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March 1, 2024

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

**RE: Planning Department Development Application, Zoning By-Law Amendment**

Please find enclosed our application for a Zoning By-Law Amendment for the site located at 77/79 Oakwood Avenue, Simcoe, Ontario. This property is part of an innovative program, partnering with Fanshawe College, which is being led by Haldimand Norfolk Housing Corporation, with the support of Norfolk County Housing Services, and Norfolk County Council. With collaborative community partnerships at its core, this program has been approved by Norfolk County Council at their meeting on June 13, 2023, Report# CS 23-C05 to facilitate affordable student housing for students attending Fanshawe College.

Haldimand Norfolk Housing Corporation (HNHC) is the largest provider of Community Housing in Haldimand-Norfolk, providing our community with 526 units of Rent Geared-to-Income, and 18 Market Rent units.

Our application seeks to adaptively re-use existing housing stock of the Haldimand Norfolk Housing Corporation identified for regeneration to create up to 4 affordable student housing rental rooms within each duplex unit, to a maximum of 8 rental rooms total within the duplex units located at 77/79 Oakwood Avenue.

As a recognized County initiative, our application also formally requests the waiving of all application fees.

The zoning bylaw amendment application is for a site-specific amendment in the R2 Zone to:

1. Add the following additional uses:
  - a. Boarding or lodging house
  - b. Rooming House

2. For the purposes of this site-specific amendment, the following terms are recommended to be defined as follows:

*“BOARDING OR LODGING HOUSE” shall mean a semi-detached dwelling, with or without meals, for lodging or sleeping accommodation and may provide communal but not individual cooking facilities. The dwelling shall be occupied by no more than four (4) individuals in a student housing program. A boarding or lodging house shall not include a hotel or bed & breakfast.*

*“ROOMING HOUSE” shall mean a semi-detached dwelling containing individual rooms rented, with or without meals, for lodging or sleeping accommodation and may provide communal but not individual cooking facilities. The dwelling shall be occupied by no more than four (4) individuals in a student housing program. A rooming house shall not include a hotel or bed & breakfast.*

3. To recognize the existing location and number of parking spaces for the additional permitted uses as 6 ea., with a minimum of 3 provided parking spaces each. Due to the nature of student housing which houses students with sometimes limited resources, it is anticipated that the residents will not all have cars. This site is also near town resources as well as the school campus and will have integrated bicycle lock-up provided.
4. To recognize any other deficiencies therein to facilitate the additional uses on the subject lands.

It is recommended that when either unit is operating as one of the 2 new uses, the following uses shall not be permitted:

- bed & breakfast
- daycare nursery
- home occupation
- accessory residential dwelling unit

5. The application further seeks a site-specific provision to add the following:
  - a. Yard Exemption for a Boarding or Lodging House Any existing single detached dwelling having any yard less than that required by this By-Law may be used as a boarding or lodging house provided any extension or addition to the dwelling house complies with the yard requirements.

## **Successful Outcome**

The successful outcome of this project will facilitate the diversification within our portfolio of affordable housing options, as proposed in the regeneration plan, and will foster integration and coordination of resources whilst building upon key partnerships that serve to develop complete communities. Creating affordable student housing will also relieve pressure on the general housing market in Norfolk County and play a part in mitigating the sharp upward trend in rental costs. This progressive initiative aligns with the Official Plan of Norfolk County and strongly mirrors the strategic goals and vision of the corporation in creating new and innovative housing opportunities and partnerships within the community.

This innovative solution to a community need can serve as an effective, viable long-term example of how to repurpose existing assets to address community needs. This site is ideal as the current duplex configuration does not support severances to allow for future individual dispositions. The revitalized physical asset would remain under HNHC ownership and shareholder direction. By introducing this model, we begin to diversify the neighbourhood by adding affordable, mixed-income housing to help meet the current need for affordable student housing in our community.

Thank you for your consideration of this application. If I can answer any additional questions, please don't hesitate to contact me.

Sincerely,



Matt Bowen  
Chief Executive Officer

## **Appendices:**

- Planning Department Development Application Form
- Surveyors Real Property Report LOT 15
- Plan of Survey Oakwood Avenue and Ashton Drive.
- Proposed Floor Plan

## 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	_____

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**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)

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**Property Assessment Roll Number:** \_\_\_\_\_

## A. Applicant Information

**Name of Owner**

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Address

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Town and Postal Code

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Phone Number

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Cell Number

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Email

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**Name of Applicant**

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Address

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Town and Postal Code

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Phone Number

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Cell Number

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Email

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**Name of Agent**

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Address

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Town and Postal Code

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Phone Number

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Cell Number

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Email

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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 mortgagees, charges or other encumbrances on the subject lands:

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## B. Location, Legal Description and Property Information

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

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Municipal Civic Address: \_\_\_\_\_

Present Official Plan Designation(s): \_\_\_\_\_

Present Zoning: \_\_\_\_\_

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

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

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3. Present use of the subject lands:

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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:

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

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

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

If yes, identify and provide details of the building:

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

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9. Existing use of abutting properties:

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

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

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### C. Purpose of Development Application

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

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

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

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

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

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

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

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Width: \_\_\_\_\_

Lot Area: \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Proposed final lot size (if boundary adjustment): \_\_\_\_\_

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

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Description of land intended to be retained in metric units:

Frontage: \_\_\_\_\_

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):

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

12. Residential (if applicable)

Number of buildings existing: \_\_\_\_\_

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

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

If yes, describe: \_\_\_\_\_

Type	Number of Units	Floor Area per Unit in m2
Single Detached	_____	_____
Semi-Detached	_____	_____
Duplex	_____	_____
Triplex	_____	_____
Four-plex	_____	_____
Street Townhouse	_____	_____
Stacked Townhouse	_____	_____
Apartment - Bachelor	_____	_____
Apartment - One bedroom	_____	_____
Apartment - Two bedroom	_____	_____
Apartment - Three bedroom	_____	_____

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

13. Commercial/Industrial Uses (if applicable)

Number of buildings existing: \_\_\_\_\_

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

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

If yes, describe:

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seating Capacity (for assembly halls or similar): \_\_\_\_\_

Total number of fixed seats: \_\_\_\_\_

Describe the type of business(es) proposed: \_\_\_\_\_

Total number of staff proposed initially: \_\_\_\_\_

Total number of staff proposed in five years: \_\_\_\_\_

Maximum number of staff on the largest shift: \_\_\_\_\_

Is open storage required: ☐ Yes ☐ No

Is a residential use proposed as part of, or accessory to commercial/industrial use?

☐ Yes ☐ No If yes please describe:

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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):

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

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#### **D. Previous Use of the Property**

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

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

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

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

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

#### **E. Provincial Policy**

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

If no, please explain:

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

If no, please explain:

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

If no, please explain:

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

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

**Livestock facility or stockyard** (submit MDS Calculation with application)

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Wooded area**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Municipal Landfill**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Sewage treatment plant or waste stabilization plant**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

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

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Floodplain**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Rehabilitated mine site**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

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

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Active mine site within one kilometre**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

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

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Active railway line**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Seasonal wetness of lands**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Erosion**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Abandoned gas wells**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

## F. Servicing and Access

1. Indicate what services are available or proposed:

### Water Supply

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

### Sewage Treatment

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

### Storm Drainage

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

2. Existing or proposed access to subject lands:

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

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

## G. Other Information

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

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

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

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## **H. Supporting Material to be submitted by Applicant**

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

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

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

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

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

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

Site Plan applications will require the following supporting materials:

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

Standard condominium exemptions will require the following supporting materials:

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

Your development approval might also be dependent on 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.

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Owner/Applicant Signature

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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.

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Owner

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Date

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Owner

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Date

**N. Declaration**

I, \_\_\_\_\_ of \_\_\_\_\_

solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Declared before me at:

\_\_\_\_\_

\_\_\_\_\_

Owner/Applicant Signature

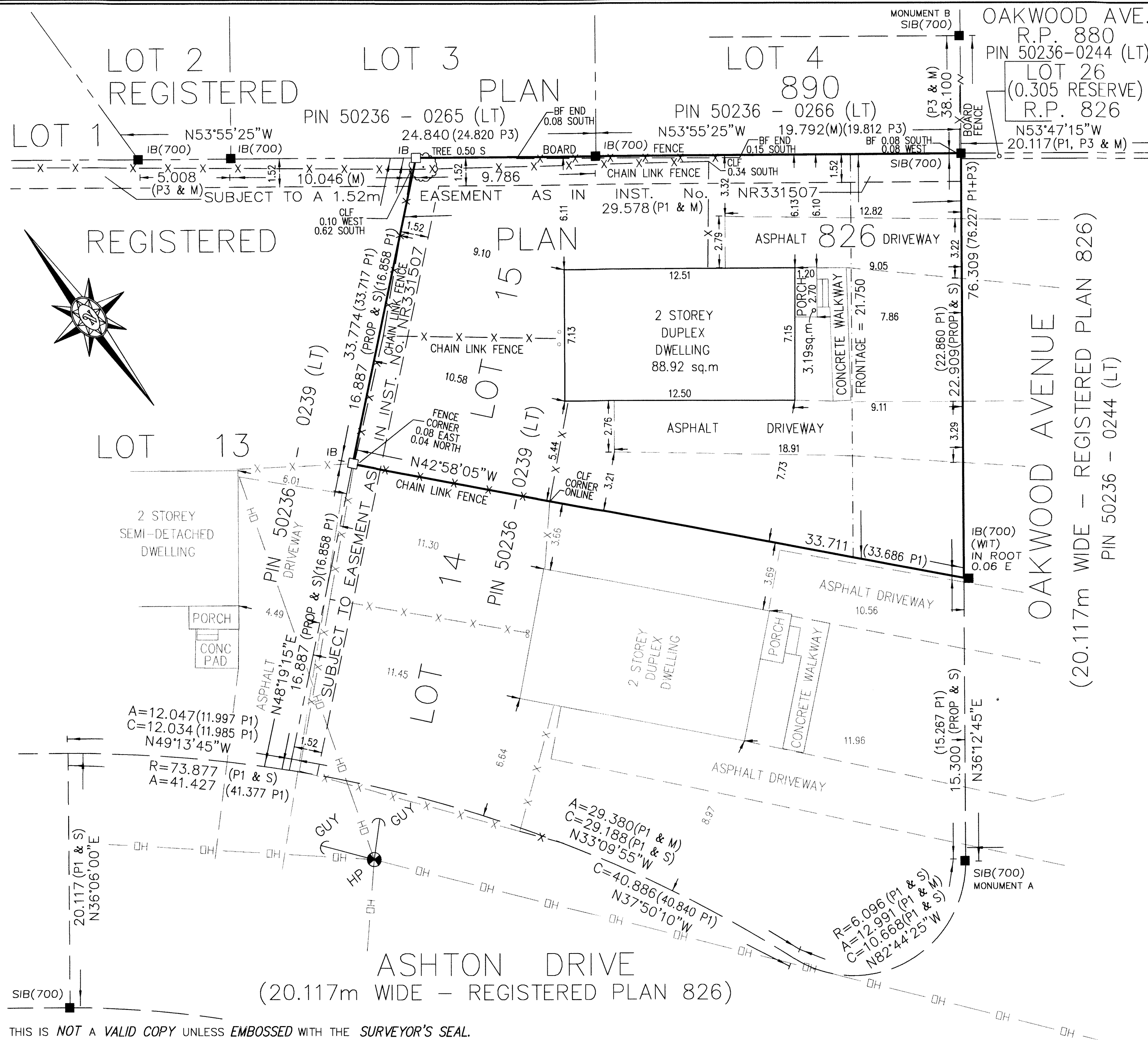
In \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_

A.D., 20\_\_\_\_

\_\_\_\_\_

A Commissioner, etc.



SURVEYOR'S REAL PROPERTY REPORT  
PART 1: PLAN  
OF ALL OF  
LOT 15  
REGISTERED PLAN 826  
(TOWN OF SIMCOE)  
IN  
NORFOLK COUNTY

SCALE: 1 : 150



JEWITT AND DIXON LTD.

METRIC NOTE:

DISTANCES AND COORDINATES ARE METRIC AND CAN  
BE CONVERTED TO IMPERIAL BY DIVIDING BY 0.3048

SURVEYOR'S REAL PROPERTY REPORT  
PART 2: REPORT

DESCRIPTION OF LAND

BEING ALL OF LOT 15, REGISTERED PLAN 826, IN THE TOWN OF SIMCOE  
BEING PART OF PIN 50236-0239 (LT)  
MUNICIPAL ADDRESS: #77 & #79 OAKWOOD AVENUE, SIMCOE

REGISTERED EASEMENTS AND / OR RIGHTS OF WAY

SUBJECT TO A 1.52m WIDE EASEMENT ALONG THE NORTH & WEST PROPERTY LINES IN  
FAVOR OF THE BELL TELEPHONE COMPANY OF CANADA AS IN INSTRUMENT No. NR331507

NOTES OF CONCERN

NOTE LOCATION OF FENCES, BURIED HYDRO HAS NOT BEEN LOCATED BY THIS SURVEY

COMPLIANCE WITH MUNICIPAL ZONING BY-LAWS

NOT CERTIFIED BY THIS REPORT.

COVERAGE

LOT AREA = 623.27 SQ.M  
BLDG/PORCH AREA=92.11 SQ.M  
LOT COVERAGE = 14.8 %

ADDITIONAL REMARKS

BUILDING TIES ARE TO THE EXTERIOR CORNERS.

THIS REPORT WAS PREPARED FOR HALDIMAND-NORFOLK HOUSING CORP.  
AND THE UNDERSIGNED ACCEPTS NO RESPONSIBILITY  
FOR THE USE BY OTHER PARTIES.

NOTE

THIS REPORT CAN BE UPDATED BY THIS OFFICE, HOWEVER NO ADDITIONAL PRINTS  
OF THIS ORIGINAL REPORT WILL BE ISSUED, SUBSEQUENT TO THE  
DATE OF CERTIFICATION.

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OR IN PART, WITHOUT THE WRITTEN PERMISSION OF JEWITT AND DIXON LTD.

BEARING REFERENCE

BEARINGS ARE GRID AND WERE DERIVED FROM SIMULTANEOUS GPS OBSERVATIONS  
ON MONUMENT A TO B, SHOWN HEREON HAVING A BEARING OF N36°12'45"E  
[UTM ZONE 17, (81° WEST LONGITUDE) NAD83 (CSRS) HTV2.0 (2010)]

TO CONVERT (P1) ASTRONOMIC BEARINGS TO GRID BEARINGS  
- ADD 00°17'15" TO THE NORTHWEST BEARINGS  
- SUBTRACT 00°17'15" FROM THE NORTHEAST BEARINGS

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH  
THE SURVEYS ACT AND THE SURVEYORS ACT, AND THE REGULATIONS  
MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 11TH DAY OF JANUARY, 2024.

DATED: FEBRUARY 14, 2024

THIS SURVEYOR'S REAL PROPERTY REPORT RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-36434

R. G. DIXON, O.L.S.  
FOR JEWITT & DIXON LTD.

LEGEND

2.5cm X 2.5cm X 1.2m STANDARD	IRON BARS	SHOWN	IB
1.6cm X 1.6cm X 0.6m	IRON BARS	SHOWN	IB
1.6cm ROUND X 0.6m	IRON BARS	SHOWN	IB Ø
LOT LINES	SHOWN	---	---
DEED LINES	SHOWN	---	---
FENCE LINES	SHOWN	-X-X-X-	-X-X-X-
OVERHEAD WIRES	SHOWN	OH	OH
ROAD LINES	SHOWN	---	---
FOUND IRON BARS	SHOWN	■	PLANTED IRON BARS SHOWN

JEWITT AND DIXON LTD.  
PROPORTION  
CONCRETE  
CHAIN LINK FENCE  
BOARD FENCE  
WITNESS MONUMENT  
ORIGIN UNKNOWN  
REGISTERED PLAN 826  
PLAN 37R-999  
REGISTERED PLAN 890

SHOWN (700)  
SHOWN (PROP)  
SHOWN CONC  
SHOWN CLF  
SHOWN BF  
SHOWN (WIT)  
SHOWN (OU)  
SHOWN (P1)  
SHOWN (P2)  
SHOWN (P3)

JEWITT AND DIXON LTD.  
ONTARIO LAND SURVEYORS

650 IRELAND ROAD  
SIMCOE, ONTARIO, N3Y 4K2  
PHONE: (519) 426-0842  
E-mail: info@jewittdixon.com

F.W. - J.P.H.  
BOOK - LL-FILE  
CALC. - J.P.H.  
PLAN - J.L.M.  
CHECK - K.H.

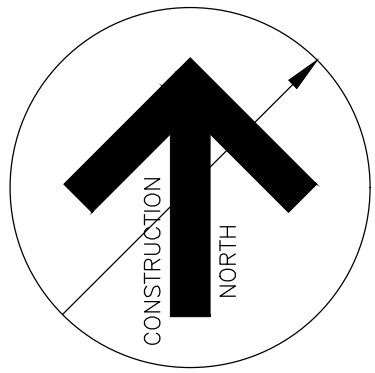
CLIENT - HHNC

23-3958-LT15









Contractor must verify all dimensions on the Project Site and report any discrepancies before proceeding with the Work.

This drawing is a part of the Contract Documents and is to be read in conjunction with all other Contract Documents.

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Revision Record

No.	Description	Date (m/d/y)
C	REVISED FLOOR LAYOUTS	02/23/24
B	REVISED FLOOR LAYOUTS	01/12/24
A	PRELIMINARY REVIEW	11/02/23

No.	Description	Date (m/d/y)
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Issue Record



LANHACK Steelcon Inc.  
Consulting Engineers  
1709 Upper James Street  
Hamilton, ON L9B 1K7  
Tel: (905) 777-1454  
Fax: (905) 536-6142

INTERIOR RENOVATION

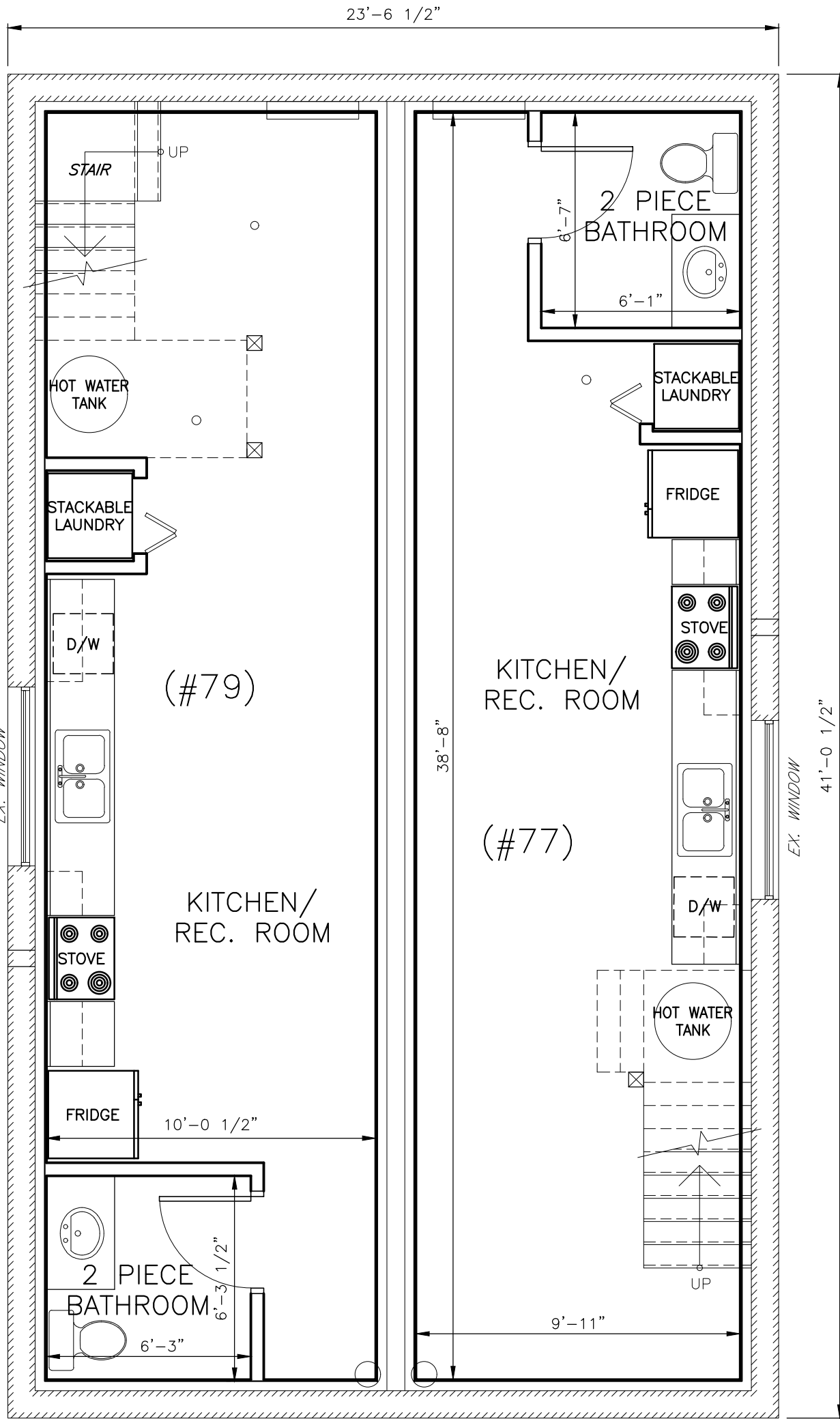
77-79 OAKWOOD AVENUE  
SIMCOE, ONTARIO

Date:	MAY 2023
Drawn By:	TV
Chkd By:	GL
Scale:	AS NOTED

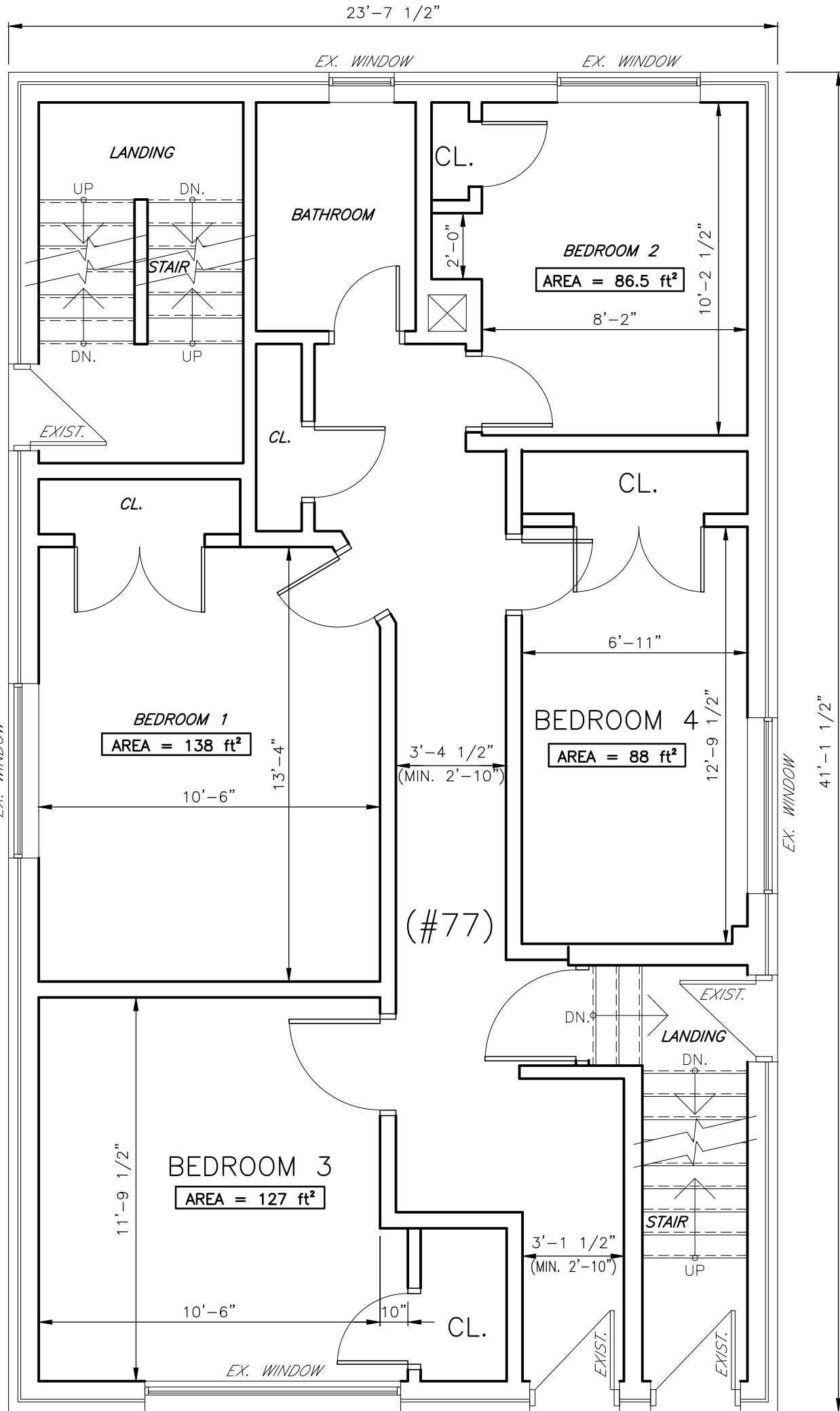
PROPOSED BASEMENT, GROUND AND SECOND FLOOR PLANS

Project No.:	23083	Drawing No.:	A-1-1	Rev.:	C
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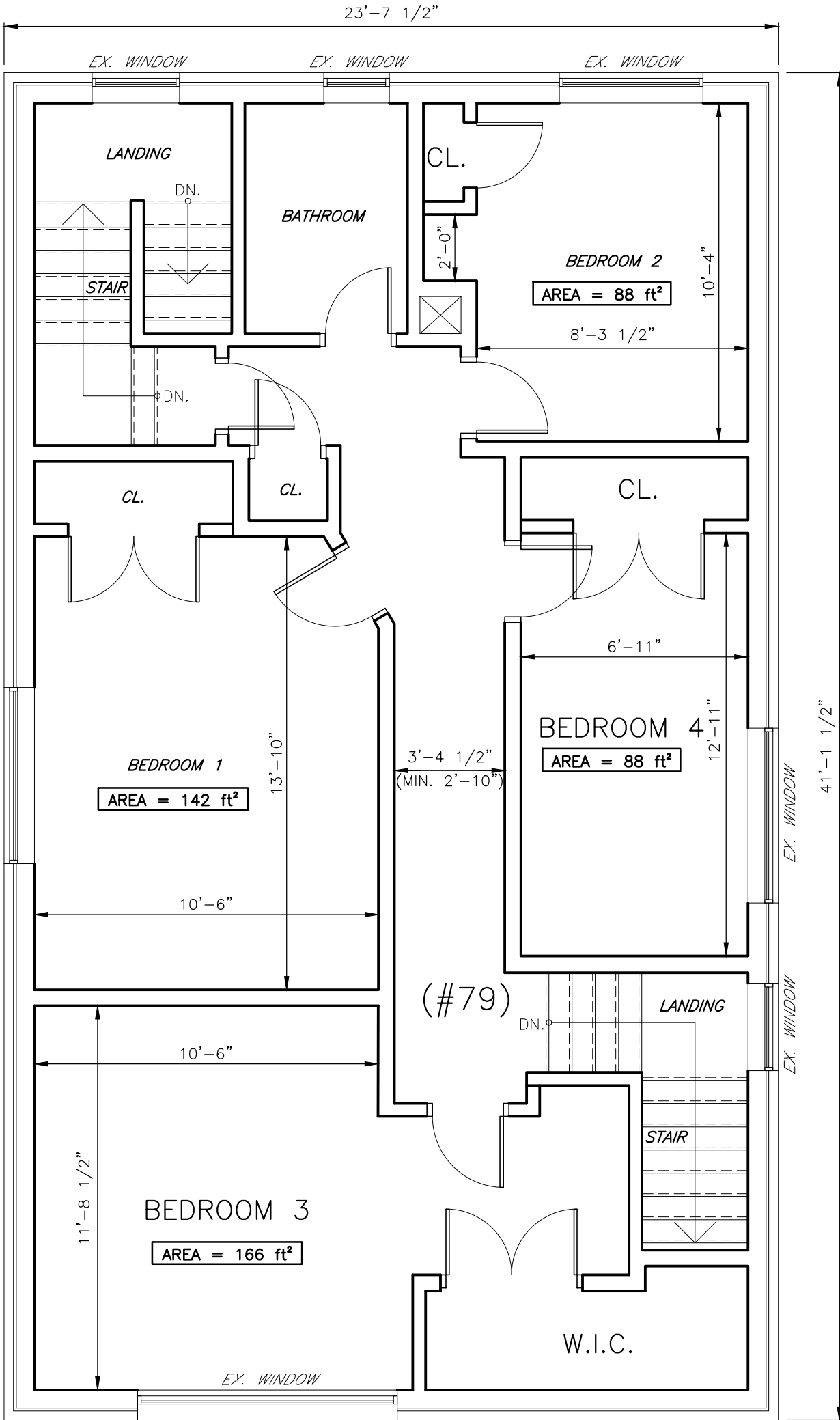
Plot Date: 02/23/24  
W:\2023 STEELCON\23083 - 77-79 Oakwood Ave.\23083 - PLANS.dwg



PROPOSED BASEMENT PLAN  
SCALE: 1/4" = 1'-0"



PROPOSED GROUND FLOOR PLAN  
SCALE: 1/4" = 1'-0"



PROPOSED SECOND FLOOR PLAN  
SCALE: 1/4" = 1'-0"

ROOM AREAS (AS PER ZONING BY-LAW)

PRIMARY BEDROOM: AREA TO BE 9.8m<sup>2</sup> (105.4 ft<sup>2</sup>) MIN.  
(1 ROOM REQUIRED MIN.)

BEDROOMS: AREA TO BE 8.0m<sup>2</sup> (86.1 ft<sup>2</sup>) MIN.



## 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)

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**Property Assessment Roll Number:** \_\_\_\_\_

## A. Applicant Information

**Name of Owner**

---

Address

---

Town and Postal Code

---

Phone Number

---

Cell Number

---

Email

---

**Name of Applicant**

---

Address

---

Town and Postal Code

---

Phone Number

---

Cell Number

---

Email

---

**Name of Agent**

---

Address

---

Town and Postal Code

---

Phone Number

---

Cell Number

---

Email

---

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 mortgagees, charges or other encumbrances on the subject lands:

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## B. Location, Legal Description and Property Information

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

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Municipal Civic Address: \_\_\_\_\_

Present Official Plan Designation(s): \_\_\_\_\_

Present Zoning: \_\_\_\_\_

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

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

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3. Present use of the subject lands:

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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:

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

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

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

If yes, identify and provide details of the building:

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

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9. Existing use of abutting properties:

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

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

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### C. Purpose of Development Application

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

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

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

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

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

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

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

Frontage: \_\_\_\_\_

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):

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



12. Residential (if applicable)

Number of buildings existing: \_\_\_\_\_

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

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

If yes, describe: \_\_\_\_\_

Type	Number of Units	Floor Area per Unit in m2
Single Detached	_____	_____
Semi-Detached	_____	_____
Duplex	_____	_____
Triplex	_____	_____
Four-plex	_____	_____
Street Townhouse	_____	_____
Stacked Townhouse	_____	_____
Apartment - Bachelor	_____	_____
Apartment - One bedroom	_____	_____
Apartment - Two bedroom	_____	_____
Apartment - Three bedroom	_____	_____

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

13. Commercial/Industrial Uses (if applicable)

Number of buildings existing: \_\_\_\_\_

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

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

If yes, describe:

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seating Capacity (for assembly halls or similar): \_\_\_\_\_

Total number of fixed seats: \_\_\_\_\_

Describe the type of business(es) proposed: \_\_\_\_\_

Total number of staff proposed initially: \_\_\_\_\_

Total number of staff proposed in five years: \_\_\_\_\_

Maximum number of staff on the largest shift: \_\_\_\_\_

Is open storage required: ☐ Yes ☐ No

Is a residential use proposed as part of, or accessory to commercial/industrial use?

☐ Yes ☐ No If yes please describe:

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#### 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):

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

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#### **D. Previous Use of the Property**

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

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

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

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

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

#### **E. Provincial Policy**

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

If no, please explain:

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---

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

If no, please explain:

---

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

If no, please explain:

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

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

**Livestock facility or stockyard** (submit MDS Calculation with application)

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Wooded area**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Municipal Landfill**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Sewage treatment plant or waste stabilization plant**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

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

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Floodplain**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Rehabilitated mine site**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

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

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Active mine site within one kilometre**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

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

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Active railway line**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Seasonal wetness of lands**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Erosion**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Abandoned gas wells**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

## F. Servicing and Access

1. Indicate what services are available or proposed:

### Water Supply

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

### Sewage Treatment

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

### Storm Drainage

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

2. Existing or proposed access to subject lands:

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

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

## G. Other Information

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

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

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

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## **H. Supporting Material to be submitted by Applicant**

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

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

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

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

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

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

Site Plan applications will require the following supporting materials:

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

Standard condominium exemptions will require the following supporting materials:

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

Your development approval might also be dependent on 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, \_\_\_\_\_ of \_\_\_\_\_

solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Declared before me at:

\_\_\_\_\_

\_\_\_\_\_

Owner/Applicant Signature

In \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_


A.D., 20\_\_\_\_


\_\_\_\_\_


A Commissioner, etc.




 hnhousing.ca

 25 Kent Street N. Unit 2  
Simcoe, ON N3Y3S1

 hnhc@hnhousing.ca

 (519) 426-7792

 1-800-265-2819

March 1, 2024

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

**RE: Planning Department Development Application, Zoning By-Law Amendment**

Please find enclosed our application for a Zoning By-Law Amendment for the site located at 77/79 Oakwood Avenue, Simcoe, Ontario. This property is part of an innovative program, partnering with Fanshawe College, which is being led by Haldimand Norfolk Housing Corporation, with the support of Norfolk County Housing Services, and Norfolk County Council. With collaborative community partnerships at its core, this program has been approved by Norfolk County Council at their meeting on June 13, 2023, Report# CS 23-C05 to facilitate affordable student housing for students attending Fanshawe College.

Haldimand Norfolk Housing Corporation (HNHC) is the largest provider of Community Housing in Haldimand-Norfolk, providing our community with 526 units of Rent Geared-to-Income, and 18 Market Rent units.

Our application seeks to adaptively re-use existing housing stock of the Haldimand Norfolk Housing Corporation identified for regeneration to create up to 4 affordable student housing rental rooms within each duplex unit, to a maximum of 8 rental rooms total within the duplex units located at 77/79 Oakwood Avenue.

As a recognized County initiative, our application also formally requests the waiving of all application fees.

The zoning bylaw amendment application is for a site-specific amendment in the R2 Zone to:

1. Add the following additional uses:
  - a. Boarding or lodging house
  - b. Rooming House

2. For the purposes of this site-specific amendment, the following terms are recommended to be defined as follows:

*“BOARDING OR LODGING HOUSE” shall mean a semi-detached dwelling, with or without meals, for lodging or sleeping accommodation and may provide communal but not individual cooking facilities. The dwelling shall be occupied by no more than four (4) individuals in a student housing program. A boarding or lodging house shall not include a hotel or bed & breakfast.*

*“ROOMING HOUSE” shall mean a semi-detached dwelling containing individual rooms rented, with or without meals, for lodging or sleeping accommodation and may provide communal but not individual cooking facilities. The dwelling shall be occupied by no more than four (4) individuals in a student housing program. A rooming house shall not include a hotel or bed & breakfast.*

3. To recognize the existing location and number of parking spaces for the additional permitted uses as 6 ea., with a minimum of 3 provided parking spaces each. Due to the nature of student housing which houses students with sometimes limited resources, it is anticipated that the residents will not all have cars. This site is also near town resources as well as the school campus and will have integrated bicycle lock-up provided.
4. To recognize any other deficiencies therein to facilitate the additional uses on the subject lands.

It is recommended that when either unit is operating as one of the 2 new uses, the following uses shall not be permitted:

- bed & breakfast
- daycare nursery
- home occupation
- accessory residential dwelling unit

5. The application further seeks a site-specific provision to add the following:
  - a. Yard Exemption for a Boarding or Lodging House Any existing single detached dwelling having any yard less than that required by this By-Law may be used as a boarding or lodging house provided any extension or addition to the dwelling house complies with the yard requirements.

## Successful Outcome

The successful outcome of this project will facilitate the diversification within our portfolio of affordable housing options, as proposed in the regeneration plan, and will foster integration and coordination of resources whilst building upon key partnerships that serve to develop complete communities. Creating affordable student housing will also relieve pressure on the general housing market in Norfolk County and play a part in mitigating the sharp upward trend in rental costs. This progressive initiative aligns with the Official Plan of Norfolk County and strongly mirrors the strategic goals and vision of the corporation in creating new and innovative housing opportunities and partnerships within the community.

This innovative solution to a community need can serve as an effective, viable long-term example of how to repurpose existing assets to address community needs. This site is ideal as the current duplex configuration does not support severances to allow for future individual dispositions. The revitalized physical asset would remain under HNHC ownership and shareholder direction. By introducing this model, we begin to diversify the neighbourhood by adding affordable, mixed-income housing to help meet the current need for affordable student housing in our community.

Thank you for your consideration of this application. If I can answer any additional questions, please don't hesitate to contact me.

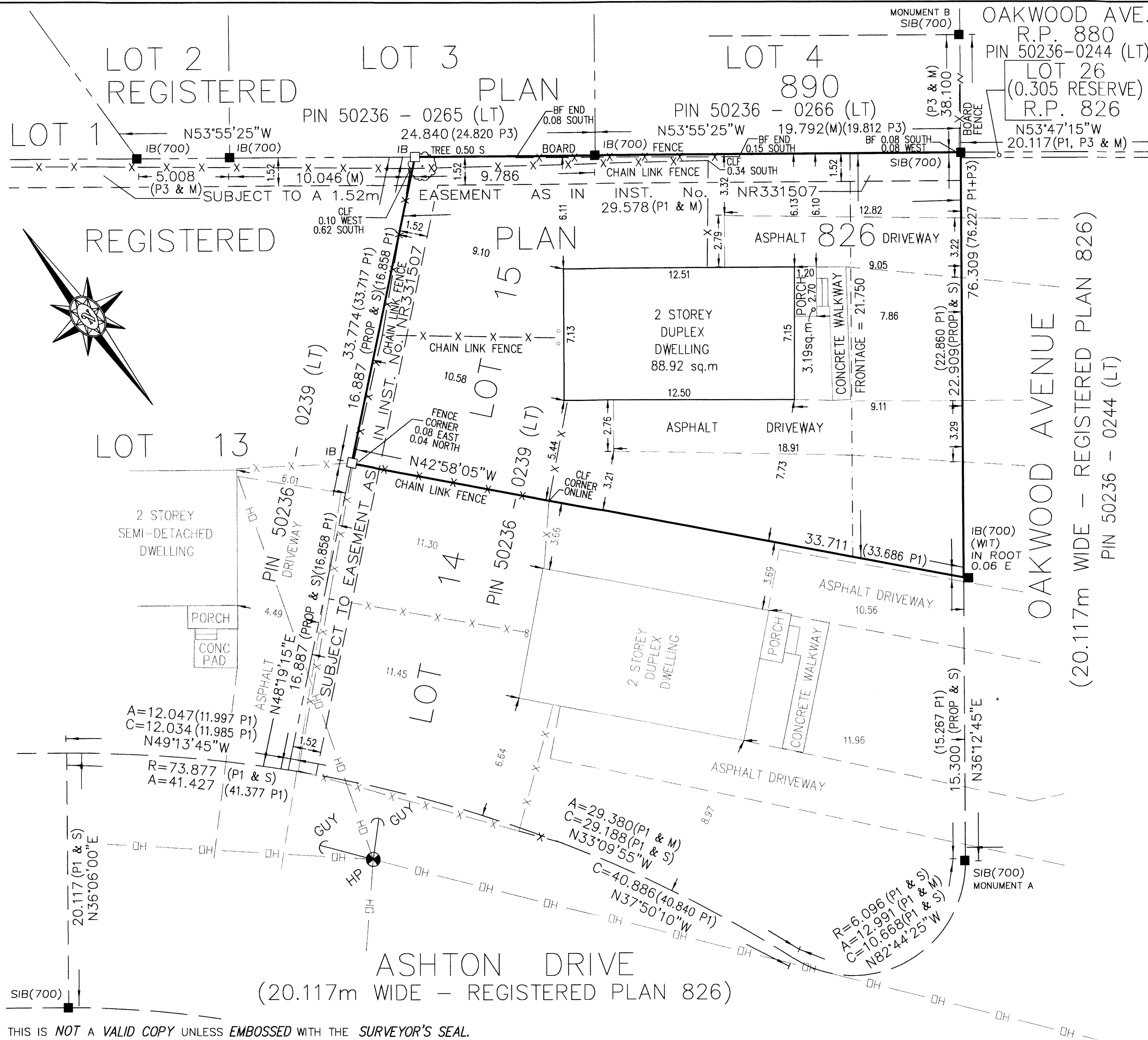
Sincerely,



Matt Bowen  
Chief Executive Officer

## Appendices:

- Planning Department Development Application Form
- Surveyors Real Property Report LOT 15
- Plan of Survey Oakwood Avenue and Ashton Drive.
- Proposed Floor Plan



SURVEYOR'S REAL PROPERTY REPORT  
PART 1: PLAN  
OF ALL OF  
LOT 15  
REGISTERED PLAN 826  
(TOWN OF SIMCOE)  
IN  
NORFOLK COUNTY

SCALE: 1 : 150



JEWITT AND DIXON LTD.

METRIC NOTE:

DISTANCES AND COORDINATES ARE METRIC AND CAN  
BE CONVERTED TO IMPERIAL BY DIVIDING BY 0.3048

SURVEYOR'S REAL PROPERTY REPORT  
PART 2: REPORT

DESCRIPTION OF LAND

BEING ALL OF LOT 15, REGISTERED PLAN 826, IN THE TOWN OF SIMCOE  
BEING PART OF PIN 50236-0239 (LT)  
MUNICIPAL ADDRESS: #77 & #79 OAKWOOD AVENUE, SIMCOE

REGISTERED EASEMENTS AND / OR RIGHTS OF WAY

SUBJECT TO A 1.52m WIDE EASEMENT ALONG THE NORTH & WEST PROPERTY LINES IN  
FAVOR OF THE BELL TELEPHONE COMPANY OF CANADA AS IN INSTRUMENT No. NR331507

NOTES OF CONCERN

NOTE LOCATION OF FENCES, BURIED HYDRO HAS NOT BEEN LOCATED BY THIS SURVEY

COMPLIANCE WITH MUNICIPAL ZONING BY-LAWS

NOT CERTIFIED BY THIS REPORT.

COVERAGE

LOT AREA = 623.27 SQ.M  
BLDG/PORCH AREA=92.11 SQ.M  
LOT COVERAGE = 14.8 %

ADDITIONAL REMARKS

BUILDING TIES ARE TO THE EXTERIOR CORNERS.

THIS REPORT WAS PREPARED FOR HALDIMAND-NORFOLK HOUSING CORP.  
AND THE UNDERSIGNED ACCEPTS NO RESPONSIBILITY  
FOR THE USE BY OTHER PARTIES.

NOTE

THIS REPORT CAN BE UPDATED BY THIS OFFICE, HOWEVER NO ADDITIONAL PRINTS  
OF THIS ORIGINAL REPORT WILL BE ISSUED, SUBSEQUENT TO THE  
DATE OF CERTIFICATION.

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NO PERSON MAY COPY, REPRODUCE, DISTRIBUTE, OR ALTER THIS PLAN, IN WHOLE  
OR IN PART, WITHOUT THE WRITTEN PERMISSION OF JEWITT AND DIXON LTD.

BEARING REFERENCE

BEARINGS ARE GRID AND WERE DERIVED FROM SIMULTANEOUS GPS OBSERVATIONS  
ON MONUMENT A TO B, SHOWN HEREON HAVING A BEARING OF N36°12'45"E  
[UTM ZONE 17, (81° WEST LONGITUDE) NAD83 (CSRS) HTV2.0 (2010)]

TO CONVERT (P1) ASTRONOMIC BEARINGS TO GRID BEARINGS  
- ADD 00°17'15" TO THE NORTHWEST BEARINGS  
- SUBTRACT 00°17'15" FROM THE NORTHEAST BEARINGS

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH  
THE SURVEYS ACT AND THE SURVEYORS ACT, AND THE REGULATIONS  
MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 11TH DAY OF JANUARY, 2024.

DATED: FEBRUARY 14, 2024

THIS SURVEYOR'S REAL PROPERTY REPORT RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 36434

R. C. DIXON, O.L.S.  
FOR JEWITT & DIXON LTD.

LEGEND

2.5cm X 2.5cm X 1.2m STANDARD	IRON BARS	SHOWN	IB
1.6cm X 1.6cm X 0.6m	IRON BARS	SHOWN	IB
1.6cm ROUND X 0.6m	IRON BARS	SHOWN	IB Ø
LOT LINES	SHOWN	---	---
DEED LINES	SHOWN	---	---
FENCE LINES	SHOWN	-X-X-X-	-X-X-X-
OVERHEAD WIRES	SHOWN	OH	OH
ROAD LINES	SHOWN	---	---
FOUND IRON BARS	SHOWN	■	PLANTED IRON BARS SHOWN

JEWITT AND DIXON LTD.  
PROPORTION  
CONCRETE  
CHAIN LINK FENCE  
BOARD FENCE  
WITNESS MONUMENT  
ORIGIN UNKNOWN  
REGISTERED PLAN 826  
PLAN 37R-999  
REGISTERED PLAN 890

SHOWN (700)  
SHOWN (PROP)  
SHOWN CONC  
SHOWN CLF  
SHOWN BF  
SHOWN (WIT)  
SHOWN (OU)  
SHOWN (P1)  
SHOWN (P2)  
SHOWN (P3)

JEWITT AND DIXON LTD.  
ONTARIO LAND SURVEYORS

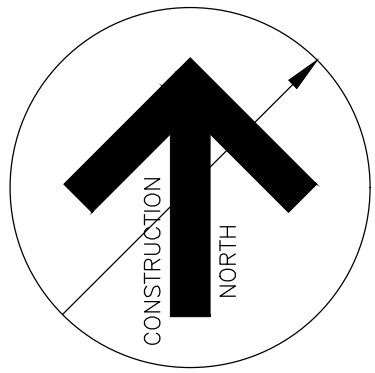
650 IRELAND ROAD  
SIMCOE, ONTARIO, N3Y 4K2  
PHONE: (519) 426-0842  
E-mail: info@jewittdixon.com

F.W. - J.P.H.  
BOOK - LL-FILE  
CALC. - J.P.H.  
PLAN - J.L.M.  
CHECK - K.H.

CLIENT - HHNC

23-3958-LT15





Contractor must verify all dimensions on the Project Site and report any discrepancies before proceeding with the Work.

This drawing is a part of the Contract Documents and is to be read in conjunction with all other Contract Documents.

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#### Revision Record

No.	Description	Date (m/d/y)
C	REVISED FLOOR LAYOUTS	02/23/24
B	REVISED FLOOR LAYOUTS	01/12/24
A	PRELIMINARY REVIEW	11/02/23

#### Issue Record

No.	Description	Date (m/d/y)
-----	-------------	--------------



**LANHACK Steelcon Inc.**  
Consulting Engineers  
1709 Upper James Street  
Hamilton, ON L9B 1K7  
Tel: (905) 777-1454  
Fax: (905) 536-6142

## INTERIOR RENOVATION

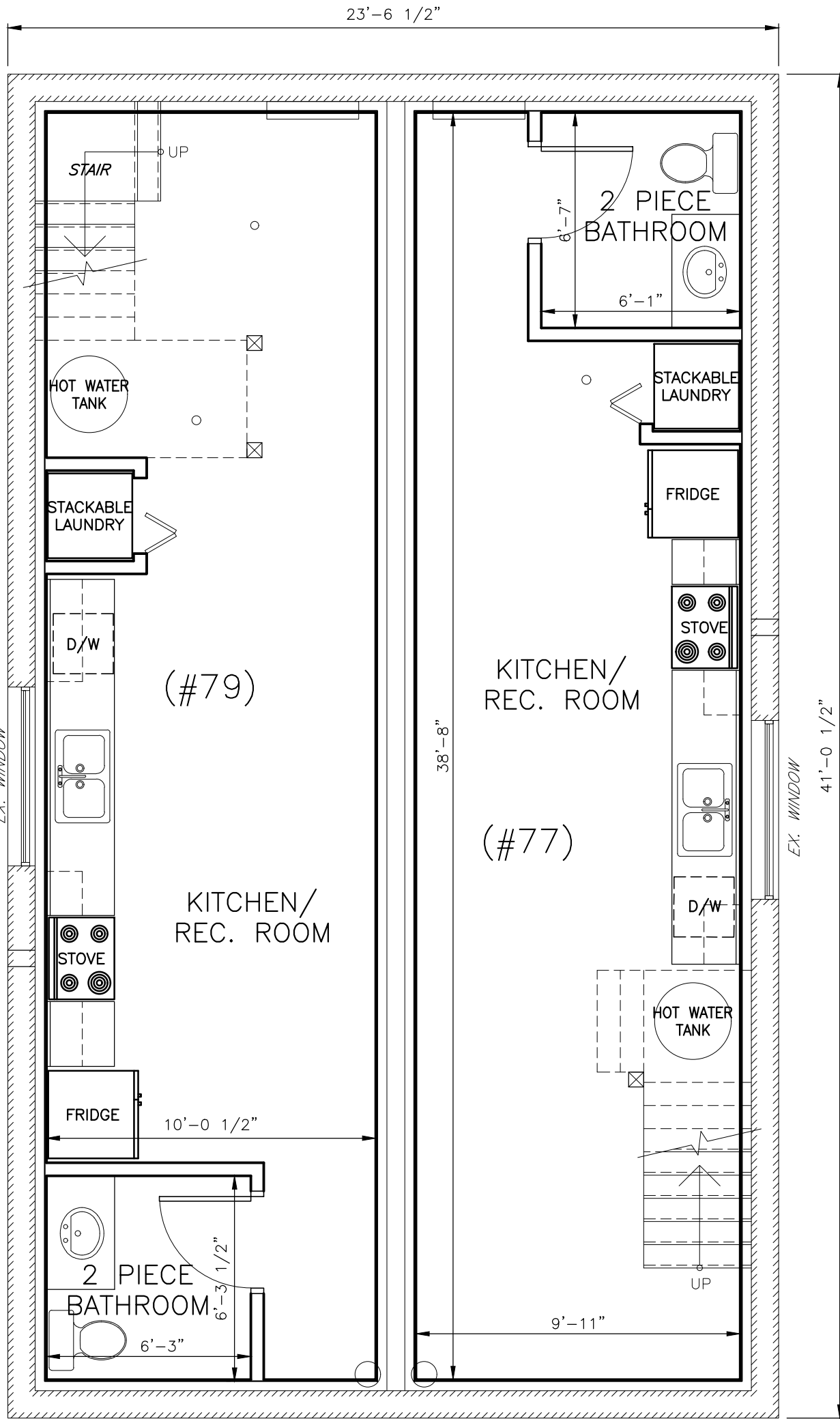
77-79 OAKWOOD AVENUE  
SIMCOE, ONTARIO

Date:	MAY 2023
Drawn By:	TV
Chkd By:	GL
Scale:	AS NOTED

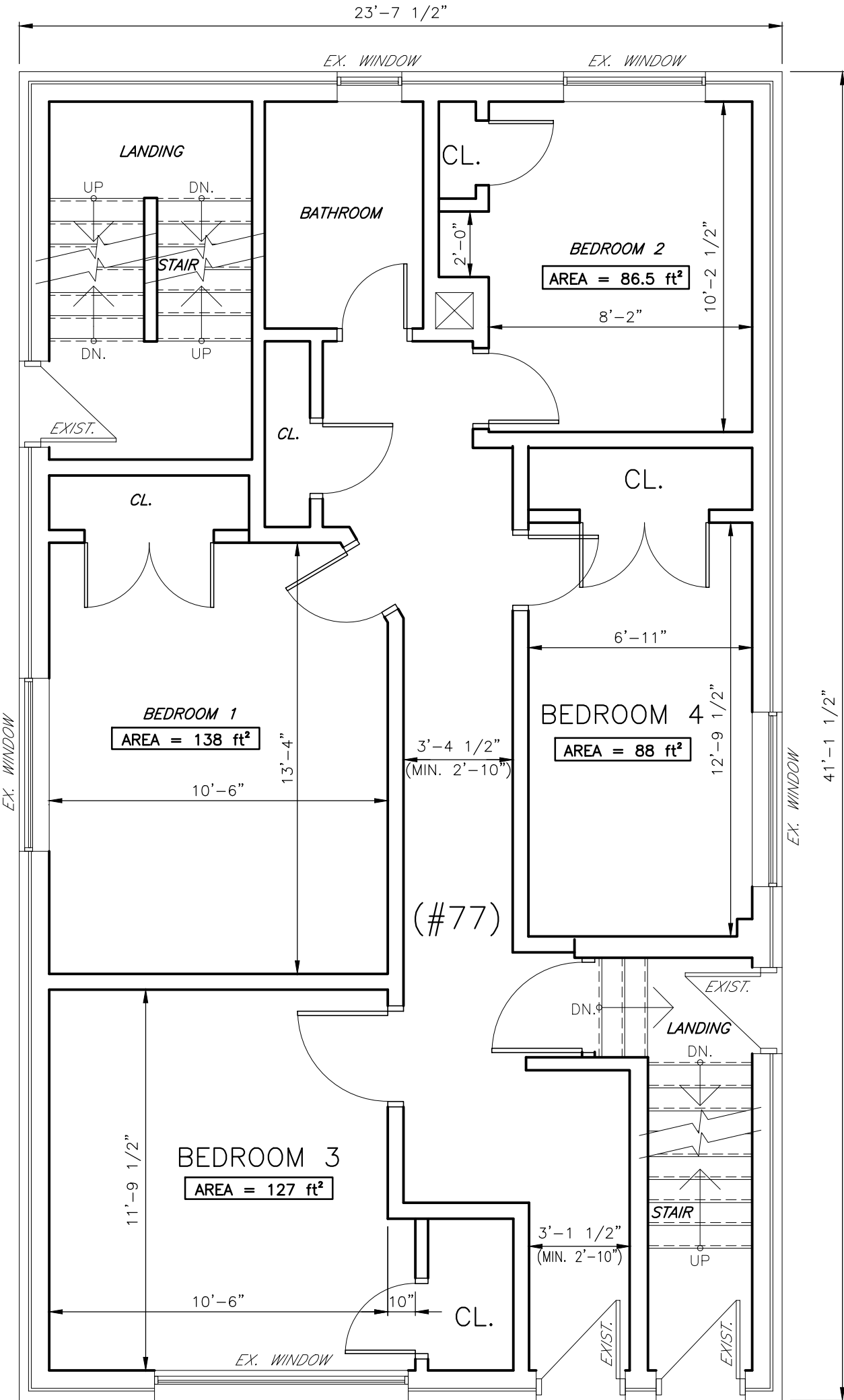
### PROPOSED BASEMENT, GROUND AND SECOND FLOOR PLANS

Project No.:	23083	Drawing No.:	A-1-1	Rev.:	C
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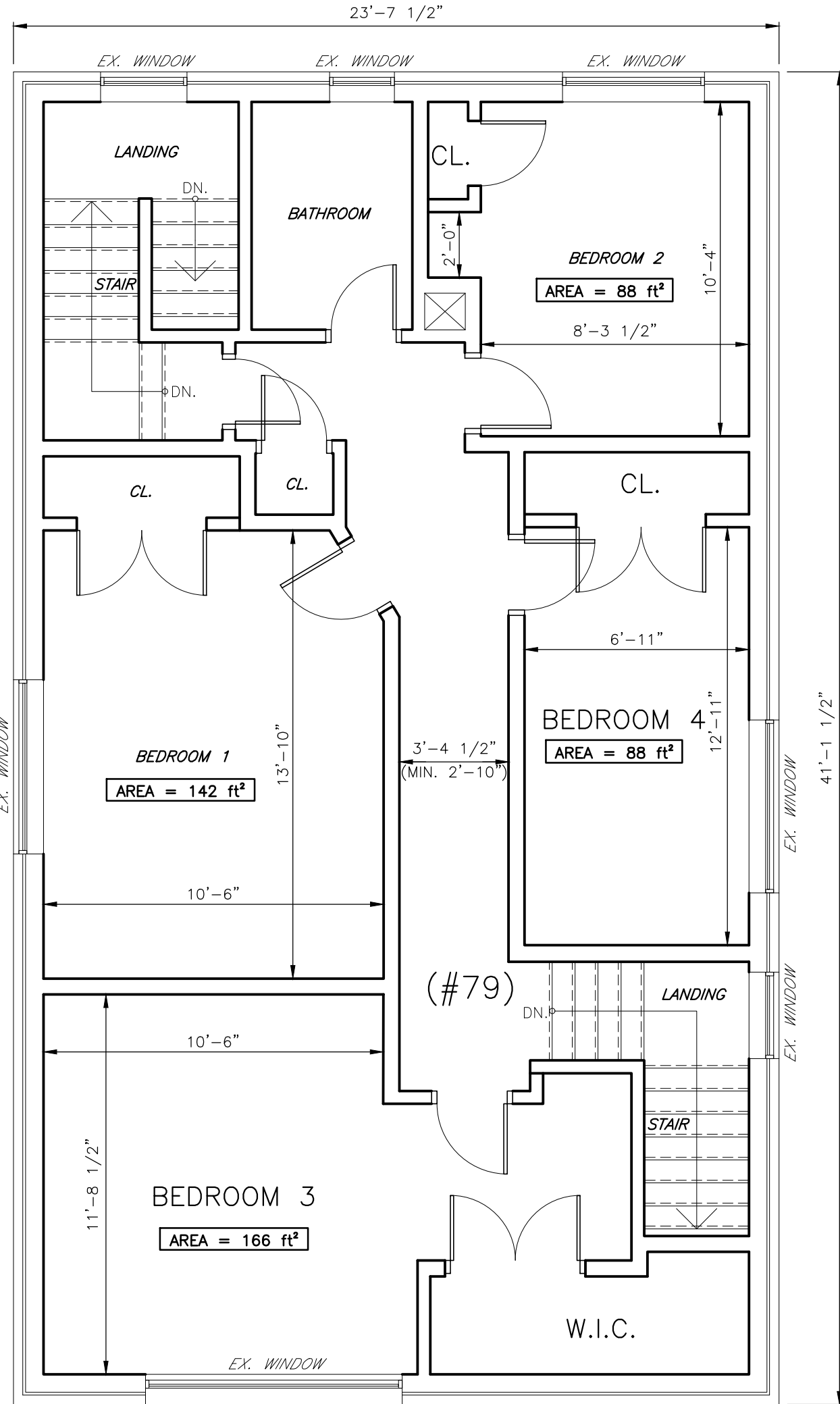
Plot Date: 02/23/24  
W:\2023 STEELCON\23083 - 77-79 Oakwood Ave.\23083 - PLANS.dwg



PROPOSED BASEMENT PLAN  
SCALE: 1/4" = 1'-0"



PROPOSED GROUND FLOOR PLAN  
SCALE: 1/4" = 1'-0"



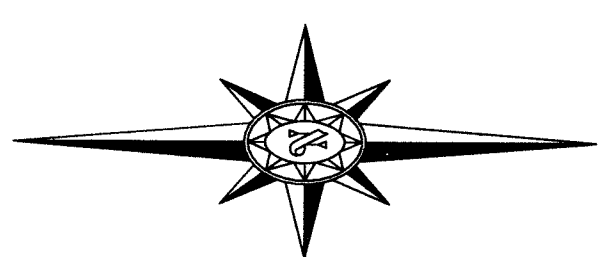
PROPOSED SECOND FLOOR PLAN  
SCALE: 1/4" = 1'-0"

#### ROOM AREAS (AS PER ZONING BY-LAW)

PRIMARY BEDROOM: AREA TO BE 9.8m<sup>2</sup> (105.4 ft<sup>2</sup>) MIN.  
(1 ROOM REQUIRED MIN.)

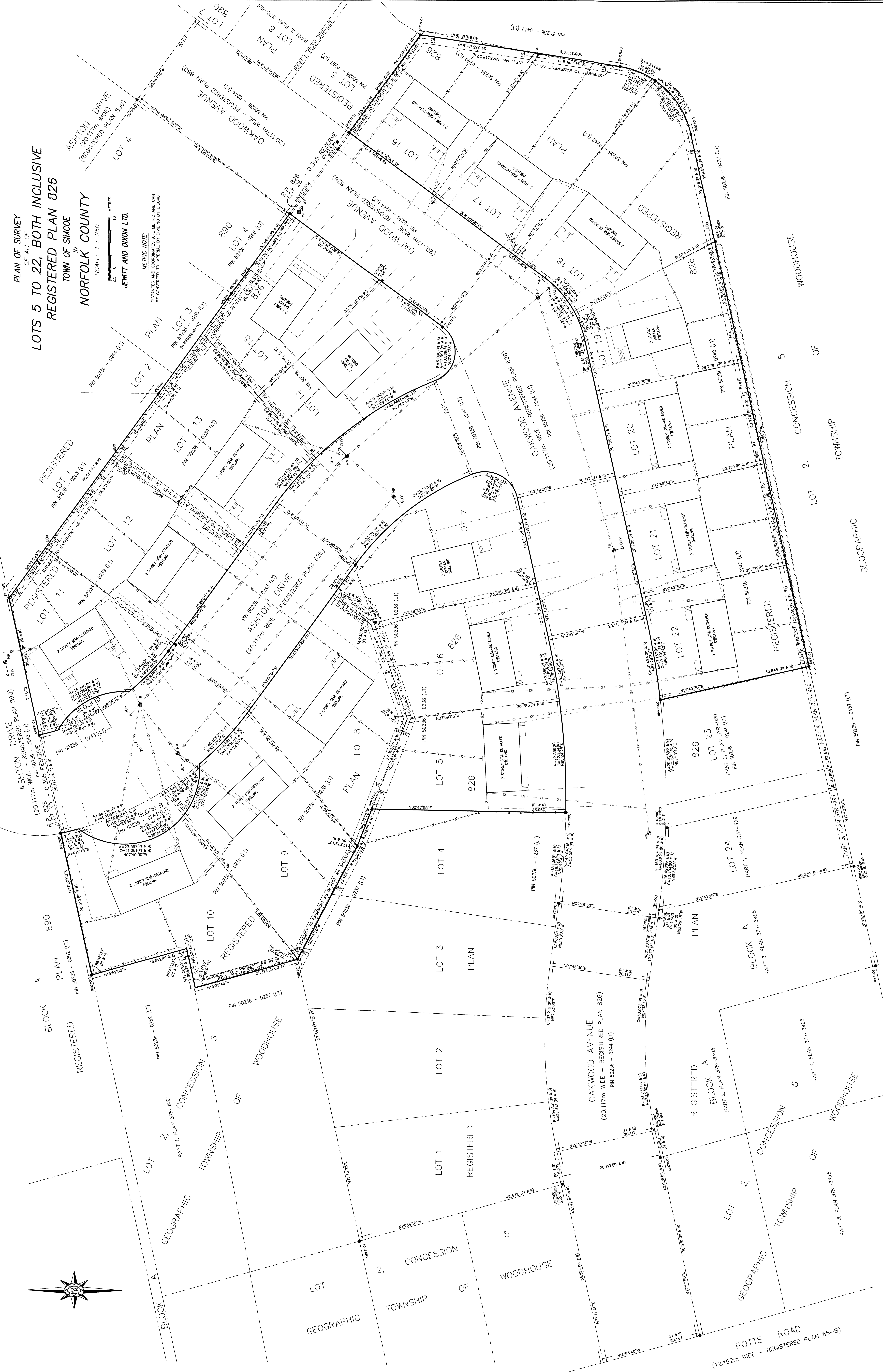
BEDROOMS: AREA TO BE 8.0m<sup>2</sup> (86.1 ft<sup>2</sup>) MIN.





PLAN OF SURVEY  
OF ALL OF  
**LOTS 5 TO 22, BOTH INCLUSIVE**  
**REGISTERED PLAN 826**  
IN  
**NORFOLK COUNTY**  
TOWN OF SIMCOE  
SCALE: 1 : 250  
JEWITT AND DIXON LTD.

METRIC NOTE:  
DISTANCES AND COORDINATES ARE METRIC AND CAN  
BE CONVERTED TO IMPERIAL BY DIVIDING BY 0.305



**LEGEND**

2.5cm x 1.25cm STANDARD IRON BARS  
1.6cm x 1.6cm x 0.6cm IRON BARS  
1.6cm x 1.6cm x 0.6cm IRON BARS  
FOUND IRON BARS

SHOWN (700)  
SHOWN (100)  
SHOWN (100)  
SHOWN (100)  
SHOWN (100)  
SHOWN (100)

JEWITT AND DIXON LTD.  
WITNESS MONUMENT  
ORIGIN LINKDOWN  
PLAN 37R-599  
REGISTERED PLAN 890

SHOWN (700)  
SHOWN (100)  
SHOWN (100)  
SHOWN (100)  
SHOWN (100)  
SHOWN (100)

LOT LINES  
DEED LINES  
FENCE LINES  
ROAD LINES  
ROAD LINES

NOTE  
ALL FENCES SHOWN ARE CHAIN LINK UNLESS OTHERWISE NOTED

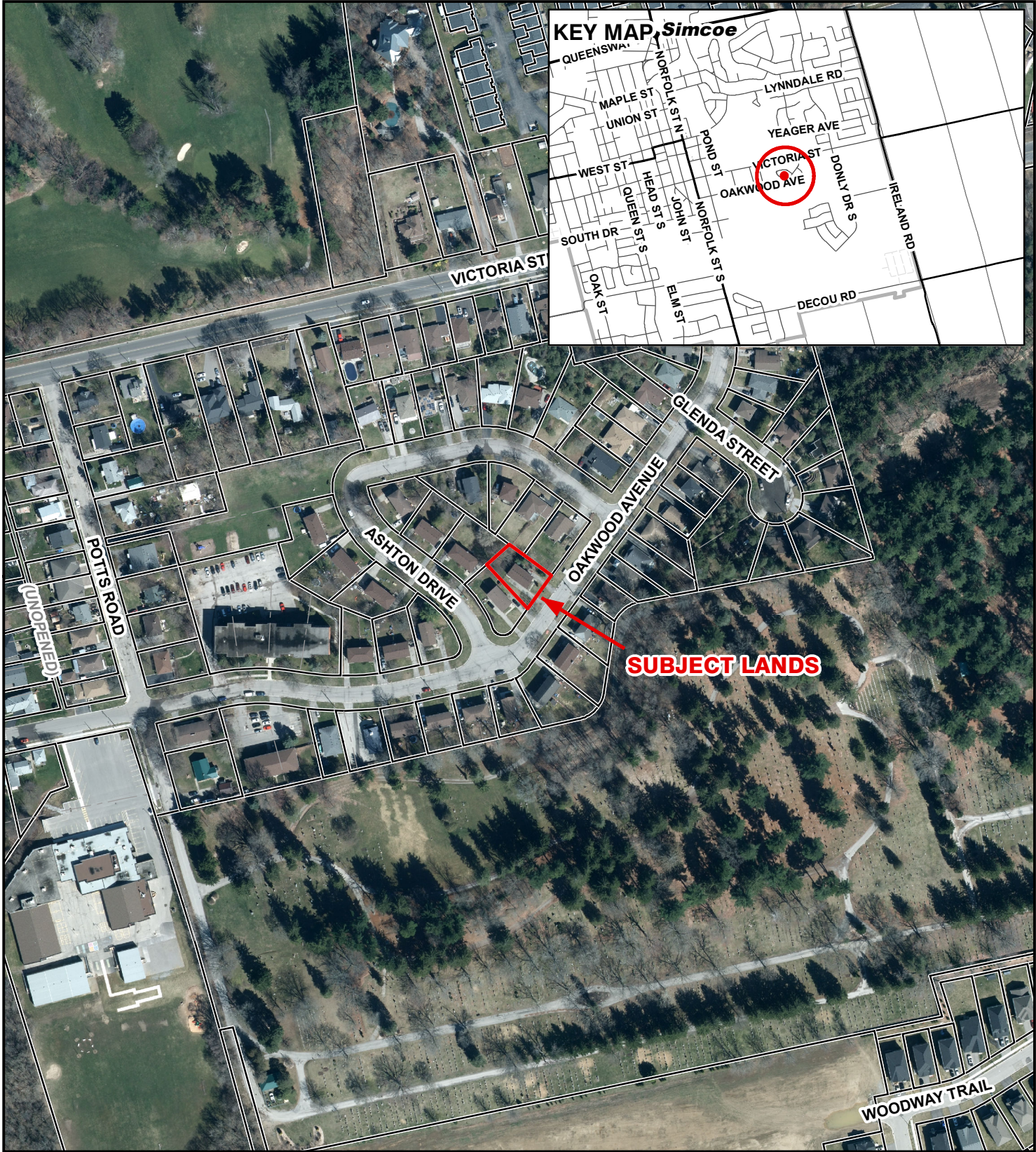
**JEWITT AND DIXON LTD.**  
ONTARIO LAND SURVEYORS  
650 IRELAND ROAD  
SIMCOE, ONTARIO, N3Y 4K2  
PHONE: (519) 426-0842

**SURVEYOR'S CERTIFICATE**


I CERTIFY THAT:  
1. THE SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, AND THE LAND TITLES ACT, AND THE REGULATIONS MADE UNDER THEM.  
2. THE SURVEY WAS COMPLETED ON THE 17TH DAY OF JANUARY, 2024.  
DATED: JANUARY 25, 2024

*[Signature]*  
FOR JEWITT & DIXON LTD.

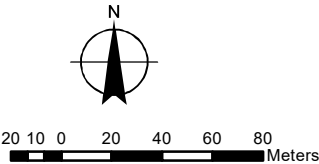




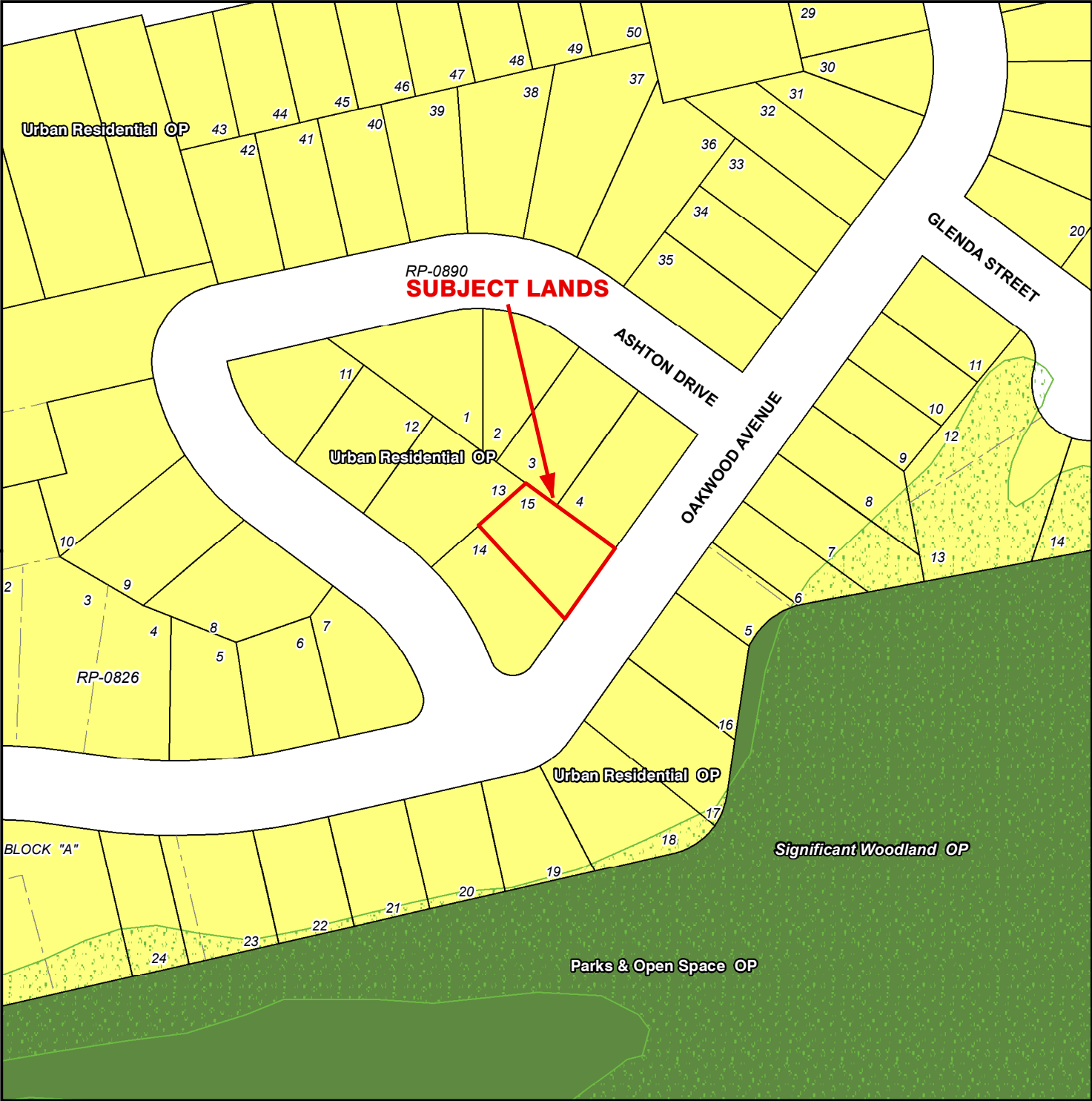
Legend

 Subject Lands


2020 Air Photo







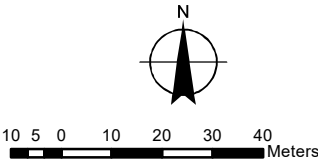
Legend

 Subject Lands

Official Plan Designations

-  Urban Residential
-  Parks & Open Space
-  Urban Area Boundary
-  Significant Woodland

3/13/2024

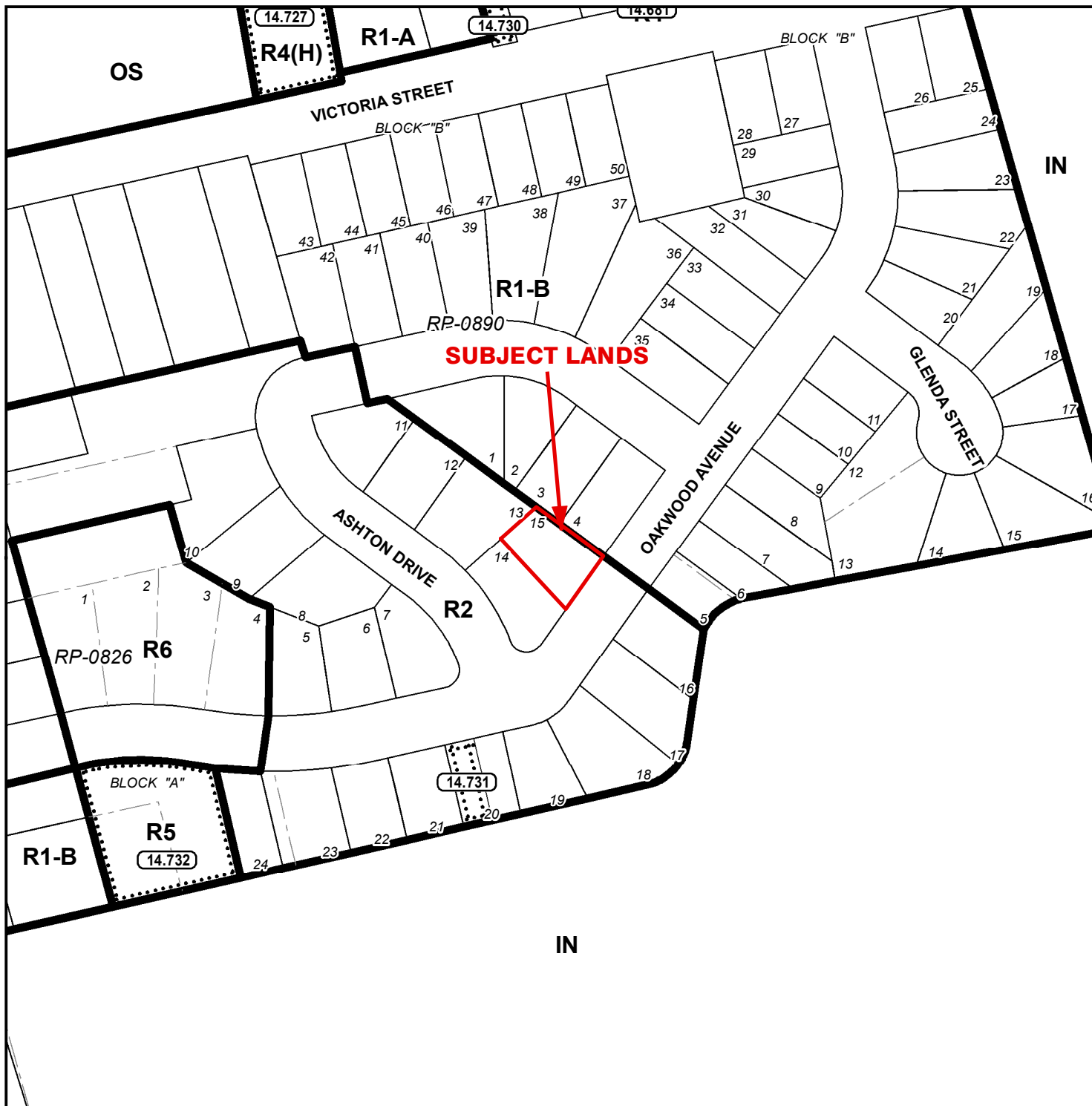


# MAP C

ZNPL2024072

## PROPOSED ZONING BY-LAW AMENDMENT MAP

Urban Area of SIMCOE



### LEGEND

Subject Lands

ZONING BY-LAW 1-Z-2014

3/13/2024

(H) - Holding

IN - Neighbourhood Institutional Zone

OS - Open Space Zone

R1-A - Residential R1-A Zone

R1-B - Residential R1-B Zone

R2 - Residential R2 Zone

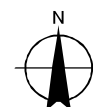
R4 - Residential R4 Zone

R5 - Residential R5 Zone

R6 - Residential R6 Zone

**From: R2**

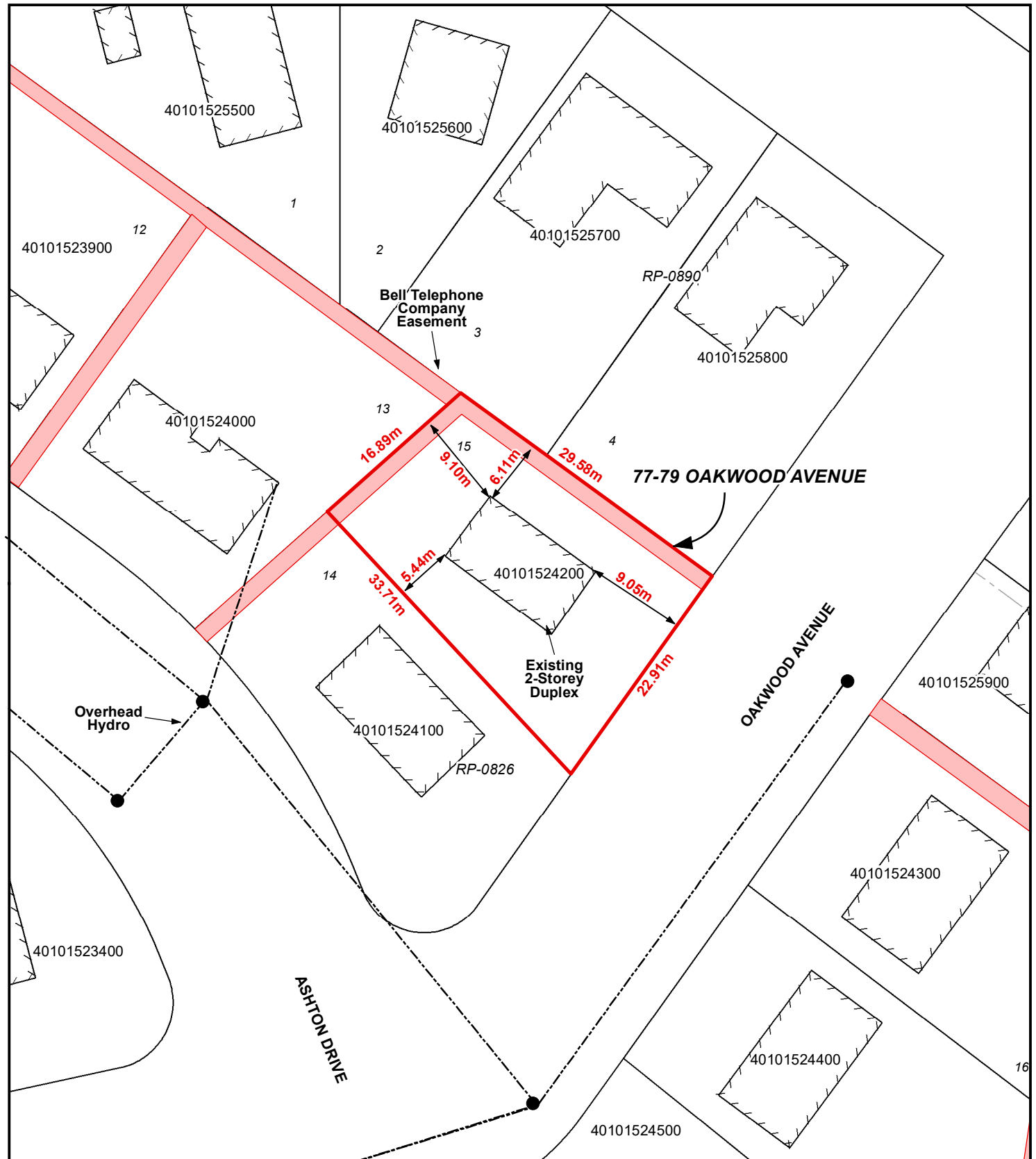
**To: R2 With Special Provision**



10 5 0 10 20 30 40  
Meters

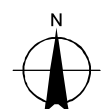
**CONCEPTUAL PLAN**

Urban Area of SIMCOE



**Legend**

Subject Lands



4 2 0 4 8 12 16 Meters