

## **Planning Department Development Application Form**

### **Complete Application**

A complete development application consists of the following:

1. A completed, signed, and notarized application form
2. Supporting information adequate to illustrate your proposal as indicated in **Section H** of this application form
3. Written authorization from the registered owner of the subject lands where the applicant is not the owner as per Section N
4. Cash, debit, credit or cheque payable to Norfolk County in the amount set out in the user fees By-Law that will be accepted and deposited once the application has been deemed complete.

### **Pre-Submission Consultation:**

Norfolk County requires a Pre-Consultation Meeting for all applications; however, minor applications may be exempted depending on the nature of the proposal. The purpose of a Pre-Consultation Meeting is to provide the applicant with an opportunity to present the proposed application, discuss potential issues, and for the Norfolk County and Agency staff to identify the application requirements. Application requirements, as detailed in the Pre-Consultation Meeting Comments, are valid for one year after the meeting date.

### **Development Application Process**

Once an application has been deemed complete by a Planner, Norfolk County staff will circulate the application to adjacent landowners, public agencies, and internal departments for comment. The time involved in application processing varies depending on its complexity, acceptability to the other agencies, and statutory Planning Act decision time-frames.

Payment is required once your application is deemed complete. Pre-payments will not be accepted.



Norfolk County collects personal information submitted through this form under the Municipal Freedom of Information and Protection Act's authority. Norfolk County will use this information for the purposes indicated or implied by this form. You can direct questions about collecting personal information to Norfolk GIS Services at [NorfolkGIS@norfolkcounty.ca](mailto:NorfolkGIS@norfolkcounty.ca).

Additional studies required for the complete application shall be at the applicant's sole expense. Sometimes, peer reviews may be necessary to review particular studies at the applicant's expense. In these cases, Norfolk County staff will select the company to complete the peer review.

Norfolk County will refund the original fee if applicants withdraw their applications before circulation. If Norfolk County must recirculate your drawings, there will be an additional fee. If Norfolk County must do more than three reviews of engineering drawings due to revisions by the owner or failure to revise engineering drawings as requested, Norfolk County will charge an additional fee. Full refunds are only available before Norfolk County has circulated the application.

### **Notification Sign Requirements**

For public notification, Norfolk County will provide you with 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 and not on a tree.
3. Notify the Planner when the sign is in place.
4. Maintain the sign until the development application is finalized and, after that, remove it.

### **Contact Us**

For additional information or assistance completing this application, please contact a Planner at 519-426-5870 or 519-875-4485 extension 1842 or [planning@norfolkcounty.ca](mailto: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 result of this application (for example, a special zoning provision on the subject lands to include additional use(s), changing the zone or official plan designation of the subject lands, creating a certain number of lots, or similar)

*Change the zoning to remove a commercial office to a 1 bedroom Apt. so the building is residential. Allow for 5 residential units where there are currently 4. Change the Massage Therapy Clinic to a residential unit*

Property Assessment Roll Number: 3310 3350 200240 00000



**A. Applicant Information**

**Name of Owner**

Mark & Susanne Kozak

**Address**

Box 564 80 Leamon St.

**Town and Postal Code**

Waterford ONT NOE 1Y0

**Phone Number**

519-443-4547

**Cell Number**

519-429-0315

**Email**

KozakConstruction@bellnet.ca

**Name of Applicant**

Mark Kozak

**Address**

80 Leamon St

**Town and Postal Code**

Waterford ONT NOE 1Y0

**Phone Number**

519-443-4547

**Cell Number**

519-429-0315

**Email**

KozakConstruction@bellnet.ca

**Name of Agent**

**Address**

**Town and Postal Code**

**Phone Number**

**Cell Number**

**Email**

Unless otherwise directed, Norfolk County will forward all correspondence and notices regarding this application to both owner and agent noted above.

☐ Owner

☐ Agent

☒ Applicant

Names and addresses of any holder of any mortgages, charges or other encumbrances on the subject lands:

Line of credit, TD Canada Trust



**B. Location, Legal Description and Property Information**

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

PT Lot 8, 16 BIK 26 Plan 19B  
Waterford.

Municipal Civic Address: 50 Alice St, Waterford

Present Official Plan Designation(s): Down town

Present Zoning: Central Business District Zone

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:

1 Massage Clinic, 4 Residential Apts

4. Please describe **all existing** buildings or structures on the subject lands and whether they will 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 the 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:

Woodframe Building to be kept as is

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:

23 years

9. Existing use of abutting properties:

Gym on West side, Private Residence on

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

☐ 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:

Change the Massage Clinic to a 1 Bdrm Apto

\_\_\_\_\_

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

The office is Commercial

\_\_\_\_\_

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, m<sup>2</sup> or %

Lot frontage	<hr/>	<hr/>
Lot depth	<hr/>	<hr/>
Lot width	<hr/>	<hr/>
Lot area	<hr/>	<hr/>
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/>	<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	<u>7</u>	<u>7</u>
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: 1

Number of buildings proposed: \_\_\_\_\_

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

If yes, describe: Current Commercial space to form new Apt.

Type	Number of Units	Floor Area per Unit in m <sup>2</sup>
------	-----------------	---------------------------------------

Single Detached	_____	_____
-----------------	-------	-------

Semi-Detached	_____	_____
---------------	-------	-------

Duplex	_____	_____
--------	-------	-------

Triplex	_____	_____
---------	-------	-------

Four-plex	_____	_____
-----------	-------	-------

Street Townhouse	_____	_____
------------------	-------	-------

Stacked Townhouse	_____	_____
-------------------	-------	-------

Apartment - Bachelor	_____	_____
----------------------	-------	-------

Apartment - One bedroom	<u>Existing 2 + 1 proposed</u>	<u>new unit + = 34m<sup>2</sup></u>
-------------------------	--------------------------------	-------------------------------------

Apartment - Two bedroom	<u>2</u>	_____
-------------------------	----------	-------

Apartment - Three bedroom	_____	_____
---------------------------	-------	-------

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

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):

Commercial on west side, Residential on East.  
Space being converted was Massage Clinic

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:

Personal Knowledge.

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

- ☒ Municipal piped water ☐ Communal wells  
☐ Individual wells ☐ Other (describe below)

### Sewage Treatment

- ☒ Municipal sewers ☐ Communal system  
☐ Septic tank and tile bed in good working order ☐ Other (describe below)

### Storm Drainage

- ☒ Storm sewers ☐ Open ditches  
☐ Other (describe below)

2. Existing or proposed access to subject lands:

- ☒ Municipal road ☐ Provincial highway  
☐ Unopened road ☐ Other (describe below)

Name of road/street: \_\_\_\_\_

## G. Other Information

1. Does the application involve a local business? ☐ Yes ☒ No  
If yes, how many people are employed on the subject lands?

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

*Previous Business Ceased Trading 1.5 yrs ago*



## **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 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 site plan approval, 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**

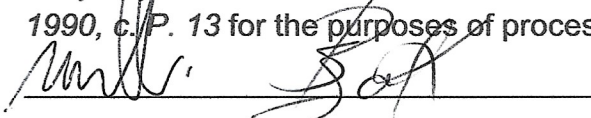
The owner acknowledges and agrees that if required, it is their solicitor's responsibility on behalf of the owner, to disclose the registration of all transfer(s) of land and/or easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's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

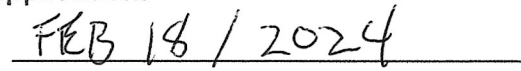
**K. Permission to Enter Subject Lands**

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

**L. Freedom of Information**

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act, R.S.O. 1990, c.P. 13* for the purposes of processing this application.

  
Owner/Applicant Signature

  
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 \_\_\_\_\_ am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date



**N. Declaration**

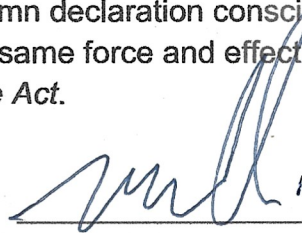
I, MARK KOZAK of WATERFORD ONTARIO

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:

SIMCOE



Owner/Applicant Signature

In NORFOLK COUNTY

This 16<sup>th</sup> day of FEBRUARY

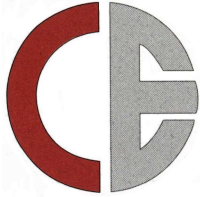
A.D., 2024.



John Andrew Wallace, a  
Commissioner, etc., Province of Ontario,  
for the Corporation of Norfolk County,  
Expires January 16, 2027

A Commissioner, etc.





# **J.H. COHOON ENGINEERING LIMITED**

## **CONSULTING ENGINEERS**

440 Hardy Road, Unit #1, Brantford, ON N3T 5L8  
Tel: (519) 753-2656 Fax: (519) 753-4263  
www.cohooneng.com

## **PROPOSED COMMERCIAL BUILDING RENOVATION**

**50 ALICE STREET**

**WATERFORD, ONTARIO**

## **FUNCTIONAL SERVICING REPORT**

PREPARED FOR:

**MARK KOZAK**

PREPARED BY:

**J.H. COHOON ENGINEERING LIMITED**

**440 HARDY ROAD UNIT 1**

**BRANTFORD, ONTARIO, N3T 5L8**

**PHONE: 519 - 753-2656**

**FAX: 519 - 753-4263**

PROJECT NO. 16259

SEPTEMBER 22, 2023



**Professional Engineers  
Ontario**



## Table of Contents

Table of Contents .....	2
1 Introduction .....	3
1.1 Proposed Development Concept .....	3
1.2 Guidelines and Background Information .....	3
2 Sanitary Sewers & Appurtenances .....	4
2.1 Design Sanitary Flows .....	4
2.2 Sanitary Outlet.....	5
3 Watermains & Appurtenances.....	6
3.1 Design Watermain Flows .....	6
4 Storm Sewers & Appurtenances.....	7
5 Grading .....	7
6 Utilities .....	7
7 Summary.....	8

## List of Figures

Figure 1: Key Plan .....	4
--------------------------	---

## Appendices

Appendix A: Ontario Land Survey Information

Appendix B: Drawings



# 1 Introduction

The following Functional Servicing Report (FSR) has been prepared by J.H. Cohoon Engineering Limited on behalf of Mark Kozak in support of a zoning by-law amendment application for the conversion of the first floor of the building at 50 Alice Street, in the community of Waterford, Norfolk County from commercial use to apartment.

The site is located at 50 Alice Street in the community of Waterford, Norfolk County. The existing building on-site currently functions as a mixed used commercial and apartment building, with a massage therapy office on the first storey and four apartments on the second storey. The site is currently zoned as Central Business District and is bounded by municipal Right of Way to the north, Central Business District to the east and west, and residential land use to the south.

The subject property is legally described as “Parts Lots 8 and 16, both in Block 26, Plan 19B for Town of Waterford, County of Norfolk, now in the City of Nanticoke, Regional Municipality of Haldimand-Norfolk”. Relevant Ontario Land Survey information has been provided in Appendix A for reference.

The objective of this report is to document the preliminary servicing to be utilized for the site. The full services (i.e., sanitary, storm and water) currently in use at the site and connected to the existing municipal system in the existing municipal road allowance are anticipated to be sufficient for the proposed change in use. The owner will assume full responsibility for the installation and maintenance of the services on the property.

## 1.1 Proposed Development Concept

The proposed development is to be constructed on the lands identified above in the Town of Waterford, Norfolk County. The site proposed for the development as an apartment style of development which is approximately 0.13 hectares in size. A key map illustrating the site location is provided in Figure 1 overleaf.

The proposed development consists of converting the first storey of the existing building from commercial use to an apartment. This proposal will convert the existing building to an apartment complex consisting of 5 units, with surface parking for 5 vehicles. Existing access to the site from Alice Street will be maintained. The overall development proposal is illustrated on the plans prepared by J.H. Cohoon Engineering Limited Drawing 16259-1 which has been included within Appendix B of this report.

## 1.2 Guidelines and Background Information

The Corporation of Norfolk County Design Criteria (August 2017) has been utilized in the preparation of this report.

Information relating to existing topography and ground cover was obtained through topographic survey as the basis for the site and servicing plans appended.





Figure 1: Key Plan

## 2 Sanitary Sewers & Appurtenances

### 2.1 Design Sanitary Flows

This development is proposed to be fully connected to the municipal sanitary sewer system that is located on Alice Street. The site presently has direct access to the sanitary sewer on Alice Street.

In accordance with the current Norfolk County requirements, the design flows have been provided



within this report for consideration of the Norfolk County Public Works Department. The following information is being provided to the County of Norfolk for their use and consideration.

### Sanitary Design Flows

#### Residential

5 Units (Proposed)

2.75 persons per unit (average)

The average daily flow the average daily flow is based upon 450 litres per person per day

$450 \times 5 \times 2.75 = 6,187.5$  litres per day

= 0.072 litres per second

Total Average Design Flow = 0.072 litres per second.

On the basis of the Harmon Peaking Factor, and a total population for this site being 14 persons, the peaking factor of 4.400 (max 4) was applied resulting in a peak design flow for this building being 0.288 litres per second.

With the consideration of Infiltration on this site as follows:

Site Area = 0.13 hectares +/-

Infiltration Rate = 0.28 litres per second per hectare

Infiltration Allowance  
= 0.036 litres per second

#### Summary of Results

Average Flow Rate (including Infiltration) = 0.108 litres per sec

Peak Flow Rate (including infiltration) = 0.324 litres per sec

## 2.2 Sanitary Outlet

Based on the provided record drawings received from the County, the size of the existing sanitary service lateral is unknown. However, the full flow capacity of the County Standard minimum size sewer (200 mm dia.) at 0.5% is 23.19 litres per sec, which can accommodate the design peak flow rate (0.32 litres per sec) from the proposed development. Using the Manning's formula, it has been determined that the minimum size of the service lateral will have adequate capacity to accommodate the design peak flow rate is 42 mm dia. at 0.5%, with a corresponding full flow capacity of 0.35 litres per sec.

Given that the sanitary service lateral is likely to either meet the County Standard or be at least 100 mm in diameter, the sewer lateral is assumed to be sufficient to accommodate the design peak flow.



### 3 Watermains & Appurtenances

#### 3.1 Design Watermain Flows

The peak design flow rate from the proposed development using current Norfolk County Standards. As with the wastewater, the estimated average flows have been detailed with the Sanitary Sewer Section of this report. (Section 2.1 above). However, in this case, a consumption of 450 litres per person per day and a peaking factor of 2.25 have been utilized.

The summary of the water system demands can be summarized as follows:

5 Unit Development	Average Daily Flow Rate (Litres per second)	Peak Daily Flow Rate (Litres per second)
	0.109	0.245

As noted in the Norfolk County design criteria, a peaking factor of 2.25 was used for the calculation of the peak flow rate.

The proposed fire protection to this development will be handled by the existing fire hydrant located on Alice Street.

Utilizing the requirements of the Fire Underwriters Survey 1999, the following outlines the water demand for the overall building area of the subject building.

This largest fire compartment would be in the order of 144.3 sq.m. (1 story) being 4 units on the second storey of the subject building. In accordance with the Fire Underwriters Survey 1999, consideration of the floor below results in the building area being increased to 180.4 sq.m.

Therefore, in this case, a building area of 180.4 sq.m. is being considered in the calculations.

Utilizing the Fire Underwriters Survey Document, our estimation of the required fire demand is as follows:

Estimate of Fire Flow Required	=	$220 * C * \text{SQRT}(A)$
Where C	=	Coefficient related to type of Construction
		Ordinary Construction = 1.5
A	=	Total Area of the Building (As outlined above)
		180.4 sq. m.
	=	$220 \times 1.5 * \text{SQRT}(180.4)$
	=	4,432 litres per min
Rounded to	=	4,000 litres per min



Modifications		
Occupancy	=	Normal Hazard Occupancy
	=	-15%
	=	-600 litres per min
Net Fire Demand	=	3,400 litres per min
Further Modifications		
Automatic Sprinkler System	=	0%
		No Reduction
Spatial Exposure (Estimated)		
North Side (Street)		+ 0%
East Side (3.8 m)		+ 10%
West Side (11.5 m)		+ 5%
South Side (39.3 m)		+ 0%
Total		+ 15%
		Increase = +510 litres per min
Total Fire Demand	=	3,910 litres per min
	=	65.2 litres per sec.

## 4 Storm Sewers & Appurtenances

The proposed development will not involve any change to existing property grades or impervious surface, and no change to the existing drainage conditions is anticipated. Therefore, stormwater management controls (for water quantity and/or water quality) are not required for the proposed development.

## 5 Grading

As noted above, the existing site grading will not be impacted by the proposed development, as it involves interior renovations to the existing building on-site only.

## 6 Utilities

Gas, hydro, Bell and cable utilities are available to service the proposed development. Coordination of these services will be required with Union Gas, Brantford Power, Bell and Rogers.



## 7 Summary

The preceding sections of this report outline the servicing requirements for the proposed conversion of the 2-storey commercial and apartment building to a 2-storey 5-unit apartment development (by converting the first storey from commercial space to an apartment unit) at 50 Alice Street in the Town of Waterford, Norfolk County. Based on the work completed to date, the proposed development may be developed with full municipal services.

Report Prepared By:

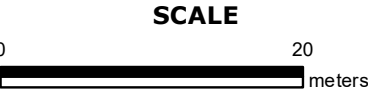
**J.H. COHOON ENGINEERING LIMITED**

Matthew J. Whyte



## **APPENDIX A: ONTARIO LAND SURVEY INFORMATION**





PROPERTY INDEX MAP  
NORFOLK(No. 37)

LEGEND

FREEHOLD PROPERTY	
LEASEHOLD PROPERTY	
LIMITED INTEREST PROPERTY	
CONDOMINIUM PROPERTY	
RETIRED PIN (MAP UPDATE PENDING)	
PROPERTY NUMBER	0449
BLOCK NUMBER	08050
GEOGRAPHIC FABRIC	
EASEMENT	

THIS IS NOT A PLAN OF SURVEY

NOTES

REVIEW THE TITLE RECORDS FOR COMPLETE  
PROPERTY INFORMATION AS THIS MAP MAY  
NOT REFLECT RECENT REGISTRATIONS

THIS MAP WAS COMPILED FROM PLANS AND  
DOCUMENTS RECORDED IN THE LAND  
REGISTRATION SYSTEM AND HAS BEEN PREPARED  
FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE  
RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT  
REFERENCE PLANS ARE NOT ILLUSTRATED





37R-2508

PLAN	MATERIAL
Plastic Material	- Mylar
Gauge	- 0.003 inches
Ink	- Special "T"

PART	LOCATION IN BLOCK 26, REG'D PLAN 19'B	INST.	N <sup>o</sup>	AREA
1.	LOTS 18 & 19 and PART OF LOTS 7, 8, 15, 16, 17 & 20	207943	B 388033	16,052 sq. ft.
2.	PARTS OF LOTS 8 & 16	342719		417 sq. ft.
3.	PART OF LOT 15	407653	B 408144	15 sq. ft.
4.	PART OF LOT 16	349056		123 sq. ft.
5.	PART OF LOT 16	207943		15 sq. ft.
6.	PART OF LOT 20	383267		161 sq. ft.

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT.

PLAN 37 R-2508

RECEIVED AND DEPOSITED

DATED: 82-12-30

DATED: December 31, 1982

SIGNATURE  
S.M. RUUSKALAND REGISTRAR  
FOR THE REGISTRY DIVISION  
OF NORFOLK

CAUTION: THIS PLAN IS NOT A PLAN OF SUBDIVISION WITHIN THE MEANING OF THE PLANNING ACT.

REFERENCE PLAN OF

LOTS 18 &amp; 19 AND PARTS OF LOTS 7, 8, 15, 16, 17 &amp; 20

ALL IN BLOCK 26, REG'D PLAN NO. 19'B.

CITY OF NANTICOKE

REGIONAL MUNICIPALITY OF HALDIMAND - NORFOLK

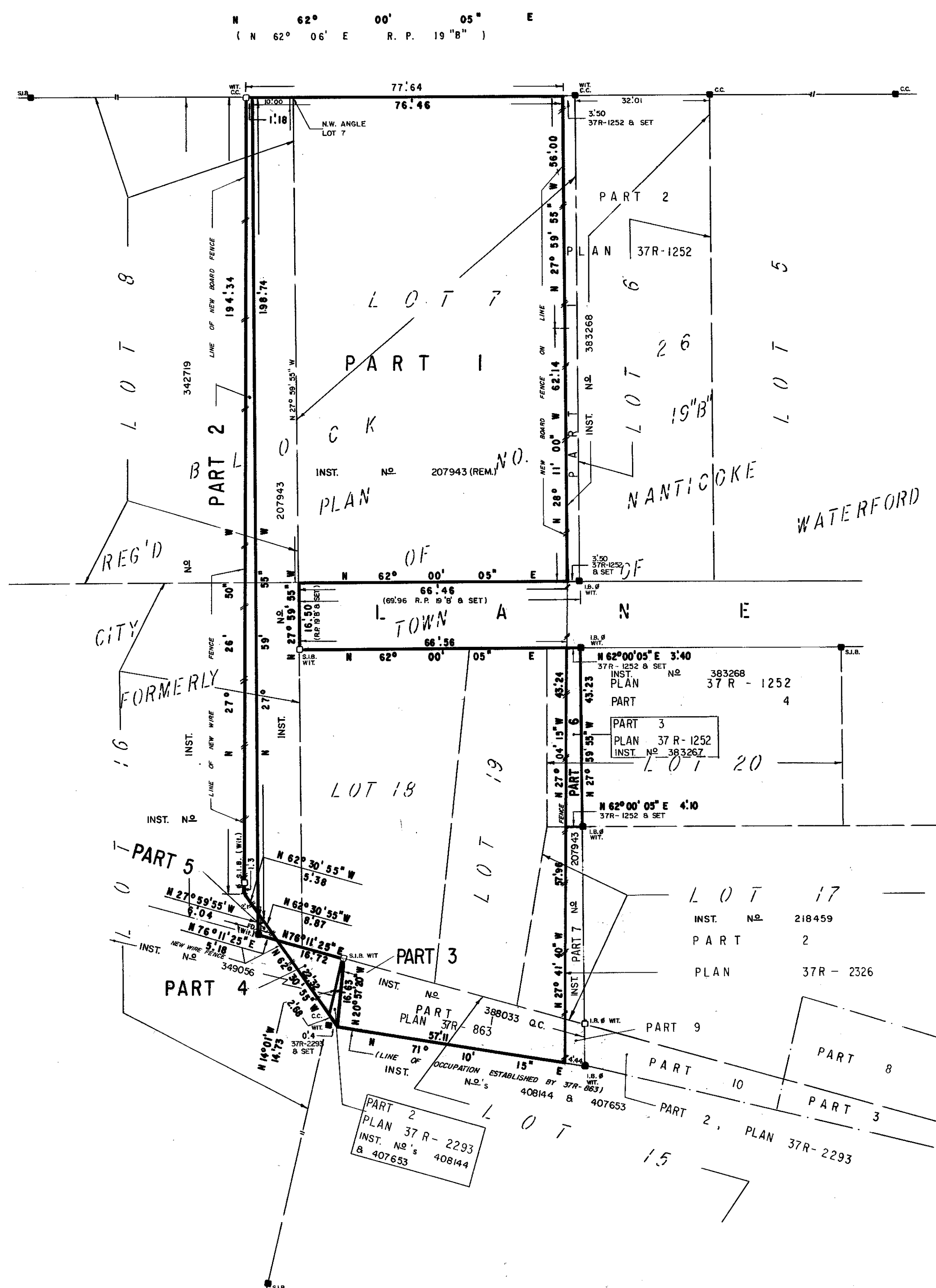
(FORMERLY TOWN OF WATERFORD, COUNTY OF NORFOLK)

SCALE 1" = 20'

1982

S.M. RUUSKA Q.L.S.

ALICE STREET



## NOTE:

BEARINGS HEREON ARE ASTRONOMIC BEING REFERRED TO THE WESTERLY LIMIT OF PLAN 37R-1252, AS N 27° 59' 55" W.

- DENOTES FOUND MONUMENT
- DENOTES SET MONUMENT
- DENOTES STANDARD IRON BAR (round) 1" DIA. x 4'
- DENOTES STANDARD IRON BAR 1" x 1" x 4'
- DENOTES IRON BAR 5/8" x 5/8" x 2'
- DENOTES IRON BAR (round) 5/8" DIA. x 2'
- DENOTES CUT CROSS

## SURVEYOR'S CERTIFICATE

## I CERTIFY THAT:

- This survey and plan are correct and in accordance with THE SURVEYS ACT and THE REGISTRY ACT and the regulations made thereunder.
- The survey was completed on the 6th day of MAY, 1982.

Dated: 82-12-30

S. M. RUUSKA  
Ontario Land Surveyor

WEST &amp; RUUSKA LTD.

49 GEORGE STREET

BRANTFORD, ONTARIO.

N3T-2Y2

(519) 752-8641

ONTARIO HOUSING  
CORPORATION 81-432  
PROCUNIER 78-421



# ALICE STREET

(15.240 WIDE) (R.P. 19-B)

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT.

PLAN 37R-9188

RECEIVED AND DEPOSITED

DATED January 4, 2005

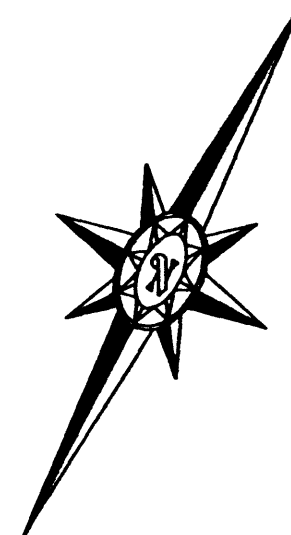
DATED Jan 5, 2005

M. W. YEO  
ONTARIO LAND SURVEYOR

Asst. Reg. K. Henduck  
LAND REGISTRAR FOR THE REGISTRY  
DIVISION OF NORFOLK (No. 37)

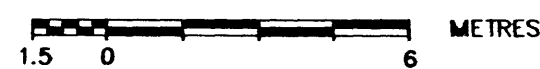
## SCHEDULE

PART	PART LOT	BLOCK	PLAN	INSTRUMENT	AREA
1	8 AND 16	26	19-B	207943	142 sq.m.



PLAN OF SURVEY  
OF PART OF  
**LOT 8 AND 16**  
**BLOCK 26**  
**REGISTERED PLAN 19-B**  
IN THE  
**TOWN OF WATERFORD**  
IN  
**NORFOLK COUNTY**

SCALE 1 : 150



JEWITT AND DIXON LTD.

LANE (5.029 WIDE) (R.P. 19-B)

PART 4, PLAN 37R-1252

LOT 20

### METRIC NOTE

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

### BEARING REFERENCE

BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE SOUTHERLY LIMIT OF ALICE STREET (R.P. 19-B) AS SHOWN ON PLAN 37R-2508, BEING N62°00'05"E.

### SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, AND THE REGISTRY ACT, AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 9TH DAY OF NOVEMBER, 2004.

DATED: DECEMBER 1, 2004

MICHAEL W. YEO  
ONTARIO LAND SURVEYOR

NOTE: THE FOLLOWING APPLY UNLESS OTHERWISE NOTED: ALL BUILDING TIES ARE PERPENDICULAR TO PROPERTY LINES. PROPERTY LINES ARE UNFENCED. FENCES ARE ON LINE. ALL HEDGE, BUSH AND TREE DIMENSIONS ARE TO CENTRELINE.

### LEGEND

2.5cm X 2.5cm X 1.2m STANDARD IRON BARS	SHOWN -□- SIB
1.6cm X 1.6cm X 0.6m IRON BARS	SHOWN -□- IB
2.5cm ROUND X 1.2m IRON BARS	SHOWN -□- SIB #
LOT LINES	SHOWN - - - - -
DEED LINES	SHOWN - - - - -
FENCE LINES	SHOWN -X-X-X-X-X-
CENTRE LINES	SHOWN - - - - -
ROAD LINES	SHOWN - - - - -
FOUND IRON BARS	SHOWN -■- PLANTED IRON BARS SHOWN -□-

JEWITT AND DIXON LTD.  
S. M. RUUSKA, O.L.S.  
WITNESS MONUMENT  
PLAN 37R-2508

SHOWN (700)  
SHOWN (1416)  
SHOWN (WIT)  
SHOWN (P1)

**JEWITT AND DIXON LTD.**  
**ONTARIO LAND SURVEYORS**  
R.R.1, SIMCOE, ONTARIO, N3Y 4J9  
(51 PARK ROAD)

PHONE: (519) 428-0842 FAX: (519) 428-1034  
E-mail: surveyors@amtelecom.net

F.W.	M.W.Y.
BOOK	WAT-23-20
CALC.	M.V.L.
PLAN	M.V.L.
CHECK	M.W.Y.

CLIENT - NORFOLK COUNTY  
JOB No. - 04-325

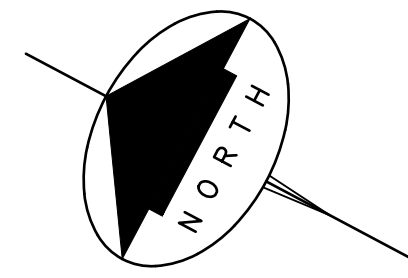
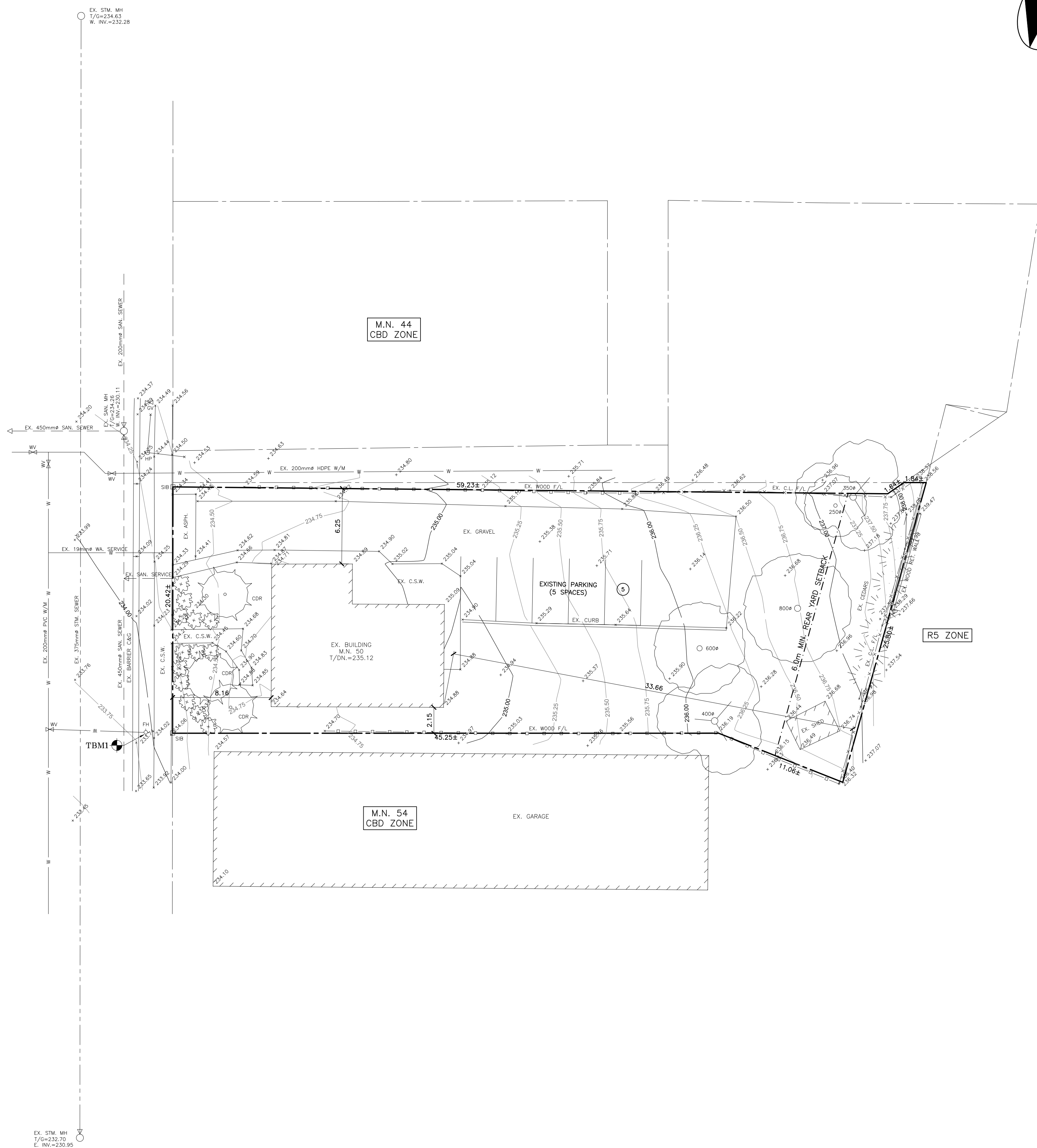
P04 03 A7946



## **APPENDIX B: DRAWINGS**

J. H. Cohoon Engineering Limited Drawing 16259-1





### KEY PLAN

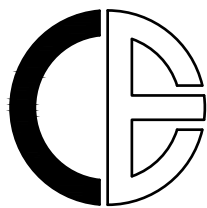
Diagram illustrating the site plan for the proposed drainage system, showing existing and proposed elevations and features:

- EXISTING ELEVATIONS: 200.00
- PROPOSED ELEVATIONS: 200.00
- PROPOSED SWALE ELEVATIONS: 200.00
- PROPOSED SWALE
- GENERAL DRAINAGE
- EX. TREES TO REMAIN
- EX. SHRUBS TO REMAIN

1. ALL ELEVATIONS SHOWN ARE METRIC.
2. BUILDER/OWNER TO VERIFY COMPLIANCE WITH ZONING BYLAWS (ie. SIDEYARDS, SETBACKS, REARYARDS ETC.)

T.B.M. No. 1 ELEV. = 235.08m (GEO)  
TOP NUT OF FIRE HYDRANT ON THE SOUTH SIDE OF ALICE STREET  
AS SHOWN.


NO.	REVISION	DATE (MM/DD/YY)	BY
-----	----------	--------------------	----



**J.H. COHOON  
ENGINEERING  
LIMITED**  
CONSULTING ENGINEERS

440 HARDY ROAD , UNIT #1 , BRANTFORD - ONTARIO , N3T 5L8  
TEL. (519) 753-2656 FAX. (519) 753-4263 [www.cohooneng.com](http://www.cohooneng.com)

PROJECT:

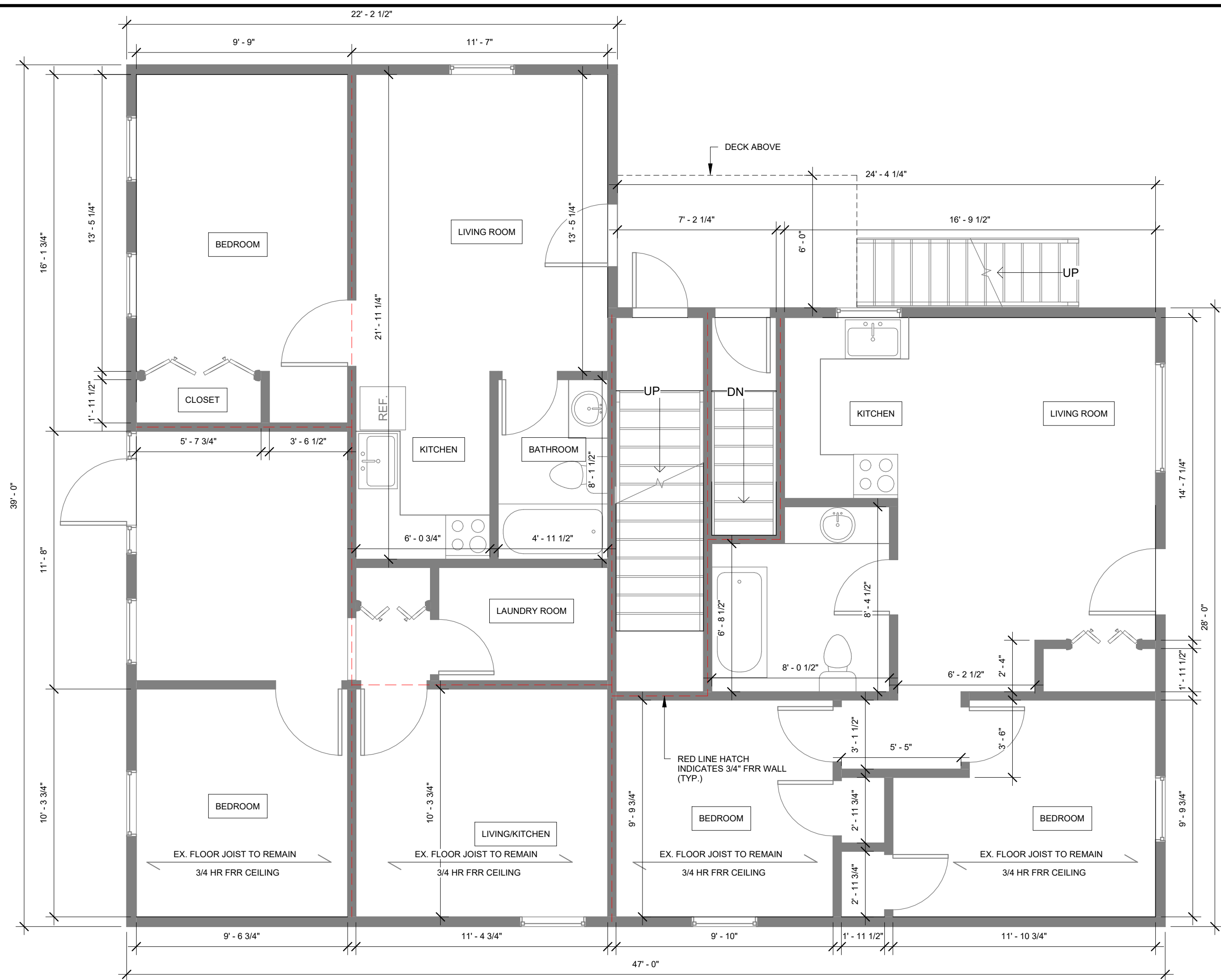
PROPOSED  
COMMERCIAL BUILDING  
RENOVATION  
50 ALICE STREET  
WATERFORD – ONTARIO

CLIENT: MARK KOZAK

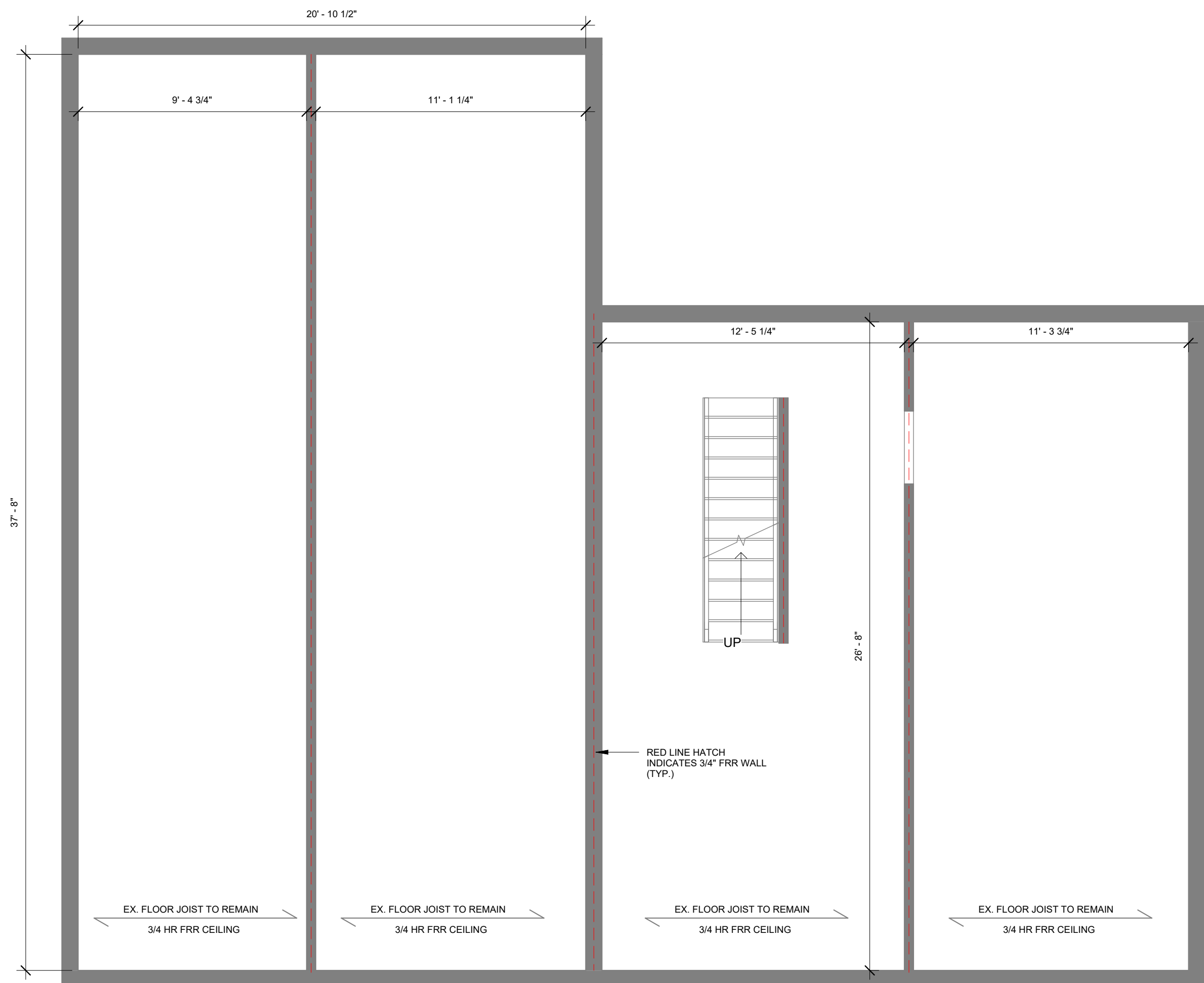
# SITE DEVELOPMENT PLAN

DESIGN:	M.J.W.	SCALE:	1:200
DRAWN:	K.P.B.	JOB No:	16259
CHECKED:	M.J.W.		
SHEET:	1 of 1	DWG. No:	16259-1
DATE:	SEPT. 13/23		

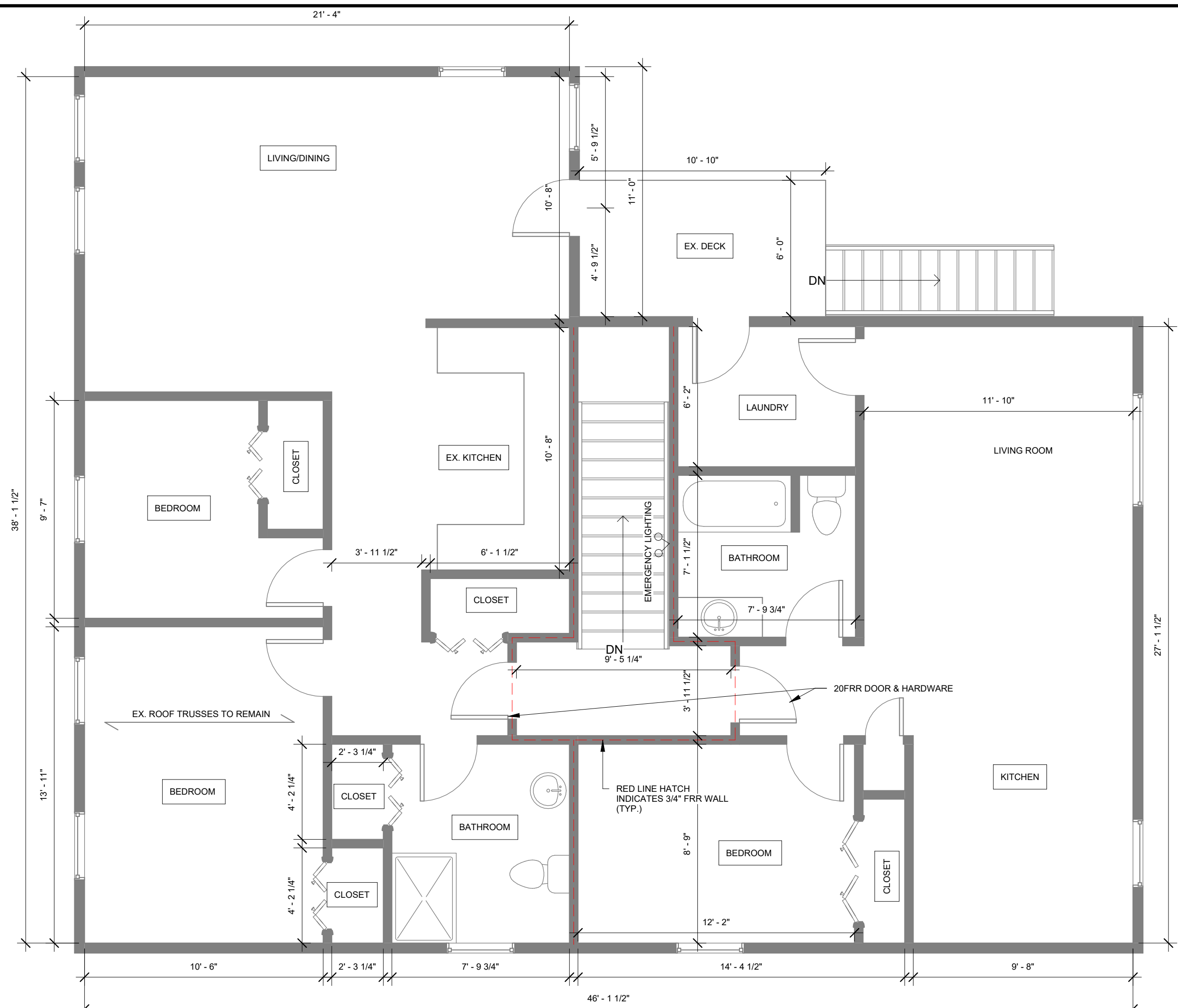




1 First Floor  
1/4" = 1'-0"



3 Basement Plan  
1/4" = 1'-0"

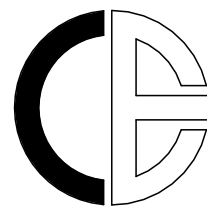


2 Second Floor  
1/4" = 1'-0"

GENERAL NOTES

1. UNDER NO CIRCUMSTANCES ARE THESE DRAWINGS TO BE SCALED.
2. ALL WORK TO BE CARRIED OUT IN ACCORDANCE WITH THE LATEST VERSION OF THE ONTARIO BUILDING CODE (OBC) INCLUDING ALL THE LATEST STANDARDS REFERENCED WITHIN.
3. ALL DRAWINGS ARE THE PROPERTY OF THE ENGINEER AND SHALL NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT WRITTEN CONSENT.
4. CONTRACTOR TO CHECK AND VERIFY ALL STRUCTURAL DIMENSIONS BEFORE COMMENCING WORK AND TO REPORT ANY DISCREPANCIES TO THE ENGINEER. FAILURE TO DO SO WILL CAUSE FORFEIT TO ANY CLAIM.
5. PROVIDE LINTELS OVER ALL OPENINGS, INCLUDING THOSE FROM MECHANICAL AND ELECTRICAL.
6. CARBON MONOXIDE DETECTORS ARE REQUIRED ADJACENT TO EACH SLEEPING AREA, AS PER O.B.C. 9.33.4.
7. SMOKE ALARMS SHALL BE LOCATED AS PER O.B.C. 9.10.19.2. SMOKE ALARMS SHALL BE WIRED SO THAT WHEN THE ALARM SOUNDS, ALL ALARMS SOUND AS PER O.B.C. 9.10.19.4.
8. ALL SAWN LUMBER TO BE S.P.F. No. 2 GRADE OR BETTER AND CONFORM TO CSA-0141.


No.	REVISION	DATE (MM/DD/YY)	BY
-----	----------	--------------------	----



**J.H. COHOON  
ENGINEERING  
LIMITED**  
CONSULTING ENGINEERS

440 HARRY ROAD, UNIT #1, BRANTFORD - ONTARIO, N3T 3L8  
TEL. (519) 755-2656 FAX. (519) 755-4265 www.cchooning.com

PROJECT:

COMMERCIAL BUILDING  
RENOVATION

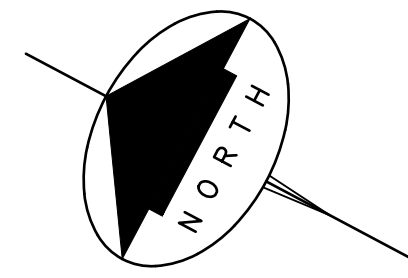
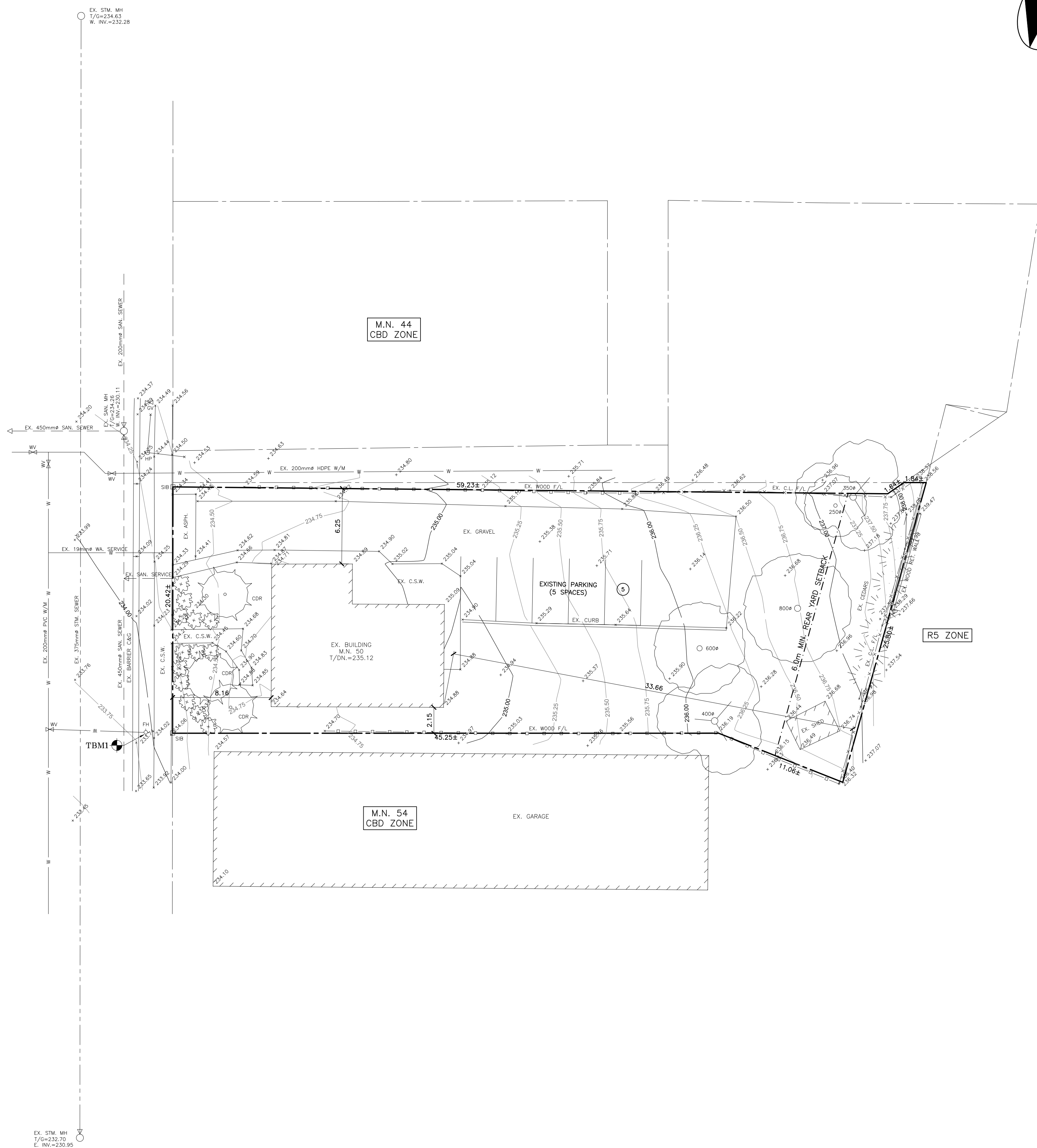
50 ALICE STREET  
WATERFORD

CLIENT: MARK & SUSANNE KOZAK

FLOOR PLANS

DESIGN: M.J.W.	SCALE: AS SHOWN
DRAWN: K.C.	JOB No: <b>16259</b>
CHECKED: M.J.W.	
SHEET: 1 of 1	DWG. No: <b>A1</b>
DATE: 10/26/23	





### KEY PLAN

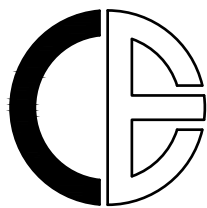
Diagram illustrating the site plan for the proposed drainage system, showing existing and proposed elevations, swale elevations, swale, general drainage, and existing trees and shrubs to remain.

- EXISTING ELEVATIONS: 200.00
- PROPOSED ELEVATIONS: 200.00
- PROPOSED SWALE ELEVATIONS: 200.00
- PROPOSED SWALE
- GENERAL DRAINAGE
- EX. TREES TO REMAIN
- EX. SHRUBS TO REMAIN

1. ALL ELEVATIONS SHOWN ARE METRIC.
2. BUILDER/OWNER TO VERIFY COMPLIANCE WITH ZONING BYLAWS (ie. SIDEYARDS, SETBACKS, REARYARDS ETC.)

T.B.M. No. 1 ELEV. = 235.08m (GEO)  
TOP NUT OF FIRE HYDRANT ON THE SOUTH SIDE OF ALICE STREET  
AS SHOWN.


NO.	REVISION	DATE (MM/DD/YY)	BY
-----	----------	--------------------	----



**J.H. COHOON  
ENGINEERING  
LIMITED**  
CONSULTING ENGINEERS

440 HARDY ROAD , UNIT #1 , BRANTFORD - ONTARIO , N3T 5L8  
TEL. (519) 753-2656 FAX. (519) 753-4263 [www.cohooneng.com](http://www.cohooneng.com)

PROJECT:

PROPOSED  
COMMERCIAL BUILDING  
RENOVATION  
50 ALICE STREET  
WATERFORD – ONTARIO

CLIENT: MARK KOZAK

# SITE DEVELOPMENT PLAN

DESIGN:	M.J.W.	SCALE:	1:200
DRAWN:	K.P.B.	JOB No:	16259
CHECKED:	M.J.W.		
SHEET:	1 of 1	DWG. No:	16259-1
DATE:	SEPT. 13/23		



50 Alice Street Waterford

Justification Report

We added the office in the front of the building in 2000 so my wife Susanne Kozak could run as a massage clinic which she has done for the past 22 years. Since she was forced to retire because of health issues we haven't been able to rent the space. The building presently has 4 apartments so converting the space to an apartment is a good fit for us since it is such a small space. The building was previously all residential and since there is a housing shortage this can be our contribution to its resolve.



## **Planning Department Development Application Form**

### **Complete Application**

A complete development application consists of the following:

1. A completed, signed, and notarized application form
2. Supporting information adequate to illustrate your proposal as indicated in **Section H** of this application form
3. Written authorization from the registered owner of the subject lands where the applicant is not the owner as per Section N
4. Cash, debit, credit or cheque payable to Norfolk County in the amount set out in the user fees By-Law that will be accepted and deposited once the application has been deemed complete.

### **Pre-Submission Consultation:**

Norfolk County requires a Pre-Consultation Meeting for all applications; however, minor applications may be exempted depending on the nature of the proposal. The purpose of a Pre-Consultation Meeting is to provide the applicant with an opportunity to present the proposed application, discuss potential issues, and for the Norfolk County and Agency staff to identify the application requirements. Application requirements, as detailed in the Pre-Consultation Meeting Comments, are valid for one year after the meeting date.

### **Development Application Process**

Once an application has been deemed complete by a Planner, Norfolk County staff will circulate the application to adjacent landowners, public agencies, and internal departments for comment. The time involved in application processing varies depending on its complexity, acceptability to the other agencies, and statutory Planning Act decision time-frames.

Payment is required once your application is deemed complete. Pre-payments will not be accepted.



Norfolk County collects personal information submitted through this form under the Municipal Freedom of Information and Protection Act's authority. Norfolk County will use this information for the purposes indicated or implied by this form. You can direct questions about collecting personal information to Norfolk GIS Services at [NorfolkGIS@norfolkcounty.ca](mailto:NorfolkGIS@norfolkcounty.ca).

Additional studies required for the complete application shall be at the applicant's sole expense. Sometimes, peer reviews may be necessary to review particular studies at the applicant's expense. In these cases, Norfolk County staff will select the company to complete the peer review.

Norfolk County will refund the original fee if applicants withdraw their applications before circulation. If Norfolk County must recirculate your drawings, there will be an additional fee. If Norfolk County must do more than three reviews of engineering drawings due to revisions by the owner or failure to revise engineering drawings as requested, Norfolk County will charge an additional fee. Full refunds are only available before Norfolk County has circulated the application.

### **Notification Sign Requirements**

For public notification, Norfolk County will provide you with 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 and not on a tree.
3. Notify the Planner when the sign is in place.
4. Maintain the sign until the development application is finalized and, after that, remove it.

### **Contact Us**

For additional information or assistance completing this application, please contact a Planner at 519-426-5870 or 519-875-4485 extension 1842 or [planning@norfolkcounty.ca](mailto: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 result of this application (for example, a special zoning provision on the subject lands to include additional use(s), changing the zone or official plan designation of the subject lands, creating a certain number of lots, or similar)

*Change the zoning to remove a commercial office to a 1 bedroom Apt. so the building is residential. Allow for 5 residential units where there are currently 4. Change the Massage Therapy Clinic to a residential unit*

Property Assessment Roll Number: 3310 3350 200240 00000



**A. Applicant Information**

**Name of Owner**

Mark & Susanne Kozak

**Address**

Box 564 80 Leamon St.

**Town and Postal Code**

Waterford ONT NOE 1Y0

**Phone Number**

519-443-4547

**Cell Number**

519-429-0315

**Email**

KozakConstruction@bellnet.ca

**Name of Applicant**

Mark Kozak

**Address**

80 Leamon St

**Town and Postal Code**

Waterford ONT NOE 1Y0

**Phone Number**

519-443-4547

**Cell Number**

519-429-0315

**Email**

KozakConstruction@bellnet.ca

**Name of Agent**

**Address**

**Town and Postal Code**

**Phone Number**

**Cell Number**

**Email**

Unless otherwise directed, Norfolk County will forward all correspondence and notices regarding this application to both owner and agent noted above.

☐ Owner

☐ Agent

☒ Applicant

Names and addresses of any holder of any mortgages, charges or other encumbrances on the subject lands:

Line of credit, TD Canada Trust



**B. Location, Legal Description and Property Information**

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

PT Lot 8, 16 BIK 26 Plan 19B  
Waterford.

Municipal Civic Address: 50 Alice St, Waterford

Present Official Plan Designation(s): Down town

Present Zoning: Central Business District Zone

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:

1 Massage Clinic, 4 Residential Apts

4. Please describe **all existing** buildings or structures on the subject lands and whether they will 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 the 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:

Woodframe Building to be kept as is

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:

23 years

9. Existing use of abutting properties:

Gym on West side, Private Residence on

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

☐ 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:

Change the Massage Clinic to a 1 Bdrm Apto

\_\_\_\_\_

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

The office is Commercial

\_\_\_\_\_

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, m<sup>2</sup> 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	7	7
Number of visitor parking spaces	_____	_____
Number of accessible parking spaces	_____	_____
Number of off street loading facilities	_____	_____



12. Residential (if applicable)

Number of buildings existing: 1

Number of buildings proposed: \_\_\_\_\_

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

If yes, describe: Current Commercial space to form new Apt.

Type	Number of Units	Floor Area per Unit in m <sup>2</sup>
------	-----------------	---------------------------------------

Single Detached	_____	_____
-----------------	-------	-------

Semi-Detached	_____	_____
---------------	-------	-------

Duplex	_____	_____
--------	-------	-------

Triplex	_____	_____
---------	-------	-------

Four-plex	_____	_____
-----------	-------	-------

Street Townhouse	_____	_____
------------------	-------	-------

Stacked Townhouse	_____	_____
-------------------	-------	-------

Apartment - Bachelor	_____	_____
----------------------	-------	-------

Apartment - One bedroom	<u>Existing 2 + 1 proposed</u>	<u>new unit + = 34 m<sup>2</sup></u>
-------------------------	--------------------------------	--------------------------------------

Apartment - Two bedroom	<u>2</u>	_____
-------------------------	----------	-------

Apartment - Three bedroom	_____	_____
---------------------------	-------	-------

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

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):

Commercial on west side, Residential on East.  
Space being converted was Massage Clinic

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:

Personal Knowledge.

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

- ☒ Municipal piped water ☐ Communal wells  
☐ Individual wells ☐ Other (describe below)

### Sewage Treatment

- ☒ Municipal sewers ☐ Communal system  
☐ Septic tank and tile bed in good working order ☐ Other (describe below)

### Storm Drainage

- ☒ Storm sewers ☐ Open ditches  
☐ Other (describe below)

2. Existing or proposed access to subject lands:

- ☒ Municipal road ☐ Provincial highway  
☐ Unopened road ☐ Other (describe below)

Name of road/street: \_\_\_\_\_

## G. Other Information

1. Does the application involve a local business? ☐ Yes ☒ No  
If yes, how many people are employed on the subject lands?

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

*Previous Business Ceased Trading 1.5 yrs ago*



## **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 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 site plan approval, 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**

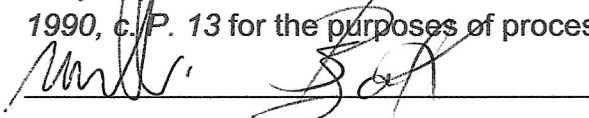
The owner acknowledges and agrees that if required, it is their solicitor's responsibility on behalf of the owner, to disclose the registration of all transfer(s) of land and/or easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's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

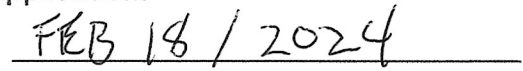
**K. Permission to Enter Subject Lands**

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

**L. Freedom of Information**

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act, R.S.O. 1990, c. P. 13* for the purposes of processing this application.

  
Owner/Applicant Signature

  
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 \_\_\_\_\_ am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date



**N. Declaration**

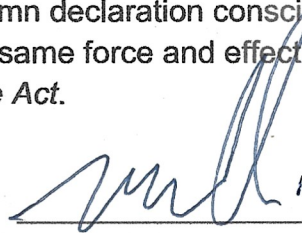
I, MARK KOZAK of WATERFORD ONTARIO

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:

SIMCOE



Owner/Applicant Signature

In NORFOLK COUNTY

This 16<sup>th</sup> day of FEBRUARY

A.D., 2024.



John Andrew Wallace, a  
Commissioner, etc., Province of Ontario,  
for the Corporation of Norfolk County,  
Expires January 16, 2027

A Commissioner, etc.

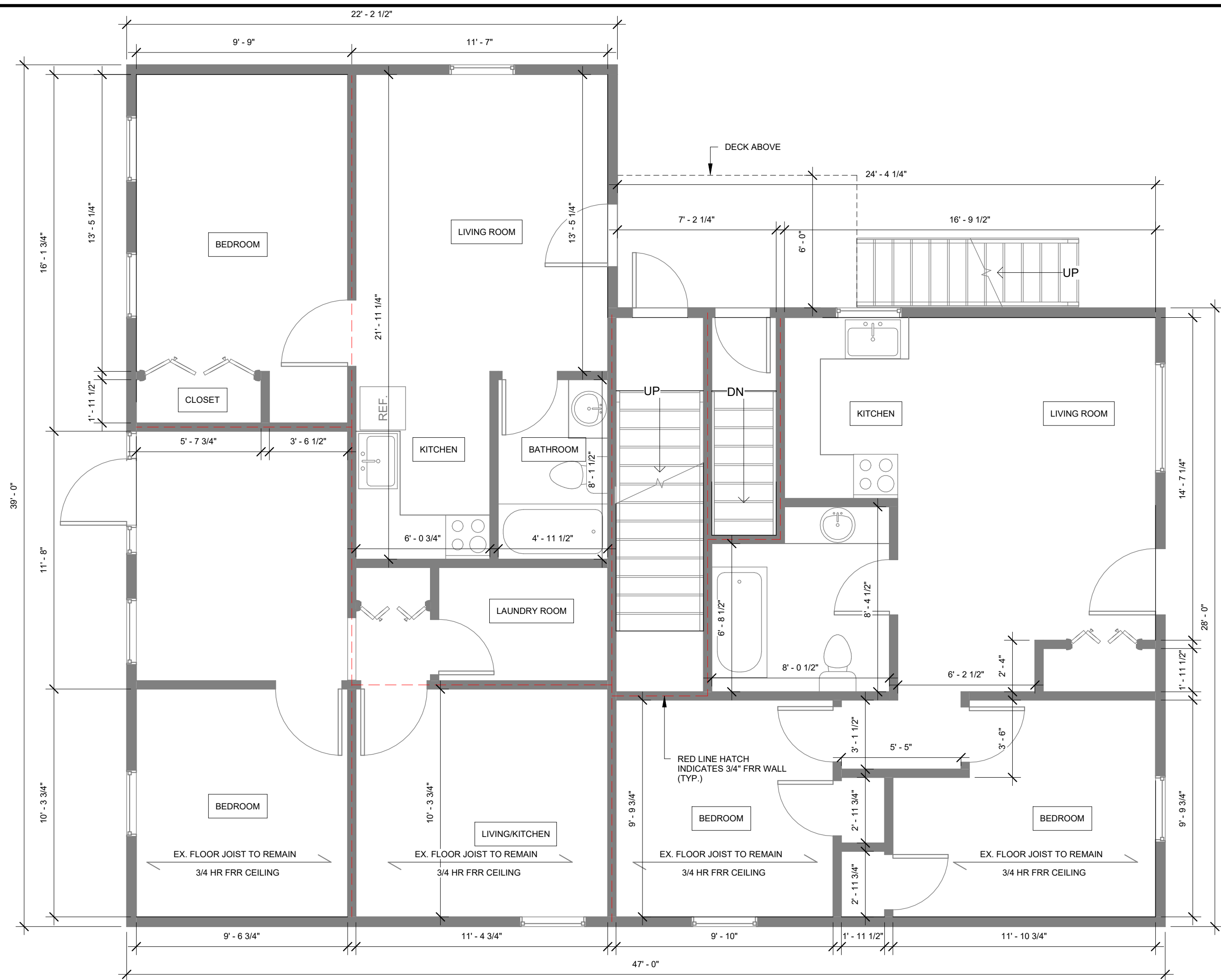


50 Alice Street Waterford

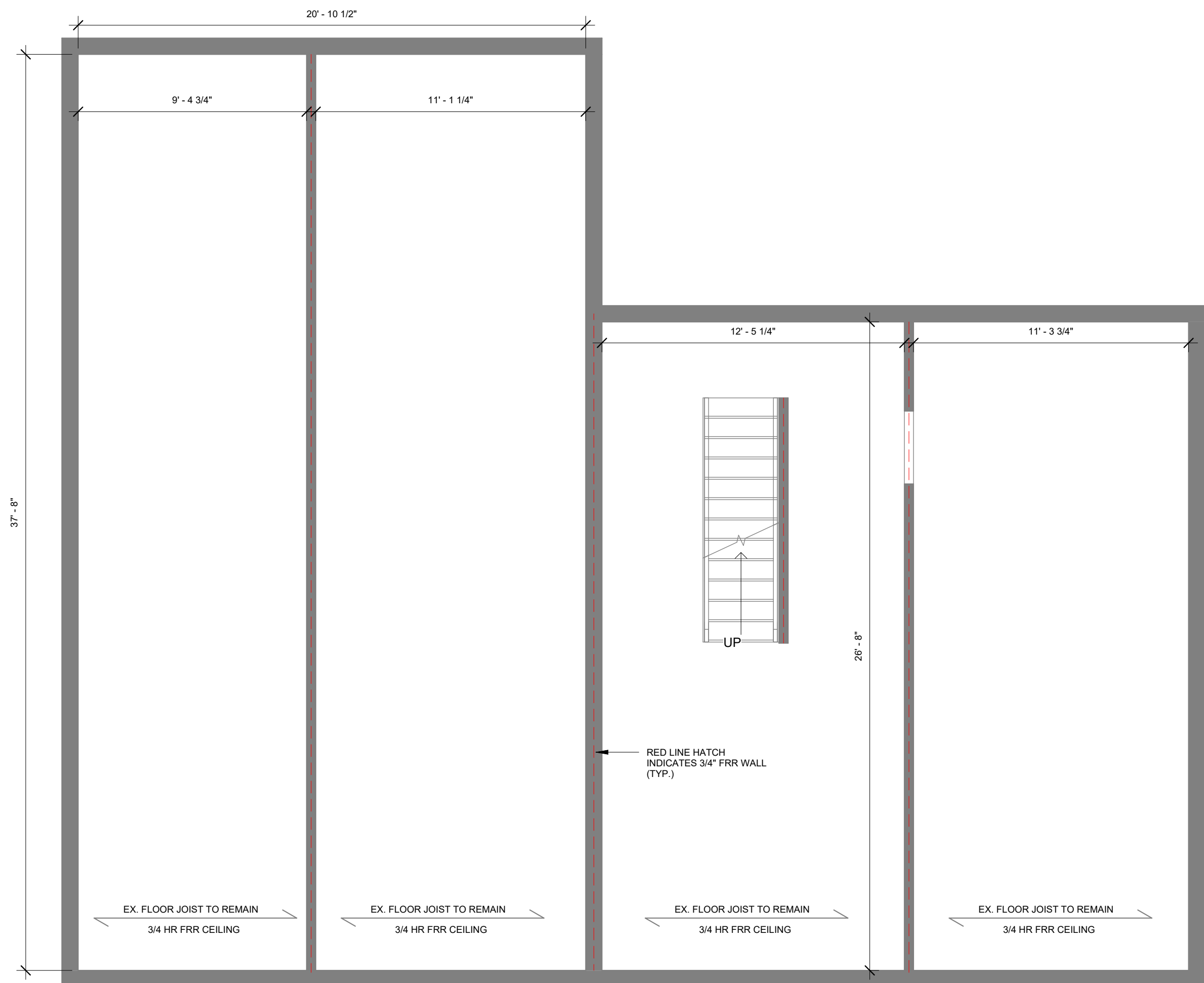
Justification Report

We added the office in the front of the building in 2000 so my wife Susanne Kozak could run as a massage clinic which she has done for the past 22 years. Since she was forced to retire because of health issues we haven't been able to rent the space. The building presently has 4 apartments so converting the space to an apartment is a good fit for us since it is such a small space. The building was previously all residential and since there is a housing shortage this can be our contribution to its resolve.

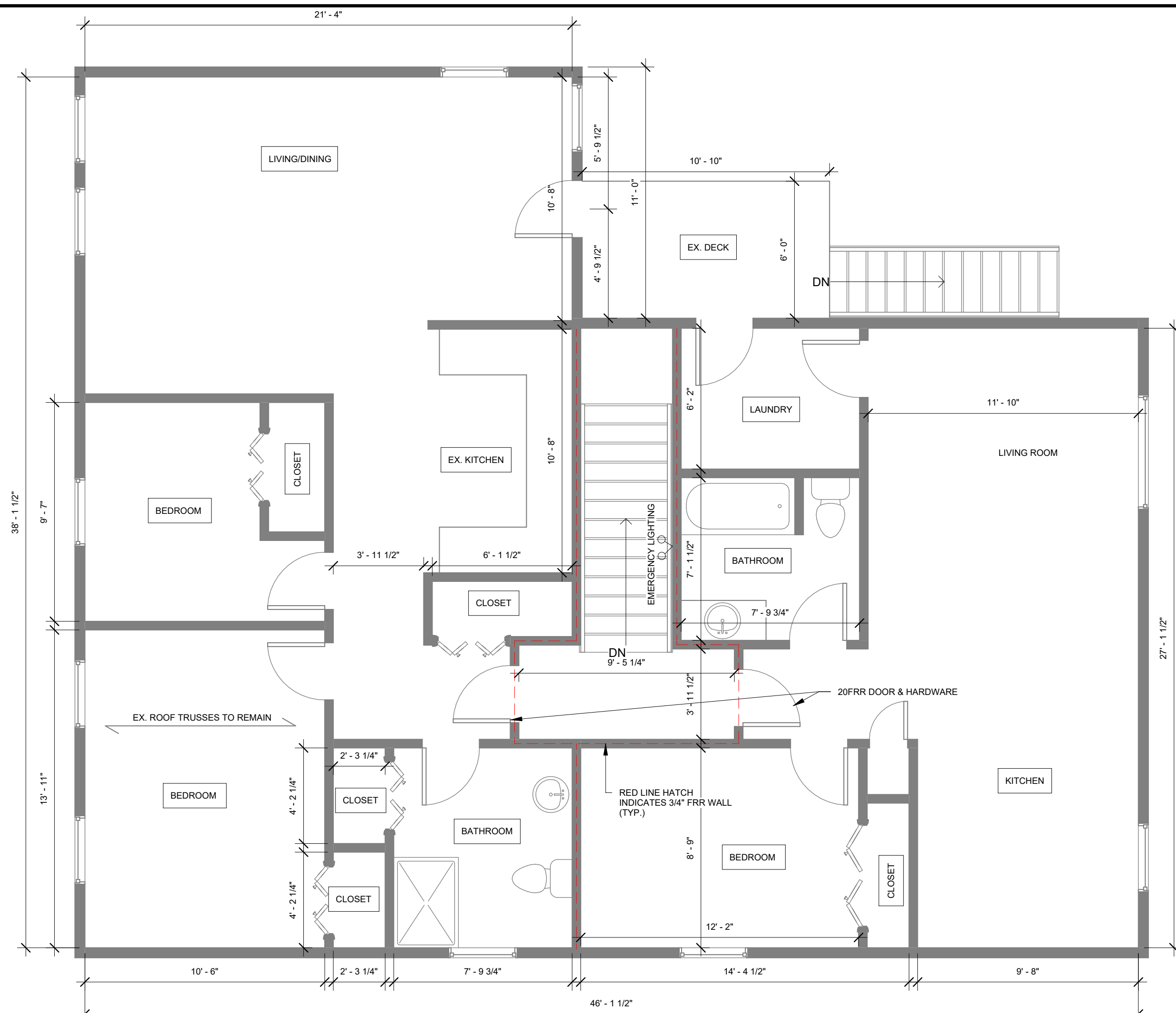




1 First Floor  
1/4" = 1'-0"



3 Basement Plan  
1/4" = 1'-0"

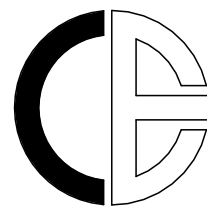


2 Second Floor  
1/4" = 1'-0"

GENERAL NOTES

1. UNDER NO CIRCUMSTANCES ARE THESE DRAWINGS TO BE SCALED.
2. ALL WORK TO BE CARRIED OUT IN ACCORDANCE WITH THE LATEST VERSION OF THE ONTARIO BUILDING CODE (OBC) INCLUDING ALL THE LATEST STANDARDS REFERENCED WITHIN.
3. ALL DRAWINGS ARE THE PROPERTY OF THE ENGINEER AND SHALL NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT WRITTEN CONSENT.
4. CONTRACTOR TO CHECK AND VERIFY ALL STRUCTURAL DIMENSIONS BEFORE COMMENCING WORK AND TO REPORT ANY DISCREPANCIES TO THE ENGINEER. FAILURE TO DO SO WILL CAUSE FORFEIT TO ANY CLAIM.
5. PROVIDE LINTELS OVER ALL OPENINGS, INCLUDING THOSE FROM MECHANICAL AND ELECTRICAL.
6. CARBON MONOXIDE DETECTORS ARE REQUIRED ADJACENT TO EACH SLEEPING AREA, AS PER O.B.C. 9.33.4.
7. SMOKE ALARMS SHALL BE LOCATED AS PER O.B.C. 9.10.19.2. SMOKE ALARMS SHALL BE WIRED SO THAT WHEN THE ALARM SOUNDS, ALL ALARMS SOUND AS PER O.B.C. 9.10.19.4.
8. ALL SAWN LUMBER TO BE S.P.F. No. 2 GRADE OR BETTER AND CONFORM TO CSA-0141.


No.	REVISION	DATE (MM/DD/YY)	BY
-----	----------	--------------------	----



J.H. COHOON  
ENGINEERING  
LIMITED  
CONSULTING ENGINEERS

440 HARRY ROAD, UNIT #1, BRANTFORD - ONTARIO, N3T 3L8  
TEL. (519) 755-2656 FAX. (519) 755-4265 www.cchooning.com

PROJECT:

COMMERCIAL BUILDING  
RENOVATION

50 ALICE STREET  
WATERFORD

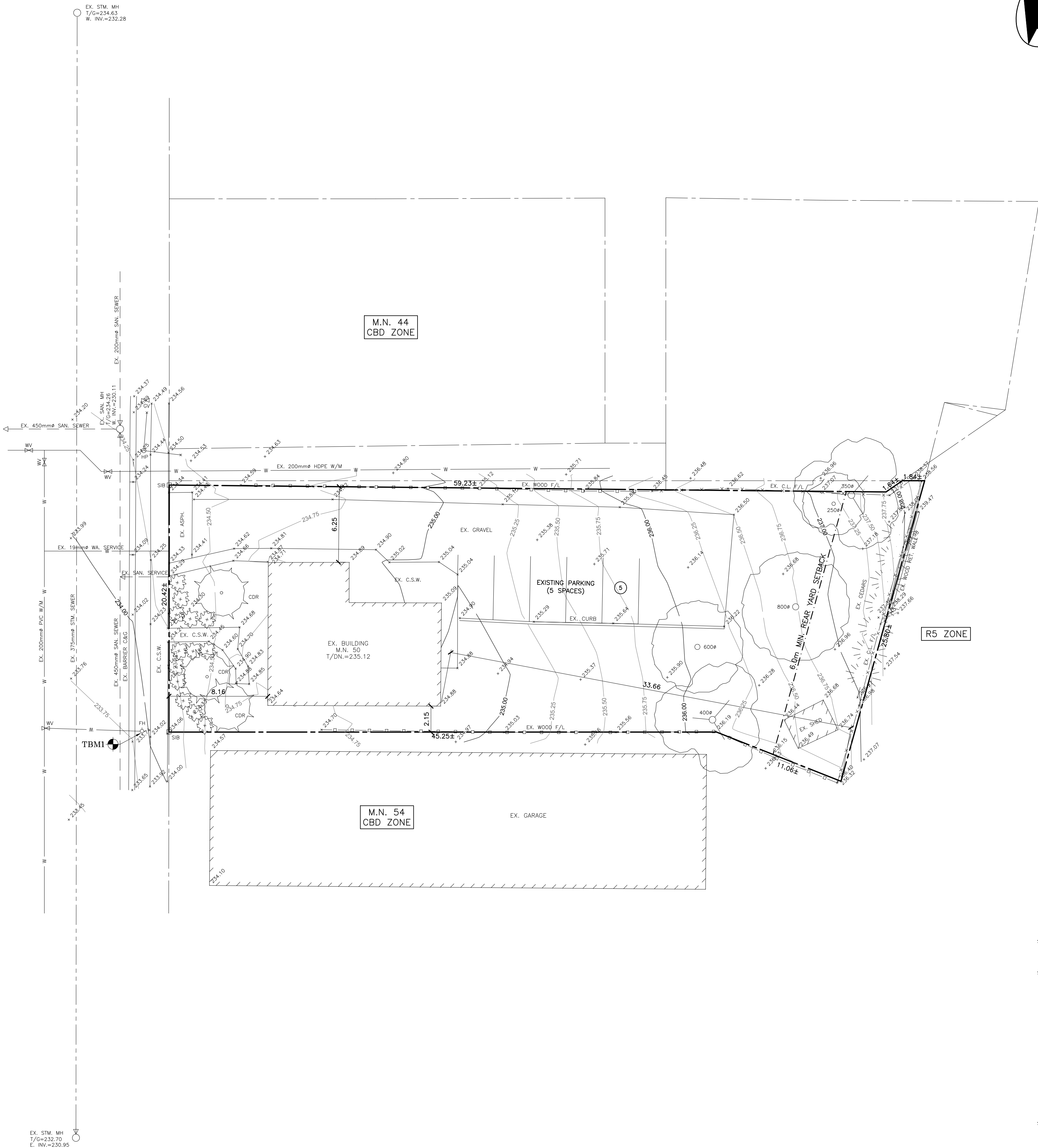
CLIENT: MARK & SUSANNE KOZAK

FLOOR PLANS

DESIGN: M.J.W.	SCALE: AS SHOWN
DRAWN: K.C.	JOB No: 16259
CHECKED: M.J.W.	
SHEET: 1 of 1	DWG. No: A1
DATE: 10/26/23	



ALICE STREET



SITE STATISTICS

ITEM	PROPOSAL	ZONING BYLAW REQUIREMENTS
ZONING CATEGORY	CBD	CBD
LOT AREA (sq. m.)	1,222±	N/A
GROUND FLOOR AREA (sq. m.)	144.2	N/A
LOT COVERAGE	11.8%	80% MAX.
FRONT YARD (m)	8.16 (EX.)	0.00 MIN. 3.00 MAX.
REAR YARD (m)	33.66 (EX.)	6.00 MIN. (ABUTTING RESIDENTIAL)
INTERIOR SIDE YARD (m)	2.15 (EX.) & 6.25 (EX.)	0.00 MIN.
NUMBER OF PARKING SPACES	5	0
BUILDING HEIGHT	2 STOREYS (EX.)	6 STOREYS MAX.



KEY PLAN

LEGEND:

- EXISTING ELEVATIONS
- PROPOSED ELEVATIONS
- PROPOSED SWALE ELEVATIONS
- PROPOSED SWALE
- GENERAL DRAINAGE
- EX. TREES TO REMAIN
- EX. SHRUBS TO REMAIN

NOTES:

- ALL ELEVATIONS SHOWN ARE METRIC.
- BUILDER/OWNER TO VERIFY COMPLIANCE WITH ZONING BYLAWS (i.e. SIDEYARDS, SETBACKS, REARYARDS ETC.)

T.B.M. No. 1 ELEV. = 235.08m (GEO)  
TOP NUT OF FIRE HYDRANT ON THE SOUTH SIDE OF ALICE STREET AS SHOWN.

NO.	REVISION	DATE (MM/DD/YY)	BY
-----	----------	-----------------	----

**J.H. COHOON  
ENGINEERING  
LIMITED**  
CONSULTING ENGINEERS

440 HARDY ROAD UNIT #1 BRANTFORD - ONTARIO, N3T 5L8  
TEL. (519) 753-2656 FAX. (519) 753-4263 www.cohooneng.com

PROJECT:

**PROPOSED  
COMMERCIAL BUILDING  
RENOVATION**

**50 ALICE STREET  
WATERFORD - ONTARIO**

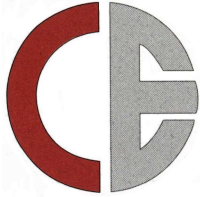
CLIENT:

**MARK KOZAK**

SITE DEVELOPMENT  
PLAN

DESIGN: M.J.W.	SCALE: 1:200
DRAWN: K.P.B.	JOB No: 16259
CHECKED: M.J.W.	
SHEET: 1 of 1	DWG. No: 16259-1
DATE: SEPT. 13/23	





# **J.H. COHOON ENGINEERING LIMITED**

## **CONSULTING ENGINEERS**

440 Hardy Road, Unit #1, Brantford, ON N3T 5L8  
Tel: (519) 753-2656 Fax: (519) 753-4263  
www.cohooneng.com

## **PROPOSED COMMERCIAL BUILDING RENOVATION**

**50 ALICE STREET**

**WATERFORD, ONTARIO**

## **FUNCTIONAL SERVICING REPORT**

PREPARED FOR:

**MARK KOZAK**

PREPARED BY:

**J.H. COHOON ENGINEERING LIMITED**

**440 HARDY ROAD UNIT 1**

**BRANTFORD, ONTARIO, N3T 5L8**

**PHONE: 519 - 753-2656**

**FAX: 519 - 753-4263**

PROJECT NO. 16259

SEPTEMBER 22, 2023



**Professional Engineers  
Ontario**



## Table of Contents

Table of Contents .....	2
1 Introduction .....	3
1.1 Proposed Development Concept .....	3
1.2 Guidelines and Background Information .....	3
2 Sanitary Sewers & Appurtenances .....	4
2.1 Design Sanitary Flows .....	4
2.2 Sanitary Outlet.....	5
3 Watermains & Appurtenances.....	6
3.1 Design Watermain Flows .....	6
4 Storm Sewers & Appurtenances.....	7
5 Grading .....	7
6 Utilities .....	7
7 Summary.....	8

## List of Figures

Figure 1: Key Plan .....	4
--------------------------	---

## Appendices

Appendix A: Ontario Land Survey Information

Appendix B: Drawings



# 1 Introduction

The following Functional Servicing Report (FSR) has been prepared by J.H. Cohoon Engineering Limited on behalf of Mark Kozak in support of a zoning by-law amendment application for the conversion of the first floor of the building at 50 Alice Street, in the community of Waterford, Norfolk County from commercial use to apartment.

The site is located at 50 Alice Street in the community of Waterford, Norfolk County. The existing building on-site currently functions as a mixed used commercial and apartment building, with a massage therapy office on the first storey and four apartments on the second storey. The site is currently zoned as Central Business District and is bounded by municipal Right of Way to the north, Central Business District to the east and west, and residential land use to the south.

The subject property is legally described as “Parts Lots 8 and 16, both in Block 26, Plan 19B for Town of Waterford, County of Norfolk, now in the City of Nanticoke, Regional Municipality of Haldimand-Norfolk”. Relevant Ontario Land Survey information has been provided in Appendix A for reference.

The objective of this report is to document the preliminary servicing to be utilized for the site. The full services (i.e., sanitary, storm and water) currently in use at the site and connected to the existing municipal system in the existing municipal road allowance are anticipated to be sufficient for the proposed change in use. The owner will assume full responsibility for the installation and maintenance of the services on the property.

## 1.1 Proposed Development Concept

The proposed development is to be constructed on the lands identified above in the Town of Waterford, Norfolk County. The site proposed for the development as an apartment style of development which is approximately 0.13 hectares in size. A key map illustrating the site location is provided in Figure 1 overleaf.

The proposed development consists of converting the first storey of the existing building from commercial use to an apartment. This proposal will convert the existing building to an apartment complex consisting of 5 units, with surface parking for 5 vehicles. Existing access to the site from Alice Street will be maintained. The overall development proposal is illustrated on the plans prepared by J.H. Cohoon Engineering Limited Drawing 16259-1 which has been included within Appendix B of this report.

## 1.2 Guidelines and Background Information

The Corporation of Norfolk County Design Criteria (August 2017) has been utilized in the preparation of this report.

Information relating to existing topography and ground cover was obtained through topographic survey as the basis for the site and servicing plans appended.





Figure 1: Key Plan

## 2 Sanitary Sewers & Appurtenances

### 2.1 Design Sanitary Flows

This development is proposed to be fully connected to the municipal sanitary sewer system that is located on Alice Street. The site presently has direct access to the sanitary sewer on Alice Street.

In accordance with the current Norfolk County requirements, the design flows have been provided



within this report for consideration of the Norfolk County Public Works Department. The following information is being provided to the County of Norfolk for their use and consideration.

### Sanitary Design Flows

#### Residential

5 Units (Proposed)

2.75 persons per unit (average)

The average daily flow the average daily flow is based upon 450 litres per person per day

$450 \times 5 \times 2.75 = 6,187.5$  litres per day

= 0.072 litres per second

Total Average Design Flow = 0.072 litres per second.

On the basis of the Harmon Peaking Factor, and a total population for this site being 14 persons, the peaking factor of 4.400 (max 4) was applied resulting in a peak design flow for this building being 0.288 litres per second.

With the consideration of Infiltration on this site as follows:

Site Area = 0.13 hectares +/-

Infiltration Rate = 0.28 litres per second per hectare

Infiltration Allowance  
= 0.036 litres per second

#### Summary of Results

Average Flow Rate (including Infiltration) = 0.108 litres per sec

Peak Flow Rate (including infiltration) = 0.324 litres per sec

## 2.2 Sanitary Outlet

Based on the provided record drawings received from the County, the size of the existing sanitary service lateral is unknown. However, the full flow capacity of the County Standard minimum size sewer (200 mm dia.) at 0.5% is 23.19 litres per sec, which can accommodate the design peak flow rate (0.32 litres per sec) from the proposed development. Using the Manning's formula, it has been determined that the minimum size of the service lateral will have adequate capacity to accommodate the design peak flow rate is 42 mm dia. at 0.5%, with a corresponding full flow capacity of 0.35 litres per sec.

Given that the sanitary service lateral is likely to either meet the County Standard or be at least 100 mm in diameter, the sewer lateral is assumed to be sufficient to accommodate the design peak flow.



### 3 Watermains & Appurtenances

#### 3.1 Design Watermain Flows

The peak design flow rate from the proposed development using current Norfolk County Standards. As with the wastewater, the estimated average flows have been detailed with the Sanitary Sewer Section of this report. (Section 2.1 above). However, in this case, a consumption of 450 litres per person per day and a peaking factor of 2.25 have been utilized.

The summary of the water system demands can be summarized as follows:

5 Unit Development	Average Daily Flow Rate (Litres per second)	Peak Daily Flow Rate (Litres per second)
	0.109	0.245

As noted in the Norfolk County design criteria, a peaking factor of 2.25 was used for the calculation of the peak flow rate.

The proposed fire protection to this development will be handled by the existing fire hydrant located on Alice Street.

Utilizing the requirements of the Fire Underwriters Survey 1999, the following outlines the water demand for the overall building area of the subject building.

This largest fire compartment would be in the order of 144.3 sq.m. (1 story) being 4 units on the second storey of the subject building. In accordance with the Fire Underwriters Survey 1999, consideration of the floor below results in the building area being increased to 180.4 sq.m.

Therefore, in this case, a building area of 180.4 sq.m. is being considered in the calculations.

Utilizing the Fire Underwriters Survey Document, our estimation of the required fire demand is as follows:

$$\begin{aligned}
 \text{Estimate of Fire Flow Required} &= 220 * C * \text{SQRT}(A) \\
 \text{Where } C &= \text{Coefficient related to type of Construction} \\
 &\quad \text{Ordinary Construction} = 1.5 \\
 A &= \text{Total Area of the Building (As outlined above)} \\
 &\quad 180.4 \text{ sq. m.} \\
 &= 220 \times 1.5 * \text{SQRT}(180.4) \\
 &= 4,432 \text{ litres per min} \\
 \text{Rounded to} &= 4,000 \text{ litres per min}
 \end{aligned}$$



Modifications		
Occupancy	=	Normal Hazard Occupancy
	=	-15%
	=	-600 litres per min
Net Fire Demand	=	3,400 litres per min
Further Modifications		
Automatic Sprinkler System	=	0%
		No Reduction
Spatial Exposure (Estimated)		
North Side (Street)		+ 0%
East Side (3.8 m)		+ 10%
West Side (11.5 m)		+ 5%
South Side (39.3 m)		+ 0%
Total		+ 15%
		Increase = +510 litres per min
Total Fire Demand	=	3,910 litres per min
	=	65.2 litres per sec.

## 4 Storm Sewers & Appurtenances

The proposed development will not involve any change to existing property grades or impervious surface, and no change to the existing drainage conditions is anticipated. Therefore, stormwater management controls (for water quantity and/or water quality) are not required for the proposed development.

## 5 Grading

As noted above, the existing site grading will not be impacted by the proposed development, as it involves interior renovations to the existing building on-site only.

## 6 Utilities

Gas, hydro, Bell and cable utilities are available to service the proposed development. Coordination of these services will be required with Union Gas, Brantford Power, Bell and Rogers.



## 7 Summary

The preceding sections of this report outline the servicing requirements for the proposed conversion of the 2-storey commercial and apartment building to a 2-storey 5-unit apartment development (by converting the first storey from commercial space to an apartment unit) at 50 Alice Street in the Town of Waterford, Norfolk County. Based on the work completed to date, the proposed development may be developed with full municipal services.

Report Prepared By:

**J.H. COHOON ENGINEERING LIMITED**

Matthew J. Whyte

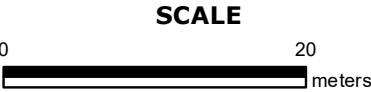


## **APPENDIX A: ONTARIO LAND SURVEY INFORMATION**





PRINTED ON 07 JUL, 2023 AT 09:12:53  
FOR JOHN1234



PROPERTY INDEX MAP  
NORFOLK(No. 37)

LEGEND

FREEHOLD PROPERTY	
LEASEHOLD PROPERTY	
LIMITED INTEREST PROPERTY	
CONDOMINIUM PROPERTY	
RETIRED PIN (MAP UPDATE PENDING)	
PROPERTY NUMBER	0449
BLOCK NUMBER	08050
GEOGRAPHIC FABRIC	
EASEMENT	

THIS IS NOT A PLAN OF SURVEY

NOTES

REVIEW THE TITLE RECORDS FOR COMPLETE  
PROPERTY INFORMATION AS THIS MAP MAY  
NOT REFLECT RECENT REGISTRATIONS

THIS MAP WAS COMPILED FROM PLANS AND  
DOCUMENTS RECORDED IN THE LAND  
REGISTRATION SYSTEM AND HAS BEEN PREPARED  
FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE  
RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT  
REFERENCE PLANS ARE NOT ILLUSTRATED





37R-2508

PLAN	MATERIAL
Plastic Material	- Mylar
Gauge	- 0.003 inches
Ink	- Special "T"

PART	LOCATION IN BLOCK 26, REG'D PLAN 19'B	INST.	N <sup>o</sup>	AREA
1.	LOTS 18 & 19 and PART OF LOTS 7, 8, 15, 16, 17 & 20	207943	B 388033	16,052 sq. ft.
2.	PARTS OF LOTS 8 & 16	342719		417 sq. ft.
3.	PART OF LOT 15	407653	B 408144	15 sq. ft.
4.	PART OF LOT 16	349056		123 sq. ft.
5.	PART OF LOT 16	207943		15 sq. ft.
6.	PART OF LOT 20	383267		161 sq. ft.

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT.

PLAN 37 R-2508

RECEIVED AND DEPOSITED

DATED: 82-12-30

DATED: December 31, 1982

SIGNATURE  
S.M. RUUSKALAND REGISTRAR  
FOR THE REGISTRY DIVISION  
OF NORFOLK

CAUTION: THIS PLAN IS NOT A PLAN OF SUBDIVISION WITHIN THE MEANING OF THE PLANNING ACT.

REFERENCE PLAN OF

LOTS 18 &amp; 19 AND PARTS OF LOTS 7, 8, 15, 16, 17 &amp; 20

ALL IN BLOCK 26, REG'D PLAN NO. 19'B.

CITY OF NANTICOKE

REGIONAL MUNICIPALITY OF HALDIMAND - NORFOLK

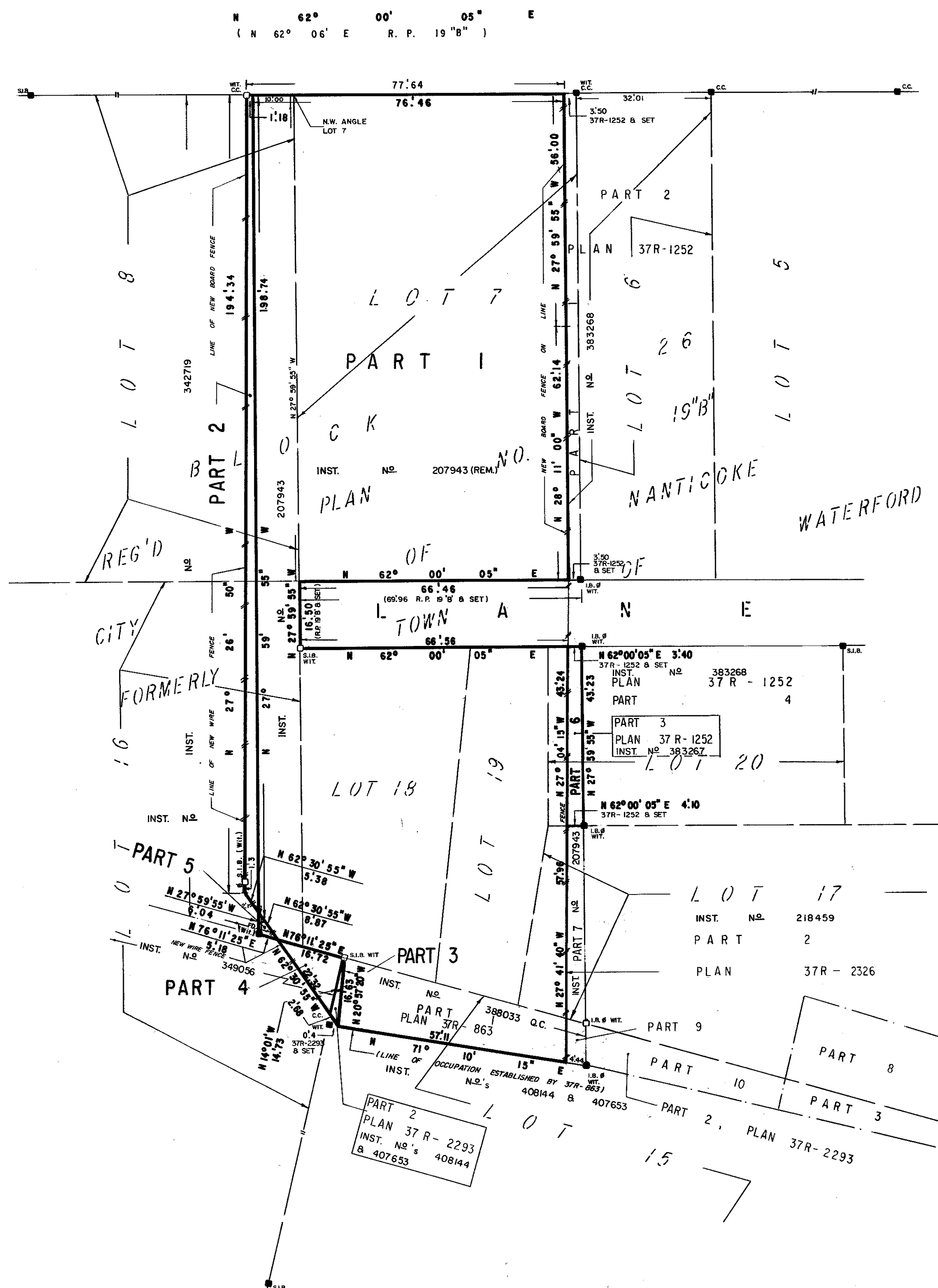
(FORMERLY TOWN OF WATERFORD, COUNTY OF NORFOLK)

SCALE 1" = 20'

1982

S.M. RUUSKA Q.L.S.

ALICE STREET



## NOTE:

BEARINGS HEREON ARE ASTRONOMIC BEING REFERRED TO THE WESTERLY LIMIT OF PLAN 37R-1252, AS N 27° 59' 55" W.

- DENOTES FOUND MONUMENT
- DENOTES SET MONUMENT
- DENOTES STANDARD IRON BAR (round) 1" DIA. x 4'
- DENOTES STANDARD IRON BAR 1" x 1" x 4'
- DENOTES IRON BAR 5/8" x 5/8" x 2'
- DENOTES IRON BAR (round) 5/8" DIA. x 2'
- DENOTES CUT CROSS

## SURVEYOR'S CERTIFICATE

## I CERTIFY THAT:

- This survey and plan are correct and in accordance with THE SURVEYS ACT and THE REGISTRY ACT and the regulations made thereunder.
- The survey was completed on the 6th day of MAY, 1982.

Dated: 82-12-30

S. M. RUUSKA  
Ontario Land Surveyor

WEST &amp; RUUSKA LTD.

49 GEORGE STREET

BRANTFORD, ONTARIO.

N3T-2Y2

(519) 752-8641

ONTARIO HOUSING  
CORPORATION 81-432  
PROCUNIER 78-421



# ALICE STREET

(15.240 WIDE) (R.P. 19-B)

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT.

PLAN 37R-9188

DATED January 4, 2005

RECEIVED AND DEPOSITED

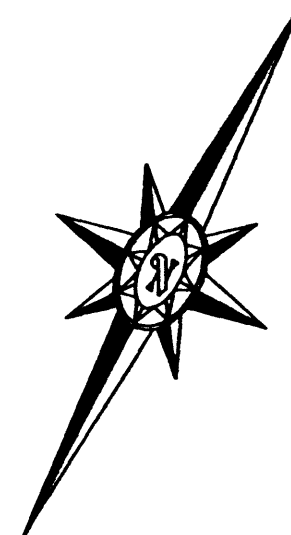
DATED Jan 5, 2005

M. W. YEO  
ONTARIO LAND SURVEYOR

Asst. Reg. K. Hendrick  
LAND REGISTRAR FOR THE REGISTRY  
DIVISION OF NORFOLK (No. 37)

## SCHEDULE

PART	PART LOT	BLOCK	PLAN	INSTRUMENT	AREA
1	8 AND 16	26	19-B	207943	142 sq.m.



PLAN OF SURVEY  
OF PART OF  
LOT 8 AND 16  
BLOCK 26  
REGISTERED PLAN 19-B  
IN THE  
TOWN OF WATERFORD  
IN  
NORFOLK COUNTY

SCALE 1 : 150

1.5 0 6 METRES

JEWITT AND DIXON LTD.

LANE (5.029 WIDE) (R.P. 19-B)

PART 4, PLAN 37R-1252

LOT 20

## METRIC NOTE

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

## BEARING REFERENCE

BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE SOUTHERLY LIMIT OF ALICE STREET (R.P. 19-B) AS SHOWN ON PLAN 37R-2508, BEING N62°00'05"E.

## SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, AND THE REGISTRY ACT, AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 9TH DAY OF NOVEMBER, 2004.

DATED: DECEMBER 1, 2004

MICHAEL W. YEO  
ONTARIO LAND SURVEYOR

NOTE: THE FOLLOWING APPLY UNLESS OTHERWISE NOTED: ALL BUILDING TIES ARE PERPENDICULAR TO PROPERTY LINES. PROPERTY LINES ARE UNFENCED. FENCES ARE ON LINE. ALL HEDGE, BUSH AND TREE DIMENSIONS ARE TO CENTRELINE.

## LEGEND

2.5cm X 2.5cm X 1.2m STANDARD IRON BARS	SHOWN -□- SIB
1.6cm X 1.6cm X 0.6m IRON BARS	SHOWN -□- IB
2.5cm ROUND X 1.2m IRON BARS	SHOWN -□- SIB #
LOT LINES	SHOWN - - - - -
DEED LINES	SHOWN - - - - -
FENCE LINES	SHOWN -X-X-X-X-X-
CENTRE LINES	SHOWN - - - - -
ROAD LINES	SHOWN - - - - -
FOUND IRON BARS	SHOWN -■- PLANTED IRON BARS SHOWN -□-

JEWITT AND DIXON LTD.  
S. M. RUUSKA, O.L.S.  
WITNESS MONUMENT  
PLAN 37R-2508

SHOWN (700)  
SHOWN (1416)  
SHOWN (WIT)  
SHOWN (P1)

**JEWITT AND DIXON LTD.**  
ONTARIO LAND SURVEYORS  
R.R.1, SIMCOE, ONTARIO, N3Y 4J9  
(51 PARK ROAD)

PHONE: (519) 428-0842 FAX: (519) 428-1034  
E-mail: surveyors@amtelecom.net

F.W.	M.W.Y.
BOOK	WAT-23-20
CALC.	M.V.L.
PLAN	M.V.L.
CHECK	M.W.Y.

CLIENT - NORFOLK COUNTY  
JOB No. - 04-325

P04 03 A7946

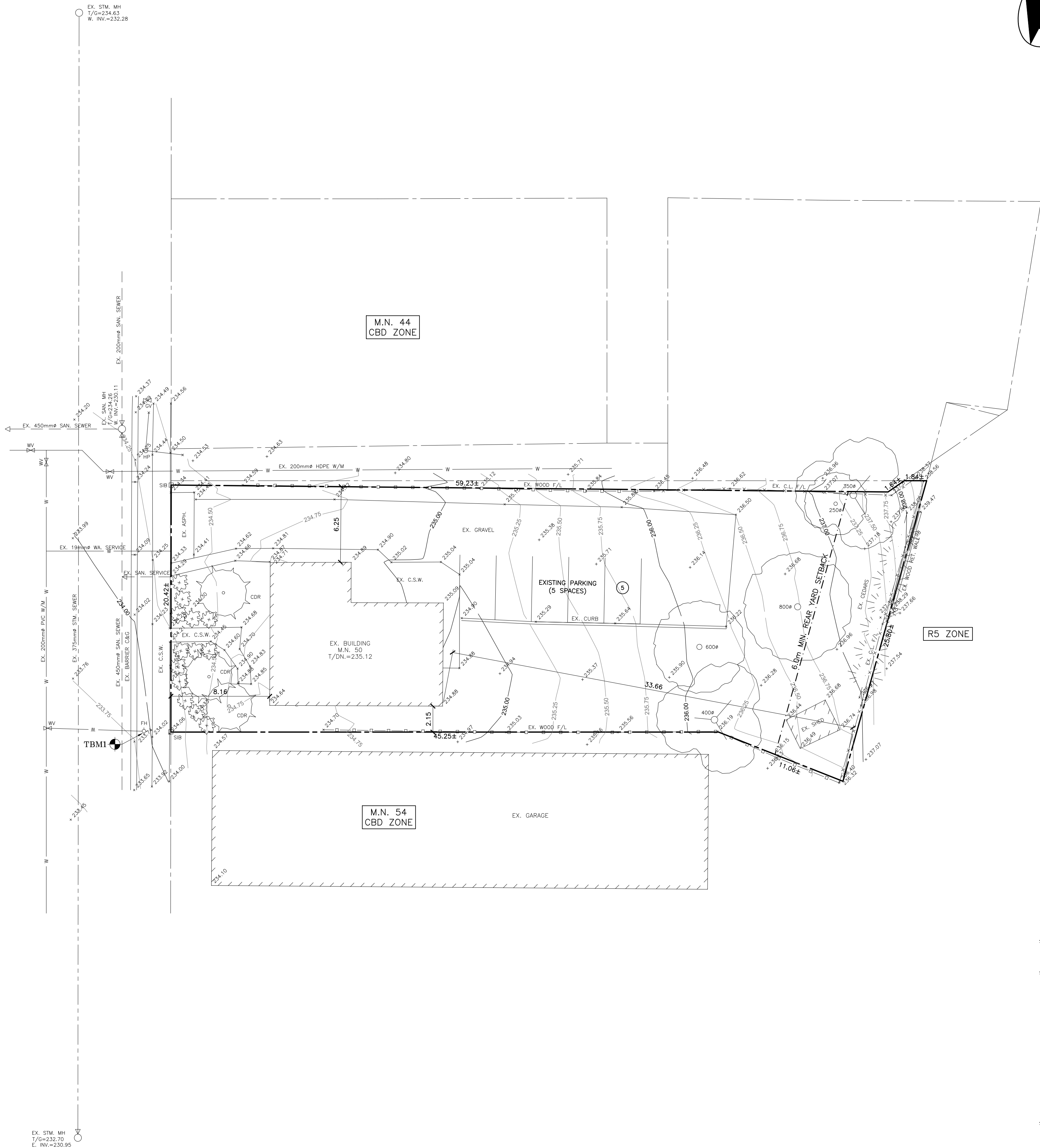


## **APPENDIX B: DRAWINGS**

J. H. Cohoon Engineering Limited Drawing 16259-1



ALICE STREET



SITE STATISTICS

ITEM	PROPOSAL	ZONING BYLAW REQUIREMENTS
ZONING CATEGORY	CBD	CBD
LOT AREA (sq. m.)	1,222±	N/A
GROUND FLOOR AREA (sq. m.)	144.2	N/A
LOT COVERAGE	11.8%	80% MAX.
FRONT YARD (m)	8.16 (EX.)	0.00 MIN. 3.00 MAX.
REAR YARD (m)	33.66 (EX.)	6.00 MIN. (ABUTTING RESIDENTIAL)
INTERIOR SIDE YARD (m)	2.15 (EX.) & 6.25 (EX.)	0.00 MIN.
NUMBER OF PARKING SPACES	5	0
BUILDING HEIGHT	2 STOREYS (EX.)	6 STOREYS MAX.



KEY PLAN

LEGEND:

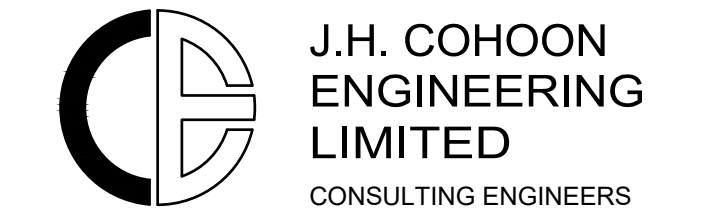
- EXISTING ELEVATIONS
- PROPOSED ELEVATIONS
- PROPOSED SWALE ELEVATIONS
- PROPOSED SWALE
- GENERAL DRAINAGE
- EX. TREES TO REMAIN
- EX. SHRUBS TO REMAIN

NOTES:

- ALL ELEVATIONS SHOWN ARE METRIC.
- BUILDER/OWNER TO VERIFY COMPLIANCE WITH ZONING BYLAWS (i.e. SIDEYARDS, SETBACKS, REARYARDS ETC.)

T.B.M. No. 1 ELEV. = 235.08m (GEO)  
TOP NUT OF FIRE HYDRANT ON THE SOUTH SIDE OF ALICE STREET AS SHOWN.

NO.	REVISION	DATE (MM/DD/YY)	BY
-----	----------	-----------------	----



440 HARDY ROAD UNIT #1 BRANTFORD - ONTARIO, N3T 5L8  
TEL. (519) 753-2656 FAX. (519) 753-4263 www.cohooneng.com

PROJECT:

PROPOSED  
COMMERCIAL BUILDING  
RENOVATION  
50 ALICE STREET  
WATERFORD - ONTARIO

CLIENT:

MARK KOZAK

SITE DEVELOPMENT  
PLAN

DESIGN: M.J.W.	SCALE: 1:200
DRAWN: K.P.B.	JOB No: 16259
CHECKED: M.J.W.	
SHEET: 1 of 1	DWG. No: 16259-1
DATE: SEPT. 13/23	




**MAP A**  
**CONTEXT MAP**  
Urban Area of WATERFORD

OPNPL2024063  
ZNPL2024064

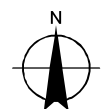


**Legend**

 Subject Lands

2020 Air Photo

3/25/2024

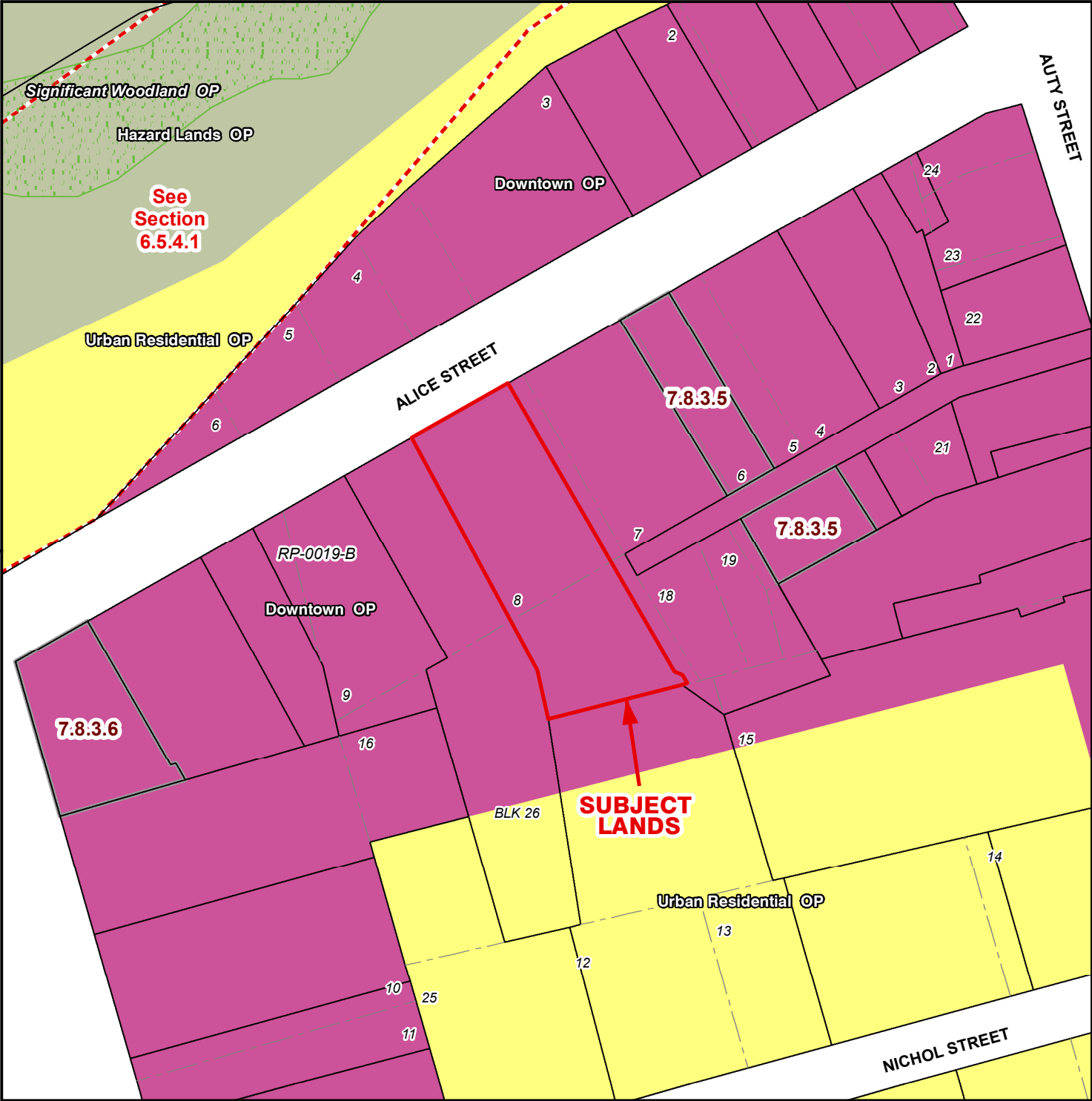


10 5 0 10 20 30 40  
Meters



**MAP B**  
**PROPOSED OFFICIAL PLAN AMENDMENT MAP**  
Urban Area of WATERFORD







OPNPL2024063  
ZNPL2024064



**Legend**

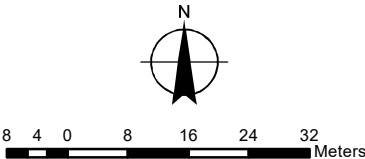
 Subject Lands

**Official Plan Designations**

- |   |  |
|---|--|
|  Hazard Lands        |  Urban Area Boundary  |
|  Urban Residential   |  Significant Woodland |
|  Downtown            |  |
|  Special Policy Area |  |

**From: Downtown**  
**To: Downtown With Provision**

3/25/2024



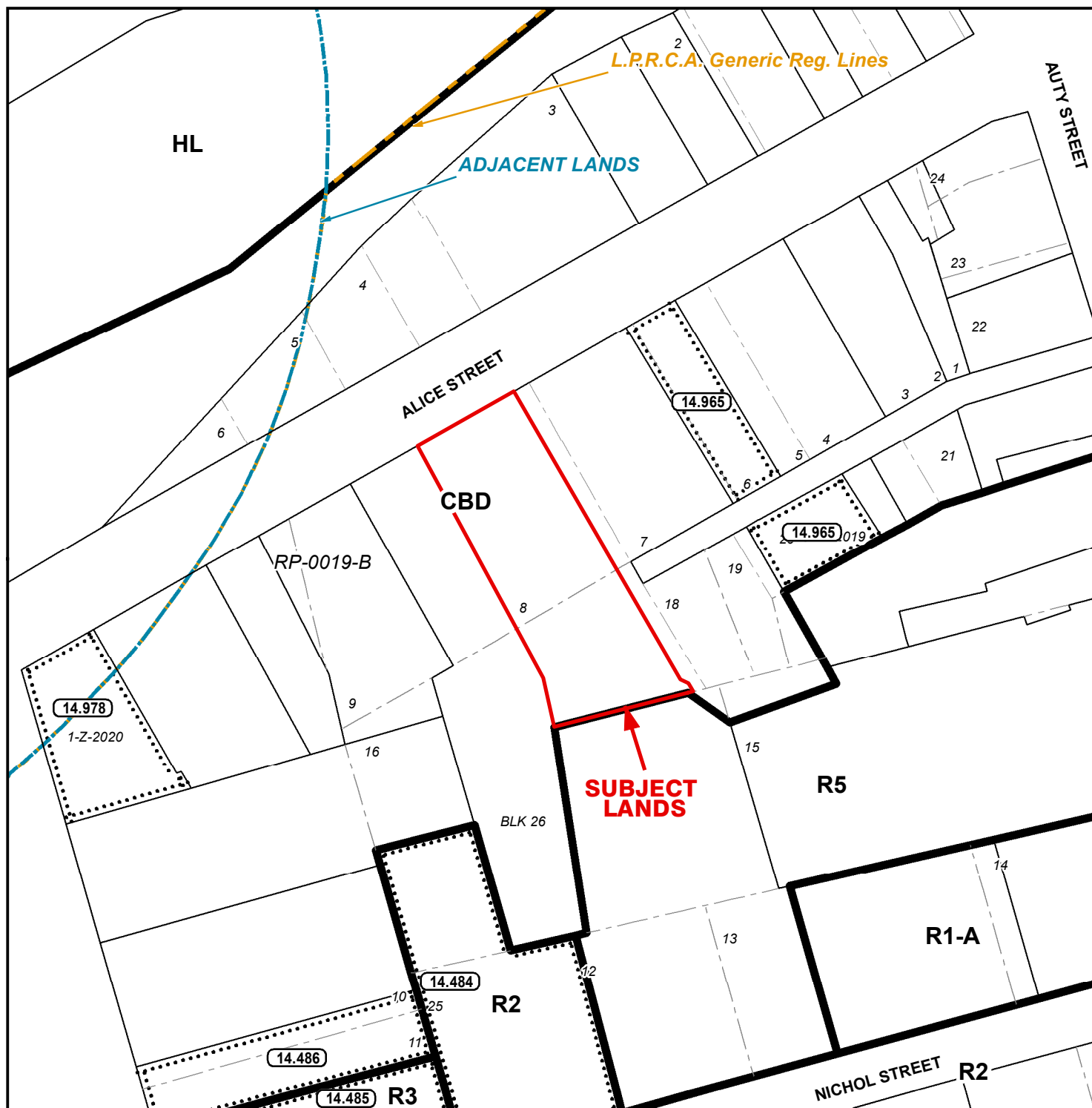


# MAP C

## PROPOSED ZONING BY-LAW AMENDMENT MAP

Urban Area of WATERFORD

OPNPL2024063  
ZNPL2024064



### LEGEND

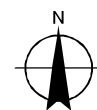
- Subject Lands
- Adjacent Lands
- LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

3/25/2024

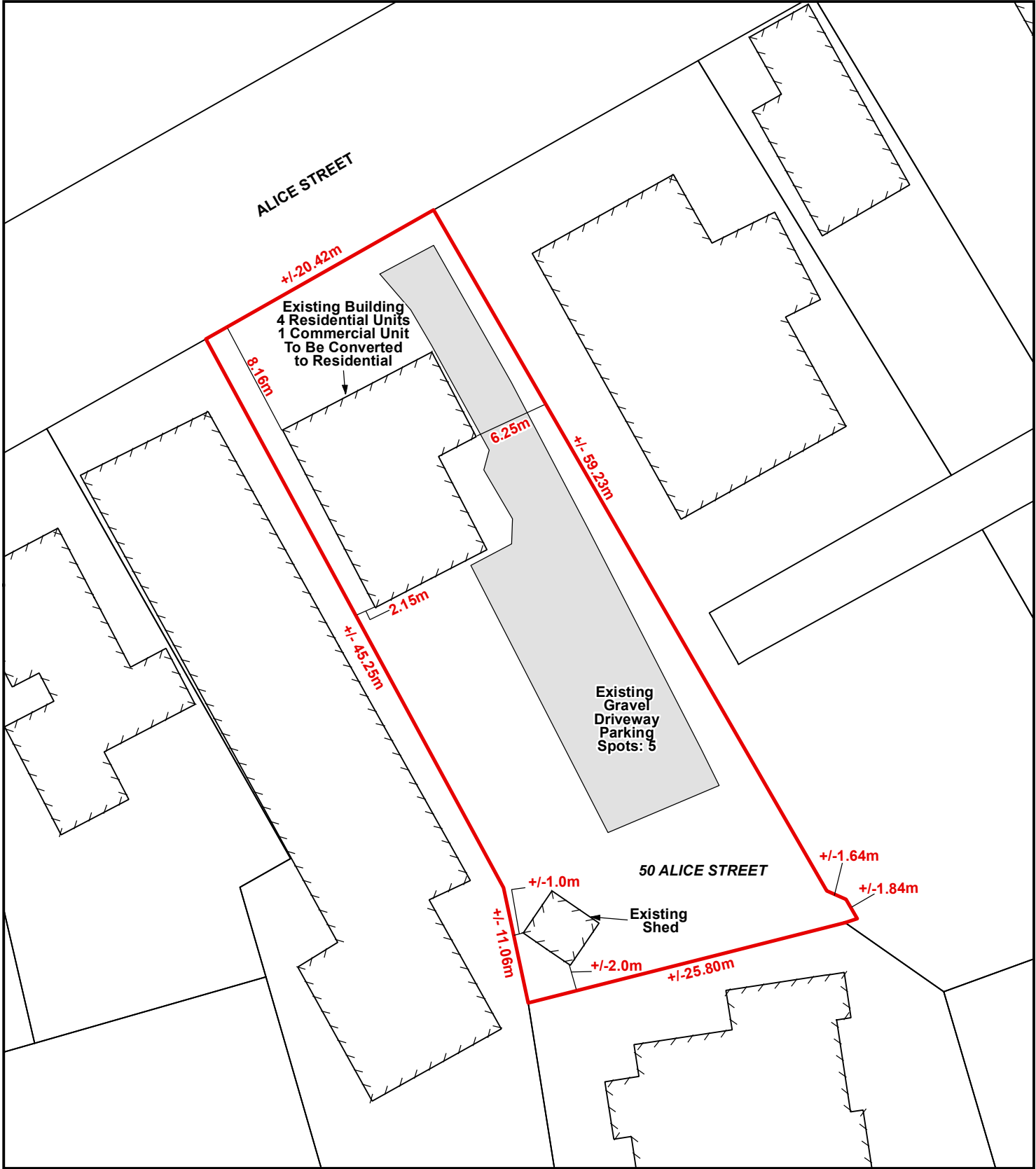
- (H) - Holding
- CBD - Central Business District Zone
- HL - Hazard Land Zone
- R1-A - Residential R1-A Zone
- R2 - Residential R2 Zone
- R3 - Residential R3 Zone
- R5 - Residential R5 Zone

**From: CBD**  
**To: CBD With Special Provision**



8 4 0 8 16 24 32 Meters





**Legend**

 Subject Lands

