

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 planning@norfolkcounty.ca. 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	_____	Public Notice Sign	_____
Related File Number	_____	Application Fee	_____
Pre-consultation Meeting	_____	Conservation Authority Fee	_____
Application Submitted	_____	Well & Septic Info Provided	_____
Complete Application	_____	Planner	_____

Check the type of planning application(s) you are submitting.

- ☐ Official Plan Amendment
- ☒ Zoning By-Law Amendment
- ☐ Temporary Use By-law
- ☐ Draft Plan of Subdivision/Vacant Land Condominium
- ☐ Condominium Exemption
- ☐ Site Plan Application
- ☐ Extension of a Temporary Use By-law
- ☐ Part Lot Control
- ☐ Cash-in-Lieu of Parking
- ☐ Renewable Energy Project or Radio Communication Tower

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

Property Assessment Roll Number: _____

A. Applicant Information

Name of Owner _____

It is the responsibility of the owner or applicant to notify the planner of any changes in ownership within 30 days of such a change.

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

Name of Applicant _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

Name of Agent _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

Please specify to whom all communications should be sent. Unless otherwise directed, all correspondence and notices in respect of this application will be forwarded to 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):

Municipal Civic Address: _____

Present Official Plan Designation(s): _____

Present Zoning: _____

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

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

3. Present use of the subject lands:

4. Please describe **all existing** buildings or structures on the subject lands and whether they are to be retained, demolished or removed. If retaining the buildings or structures, please describe the type of buildings or structures, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

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

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

7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being architecturally and/or historically significant? Yes ☐ No ☐

If yes, identify and provide details of the building:

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

9. Existing use of abutting properties:

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

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

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:

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

3. Does the requested amendment alter all or any part of the boundary of an area of settlement in the municipality or implement a new area of settlement in the municipality? ☐ Yes ☐ No If yes, describe its effect:

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

5. Does the requested amendment alter, replace, or delete a policy of the Official Plan?
☐ Yes ☐ No If yes, identify the policy, and also include a proposed text of the policy amendment (if additional space is required, please attach a separate sheet):

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

Frontage: _____

Depth: _____

Width: _____

Lot Area: _____

Present Use: _____

Proposed Use: _____

Proposed final lot size (if boundary adjustment): _____

If a boundary adjustment, identify the assessment roll number and property owner of the lands to which the parcel will be added: _____

Description of land intended to be retained in metric units:

Frontage: _____

Depth: _____

Width: _____

Lot Area: _____

Present Use: _____

Proposed Use: _____

Buildings on retained land: _____

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

Frontage: _____

Depth: _____

Width: _____

Area: _____

Proposed use: _____

8. Name of person(s), if known, to whom lands or interest in lands to be transferred, leased or charged (if known):

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

Please indicate unit of measurement, for example: m, m² or %

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

10. Building Size

Number of storeys	_____	_____
Building height	_____	_____
Total ground floor area	_____	_____
Total gross floor area	_____	_____
Total useable floor area	_____	_____

11. Off Street Parking and Loading Facilities

Number of off street parking spaces	_____	_____
Number of visitor parking spaces	_____	_____
Number of accessible parking spaces	_____	_____
Number of off street loading facilities	_____	_____

12. Residential (if applicable)

Number of buildings existing: _____

Number of buildings proposed: _____

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

If yes, describe: _____

Type	Number of Units	Floor Area per Unit in 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: _____

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: _____

Seating capacity (if applicable): _____

Number of beds (if applicable): _____

Total number of staff proposed initially: _____

Total number of staff proposed in five years: _____

Maximum number of staff on the largest shift: _____

Indicate the gross floor area by the type of use (for example: office, retail, or storage):

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

D. Previous Use of the Property

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

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

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

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

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

E. Provincial Policy

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

If no, please explain:

2. It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement subsection 2.1.7? ☐ Yes ☐ No

If no, please explain:

3. Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection? ☐ Yes ☐ No

If no, please explain:

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

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

Livestock facility or stockyard (submit MDS Calculation with application)

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

Wooded area

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

Municipal Landfill

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

Sewage treatment plant or waste stabilization plant

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

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

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

Floodplain

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

Rehabilitated mine site

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

Non-operating mine site within one kilometre

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

Active mine site within one kilometre

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

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

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

Active railway line

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

Seasonal wetness of lands

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

Erosion

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

Abandoned gas wells

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

F. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

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

Sewage Treatment

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

Storm Drainage

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

2. Existing or proposed access to subject lands:

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

Name of road/street: _____

G. Other Information

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

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

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

H. Supporting Material to be submitted by Applicant

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

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

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

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

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

- ☐ 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.

Gary Mussel

Owner/Applicant Signature

May 26/22

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 Gary & Shirley Mussel am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Mary Elder of Elder Plans Inc. 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.

Gary Mussel

Owner

May 26/22

Date

Shirley Mussel

Owner

May 26/22

Date

N. Declaration

I, Mary Elder of Norfolk County

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:

Mary Elder
Owner/Applicant Signature

In _____

This _____ day of _____

A.D., 20____

A Commissioner, etc.

Elder Plans Inc.
32 Miller Cres.
Simcoe, ON N3Y 4R1

July 15, 2022

Transmitted via email

Planning Department
185 Robinson Street, Suite 200
Simcoe, Ontario N3Y 5L6

Dear Sir or Madam:

SUBJECT: Zoning Application
2063 Main Street Walsingham, Walsingham
Property Roll # 3310-54301006400

Elder Plans Inc. has been retained by Gary Mussel to assist in the removal of a site-specific special provision in the Zoning By-law permitting a contractor's yard on this site.

The subject lands are located in the hamlet of Walsingham at 2063 Main Street Walsingham. In the Norfolk County Official Plan, they are designated Hamlet and Hazard Land. These lands are zoned Hamlet Residential, Hazard Land, Agriculture and Provincially Significant Wetland in the Norfolk County Zoning By-Law 1-Z-2014 with site specific special provision 14.310.

1.0 Site description and neighbouring land uses

The site has a single detached dwelling and three large accessory buildings located on it. The larger 502.42 sq m building and 195 sq m building located to the rear of the dwelling are, and will continue to be, utilized for personal storage. The smaller 195 sq m building at the front was used for the contractor's yard and is now proposed for personal storage uses with the retirement of the owner.

These buildings occupy the higher elevations of the property. Where the lands slope to the north and south, the Hazard Land zoning is located. To the west of the lands designated Hamlet, there are agricultural lands and further west wetlands. Lands across the road to the east and also to the south are used for residential uses in the hamlet.

2.0 Development Proposal

On retirement, the owner will continue to reside in the dwelling and utilize the accessory buildings on site for personal storage (further details can be provided if needed). As the site-specific permission for a contractor's yard is no longer necessary, the proposal is to remove it.

The accessory buildings exceed the size and height limitations permitted through section 3.2 of the County Zoning By-law 1-Z-2014. However, these buildings were legally built in 1986, 1993 and 2003 under the Township of Norfolk Zoning By-law 1-NO-85 through appropriate building permits. They are legally existing and therefore should be considered as non-complying through section 3.25. In this

former Zoning By-law 1-NO-85 buildings were permitted to be 11 m high and no size limitations were set out. According to Section 1.62 of 1-Z-2014 this former Norfolk Township Zoning By-law was rescinded in 2018.

Please find attached to this letter a minor zoning amendment application and air photo of the property. The County fee of \$844 and the \$514.15 fee for the Long Point Region Conservation Authority will be delivered to the 185 Robinson Street, Suite 200 office to planning staff's attention.

I trust this will form a complete application.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Mary Elder MCIP RPP

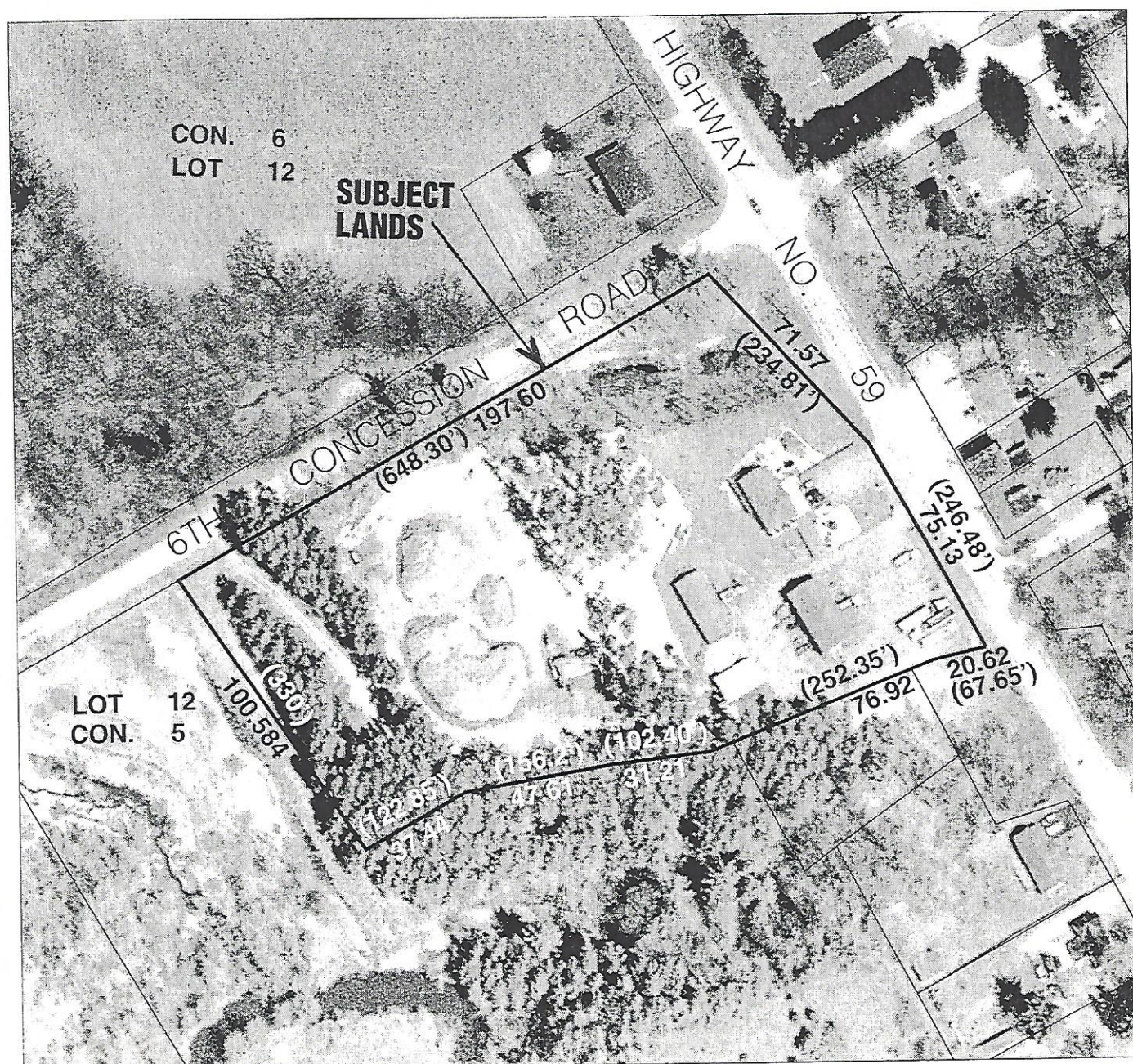
MAP NUMBER 5

File Number: ZN-5/03

Geographic Township of SOUTH WALSINGHAM



Scale 1:2000



MAP NUMBER 6

File Number: ZN-5/03

Geographic Township of SOUTH WALSINGHAM



Scale 1:2000



Pre-Submission Consultation Meeting Minutes

Date: October 5, 2021

Description of Proposal: Removal of contractor's yard site specific provision

Property Location: 2063 Main Street Walsingham

Roll Number: 331054301006400

As a result of the information shared at the pre-consultation meeting dated October 5, 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. **Before you submit your application, please contact the assigned Planner to confirm submission requirements and the applicable fee.**

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.

Site Map



Attendance List

Proponent	Gary Mussel Mary Elder, Elder Plans (Agent)
Community Development – Planning	Tricia Givens, Director, Planning (Chair) Nicole Goodbrand, Senior Planner
Community Development – Building and Zoning	Scott Northcott, Building Inspector III
Environment & Infrastructure Services – Development Engineering	Stephen Gradish, Development Technologist
Corporate Support Services – Realty Services	Lydia Harrison, 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

Planning Department

List of Application Requirements*

Planning application(s) required to proceed		Required
Official Plan Amendment Application Choose an item.		
Zoning By-law Amendment Application (Minor)		X
Site Plan Application Choose an item.		
Draft Plan of Subdivision Application		
Draft Plan of Condominium Application		
Part Lot Control Application		
Consent / Severance Application		
Minor Variance Application		
Removal of Holding Application		
Temporary Use By-Law Application		
Other - Click here to enter text.		
Planning requirements for a complete application 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**	Required at OPA/ Zoning Stage	Required at Site Plan Stage
Proposed Site Plan / Drawing		
Planning Impact Analysis Report / Justification Report		
Environmental Impact Study Choose an item.		
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		
Elevation Plan		
Photometrics (Lighting) Plan		
Shadow Analysis Report		
Record of Site Condition		

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

*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

The proposal is to remove additional permitted uses from the subject lands. This is a minor zoning by-law amendment which should include a summary of the rationale for the request. This could be in the form of a cover letter summarizing the request with the application.

Assigned Planner:

Nicole Goodbrand
Senior Planner
Extension 8019
Nicole.Goodbrand@norfolkcounty.ca

Development Engineering

Development Engineering has reviewed the information submitted and have NO comments at this time. Please continue to circulate Development Engineering when application is made.

Stephen Gradish
Development Technologist
Extension 1702
Stephen.Gradish@norfolkcounty.ca

Conservation Authority

Long Point Regional Conservation Authority

CONSERVATION AUTHORITY REQUIREMENTS TO PROCEED The below requirements are to be submitted as part of the 2063 Main Street Walsingham project.	May be Required	Required
Conservation Authority Permit	X	
Slope Stability Analysis/ Erosion Analysis		
Coastal Engineers Report		
Environmental Impact Study		
Subwatershed Plan/Study		
Master Drainage Study		
Stormwater Management Report/Brief		
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. As such, "development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards."

The application is subject to the following subsections of section 3.1 of the Provincial Policy Statement:

3.1.1 b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards

- The subject land contains flooding and erosion hazards from the main stem and tributaries of Big Creek.

Due to the nature of the request, at this time LPRCA has no concerns as it relates to section 3.1 of the PPS, 2020

For the applicant's information, development has encroached inside the hazard lands on the south-eastern portion of the property.

Ontario Regulation 178/06

The subject lands are partially regulated under Ontario Regulation 178/06. A permit is required from our office prior to development within the Regulation Limits. The subject lands are regulated due to the following considerations:

- The subject land is adjacent to a Provincially Significant Wetland,

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- The property is subject to erosion hazards from Big Creek,
- The property is subject to flooding hazards from tributaries from Big Creek on the northern portion of the property.

Completed by:

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

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County Departmental Comments & Requirements

Corporate Support Services – Realty Services

No comment

Lydia Harrison
Specialist, Realty Services
Extension 1323
Lydia.Harrison@norfolkcounty.ca

Building

Zoning Administrator:

Section 1.4.3 (b) where the main use is wholly situated in one (1) Zone, an accessory structure or use may be permitted in any other Zone than the Provincially Significant Wetland Zone (PSW) provided it meets all provisions of Section 3.0 except non-residential accessory structures shall not be permitted in residential Zones. How this has been interpreted is that since the lot has more than one zone, and the main use(the dwelling) is in the RH portion, the accessory structures must all be applicable to section 3.0 of that zone. So even though you have one structure that is half in the AGR zone, it would be all considered under accessory in the RH zone.

Roxanne Lambrecht
Zoning Administrator
Extension 1839
Roxanne.Lambrecht@norfolkcounty.ca

Building Inspector:

The Building Department has no comments on this proposed zoning change.

Devon Staley
Senior Building Inspector
Extension 8108
Devon.staley@norfolkcounty.ca

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Fire Department

No Comment

Cory Armstrong-Smith

Fire Prevention Officer

Extension 2402

Cory.Armstrong-Smith@norfolkcounty.ca

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>

Norfolk County Official Plan

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

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/>

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

3.0 General Provisions

3.1 Accessory Uses to Non-Residential Uses

No *building or structure*, excluding a *sign*, which is accessory to any non-residential use in any *Zone* shall:

- a) contravene any *Zone* provisions for the *Zone* in which the *building or structure* is located except;
 - i. a *building or structure* used as a gatehouse or kiosk for parking attendants or security personnel which may be erected in any required setback from a street provided such *building or structure* is located no nearer than 3 metres to any street line and provided it does not exceed 20 square metres in area;
- b) be established on any *lot* until or unless the main *building* or use to which it is accessory is established;
- c) occupy more than 10 percent of the *lot area*, for all *accessory buildings* together, to a maximum of 200 square metres *usable floor area* on a lot less than 2 hectares in the Agricultural *Zone* (A). [66-Z-2018]

3.2 Accessory Uses to Residential Uses

3.2.1 No *building or structure* which is accessory to any *permitted* residential use in any *Zone* shall:

- a) exceed a *building height* of 5 metres in an Urban Residential *Zone* (R1 to R6), 7 metres in the Resort Residential *Zone* (RR), 8 metres in the Agricultural *Zone* (A), and 6 metres in all other *Zones* [8-Z-2020];
- b) occupy any part of a *front yard*, except:
 - i. an *accessory building or structure* in an Agricultural *Zone* (A) which shall occupy no part of a *required front yard*;
- c) occupy any part of a *required exterior side yard*;
- d) be nearer than 1.2 metres of a *lot line* within an *interior side yard* or 1.2 metres of an *interior lot line* within a *front yard*;
- e) be nearer than 1.2 metres of an *interior lot line* within a *rear yard* except:
 - i. in the case of a *mutual private garage* in the *rear yard* on a common *interior side lot line*, no separation distance is *required*;
 - ii. in the case of a *rear lot line* adjoining a private or public *lane*, no *setback* is *required*;
- f) in the case of a *through lot*, be nearer than 6 metres from any *street line* or the average *setback* of the nearest *structures* whichever is less;

- g) occupy more than 10 percent of the lot area, for all accessory buildings together, to a maximum of 55 square metres usable floor area in an Urban Residential Zone (R1 to R6) and 100 square metres usable floor area in all other Zones, excluding Agricultural Zone (A) where a maximum size of 200 square metres of usable floor area is permitted to a maximum of 10 percent of the lot area. [7-Z-2018]
Swimming pools shall not constitute a *structure* for the purposes of this provision;
- h) be established on any *lot* until or unless the main *building* or use to which it is accessory is established.

3.2.2 Boathouse

Notwithstanding Subsection 3.2.1, a *boathouse* as an *accessory use* to a residential use shall comply with the provisions in the applicable *Zone* and with the following provisions:

- a) minimum *exterior side yard* – 6 metres;
- b) minimum *interior side yard* – 1.2 metres, except where a *boathouse*, is erected on a common *lot line* in which case no *interior side yard setback* is required;
- c) maximum *building height* – 5 metres;
- d) maximum total *usable floor area* – 56 square metres;
- e) maximum *lot coverage* – shall not occupy more than 10 percent of the *lot area*, for all *accessory buildings*;
- f) shall not contain a *dwelling unit*, *habitable room* or washroom facilities.

3.2.3 Accessory Residential Dwelling Units

Accessory residential dwelling unit shall be permitted in *single detached*, *semi-detached*, and *street townhouses* and located on the same *lot* as the *primary dwelling*, subject to the following provisions:

- a) *accessory residential dwelling units* shall be regulated by the applicable provisions pertaining to the *primary use* for each *lot* and by the provisions of Subsection 3.2 *Accessory Uses to Residential Uses* of this By-Law as applicable;
- b) Notwithstanding Subsection 3.2.3 a), and in lieu of the applicable provisions of Subsection 3.2, where an *accessory residential dwelling unit* is located in an *accessory building or structure* the following shall apply:
 - i. Be nearer than 3.3 metres of a *lot line* within an *interior side yard* or *rear yard* except:
 - a. in the case of a mutual *private garage* in the *rear yard* on a common *interior side lot line*, no separation distance is required;
 - b. in the case of a *rear lot line* adjoining a private or public *lane*, no *setback* is required;

MAP A
CONTEXT MAP
Geographic Township of SOUTH WALSINGHAM

ZNPL2022233



Legend

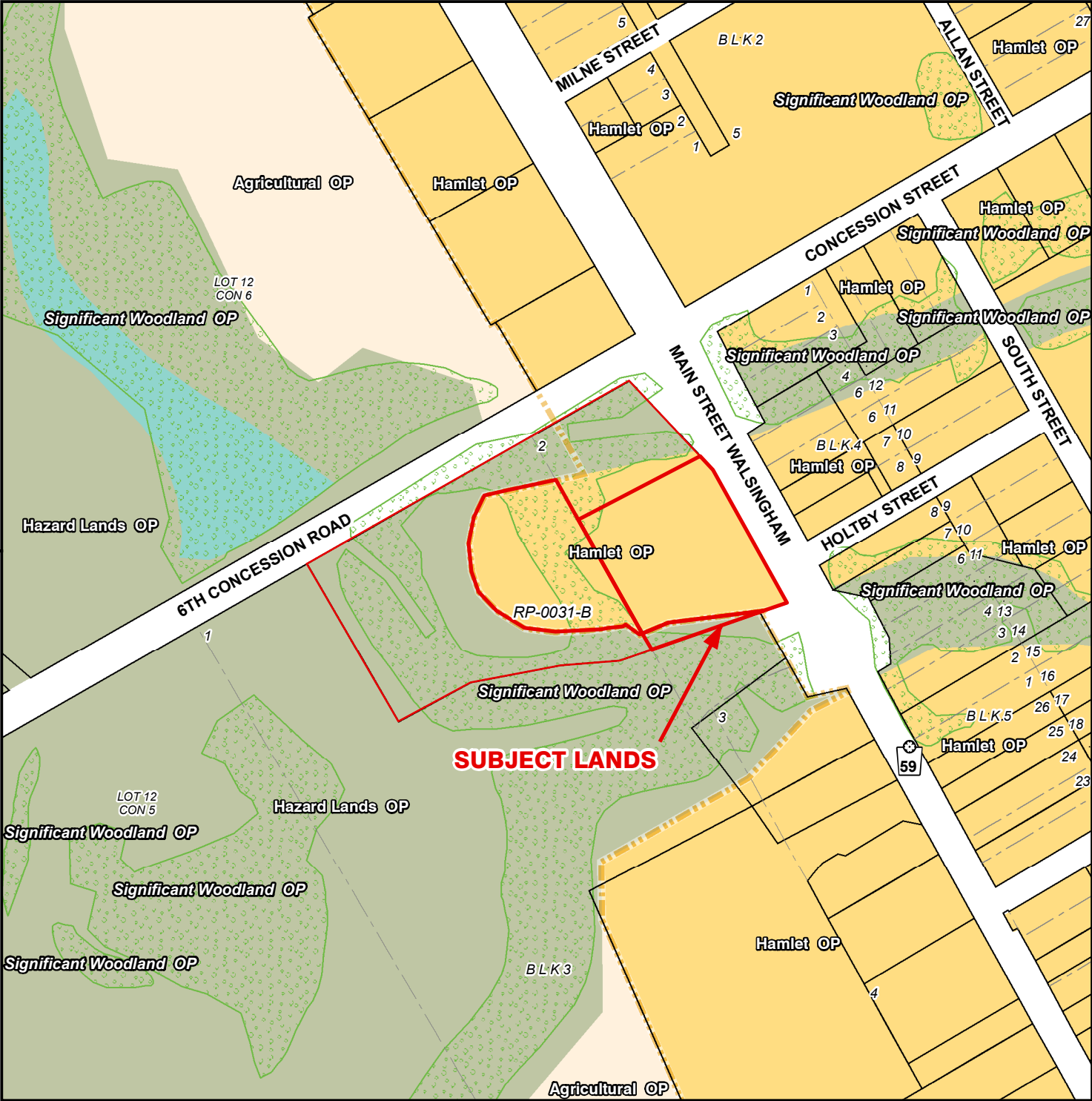
-  Subject Lands
-  Lands Owned

2020 Air Photo

9/14/2022



30 15 0 30 60 90 120 Meters



Legend

Subject Lands

Lands Owned

Official Plan Designations

Agricultural

Hazard Lands

Provincially Significant Wetland

Hamlet

Hamlet Area Boundary

Significant Woodland

9/14/2022

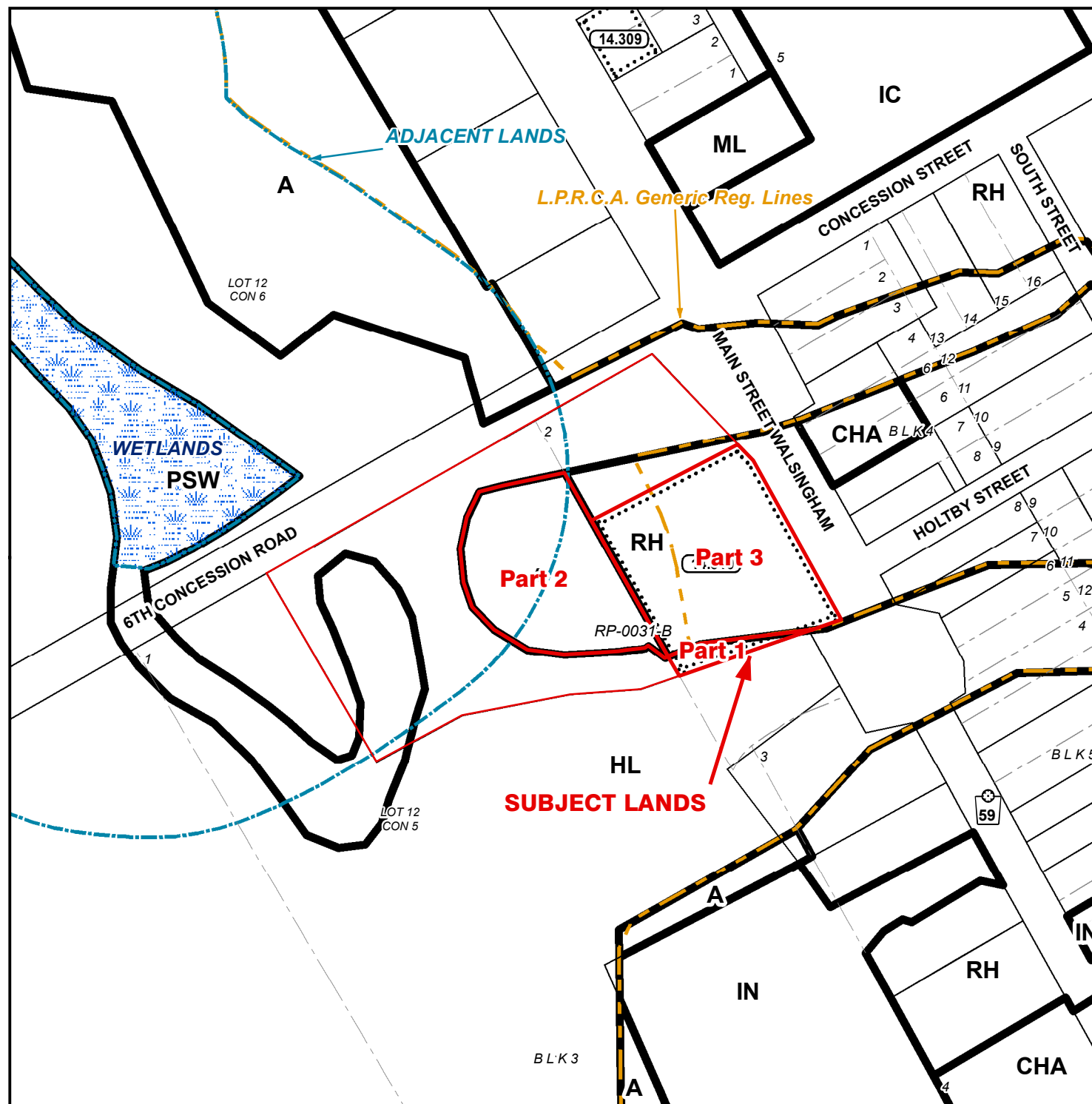
N

20 10 0 20 40 60 80

Meters

PROPOSED ZONING BY-LAW AMENDMENT MAP

Geographic Township of SOUTH WALSINGHAM



LEGEND

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

ZONING BY-LAW 1-Z-2014

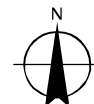
- (H) - Holding
- A - Agricultural Zone
- CHA - Hamlet Commercial Zone
- IC - Community Institutional Zone
- RH - Hamlet Residential Zone
- HL - Hazard Land Zone
- ML - Light Industrial Zone
- IN - Neighbourhood Institutional Zone
- PSW - Provincially Significant Wetland Zone

Part 1 9/14/2022

From: HL With Special Provision
To: HL

Part 2
From: A
To: RH

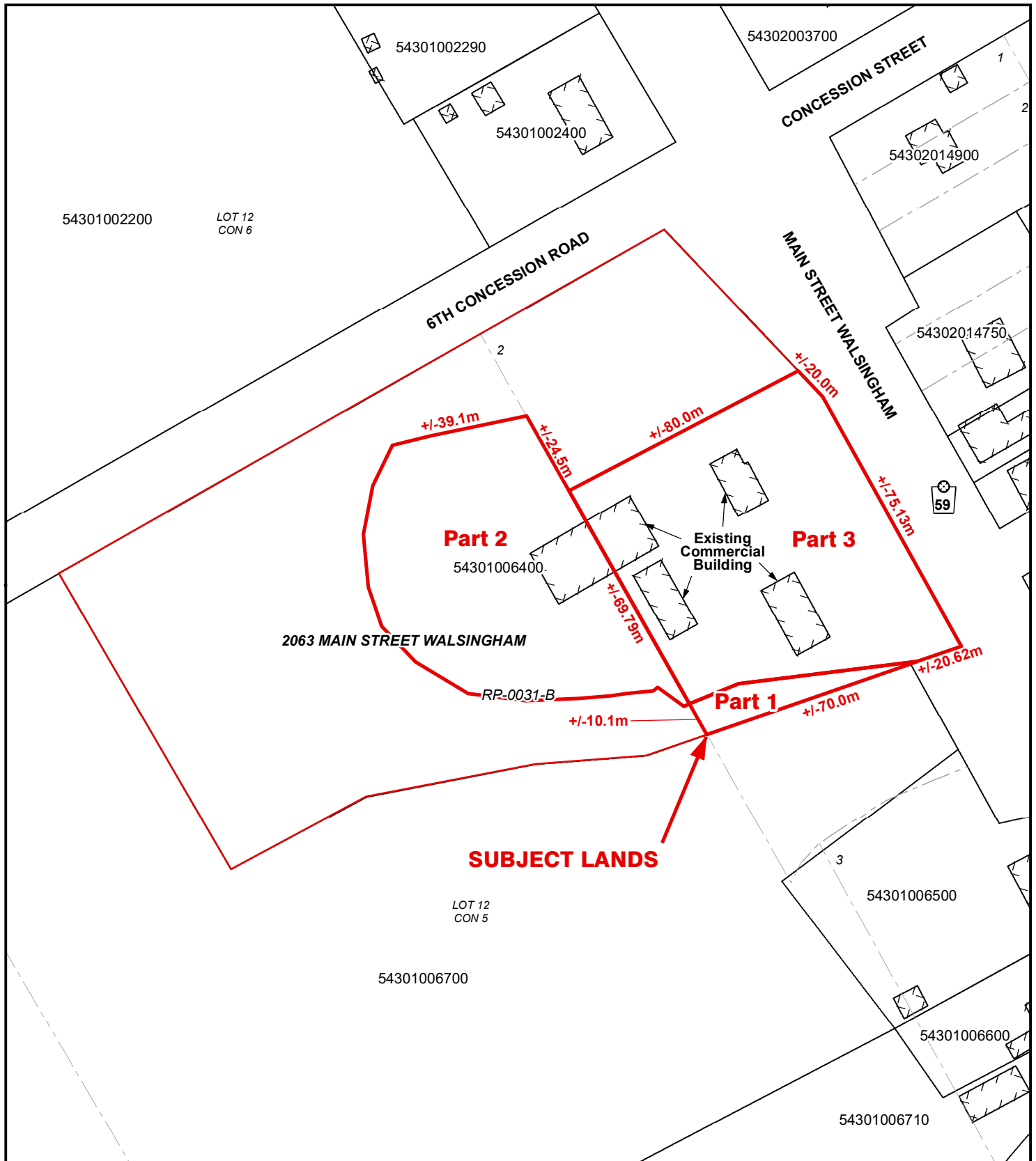
Part 3
From: RH With Special Provision
To: RH



20 10 0 20 40 60 80 Meters

CONCEPTUAL PLAN

Geographic Township of SOUTH WALSINGHAM



Legend

- Subject Lands
- Lands Owned

