

Application to Planning Department

Complete Application

A complete development application consists of the following:

1. A properly completed and signed application form (signature must be original in planners file);
2. Supporting information adequate to illustrate your proposal as indicated in **Section H** of this application form (plans are required in paper copy and digital PDF format);
3. Written authorization from the registered owner of the subject lands where the applicant is not the owner as per Section N; and,
4. Cash, debit or cheque payable to Norfolk County in the amount set out in the user fees By-Law.

The above information is required to ensure that your application is given full consideration. An incomplete or improperly prepared application will not be accepted and may result in delays during the processing of the application. This application must be typed or printed in ink and completed in full.

Pre-Consultation

A pre-consultation meeting with staff is required for all applications; however, minor applications may be exempted depending on the nature of the proposal. The purpose of a pre-consultation meeting is to provide the applicant with an opportunity to present the proposed application, discuss potential issues, and identify the required information and materials to be submitted with the application in order for it to be considered complete by staff. The applicant has the opportunity to make revisions to the application prior to submission, without the additional costs of recirculation fees. It may be necessary to seek the assistance of independent professional help (for example, a planning consultant or engineer) for complex applications. If a pre-consultation meeting has been held to discuss your development, please provide a copy of the minutes that addressed the outcomes of the meeting with your completed application. It should be noted that pre-consultation minutes are valid for one year after the meeting date.

Processing the Development Application

Once an application has been deemed complete by a planner, it will be circulated to public agencies and County departments for review and comments. Notice of the application is also provided to adjacent land owners. The comments received assist the planner with the review and recommendation/approval of your application. The time involved in processing an application varies depending upon its complexity and its acceptability to the other agencies.

An additional fee will be required if a review by the Long Point Region Conservation Authority or by the Grand River Conservation Authority is deemed necessary by planning staff and/or by the Authority. A separate cheque payable to the Long Point Region Conservation Authority or the Grand River Conservation Authority is required in accordance with their fee schedule at the same time your application is submitted.

Additional studies required as part of the complete application shall be at the sole expense of the applicant. It should also be noted that in some instances peer reviews may be necessary to review particular studies and that the cost shall be at the expense of the applicant. The company to complete the peer review shall be selected by the County.

If the application is withdrawn prior to the circulation to commenting agencies, the entire original fee will be refunded. If withdrawn after the circulation to agencies, half the original fee will be refunded. If your drawings are required to be recirculated there will be an additional fee. Also, please note that if your engineering drawings require more than three reviews due to revisions by the owner or failure to revise your engineering drawings as requested, an additional fee will be charged. No refund is available after the public meeting and/or after approval of application.

Notification Sign Requirements

For the purpose of public notification and in order for staff to locate your lands for appropriate applications (zoning, subdivision, condominium or official plan) you will be given a sign to indicate the intent and purpose of your development application. It is your responsibility to:

1. Post one sign per frontage in a conspicuous location on the subject lands;
2. Ensure one sign is posted at the front of the subject lands at least three feet above ground level, not on a tree;
3. Notify the Planner when the sign is in place in order to avoid processing delays; and
4. Maintain the sign until the development application is finalized and thereafter removed.

For consent and minor variance applications, Planning Department staff post the sign on the subject lands.

Contact Us

For additional information or assistance in completing this application, please contact a planner at 519-426-5870 or 519-875-4485 extension 1290 or planning@norfolkcounty.ca. Please submit the completed application and fees to:

185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6
or
22 Albert Street, Langton, ON N0E 1G0



For Office Use Only:

File Number	<u>ZNPL2021124</u>	Public Notice Sign	<u></u>
Related File Number	<u></u>	Application Fee	<u>3,802 - paid</u>
Pre-consultation Meeting	<u>Feb 10, 2021</u>	Conservation Authority Fee	<u></u>
Application Submitted	<u>April 7, 2021</u>	Well & Septic Info Provided	<u></u>
Complete Application	<u>May 12, 2021</u>	Planner	<u>N.Goodbrand</u>

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

Please explain the desired end result of this application (for example: a special zoning provision on the subject lands, changing the zone and/or official plan designation of the subject lands, creating a certain number of lots, or similar)

Property Assessment Roll Number: _____

A. Applicant Information

Name of Owner _____

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 _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

Name of Applicant _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

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 and notices 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:

B. Location, Legal Description and Property Information

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

Municipal Civic Address: _____

Present Official Plan Designation(s): _____

Present Zoning: _____

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:

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

5. If an addition to an existing building is being proposed, please explain what it will be used for (for example: bedroom, kitchen, or bathroom). If new fixtures are proposed, please describe.

6. Please describe **all proposed** buildings or structures/additions on the subject lands. Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

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:

9. Existing use of abutting properties:

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

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

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:

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: _____

Buildings on retained land: _____

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, for example: m, m² or %

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. 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 ²
Single Detached	_____	_____
Semi-Detached	_____	_____
Duplex	_____	_____
Triplex	_____	_____
Four-plex	_____	_____
Street Townhouse	_____	_____
Stacked Townhouse	_____	_____
Apartment - Bachelor	_____	_____
Apartment - One bedroom	_____	_____
Apartment - Two bedroom	_____	_____
Apartment - Three bedroom	_____	_____

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

13. Commercial/Industrial Uses (if applicable)

Number of buildings existing: _____

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 (for example: office, retail, storage):

Seating Capacity (for assembly halls or similar): _____

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 (for example: office, retail, or storage):

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

D. Previous Use of the Property

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

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

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

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

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

E. Provincial Policy

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

If no, please explain:

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:

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:

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

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

Livestock facility or stockyard (submit MDS Calculation with application)

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

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

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

Sewage Treatment

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

Storm Drainage

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

2. Existing or proposed access to subject lands:

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

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

H. Supporting Material to be submitted by Applicant

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

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

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

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

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

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

Site Plan applications will require the following supporting materials:

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

Standard condominium exemptions will require the following supporting materials:

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

Your development approval might also be dependent on 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

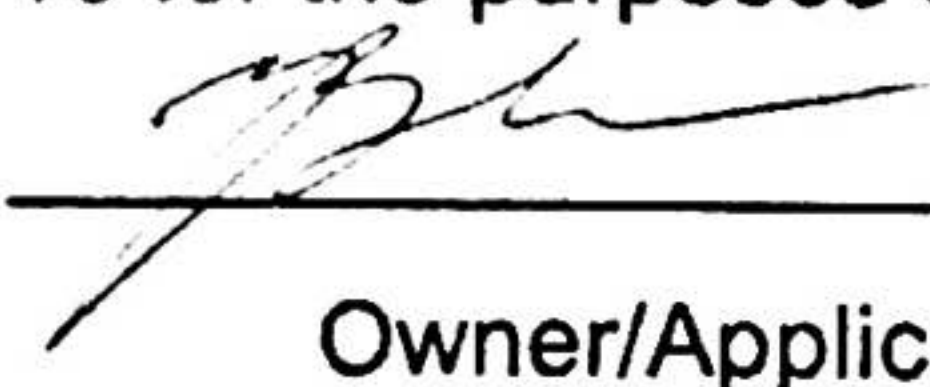
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that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

March 2nd / 21.

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 2137101 Ontario Limited am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize The Moving Box / G.D. Vallee / Mike Bekendam 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

MARCH 2/2021

Date

Owner

Date

N. Declaration

I, Mike Bekendam of Brantford, ON

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:

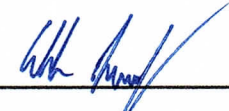
NIAGARA REGION


Owner/Applicant Signature

In THE CITY OF NIAGARA FALLS

This 3RD day of MARCH

A.D., 20 21


A Commissioner, etc.

ELDON FRASER DARBYSON, a commissioner, etc.,
Province of Ontario, for G. Douglas Valley Limited.
Expires March 28, 2022



vallee

*Consulting Engineers,
Architects & Planners*

April 7, 2021

Norfolk County Planning Department
Development and Cultural Services Division
185 Robinson Street – Suite 200
Simcoe, Ontario N3Y 5L6

Attention: Scott Wilson, Planner

**Reference: Planning Justification Report – Storage Facility
Zoning By-law Amendment
Southwest Corner of Highway 3 and Cockshutt Rd, Renton
Roll # 33702001602
Our Project 20-100**

G. Douglas Vallee Limited has been retained by Mike Bekendam (“The Moving Box”) to make application for a zoning by-law amendment to permit a storage facility located on the southwest corner of Highway 3 and Cockshutt Rd, Renton, Norfolk County. Approximately, half of the property is within the Hamlet Boundary. The entire parcel is designated Hamlet in the Norfolk County Official Plan. The lands are zoned Hamlet Commercial Holding CHA(H) in accordance with the Norfolk County Zoning By-law. A small portion of the lands must be rezoned from Hamlet Residential Zone to Hamlet Commercial Zone.

The lands are approximately 1.2 hectares in size and are vacant. It is proposed to keep the primary access through the existing driveway on the southeast corner of the property and away from the Ministry of Transportation (MTO)/County controlled intersection. MTO requires a 14 metre setback for required parking and essential structures and will not permit landscaping within the MTO right of way. Permanent buildings are not proposed. Due to the nature of this passive business, a washroom and potable water supply is not required. Temporary washrooms are proposed.

The property will be equipped with a chain link perimeter fence without barbed wire. A security/entrance gate is proposed approximately 30 metres from the property line. A small storage container will be located in the gated area and connected to hydro from Cockshutt Rd. This non-permanent building will be used as an office for administering the affairs of the business. Customers will rent ‘Moving Box’ bins for the purpose of storing property items. A ‘Moving Box’ bin is delivered to a customer’s property, filled by the customer, picked up by a Moving Box truck and placed within the secure Moving Box site. Customers will also be able rent a space to park their RV’s and trailers within the secure site. ‘Moving Box’ bins may also be sold and delivered to a customer. Buildings for mini-storage are not proposed.

A Zoning By-law Amendment is required since the Hamlet Commercial Zone (CHA) does not permit a storage facility specifically. Therefore, the purpose of this report is to provide justification to amend the zoning by-law to permit a storage facility on the subject lands with reductions to various zone provisions to improve the efficiency of the property. Details for the proposed amendment are as follows:

Amendment	Reason
Rezone a portion of the lands from HR to CHA	Site plan approval should be granted on lands with consistent zoning.
Special provision to the CHA zone to permit a storage facility.	The zone does not permit a storage facility for RV's, trailers and 'Moving Box' bins that contain storage items
Special provision to the CHA zone to reduce the minimum exterior side yard setback from 6 m to 3 m.	Required to permit 'Moving Box' bins closer to the property line and maximize the efficient use of lands.
Special provision to the CHA zone to reduce the minimum rear yard setback from 9 m to 3 m.	Required to permit the office in an efficient location.
Special provision to the CHA zone to reduce the minimum setback of a parking lot from a residential zone from 4.5 m to 3 m.	Required to improve efficiency of property.

This application:

- Facilitates Moving Box storage services to a growing housing market in Norfolk county.
- Facilitates an RV, trailer and storage facility on a highly traveled Highway.
- Complies with the general intent and purpose of the Norfolk County Official Plan.
- Complies with the general intent and purpose of the zoning by-law.
- Represents good planning.

Surrounding uses:

- To the west: A single detached dwelling and farm land
- To the south: A farm property.
- To the east: The Cockshutt Rd and to the east of that (70 m away) is a single detached dwelling and agricultural lands, but zoned commercial.
- To the North: Highway 3 and to the north of the Highway is a single detached dwelling and Esso gas station.
- The land on the north east corner of the intersection is currently being used for an advertising of hand crafted storage sheds.
- To the north and west of the intersection are several residential dwellings.

Figure 1 on page 3 is an aerial photography of the subject property in relation to the Hamlet Boundary and immediate surrounding lands.

All four (4) corners of the intersection of the Cockshutt Road and Highway 3 are zoned commercial.

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

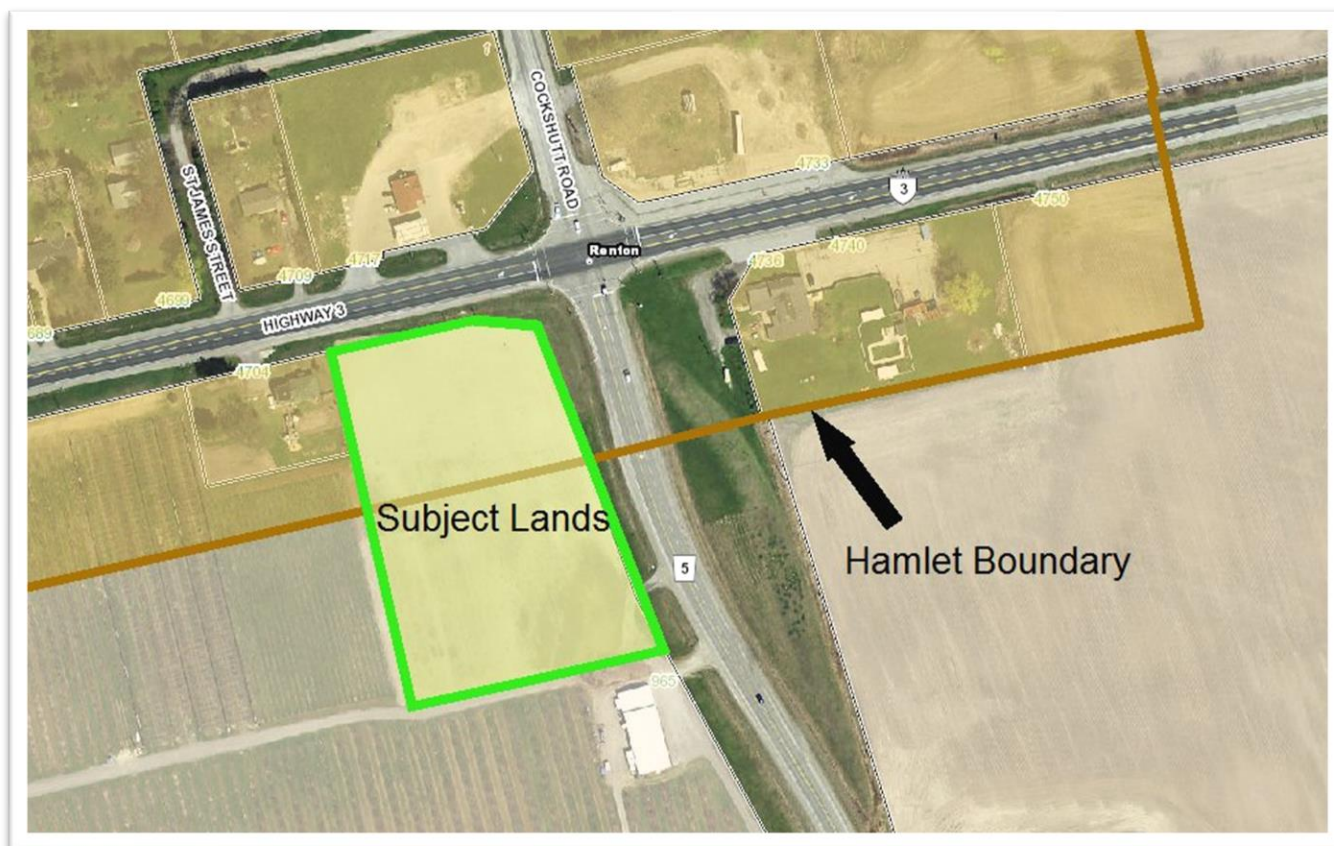


Figure 1 – Subject Lands with Hamlet Boundary

Provincial Policy Statement (2020):

The subject land is identified as being within a Settlement Area according to the Provincial Policy Statement, 2020 (PPS). The PPS provides policy direction for appropriate land use planning and development patterns to achieve healthy, liveable, and resilient communities that will protect resources of provincial interest, public health and safety, the quality of the natural and built environment, and will facilitate economic growth.

Development and redevelopment within settlement areas is critical to long-term economic prosperity the community. The PPS encourages the wise use land, promotes efficient development patterns and green spaces, the protection of resources, and the use of infrastructure and public service facilities to minimize unnecessary public expenditures.

The proposed zoning by-law amendment facilitates a development of underutilized lands for commercial purposes. The use provides services to the Hamlet and nearby growing communities, and does not require public infrastructure and services. A decision by Council to approve the Zoning By-law amendment will be consistent with PPS, 2020.

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

Official Plan:

The subject lands are within the Hamlet boundary and are entirely designated Hamlet. The proposed storage facility meets the general purpose and intent of the Official Plan. Table 1 below demonstrates compliance with the Official Plan policies.

Table 1: Official Plan Policy Compliance			
Official Plan: Hamlet Designation	<ul style="list-style-type: none"> Half of the property is within the Hamlet Boundary. The entire parcel is designated Hamlet. 	✓	<ul style="list-style-type: none"> Applicable Permitted Uses: Small scale compatible commercial and industrial uses, subject to the policies of Section 7.5.2 (Hamlet Designation – Land Use Policies). Uses accessory to any of the permitted uses in the Hamlet Designation are permitted.
Section 7.5.2 Land Use Policies	a) Commercial and industrial uses within the Hamlet Designation shall be of a dry nature, not requiring excessive amounts of water for their operations.	✓	<ul style="list-style-type: none"> The proposed storage facility is of a dry nature. No services municipal services are required.
	b) Designation of a Hamlet Area does not mean that the Hamlet Area is suitable for further development.	✓	<ul style="list-style-type: none"> There are policies to determine the suitability of a use under Section 7.5.2 b), however, they are primarily related to the provision of services and avoidance of Natural Features. No services are proposed. No natural features appear on the lands.
6.6 Hamlet Policies	Limited growth will be permitted provided that the growth is within the Hamlet Area boundary designated on Schedule “B” to this Plan, will not be detrimental to the rural character of the surrounding agricultural and/or resource area, will not have adverse environmental or human health consequences, and will not have a negative impact on the County’s financial sustainability.	✓	<ul style="list-style-type: none"> The property is currently vacant. The proposed storage facility will be appropriately landscaped to reflect the rural character of the area and is subject to site plan control. No environmental or human health consequences will be generated. County financial sustainability issues will not be created.

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

Zoning By-law:

The lands are zoned Hamlet Commercial Zone (CHA) with a Holding provision. County staff have indicated that,

"It is staff's understanding that the proposed site is intended for storage, while identifiably different than mini storage or other permanent structures, the storage use itself is the primary use on the subject lands and would not be accessory or subordinate to the office use. Therefore, a Zoning By-law Amendment would be required to permit the proposed use. [...] However, if the property is intended to be used exclusively for storage of empty bins with only staff accessing the site, staff would understand the storage to be accessory to the business and a zoning by-law amendment would not be required."

The proposed amendment is to site specifically add a storage facility to the list of permitted uses. County staff have confirmed that the 'moving boxes' or 'shipping containers' must comply with the zone provisions. The County also confirms that parking spaces are required to be located 4.5 metres away from a residential zone. In this case, there is a dwelling adjacent to the west zoned Hamlet Residential. Accordingly, modifications to zone provisions for setbacks are proposed in Table 2. A request to remove the holding provision will be required subsequent to addressing County requirements for a site plan agreement.

Table 2: Zoning By-law Proposed Modifications		
Section	Zoning Provision	Proposed
6.6.2	d) minimum exterior side yard: 6 metres	3 metres
	f) minimum rear yard: 9 metres	3 metres
4.2	d) no parking lot shall be located closer than 4.5 metres from any interior lot line abutting a residential Zone	3 metres

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

There is a portion of the subject lands currently zoned Hamlet Residential RH(H) Zone as shown on Figure 2 below. This must be changed to ensure residential zone provisions do not apply to the storage facility lands.



Planning Analysis:

The proposed storage facility is permitted without an amendment if the property is intended to be used exclusively for storage of empty 'Moving Box' bins with staff access only. The 'Moving Box' bins would be considered accessory to the permitted office use. However, they will not be empty and on occasion customers will need to access the property to drop off and pick up their RV's and/or trailers. The 'Moving Box' bins are delivered to customers, picked up when full, and stored on site.

The existing zoning includes a long list of permitted uses including but not limited to more active uses such as automobile gas stations, contractors' shop, farm implement sales and services establishment, hardware stores and offices of all types. Unlike these more active uses, the proposed storage facility is passive in nature and will not generate substantial traffic, noise or dust. The use is appropriate for the subject lands and is in keeping with the general intent and purpose of the zoning by-law.

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

Figure 3 – Concept Site Plan

Figure 3 – Concept Site Plan

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

The property is adjacent to a very large right-of-way along the exterior side with boulevards in excess of 11 metres from the property line to the closest edge of pavement of the municipal road. A reduction of the exterior side yard setback from 6 metres to 3 metres has no impact on the right-of-way.

A 3 metre landscaping strip is proposed around the entire perimeter of the property. The adjacent property to the south is a farm property containing farm related buildings. The reduction of the rear yard setback does not impact this property.

The residential dwelling located to the west is setback approximately 7 metres from the property line. The property has been designed to ensure the RV storage area does not protrude beyond the front face of the adjacent dwelling to reduce impacts. Considering the existing setback of the dwelling in combination with the proposed 3 metre landscaping strip, there are no impacts anticipated to be experienced by the adjacent residents. Through the site plan process, landscaping in the form of trees is proposed along the mutual property line to improve buffering.

Conclusion:

The proposed Zoning By-law Amendment implement the policies of the PPS and the Norfolk County Official Plan. The proposed storage facility is appropriate for the use of the lands and will support the existing Hamlet and nearby growing communities. There are no significant impacts generated from the establishment of the use or the reduction of the setbacks. Accordingly, it is our opinion that the application models good planning and can be supported by Norfolk County staff and Council.

Yours truly,



Eldon Darbyson, Director of Planning
G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

\\server02\data\Projects\2020\20-100 The Moving Box\Agency\Submissions\Zoning By-law Amendment Application\2021.04.07 - Planning Justification Report.docx

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners



Authorized by the Association of Professional Engineers of Ontario
to offer professional engineering services.



Ontario Association
of Architects



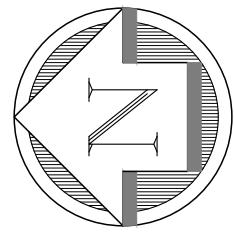
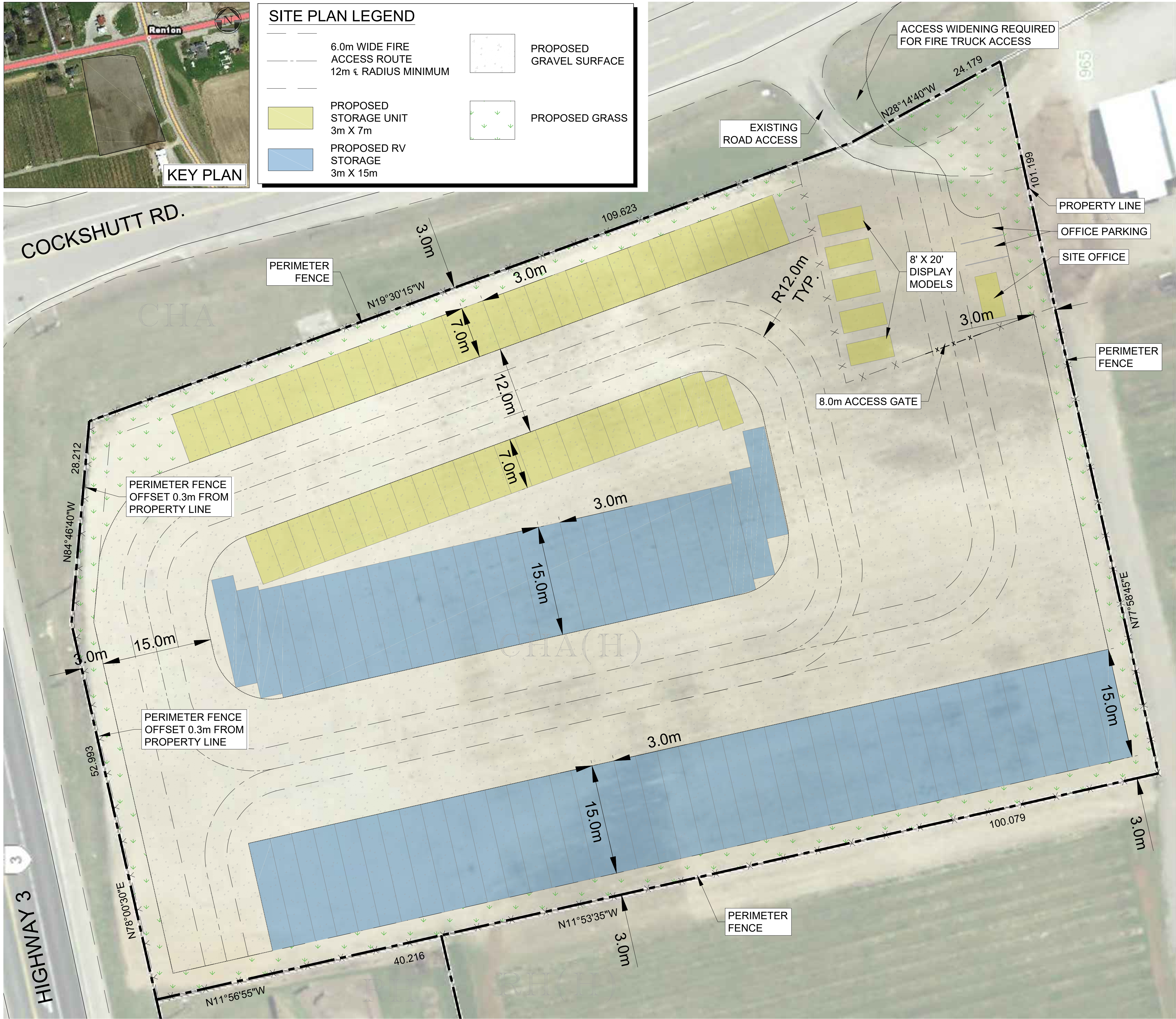
6.0m WIDE FIRE ACCESS ROUTE
12m ϵ RADIUS MINIMUM

PROPOSED GRAVEL SURFACE

PROPOSED STORAGE UNIT
3m X 7m

PROPOSED GRASS

PROPOSED RV STORAGE
3m X 15m



REV. No.	DATE	REVISION
1	17 DEC 20	ISSUED FOR CLIENT REVIEW

APPROX. SCALE:
0.0 7.5 15.0
HORIZONTAL : 1 : 250

vallee
Consulting Engineers,
Architects & Planners

G. DOUGLAS VALLEE LIMITED
2 TALBOT STREET NORTH
SIMCOE, ONTARIO N3Y 3W4
(519) 426-6270

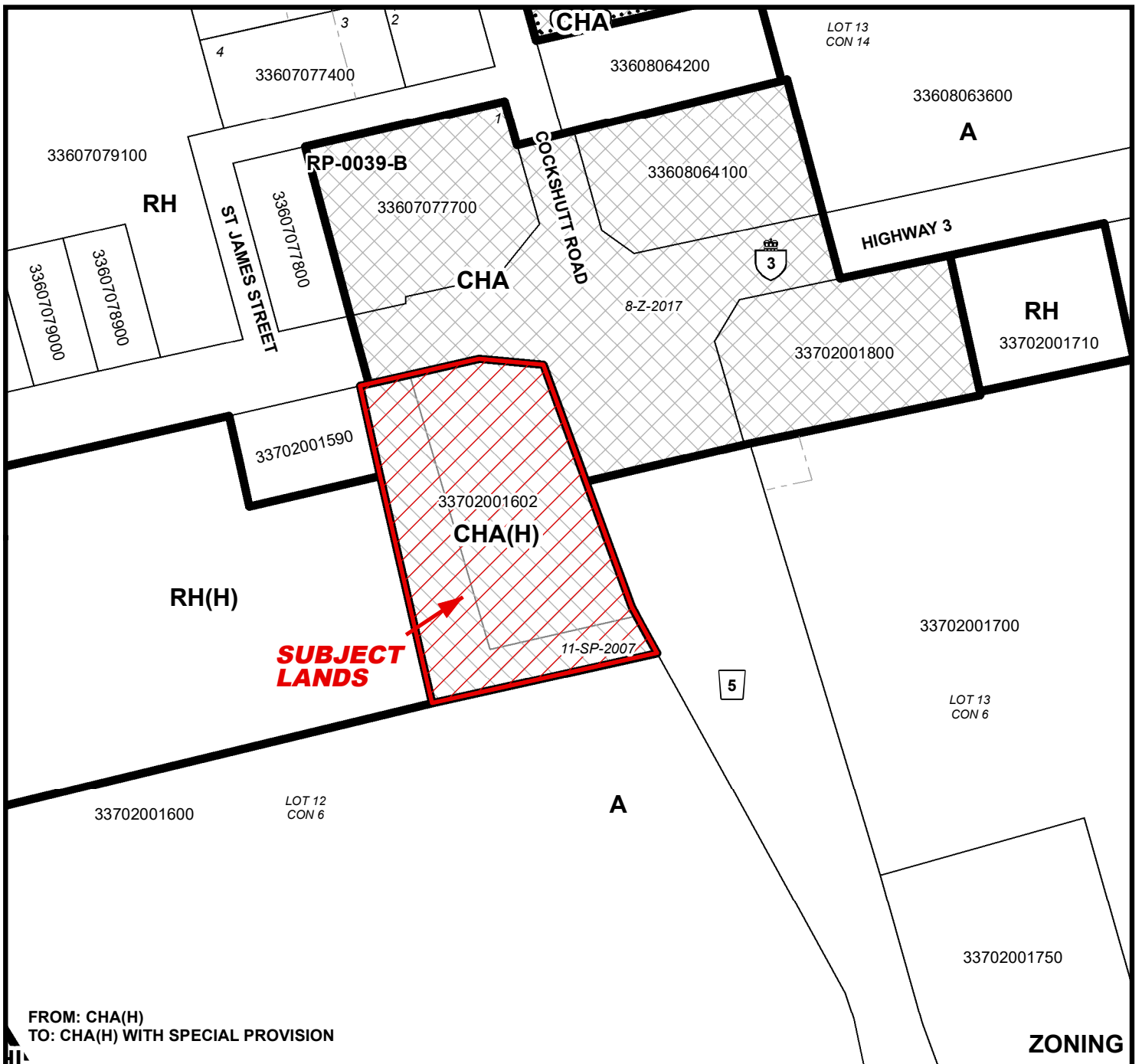
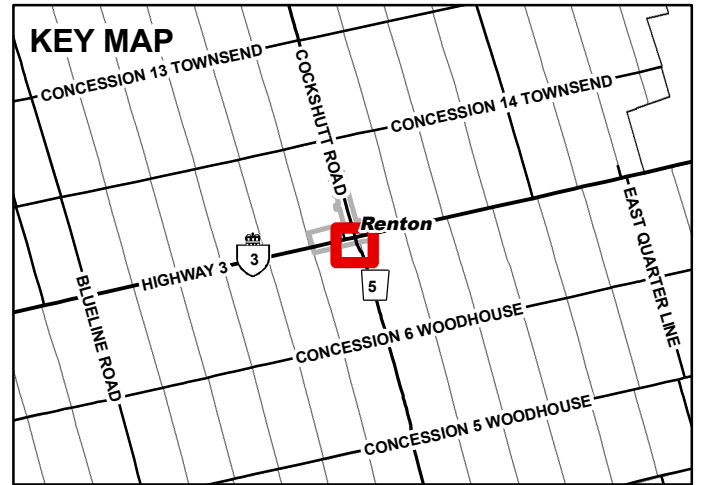
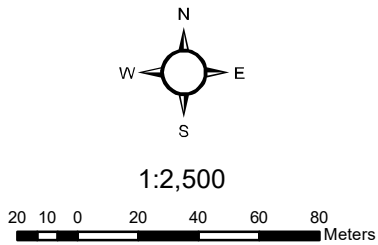
Stamp
PRELIMINARY
NOT TO BE USED
FOR CONSTRUCTION

Project Title THE MOVING BOX	
Drawing Title CONCEPTUAL SITE PLAN	
Designed by : JLS	Drawn By : JLS
Checked by : ED	Date Started : 2020.12.10
Drawing Scale : NTS	Drawing No. C100
Project No. 20-100	

MAP 1

File Number: ZNPL2021124

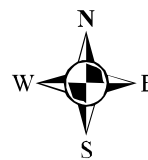
Geographic Township of
WOODHOUSE



MAP 2

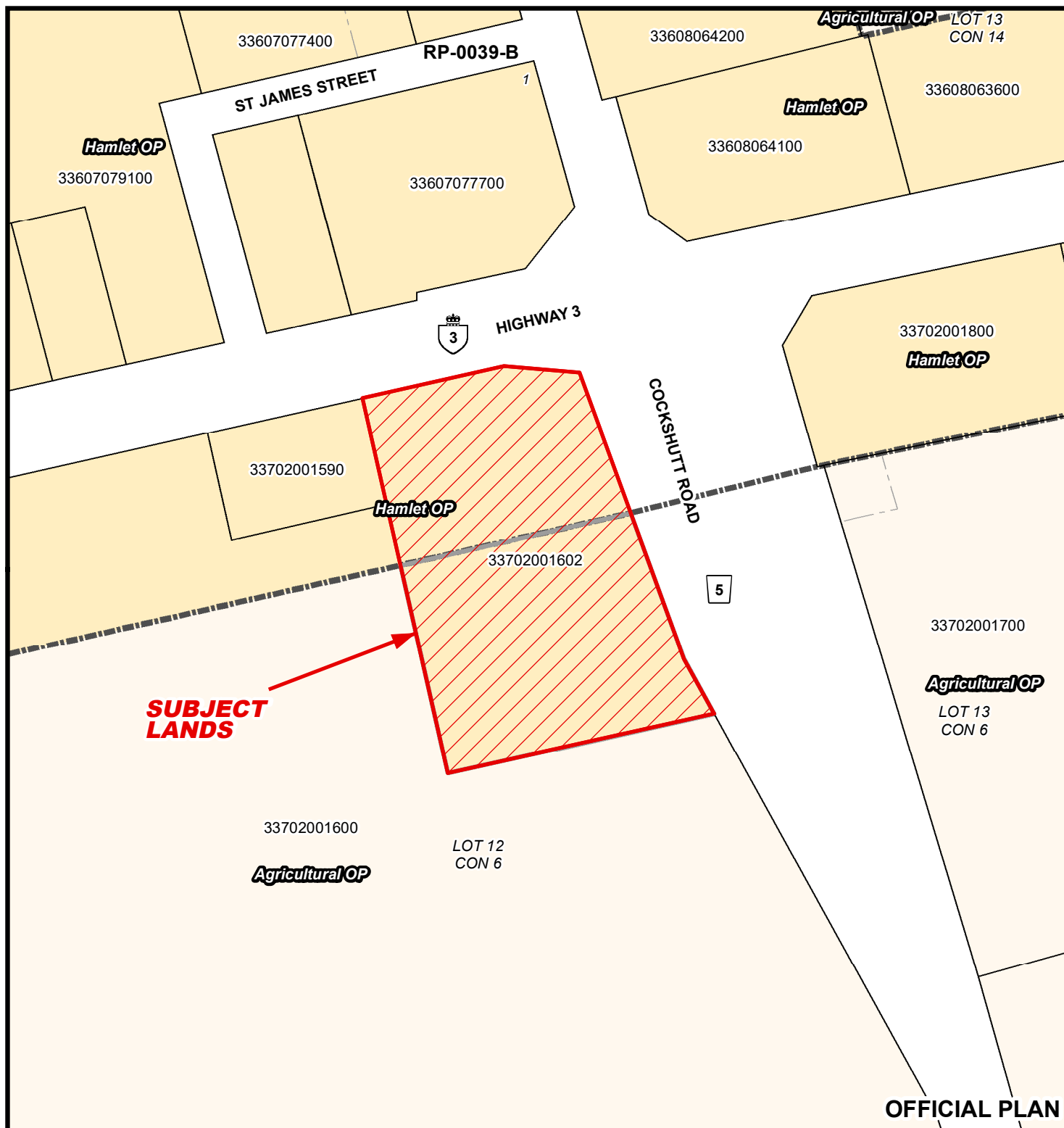
File Number: ZNPL2021124

Geographic Township of WOODHOUSE



8 4 0 8 16 24 32 Meters

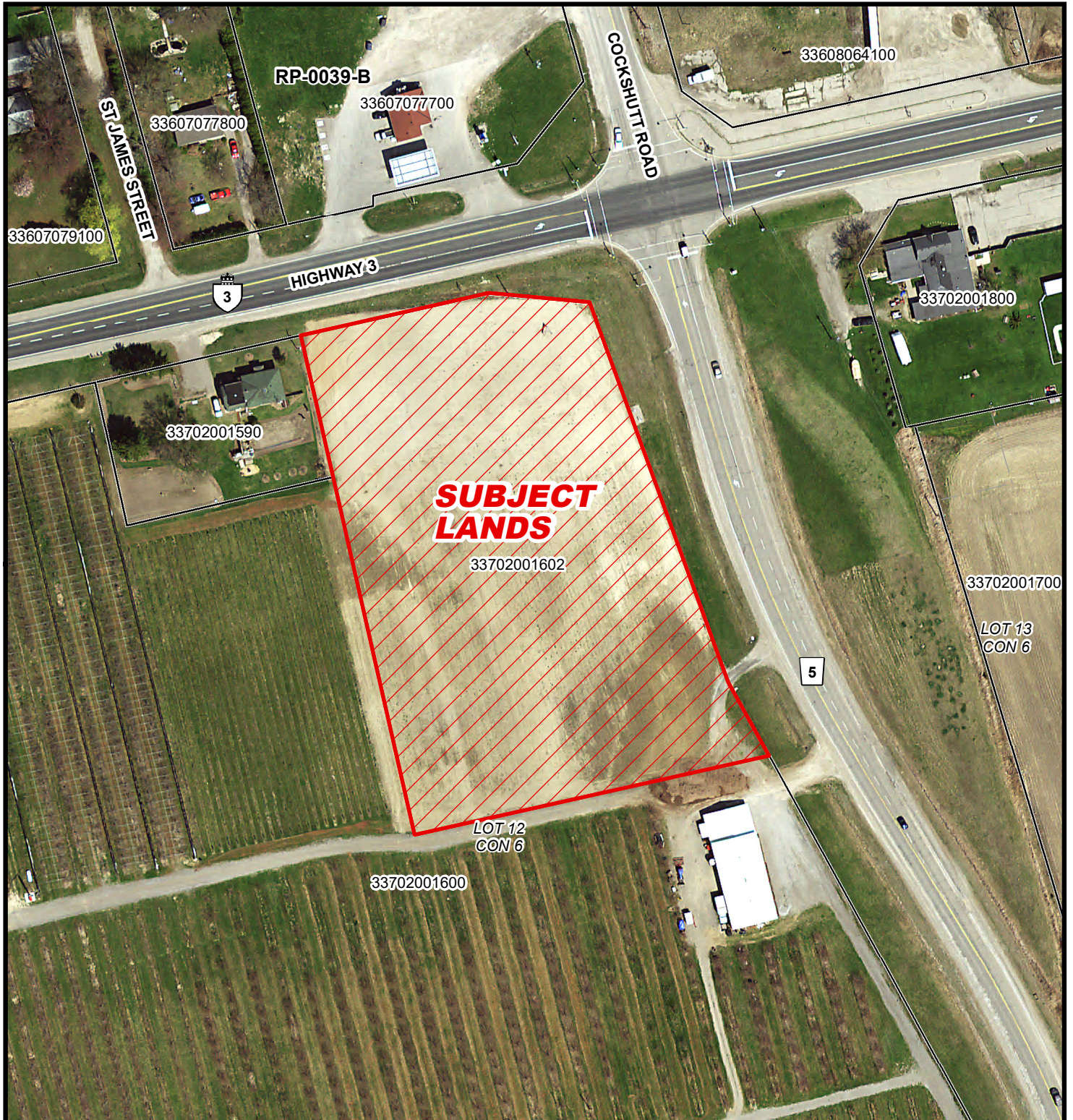
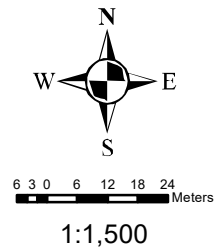
1:2,000



MAP 3

File Number: ZNPL2021124

Geographic Township of WOODHOUSE



MAP 4

File Number: ZNPL2021124

Geographic Township of WOODHOUSE

