

# **Planning Department Development Application Form**

#### **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-Submission Consultation "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, with approval from the Director of Planning or delegate. The purpose of a pre-consultation meeting is to provide the applicant with an opportunity to present the proposed application, discuss potential issues, and for the County and Agency staff to identify the required information and materials to be submitted with the application in order for it to be considered complete. 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 include a copy of the Pre-consultation minutes with your application as part of the submission package. It should be noted that pre-consultation minutes are valid for one year after the meeting date.

#### **Development Application Process**

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 and is subject to statutory *Planning Act* decision timeframes.

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.

#### **Contact Us**

For additional information or assistance in completing this application, please contact a planner at 519-426-5870 or 519-875-4485 extension 1842 or <a href="mailto:planning@norfolkcounty.ca">planning@norfolkcounty.ca</a>. Please submit the completed application and fees to the attention of the Planning Department at 185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6.



For Office Use Only:  File Number  Related File Number  Pre-consultation Meeting  Application Submitted  Complete Application		Conservation Authority Fee	
Che	eck the type of planning applic	cation(s) you are submitting.	
	Official Plan Amendment		
X	Zoning By-Law Amendment		
	Temporary Use By-law		
	Draft Plan of Subdivision/Vac	cant Land Condominium	
	Condominium Exemption		
	Site Plan Application		
	Extension of a Temporary Use By-law		
	Part Lot Control		
	Cash-in-Lieu of Parking		
	Renewable Energy Project or Radio Communication Tower		
zoni	ing provision on the subject land /or official plan designation of th lar)	result of this application (for example: a special is to include additional use(s), changing the zone e subject lands, creating a certain number of lots, or party from Urban Residential Type 2 to the Urban Residential Type 3 zone.	
	The property currently has a semi-detached dw	relling on it, and the owner would like to add a third unit in the basement of one	
	of the dwelling. The current R2 zoning does not	permit a tri-plex dwelling, rezoning it to R3 would permit this.	
Pro	perty Assessment Roll Numb	er: 40407089800	



# A. Applicant Information

Name of Owner	Brody Dunnett		
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	17 Marathon St		
Town and Postal Code	Hagarsville, Ontario, N0A 1H0		
Phone Number			
Cell Number	905-520-2083		
Email	brody.dunnett22@gmail.com		
Name of Applicant	Adam Moote		
Address	707 East Main St		
Town and Postal Code Welland, Ontario, L3B 3Y5			
Phone Number			
Cell Number	905-734-0056		
Email	adam@landproplan.ca		
Name of Agent	Same as Applicant		
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 both owner and agent noted above.			
☐ Owner	■ Agent ■ Applicant		
Names and addresses of any holder of any mortgagees, charges or other encumbrances on the subject lands:  Nii			



# B. Location, Legal Description and Property Information 1. Legal Description (include Geographic Township, Concession Number, Lot Number, Block Number and Urban Area or Hamlet): TWN CON 14 PT LOT 1 RP 37R11059 PART 3 Municipal Civic Address: 739-741 Norfolk St. North **Urban Residential** Present Official Plan Designation(s): Present Zoning: Urban Residential Type 2 (R2) 2. Is there a special provision or site specific zone on the subject lands? ☐ Yes ■ No If yes, please specify corresponding number: 3. Present use of the subject lands: Residential use 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: 1 - semi detached dwelling 1 - detached accessory building All buildings are to remain. 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. Not applicable

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:

Not applicable

6. Please describe **all proposed** buildings or structures/additions on the subject lands.



7.	Are any existing buildings on the subject lands designated under the <i>Ontario</i> 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:  prior to 1964		
9.	Existing use of abutting properties: residential (north); institutional (place of worship, south)		
10	<ul><li>Are there any easements or restrictive covenants affecting the subject lands?</li><li>☐ Yes ■ No If yes, describe the easement or restrictive covenant and its effect:</li></ul>		
	Purpose of Development Application ote: Please complete all that apply.		
1.	Please explain what you propose to do on the subject lands/premises which makes this development application necessary:  Converting a basement area to a dwelling unit. This requires a rezoning from R2 to R3 to permit a tri-plex dwelling.		
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 zoning does not permit a tri-plex dwelling.		
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:		



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 ame	endment (if additional space is required, please attach a separate sheet):	
Description	n of land intended to be severed in metric unite:	
Descriptio Frontage:	n of land intended to be severed in metric units:  Not applicable	
Depth:		
Width:		
Lot Area:		
Present U	se:	
Proposed	Use:	
Proposed	final lot size (if boundary adjustment):	
•	ary adjustment, identify the assessment roll number and property owner of	
	to which the parcel will be added:	
are laride		
Descriptio	n of land intended to be retained in metric units:	
Frontage:		
Depth:		
Width:		
Lot Area:		
Present U	se:	
Proposed	Use:	
Buildings	on retained land:	
Descriptio Frontage:	n of proposed right-of-way/easement:  Not applicable	
Depth:		
Width:		
Area:		
Proposed	use:	
Name of p	person(s), if known, to whom lands or interest in lands to be transferred, charged (if known):	



9. Site Information	Zoning	Proposed
Please indicate unit of meas	surement, for example: m, n	n² or %
Lot frontage	30.43 m	All existing
Lot depth	47.5 m	
Lot width	30.43 m	
Lot area	1,483 m2	
Lot coverage		
Front yard	9.11 m	
Rear yard	16.44 m	
Left Interior side yard	10.76 m	
Right Interior side yard	1.2 m	
Exterior side yard (corner lo	t)	
Landscaped open space		
Entrance access width		
Exit access width		
Size of fencing or screening		
Type of fencing		
10.Building Size		
Number of storeys	1	existing
Building height		
Total ground floor area		
Total gross floor area		
Total useable floor area		
11.Off Street Parking and Lo	pading Facilities	
Number of off street parking	spaces 3 +	
Number of visitor parking sp	aces	
Number of accessible parkir	ng spaces	
Number of off street loading	facilities	



12.Residential (i	if applicable)			
Number of buildi	ings existing:	2		
Number of buildi	ings proposed:	2		
		to an existing building	f .	
If yes, describe:	Converting	a basement to a ha	abitable	dwelling.
Туре		Number of Units	F	loor Area per Unit in m2
Single Detached	l			
Semi-Detached				
Duplex				
Triplex	1			116; 107; 72 sq m
Four-plex				
Street Townhous	se			
Stacked Townho	ouse			
Apartment - Bac	helor _			
Apartment - One	e bedroom _			
Apartment - Two	bedroom _			
Apartment - Thre	ee bedroom _			
Other facilities p or swimming poo		ample: play facilities, ι	undergrou	nd parking, games room,
13. Commercial/	Industrial Uses	(if applicable)		
Number of buildi	ings existing:	Not applicable		
Number of buildi	ings proposed:			
Is this a convers	ion or addition	to an existing building	g? □ Yes	□ No
If yes, describe:				
Indicate the gros	ss floor area by	the type of use (for e	xample: o	ffice, retail, or storage):



Seating Capacity (for assembly halls or simila	r):			
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 acc	cessory to commercial/industrial use?			
☐ Yes ☐ No If yes please describe:				
14. Institutional (if applicable)				
Describe the type of use proposed:	Not applicable			
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 (for example: office, retail, or storage):			
15. Describe Recreational or Other Use(s) (if a	applicable)			
Not applicable				



D.	Previous Use of the Property
1.	Has there been an industrial or commercial use on the subject lands or adjacent lands? $\square$ Yes $\blacksquare$ No $\square$ 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? $\square$ Yes $\blacksquare$ No $\square$ 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? $\square$ Yes $\square$ No
Ε.	Provincial Policy
1.	Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the <i>Planning Act, R.S.O. 1990, c. P. 13</i> ? $\blacksquare$ Yes $\square$ 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:
	The uses of the property have been unchanged since 1964. And the building envelope has not changed.



<ol> <li>Have the subject lands been screened to ensure that development or site alterwill not have any impact on source water protection?   ☐ Yes ☐ No</li> </ol>		
	If no, please explain: Outside of source water protection zones.	
	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 ☐ Municipal piped water Communal wells ☐ Individual wells ☐ Other (describe below) Sewage Treatment ☐ Municipal sewers Communal system ☐ Septic tank and tile bed in good working order ☐ 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: \_\_\_\_\_ 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.

Please see attached planning report for further details.



#### 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
- 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

	addition, the following additional plans, studies and reports, including but not limited <b>may</b> 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
П	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 required	
<ol> <li>Site Plan applications will require the following supporting materials:</li> <li>Two (2) complete sets of the site plan drawings folded to 8½ x 11 and an electronic version in PDF format</li> <li>Letter requesting that the Holding be removed (if applicable)</li> <li>A cost estimate prepared by the applicant's engineer</li> <li>An estimate for Parkland dedication by a certified land appraiser</li> <li>Property Identification Number (PIN) printout</li> </ol>	
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.

associated with this application, during normal an	d reasonable working hours.
L. Freedom of Information	
For the purposes of the Municipal Freedom of Infill authorize and consent to the use by or the discless information that is collected under the authority of 13 for the purposes of processing this application.  Owner Applicant Signature	osure to any person or public body any f the <i>Planning Act, R.S.O. 1990, c.P.</i>
M. Owner's Authorization	
If the applicant/agent is not the registered owner application, the owner(s) must complete the authorized Brody Dunnett	of the lands that is the subject of this orization set out below.  n/are the registered owner(s) of the
lands that is the subject of this application.	
I/We authorize Adam Moote, LandPro Planning S my/our behalf and to provide any of my/our perso processing of this application. Moreover, this sha authorization for so doing.	nal information necessary for the
Owner	Date
· · · · · · · · · · · · · · · · · · ·	



Owner

Date

#### N. Declaration

I. Adam Moote

of the City of Welland

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:

Owner/Applicant Signature

In <u>Hu City of Thorold</u>
This <u>J</u> day of <u>September</u>

A.D., 20 21

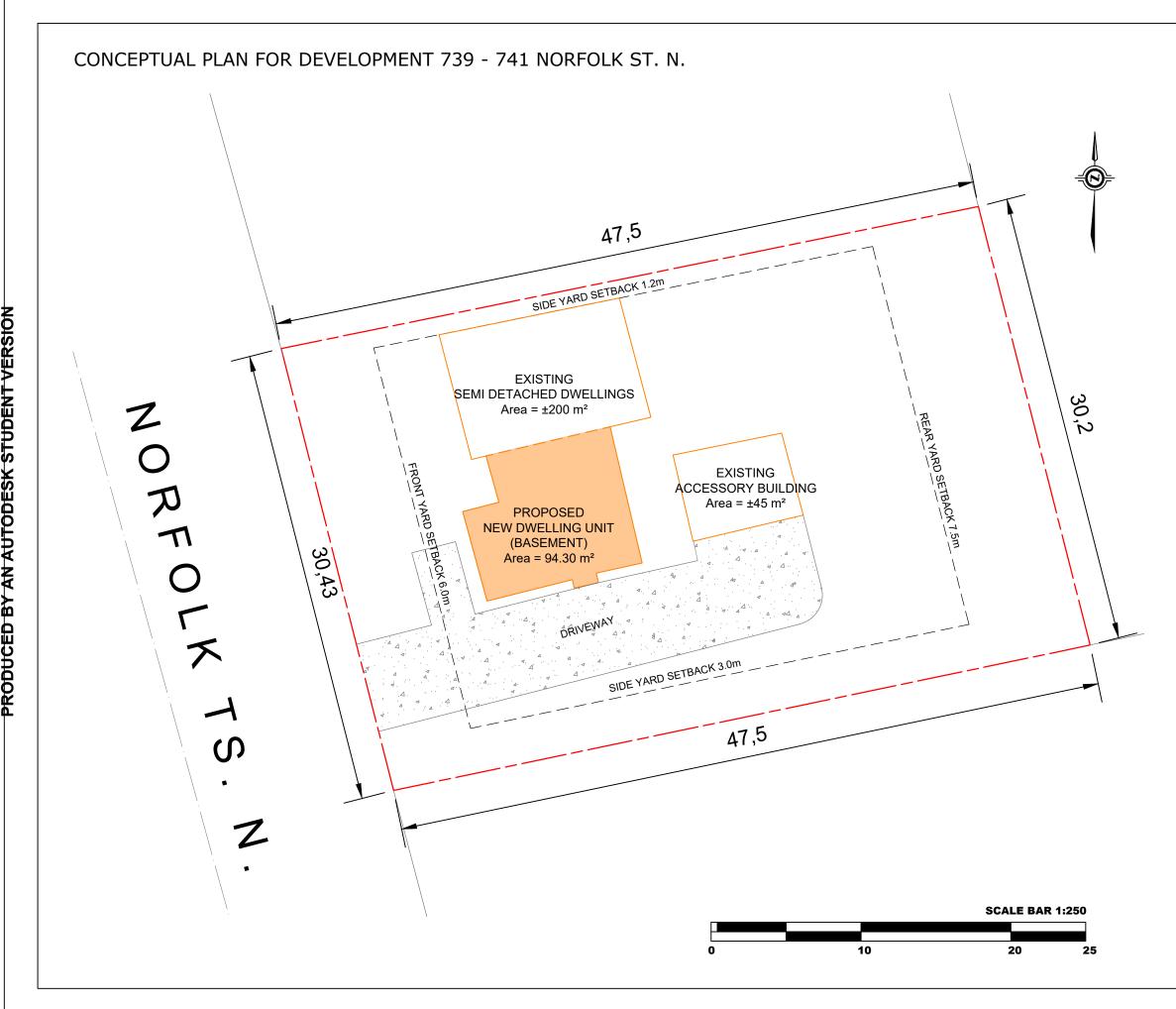
CAROLE IDA SULLIVAN

a Commissioner, etc., Province of Ontario, for LandPro Planning Solutions Inc., and limited to process serving only.

Expires July 17, 2024.

A Commissioner, etc.











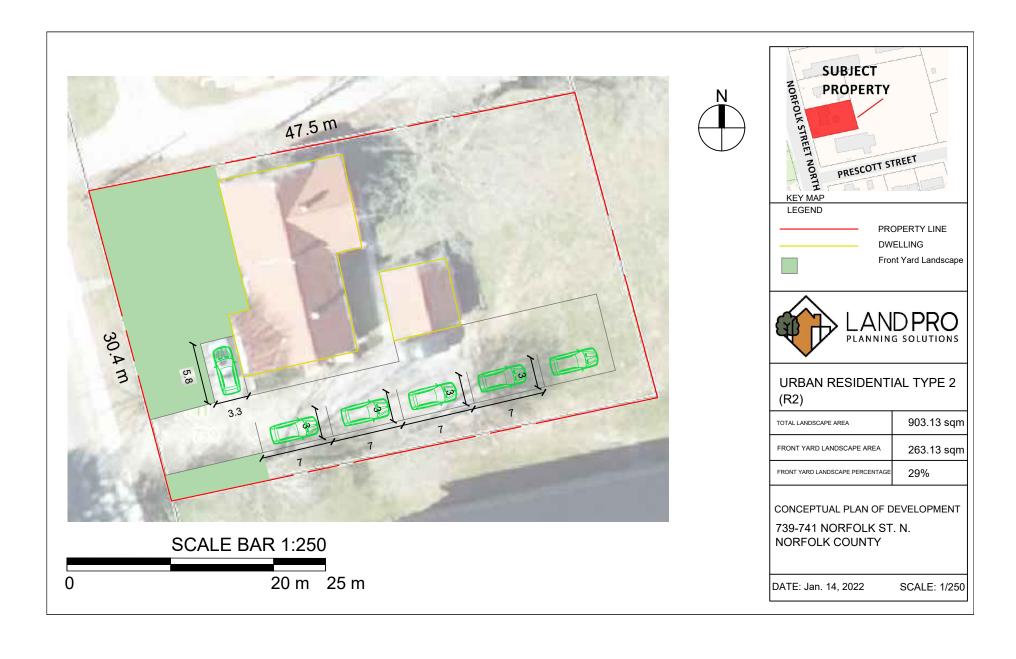
# ZONING BY-LAW PROVISIONS Urban Residential Type 2 Zone (R2)

Provision	Semi Detached	Detached
Minimum Lot Area	255 m²	450 m²
Lot Frontage	8.5 m	15 m
Front Yard Setback	6.0 m	6.0 m
Interior Side Yard Setback i) detached private garage or parking space accessed via front yard	3.0 m	3.0 m & 1.2 m
Interior Side Yard Setback ii) detached private garage or parking space accessed via a rear lane	1.2 m	1.2 m each side
Rear Yard Setback	7.5 m	7.5 m
Building Height (maximum)	11.0 m	11.0 m

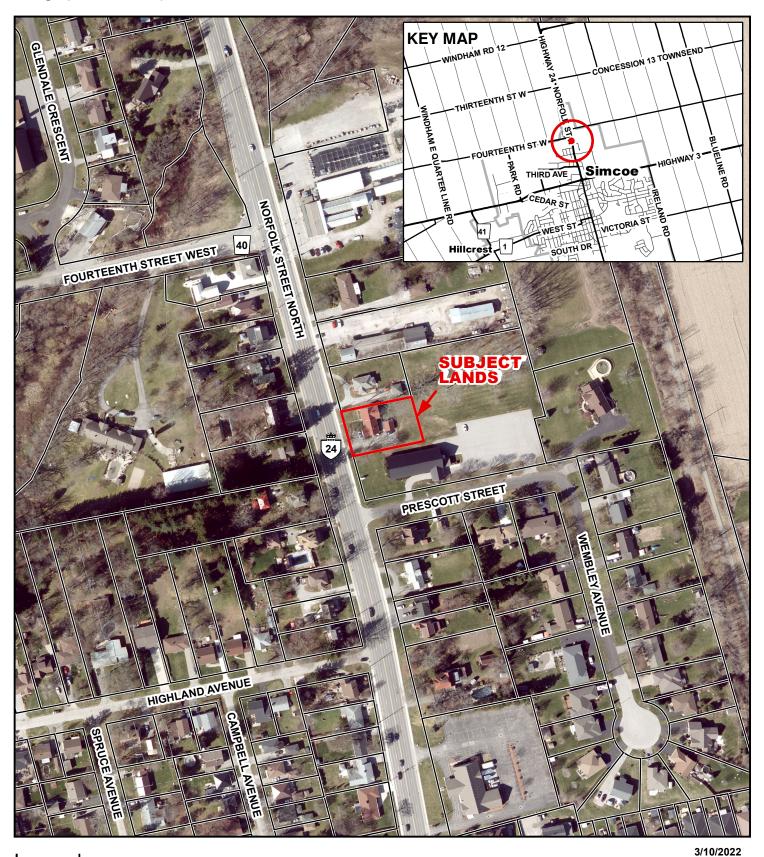
TOTAL PROPERTY AREA =  $1,438 \text{ m}^2$ EXISTING SEMI DETACHED DWELLING AREA =  $\pm 200 \text{ m}^2$ EXIXTING ACCESSORY BUILDING AREA =  $\pm 45 \text{ m}^2$ 

DATE: JULY 27, 2021.

SCALE = 1/250

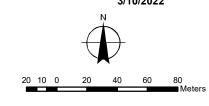


## CONTEXT MAP

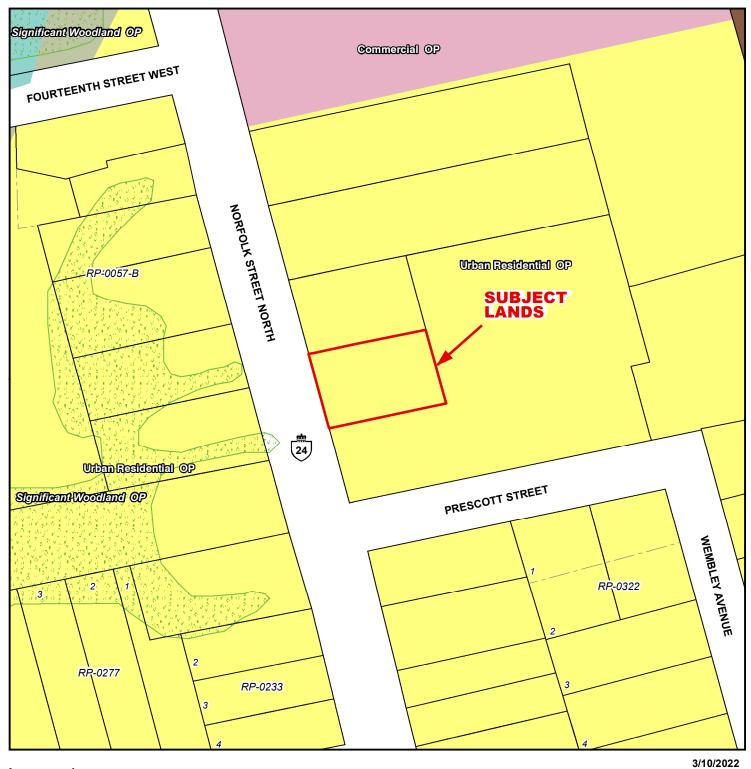


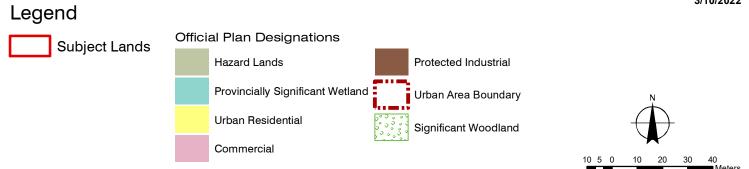




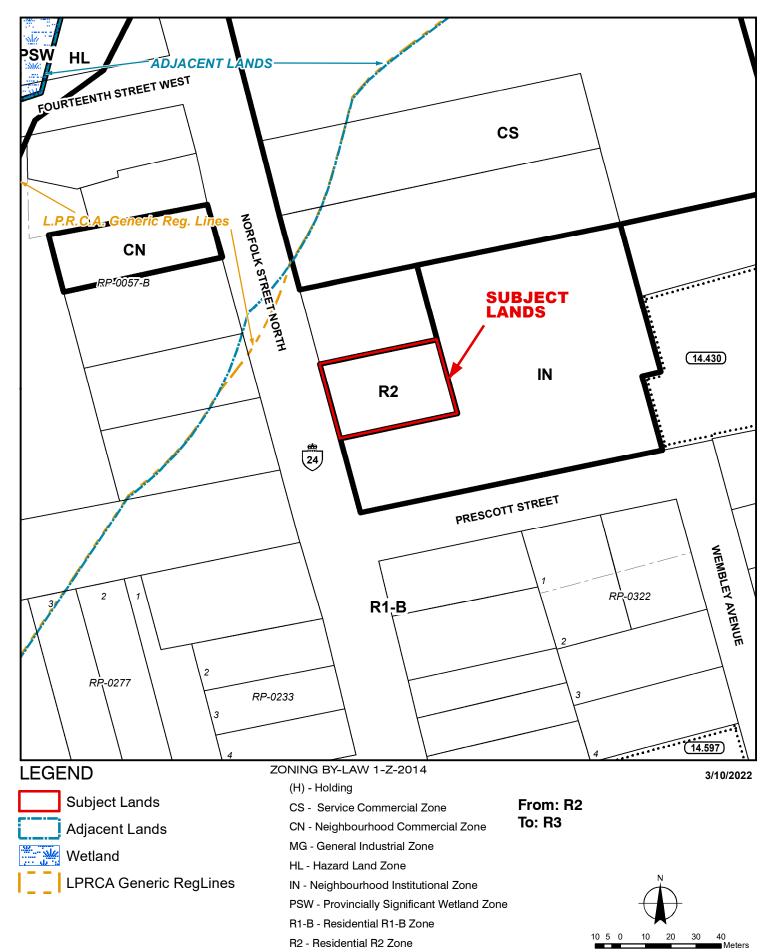


## OFFICIAL PLAN MAP





## PROPOSED ZONING BY-LAW AMENDMENT MAP



### **CONCEPTUAL PLAN**

