

**For Office Use Only:**

File Number ZNPL2018191  
Related File Number ZNPL2018124  
Pre-consultation Meeting  
Application Submitted Aug. 17 - 2018  
Complete Application Aug. 21 - 2018  
Public Notice Sign Aug. 21 - 2018

SPRT Meeting  
Application Fee N/A  
Conservation Authority Fee  
OSSD Form Provided  
Planner John Dahn

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
- ☐ Consent/Severance
- ☐ Minor Variance
- ☐ Easement/Right-of-Way
- ☐ Extension of a Temporary Use By-law
- ☐ Part Lot Control
- ☐ Cash-in-Lieu of Parking
- ☐ Renewable Energy Project or Radio Communication Tower

Property Assessment Roll Number: 502390049 33704007300

**A. Applicant Information**

Name of Owner 1270819 Ontario Inc. c/o Lynne Steffler

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 150 Prospect Street

Town and Postal Code Port Dover, N0A 1N1

Phone Number 519-583-0519

Cell Number 416-768-1902

Email Lynnee@clonmelcastle.com



Name of Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Town and Postal Code \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Cell Number \_\_\_\_\_  
Email \_\_\_\_\_

Name of Agent IBI Group - Kristen Boulard  
Address 360 James Street North, Suite 200 - East Wing  
Town and Postal Code Hamilton L8L 1H5  
Phone Number 905-546-1010  
Cell Number \_\_\_\_\_  
Email kristen.boulard@ibigroup.com

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 agent noted above.

☐ Owner ☒ Agent ☐ Applicant

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

Royal Bank and Venture Norfolk

#### 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 of Lot A Reg. Plan 186 Formerly the Geo. Township of Woodhouse in the County of Norfolk now in the City of Nanticoke in the Region of Haldimand-Norfolk

Municipal Civic Address: 150 Prospect Street Port Dover, ON N0A 1N1

Present Official Plan Designation(s): Urban Residential and Hazard Lands

Present Zoning: R1-A 14.526 & HL

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

☒ Yes ☐ No If yes, please specify:

R1-A 14.526

3. Present use of the subject lands:

Bed & Breakfast and owner lives within house

4. 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:

\*See Planning Report and concept sketch for details

5. 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.

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

4 blocks of stacked townhouses with a total of 36 units with a sanitary pumping station. \*See Planning Report & concept sketch for further details

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:

See attached Clonmel Castle Heritage By-law for further details

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

±50 years

9. Existing use of abutting properties:

(N&E)Bungalow townhouses, (W)Natural Area & (S)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:

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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:

To allow for the temporary use of the existing property and existing dwelling as a hotel and for special events for a period of up to three years.

\*See Planning Report for further details

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

The current by-law for these lands does not permit a hotel or special event uses as proposed. \*See Planning Report for further details

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):



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

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

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: \_\_\_\_\_

Depth: \_\_\_\_\_

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

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

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

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

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

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

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****Existing****Proposed**

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

Lot frontage	89.7m	89.7m
Lot depth	91.0m	91.0m
Lot width	89.7m	89.7m
Lot area	13,315.38m <sup>2</sup>	13,315.38m <sup>2</sup>
Lot coverage	2%	
Front yard	12.9m	12.9m
Rear yard	64.3m	64.3m
Left Interior side yard	16.6m	16.6m
Right Interior side yard		
Exterior side yard (corner lot)	48.7m	48.7m
Landscaped open space	89%	89%
Entrance access width	6.7m	6.7m
Exit access width	6.7m	6.7m
Size of fencing or screening		
Type of fencing		

**10. Building Size**

Number of storeys	2	
Building height		
Total ground floor area	287.7m <sup>2</sup>	
Total gross floor area	575.4m <sup>2</sup>	
Total useable floor area		

**11. 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		

**12. Multiple Family Residential (if applicable)**

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

Number of buildings proposed: No building proposed

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

If yes, describe: \_\_\_\_\_

Type Stacked townhouses

**Number of Units**

**Floor Area per Unit in m<sup>2</sup>**

Bachelor	_____	_____
One bedroom	_____	_____
Two bedroom	_____	_____
Three bedroom	_____	_____
Townhouse	_____	_____

Other facilities provided (e.g. play facilities, underground parking, games room, swimming pool etc.): Underground parking, courtyard, clubhouse and recreational room

**13. Commercial/Industrial Uses (if applicable)**

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:

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

**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 (example: gas station, petroleum storage, etc.):
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:  
Clonmel Estate - Criteria for Designation Report (See attached) details the historical significance and background of the subject lands
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:  
No core area and/or natural features located on site.

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:

Subject lands not located within the source water protection area

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.

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

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

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

**Wooded area**

☐ On the subject lands or ☒ within 500 meters – distance ±12m

**Municipal Landfill**

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

**Sewage treatment plant or waste stabilization plant**

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

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

☐ On the subject lands or ☒ within 500 meters – distance ±70m

**Floodplain**

☐ On the subject lands or ☒ within 500 meters – distance ±70m

**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 ±70m

**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

- ☒ 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. Existing or proposed access to subject lands:

☒ Municipal road

☐ Provincial highway

☐ Unopened road

☐ Other (describe below)

Name of road/street:

Clonmel Lane, Tisdale Road and Prospect 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?

2 full-time, 1 part-time

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.

\*See Planning Report for further details and information that may be useful in the review of this application.





#### **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
- ☐ Agricultural Impact Assessment

6. Proof of insurance:

a. Commercial General Liability satisfactory to the County must include:

- i. A limit of liability not less than two million dollars (\$2,000,000) per occurrence
- ii. The Corporation of Norfolk County shall be named as an additional insurer
- iii. The policy shall contain a provision for cross liability in respect of the name insurer
- iv. Non-owned automobile coverage with a limit of at least two million dollars (\$2,000,000) including contractual non-owned coverage
- v. Errors and omissions liability with a limit of at least two million dollars (\$2,000,000)
- vi. Products and completed operations coverage
- vii. Certificate of Insurance must be in the same name as that on the PIN and site plan agreement

b. Certificate of Insurance for Professional

c. Certificate of Insurance for Owner

7. Written Legal Description of the Property and the Property Identification Number (PIN)

8. Postponement (if there are mortgagees)

9. Transfers/easements or agreements related to the subject lands

Standard condominium exemptions will require the following supporting materials:

- ☐ Plan of standard condominium (2 paper copies and 1 electronic copy)
- ☐ Draft condominium declaration

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

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

**I. Development Agreements**

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



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

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

#### K. Permission to Enter Subject Lands

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

#### L. Freedom of Information

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

---

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 1240819 ONTARIO INC c/o Lynne Steffur am/are the registered owner(s) of the lands that is the subject of this application for site plan approval.

I/We authorize IBI GROUP 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

---

Date

---

Owner

---

Date



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Lynda Steffler  
Owner/Applicant Signature

Aug. 10/2018  
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.

We 1230819 ONTARIO INC. c/o Lynda Steffler am/are the registered owner(s) of the lands that is the subject of this application for site plan approval.

We authorize 161 GROUP 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.

Lynda Steffler  
Owner

Aug 10/2018  
Date

Owner

Date

1270819 Ontario Inc.

Name of Applicant

Lynnda J. Hufferd

Address

150 Prospect St.

Town and Postal Code

Port Dover, Ontario N0A 1N0

Phone Number

519 583 0519

Cell Number

416 768 1902

Email

clonnelcastle@gmail.com

lynnda@clonnelcastle.com

Name of Agent

IBI Group - Kristen Boulard

Address

360 James Street North, Suite 200 - East Wing

Town and Postal Code

Hamilton L8L 1H5

Phone Number

905-546-1010

Cell Number

Email

kristen.boulard@ibigroup.com

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 agent noted above.

☐ Owner

☒ Agent

☐ Applicant

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

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Municipal Civic Address: 150 Prospect Street Port Dover, ON N0A 1N1

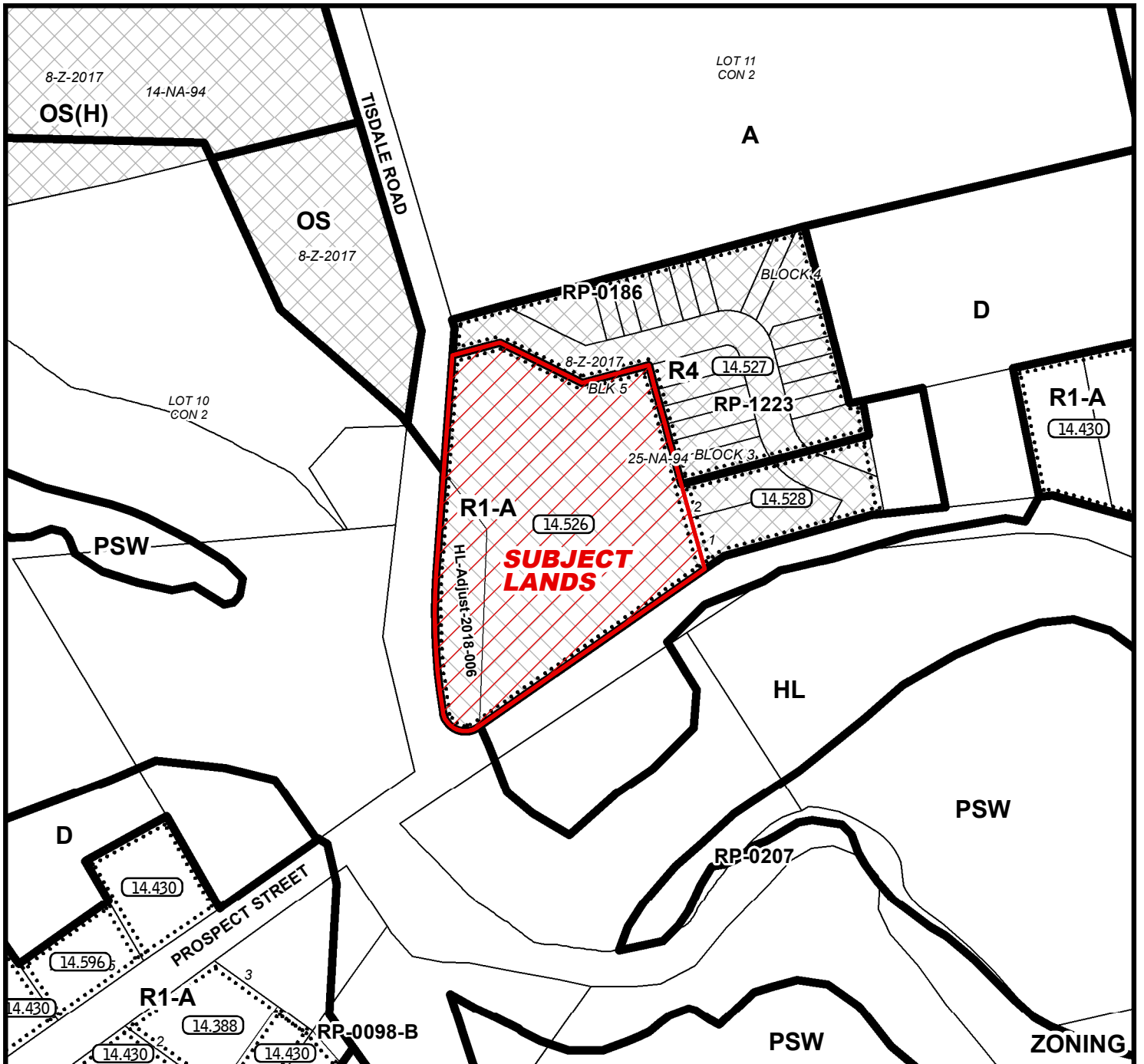
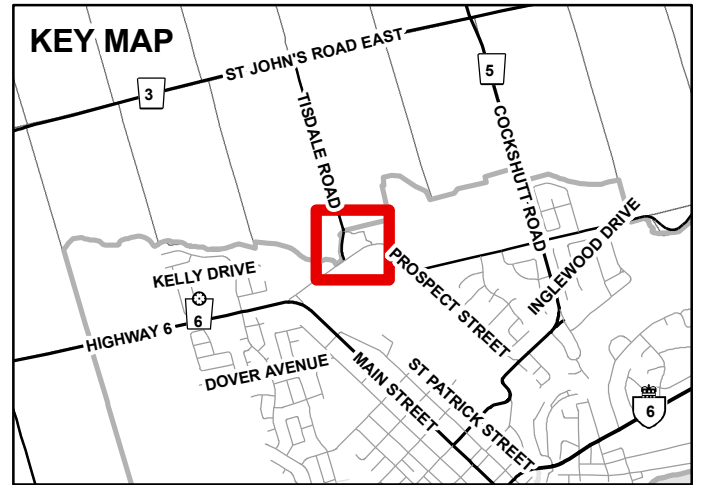
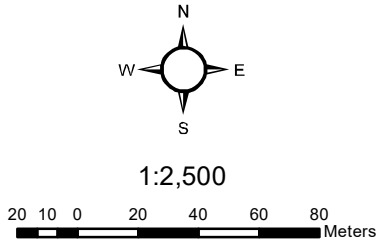
Present Official Plan Designation(s): Urban Residential and Hazard Lands

Present Zoning: R1-A 14.526 & HL

# MAP 1

## File Number: ZNPL2018191

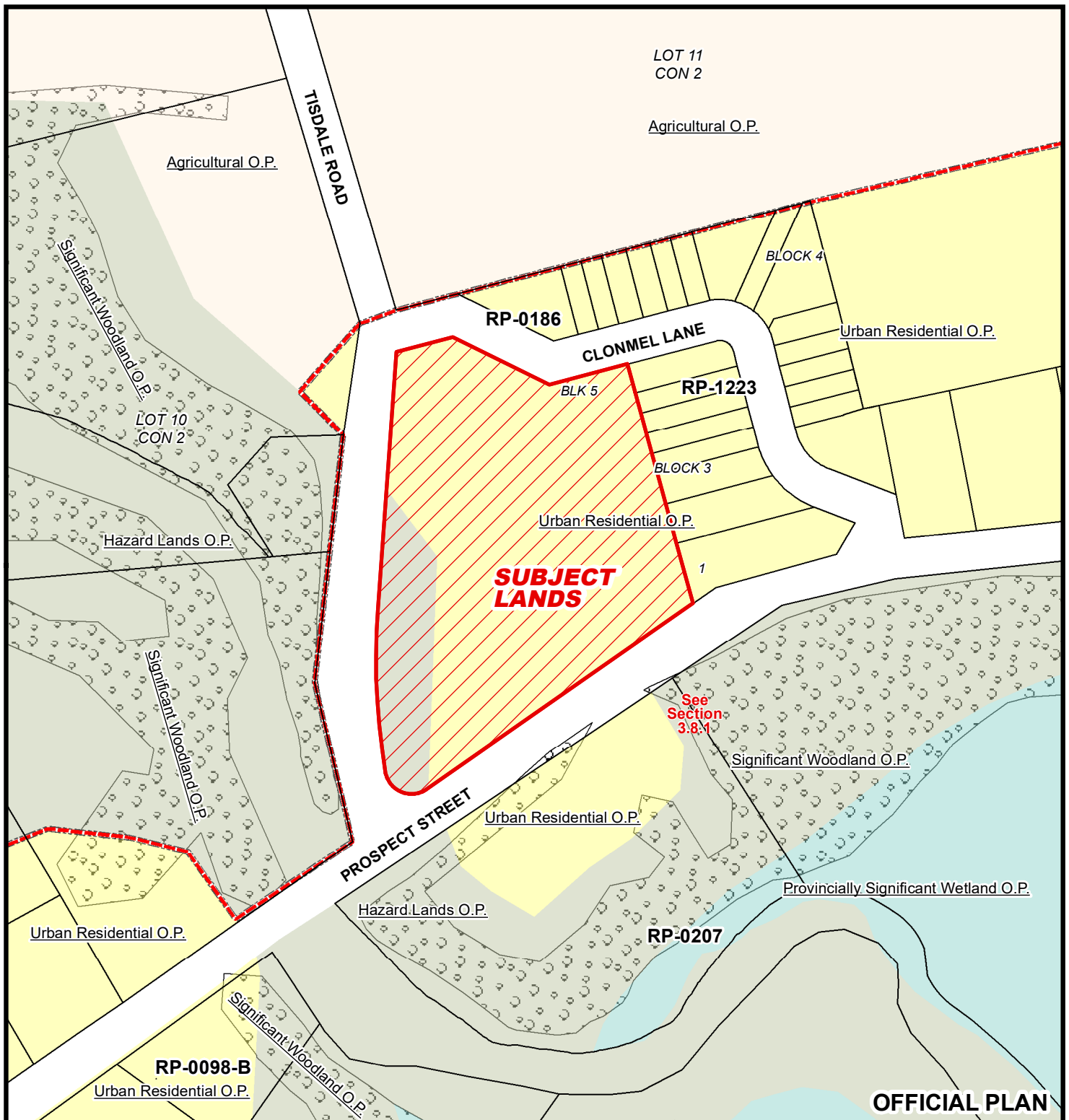
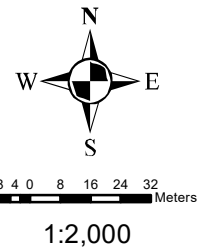
Geographic Township of  
**WOODHOUSE**



# MAP 2

File Number: ZNPL2018191

Geographic Township of WOODHOUSE

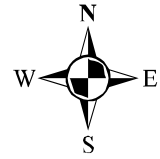




# MAP 3

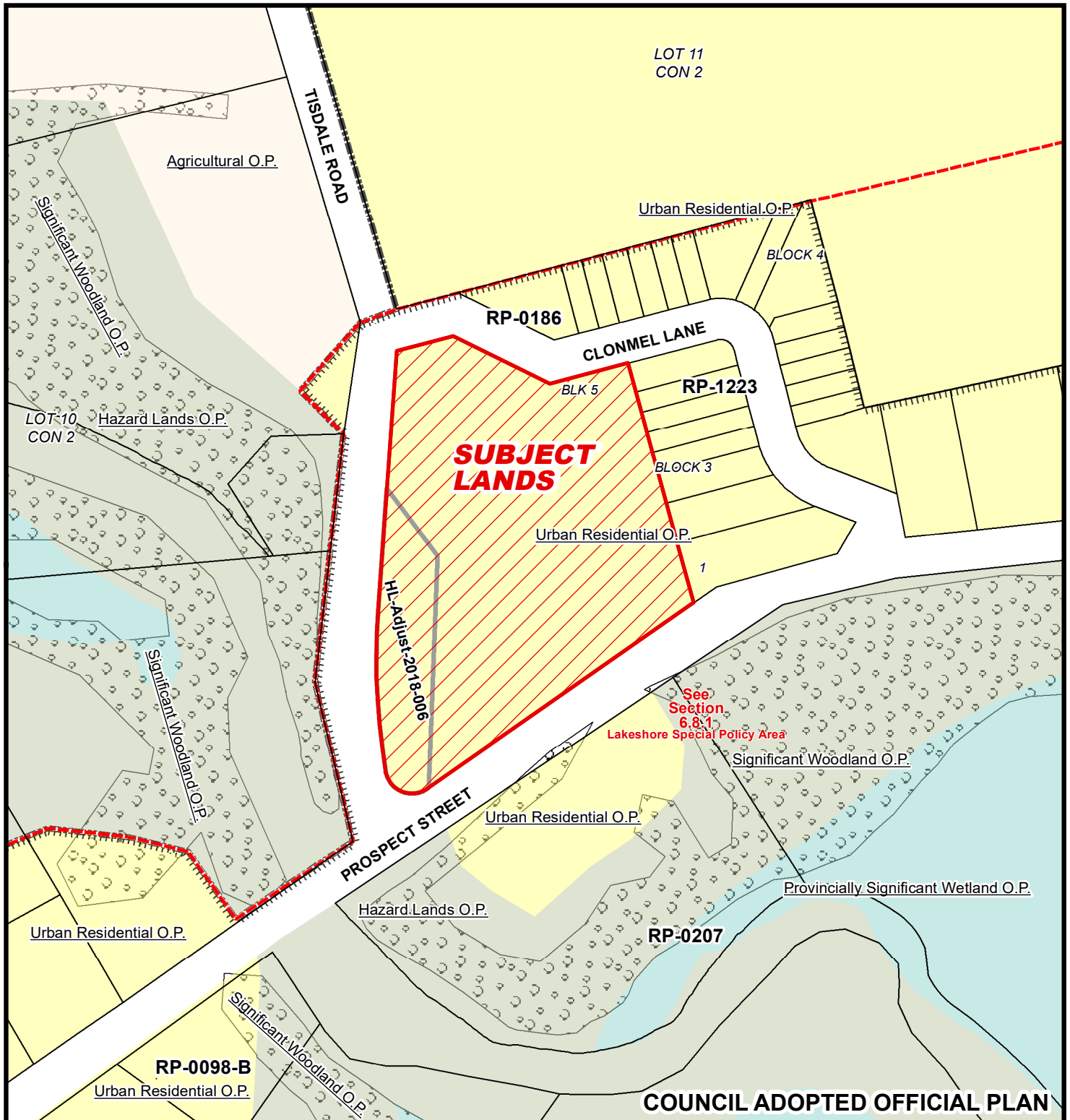
File Number: ZNPL2018191

Geographic Township of WOODHOUSE



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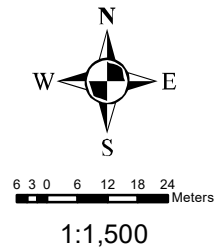




# MAP 4

File Number: ZNPL2018191

Geographic Township of WOODHOUSE





# MAP 5

File Number: ZNPL2018191

Geographic Township of WOODHOUSE



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