



LANDPRO
PLANNING SOLUTIONS

LandPro Planning Solutions Inc.
110 James St., Suite 204 28 Colborne St. N.
St. Catharines, ON L2R 7E8 Simcoe, ON, N3Y 3T9

May 17, 2024

Planning Department
Community Development Division
12 Gilbertson Drive,
Simcoe, ON N3Y 3N3

Re: **Zoning By-Law Amendment Application**
1295 Concession Road 12, Walsingham
Thruway Specialized Trailers Inc. c/o Mr. Gurmander Tanesar

LandPro Planning Solutions Inc. ("Agent") has been retained by Thruway Specialized Trailers Inc. c/o Mr. Gurmander Tanesar ("Owner") to assist in obtaining the required planning approvals to add a permitted use to the property located at 1295 Concession Road 12, Walsingham.

Please note that this application is to precede the Site Plan Control application to ensure that the proper zoning is in place prior to proceeding with subsequent *Planning Act* applications.

This letter introduces the submission of this application which comprises of the following:

1. Planning Justification Brief (LandPro Planning Solutions Inc., May 2024)
2. Zoning By-Law Amendment Application Form (signed and commissioned)
3. Site Plan (Jordan Station Designs Ltd., March 2024)
4. Traffic Memo (Stantec, April 2024)
5. Pre-consultation Meeting Notes (May 2023)
6. Associated Application fee(s) (client to pay directly to County)

We trust this submission fulfills the County's requirements for a complete application and look forward to receiving confirmation of the same.

You are welcome to call our office at 289-687-3730 or by email at mitchell@landproplan.ca with any questions or concerns.

Sincerely,

LANDPRO PLANNING SOLUTIONS Inc.



Mitchell Baker, BES
Planner | Project Manager



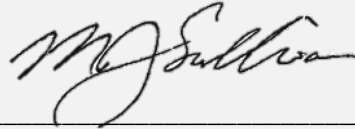
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LANDPRO
PLANNING SOLUTIONS

LandPro Planning Solutions Inc.
110 James St., Suite 204, St. Catharines, ON. L2R 7E8

PLANNING JUSTIFICATION BRIEF

ZONING BY-LAW AMENDMENT & SITE PLAN APPLICATIONS



1295 Concession Rd 12,
Walsingham, ON

May 2024

Prepared For:

Thruway Specialized Trailers Inc.

c/o Mr. Gurmander Tanesar

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1 INTRODUCTION

LandPro Planning Solutions Inc. (“Agent”) has been retained by Thruway Specialized Trailers Inc. (“Owner”) c/o Mr. Gurmander Tanesar (“Applicant”) to assist in rezoning their property to permit the manufacturing of agricultural trailers located at 1295 Concession Road 12, Walsingham.

1.1 PURPOSE

These applications intend to rezone the property to permit the establishment of manufacturing facilities for agricultural trailers. Site-specific exceptions would include adding *“farm machinery and equipment manufacturing”* as a permitted use to the current site zoning.

This brief aims to provide justification for the proposed development and provide an overview of the planning merits of these applications.

2 SITE CONTEXT

The subject property is located at 1295 Concession Road 12, Walsingham, Norfolk County, which is in a predominantly agricultural area. Please refer to **Figure 1**.

2.1 SUBJECT PROPERTY

The property is relatively flat and rectangular in shape, like those in the surrounding area. The total area of the property is approximately 2.33ha (5.77ac). The property has approx. 67m of frontage on Concession Road 12, with two (2) existing driveway accesses; one (1) to the primary residence and one (1) to the business operations in the rear of the property.

The property is currently used as a lumber processing facility (Rural Industrial use) and contains one (1) large 1-storey warehouse building (approx. 2018m²) and a single detached dwelling with detached garage/shed. There are two (2) septic beds and one (1) drilled well on the property.

2.2 SURROUNDING AREA

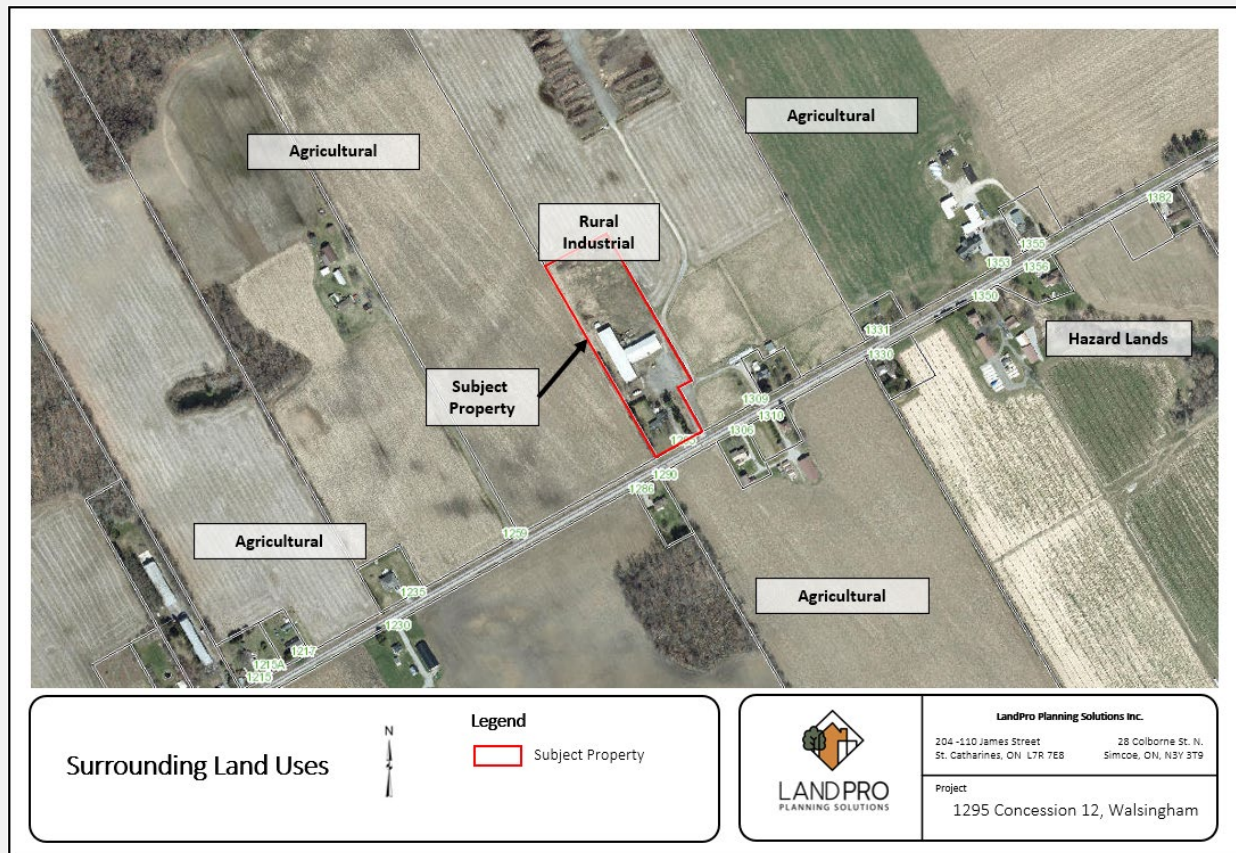
The surrounding area is comprised of primarily agricultural uses and rural residential dwellings.

NORTH	Agricultural
EAST	Agricultural
SOUTH	Agricultural
WEST	Agricultural (Hamlet of Langton further west)

1295 Concession Road 12, Walsingham

Thruway Specialized Trailers Inc. c/o Mr. Gurmander Tanesar

Figure 1: Surrounding Uses



3 PROPOSED DEVELOPMENT

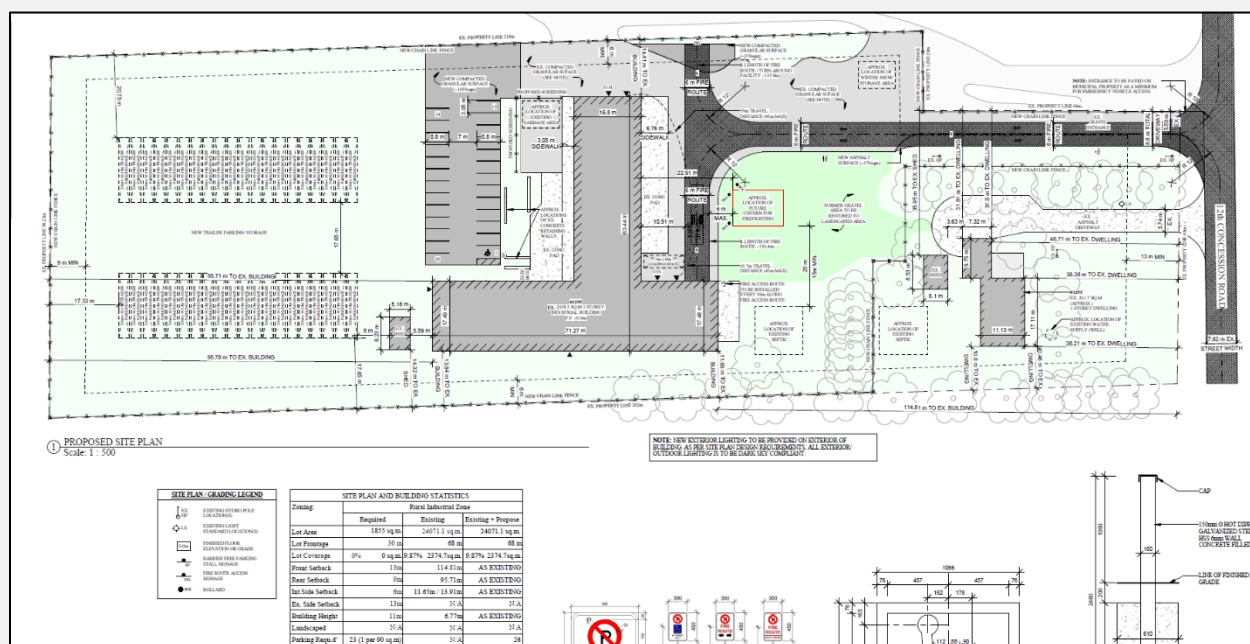
The applicant wishes to rezone the property to permit the manufacturing, assembly and repair of agricultural trailers on the property.

The proposed use intends to continue to use the property for light manufacturing. It will continue to be serviced through the existing private servicing (septic beds and wells). There is no new construction proposed as part of this application.

Currently, the property is zoned Rural Industrial (MR) which permits a “*farm machinery and equipment repair shop*”. However, these applications propose to include “*farm machinery and equipment manufacturing*” as a permitted use through site-specific exceptions. Much of the proposed “manufacturing” activity is the general assembly and repair of the trailers.

The proposed rezoning and site plan is shown below in **Figure 2**.

Figure 2: Proposed Site Plan



4 LAND USE PLANNING FRAMEWORK

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

1. Planning Act, R.S.O 1990 c.P.13
2. Provincial Policy Statement, 2020;
3. Norfolk County Official Plan, 2022;
4. Norfolk County Zoning By-Law 1-Z-2014

The proposed development was assessed against these regulations and associated policies. A detailed review is below.

4.1 PLANNING ACT, R.S.O 1990 c.P.13

The *Planning Act* is the provincial legislation and provides the basis for land use planning in Ontario, identifying tools for managing how, where and when land use changes occur.

1295 Concession Road 12, Walsingham

Thruway Specialized Trailers Inc. c/o Mr. Gurmander Tanesar

The purposes of the *Act* as outline in **Section 1.1** are (a) to promote sustainable economic development in a healthy natural environment, (b) to provide for a land use planning system led by provincial policy, (c) to integrate matters of provincial interest in provincial and municipal decisions, (d) to provide for planning processes that are fair, (e) to encourage co-operation and coordination among various interests, and (f) to recognize the decision-making authority and accountability of municipal councils in planning.

The matters of Provincial Interest are outlined in **Section 2** of the *Act*. This application *shall have regard to* the following matters: a), b), e), f), h), k), l), m), n), o), and p). These applications also have regard for **Section 34** of the *Act*.

These applications have regard for the relevant sections of the *Planning Act*.

4.2 PROVINCIAL POLICY STATEMENT, 2020

The *Provincial Policy Statement* (PPS) provides policy direction on matters of provincial interest for all land use development throughout Ontario. It provides direction for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment.

***Building Strong Healthy Communities* (Section 1.0)** manages and directs land use to achieve efficient and resilient developments and land use patterns. Healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns that sustain the financial well-being of the Province and Municipalities over the long term (1.1.1.a).

***Rural Areas in Municipalities* (Section 1.1.4)** highlights how healthy, integrated and viable rural area should be supported by: building upon rural character, and leveraging rural amenities and assets (1.1.4.1.a); promoting regeneration (1.1.4.1.b); encouraging the conservation of existing rural housing stock on rural lands (1.1.4.1.d); and promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources (1.1.4.1.f).

***Rural Lands in Municipalities* (Section 1.1.5)** states that development shall be appropriate to the infrastructure, which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this infrastructure (1.1.5.5); that opportunities should be retained to locate new or expanding land uses that require separation from other uses (1.1.5.6); and that opportunities to support a diversified rural economy should be promoted by protecting agricultural and other resource-related uses (1.1.5.7).

Employment (Section 1.3) shall promote economic development and competitiveness by: providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs (1.3.1.a); and by providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses (1.3.1.b).

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Thruway Specialized Trailers Inc. c/o Mr. Gurmander Tanesar

This application proposes to rezone the subject property to permit the manufacturing, assembly and repair of agricultural trailers. The trailers being manufactured on-site utilize the location of the property within the agricultural area and proximity to nearby farmers to convenience their customer base. It also ensures the diversification of the economic base and provides employment opportunities. The proposed rezoning will avoid the need for the unjustified and/or uneconomical expansion of municipal infrastructure and provides an opportunity to locate a new use that may require separation from other uses.

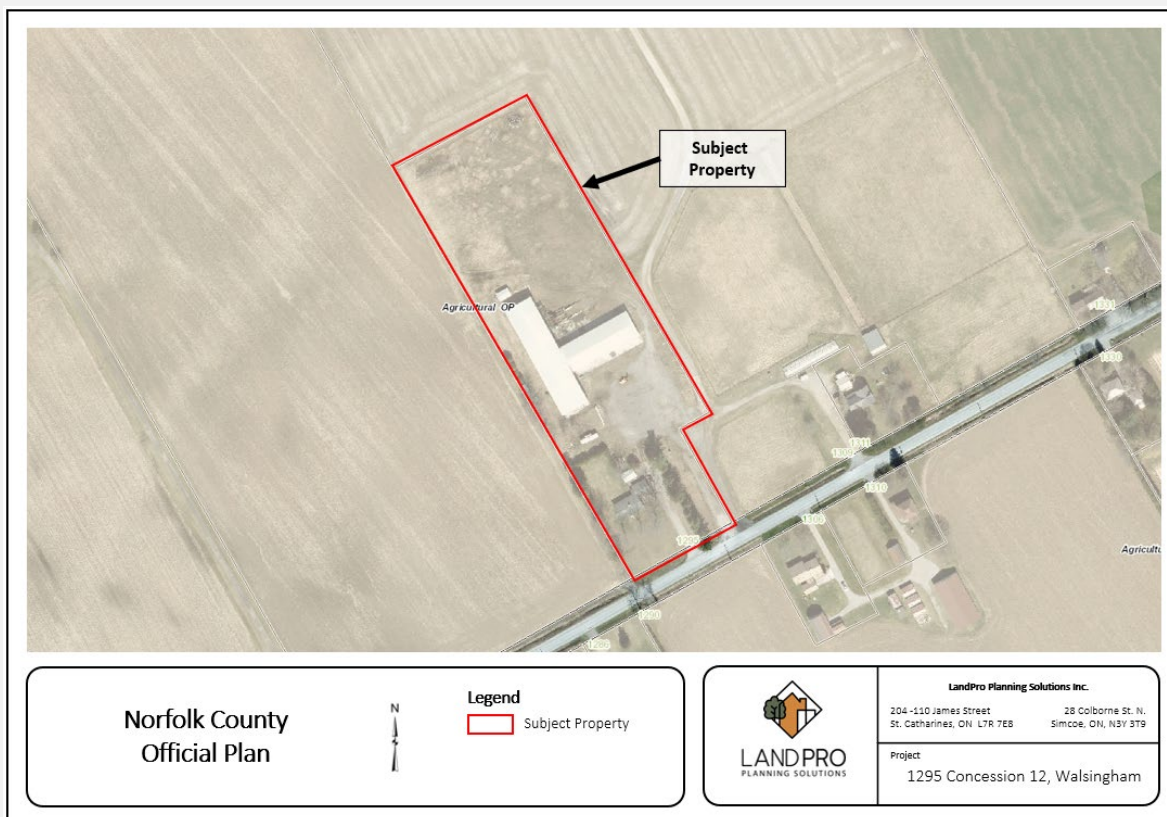
This proposed development is consistent with the PPS.

4.3 NORFOLK COUNTY OFFICIAL PLAN, 2022

The *Norfolk County Official Plan* contains objectives, policies and mapping that describe the County's vision for the next 20+ years, including their approach to guiding economic, environmental, and social decisions that have implications for the use of land.

The subject property is designated as **Agriculture** in the Norfolk County Official Plan. **Figure 3**, below, shows the property designation and surrounding land uses.

Figure 3: Norfolk County Official Plan



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Strong and Diversified Economy (2.2.1) promotes a flexible and adaptable economic environment that encourages investment and a broad range of employment opportunities, ... [and] protects the vitality and growth of the agricultural industry (2.2.1.1).

Objectives of this Section includes: promote the development of new businesses and economic activities that are not currently available in the County to help maximize employment opportunities (2.2.1.2.b); promote employment opportunities that utilize local economic and natural resources (2.2.1.2.c); and support business and industrial employment diversification through flexible land use policies and small business development (2.2.1.2.d).

Maintaining and Enhancing the Rural and Small Town Character (2.2.3) protects the unique character of Norfolk's cultural landscapes, Urban Areas, Hamlet Areas and Agricultural Area (2.2.3.1).

Key objectives in this Section include encouraging the beautification, improvement and/or redevelopment of the County (2.2.3.2.b); and revitalizing and reusing underutilized land in the County (2.2.3.2.c)

Ensuring Economic Vitality (4.0) encourages economic development across the County in a manner that balances social, cultural, natural environment and other initiatives. This Plan recognizes the pre-eminence of agriculture as the principal economic activity in the County (4.1).

Specifically, the policies of this Plan shall support the following objectives: enhancing the profile of the County and its Urban Areas as investment opportunities (4.2.i); ensuring that the land use policies of this Plan maintain the pre-eminence of agriculture as the principal economic activity in the rural components of the County (4.2.iii); and improving opportunities for local industries and businesses, especially small businesses within the County (4.2.v).

Further, encourage the development of agriculture-related activities that ... repair farm machinery or directly sell supplies to farmers (4.4.d); encourage the establishment of services that support the agricultural community at locations that best serve agricultural operations (4.4.f)

Agricultural Designation (7.2) contains policies related to the permitted uses on in the agricultural area. Although, this proposed use is not currently permitted on the property, the policies of the Agricultural Designation are also intended to provide the opportunity for businesses that support agricultural operations to locate on farms or in close proximity to farms.

Agriculture-related commercial and industrial uses that are clearly supportive of and directly related to agricultural operations may be permitted subject to the following criteria (7.2.d):

Table 1 - Policy Analysis (Norfolk County)

Policy	Comment
i) the use must be justified on the basis of being required near to the farm operation	The proposed manufacturing, assembly, and repair of the agricultural trailers is required to be near farm operations as this is where the majority of their clients are located.
ii) the proposed use is directly related to farm operations in the area and provides direct products and/or services to farm operations as a primary activity	The proposed manufacturing use would produce trailers specialized for farm operation use and is directly related to the agricultural operations in the area.
iii) the proposed use shall be compatible with and not hinder surrounding agricultural operations	The proposed use on this property in particular is compatible as it is currently being used as a Rural Industrial property. The proposed use would not look to create any new negative impacts to the surrounding agricultural operations that do not currently exist.
iv) the proposed use shall be appropriate to available rural services, such as road access, private water and waste water services, utilities, fire protection and other public services	The proposal will use the existing private servicing on the subject property. No new construction is proposed as part of this application.
v) the proposed use maintains the agricultural character of the area	The proposal will not alter the character of the area as it will use the existing warehouse building on the property. No new construction is proposed as part of this application.
vi) the proposed use meets all applicable provincial emission, noise, water and wastewater standards and receives all relevant environmental approvals	No expected change from current operations as a result of this application.
vii) the cumulative impact of multiple agriculture-related uses in prime agricultural areas should	The lot currently is not used for any agrarian activity. This proposal intends to continue a rural

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Thruway Specialized Trailers Inc. c/o Mr. Gurmander Tanesar

be limited and not undermine the agricultural nature of the area	industrial/industrial use on the property within the existing building.
viii) the location of the proposed use shall provide for minimum sight distances from the access points in either direction along a County road	No new construction is proposed as part of this application. Existing minimum sight distances and sightlines will be maintained.
ix) the proposed use shall be located and designed to mitigate potential adverse impacts, including noise impacts, on adjacent residential and other incompatible uses by buffering measures such as landscaping, berming and building setback and layout	The existing warehouse building appears to be appropriate for mitigating noise, emission, and visual impact. Landscaping and setbacks will further mitigate any potential negative impacts.
xii) the proposed use shall be subject to a Zoning By-law Amendment	This proposal is subject to the approval of a Zoning By-Law Amendment application.
xiii) the proposed use shall be subject to site plan control, where warranted and as appropriate, in accordance with the policies of Section 9.6.5 (Site Plan Control) of this Plan	This proposal is subject to Site Plan Approval.

These applications conform with the Norfolk County Official Plan.

4.4 NORFOLK COUNTY ZONING BY-LAW 1-Z-2014

The Norfolk County Zoning By-Law 1-Z-2014 is used to manage land use compatibility, character, and appearance of communities; and to implement policies of the Official Plan.

The property is currently zoned **Rural Industrial (MR)** which permits a “*farm machinery and equipment repair shop*”. These applications propose to include “*farm machinery and equipment manufacturing*” as a permitted use through site-specific exceptions to permit the general assembly and repair of the agricultural trailers.

We view the difference between repair shop and manufacturing to be reasonable, given they are both in support of the agricultural industry.

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Thruway Specialized Trailers Inc. c/o Mr. Gurmander Tanesar

The zoning statistics are shown in the table below:

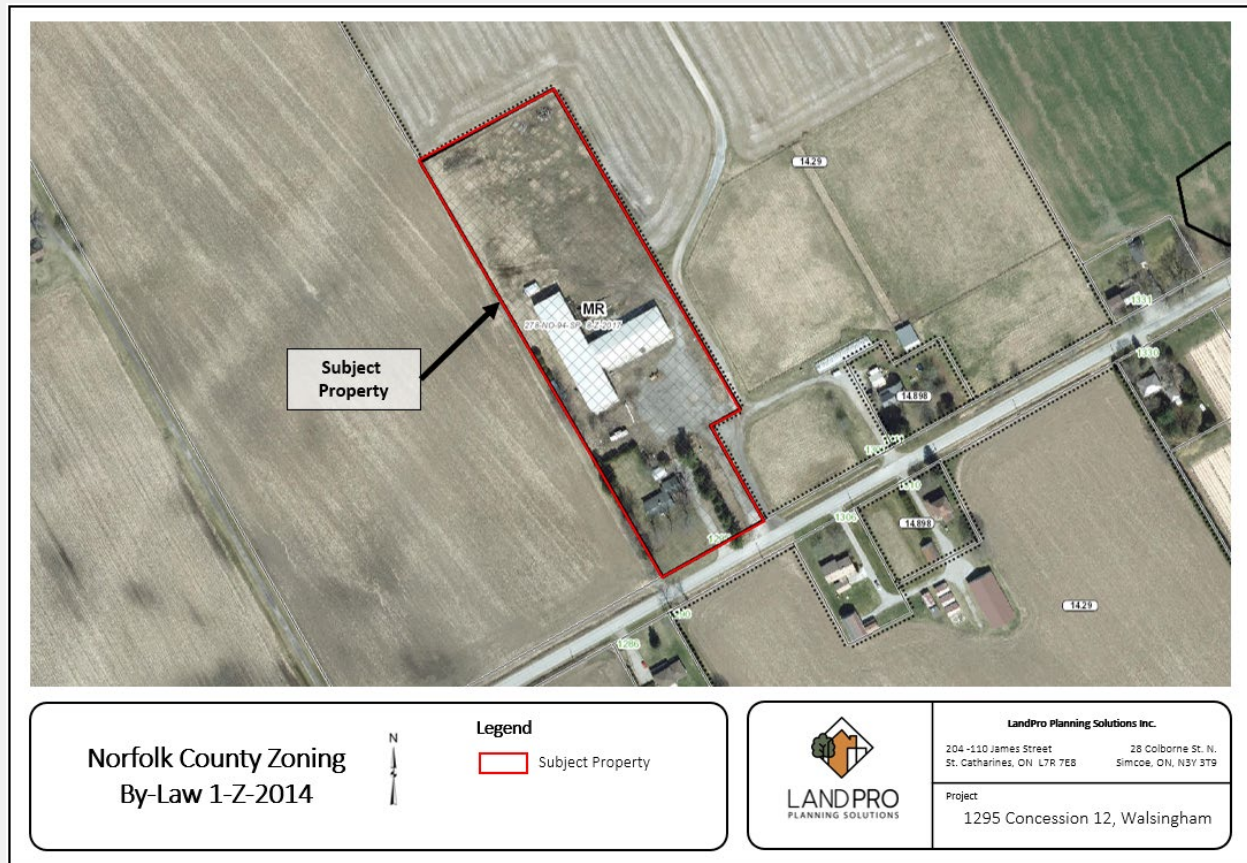
Table 1: Zoning Table

Provision	Required	Proposed	Comment
Minimum Lot Area	1,855sqm	24,071sqm	Complies
Minimum Lot Frontage	30m	68m	Complies
Minimum Front Yard	13m	38.2m	Complies
Minimum Exterior Side Yard	13m	-	Complies
Minimum Interior Side Yard	6m	10.46m	Complies
Minimum Rear Yard	9m	95.7m	Complies
Minimum Separation from Dwelling on an Adjacent Lot	30m	>80m	Complies
Maximum Building Height	11m	6.77m	Complies
Parking	23 spaces (1 per 90sqm)	26 spaces	Complies

1295 Concession Road 12, Walsingham

Thruway Specialized Trailers Inc. c/o Mr. Gurmander Tanesar

Figure 4: Norfolk County Zoning By-Law 1-Z-2014



Subject to the approval of this application, this property will conform to the Norfolk County Zoning By-Law 1-Z-2014.

5 PLANNING ANALYSIS

These applications intend to rezone the property to permit the manufacturing, assembly and repair of agricultural trailers on the property. Currently, the property is zoned Rural Industrial (MR) which permits a “farm machinery and equipment repair shop”. However, these applications propose to include “farm machinery and equipment manufacturing” as a permitted use through site-specific exceptions. Much of the proposed “manufacturing” activity is the general assembly and repair of the trailers.

These applications have regard for Section 2 and Section 34 of the *Planning Act*. The matters of provincial interest that these applications have regard to are: a), b), e), f), h), k), l), m), n), o), and p).

1295 Concession Road 12, Walsingham

Thruway Specialized Trailers Inc. c/o Mr. Gurmander Tanesar

The proposed development is consistent with the PPS as the trailers being manufactured on-site utilize the location of the property within the agricultural area and proximity to nearby farmers for the convenience of their customer base. It also ensures the diversification of the economic base and provides employment opportunities in the rural area.

The proposed development satisfies several objectives and goals listed in the Norfolk County Official Plan. The proposed development also ensure that it meets the criteria for **agriculture-related commercial and industrial uses** that are clearly supportive of and directly related to agricultural operations as listed in 7.2.d of the Official Plan. These applications conform with the Norfolk County Official Plan.

The Zoning By-Law Amendment application proposes to include “*farm machinery and equipment manufacturing*” as a permitted use through site-specific exceptions. The remainder of the provisions in the zoning by-law are met. Subject to approval of this application, this proposal will meet all provisions of the Norfolk County Consolidated Zoning By-Law.

We view repair shops and manufacturing facilities to be relatively equal. Given they both service the agricultural community, they are both considered compatible with agriculture. This application is for a very small manufacturing facility, which will not result in significant negative impacts to the neighbouring properties. With Site Plan control in force on this property, carefully designed and installed lighting, parking and fencing/vegetation will sufficiently buffer this operation from adjacent properties. To ensure the scale of the operation is limited, we recommend that the size of the facility be limited within the Zoning By-law Amendment proposed.

Based on our review of the existing context, the proposed development and applicable policy, it is our opinion that the proposed Zoning By-Law Amendment and Site Plan applications are suitable for this property.

6 CLOSING

It is our opinion that this application represents good planning and should be approved because the application:

1. Has regard for the *Planning Act*;
2. Is consistent with the *Provincial Policy Statement (2020)*;
3. Conforms with the *Norfolk County Official Plan*;
4. Subject to Council’s approval, conforms to the provisions within the *Norfolk County Consolidated Zoning By-Law 2021*

Please do not hesitate to contact the undersigned if you have any questions or concerns.

1295 Concession Road 12, Walsingham

Thruway Specialized Trailers Inc. c/o Mr. Gurmander Tanesar

Sincerely,

LANDPRO PLANNING SOLUTIONS INC.



Mitchell Baker, BES
Planner | Project Manager



289-680-3164



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Michael Sullivan, M.Pl., RPP, MCIP
President | Founder



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mike@landproplan.ca



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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.

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. 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)

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

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

B. Location, Legal Description and Property Information

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

Municipal Civic Address: _____

Present Official Plan Designation(s): _____

Present Zoning: _____

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

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

3. Present use of the subject lands:

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

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

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

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

If yes, identify and provide details of the building:

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

9. Existing use of abutting properties:

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

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

C. Purpose of Development Application

Note: Please complete all that apply.

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

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

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

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

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

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

Frontage: _____

Depth: _____

Width: _____

Lot Area: _____

Present Use: _____

Proposed Use: _____

Proposed final lot size (if boundary adjustment): _____

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

Description of land intended to be retained in metric units:

Frontage: _____

Depth: _____

Width: _____

Lot Area: _____

Present Use: _____

Proposed Use: _____

Buildings on retained land: _____

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

Frontage: _____

Depth: _____

Width: _____

Area: _____

Proposed use: _____

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

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

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

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

10. Building Size

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

11. Off Street Parking and Loading Facilities

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

12. Residential (if applicable)

Number of buildings existing: _____

Number of buildings proposed: _____

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

If yes, describe: _____

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

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

13. Commercial/Industrial Uses (if applicable)

Number of buildings existing: _____

Number of buildings proposed: _____

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

If yes, describe:

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

Seating Capacity (for assembly halls or similar): _____

Total number of fixed seats: _____

Describe the type of business(es) proposed: _____

Total number of staff proposed initially: _____

Total number of staff proposed in five years: _____

Maximum number of staff on the largest shift: _____

Is open storage required: ☐ Yes ☐ No

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

☐ Yes ☐ No If yes please describe:

14. Institutional (if applicable)

Describe the type of use proposed: _____

Seating capacity (if applicable): _____

Number of beds (if applicable): _____

Total number of staff proposed initially: _____

Total number of staff proposed in five years: _____

Maximum number of staff on the largest shift: _____

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

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

D. Previous Use of the Property

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

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

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

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

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

E. Provincial Policy

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

If no, please explain:

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

If no, please explain:

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

If no, please explain:

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

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

Livestock facility or stockyard (submit MDS Calculation with application)

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

Wooded area

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

Municipal Landfill

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

Sewage treatment plant or waste stabilization plant

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

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

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

Floodplain

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

Rehabilitated mine site

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

Non-operating mine site within one kilometre

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

Active mine site within one kilometre

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

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

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

Active railway line

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

Seasonal wetness of lands

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

Erosion

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

Abandoned gas wells

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

F. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

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

Sewage Treatment

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

Storm Drainage

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

2. Existing or proposed access to subject lands:

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

Name of road/street: _____

G. Other Information

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

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

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

H. Supporting Material to be submitted by Applicant

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

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

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

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

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

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

Site Plan applications will require the following supporting materials:

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

Standard condominium exemptions will require the following supporting materials:

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

Your development approval might also be dependent on 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.

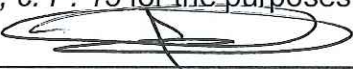
K. Permission to Enter Subject Lands

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.

X



Owner/Applicant Signature

05/13/2024

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.

X

I/We GURMANDER TANESAR am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize LandPro Planning Solutions Inc c/o Mitchell Baker 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.

X



Owner

05/13/2024

Date

Owner

Date

N. Declaration

I, Mitchell Baker of City of Waterloo

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:

City of Waterloo

M Baker
Owner/Applicant Signature

In Province of Ontario

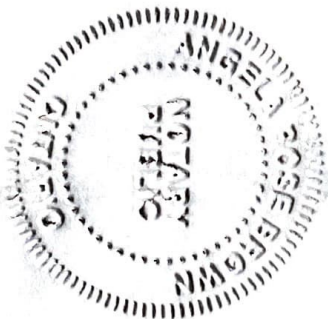
This 15th day of May

A.D., 20 24

Angela Rose Brown
A Commissioner, etc.

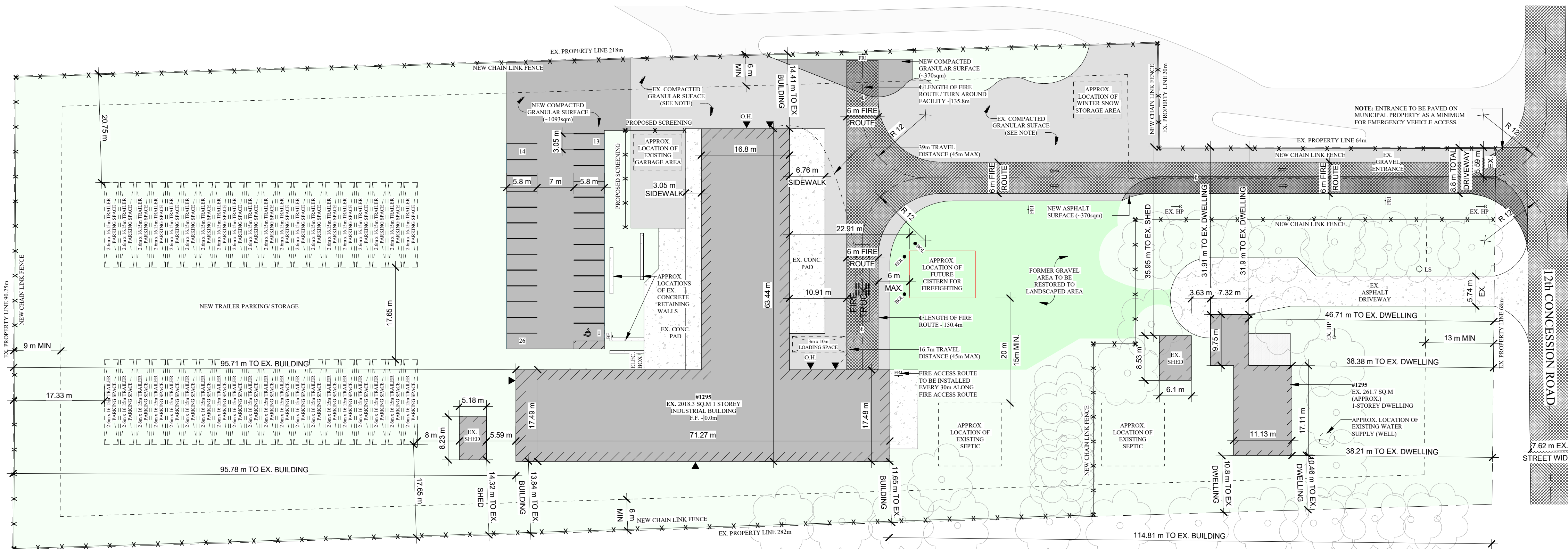
Angela Rose Brown
Barrister & Solicitor
Notary Public and Commissioner of Oaths
in and for the province of Ontario.
My commission is of unlimited duration.
No legal advice given.

Walk-In Notary
22 King Street South, 3rd floor
Waterloo, ON., N2J 1N8
226-899-4479
www.walkinnotary.com

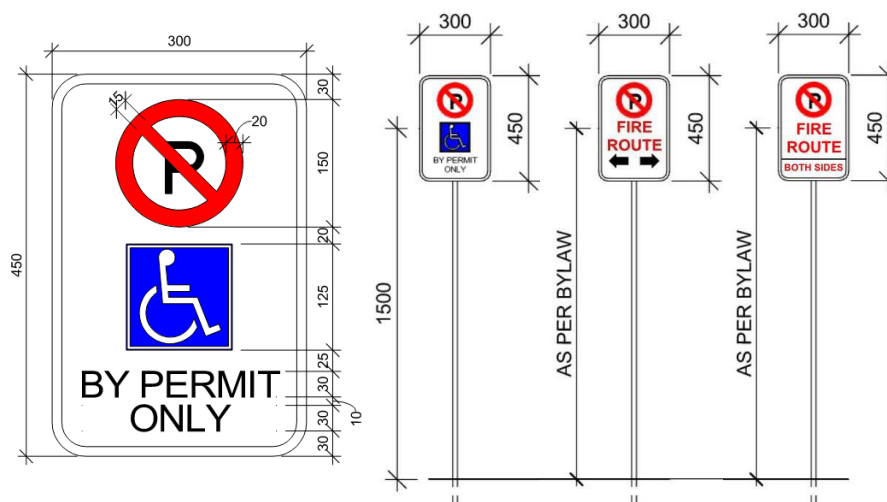


LOCATION PLAN - N.T.S

Scale	As indicated
-------	--------------



<u>PARKING REQUIREMENTS</u>		
INDUSTRIAL	REQUIRED	PROVIDED
1 PARKING STALL PER 90 sqm. USEABLE FLOOR AREA	16 + 1 BARRIER FREE STALL	16 + 1 BARRIER FREE STALL
PARKING STALL DIMENSIONS		
WIDTH	3.0m	
WIDTH (BF)	3.40m	
DEPTH	5.8m	
DRIVING AISLE	7.3m	

[illegible]

10650

200

2460

1200

300

CAP

150mm Ø HOT DIP GALVANIZED STEEL HSS 6mm WALL CONCRETE FILLED

150

610

LINE OF FINISHED GRADE

25MPa CONCRETE SET INTO 610mm (24") Ø SNOTUBE

TYP. BOLLARD DETAIL
Scale: 1 : 20



Stantec Consulting Ltd.
200-835 Paramount Drive
Stoney Creek ON L8J 0B4

April 11, 2024

Project/File: 165001342

Gurmander Tanesar
Thruway Specialized Trailers
1170 Fewster Drive
Mississauga, ON
L4W 1A1

Dear Gurmander Tanesar,

Reference: Traffic Impact Brief for a Proposed Agricultural Light Manufacturing Facility at 1295 Concession Road 12, Langton, Norfolk County

1 Background

Stantec Consulting Ltd. has been retained to complete this Traffic Impact Brief for the light manufacturing facility site at 1295 Concession Road 12, Langton, Norfolk County. The subject property currently includes a single-family residence with a dedicated driveway, and an industrial building currently being used for lumber processing with a dedicated driveway. The applicant is proposing to use the existing industrial building for light manufacturing, primarily for agricultural trailers. The two existing driveways are planned to be maintained. A copy of the site plan is appended.

Based on information provided to the proponent's representative (LandPro Planning Solutions) the County has requested a Traffic Impact Brief be undertaken as a requirement of the proposed Zoning By-Law Amendment (ZBA) and Site Plan Application (SPA). The Traffic Impact Brief will primarily describe the existing study area and proposed manufacturing facility operation, estimate traffic generation, and assess sightlines at the proposed site access location, all in accordance with the County's *Traffic Impact Study (TIS) Guidelines* (Appendix J of the County's *Integrated Sustainable Master Plan*).

2 Description of Existing Conditions

Norfolk County is a rural municipality on the north shore of Lake Erie, consisting of the communities of Simcoe, Port Dover, Delhi, Waterford, and Port Rowan. The area surrounding the subject site is primarily rural agricultural with some forested lands, and several active farming properties and rural residential properties. The Town of Langton is immediately west of the site on Concession Road 12.

Access to the subject property is off Concession Road 12, which is a local rural road under the jurisdiction of Norfolk County, generally oriented east-west and with a posted speed limit of 80 km/h in the vicinity of the subject property. The road has several private residences and agricultural access points, a generally straight horizontal alignment, and no significant grade changes in the road's vertical alignment. The rural cross-

Reference: Traffic Impact Brief for a Proposed Agricultural Light Manufacturing Facility at 1295 Concession Road 12, Langton, Norfolk County

section and typical alignment of the road in the vicinity of the subject site is shown in **Figure 1** (looking east towards East Quarter Line Road) and in **Figure 2** (looking west towards the Town of Langton).

There are no Load Restriction signs posted on Concession Road 12 in the vicinity of the site.

Stantec was not able to obtain any historical traffic volume data for this segment of roadway; however, based on a variety of considerations (i.e., in-field observations, the layout of the County Road network, and the surrounding rural context), it is expected peak period traffic volumes on this section of Concession Road 12 are very low with no pre-existing traffic volume capacity concerns.



Figure 1: Driver's Perspective Looking East from Driveway

Reference: Traffic Impact Brief for a Proposed Agricultural Light Manufacturing Facility at 1295 Concession Road 12, Langton, Norfolk County



Figure 2: Driver's Perspective Looking West from Driveway

3 Proposed Aggregate Extraction Site

3.1 Proposed Site Driveway & Sightlines

The proposed light manufacturing use (primarily for agricultural trailers) will be located within the existing on-site industrial building, using the existing driveway to Concession Road 12. The industrial building is setback from Concession Road 12, with a designated Fire Route for the building shown on the site plan. The existing driveway is gravel and is approximately 18 metres wide at the approximate location of the property line, reaching a maximum width of approximately 24 metres where it intersects with Concession Road 12 (corner radius to corner radius). The portion of the driveway within the municipal right-of-way is planned to be paved asphalt; the remaining of the driveway is planned to be maintained as gravel.

Reference: Traffic Impact Brief for a Proposed Agricultural Light Manufacturing Facility at 1295 Concession Road 12, Langton, Norfolk County

An in-field sightline assessment was conducted at the proposed site driveway location. As shown in **Figure 1** and **Figure 2**, visibility looking to the east and west of the subject driveway location is unobstructed for a significant distance. A driver exiting the driveway can see approaching vehicles clearly eastwards and westwards for approximately 0.5 kilometres.

As per the Intersection Sight Distance guidelines found in the Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads, a vehicle turning left onto a roadway with an assumed design speed of 90 km/h (based on the posted speed limit of 80 km/h) should have at least 160 metres of unobstructed visibility. Therefore, given existing sightlines at the driveway can easily achieve these minimum sight distance recommendations, there are no sightline concerns at the driveway location.

3.2 Traffic Volume Generation & Anticipated Impacts

The proposed light manufacturing use is planned to generate up to 2 trucks per day on average (based on an anticipated 30 trucks per month) and up approximately 2 passenger cars per day (based on an anticipated two employees). There are no expected seasonal fluctuations in operations. Based on this information, the estimated peak daily traffic generation from the site could be up to 4 inbound vehicles (2 cars plus 2 trucks) and 4 outbound vehicles (2 cars plus 2 trucks) per day.

Based on field observations of existing traffic volumes and operations on the surrounding road network, the estimated peak daily traffic generation of the proposed light manufacturing use is not expected to result in any capacity or traffic operations concerns at the site driveway or along the surrounding road network.

4 Conclusions

Based on the findings of this study, there are no traffic operational or safety concerns expected from the proposed light manufacturing use at 1295 Concession Road 12, Langton, Norfolk County.

Therefore, there are no recommended improvements to the County road network in response to the proposed use, other than the paving of the municipal portion of the site driveway as planned. Furthermore, it is recommended the driveway for the proposed use and the existing driveway for the adjacent single-family home be maintained as separate driveways, given their difference in operations and to reduce the interaction of large trucks with any passenger cars and pedestrian activity that may occur on the residential driveway.

STANTEC CONSULTING LTD.



Adam Mildenberger B.A., C.E.T.
Project Manager, Transportation Planning
905-818-2542
adam.mildenberger@stantec.com



Pre-Submission Consultation Meeting Notes

Date: May 24, 2023

Description of Proposal: Proposed Zoning By-Law Amendment and Site Plan Amendment to permit the property to be used as a light manufacturing facility for farm-use.

Property Location: 1295 Concession Rd 12, North Walsingham

Roll Number: 3310542020282000000

Please read all the information contained in this document, as it pertains to the requirements for future development planning applications. As a result of the information shared at the pre-consultation meeting dated May 24, 2023, the following applications and qualified professional documents / reports are required as part of a complete application. Failure to include all listed items with the application will deem the application incomplete. The County reserves the right to change, reduce or add requirements for a complete application, particularly if the submission does not match the proposal as reviewed during the pre-submission consultation meeting.

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

The information contained in this document is applicable for a maximum of one (1) year from the date of meeting. If an application is not received within that time frame or any component of the proposal changes, a new pre-submission consultation meeting is required.

All applications are required to include information outlined in the Pre-submission consultation meeting notes; failure to include all items with the application submission without prior approval will necessitate a notice of incomplete application response by the County.

Before you submit your application, please contact the assigned Planner to confirm submission requirements and the applicable fee. A Pre-submission meeting will be required before a Planning Application can be submitted.

As part of a complete application, a signed version of these meeting notes is required.

Proponent / Agent Name	Signature	Date

Attendance List

Proponent	Rajesh Jain and Mitchell Baker
Community Development – Planning and Agreement	Mohammad Alam, Senior Planner (Chair) Lindsay King – Junior Planner Annette Helmig, Agreement and Development Coordinator
Community Development – Building and Zoning	Jonathon Weir, Building Inspector Roxanne Lambrecht, Zoning Administrator
Environment & Infrastructure Services – Development Engineering	Stephen Gradish, Development Technologist
Corporate Support Services – Realty Services	Kelly Darbshire, Specialist, Realty Services Karen Lambrecht, Corporate Support Generalist

Privileged Information and Without Prejudice

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Proposal Summary

The property at 1295 Concession Road 12 in Langton and is a 5.77 acre parcel with 220 feet (~67m) of frontage onto Concession Road 12. It is currently being used as a lumber processing facility. There is a warehouse used for processing lumber, a shed, and a gravel outdoor area being used for storage. Other outdoor storage exists on the grass back lot. The applicant is proposing to use the property as a light manufacturing facility for farm-use and agricultural trailers, with most of the manufacturing activity being assembly and repair. The agricultural trailer operations will initially begin in the existing warehouse-style building with no new construction or expansion proposed.

Privileged Information and Without Prejudice

List of Application Requirements* and General Comments

Planning Department

Planning application(s) required to proceed		Required
Official Plan Amendment Application Choose an item.		
Zoning By-law Amendment Application Choose an item.		
Site Plan Application Choose an item.		
Draft Plan of Subdivision Application		
Draft Plan of Condominium Application		
Part Lot Control Application		
Consent / Severance Application		
Minor Variance Application		
Removal of Holding Application		
Temporary Use By-Law Application		
Other - Click here to enter text.		
Planning requirements for a complete application The items below are to be submitted as part of the identified Planning Application(s). ** electronic/PDF copies of all plans, studies and reports are required**	Required at OPA/ Zoning Stage	Required at Site Plan Stage
Proposed Site Plan / Drawing	X	X
Planning Impact Analysis Report / Justification Report	X	
Environmental Impact Study Choose an item.		
Neighbourhood Plan (TOR (Terms of Reference) must be approved by the County)		
Agricultural Impact Assessment Report		
Archaeological Assessment		
Heritage Impact Assessment		
Market Impact Analysis		
Dust, Noise and/or Vibration Study		
MOE D-Series Guidelines Analysis		
Landscaping Plan		X
Elevations & Floor Plans		X
Photometrics (Lighting) Plan		X
Odour mitigation plan (in relation to Cannabis Production and Processing Facilities)		
Shadow Analysis Report		

Privileged Information and Without Prejudice

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

*The list of Planning Department requirements is based on the information submitted and as presented for this specific pre-consultation meeting. Norfolk County reserves the right to adjust requirements including identifying additional requirements or reducing requirements. Any changes to a proposal may necessitate changes to Planning Department submission requirements. Furthermore, reports and studies are subject to peer review.

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

Planning Comments

All comments are general and nature and subject to change pending modifications to the proposal and full analysis at the application submission stage.

Official Plan: The subject lands are designated as 'Agricultural' in the Official Plan. Section 7.2.1 of the Official Plan related to permitted uses in Agricultural designated area states that Permitted uses shall also include those which retain or add value to farm products. These may include such uses as processing, preserving, storing and packaging of farm produce on farms. Section 7.2.2 d) further explains that Agriculture-related commercial and industrial uses that are clearly supportive of and directly related to agricultural operations may be permitted under certain criteria.

The proposed use of the light manufacturing facility for farm-use and agricultural trailers would not require an Official Plan amendment but the Planning Justification report should address how the criteria of section 7.2.2 d) are met. The policy also requires that the proposed used shall be subject to a Zoning By-law Amendment and a site plan control.

Privileged Information and Without Prejudice

Zoning By-Law: The subject lands are zoned 'Rural Industrial (MR)'. The proposed light manufacturing facility for agricultural trailers is not permitted use in the MR zone. A zoning by-law amendment will be required.

Please provide a floor plan identifying the areas of the production and Manufacturing area, an office and other components. Please note that outdoor storage at the front yard is not permitted in MR zone. Staff recommend reviewing section 4.9 to identify the required number of parking spaces.

Site Plan Control:

The subject lands are within site plan control area. A site plan application will be required.

Standard site plan components are required to be included with the application, which include:

- Key map

- Site Plan

- o Development name
- o All measurements in metric
- o All dimensions of the subject lands
- o Dimensions and setbacks of all buildings and structures
- o Gross, ground and useable floor area
- o Scale, legend and north arrow
- o Legal description and municipal address
- o Drawing title, number, original date and revision dates
- o Owner's name, address and telephone number and signature
- o Engineer's name, address and telephone number
- o Professional engineer's stamp
- o Any existing and proposed easements and right of ways
- o Zoning compliance table – required versus proposed
- o Parking space totals – required and proposed
- o All entrances to parking areas marked with directional arrows
- o Loading spaces, facilities and routes (for commercial & Industrial developments)
- o Building entrances, building type, height, grades and extent of overhangs
- o All exterior stairways and ramps with dimensions and setbacks
- o Names, dimensions and location of adjacent streets including daylighting triangles
- o Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs

Privileged Information and Without Prejudice

- o Retaining walls including materials proposed
- o Fire access and routes, including fire route signs
- o Fire hydrants and utilities location
- o Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
- o Location of mechanical room, and other building services (eg. A/C, HRV)
- o Refuse disposal and storage areas including any related screening (if indoors, need notation on site plan and route used for truck pick-up)
- o Winter snow storage location
- o All hard surface materials
- o Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
- o Business signs (make sure they are not in sight-lines)
- o Pedestrian access routes into site and around site
- o Bicycle parking

- Other Features

- o Landscape areas with dimensions
- o Natural features and trees
- o Fencing, screening and buffering – size, type and location
- o All hard surface materials
- o Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
- o Business signs (make sure they are not outside of the property line)
- o Sidewalks and/or walkways with dimensions

Vehicular Maneuvering Diagram: A vehicle maneuvering diagram will be required showing all trucks - loading/unloading movements on site plan if a loading dock is proposed.

Endangered and threatened species and their habitat are protected under the provinces Endangered Species Act, 2007 (ESA), O. Reg. 242/08 & O. Reg. 830/21. The Act prohibits development or site alteration within areas of significant habitat for endangered or threatened species without demonstrating that no negative impacts will occur. The Ministry of Environment, Conservation and Parks provides the service of responding to species at risk information requests and project screenings. The proponent is responsible for discussing the proposed activity and having their project screened with MECP (Ministry of Environment, Conservation and Parks).

Please be advised that it is the owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws, or other agency approvals.

Assigned Planner:

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Mohammad Alam
Principal Planner
Extension 1828
Mohammad.Alam@norfolkcounty.ca

Development Engineering

Development Engineering requirements to proceed The below requirements are to be submitted as part of the Formal Development Planning application.	Required at OPA/ Zoning Stage	Required at Site Plan Stage	Potentially Required (See Notes Section)
General Requirements			
Concept Plan	X	X	
Area Rough Grading Plan			X
Lot Grading Plan		X	
Siltation and Erosion Control Plan		X	
General Plan of Services			X
Plan and Profile Drawings			
Utility Plan			
Geotechnical Report			X
Functional Servicing Brief			X
Ministry of Environment, Conservation and Parks Permit			
Water Servicing Requirements– Section 10.0 Norfolk County Design Criteria and ISMP Section 4.0			
Extension of Watermain			
Water main Looping			
Easement and/or Block Registration			
Disconnection of Water Service(s) to Property Line			

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Disconnection of Water Service(s) to Main			
Water Modelling (County Consultant)			
Backflow Preventer (RPZ)			
Water Allocation			
Sanitary Servicing Requirements – Section 9.0 Norfolk County Design Criteria and ISMP Section 4.0			
Sanitary Drainage Plan			
Sanitary Design Sheet			
Pumping Station Design			
Extension of Sanitary Mainline			
Disconnection of Sanitary Service(s) to Property Line			
Disconnection of Sanitary Service(s) to Main			
Sanitary Modelling (County Consultant)			
Property Line Inspection Maintenance Hole			
Storm Water Servicing Requirements – Section 7.0 and Section 8 Norfolk County Design Criteria and ISMP Section 4.0			
Storm Water Management Design Report (including calculations)			X
Storm Water Drainage Plan			
Storm Sewer Design Sheet			
Establish/Confirm Legal and Adequate Outlet	X	X	
Anticipated Flow/Analysis to Receiving Collection System			
Extension of Storm Water Mainline			
Easement and/or Block Registration			
Municipal Drainage			
Transportation Requirements – Section 6.0 Norfolk County Design Criteria, ISMP Section 5.0, Section 6.0 and Appendix J			

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Traffic Impact Study / Brief	X	X	
Street Signage/Traffic Control Plan			
Improvements to Existing Roads & Sidewalk (urbanization, pavement structure, widening sidewalk replacement, upgrades, extension and accessibility)		X	

General Comments:

- If entering into a development agreement, Securities for site plan include: 10% of site works and 100% of works within the municipal right-of-way, which is to be provided in a security schedule. And a copy of Norfolk County's template can be provided. This can be provided at time of Site Plan.
- All reports and drawings are to adhere to Norfolk County's Design Criteria and Integrated Sustainable Master Plan (ISMP). Copies of these criteria are available upon request.
- Recommendations from all reports must be incorporated into the design. All reports and drawings must be signed and stamped by a P.Eng.
- As per Norfolk County By-law 2016-32, if any modifications/changes are made to the existing entrance, an entrance permit and installation of modified entrance will be required at time of building permit application. (Comment).

Items Required at Zoning By-law Amendment Stage:

1. Concept Plan
2. Confirmation of a Legal and Adequate Stormwater outlet
3. As per Norfolk County's Integrated Sustainable Master Plan (ISMP) – Appendix J: Traffic Impact Study (TIS) Guidelines, a Traffic Impact study is required

For this development, Norfolk County will only ask that you complete a Traffic Impact Brief. This can be prepared based on the following sections of the Appendix J - TIS Guidelines:

- a. Section A1.3 – Existing Conditions;
- b. Section A1.4 – Study Area;
- c. Section A1.5 – Development Land Use Type & Site Plan;
- d. Section A1.10 – Heavy Vehicle Trips;
- e. Analysis:
 - i. Sightlines;
- f. Conclusions and Recommendations.

Items Required at Site Plan Stage:

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4. Concept Plan
5. A Lot Grading Plan, Siltation and Erosion Control Plan can be shown on one engineered drawing as long as it's legible for review.
6. All entrances are to be shown on the plans. Entrances must conform to Norfolk County Design Criteria and By-law 2016-32 for commercial driveway design.
 - a. Driveway Grades (Section 6.7.02);
 - b. Driveway Widths (Section 6.7.03);
 - c. Number of Commercial entrances (By-Law 2016-32)Entrance design must also encompass any recommendations from the Traffic Impact Brief.
7. All entrances may be required to be paved on municipal property as a minimum. And be designed to accommodate Emergency Vehicle access to service this type of proposal.

Potentially Required Notes:

8. A Geotechnical report may be required if Storm Water Management practices involving infiltration are proposed.
9. A Functional Servicing Report (FSR) may be required if entering a siteplan agreement with site specific alterations. The FSR will explain the type of sanitary and water services required for this development and explain how each service will meet the onsite Water and Wastewater requirements.
10. General Plan of services drawing may be required. This drawing will show the location of the existing onsite septic system and the water well. This plan should also show the location of any outdoor storage tanks or any other stationary accessories used for the purpose of the Commercial Use
11. A Stormwater Management brief may be required if site alterations are required. The following criteria is to be adhered to; if site is being modified
 - a. Site Area (existing and proposed)
 - b. Impervious Area (existing and proposed)
 - c. Pre and Post runoff coefficients
 - d. Estimated peak runoff for five year storm
 - e. Conclusions and recommendations, if any.

Stephen Gradish
Development Technologist
Extension 1702

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Stephen.Gradish@norfolkcounty.ca

Agreements

If performance securities are required as a condition of your planning application approval you will be required to enter into a development agreement with the County that will be registered on title to the subject lands, at the Owner's expense. The additional requirements for a development agreement could include, but are not limited to the following:

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

Annette Helmig
Agreement and Development Coordinator
Extension 8053
Annette.Helmig@norfolkcounty.ca

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Building

Zoning Administrator:

Pre Con Consultation

1295 12th Concession

Change use of existing building to allow for manufacturing, assembly and repair of agricultural trailers.

Currently zoned MR Rural Industrial, does not permit manufacturing of farm equipment or trailers.

Proposing to apply to add use to the MR zone.

-Has to provide a parking lot area on a site plan: as per section 4.9 z Industrial Establishment, 1 parking space for every 90 square meters of useable floor area for facility and if office in building office space would be one space for every 30 sqm of office space.

-Has to indicate area of outdoor storage (if any) area on site sketch, no storage permitted In the front yard

Roxanne Lambrecht

Zoning Administrator

Extension 1839

Roxanne.Lambrecht@norfolkcounty.ca

Hayley Stobbe

Zoning Administrator

Extension 1853

hayley.stobbe@norfolkcounty.ca

Building Inspector:

No floor plan has been submitted at time of the Precon meeting, this is being required by Planning and the Building Department will be circulated when the concept plan is available. The concept plan must clearly show what is existing and what is proposed. A building permit will be required for construction of a "building" as defined in the BCA. "building" means, (a) a structure occupying an area greater than ten square meters consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto, (b) a structure occupying an area of ten square meters or less that contains plumbing, including the plumbing appurtenant thereto, (c) plumbing not located in a structure, (c.1) a sewage system, or (d) structures designated in the building code; ("bâtiment") The existing use of the building is considered an F2 industrial occupancy, the proposed use is the same occupancy as defined by the OBC. If the proposed use of the building includes spray painting operations, this would be considered an F1 type occupancy and would require a building permit. If a building permit is required it would be considered a renovation and Part 11 will apply. You would need to retain the services of an Architect or a Professional Engineer to complete any required design

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documentation for an application. No Ontario Building Code review has been completed at this time and would be done at permit application stage.

Jonathan Weir
Building Inspector III
Extension 1832
jonathan.weir@norfolkcounty.ca

Corporate Support Services – Realty Services

If a Development Agreement is required, then the County will require postponements of any charges/mortgages (if any) on title to the County's Development Agreement. We recommend that you connect with your Lender(s) (if any) and/or your solicitors as early in the process as possible to avoid any delays.

Corporate Services Generalist, Realty Services
Extension 8140
karen.lambrecht@norfolkcounty.ca

Fire Department

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

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

Appendix A: Planning Reference Materials

Following is a summary of some land use planning reference materials. It is the requirement of the applicant to ensure compliance with applicable legislation, policies and regulations.

Provincial Policy Statement, 2020

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

Click here to enter text.

Norfolk County Official Plan

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

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

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

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

Norfolk County Zoning By-Law 1-Z-2014

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

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

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



REQUIRED INFORMATION

Name of Owner

Property Legal Description

Roll Number

PIN Number

Type and Number of Units

Single Detached

Semi-Detached

Duplex

Triplex

Four-plex

Street Townhouse

Stacked Townhouse

Apartment

Transfer Easements Block Number and Purpose

Transfer Block Number and Purpose

Geotechnical Report prepared for Lands	YES	NO	UNKNOWN
Lands are Within the Source Water Protection Area	YES	NO	UNKNOWN
Lands Contain any Contaminated or Impacted Soil	YES	NO	UNKNOWN
Lands Contain any Natural Watercourse	YES	NO	UNKNOWN
Lands Contain any Wetlands	YES	NO	UNKNOWN
Lands Contain any Archaeological Sites	YES	NO	UNKNOWN
Lands Contain an Existing Well and or Septic Field	YES	NO	UNKNOWN
Species at Risk Branch MECP Screening	YES	NO	UNKNOWN
Lands Contain any Endangered Species	YES	NO	UNKNOWN

OWNER INFORMATION

NAME AND CONTACT

ADDRESS WITH POSTAL CODE

PHONE NUMBER

EMAIL

AGENT INFORMATION

NAME AND CONTACT

ADDRESS WITH POSTAL CODE

PHONE NUMBER

EMAIL

ENGINEER INFORMATION

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

LAWYER INFORMATION

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

INSURANCE PROVIDER INFORMATION

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

FINANCIAL INSTITUTION INFORMATION (IF APPLICABLE)

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

MORTGAGEE INFORMATION (IF APPLICABLE)

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

SPECIES AT RISK SCREENING

The Ontario Endangered Species Act inquiries and Species at Risk screening are now handled by the Ministry of the Environment, Conservation and Parks, specifically the "Species at Risk Branch" and the new e-mail address for handling these inquiries is now SAROntario@ontario.ca.

TRANSFERS, EASEMENTS AND POSTPONEMENT OF INTEREST

The owner acknowledges and agrees that, it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, free and clear of any charges or encumbrances, and/or transfer(s) of easement in favour of the County and/or utilities at no cost to the County. In addition, 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 to the County's agreements.

INSURANCE CERTIFICATES

Prior to the execution of the development agreement, the owner shall at their expense obtain and keep in force, during the term of this development agreement, commercial general liability insurance coverage satisfactory to the County. The owner further acknowledges and agrees that he/she has authorized the County to discuss with their insurance provider the specific insurance requirements of the County for agreement purposes. In addition, the County will require any professionals hired to carry professional liability insurance to provide coverage for acts, errors and omissions arising from their professional services performed.

OWNER'S AUTHORIZATION

I/We _____ am/are the registered owner(s) of the lands that is the subject of this site plan agreement.

I/We authorize our Agent _____ to provide information on my/our behalf and to provide any of my/our personal information necessary for the processing of this site plan agreement. Moreover, this shall be your good and sufficient authorization for so doing.

I/We authorize the Agreement Administrator to provide and receive information on my/our behalf in connection to the insurance coverage, letter of credit and agreement registration of my/our development.

I/We acknowledge that if there are any new charges or mortgage holders on the property they will be added to the development agreement and will be required to postpone their interest on the property to the County's development conformity interest.

Owner Signature _____ Date _____

To start your agreement, please return the required supporting information and fees along with the first three pages of this document completed and signed. Provide your payments by the mail or courier to the address below or drop off at ServiceNorfolk customer service desk on the first floor 185 Robinson Street, Simcoe ON N3Y 5L6 Monday to Friday from 9 am to 4 pm. Please make your cheque payable to the Corporation of Norfolk County. If paying by credit card please contact ServiceNorfolk at 519 426-5870 Ext. 4636.

CONTACT FOR FURTHER INFORMATION AND QUESTIONS

Annette Helmig, Agreement and Development Coordinator
Norfolk County, Community Development Division, Planning Department, Agreement Services
185 Robinson Street Suite 200, Simcoe ON N3Y 5L6
226.777.1445
annette.helmig@norfolkcounty.ca

The information submitted on this form is collected under the authority of the *Freedom of Information and Protection of Privacy Act* (FIPPA) and *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) for Norfolk County employees to use for the purpose of preparing and registering a development agreement. Questions about the collection of personal information through this form may be directed to the Agreement and Development Coordinator or Information and Privacy Coordinator, Corporation of Norfolk County, 50 Colborne Street South, Simcoe ON N3Y 4H3.

DOCUMENTATION AND FEES REQUIRED

Owner's agreement authorization

Postponement of interest from mortgagee / chargee (if applicable)

Current parcel register (property identifier or PIN printout)

Owner's commercial general liability certificate of insurance

Construction estimates (100% for external works and 10% of internal works)

Professional liability insurance for surveyor and / or engineer

Final reference plan for any easements and lands to be conveyed

Letter from owner requesting holding (H) symbol be removed from the subject lands

Letter of credit or certified cheque for performance securities

Current property taxes paid

User fees (according to the By-Law in effect at the time that payment is made). If time is of the essence, a certified cheque is requested otherwise it will take three weeks for the cheque to clear our financial institution.

\$2,780 for preparation of the site plan agreement

\$924 to remove the holding from the zoning on the property (if applicable)

\$447 for financial administration of this agreement

\$542 per tree cash-in-lieu of trees (if applicable)

2% or 5% land appraisal cash-in-lieu of parkland as per consolidated by-law 2016-126 (if applicable)



LANDPRO
PLANNING SOLUTIONS

LandPro Planning Solutions Inc.
110 James St., Suite 204, St. Catharines, ON. L2R 7E8

June 14, 2024

Mr. Andrew Wallace, Planner
Planning Department
Community Development Division
12 Gilbertson Drive,
Simcoe, ON N3Y 3N3

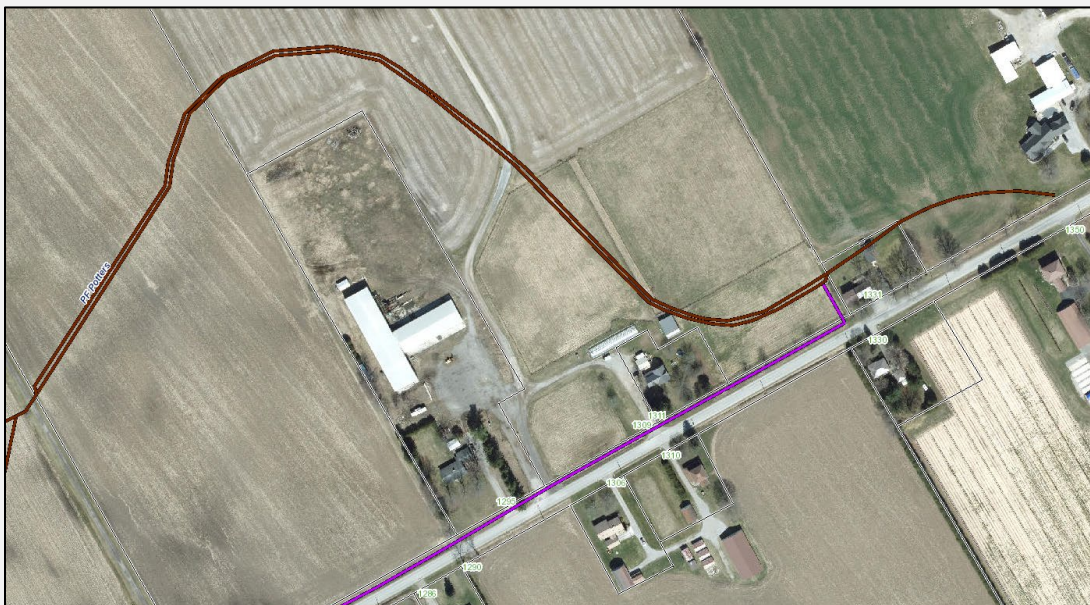
Email: Andrew.Wallace@norfolkcounty.ca

Re: ZNPL2024176 – Legal and Adequate Outlet
1295 Concession Road 12, Walsingham
Thruway Specialized Trailers Inc. c/o Mr. Gurmander Tanesar

1 LEGAL AND ADEQUATE OUTLET

A pre-submission meeting was held with Andrew Wallace and the owner/applicants on June 14th, 2024. It was identified that we must establish or confirm a legal and adequate outlet as per the pre-consultation meeting notes dated May 24, 2023.

The Norfolk County online GIS software shows a “*Mutual Agreement Drain*” (see purple line) in the form of an open ditch or swale which leads to “*350mm Municipal Tile Drain*” (see brown line) as shown in the screenshot below. This demonstrates the presence of a legal and adequate outlet for stormwater drainage purposes. A full Stormwater Management Report is to be conducted at the Site Plan Stage.



2 CLOSING

We trust this fulfills the requirements of a complete application and expect confirmation of the same.

Please do not hesitate to contact the undersigned if you have any questions or concerns.

Sincerely,

LANDPRO PLANNING SOLUTIONS INC.



Mitchell Baker, BES
Planner | Project Manager



289-680-3164



mitchell@landproplan.ca




landproplan.ca

MAP A
CONTEXT MAP
Geographic Township of NORTH WALSLINGHAM

ZNPL2024176

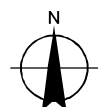


Legend

 Subject Lands

2020 Air Photo

6/28/2024



40 20 0 40 80 120 160 Meters



Legend

Subject Lands

Official Plan Designations

Agricultural

Hazard Lands

6/28/2024

From: MR

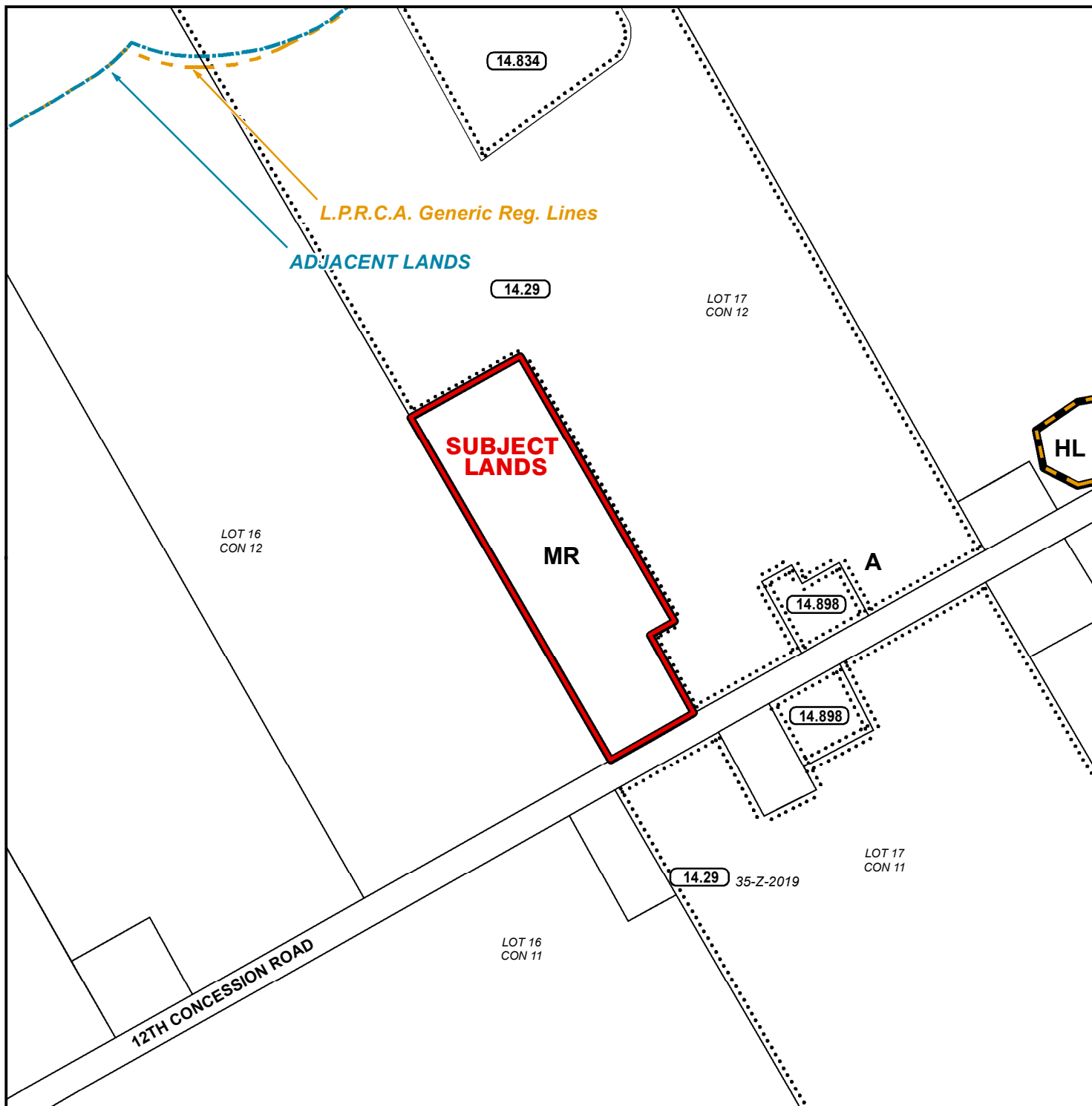
To: MR with Special Provision

30 15 0 30 60 90 120

Meters

PROPOSED ZONING BY-LAW AMENDMENT MAP

Geographic Township of NORTH WALSINGHAM



LEGEND

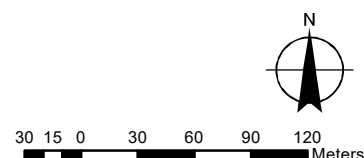
- Subject Lands
- Adjacent Lands
- LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

6/28/2024

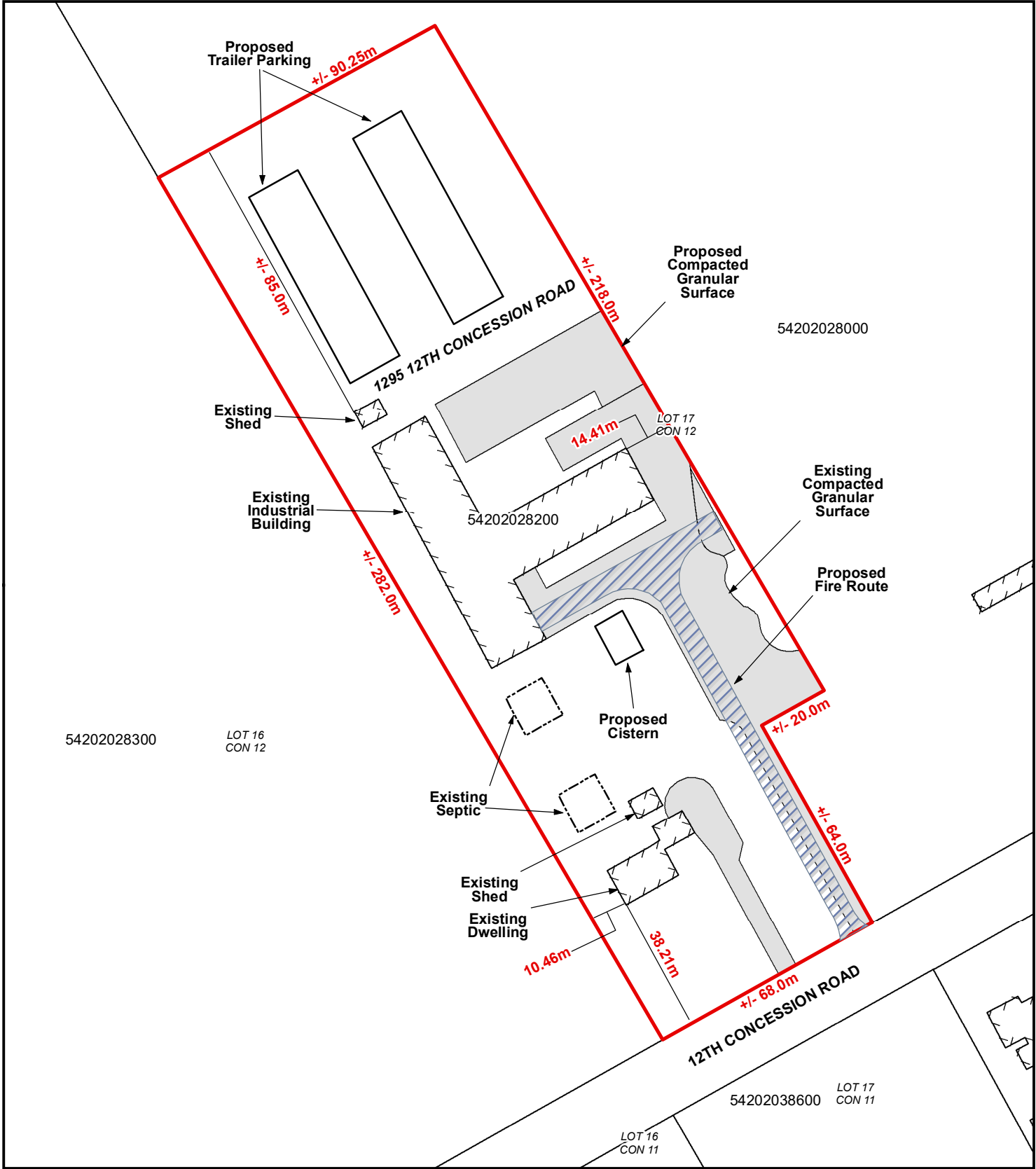
- (H) - Holding
- A - Agricultural Zone
- HL - Hazard Land Zone
- MR - Rural Industrial Zone

From: MR
To: MR with Special Provision




CONCEPTUAL PLAN

Geographic Township of NORTH WALSLINGHAM



Legend

 Subject Lands

6/28/2024

