

**For Office Use Only:**

File Number

2NPL2017018

Related File Number

-

Pre-consultation Meeting

-

Application Submitted

Jan 9/17

Complete Application

Jan 27/17

Public Notice Sign

-

SPRT Meeting

Application Fee

\$2230

Conservation Authority Fee

-

OSSD Form Provided

-

Planner

Alisha

PAC Meeting

-

This application must be typed or printed in ink and completed in full. An incomplete or improperly prepared application may not be accepted and could result in processing delays.

**A. Applicant Information****Name of Owner**Janice and Alan Jr (AJ) Snively

It is the responsibility of the owner or applicant to notify the planner of any changes in ownership within 30 days of such a change.

**Address**254 Vittoria Road**Town and Postal Code**St. Williams NOE 1P0**Phone Number**-**Cell Number**519-410-5263**Email**jan\_mxracer@hotmail.com**Name of Applicant**Janice and Alan Jr (A.J.) Snively

Note: If the applicant is a numbered company provide the name of a principal of the company.

**Address**254 Vittoria Road**Town and Postal Code**St. Williams NOE 1P0**Phone Number**-**Cell Number**519-410-5263**Email**jan\_mxracer@hotmail.com

**Name of Agent**

Mitch Vermue -

**Address**

34424 LAKE LINE

**Town and Postal Code**

PORT STANLEY, N5L 1J1

**Phone Number**

(519) 933-4338

**Cell Number**

fx

**Email**

mitchevermue@gmail.com

**Name of Engineer**

**Address**

**Town and Postal Code**

**Phone Number**

**Cell Number**

**Email**

Please specify to whom all communications should be sent. Unless otherwise directed, all correspondence, notices, etc., in respect of this application will be forwarded to the applicant noted above.

- ☐ Applicant
- ☐ Agent
- ☐ Owner

Names and addresses of any holder of any mortgagees, charges or other encumbrances on the subject lands:

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**B. Location, Legal Description and Property Information**

1. Property Assessment Roll Number: 3310 - 49305014 00000000

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

GT: Charlotteville, CONC: 3, LN: 4.

Municipal Civic Address (911 Number): 254 VICTORIA RD.

Present Official Plan Designation(s): AGD & HAZARD.

Present Zoning: 11-

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

No.

3. The date the subject lands was acquired by the current owner: November 30, 2007

4. Present use of the subject lands:

Personal use.

5. Please describe **all existing** buildings or structures on the subject lands and whether they are to be retained, demolished or removed. If retaining the buildings or structures, please describe the type of buildings or structures, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, height, etc. on your attached sketch which must be included with your application:

N/A.

6. If known, the date existing buildings or structures were constructed on the subject lands: N/A



7. If an addition to an existing building is being proposed, please explain what will it be used for (e.g. bedroom, kitchen, bathroom, etc.). If new fixtures are proposed, please describe.

N/A.

8. 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, height, etc. on your attached sketch which must be included with your application:

Accessory Building w/ Living Quarters Above

SEE ATTACHED SKETCH.

9. If known, the date the proposed buildings or structures will be constructed on the subject lands:

As soon as application and permits approved

10. 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:

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~

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

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12. Existing use of abutting properties:

Residential

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13. Are there any easements or restrictive covenants affecting the subject lands?

☐ Yes ☒ No If yes, describe the easement or restrictive covenant and its effect:

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14. 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:

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

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### 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:

Build A "GARDEN SUITE ABOVE"  
CONSTRUCT: 1500 x 2. 3 Bay GARAGE.  
HEIGHT 8.23m (278 cm)  
w Living QUARTERS.

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

Frontage: \_\_\_\_\_

Depth: N/A

Width: \_\_\_\_\_

Lot Area: \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

3. Name of person(s), if known, to whom lands or interest in lands to be transferred, leased or charged (if known):

N/A

4. List all properties in Norfolk County, which are owned and farmed by the applicant and involved in the farm operation:

Owners Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Workable Acreage: \_\_\_\_\_

Existing Farm Type: (i.e., corn, orchard etc) \_\_\_\_\_

Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (i.e., corn, orchard etc) \_\_\_\_\_  
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (i.e., corn, orchard etc) \_\_\_\_\_  
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (i.e., corn, orchard etc) \_\_\_\_\_  
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (i.e., corn, orchard etc) \_\_\_\_\_  
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built \_\_\_\_\_

**Note: If additional space is needed please attach a separate sheet.**

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

ELIMINATING ATTACHED GARAGE OF EXISTING HOUSE.  
CURRENT RESIDENCE HAS NO GUEST SUITE FOR  
AGING IN-LAWS (OUT OF TOWN) VISITS.

6. Does the requested amendment delete a policy of the Official Plan? ☐ Yes ☒ No  
If yes identify the policy to be deleted:

7. Does the requested amendment change or replace a policy in the Official Plan?  
☐ Yes ☒ No If yes, identify the policy to be changed or replaced, also include the proposed text of the policy amendment (if additional space is required, please attach a separate sheet):



PROPOSED

& No existing

## 8. Site Information

~~Existing~~

~~Proposed~~

Please indicate unit of measurement i.e. m, m<sup>2</sup> or % etc.

|                                 |             |  |
|---------------------------------|-------------|--|
| Lot frontage                    | 178 m       |  |
| Lot depth                       | 685 m       |  |
| Lot width                       | 270 m       |  |
| Lot area                        | 41.38 Acres |  |
| Lot coverage                    | /           |  |
| Front yard                      | 20 m        |  |
| Rear yard                       | ~630 m      |  |
| Left Interior side yard         | 113 m       |  |
| Right Interior side yard        | 46 m        |  |
| Exterior side yard (corner lot) |             |  |
| Landscaped open space           |             |  |
| Entrance access width           |             |  |
| Exit access width               |             |  |
| Size of fencing or screening    |             |  |
| Type of fencing                 |             |  |

## 9. Building Size

|                          |                           |  |
|--------------------------|---------------------------|--|
| Number of storeys        | 2                         |  |
| Building height          | 8.23 m                    |  |
| Total ground floor area  | 1500 <del>sq</del> 139m   |  |
| Total gross floor area   | 3278.8 <del>sq</del> 139m |  |
| Total useable floor area | 278.8 m                   |  |

## 10. Off Street Parking and Loading Facilities

|   |  |  |
|---|--|--|
| Number of off street parking spaces     |  |  |
| Number of visitor parking spaces        |  |  |
| Number of accessible parking spaces     |  |  |
| Number of off street loading facilities |  |  |



### 11. Multiple Family Residential

Number of buildings existing: \_\_\_\_\_

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 m <sup>2</sup> |
|-------------------|-----------------|---------------------------------------|
| Bachelor          | _____           | _____                                 |
| One bedroom       | _____           | _____                                 |
| Two bedroom       | _____           | _____                                 |
| Three bedroom     | _____           | _____                                 |
| Group townhouse   | _____           | _____                                 |
| Stacked townhouse | _____           | _____                                 |
| Street townhouse  | _____           | _____                                 |

Other facilities provided (e.g. play facilities, underground parking, games room, swimming pool etc.): \_\_\_\_\_  
\_\_\_\_\_

### 12. Commercial/Industrial Uses

Number of buildings existing: \_\_\_\_\_

Number of buildings proposed: \_\_\_\_\_

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 (e.g. office, retail, storage, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seating Capacity (for assembly halls, etc.): \_\_\_\_\_

Total number of fixed seats: \_\_\_\_\_

Describe the type of business(es) proposed: \_\_\_\_\_

Total number of staff proposed initially: \_\_\_\_\_

Total number of staff proposed in five years: \_\_\_\_\_

Maximum number of staff on the largest shift: \_\_\_\_\_

Is open storage required: ☐ Yes ☐ No

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

Yes ☐ No ☐ If yes please describe:

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### 13. Institutional

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 (e.g. office, retail, storage, etc.):

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### 14. Describe Recreational or Other Use(s)

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#### 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 (example: gas station, petroleum storage, etc.):

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2. Has the grading of the subject lands been changed through excavation or the addition of earth or other material? ☐ Yes ☒ No ☐ Unknown

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

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

PERSONAL MEASUREMENTS, KNOWLEDGE,  
PROPOSED DRAWINGS.

5. 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:

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2. 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:

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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

SCREENED.

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4. Note: If in an area of source water WHPA A, B or C please attach relevant information and approved mitigation measures from the Risk Manager Official.

5. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified? Please check boxes, if applicable.

**Livestock facility or stockyard** (submit MDS Calculation with application)

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Wooded area**

☒ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Municipal Landfill**

☐ On the subject lands or ☐ within 500 meters – distance 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 boards a creek or ditch managed by the County

**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
  - ☐ Communal wells
  - ☒ Individual wells
  - ☐ Other (describe below)
- 

### Sewage Treatment

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

### Storm Drainage

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

2. Have you consulted with Public Works & Environmental Services concerning storm water management?

- ☐ Yes ☒ No

3. Has the existing drainage on the subject lands been altered?

- ☐ Yes ☒ No

4. Does a legal and adequate outlet for storm drainage exist?

- ☒ Yes ☐ No

5. How many water meters are required? \_\_\_\_\_

6. Existing or proposed access to subject lands:

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

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7. Name of road/street:

Vittoria Road / Charlottetown Road 4

G. Other Information

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

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

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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.

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## **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 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. Existing and proposed easements and right of ways
11. Zoning compliance table – required versus proposed
12. Parking space totals – required and proposed
13. Loading spaces, facilities and routes
14. All dimensions of the subject lands
15. Dimensions and setbacks of all buildings and structures
16. Gross, ground and useable floor area
17. Lot coverage
18. Floor area ratio
19. Building entrances and grades
20. Names of adjacent streets
21. Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs
22. Fire access and routes
23. Location, dimensions and number of parking spaces (including visitor and accessible) and aisles
24. Location of mechanical room
25. Refuse disposal and storage areas including any related screening
26. Winter snow storage location
27. Landscape areas with dimensions
28. Natural features, watercourses and trees
29. Fire hydrants and utilities location
30. Fencing, screening and buffering – size, type and location
31. All hard surface materials
32. Light standards and wall mounted lights

- 33. Signs
- 34. Sidewalks and walkways with dimensions
- 35. Pedestrian access routes into site and around site
- 36. Bicycle parking
- 37. Professional engineer's stamp

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
- ☐ 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 of the study required

Your development approval might also be dependent on Ministry of Environment and Climate Change, Ministry of Transportation or other relevant federal or provincial legislation, municipal by-laws or other agency approvals.


**All final plans must include the owner's signature as well as the engineer's signature and seal.**

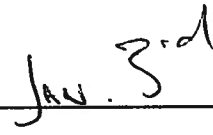
### **I. Development Agreements**

A development agreement may be required prior to approval for site plan, subdivision and condominium applications. Should this be necessary for your development, you will be contacted by the agreement administrator with further details of the requirements including but not limited to insurance coverage, professional liability for your engineer, additional fees and securities.

### **J. Transfers, Easements and Postponement of Interest**

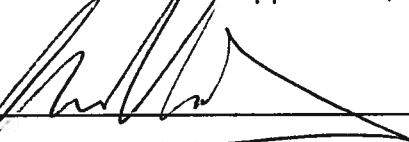
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner for the registration of postponements of any charges in favour of the County.

  
\_\_\_\_\_  
Owner/Applicant Signature

  
\_\_\_\_\_  
Date

### **K. Permission to Enter Subject Lands**

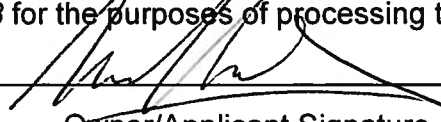
Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

  
\_\_\_\_\_  
Owner/Applicant Signature

  
\_\_\_\_\_  
Date

#### L. Freedom of Information

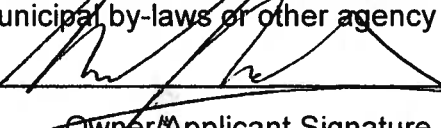
For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P. 13 for the purposes of processing this application.

  
Owner/Applicant Signature

Jan 3  
Date

#### M. Endangered Species Act, 2007

Endangered and threatened species and their habitat are protected under the provinces Endangered Species Act, 2007. 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 Natural Resources (MNR), Aylmer District provides the service of responding to species at risk information requests and project screenings. The applicant has been directed to discuss the proposed activity and have their project screened with MNR. Please be advised that 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.

  
Owner/Applicant Signature

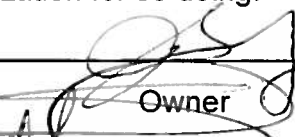

Jan 3  
Date

#### N. Owner's Authorization

If the applicant/agent is not the registered owner of the lands that is the subject of this application, the owner must complete the authorization set out below.

I/We Janice and Alan Snively am/are the registered owner(s) of the lands that is the subject of this application for development approval.

I/We authorize Mitch Vermue 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.

  
Owner  
  
Owner

Jan 4/16  
Date  
January 4/2016  
Date

## O. Declaration of Applicant and Agent

I hereby apply for development approval and declare that all of the above statements and the statements contained in all of the exhibits transmitted herewith are accurate and true. I understand that development approval is required before a building permit can be issued.

  
Applicant Signature

Jan 3  
Date

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Date

## P. Declaration

I, M. John Vermeire of Port Stanley

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:


Simcoe, ON

  
Owner/Applicant Signature

In Norfolk County

This 3rd day of January

A.D., 2017

  
A Commissioner, etc.

ALISHA KATHLEEN CULL, a  
Commissioner, etc., Province of Ontario,  
for the Corporation of Norfolk County.  
Expires April 28, 2019.

254 VITORIA RD  
SITEBACK SKETCH



height: ~25m

2 storeys:

Ground floor shop.

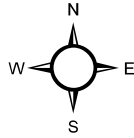
2nd floor Garden suite.

# MAP 1

File Number: ZNPL2017018

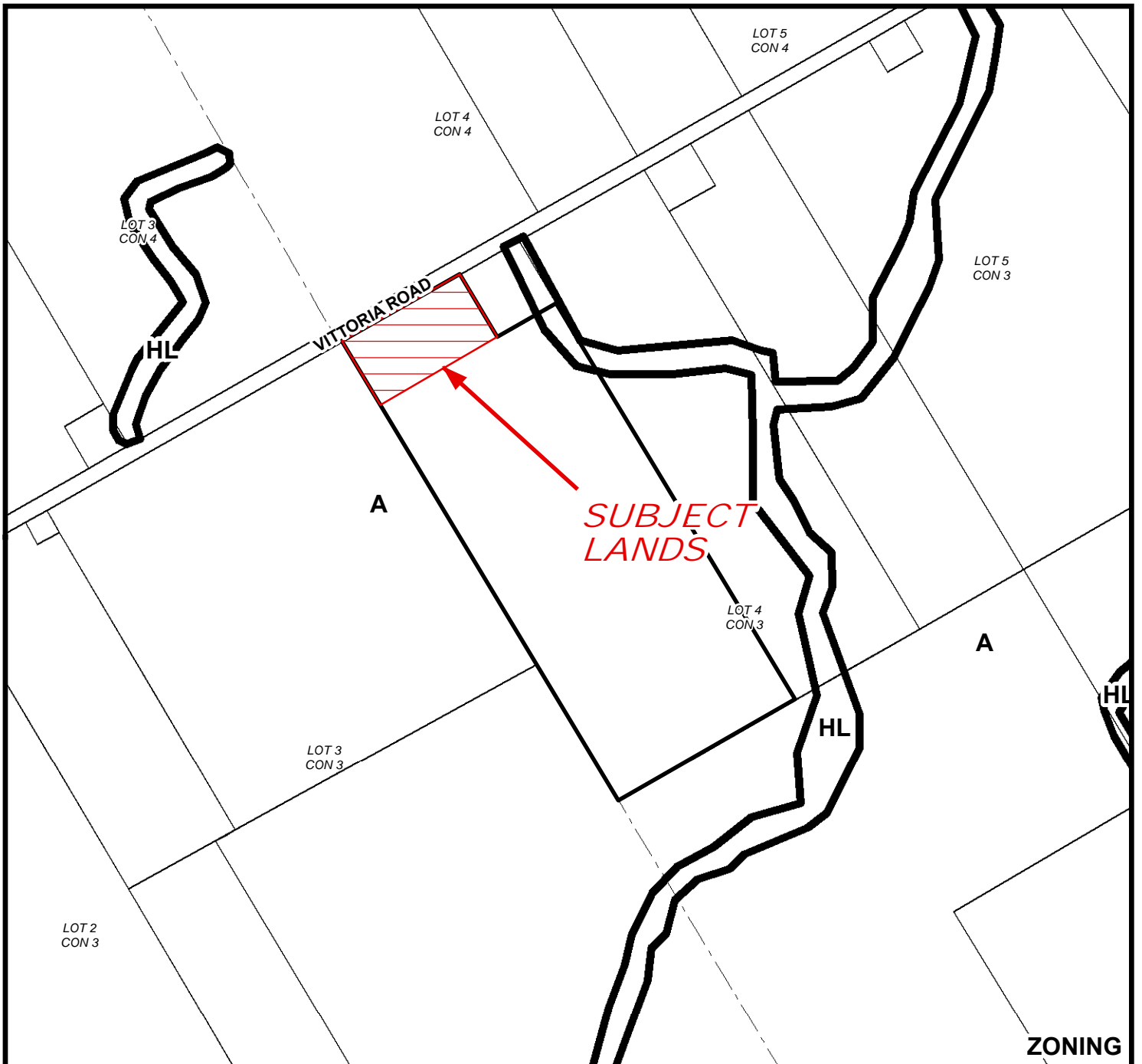
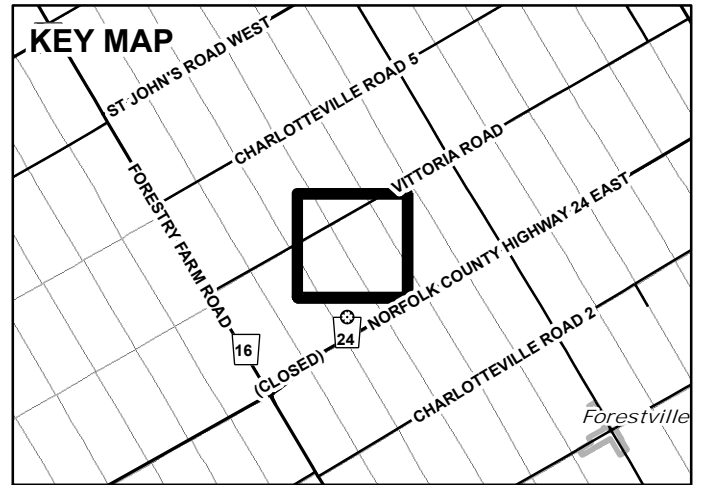
Geographic Township of

**CHARLOTTEVILLE**



1:7,500

75 37.5 0 75 150 225 300 Meters



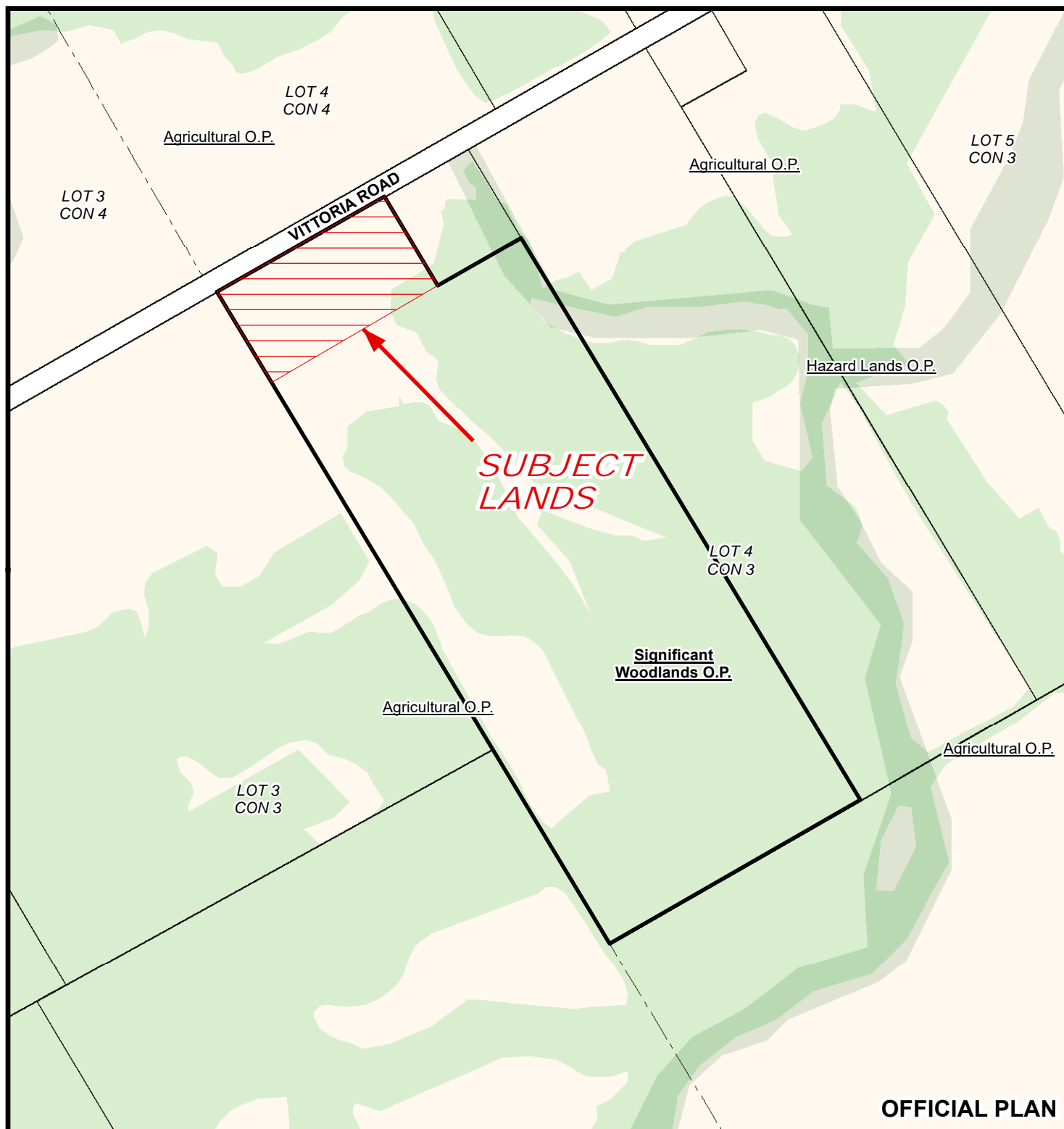
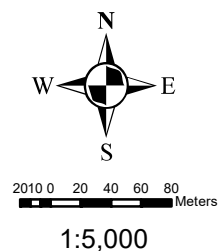
**ZONING**

2017-02-10

## MAP 2

File Number: ZNPL2017018

Geographic Township of CHARLOTTEVILLE



OFFICIAL PLAN

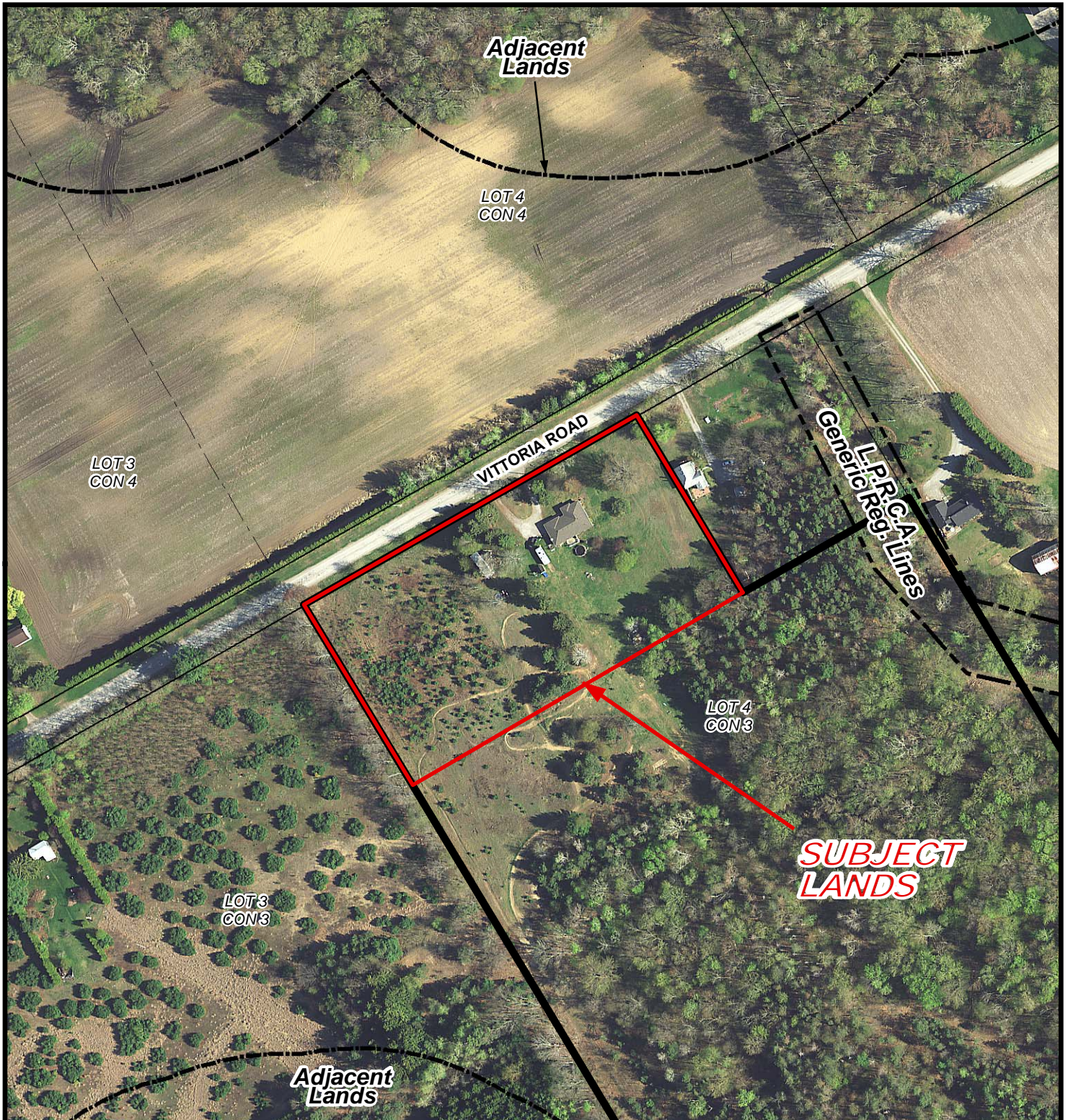
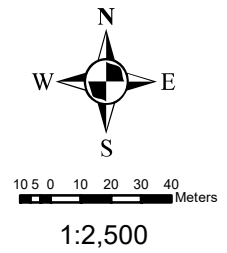
2017-02-10



# MAP 3

File Number: ZNPL2017018

Geographic Township of CHARLOTTEVILLE

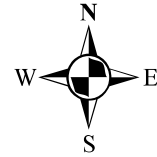




# MAP 4

File Number: ZNPL2017018

Geographic Township of CHARLOTTEVILLE



8 4 0 8 16 24 32 Meters

1:2,000

