

**For Office Use Only:**

File Number	<u>ZNPL2019043</u>	SPRT Meeting	
Related File Number		Application Fee	<u>2676.00</u>
Pre-consultation Meeting		Conservation Authority Fee	<u>—</u>
Application Submitted		OSSD Form Provided	
Complete Application	<u>Feb. 13</u>	Planner	<u>Neil</u>
Public Notice Sign			

**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:** 493-020-00600-0000

**A. Applicant Information**

**Name of Owner** Peter + Anne Bergen

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** 2716 Highway #3

**Town and Postal Code** Simcoe, @ N3Y 4K6

**Phone Number** 519-426-1494

**Cell Number** 519-521-5605

**Email** \_\_\_\_\_

**RECEIVED**

**FEB 13 2019**

**NORFOLK COUNTY**  
LANGTON ADMINISTRATION BUILDING

Revised October 2017  
Development Application  
Page 1 of 16



**Name of Applicant**

Address

Town and Postal Code

Phone Number

Cell Number

Email

Same as above (owner)

Peter + Anne Bergen

27116 Highway #3

Simcoe N3Y 4K6

519-426-1494

519-521-5605

**Name of Agent**

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 agent noted above.

☒ Owner

☐ Agent

☐ Applicant

Names and addresses of any holder of any mortgages, 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):

\_\_\_\_\_ CHR CON 11 PT LOT 14 \_\_\_\_\_

Municipal Civic Address: 27116 Highway 3

Present Official Plan Designation(s): \_\_\_\_\_

Present Zoning: Residential with A1 Agricultural

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

☐ Yes ☒ No If yes, please specify:

3. Present use of the subject lands:

Residential and garden/hobby farm

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:

1 1/2 storey house approx. 1500 ft<sup>2</sup>, 2400 ft<sup>2</sup> shop  
420 ft<sup>2</sup> chicken house (old barn)

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:

116' x 80' mobile home

- see attached drawing -

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:

House built in 1937, shop - ?



9. Existing use of abutting properties:

East - farmland South - farmland West - pasture/farm

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:

Barker + Vanderhagen farm drain at west edge of property

### 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:

Situate a 16' x 80' mobile home as a garden suite for a temporary dwelling for sisters in need of care. One is terminally ill, one is mentally challenged.

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

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	_____	_____
Lot depth	_____	_____
Lot width	_____	_____
Lot area	_____	_____
Lot coverage	_____	_____
Front yard	_____	_____
Rear yard	_____	_____
Left Interior side yard	_____	_____
Right Interior side yard	_____	_____
Exterior side yard (corner lot)	_____	_____
Landscaped open space	_____	_____
Entrance access width	_____	_____
Exit access width	_____	_____
Size of fencing or screening	_____	_____
Type of fencing	_____	_____

**10. Building Size**

Number of storeys	_____	_____
Building height	_____	_____
Total ground floor area	_____	_____
Total gross floor area	_____	_____
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: \_\_\_\_\_

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 \_\_\_\_\_

Townhouse \_\_\_\_\_

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

### 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:

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**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.):

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

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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. 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:

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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:

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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:

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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

If no, please explain:

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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 \_\_\_\_\_

**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 \_\_\_\_\_

**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 \_\_\_\_\_

**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:

\_\_\_\_\_ Highway 3 \_\_\_\_\_

**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. 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

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.

### **Permission to Enter Subject Lands**

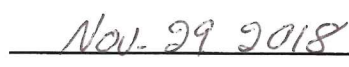
Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

### **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

### K. 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 for site plan approval.

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.

_____	_____
Owner	Date
_____	_____
Owner	Date

### L. Declaration

I, ANNE BERGEN of SIMCOE

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:

NORFOLK COUNTY

Anne Bergen  
Owner/Applicant Signature

In \_\_\_\_\_

This 12<sup>th</sup> day of February

A.D., 20 19

Susan Wakeling  
A Commissioner, etc.

SUSAN DIANA WAKELING, a  
Commissioner, etc., Province of Ontario, for  
the Corporation of Norfolk County.  
Expires March 11, 2019.



Application  
for  
Garden  
Suite

Peter + Anne Bergen  
2716 Highway 3  
RR7 Simcoe, ON N3Y 4K6  
519-521-5605

\* All measurements  
are approximate



Highway 3

350  
frontage

Lot coverage:  
3.14 acres

Driveway

existing  
1 1/2 storey  
house  
1500 ft<sup>2</sup>

Shop

old  
barn

patio

existing  
tile  
bed

neighbouring field

pasture

Driveway

Garden

374'

120'

proposed  
tile  
bed

proposed  
septic  
tank

← 16' →  
proposed  
mobile  
home  
garden  
suite  
16' x 60'

80'

40'

40'

fence row

neighbouring field

← farm drain (Barker) →

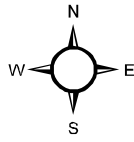
15' easement for Barker drain



# MAP 1

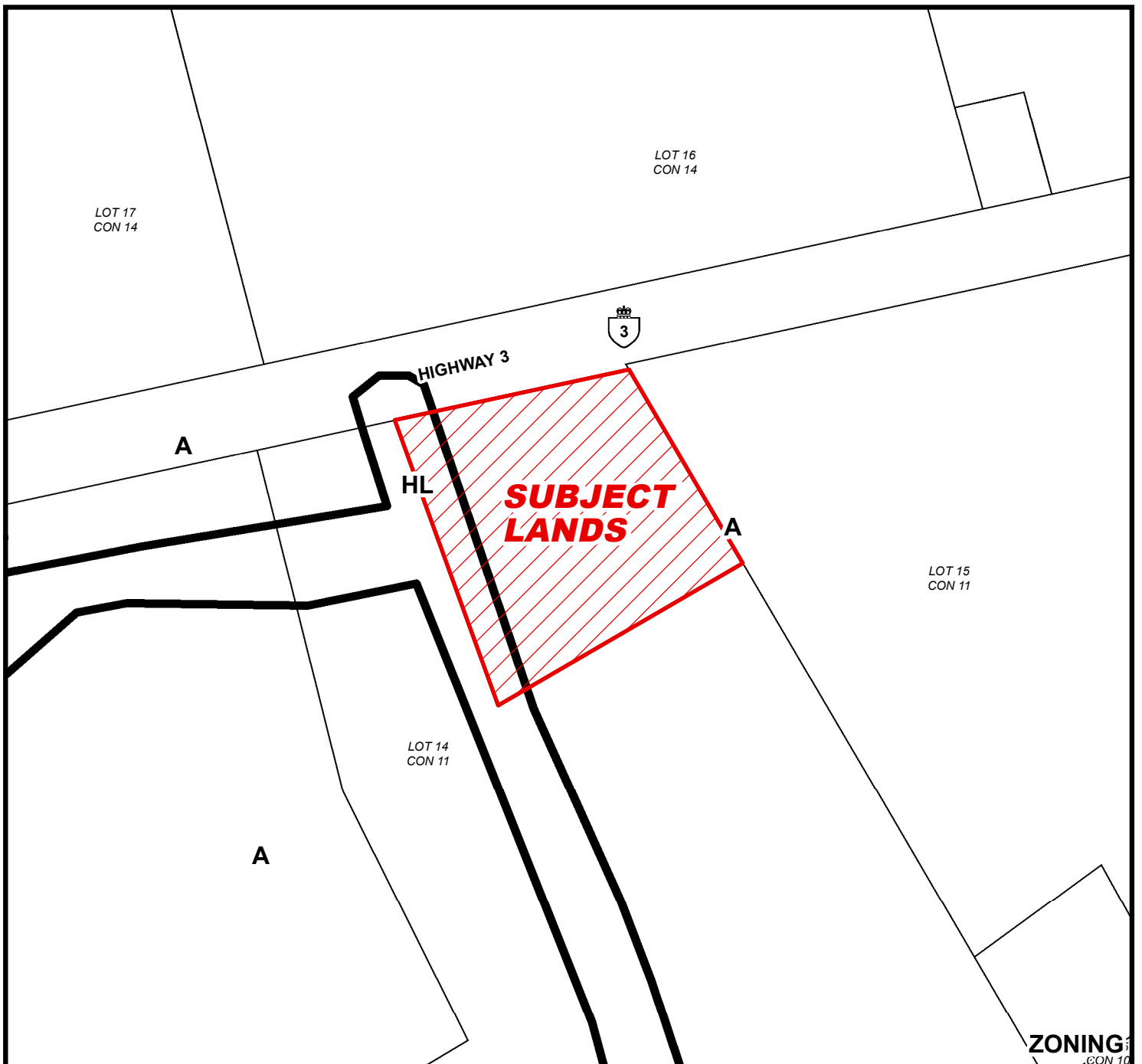
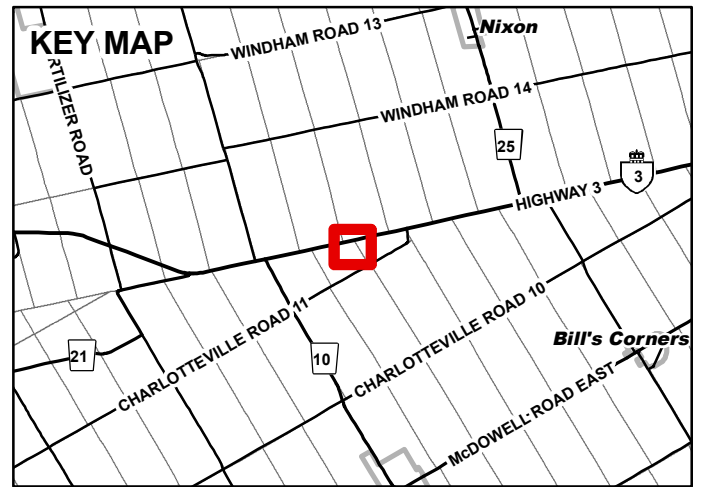
## File Number: ZNPL2019043

Geographic Township of  
**CHARLOTTEVILLE**



1:2,500

20 10 0 20 40 60 80 Meters



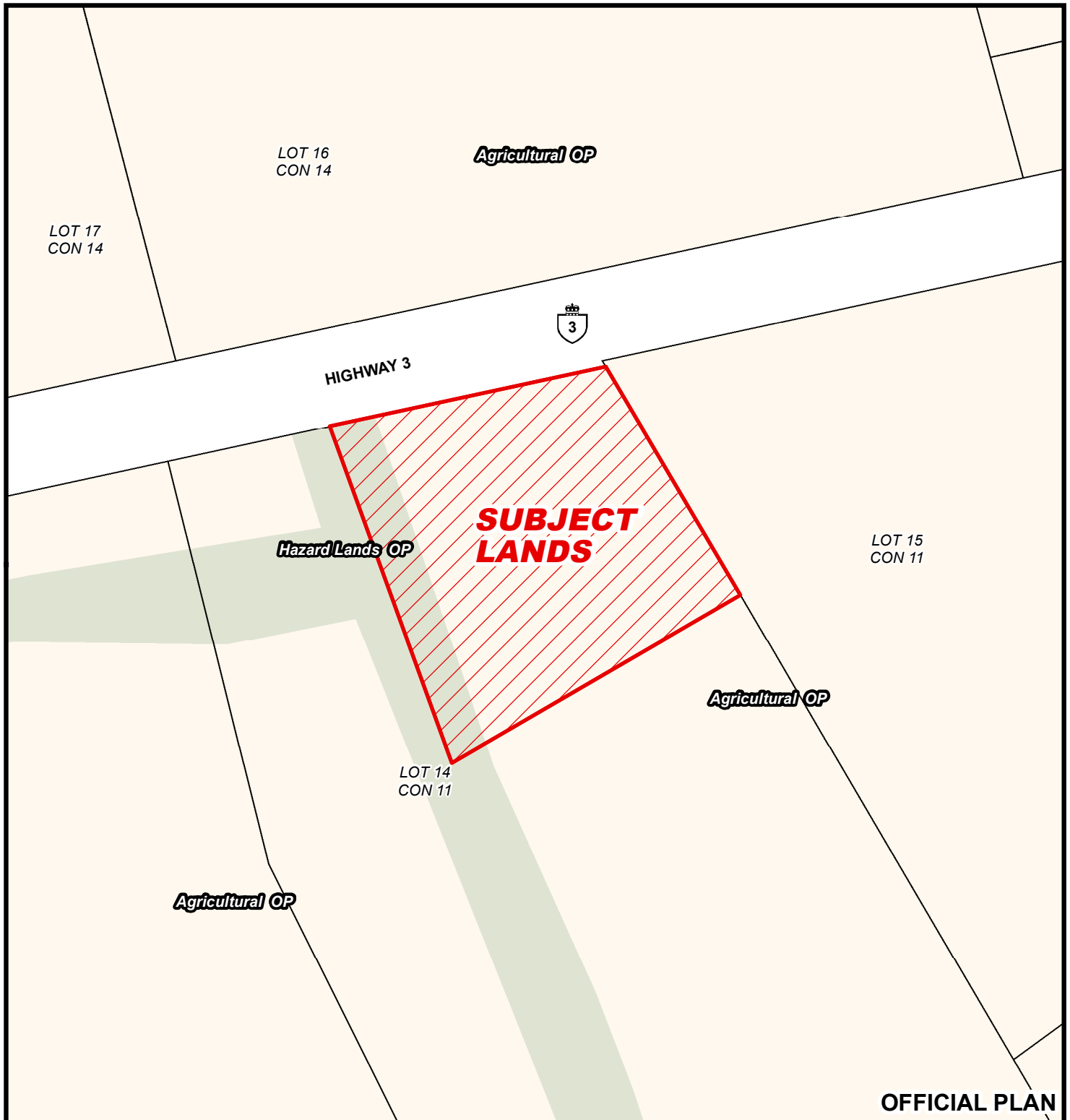
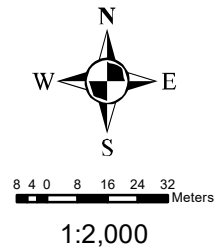
**ZONING**  
CON 10

2/22/2019

## MAP 2

File Number: ZNPL2019043

Geographic Township of CHARLOTTEVILLE

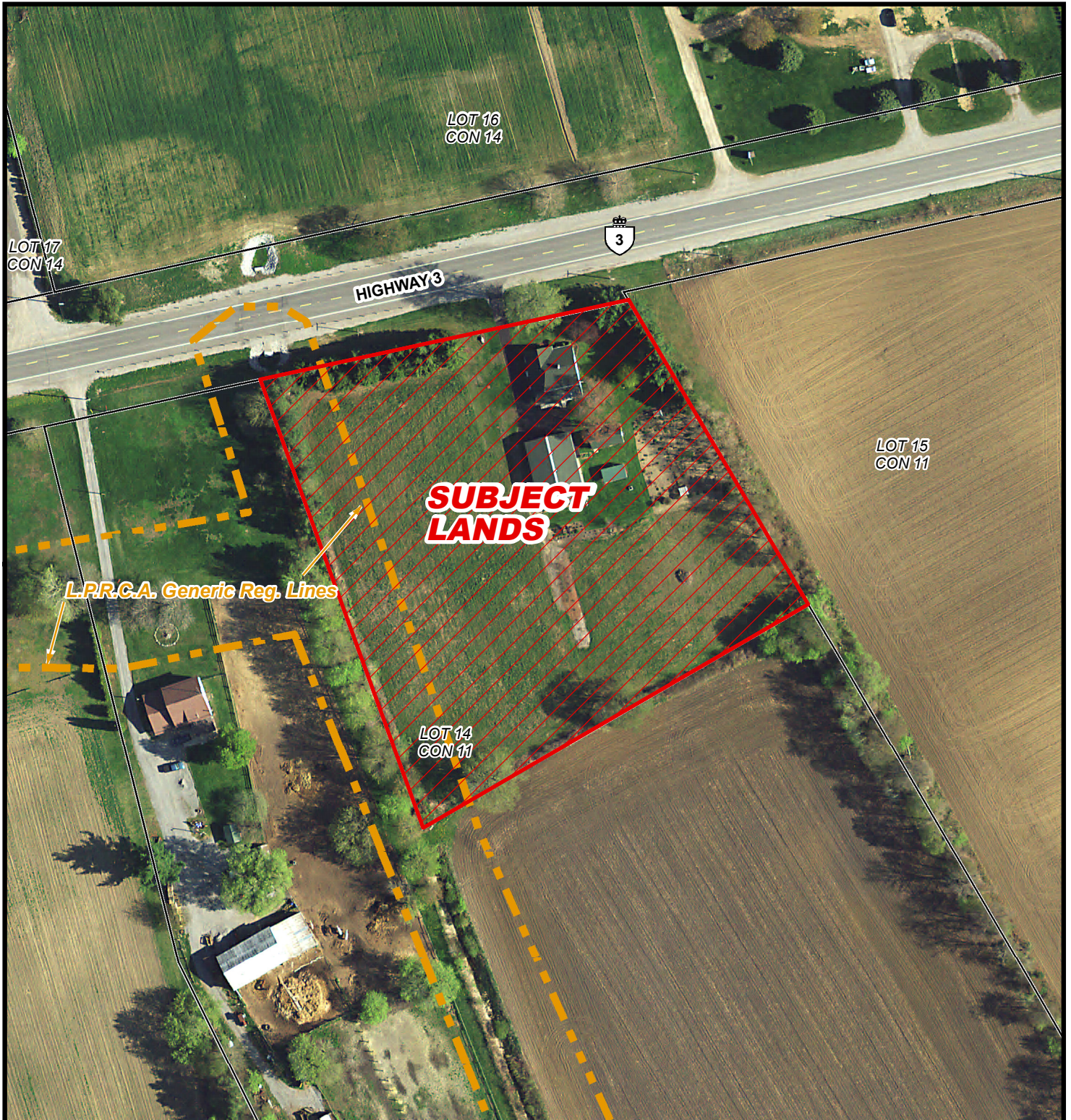
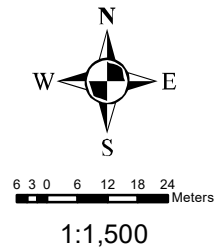




# MAP 3

File Number: ZNPL2019043

Geographic Township of CHARLOTTEVILLE





# MAP 4

File Number: ZNPL2019043

Geographic Township of CHARLOTTEVILLE



4 2 0 4 8 12 16 Meters

1:1,000

