeting;
- (c) Written decision of the Norfolk Council and, where applicable, Regional Council; and
- (d) Written final decision from the Regional Clerk or the Province of Ontario, whichever is applicable.

#### ASSISTANCE

Staff is available to assist you with the completion of your development application, answer any questions you may have to keep you informed of the progress and your application.

Before submitting a development application, it is recommended that you contact the Township's Planner to discuss your application. Time is often saved by these preliminary discussions.

THE CORPORATION OF THE TOWNSHIP OF NORFOLK

DEVELOPMENT APPLICATION

(Zoning by-law amendment, district plan amendment,  
(subdivision, condominium, validation of title)

MADE TO: The Regional Municipality or Township of Norfolk  
of Haldimand-Norfolk P.O. Box 128,  
70 Town Centre Drive, Albert Street,  
Townsend, Ontario. Langton, Ontario.  
N0A 1S0. N0E 1G0.

The undersigned hereby requests the ☒ Council of the Township of Norfolk  
and/or the ☐ Council of the Regional Municipality of Haldimand-Norfolk to  
consider this application as it affects the lands and/or premises  
hereinafter described to the extent and upon the terms and conditions set  
forth in this application.

1. Location of the Lands Affected by this Application

Lot and/or Block 40 Concession or Registered Plan INTR

Former Municipality MIDDLETON

Address (Street No. or R.R.) \_\_\_\_\_

2. Applicant, Agent and/or Owner

(a) Applicant's Name MURDOCH & MARGARET McLEAN

Address A/R # 3 DELHI ONT. CAN.

Postal Code N5B 2W6 Telephone 582-2795

(b) Agent's Name (if any) \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

(c) If the registered owner of the property is not the applicant  
or agent, please specify and complete the attached Owner's  
Authorization Schedule.

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

PLEASE NOTE THAT ALL CORRESPONDENCE WILL BE SENT TO THE APPLICANT EXCEPT  
WHERE AN AGENT IS EMPLOYED IN WHICH CASE IT WILL BE SENT TO THE AGENT.



3. Type of Application (please check and complete) (Staff will assist with the completion of this section).

(a) Application to amend Zoning By-Law. \_\_\_\_\_ of the \_\_\_\_\_  
TOWNSHIP OF NORFOLK Zone change is  
request from \_\_\_\_\_ to \_\_\_\_\_  
and/or amendment to Section(s) 24. for a granny flat

(b) Application to amend the District Plan for \_\_\_\_\_  
\_\_\_\_\_ Designation change is request  
from \_\_\_\_\_ to \_\_\_\_\_ and  
for amendment to Section(s) \_\_\_\_\_.

(c) Application for approval of a Plan of Subdivision.  
Type of Development \_\_\_\_\_

(d) Application for approval of Plan of Condominium.  
Type of Development \_\_\_\_\_

(e) Application for Validation of Title (also refer to special  
procedures for application requirements.)

4. Details of the Application (A covering letter may be submitted, if more space is required.)

(a) Please describe the existing land use of the land/premises.  
residential lot

(b) Please explain what you propose to do on the land/premises which  
made this application necessary.  
place a granny flat



5. Supporting Material

In order for your application to be completely understood two copies of a plan drawn to scale must be submitted as part of this application which show:

- (a) the dimensions of the subject property;
- (b) the location and dimensions of all existing and proposed buildings and structures;
- (c) the location of any significant natural features such as streams, bluffs, ravines, etc.;
- (d) the location of any easements and deed restrictions; and
- (e) the location of any existing and proposed vehicular accesses.

In the case of the more complex development application, additional copies of the plans or additional information may be required such as an Ontario Land Surveyor's plan, building elevation plans, location of proposed accessory facilities and other site details necessary to properly consider your application. If this becomes necessary, you will be contacted and this information must be submitted prior to your application proceeding further.

In the case of an application for a plan of subdivision, an Ontario Land Surveyor must be engaged and all supporting material must be prepared in accordance with the provisions of Section 49 of The Planning Act.

All required plans and information must be submitted in the metric system of measurement. However, information required in the first paragraph above, may be submitted using the imperial system of measurement and conversions will be made to the metric system prior to finalization of the development application. Ontario Land Surveyor's plans and plans of subdivision must be in the metric system.

6. Time Limits

If there is an offer to purchase or an agreement of sale in effect on the subject lands, its expiry date may be critical relative to the consideration of this application. If so, you may wish to specify.

My mother has to move out of the house she  
is living in by the 30<sup>th</sup> of April 1972

7. Fee

In accordance with the attached Schedule "A", the required development application fee is enclosed \$ 800.00.

8. Notification Sign Requirements

For the purpose of public notification and in order for staff to easily locate land concerning rural development applications, you are required to erect a sign(s) on the subject lands.

The sign(s) will be supplied to you as soon after your development application is received. Signs are to be installed at the rate of one sign per frontage. They are to be placed in a conspicuous location as close to the property frontage as possible and be at least three feet above grade. It is the applicant's responsibility to ensure that the sign is properly maintained until your application is finalized and thereafter removed.

It is the applicant's responsibility to notify the Planner when the sign is in place so that the development application may be processed as quickly as possible.

9. Upon Approval of the Development Application

For development applications that are approved for amendment to a Zoning By-Law, the applicant will be required to supply either a survey plan, registered reference plan or a written metes and bounds description suitable for inclusion in the amending Zoning By-Law. This is necessary to legally and accurately describe the property in the By-Law and, in some cases, to accurately identify the location of buildings, boundaries, etc.

10. Signatures

Applicant Margaret McLean

Date April 2/92

Agent \_\_\_\_\_

Date \_\_\_\_\_

Owner \_\_\_\_\_

Date \_\_\_\_\_

SCHEDULE

FOR OWNER'S AUTHORIZATION

(REQUIRED ONLY IF PARTY OTHER THAN OWNER IS MAKING THIS APPLICATION)

I/WE \_\_\_\_\_,

the owners of the lands being subject of this application do hereby

authorize and appoint \_\_\_\_\_

as my/our agent to make this application on my/our behalf and to conduct all  
communications on my/our behalf respecting same.

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_

\_\_\_\_\_



SCHEDULE "A"  
FEES FOR DEVELOPMENT APPLICATIONS (SUBJECT TO CHANGE )  
(make all fees payable to the Township of Norfolk)

A. OFFICIAL PLAN OR DISTRICT PLAN AMENDMENT:

1. Regional Fee	\$ 800.00
2. Township of Norfolk Fee (District Plan)	\$ 100.00
	<u>\$ 900.00</u>

B. ZONING AMENDMENT:

1. Regional Fee	\$ 700.00
2. Township of Norfolk Fee	\$ 100.00
	<u>\$ 800.00</u>

C. COMBINED OFFICIAL PLAN AMENDMENT AND ZONING BY-LAW AMENDMENT:

1. Regional Fee	\$1,100.00
2. Township of Norfolk Fee (District Plan)	\$ 100.00
	<u>\$1,200.00</u>

D. PLAN OF SUBDIVISION OR CONDOMINIUM:

1. Regional Fee	\$1,000.00
2. Township of Norfolk Fee	\$ 400.00
	<u>\$1,400.00</u>

E. VALIDATION OF TITLE AND PART-LOT CONTROL (Regional Fee): \$ 700.00

F. SITE PLAN CONTROL

1. Regional Fee	\$ 400.00
2. Township of Norfolk Fee	\$ 100.00
	<u>\$ 500.00</u>

G. REFUND POLICY FOR ITEMS A - E:

- (a) If the application is withdrawn prior to the circulation to commenting agencies, the entire original fee will be refunded.
- (b) If withdrawn after the circulation to the public agencies, but before the public notice is sent, half the original fee will be refunded.
- (c) If withdrawn after the public notice has been circulated but prior to the report preparation, one quarter of the original fee will be refunded.
- (d) If it is withdrawn after the report has been prepared, no fee will be refunded.

H. CAPITAL CHARGES

<u>Norfolk:</u>	One family dwelling house	-\$500.00
	Two family dwelling house	
	Three family dwelling house,	
	Four family dwelling house and Townhouse	-\$500.00 per dwelling unit
	Boarding/Lodging House and Apartment	
	Dwelling House	- \$125.00 per 1 bedroom dwelling unit
		- \$250.00 per 2 bedroom dwelling unit
		- \$375.00 per 3 bedroom dwelling unit
	cash in lieu of parkland charges may apply also	
<u>Region:</u>	(Urban Service Area)	
	\$3069.00 per single family dwelling unit	
	\$1631.00 per two bedroom or larger apartment	
	\$1198.00 per one bedroom or smaller apartment.	

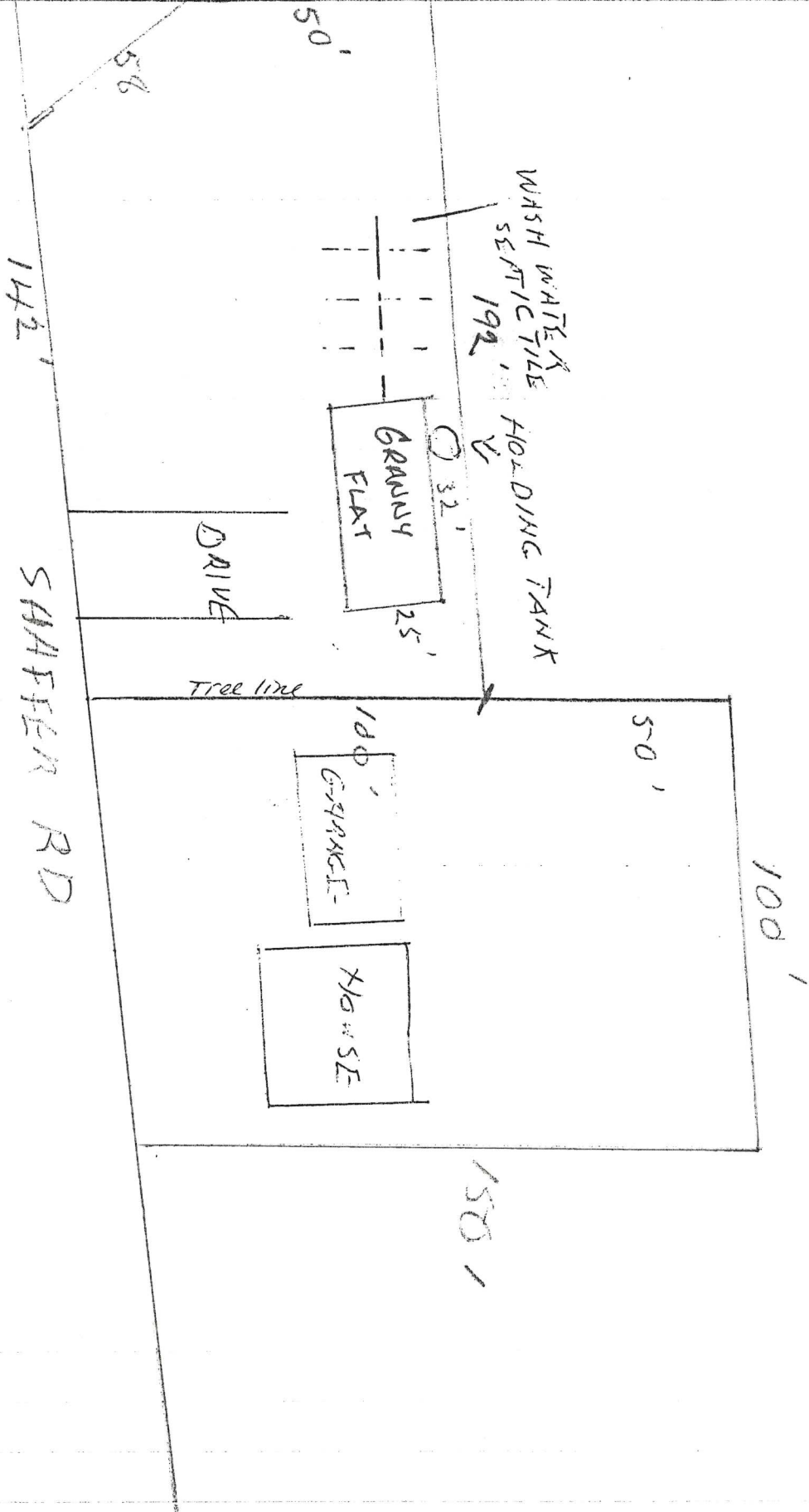
Note: Capital charges are adjusted from time to time the amounts shown above are as at the last revised date below.

I. ADDITIONAL FEES:

For the applicant's information additional fees are required should an agreement or Ontario Municipal Board Hearing be necessary. Details of these fees can be provided by staff on request.

Revised January/1992

NO 3 HIGHWAY



30-073  
73.24AC

OT 40

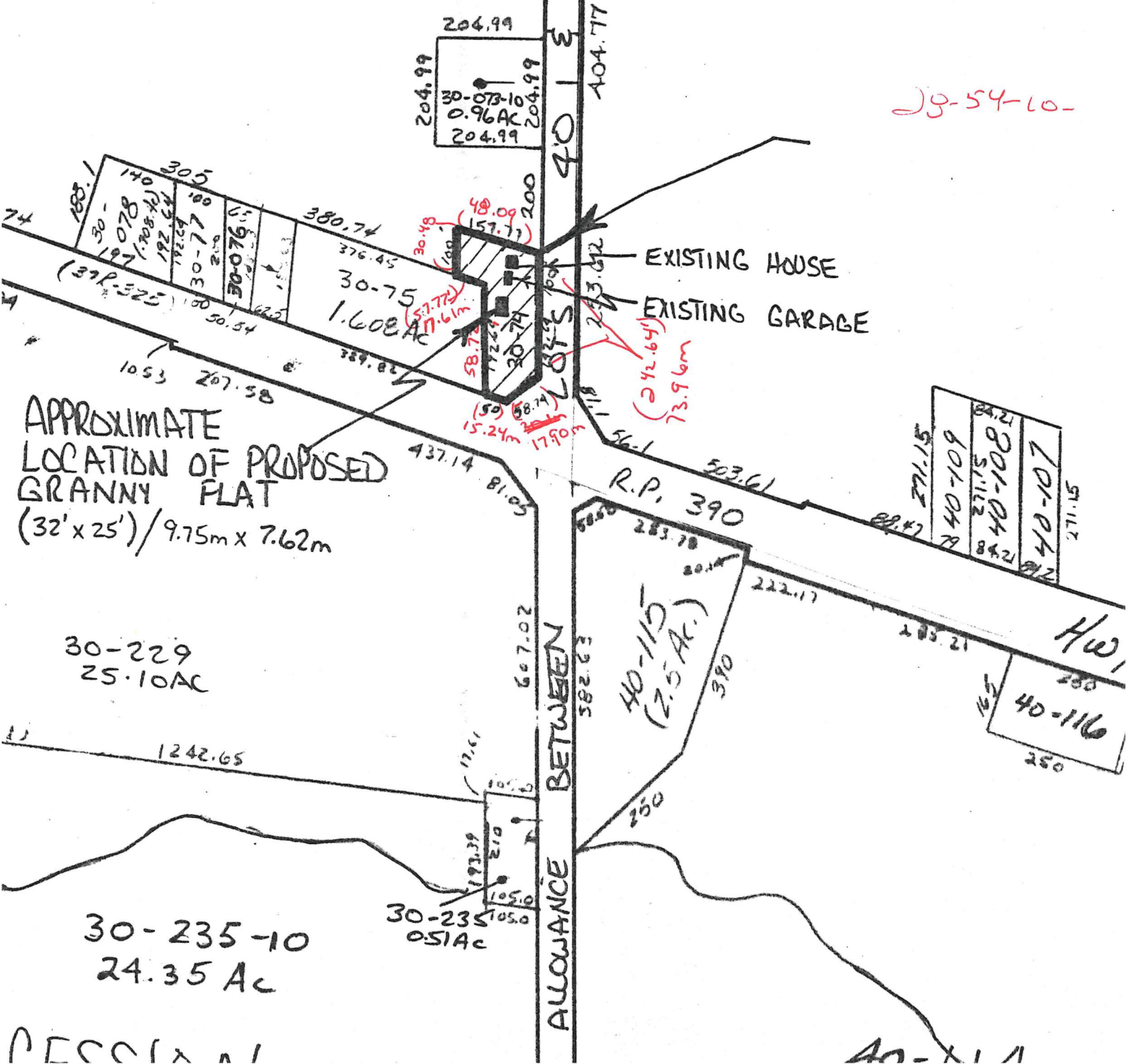
CONCESSION

LOT 2

40-110 (PT.)

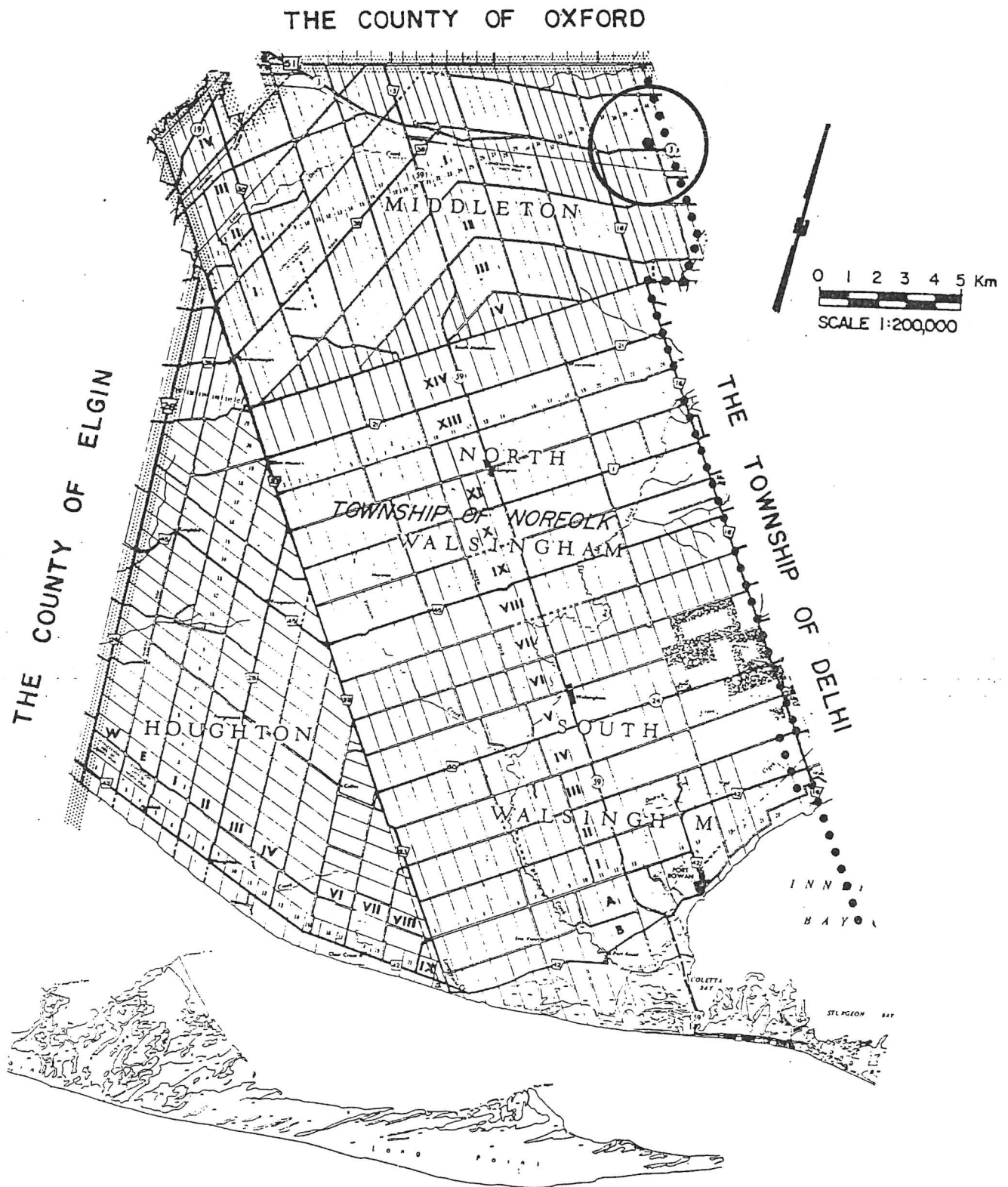
1 N.T.R. 49.90 AC ± (PLM)

28-54-10-



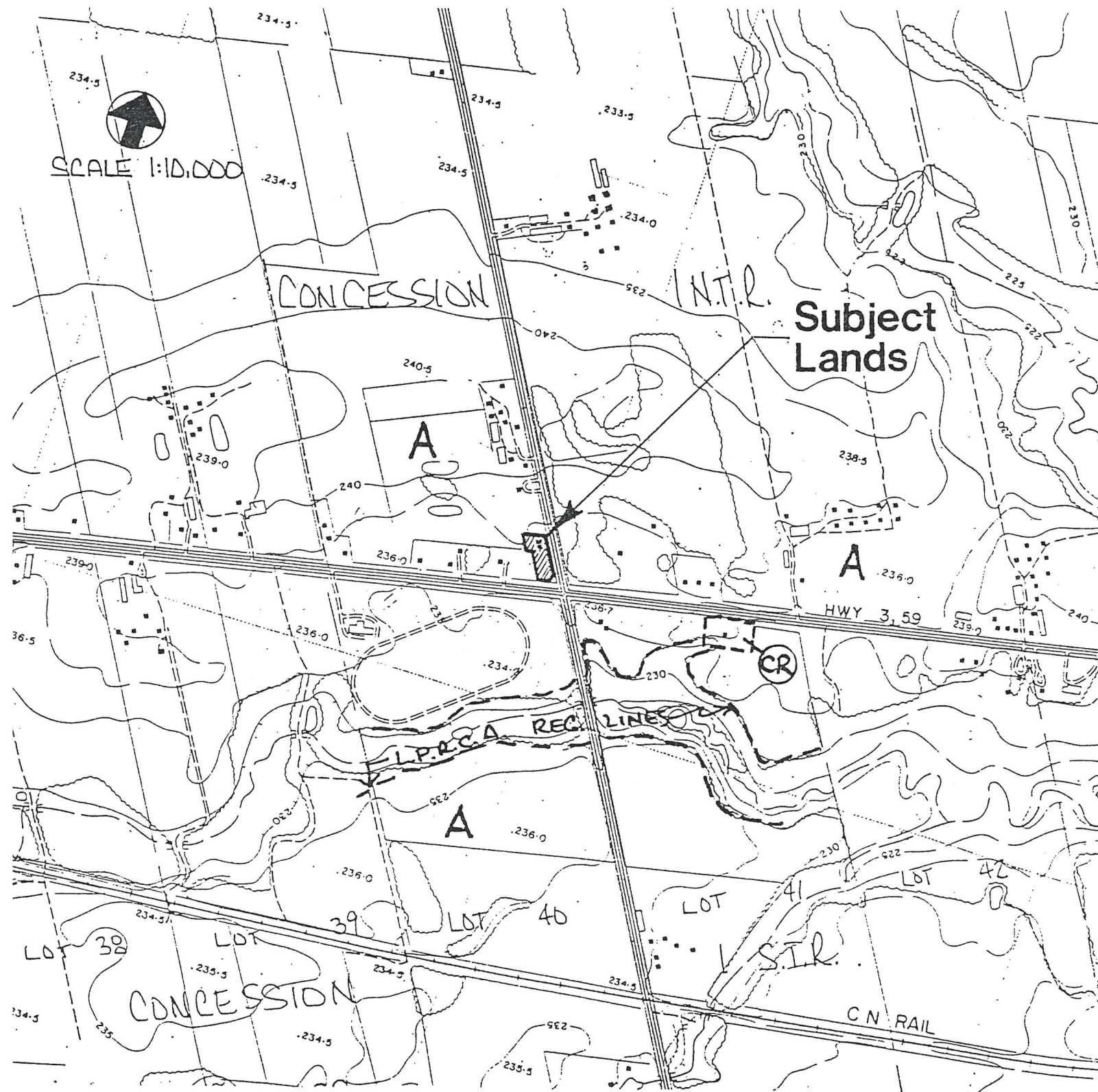


MAP N° 1 TO FILE NUMBER Z-NO-2/92



MAP N° 2 TO FILE NUMBER Z-NO-2/92

FORMER MUNICIPALITY: MIDDLETON





# MAP N<sup>o</sup> 3 TO FILE NUMBER Z-N0-2/92

FORMER MUNICIPALITY: MIDDLETON

LOT 40  
CONCESSION

30-073  
73.24 AC

LOT 41  
40-110 (PT.)  
1 NTR. 49.90 AC ± (PLMTR)

**Subject  
Lands**

EXISTING HOUSE  
EXISTING GARAGE

APPROXIMATE  
LOCATION OF PROPOSED  
GRANNY FLAT  
(32' x 25') / 9.75m x 7.62m

30-229  
25.10 AC

30-235-10  
24.35 AC

CONCESSION

40-114  
1 S.T.R. 46.5 AC

ROAD ALLOWANCE BETWEEN

Hwy. #3 & 59



SCALE  
5,000



Jim

THE CORPORATION OF THE TOWNSHIP OF NORFOLK

DECLARATION UNDER SECTION 34 OF THE PLANNING ACT

I, Irmgard L. Harris, hereby certify that the Notice for By-Law No. 213-NO-92 of The Corporation of the Township of Norfolk, passed by the Council of the Corporation on the 9th day of June, 1992 was given in manner and form and to the persons and agencies prescribed by regulation made by the Lieutenant Governor-in-Council under Subsection 18 of Section 34 of The Planning Act, R.S.O. 1990.

I also certify that the twenty day appeal period expired on June 29, 1992 and to this date no notice of appeal of the By-Law has been filed by any person in the office of the Clerk-Administrator.

Dated this 30th day of June, 1992.

Irmgard L. Harris  
Irmgard L. Harris  
Deputy Clerk.

Certified to be a true copy

Dated.....June 30..... 1992

Irmgard L. Harris DEPUTY Clerk  
Township of Norfolk

**TOWNSHIP OF NORFOLK**  
**BY-LAW NUMBER 213-NO-92**

Being a By-Law to authorize a temporary  
use of certain lands, buildings and structures  
for a use prohibited by Zoning By-Law 1-NÔ 85,  
as amended, of the Township of Norfolk.

Whereas the Township of Norfolk Council is empowered to enact this By-Law by virtue of the provisions of Section 34 and 39 of The Planning Act, R.S.O. 1990 c.p. 13 and Section 98 of the Regional Municipalities Act. R.S.O. 1990 c.r. 8.

Now Therefore the Council of The Corporation of the Township of Norfolk hereby enacts as follows:

1. THAT this By-Law shall apply to lands described as Part of Lot 40, Concession 1, N.T.R., in the former Township of Middleton, now in the Township of Norfolk shown as the subject lands on Maps "A" and "B" (attached to and forming part of this By-Law;

2. THAT for the purpose of this By-Law a temporary dwelling unit for seniors shall be defined as follows:

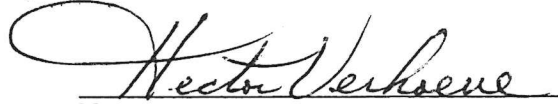
"A detached mobile home or modular home unit that is placed on the same lot as a one family dwelling where such unit is established on a temporary basis to be occupied only by a person requiring care, supervision or common living".

3. THAT in addition to the uses permitted in the Agricultural Zone, and notwithstanding Subsection 6.14 of Zoning By-Law 1-NO 85, as amended, of the Township of Norfolk, on the lands described in Clause 1 of this By-Law a temporary dwelling unit for seniors shall be permitted for a temporary period of time commencing at the time of passing this By-Law and to expire on June 9, 1995.

Murdoch & Margaret McLean  
Z-NO-2/92

4. AND THAT this By-Law shall become effective from and after the date of passing hereof.

THIS BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 9th DAY OF June, 1992.

  
Mayor

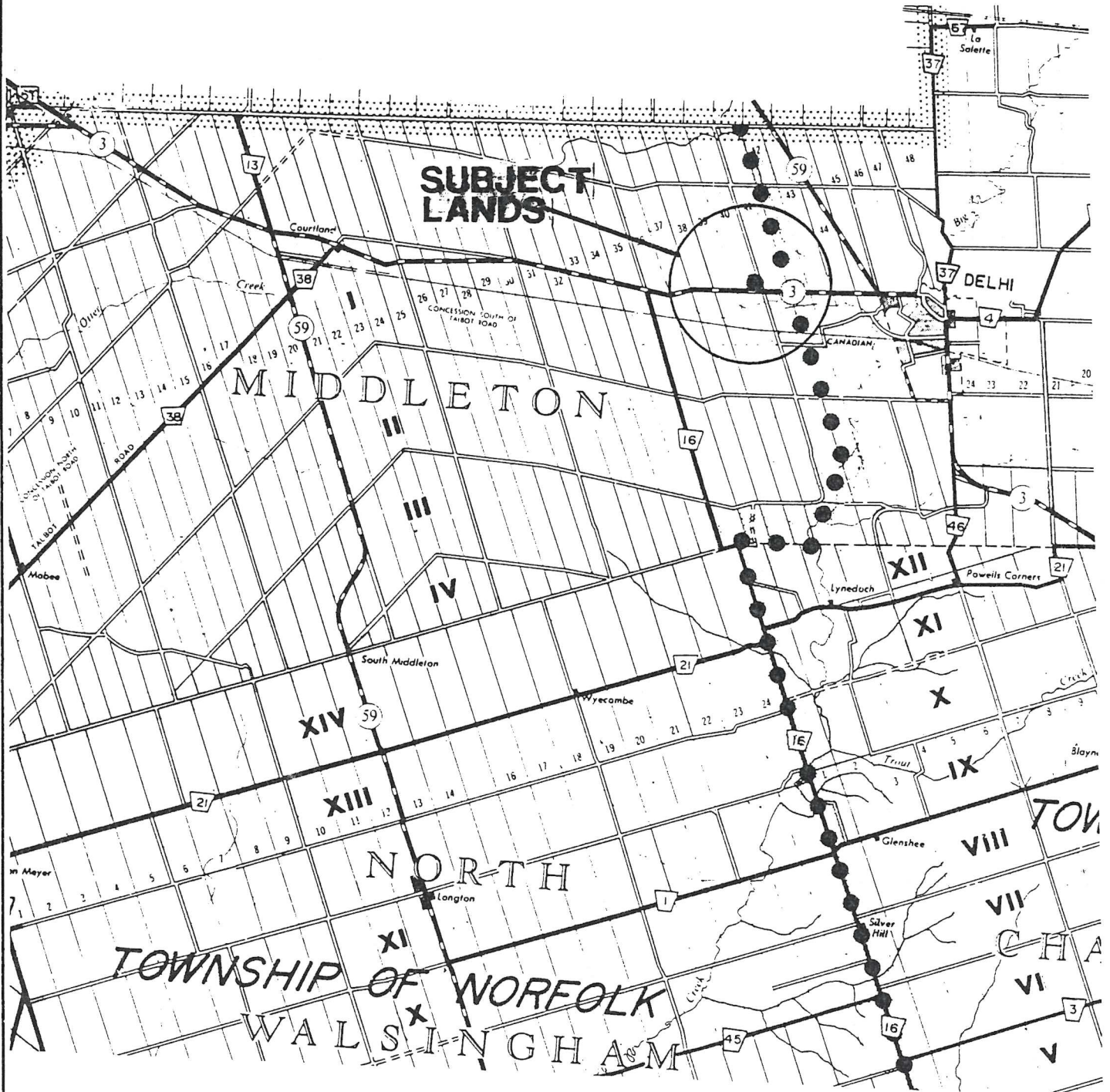
  
Clerk-Administrator

Murdoch & Margaret McLean  
File No. Z-NO-2/92  
P.D. Report No. 166/92



# Map A - key map

TOWNSHIP OF NORFOLK  
FORMER TWP. OF MIDDLETON



This is Map A to Zoning By-law 213-NO-92 Passed the 9th day of June, 1992.

*Hector Verhaeghe*

MAYOR

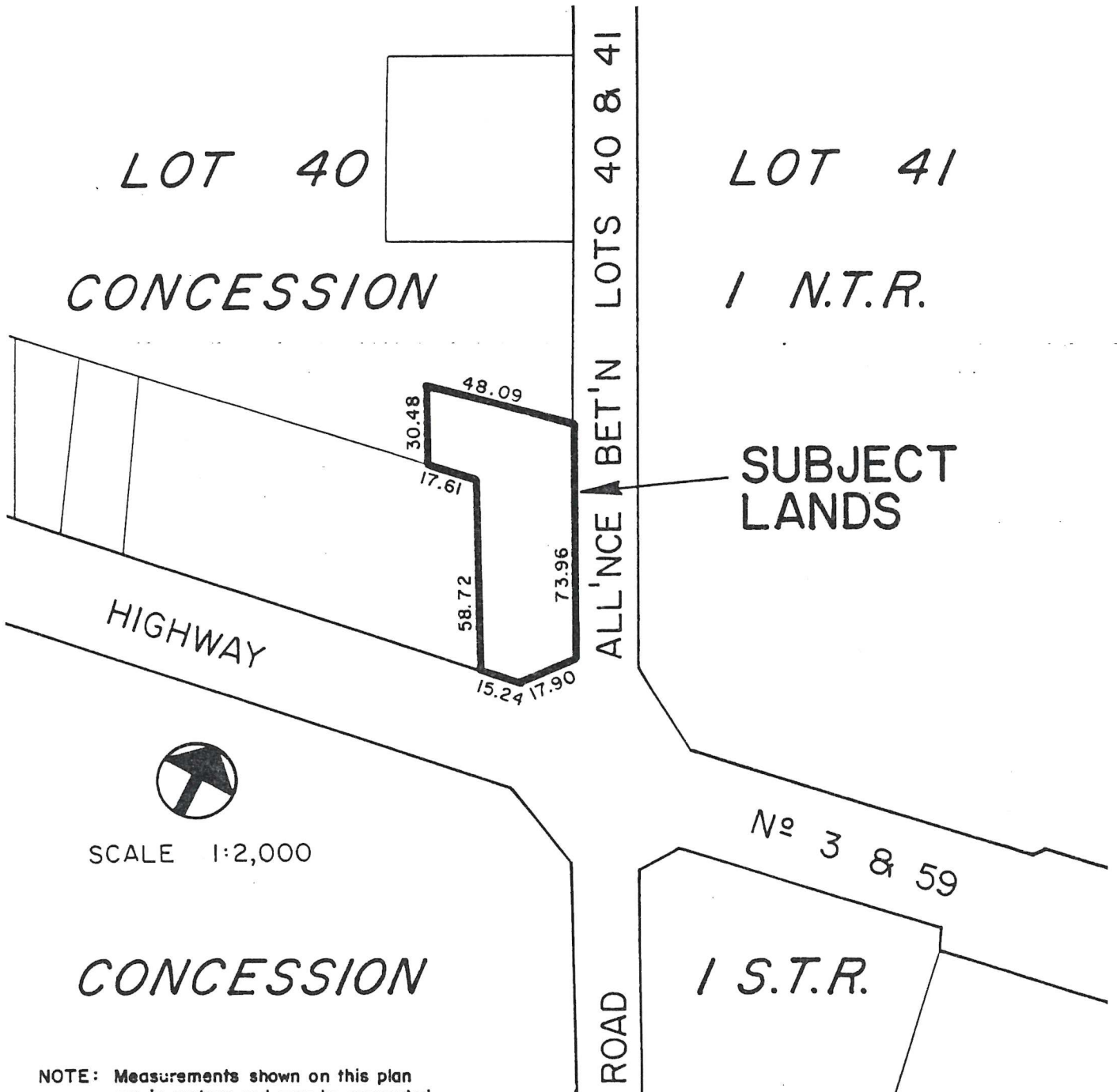
*Margaret McLean*

CLERK-ADMINISTRATOR



# Map B - detailed map

TOWNSHIP OF NORFOLK  
FORMER TWP. OF MIDDLETON



SCALE 1:2,000

CONCESSION

NOTE: Measurements shown on this plan  
are in meters and may be converted  
into feet by dividing by 0.3048.

This is Map B to Zoning By-law 213-NO-92 Passed the 9th day of June 1992.

*Hector Verhoeve*

MAYOR

*Margaret McLean*

CLERK-ADMINISTRATOR

Explanation of the Purpose and Effect of By-Law No. 213-NO-92

This By-Law affects a parcel of land consisting of Part of Lot 40, Concession 1, N.T.R., in the former Township of Middleton, now in the Township of Norfolk as shown on the attached maps.

The purpose of this By-Law is to permit the establishment of a unit to be occupied as a separate dwelling unit on a temporary basis. Upon the expiry of the temporary use provisions the dwelling unit would be removed.

This By-Law will remain in effect for a period of three years. Extensions to the terms of the By-Law would require consideration of a further By-Law by Council at the landowners expense.

File No. Z-NO-2/92

P.D. Report No. 166/92