

File Number	<u>ZNPL2022151</u>	Public Notice Sign	<u></u>
Related File Number	<u></u>	Application Fee	<u>pd</u>
Pre-consultation Meeting	<u>Dec 2021</u>	Conservation Authority Fee	<u>N/A</u>
Application Submitted	<u>Apr 14, revised Apr 29, 2022</u>	Well & Septic Info Provided	<u>N/A</u>
Complete Application	<u>May 27, 2022</u>	Planner	<u>Jen</u>

- ☐ Official Plan Amendment
- ☐ Zoning By-Law Amendment
- ☐ Temporary Use By-law
- ☐ Draft Plan of Subdivision/Vacant 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

The desired end result is to rezone the subject lands from Agriculture to Hamlet Residential. This is in line with the Official Plan designation for the subject lands. The rezoning will permit residential development through a future Plan of Subdivision.

Council can support, in principle, the proposed Plan of Subdivision, until the studies have been completed.

**Property Assessment Roll Number:** 49307035000

## A. Applicant Information

**Name of Owner** Arvane Farms Ltd. (c/o Robert Kowtaluk)

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** 115 Queensway E

**Town and Postal Code** Simcoe, N3Y 4M5

**Phone Number** 519-426-3673

**Cell Number** \_\_\_\_\_

**Email** robertkowtaluk@hotmail.com

**Name of Applicant** Same as owner

**Address** \_\_\_\_\_

**Town and Postal Code** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Cell Number** \_\_\_\_\_

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

**Name of Agent** Adam Moote

**Address** 110 James St. Suite 403

**Town and Postal Code** St. Catharines, L2R 7E9

**Phone Number** 289-680-5189

**Cell Number** \_\_\_\_\_

**Email** adam@landproplan.ca

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:

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

## 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 B PT LOT 1

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Municipal Civic Address: No municipal address

Present Official Plan Designation(s): Hamlet

Present Zoning: Agricultue

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

☐ Yes ☒ No If yes, please specify corresponding number:

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3. Present use of the subject lands:

Agricultural use

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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:

No buildings

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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

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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:

A Plan of Subdivision is anticipated at a future date.

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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:

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

Unknown, but at least 58 years.

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9. Existing use of abutting properties:

Residential uses. Agricultural on the remnant lands.

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

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

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### C. Purpose of Development Application

**Note: Please complete all that apply.**

1. Please explain what you propose to do on the subject lands/premises which makes this development application necessary:

Rezone the subject lands to Hamlet Residential to permit future residential development, through a Plan of Subdivision.

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Application of a holding symbol on the property to approve, in principle, the concept Plan of Subdivision.

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

It will be in line with the Official Plan's hamlet designation of the property.

Current Agriculture zoning of the subject is not compatible with the hamlet OP designation and needs to be rezoned to Hamlet Residential to permit intensification of the subject lands.

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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:

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

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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):

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

Frontage: Not applicable

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:

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Description of land intended to be retained in metric units:

Frontage: Not applicable

Depth:

Width:

Lot Area:

Present Use:

Proposed Use:

Buildings on retained land:

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

Frontage: Not applicable

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):

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**9. Site Information****Zoning****Proposed**

Please indicate unit of measurement, for example: m, m<sup>2</sup> or %

Lot frontage	<hr/>	<hr/> ~177 metres
Lot depth	<hr/>	<hr/> ~69.5 metres
Lot width	<hr/>	<hr/> ~177 metres
Lot area	<hr/>	<hr/> ~1.18 hectares
Lot coverage	<hr/>	<hr/>
Front yard	<hr/>	<hr/>
Rear yard	<hr/>	<hr/>
Left Interior side yard	<hr/>	<hr/>
Right Interior side yard	<hr/>	<hr/>
Exterior side yard (corner lot)	<hr/>	<hr/>
Landscaped open space	<hr/>	<hr/>
Entrance access width	<hr/>	<hr/>
Exit access width	<hr/>	<hr/>
Size of fencing or screening	<hr/>	<hr/>
Type of fencing	<hr/>	<hr/>

**10. Building Size**

Number of storeys	<hr/> Not applicable	<hr/>
Building height	<hr/>	<hr/>
Total ground floor area	<hr/>	<hr/>
Total gross floor area	<hr/>	<hr/>
Total useable floor area	<hr/>	<hr/>

**11. Off Street Parking and Loading Facilities**

Number of off street parking spaces	<hr/> Not applicable	<hr/>
Number of visitor parking spaces	<hr/>	<hr/>
Number of accessible parking spaces	<hr/>	<hr/>
Number of off street loading facilities	<hr/>	<hr/>

12. Residential (if applicable)

Number of buildings existing: Not applicable

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 m2
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: Not applicable

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

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

15. Describe Recreational or Other Use(s) (if 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? ☐ Yes ☒ No ☐ Unknown

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

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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:

Has been used for agricultural for more than 58 years. Source: Norfolk County GIS 1964 photos

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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:

Land has been under active cultivation for numerous years.

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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:

The supporting documentation for this will come with a Plan of  
Subdivision application in the future.

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 N/A

**Wooded area**

☐ On the subject lands or ☒ within 500 meters – distance 0 metres

**Municipal Landfill**

☐ On the subject lands or ☐ within 500 meters – distance N/A

**Sewage treatment plant or waste stabilization plant**

☐ On the subject lands or ☐ within 500 meters – distance N/A

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

☐ On the subject lands or ☒ within 500 meters – distance ~363.5 metres

**Floodplain**

☐ On the subject lands or ☐ within 500 meters – distance N/A

**Rehabilitated mine site**

☐ On the subject lands or ☐ within 500 meters – distance N/A

**Non-operating mine site within one kilometre**

☐ On the subject lands or ☐ within 500 meters – distance N/A

**Active mine site within one kilometre**

☐ On the subject lands or ☐ within 500 meters – distance N/A

**Industrial or commercial use (specify the use(s))**

☐ On the subject lands or ☒ within 500 meters – distance ~300 m (CHA zone)

**Active railway line**

☐ On the subject lands or ☐ within 500 meters – distance N/A

**Seasonal wetness of lands**

☐ On the subject lands or ☐ within 500 meters – distance N/A

**Erosion**

☐ On the subject lands or ☐ within 500 meters – distance N/A

**Abandoned gas wells**

☐ On the subject lands or ☐ within 500 meters – distance N/A

## F. Servicing and Access

1. Indicate what services are available or proposed:

### Water Supply

☒ Municipal piped water

☐ Communal wells

☐ Individual wells

☐ Other (describe below)

Not applicable at this time.

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### Sewage Treatment

☐ Municipal sewers

☐ Communal system

☐ Septic tank and tile bed in good working order

☐ Other (describe below)

Not applicable at this time

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### Storm Drainage

☒ Storm sewers

☐ Open ditches

☐ Other (describe below)

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2. Existing or proposed access to subject lands:

☒ Municipal road

☐ Provincial highway

☐ Unopened road

☐ Other (describe below)

Name of road/street: Queen St. E.

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## G. Other Information

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

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

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

Please see attached planning justification report for full details.

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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 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

- ☐ 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

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.

Adam Moote

April 6, 2022

Owner/Applicant Signature

Date

## M. Owner's Authorization

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

I/We Arvane Farms Ltd. (c/o Robert Kowtaluk) am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Adam Moote, LandPro Planning Solutions 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.

[Signature]

Owner

APRIL 05 / 2022

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:

the Region of Niagara

Adam Moote

Owner/Applicant Signature

In Thorold

This 12 day of April

A.D., 2022

Carole Ida Sullivan  
A Commissioner, etc.

**CAROLE IDA SULLIVAN**  
a Commissioner, etc., Province of Ontario,  
for LandPro Planning Solutions Inc.,  
and limited to process serving only.  
Expires July 17, 2024.





**LANDPRO**  
PLANNING SOLUTIONS

April 14, 2022

Jennifer Catarino

Senior Planner

Planning

185 Robinson St. Suite 200, Simcoe, Ontario, N3Y 5L6

[Jennifer.Catarino@norfolkcounty.ca](mailto:Jennifer.Catarino@norfolkcounty.ca) [planning@norfolkcounty.ca](mailto:planning@norfolkcounty.ca)

**Re: Property rezoning**

**No Municipal Address, Queen Street East, Hamlet of St. Williams**

**Legal: CHR CON B PT LOT 1**

LandPro Planning Solutions Inc. (LandPro) has been retained by Arvane Farms Ltd, owned by Robert Kowtaluk, to be the agent for a property rezoning in the Hamlet of St. Williams, with no municipal address. This letter introduces the application for a property rezoning. The application is comprised of the following:

1. Planning Justification Letter (LandPro Planning, April 2022)
2. County Application form, commissioned (April 2022)
3. Sketch of subject lands to be rezoned (April 2022)

The fees for the application will be paid directly by property owners.

We trust this submission fulfills the County's requirements for a complete application and look forward to receiving confirmation of same. You are welcome to call me at 289-680-5189 or by email at [adam@landproplan.ca](mailto:adam@landproplan.ca) with any questions or concerns.

Sincerely,

**LANDPRO PLANNING SOLUTIONS INC.**

Adam Moote, MPlan  
Planner

[adam@landproplan.ca](mailto:adam@landproplan.ca)



Michael Sullivan, MCIP, RPP, EP  
Principal Planner | President

[mike@landproplan.ca](mailto:mike@landproplan.ca)

Cc. Robert Kowtaluk, owner  
Bob Culver



**KEY MAP**

LEGEND		PROPERTY BOUNDARY	
ZONING BY-LAW PROVISIONS HAMLET RESIDENTIAL ZONE (RH)		CONCEPTUAL DEVELOPMENT PLAN ST. WILLIAMS RESIDENTIAL DEVELOPMENT QUEEN ST. E, ST. WILLIAMS NORFOLK COUNTY	
MINIMUM LOT AREA	0.4 Ha	DATE: April 7, 2022    SCALE: 1/250	
MIN LOT FRONTAGE INTERIOR & CORNER LOT	30 Ha		
LOT AREA	1.2 Ha		
SCALE BAR 1:250 0    10    20    25 m		 <b>LANDPRO</b> PLANNING SOLUTIONS	
			



**LANDPRO**  
PLANNING SOLUTIONS

# PLANNING JUSTIFICATION

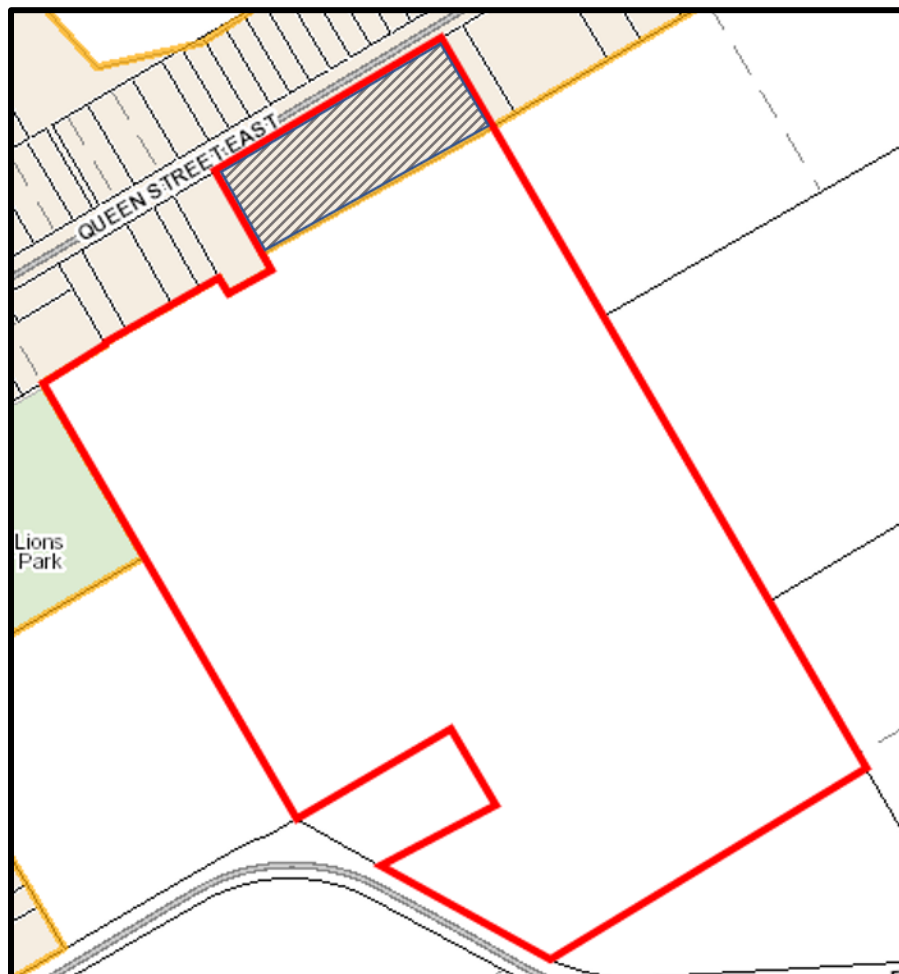
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ZONING BY-LAW AMENDMENT

**Rezoning Property from Agricultural to Hamlet Residential**

Queen Street East, St. Williams

March 2022



LandPro Planning Solutions Inc.

707 East Main Street  
Welland, ON, L3B 3Y5

28 Colborne St. N.  
Simcoe, ON, N3Y 3T9

## DISCLAIMER

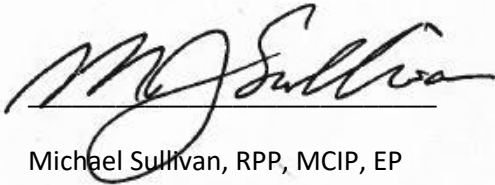
This report was prepared by the team at LandPro Planning Solutions Inc. It is based on the information provided to us by the applicant. The planning policy research and opinions are based on our own research and independent analysis of the applicable policy.

Adam Moote, MPlan    Research, Reporting

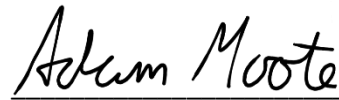
Michael Sullivan, RPP    Project Manager, Quality Control

This report was written by professionals and supervised by Registered Professional Planners, who are full members of the Ontario Professional Planners Institute as defined by the *Ontario Professional Planners Act*, 1994. The contents of this report represent the author's independent professional opinions and comply with the OPPI Code of Professional Practice and the opinions presented herein will be defended as required.

### LandPro Planning Solutions Inc.



Michael Sullivan, RPP, MCIP, EP  
President | Principal Planner



Adam Moote, MPlan  
Planner | Project Manager

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## 1. INTRODUCTION

LandPro Planning Solutions Inc. (LandPro) has retained by Arvane Farms Ltd. c/o Robert Kowtaluk to assist in having this property, located in St. Williams re-zoned for residential purposes.

The property includes lands both inside and outside of the Hamlet boundary. This application focuses on the lands within the hamlet (subject lands). The applicant wishes to rezone the subject lands within the hamlet boundary to Hamlet Residential to permit future residential development. This will be through a future Plan of Subdivision application.

### 1.1 PURPOSE

Norfolk County requires this Planning Report (PJR) to justify a Zoning By-Amendment (ZBA) to permit future residential development on this property. This report will demonstrate compliance with Provincial and County planning policy towards concluding that these applications can be considered “good planning”.

### 1.2 PRE-CONSULTATION

A pre-consultation meeting was conducted with the County on December 22, 2021. At this meeting, we presented a plan for the subject lands to the County to rezone the property to Hamlet Residential to permit the develop of 9-10 residential building lots. The County provided comments based on a phased approach to future development. This report focusing solely on rezoning the property. The County’s Pre-Consultation notes indicate that the following are required for this phase:

1. Zoning By-law Amendment application
2. Planning Justification Report
3. Proposed Site Plan / Drawing

Additional studies will be required to support a future Plan of Subdivision, which will include:

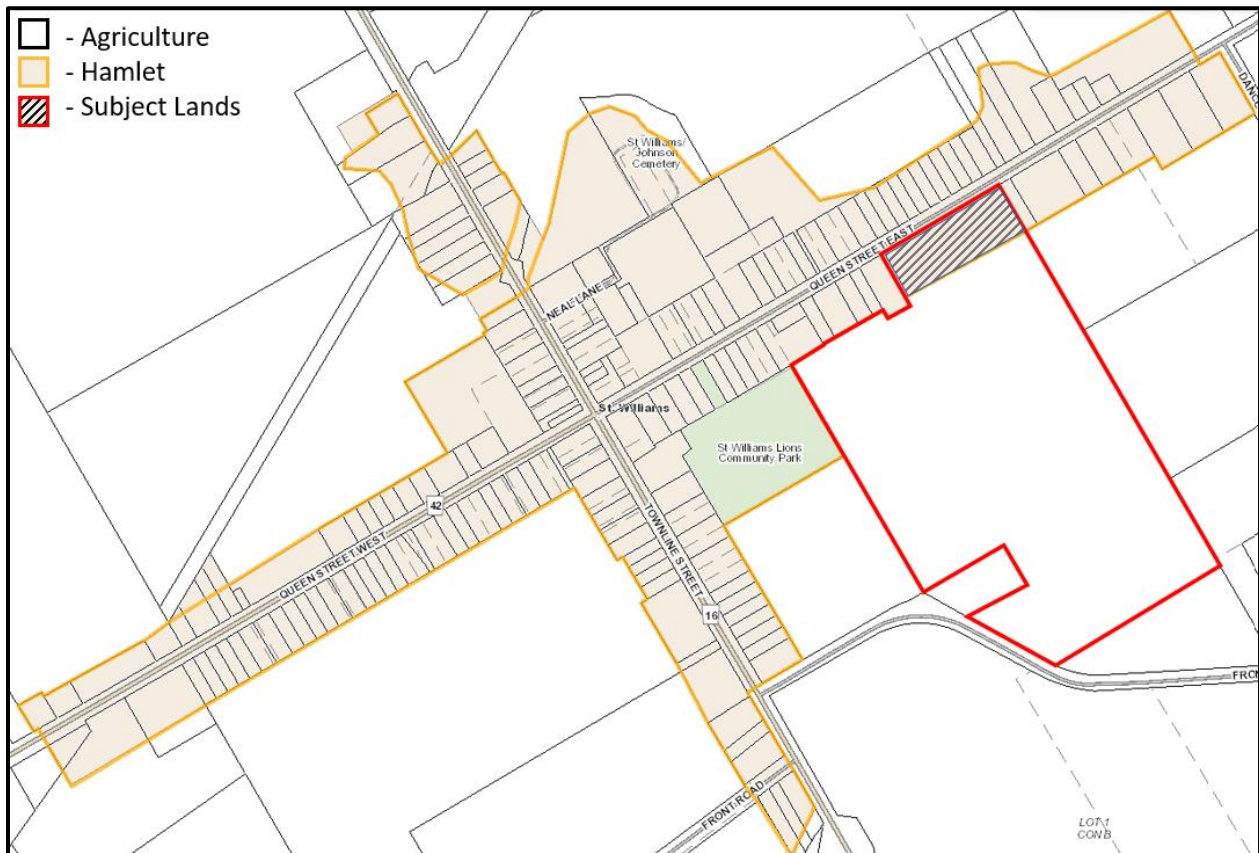
1. Draft Plan of Subdivision
2. General Plan of Services
3. Functional Services Report
4. Water Modelling
5. Stormwater Management Design Report
6. Confirmation of Legal and Adequate Outlet
7. Traffic Impact Study
8. Landscaping Plan
9. Photometrics Plan

## 32 SITE CONTEXT



The subject lands are in the Hamlet of St. Williams but have no municipal address. **Figure 1**, below indicates the location of the subject lands within the Hamlet. Approximately 7% of the property, the subject lands, fall within the Hamlet of St. Williams and the remainder of the property is outside of the Hamlet boundary to the south. This is presented in **Figure 1**, below.

**Figure 1. Subject Property (in red), Subject Lands (shaded area in subject property)**



### 3.42.1 LEGAL DESCRIPTION & LAND USE CONTEXT

The property is legally described as CHR CON B PT LOT 1, Norfolk County. It is located on the eastern side of the Hamlet of St. Williams, fronting onto the south side of Queen Street East. The entire property is actively used for agriculture, including the subject lands. The immediate surrounding land uses include:

North	=	Residential
South	=	Agriculture
East	=	Residential
West	=	Residential

Surrounding land uses are predominately residential (north, east, and west) and agricultural (south). These uses are delineated above in **Figure 1**.

### 3.22.2 PROPERTY DIMENSIONS & PHYSICAL ATTRIBUTES

The subject land has frontage onto Queen Street East inside the hamlet. The subject land dimensions are presented in **Table 1**.

*Table 1 - Property Dimensions*

Item	Subject Lands
<b>Lot Frontage</b>	177 m +/-
<b>Lot Depth</b>	69.5 m +/-
<b>Lot Area</b>	1.18 ha +/-

### 4.3 PROPOSED DEVELOPMENT

The property owner proposes to rezone the subject lands from Agricultural to Hamlet Residential, for the longer-term goal of developing the property with a Plan of Subdivision including approximately 9 residential lots. The concept of the Plan of Subdivision is provided later in this report and the applicant wishes to apply a holding symbol to the subject lands to gain County support, in principle.

### 5.4 LAND USE PLANNING FRAMEWORK

In preparing this application, several policy and regulatory documents were reviewed that need to be addressed to demonstrate good planning. They include the following:

1. The Provincial Policy Statement, (PPS 2020); the
2. Norfolk County Official Plan, 2021 (NCOP); and the
3. Norfolk County Zoning By-law 1-Z-2014, Consolidated 2021.

The proposed development was assessed against this regulatory framework. A detailed analysis is provided below.

#### 5.4.1 PROVINCIAL POLICY STATEMENT, 2020 (PPS)

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest for all land use development throughout Ontario. It provides direction for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment. To be considered good planning, this application shall be consistent with the PPS.

The PPS is based on three overlying principles: **1) Building Strong Healthy Communities; 2) Wise Use and Management of Resources; and 3) Protecting Public Health and Safety.**



The subject land is located within the Hamlet of St. Williams which is considered a Settlement Area by the PPS; and it is designated ‘Hamlet’ in the Norfolk County Official Plan. Characteristics of Settlement Areas include build-up areas where development is concentrated and has a mix of land uses; and lands that have been designated in an official plan for development.

The following are key PPS policies that support this proposed development and are found under **Section 1.1** (Managing and Directing Land Use); **Section 1.1.3** (Settlement Areas) and **Section 1.4** (Housing).

**Section 1.1 (Managing and Directing Land Use)** offers the following policies: **1.1.1** (sustained healthy, livable, and safe communities through (a) efficient development and land use patterns; (b) accommodating a market-based range and mix of residential types; (c) development that avoids impacts the environment, public health and safety; and promotes integration of land use planning, growth management, intensification, minimizing land consumption and servicing costs.

**Section 1.1.3 (Settlement Areas)** supports the development under the following subsections. **1.1.3.1** (growth and development is focused to settlement areas; **1.1.3.2** (land use patterns based on densities and a mix of land uses); **1.1.3.4** (facilitates intensification, redevelopment, and compact form); **1.1.3.5** (helps to achieve growth targets); **1.1.3.6** (new development occurs adjacent to existing built-up area and allows efficient use of land).

**Section 1.4 (Housing)** also supports the development under the following subsections: **1.4.1** (provides appropriate range of and mix of housing options); **1.4.3** (assists the planning authority in providing an appropriate range and mix of house options).

This application to rezone the subject lands to Hamlet Residential for future residential use, brings the lands into conformity with the County’s Official Plan designation. Further, it represents a more efficient use of the lands by developing them with an intended hamlet residential use, which provides for more housing options in the community. The owner has a concept of a 9 lot Plan of Subdivision that would be applied for at a later date.

This proposed development is consistent with the PPS.

#### 5.24.2 NORFOLK COUNTY OFFICIAL PLAN, 2021 (NCOP)

The Norfolk County Official Plan (NCOP) sets out the land use planning policy to manage growth and development within the County to the year 2036. Its purpose is to provide a policy framework to guide economic, environmental, and social decisions that have implications for the use of land.

An analysis of the NCOP indicate that the following policies apply to this application.

This application intends to rezone the subject lands to permit future residential development. Section 2 provides the goals and objectives of the NCOP. This application would meet an objective of **Section 2.2.3.2.f**, (Maintaining and Enhancing the Rural and Small Town Character) through appropriate infill

development; and further 2.2.6.2.e directs new urban development to Urban and Hamlet areas ensuing compact form, mix of land uses and densities for an efficient use of land.

This application would also permit residential intensification through residential development of vacant/underutilized land in an existing neighbourhood (5.3.1.a.ii.).

**Section 6.0** provides policies for Managing Growth and provides for management and monitoring of the Hamlet areas to ensure the protection of the County's agricultural and rural resources (6.1). The County promotes limited growth in Hamlets (6.6). This is shown in the table below.

**Table 2 – Provisions for Managing Growth**

Section 6 requirements	Compliance	Rationale
within the Hamlet boundary	✓	The subject lands fall within the Hamlet boundary
is not detrimental to the rural character and surrounding agricultural area, and	✓	The subject lands is large enough to accommodate up to 10 lots of similar size to neighbouring properties
will not have adverse environmental or human health consequences, and	✓	There is no built development associated with this application at this time. This application is only to rezone the land to a locally appropriate zone
will not impact the County's financial sustainability.	✓	This application is only to rezone the land to a locally appropriate zone

Further to directing limited growth to Hamlet areas, **Section 7.5.1** outlines the permitted uses on Hamlet designated lands, with **7.5.1.a** indicating low density residential on lots sized to accommodate private servicing. **7.5.2.b** further outlines the criteria for suitable development of the property, although this will be the subject of a further application for this property through a Plan of Subdivision with 9 proposed residential lots.

Lastly, the application seeking to implement a holding symbol over the subject lands in accordance with 9.4.2 (Holding Provisions) of the NCOP.

This application meets the Official Plan policies and will bring the subject lands into conformity with it.

This proposed development conforms to the County's Official Plan.

### 5.34.3 NORFOLK COUNTY ZONING BY-LAW 1-Z-2014, CONSOLIDATED 2021

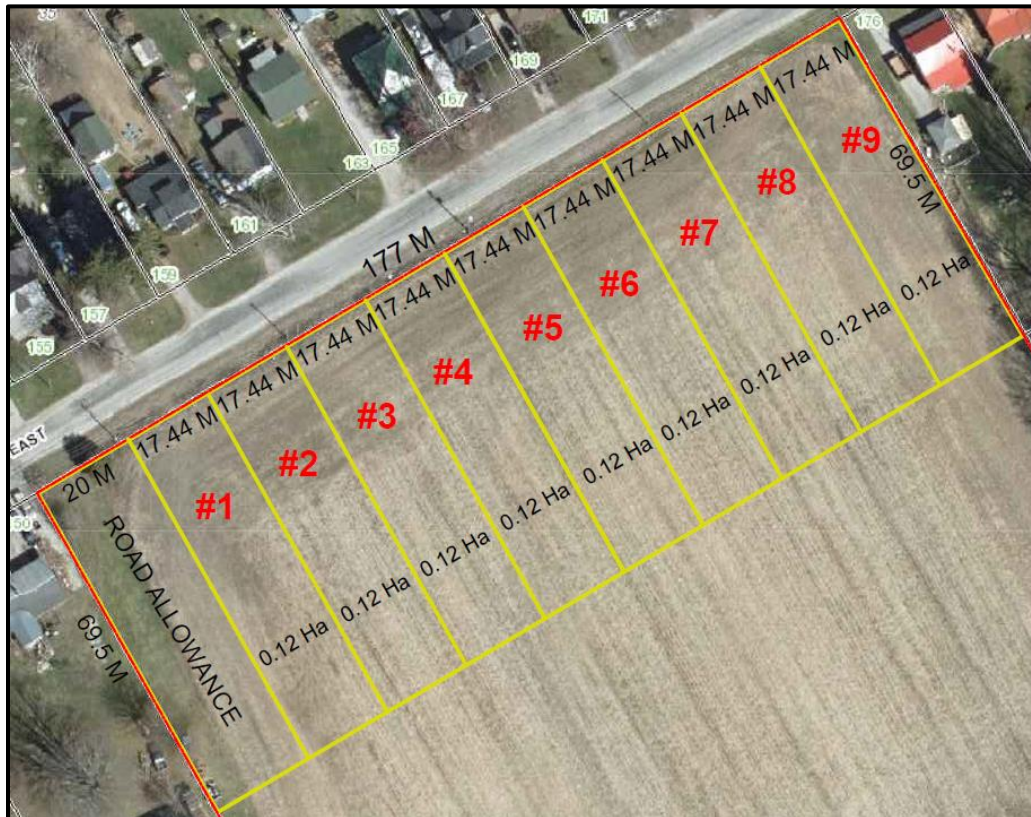
The Norfolk County Zoning By-law (ZBL) has been developed to incorporate the policy direction of the NCOP.

The subject lands are currently zoned Agricultural, and the application is to rezone the subject lands to Hamlet Residential to permit future residential development. This is in keeping with the policy direction

provided by the Official Plan's designation of the subject lands, that it be intended for Hamlet purposes, such as residential use.

The housing stock of Norfolk County varies throughout the municipality, with lot size and development based on the zoning by-law and historical development. The anticipated Plan of Subdivision looks to develop the subject lands with 9 residential building lots. The concept can be seen below.

**Figure 2 – Concept Plan of Subdivision**



**Table 3 – Hamlet Residential Zoning Provisions**

Proposed Plan of Subdivision Zoning Compliance			
Zone Provisions	Required	Proposed	Comment
Min. Lot Area	0.4 hectares	0.12 hectares (1,218 m <sup>2</sup> )	Deficient - 0.28 hectares (2,800 m <sup>2</sup> )
Min. Lot Frontage	30 m	51 m +/-	Deficient – 12.5 m approximately
Min. Front Yard	6 m	TBD	Lots of land to work with in the final design (69.5m)
Min. Exterior Side yard	6 m	TBD	To be factored into final design when ROW is decided. But lot widths of approximately 17.44 should be able to satisfy this requirement

<b>Min. Interior Side Yard</b>	3 m & 1.2 m	TBD	Same as above
<b>Min. Rear Yard</b>	9 m	TBD	Lots of land to work with in the final design (69.5m)
<b>Max. Building Height</b>	11 m	TBD	Complies

Further, we seek to establish a holding symbol on the subject lands to ensure orderly development as per 9.4.2 (Holding Provisions) of the County's Official Plan. The NCOP permits this to allow Council to indicate support for the development in principle, while identifying the need for additional actions prior to the development proceeding. Specific to this application the Holding symbol will:

Policy	Policy Context	Comment
9.4.2.a	allocation of municipal servicing capacity	The Holding symbol will be applied until such time that the County or developer can ensure water capacity.
9.4.2.b	phasing and logical progression of development	The holding symbol will ensure logical progression of development within the Hamlet of St. Williams.
9.4.2.c	the provision of adequate service or road infrastructure and works;	The Holding symbol will be applied until such time of adequate servicing
9.4.2.e	The completion of appropriate supporting studies to the satisfaction of the County	The holding symbol will be applied until servicing can demonstrate that the lots are feasible of private servicing

Subject to approval of this application, the proposed development will conform to the County's Zoning By-law.

## 65 PLANNING ANALYSIS

This application seeks to rezone the subject lands to Hamlet Residential for future development as a residential Draft Plan of Subdivision. will manage and direct development to a more efficient land use, by permitting future development in a recognized settlement area. Furthermore, it will permit more housing in the community which is a current need in the County and the Province at large.

The lands are already designated Hamlet which are reserved for hamlet-oriented development, including residential. Rezoning the lands is support by the Official Plan policies that promote 'managed limited growth' because it falls within a designated hamlet area; it won't detract from the rural character and agribusiness; it will not have an impact on environmental or human health and will not negatively impact the County's financial sustainability. This application will bring the subject lands into conformity with the Hamlet designation of the Official Plan.

Lastly, the rezoning of the subject land to Hamlet Residential will permit development of the lands with suitable housing through a future Draft Plan of Subdivision. The concept provided above should satisfy

the criteria to implement a holding symbol over the subject lands, so that the County can support, in principle, the proposed development which will be supported by technical studies and designs that will meet County standards.

Subject to approval of the rezoning application, the subject lands will conform to the PPS, the NCOP, and the Zoning By-law of the County.

## **76 CLOSING**

This application is consistent with the Provincial Policy Statement, the provincial Growth Plan and conforms with the Haldimand County Official Plan and, subject to Council's approval will conform to the County's Zoning By-law.

It is our opinion that this application represents good planning and should be approved.

### **LandPRO Planning Solutions Inc.**



Adam Moote, MPlan  
Planner



Michael Sullivan, MCIP, RPP  
President | Principal Planner



## **Pre-Submission Consultation Meeting Minutes**

**Date:** December 22, 2021

**Description of Proposal:** Proposed Plan of Subdivision of 9-10 lots in St. Williams

**Property Location:** Queen Street E

**Roll Number:** 49307035000

As a result of the information shared at the pre-consultation meeting dated December 22, 2021, the following applications and qualified professional documents / reports are required as part of the development review process.

Please note that various fees are associated with each application and there are also costs for qualified professionals retained to complete various documents / reports. All requirements identified are minimum and determined as of the date of the pre-consultation meeting with the information available at that time. As the proposal proceeds and more information is made available, additional applications, studies, reports, etc. may be required.

This summary including checklists, comments and requests are applicable for a period of one (1) year from the date of meeting. If an application is not received within that time frame, a subsequent pre-consultation meeting may be required due to changes in policies and technical requirements.

**Before you submit your application, please contact the assigned Planner to confirm submission requirements and the applicable fee**

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## Attendance List

Proponent	Robert Kowtaluk, Owner Bill Culver, Proponent Adam Moote, Agent
Community Development – Planning and Agreement	Tricia Givens, Director, Planning (Chair) Nicole Goodbrand, Senior Planner  Annette Helmig, Agreement and Development Coordinator
Community Development – Building and Zoning	Jonathan Weir, Building Inspector Hayley Stobbe, Zoning Administrator
Environment & Infrastructure Services – Development Engineering	Stephen Gradish, Development Technologist
Community Services – Fire	Katie Ballantyne, Community Safety Officer
Corporate Support Services – Realty Services	Kelly Darbshire, Specialist, Realty Services
Corporate Support Services – Accessibility	Sam McFarlane, Manager, Accessibility and Special Projects
Long Point Regional Conservation Authority	Isabel Johnson, Resource Planner

## Privileged Information and Without Prejudice

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## **Privileged Information and Without Prejudice**

### **Proposal Summary**

The owner's goal is to develop the property with residential units; with a proposed Plan of Subdivision for 9-10 residential lots on the Hamlet Designated portion of the subject lands.

**Privileged Information and Without Prejudice**

**List of Application Requirements**

**Planning Department**

<b>Planning application(s) required to proceed</b>		<b>Required</b>
Official Plan Amendment Application		
Zoning By-law Amendment Application (Regular)		X
Site Plan Application		
Draft Plan of Subdivision Application		X
Draft Plan of Condominium Application		
Part Lot Control Application		
Consent / Severance Application		
Minor Variance Application		
Removal of Holding Application		X
Temporary Use By-Law Application		
Other - <a href="#">Click here to enter text.</a>		
<b>Planning requirements for a complete application</b> The items below are to be submitted as part of the identified Planning Application(s). ** electronic/PDF copies of all plans, studies and reports are required**	<b>Required at OPA/ Zoning Stage</b>	<b>Required at Plan of Subdivision Stage</b>
Proposed Site Plan / Drawing	X	X
Planning Impact Analysis Report / Justification Report	X	
Environmental Impact Study <a href="#">Choose an item.</a>		
Neighbourhood Plan (TOR must be approved by the County)		
Agricultural Impact Assessment Report		
Archaeological Assessment		
Heritage Impact Assessment		
Market Impact Analysis		
Dust, Noise and/or Vibration Study		
MOE D-Series Guidelines Analysis		
Landscaping Plan		X
Elevation Plan		X
Photometrics (Lighting) Plan		
Shadow Analysis Report		
Record of Site Condition		
Contaminated Site Study		

## Privileged Information and Without Prejudice

Minimum Distance Separation Schedule		
Parking Assessment	X	X
Hydrogeological Study		
Restricted Land Use Screening Form		
Topographical Survey Drawing		
<b>Additional Planning requirements</b>		<b>Required</b>
Development Agreement		X
Parkland Dedication/Cash-in-lieu of Parkland		X

\*the list of requirements is based on the information submitted and as presented for this specific pre-consultation meeting. Any changes to a proposal may necessitate changes to Planning Department submission requirements.

\*Community Development fees, applications, and helpful resources can be found can be found by visiting <https://www.norfolkcounty.ca/government/planning/>

### Planning Comments

Official Plan Designation: Hamlet  
Zoning: Agricultural

A Zoning By-law Amendment would be required to address the proposed uses and lot sizes. The minimum lot size is 0.4 ha. Justification would be required for the reduced lot size request. Staff would like to see buildable envelopes at minimum on the conceptual plan to ensure all potential deficiencies are addressed.

Staff do not support the proposed “road allowance” as there does not appear to be a connection. Further, in its current location it puts the neighbouring property into non-compliance as it would make the abutting property line an exterior setback.

A holding would be applied to address the eventual Plan of Subdivision. Additionally, servicing constraints will trigger additional requirements for the Holding. The Port Rowan Municipal Drinking Water System is NOT capable of meeting additional future needs of the community without increasing water capacity. This is the same system which services St. Williams.

All new development applications for lands located within the Urban Area of Port Rowan - urban settlement boundary and St. Williams will currently be deemed premature and deferred, if submitted, in accordance with 8.9.3 of the Official Plan until such time that measures to expand water supply capacity are developed and approved by the Council.

Alternative option: OPA/ZBA to allow private servicing with appropriate justification. You may also have to address the change in density.

## **Privileged Information and Without Prejudice**

Cash-in-lieu of Parkland would be accepted as per Norfolk County By-law 2016-126, as amended.

[see Appendix A for additional comments]

### **Assigned Planner:**

Nicole Goodbrand  
Senior Planner  
Extension 8019  
[Nicole.Goodbrand@norfolkcounty.ca](mailto:Nicole.Goodbrand@norfolkcounty.ca)

### **Agreements**

I am excited to be working with you during your development in St. Williams. A condition of your draft plan of subdivision approval will be to enter into a subdivision agreement with the County that will be registered on title to the subject lands, at the Owner's expense.

The additional requirements for a development agreement could include, but are not limited to the following:

- Engineering drawing review
- Engineer's schedule of costs for the works
- Clearance letter and supporting documentation to support condition clearance
- User fees and performance securities
- Current property identification number (PIN printout) (can be obtained by visiting <https://help.onland.ca/en/home/>)
- Owner's commercial general liability Insurance to be obtained and kept in force during the terms of the agreement
- Postponement of interest. If there are mortgagees / charges on your property identifier, your legal representative will be required to obtain a postponement from your bank or financial institution to the terms outlined in your development agreement
- Transfers and / or transfer easements along with registered reference plan

Annette Helmig  
Agreement and Development Coordinator  
Extension 8053  
[Annette.Helmig@norfolkcounty.ca](mailto:Annette.Helmig@norfolkcounty.ca)

## Privileged Information and Without Prejudice

### Development Engineering

- Plan of Subdivision - NCDC Section 4.1.01 (A)

<b>Development Engineering requirements to proceed</b> The below requirements are to be submitted as part of the Formal Development Planning application.	<b>Required at Zoning Stage / Draft Plan Stage</b>	<b>Required at Detailed Engineering Review Stage</b>	<b>Potentially Required (See Notes Section)</b>
<b>General Requirements</b>			
Concept Plan	X	X	
Draft Plan	X	X	
Master Grading Plan		X <sup>14</sup>	
Lot Grading Plan		X <sup>15</sup>	
Siltation and Erosion Control Plan		X <sup>15</sup>	
General Plan of Services	X <sup>8</sup>	X <sup>15</sup>	
Plan and Profile Drawings			X
Utility Plan		X <sup>16</sup>	
Geotechnical Report			X <sup>21</sup>
Functional Servicing Report	X <sup>8</sup>	X	
Ministry of Environment, Conservation and Parks Permit			X
<b>Water Servicing Requirements– Section 10.0 Norfolk County Design Criteria and ISMP Section 4.0</b>			
Extension of Watermain			
Water main Looping			X <sup>22</sup>
Easement and/or Block Registration			X
Water Modelling (County Consultant)	X <sup>8</sup>	X	
<b>Storm Water Servicing Requirements – Section 7.0 and Section 8 Norfolk County Design Criteria and ISMP Section 4.0</b>			
Storm Water Management Design Report (including calculations)	X <sup>9</sup>	X	
Storm Water Drainage Plan		X	
Storm Sewer Design Sheet			X

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Establish/Confirm Legal and Adequate Outlet	X <sup>10</sup>	X	
Anticipated Flow/Analysis to Receiving Collection System		X	
Municipal Drainage		X <sup>17</sup>	X <sup>23</sup>
<b>Transportation Requirements – Section 6.0 Norfolk County Design Criteria, ISMP Section 5.0, Section 6.0 and Appendix J</b>			
Traffic Impact Study	X <sup>11</sup>	X	
Improvements to Existing Roads & Sidewalk (urbanization, pavement structure, widening sidewalk replacement, upgrades, extension and accessibility)	X	X <sup>18, 19, 20</sup>	X <sup>24</sup>

#### **General Notes:**

1. All reports and drawings are to be signed and stamped by a Professional Engineer (P. Eng) and adhere to Norfolk County's Design Criteria. A copy of this criteria is available upon request.
2. All Recommendations from all reports are to be implemented into the design, at the developer's expense
3. 100% securities will be required at time of registration. This is to be submitted in the form of a Security 'Schedule H' Template. A copy of this template is available upon request.
4. All applicable permits and inspections are to be issued by Public Works.
5. Water / wastewater allocation will not be issued as part of the Zoning By-law amendment. Applicant is to confirm capacities at the time of Draft Plan application, at the time registration of agreement\approval allocation will be provided for the development, if available.

#### **Required at Draft Plan of Subdivision / Zoning Stage:**

6. A Draft Plan is required
7. The following reports/studies will be required at time of Draft Plan and/or Zoning By-law Amendment Submission:
  - a. Concept Plan;
  - b. Functional Servicing Report (per Norfolk County Design Criteria Section 3);
  - c. Water modelling.
  - d. Storm Water Management Report (as per Norfolk County Design Criteria Section 7.);
  - e. Traffic Impact Study (as per ISMP Appendix J – TIS Guidelines);
8. Water modelling will be required. This is to be completed by Norfolk County's third-party consultant. The cost to complete the modelling and any

## **Privileged Information and Without Prejudice**

recommendations from reports are to be implemented into the design at the applicant's expense. The following information will be required to receive a quote and complete the modelling.

- a. General Plan of Services
  - b. Functional Servicing Report;
    - i. Total Domestic Water as per Norfolk County Design Criteria and Fire Flows as per Ontario Building Code/Fire Underwriter's Survey.
- Norfolk County would like to mention that currently the St Williams component of the exiting water system is NOT a fire rated water system. This will need to be highlighted in the Functional Servicing Report.
- Once the quote has been received, approval from the applicant will be required before proceeding
9. Stormwater Management Report is to be completed as per Norfolk County Design Criteria Section 7.
  10. Confirmation of Legal and Adequate outlet will be required prior to Draft Plan approval. According to Norfolk County records the existing Storm sewer which services the roadside ditch is a 150mm pipe crossing Queen St. The existing Storm sewer eventually outlets to the Bennett Municipal Drain.
  11. As per Norfolk County's Integrated Sustainable Master Plan (ISMP) – Appendix J: Traffic Impact Study (TIS) Guidelines, a Traffic Impact Study should be required with every planning application. However, as this development is small in nature, with creation of 6 lots we ask that you complete a Traffic Impact Brief. Hence, as per Norfolk County's ISMP Appendix J - TIS Guidelines, a Traffic Impact Brief can be prepared based on the following sections of the Appendix J - TIS Guidelines:
    - a. Section A1.3 – Existing Conditions;
    - b. Section A1.4 – Study Area;
    - c. Section A1.5 – Development Land Use Type & Site Plan;
    - d. Analysis:
      - i. Sightlines;
    - e. Conclusions and Recommendations.

### **Required at Draft Plan of Subdivision Stage:**

12. Norfolk County's Plan of Subdivision Criteria for submission of engineering drawings (Section 4.1.01(A) of the design criteria) is to be adhered to.
13. All reports and studies above are to be submitted again including any required amendments. All Recommendations from all reports are to be implemented into the design, at the developer's expense
14. A master grading plan will be required. This plan shows the proposed grading for the overall development.
15. Lot Grading Plan, Siltation and Erosion Control Plan, and General Plan of Services drawing (showing Water services and Septic system locations) can be shown on one engineering plan as long as it's legible for review.

## **Privileged Information and Without Prejudice**

16. Composite Utility Plan -This plan will identify the proposed Hydro servicing design as well as all criteria in Section 4.4.07 of Norfolk County Design Criteria.
17. Development Engineering is aware that currently this property drains into the roadside ditch which has a 150mm outlet pipe to the existing storm system along Queen St. The existing Storm sewer outlets to the Bennett Municipal Drain. The drain will accommodate drainage from the development but to the extent of the existing conditions which would be considered a limited / restricted outlet. The drain is designed to an agricultural drain design standard which considered this property as farmland. Any additional runoff will need to be managed on-site or alterations to the drain through an engineer report under the *Drainage Act*.

As a result, any changes to the Municipal Drain or drainage area changes due to Intensification or increased flows will require Drainage Act compliance. For questions or concerns pertaining to the Drainage Act please contact Bill Mayes, Drainage Superintendent, Norfolk County, [bill.mayes@norfolkcounty.ca](mailto:bill.mayes@norfolkcounty.ca)

18. Norfolk County will require installation of new sidewalks along the frontage of this property in accordance with the most current version of the "Sidewalk Installation Policy". In addition to Sidewalks in front of this property, it is the recommendation of Development Engineering that the Developer also install sidewalks to connect with existing sidewalks in the area.
19. The existing roadside ditch must be accessed for its adequacy to convey current ROW Storm runoff in addition to any proposed runoff. If in review it is determined to eliminate the roadside ditch, please be aware that NO Storm water will be permitted to flow along the Road edge BUT rather it will need to be directed to appropriate Catchbasins in the ROW off the travel portion of the road.
20. Additional Street lighting along Queen Street East will be required as per Norfolk County Design Criteria. Existing Street lighting may not meet current standards and may need to be assessed and upgraded.

### **Potentially Required Notes:**

21. A Geotechnical Report will be required if infiltration galleries are proposed for the Stormwater Management design.
22. At the time of Pre-consultation, it is unknown if the existing watermain is capable of providing adequate pressure and volume for this proposal. Watermain looping may be required. This will be determined through the process of Watermain Modelling.
23. The Bennett Municipal Drain report will need to be amended to address the changes as a result of this development proposal. The extent of which will be highly dependent on the final development servicing. Any or all changes to the drain or drain report will be the requirement of the proponent. Furthermore the design:
  - a. Will need an apportionment of the existing drain maintenance assessments.



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- b. Will need an engineer report to address change in land use/increase in runoff.
  - c. May need an engineer report for any drain alterations if required.
- The drain will accommodate drainage from the development but to the extent of the existing conditions which would be considered a limited/ restricted outlet. The drain is designed to an agricultural drain design standard which considered this property as farmland. Any additional runoff will need to be managed on-site or alterations to the drain through an engineer report under the *Drainage Act*.
24. An assessment of existing Road conditions may be required. Based on the findings of the assessment there may be additional restoration work to ensure the road remains safe.

### **Additional Notes:**

- Development Engineering received information from our Environmental Services Team that prior to any future water service connection the developer must be aware that additional charges will apply in accordance with existing By-laws. (By-law 100-91 and By-Law 2009-204) for more information on these connection conditions and charges, please contact [DG-ES-Techs@norfolkcounty.ca](mailto:DG-ES-Techs@norfolkcounty.ca) Please be aware other By-laws may also apply and that this note is not a comprehensive list.
- As discussed at the Pre consultation meeting Norfolk County staff had some questions / concerns with respect to the proposed location of a Future "Road Allowance". Development Engineering have concerns whether this is an appropriate location. In addition to Planning comments of proximity to the Existing home at 150 Queen St East and the potential Exterior side yard setbacks, Development Engineering would also have concerns with the proximity of the exiting driveway to an intersection. If there is still a desire to put this Block in the design, then Development Engineering recommends further discussions prior to submission of any plans.

Stephen Gradish  
Development Technologist  
Extension 8015  
[Stephen.Gradish@norfolkcounty.ca](mailto:Stephen.Gradish@norfolkcounty.ca)

## Privileged Information and Without Prejudice

### Conservation Authority

#### Long Point Regional Conservation Authority

Conservation Authority requirements to proceed	May be Required	Required
Conservation Authority Permit		
Slope Stability Analysis / Erosion Analysis		
Coastal Engineers Report		
Environmental Impact Study		
Subwatershed Plan/Study		
Master Drainage Study		
Stormwater Management Report/Brief		X
Other		

#### Notes:

##### Provincial Policy Statement, 2020, Section 3.1 Natural Hazards

Conservation Authorities have been delegated responsibilities from the Minister of Natural Resources and Forestry to represent the provincial interests regarding natural hazards encompassed by Section 3.1 of the Provincial Policy Statement, 2020 (PPS). The overall intent of Section 3.0 - Protecting Public Health and Safety of the PPS is to reduce the potential public cost or risk to Ontario's residents from natural or human-made hazards. The subject lands are subject to flooding hazards; however, the proposed development is not within an area subject to natural hazards. I can advise that the proposed development is consistent with section 3.1 of the Provincial Policy Statement, 2020. The LPRCA has no objection to the concept of site development.

##### Stormwater Management

LPRCA will review the final stormwater management design using the 2003 MECP Stormwater Management Planning and Design Manual, MTO Drainage Manual, LID Stormwater Management Manual, and the Municipal SWM guidelines.

Based on the site and receiving watercourse, an enhanced level of treatment as per the 2003 MECP Stormwater Management Planning and Design Manual is required for the proposed development.

LPRCA requires the following be included and addressed in the design of stormwater management:

- Minimize, or, where possible, prevent increases in contaminant loads.
- Minimize, erosion and changes in water balance, and prepare for the impacts of a changing climate through the effect management of stormwater, including the use of green infrastructure.
- Mitigate risks to human health, safety, property and the environment.
- Maximize the extent and function of vegetative and pervious surfaces.

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- Implement stormwater management best practices, including stormwater attenuation and re-use, water conservation and efficiency, and low impact development.
- Adequate and legal outlet for major, minor, and all flow conditions from the site be provided.

In addition to the above requirements, the following must be clearly shown of the submitted design drawings:

- Major flow systems exceeding are delineated on the drawing. Overland flow paths and depths from surcharged storm sewer systems and the stormwater treatment facility must not increase the flood risk to life, property and the environment.
- Minor overland flow systems and paths are to be delineated and shown on the drawings.
- Erosion and sedimentation control during construction.
- Adequate erosion control on inlets and outlets.

#### Ontario Regulation 178/06

The proposed development is not regulated under Ontario Regulation 178/06 and permission from our office is not required.

Please contact me if there are further questions.

\*LPRCA fees, applications, and helpful resources can be found can be found by visiting <https://lprca.on.ca/planning-permits/planning-fees/>

**Isabel Johnson,**

*Resource Planner*

Long Point Region Conservation Authority

4 Elm Street, Tillsonburg, ON N4G 0C4

Office: 519-842-4242 ext. 229

Email: [ijohnson@lprca.on.ca](mailto:ijohnson@lprca.on.ca)

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### **County Departmental Comments & Requirements**

#### **Parks, Facilities**

- Parks and recreation will be looking for 5% Cash in Lieu of the value property prior to any construction, to be received prior to the issuance of a building permit.
- The Appraisal Report shall be the responsibility of the land owner.
- The appraiser must be approved by the County.
- The Appraisal Report will be reviewed by staff, and will notify the land owner of the required payment.

Todd Shoemaker  
Director, Parks and Recreation  
Extension 2202  
[Todd.Shoemaker@norfolkcounty.ca](mailto:Todd.Shoemaker@norfolkcounty.ca)

#### **Corporate Support Services – Realty Services**

The County will require a postponement of any mortgages on title to the County's Site Plan Agreement. We recommend that you connect with your lender and/or solicitor as early on in the process as possible to avoid any delays.

Kelly Darbshire  
Specialist, Realty Services  
Extension 8117  
[Kelly.Darbshire@norfolkcounty.ca](mailto:Kelly.Darbshire@norfolkcounty.ca)

#### **Building**

##### **Zoning Administrator:**

- Proposed lots do not meet hamlet residential (RH) zone provisions (i.e. lot frontage and lot area), relief required through Planning Department
- Ensure parking for proposed dwellings meet section 4.1.3 of the Zoning Bylaw:
  - If proposing parking in garage a 3.3 meter by 5.8 meter uninterrupted space to be provided (no landing or stairs to encroach into this space)
  - Parking space on driveway required to be 3.0 meter by 5.8 meters
- Section 3.9 of the Zoning Bylaw, Minimum Services, required to be met
- Ensure zoning table provided on approved plan to confirm zone provisions for dwellings will be met (i.e. building height and setbacks)

Hayley Stobbe  
Zoning Administrator  
Extension 1853  
[hayley.stobbe@norfolkcounty.ca](mailto:hayley.stobbe@norfolkcounty.ca)

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### **Building Inspector:**

01 Queen St E St. Williams

Please refer to our website for current forms, and fees.

<https://www.norfolkcounty.ca/business/building/>

The proposed construction is considered Part 9 Single Family Dwellings as defined by the Ontario Building Code (OBC). You will need to retain the services of a qualified individual with a BCIN number in House/HVAC & House, or an Architect and/or a Professional Engineer to complete the design documentation for this application.

### **Items for Building Permit.**

#### **+ Single Family Dwelling**

#### **What do I need to apply?**

##### **Completed Forms**

1. Building Permit Application Form
2. Schedule 1: Designer Information
3. Property Owner Consent Form, if application is not completed by the property owner,
4. Applicable Law Checklist and supporting documents.
5. Lot grading form or exemption request.
6. Water, storm sewer, sanitary sewer connection permit (where required)
7. Energy Efficiency Design Summary (EEDS form)
8. Residential Mechanical Ventilation Design Summary form

##### **Required Documents**

9. Plot Plan
  - o Property lines and lot dimension,
  - o Location of dwelling and all other structures on the lot,
  - o Location of all steps and landing,
  - o Distance from dwelling to property lines
  - o Parking spots with dimensions
10. Lot grading plan
1. Drawings of the Single Family dwelling.
  - o Floor plans,
  - o Elevations,
  - o Cross sections of exterior wall from footing to roof.
2. Roof truss layout (where required)
3. Engineered floor system layout (where required)
4. Engineered beam details (i.e. Parallam, Micro-lam) (where required)
5. Heat loss calculations
6. Ventilation duct design
  - o Heat Recovery Ventilator (HRV) duct sizing and layout,

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- o Exhaust fan duct sizing and layout.

7. Septic application (where required) This is a separate application, see septic

### **Fees**

- 8. Building Permit fee
- 9. Plumbing fee
- 10. Occupancy fee
- 11. Water/storm/sanitary connection fees (where applicable)
- 12. Civic address (where applicable)
- 13. Development changes (where applicable)

### **+ Septic - Do I need a septic permit?**

A building permit is required to install a new septic system, repair or replace any part of the septic system. Norfolk County does not keep records on well locations. It is recommended that a hydrological study be completed to determine the water table levels, this will assist in septic design.

Septic Permit is required if the daily design flow is 10,000 litres/day or below for the whole site.

Sewage Works is required if the daily design flow exceed 10,000 litres/day for the whole site.

An Environmental Compliance Certificate (ECA) is required from the Ministry of Environment, Conservation and Parks (MECP) for a sewage works.

Contact: *Christopher O'Connor* Phone: 905-521-7888 or 1-800-668-4557

Cell: 905-515-9618 Email: [Chris.O'Connor2@ontario.ca](mailto:Chris.O'Connor2@ontario.ca)

Environmental Compliance Approval process can be found at:

<https://www.ontario.ca/document/guide-applying-environmental-compliance-approval-0>

### **What do I need to apply?**

#### **Completed Forms**

- 11. Building Permit Application Form
- 12. Schedule 1: Designer Information
- 14. Schedule 2: Sewage System Installer Information

#### **Required Documents**

- 15. Septic system design (link to form)
- 16. Percolation time ('T' time) report from a licensed testing agency

### **Fees**

- 17. Septic Permit fee

Currently, all permit can be applied for by email to [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca). Our Permit Coordinators will review your application and provide in writing any item which

### **Privileged Information and Without Prejudice**

may be missing from the application and a cost break down for the permit fees and payment options.

If you have any question on the building permit process or plans required, please contact Jonathan Weir, Building Inspector.

Jonathan Weir  
Building Official, Level III  
(519) 426-5870 Ext 1832  
Email: [jonathan.weir@norfolkcounty.ca](mailto:jonathan.weir@norfolkcounty.ca)

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### **Fire Department**

Norfolk County Fire Department does not have any concerns with this proposal at this time.

Katie Ballantyne  
Community Safety Officer  
Extension 2423  
Katie.ballantyne@norfolkcounty.ca



## **Appendix A: Summary of Applicable Planning Legislation, Policy and Zoning**

Following is a summary of key items related to the proposal as presented; noting these documents are meant to be read in their entirety with relevant policies to be applied in each situation. This is not an exhaustive list and only in response to the information submitted for the pre-consultation. This feedback is subject to change pending full submission of a development application and any changes or additional information provided therein.

### **Provincial Policy Statement, 2020**

<https://www.ontario.ca/page/provincial-policy-statement-2020>

Section 1.1 speaks to the role of rural areas in municipalities.

Section 1.4 focuses on housing.

Section 1.6 focuses on infrastructure and public service facilities, including water and wastewater servicing/

Section 2.3 outlines policies that pertain to Agriculture.

### **Norfolk County Official Plan**

<https://www.norfolkcounty.ca/government/planning/official-plan/>

Section 7.5 outlines the policies which pertain to the Hamlet Designation.

Section 6.6 speaks to the importance of Hamlets.

Section 8.9 speaks to Water and Wastewater Service allocation and other policies.

Section 9.6.1 outlines requirements in relation to requests to amend the Official Plan.

Section 9.6.2 outlines requirements in relation to requests to amend the Zoning By-law.

**It is the responsibility of the proponent to review and ensure relevant Official Plan policies are addressed in any future development application.**

### **Norfolk County Zoning By-Law 1-Z-2014**

<https://www.norfolkcounty.ca/government/planning/new-zoning-by-law/>

Section 5.7 speaks to the Hamlet Residential Zone (RH) provisions.

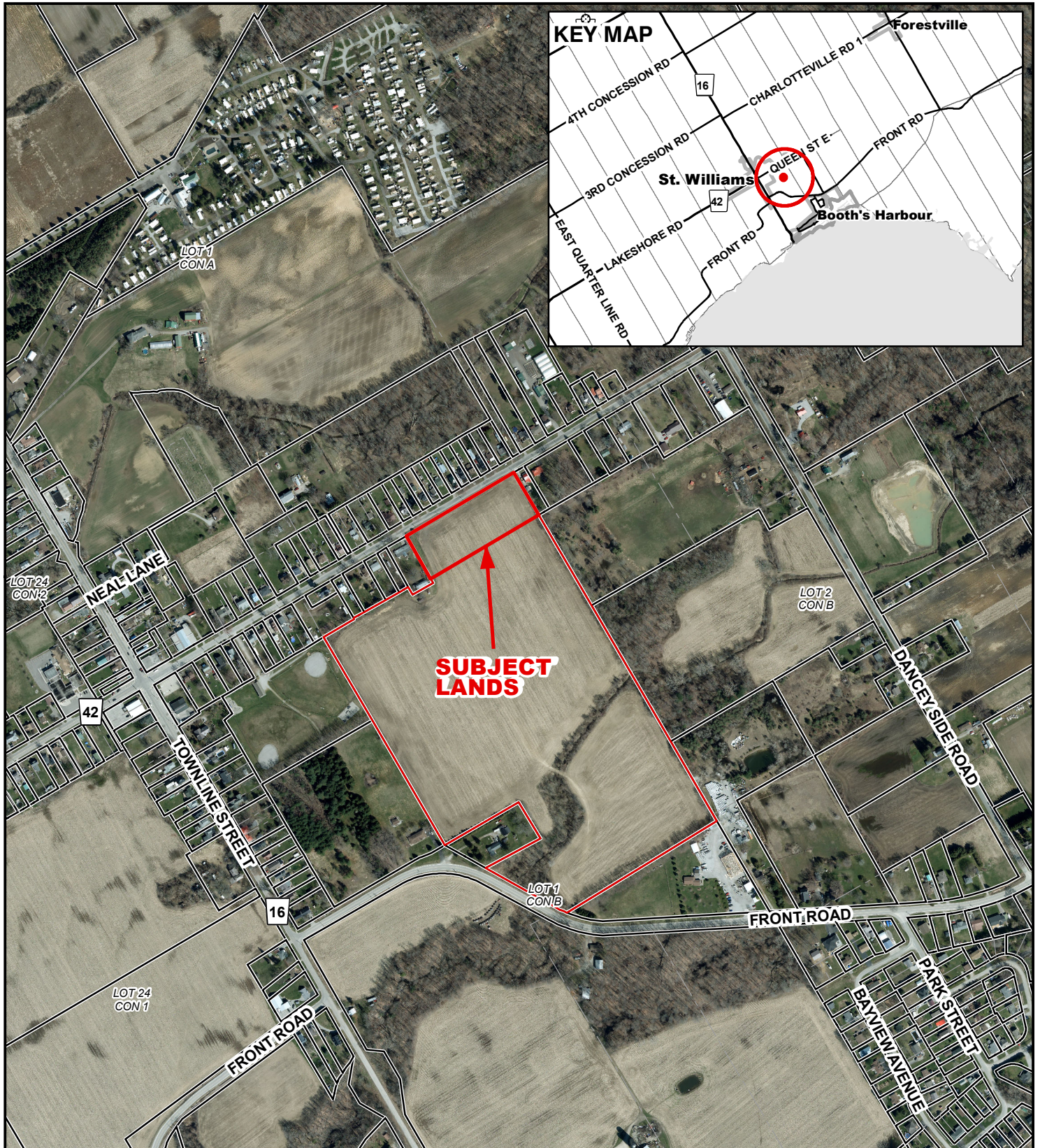
Section 12.0 speaks to the Agricultural Zone (A) provisions.

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The provisions of the Norfolk County Zoning By-Law shall apply to all lands within the boundaries of Norfolk County. No land, building or structure shall be used, erected or altered in whole or in part except in conformity with the provisions of this By-Law. No land, building or structure shall be used or occupied except for uses that are specifically identified in the By-Law as permitted uses by the relevant zoning category.

**It is the responsibility of the proponent to review and ensure relevant Zoning By-law provisions are addressed in any future development application**

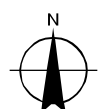




**Legend**

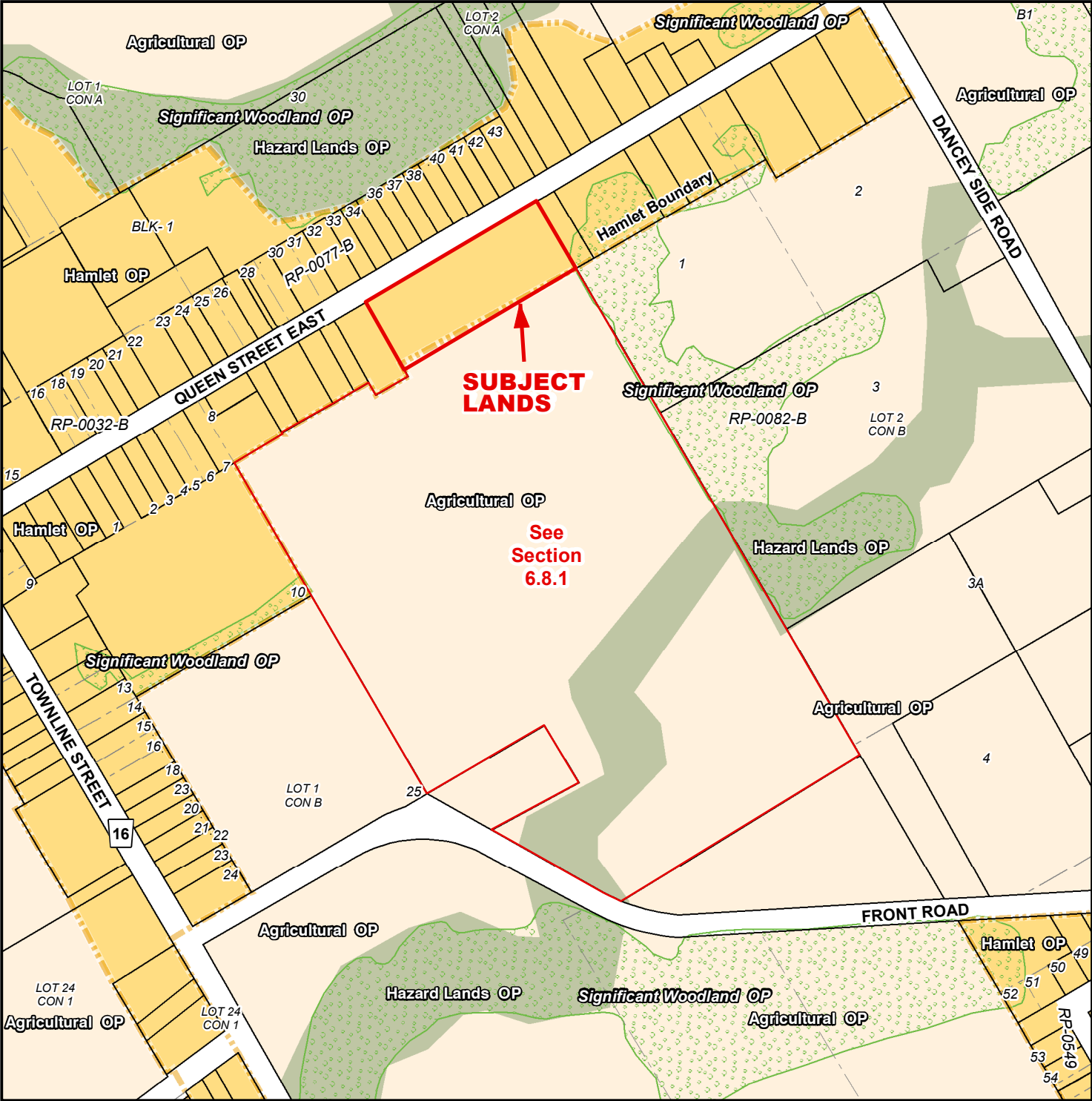
- Subject Lands
- Lands Owned
- 2020 Air Photo

5/31/2022



60 30 0 60 120 180 240 Meters





5/31/2022

Legend

- Subject Lands
- Lands Owned

Official Plan Designations

- Agricultural
- Hazard Lands
- Hamlet
- Special Policy Area
- Hamlet Area Boundary
- Significant Woodland



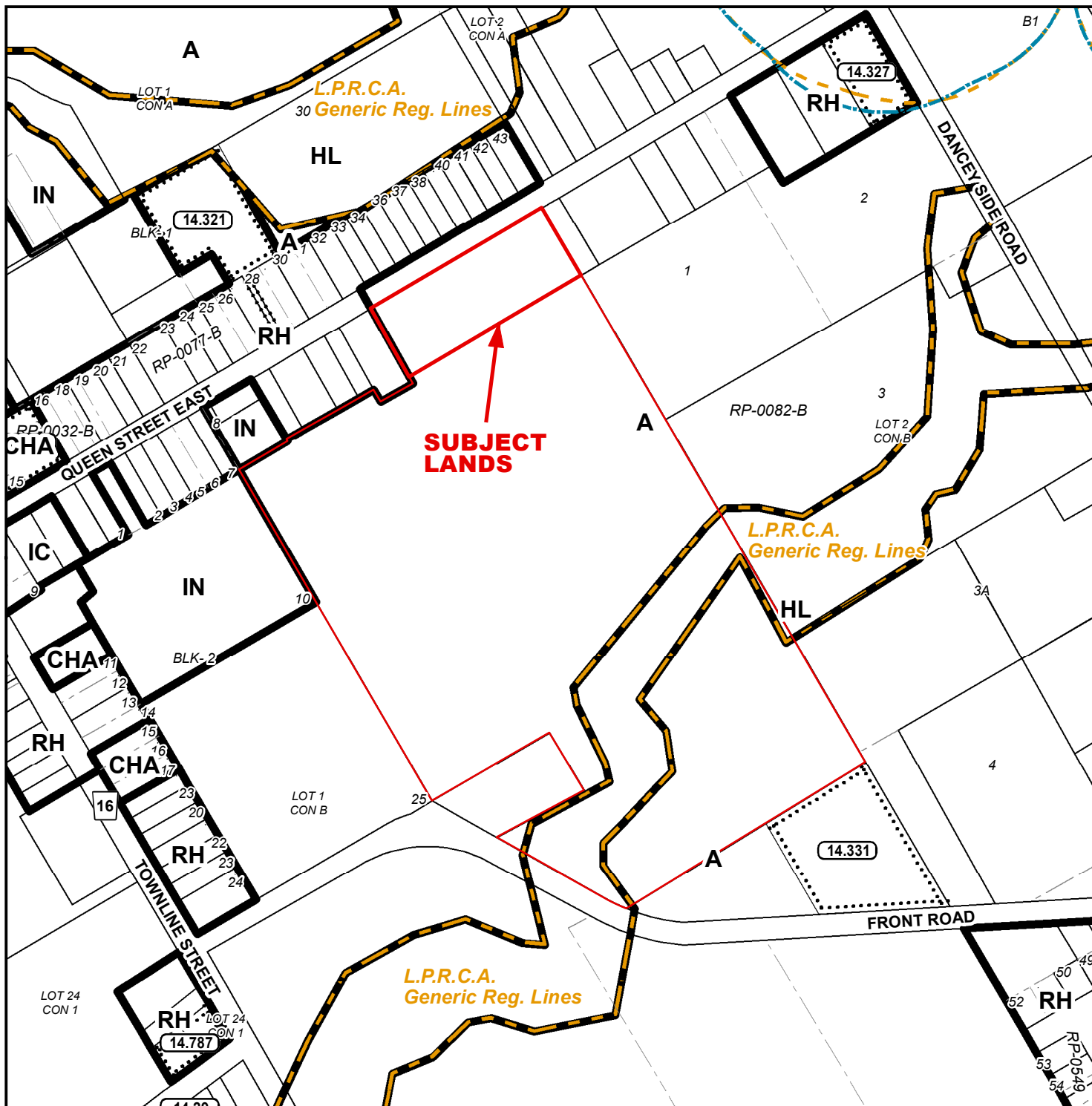
40 20 0 40 80 120 160 Meters

# MAP C

ZNPL2022151

## PROPOSED ZONING BY-LAW AMENDMENT MAP

Geographic Township of CHARLOTTEVILLE



### LEGEND

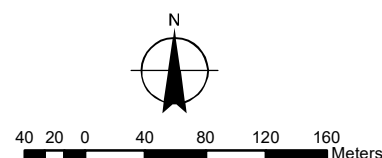
- Subject Lands
- Lands Owned
- Adjacent Lands
- LPRCA Generic RegLines

### ZONING BY-LAW 1-Z-2014

- (H) - Holding
- A - Agricultural Zone
- CHA - Hamlet Commercial Zone
- IC - Community Institutional Zone
- RH - Hamlet Residential Zone
- HL - Hazard Land Zone
- IN - Neighbourhood Institutional Zone

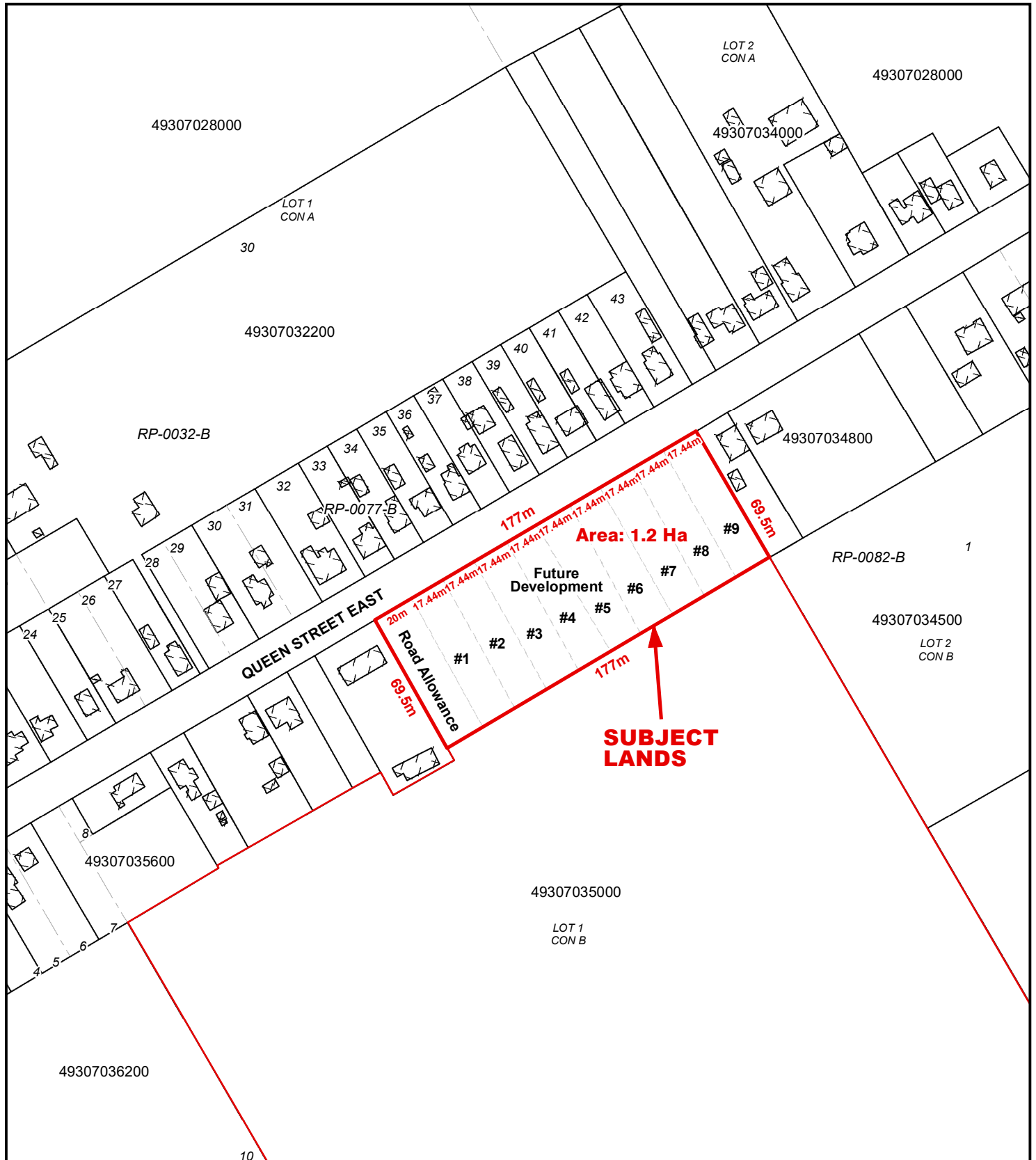
**From: A**  
**To: RH(H)**

5/31/2022



**CONCEPTUAL PLAN**

Geographic Township of CHARLOTTEVILLE



**Legend**

- Subject Lands
- Lands Owned

