

### Planning Department Development Application Form

### Complete Application

A complete development application consists of the following:

- A properly completed and signed application form (signature must be original in planners file);
- 2. Supporting information adequate to illustrate your proposal as indicated in **Section**H of this application form (plans are required in paper copy and digital PDF format);
- 3. Written authorization from the registered owner of the subject lands where the applicant is not the owner as per Section N; and,
- 4. Cash, debit or cheque payable to Norfolk County in the amount set out in the user fees By-Law.

The above information is required to ensure that your application is given full consideration. An incomplete or improperly prepared application will not be accepted and may result in delays during the processing of the application. This application must be typed or printed in ink and completed in full.

### Pre-Submission Consultation "Pre-consultation":

A pre-consultation meeting with staff is required for all applications; however, minor applications may be exempted depending on the nature of the proposal, with approval from the Director of Planning or delegate. The purpose of a pre-consultation meeting is to provide the applicant with an opportunity to present the proposed application, discuss potential issues, and for the County and Agency staff to identify the required information and materials to be submitted with the application in order for it to be considered complete. The applicant has the opportunity to make revisions to the application prior to submission, without the additional costs of recirculation fees. It may be necessary to seek the assistance of independent professional help (for example, a planning consultant or engineer) for complex applications. If a pre-consultation meeting has been held to discuss your development, please include a copy of the Pre-consultation minutes with your application as part of the submission package. It should be noted that pre-consultation minutes are valid for one year after the meeting date.

### **Development Application Process**

Once an application has been deemed complete by a planner, it will be circulated to public agencies and County departments for review and comments. Notice of the application is also provided to adjacent land owners. The comments received assist the planner with the review and recommendation/approval of your application. The time involved in processing an application varies depending upon its complexity and its



acceptability to the other agencies and is subject to statutory *Planning Act* decision timeframes.

An additional fee will be required if a review by the Long Point Region Conservation Authority or by the Grand River Conservation Authority is deemed necessary by planning staff and/or by the Authority. A separate cheque payable to the Long Point Region Conservation Authority or the Grand River Conservation Authority is required in accordance with their fee schedule at the same time your application is submitted.

Additional studies required as part of the complete application shall be at the sole expense of the applicant. It should also be noted that in some instances peer reviews may be necessary to review particular studies and that the cost shall be at the expense of the applicant. The company to complete the peer review shall be selected by the County.

If the application is withdrawn prior to the circulation to commenting agencies, the entire original fee will be refunded. If withdrawn after the circulation to agencies, half the original fee will be refunded. If your drawings are required to be recirculated there will be an additional fee. Also, please note that if your engineering drawings require more than three reviews due to revisions by the owner or failure to revise your engineering drawings as requested, an additional fee will be charged. No refund is available after the public meeting and/or after approval of application.

### **Notification Sign Requirements**

For the purpose of public notification and in order for staff to locate your lands for appropriate applications (zoning, subdivision, condominium or official plan) you will be given a sign to indicate the intent and purpose of your development application. It is your responsibility to:

- 1. Post one sign per frontage in a conspicuous location on the subject lands;
- 2. Ensure one sign is posted at the front of the subject lands at least three feet above ground level, not on a tree;
- 3. Notify the Planner when the sign is in place in order to avoid processing delays; and
- 4. Maintain the sign until the development application is finalized and thereafter removed.

### Contact Us

For additional information or assistance in completing this application, please contact a planner at 519-426-5870 or 519-875-4485 extension 1842 or <a href="mailto:planning@norfolkcounty.ca">planning@norfolkcounty.ca</a>. Please submit the completed application and fees to the attention of the Planning Department at 185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6.



File N Relate Pre-co	ated File Number Application Meeting Conse Well &	Public Notice Sign Application Fee Conservation Authority Fee Well & Septic Info Provided Planner		
Chec	eck the type of planning application(s) you a	re submitting.		
	Official Plan Amendment			
図	Zoning By-Law Amendment			
	Temporary Use By-law			
	Draft Plan of Subdivision/Vacant Land Cond	lominium		
	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 Commi	unication Tower		
zonir and/e simil	ease summarize the desired end result of this a ning provision on the subject lands to include ad d/or official plan designation of the subject lands nilar)  Changing the zone of the subject lands from Open Space Zone to RH 2	ditional use(s), changing the zone , creating a certain number of lots, or		
<del>-</del>				
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-		W. Part		
-				
Dron	onarty Accessment Poll Number: 33 10 403 060 1	2510		



# A. Applicant Information Name of Owner The Corporation of Norfolk (

Name of Owner	The Corporation of Norfolk County			
It is the responsibility of the owner or applicant to notify the planner of any changes in ownership within 30 days of such a change.				
Address	50 Colborne Street South			
Town and Postal Code	Simcoe, Ontario, N3Y 4H3			
Phone Number	519-426-5870 Ext 8140			
Cell Number	(Karen Lambrecht, Realty Services Specialist) Contact			
Email	karen.lambrecht@norfolkcounty.ca			
Name of Applicant	The Corporation of Norfolk County			
Address	50 Colborne Street South			
Town and Postal Code	Simcoe, Ontario, N3Y 4H3			
Phone Number	519-426-5870 Ext 8140			
Cell Number	(Karen Lambrecht, Realty Services Specialist) Contact			
Email	karen.lambrecht@norfolkcounty.ca			
	N/A			
Name of Agent	IN/A			
Address				
Town and Postal Code				
Phone Number				
Cell Number				
Email				
Please specify to whom all communications should be sent. Unless otherwise directed, all correspondence and notices in respect of this application will be forwarded to both owner and agent noted above.				
☐ Owner	☐ Agent ☐ Applicant			
Names and addresses of any holder of any mortgagees, charges or other encumbrances on the subject lands:  None				



В.	Location, Legal Description and Property Information
1.	Legal Description (include Geographic Township, Concession Number, Lot Number Block Number and Urban Area or Hamlet):
	Block B, Plan 1088; Norfolk County (PIN 50198-0321 (LT))
	Municipal Civic Address: 14 Oakes Boulevard, Vittoria, Ontario
	Present Official Plan Designation(s): Hamlet
	Present Zoning: Open Space
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: Vacant Land
	structures, please describe the type of buildings or structures, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:  None
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.  N/A
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, lo coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:  Nothing new is being proposed.



7.	Are any existing buildings on the subject lands designated under the <i>Ontario</i> Heritage Act as being architecturally and/or historically significant? Yes □ No ■
	If yes, identify and provide details of the building:
0	If the course the description of the course
Ο.	If known, the length of time the existing uses have continued on the subject lands:  Since at least the Owner obtained title to the land, namely December 30th, 1981
9.	Existing use of abutting properties:  RH to the west, north and east. To south, across Oakes Blvd, is ball diamond, playground & commnity centre
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:  None registered - there is a municipal drain running perpendicular to the westerly boundary of the property
C.	Purpose of Development Application
No	te: Please complete all that apply.
1.	Please explain what you propose to do on the subject lands/premises which makes this development application necessary:
	Through County Land Review Project, Council has declared the subject lands surplus and has
	directed staff to proceed with zoning change prior to selling the subject lands.
2.	Please explain why it is not possible to comply with the provision(s) of the Zoning By-law/and or Official Plan:  Proposed zoning change will permit residential land use within a hamlet which will assist in orderly
	development and provide for additional housing in an appropriate location.
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:



□Y	he requested amendment alter, replace, or delete a policy of the Official Plan' I No If yes, identify the policy, and also include a proposed text of the amendment (if additional space is required, please attach a separate sheet):
_	
 Des	otion of land intended to be severed in metric units:
Fror	ge: <u>N/A</u>
Dep	
Wid	
Lot	ea:
Pres	it Use:
Prop	sed Use:
Prop	sed final lot size (if boundary adjustment): N/A
lf a l	undary adjustment, identify the assessment roll number and property owner o
	ds to which the parcel will be added: N/A
Des	otion of land intended to be retained in metric units:
Fror	ge: N/A
Dep	
Wid	<u></u>
Lot A	ea:
Pres	it Use:
Prop	sed Use:
Build	gs on retained land:
Des	otion of proposed right-of-way/easement:
Fror	ge: N/A
Dep	
Wid	
Area	
Prop	sed use:
	of person(s), if known, to whom lands or interest in lands to be transferred, or charged (if known):



9.	Site Information	Zoning	Proposed
Ple	ase indicate unit of measureme	nt, for example: m, m² or %	, 6
Lot	frontage	114.33 m	N/A
Lot	depth	irregular	N/A
Lot	width	irregular	N/A
Lot	area	.45 hectare	N/A
Lot	coverage		
Fro	nt yard		
Rea	ar yard	·	
Lef	t Interior side yard		
Rig	ht Interior side yard		
Ext	erior side yard (corner lot)		
Lan	dscaped open space		
Ent	rance access width		
Exit	access width		
Size	e of fencing or screening		
Тур	e of fencing	· · · · · · · · · · · · · · · · · · ·	
10.	Building Size		
Nur	mber of storeys		
Bui	ding height		
Tota	al ground floor area		
Tota	al gross floor area	<del></del>	
Tota	al useable floor area		
11.	Off Street Parking and Loading	Facilities	
Nur	mber of off street parking space	s	
Nur	mber of visitor parking spaces	<u> </u>	•
	nber of accessible parking spac		**************************************
Nur	mber of off street loading facilitie	es	



12. Residential (if applicable)		
Number of buildings existing:	None	
Number of buildings proposed:	None	
Is this a conversion or addition	to an existing building	? □ Yes ■ No
If yes, describe:		
Туре	Number of Units	Floor Area per Unit in m2
Single Detached		_
Semi-Detached	<u> </u>	
Duplex		
Triplex		
Four-plex		_
Street Townhouse		
Stacked Townhouse		
Apartment - Bachelor _		
Apartment - One bedroom _		
Apartment - Two bedroom _		
Apartment - Three bedroom _		
Other facilities provided (for ex or swimming pool):	ample: play facilities, ı	underground parking, games room,
13. Commercial/Industrial Uses	s (if applicable)	
Number of buildings existing:	None	
Number of buildings proposed:	None	
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 e	xample: office, retail, or storage):
	<del></del>	



Seating Capacity (for assembly halls or similar	ar):
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 ac	cessory to commercial/industrial use?
☐ Yes ☐ No If yes please describe:	
14. Institutional (if applicable)	
Describe the type of use proposed:	N/A
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 us	e (for example: office, retail, or storage):
15. Describe Recreational or Other Use(s) (if a	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		
3.	Provide the information you used to determine the answers to the above questions:		
	Property has been in the County ownership since the Plan of Subdivision was created by developer.		
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? $\square$ Yes $\square$ No		
E.	Provincial Policy		
1.	Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the <i>Planning Act, R.S.O. 1990, c. P. 13</i> ? ■ 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? $\square$ Yes $\blacksquare$ No		
	If no, please explain:		
	As the subject lands are are surrounded on three sides with existing residential uses, it is not		
	reasonable to anticipate this zoning amendment will have any impact on the habitat for		
	endangered or threatened species.		



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:  As abutting properties already utilize individual on-site services, and these lands are similar, site conditions				
	are expected to be suitable for such services with no negative impacts.				
	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   Seasonal wetness of lands   On the subject lands or   within 500 meters – distance   Seasonal wetness of lands   On the subject lands or   within 500 meters – distance   Seasonal wetness of lands   On the subject lands or   within 500 meters – distance   Seasonal wetness of lands   On the subject lands or   within 500 meters – distance   Seasonal wetness of lands   On the subject lands or   within 500 meters – distance   Seasonal wetness of lands   On the subject lands or   within 500 meters – distance   Seasonal wetness of lands   On the subject lands or   within 500 meters – distance   Seasonal wetness of lands   On the subject lands or   within 500 meters – distance   Seasonal wetness of lands   On the subject lands or   within 500 meters – distance   Seasonal wetness of lands   On the subject lands or   within 500 meters – distance   Seasonal wetness of lands   On the subject lands or   within 500 meters – distance   Seasonal wetness of lan				
	Abandoned gas wells  ☐ On the subject lands or ☐ within 500 meters – distance				



F.	Serv	ricing and Access	
1.		cate what services are available or proposed: er Supply	
		/lunicipal piped water	Communal wells
	☐ Ir None	ndividual wells	Other (describe below)
	Sewa	age Treatment	
		⁄lunicipal sewers	Communal system
	□ S None	Septic tank and tile bed in good working order	Other (describe below)
		m Drainage	 
		Storm sewers	Open ditches
		Other (describe below)	
2.	Exist	ting or proposed access to subject lands:	
	<b>=</b> N	/lunicipal road	Provincial highway
		Jnopened road	Other (describe below)
	Nam	ne of road/street: Oakes Boulevard, Vittoria	
G.	Othe	er Information	
1.		s the application involve a local business?   s, how many people are employed on the sub	
2.		ere any other information that you think may bication? If so, explain below or attach on a se	



### 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)

In addition, the following additional plans, studies and reports, including but not limited

- 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

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
Sit	<ol> <li>e Plan applications will require the following supporting materials:</li> <li>Two (2) complete sets of the site plan drawings folded to 8½ x 11 and an electronic version in PDF format</li> <li>Letter requesting that the Holding be removed (if applicable)</li> <li>A cost estimate prepared by the applicant's engineer</li> <li>An estimate for Parkland dedication by a certified land appraiser</li> <li>Property Identification Number (PIN) printout</li> </ol>
	andard condominium exemptions will require the following supporting materials:  Plan of standard condominium (2 paper copies and 1 electronic copy)
	Draft condominium declaration
Ш	Property Identification Number (PIN) printout

Your development approval might also be dependent on Ministry of Environment and Climate Change, Ministry of Transportation or other relevant federal or provincial legislation, municipal by-laws or other agency approvals.

All final plans must include the owner's signature as well as the engineer's signature and seal.

### I. Development Agreements

A development agreement may be required prior to approval for site plan, subdivision and condominium applications. Should this be necessary for your development, you will be contacted by the agreement administrator with further details of the requirements including but not limited to insurance coverage, professional liability for your engineer, additional fees and securities.



### J. Transfers, Easements and Postponement of Interest

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

### K. Permission to Enter Subject Lands

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

### L. Freedom of Information

For the purposes of the Municipal Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the Planning Act, R.S.O. 1990, c. P. 13 for the purposes of processing this application. October 24, 2024 **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. am/are the registered owner(s) of the I/We lands that is the subject of this application. to make this application on I/We authorize 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. Karen Lambrecht, Realty Services Specialist of Norfolk County

solemnly declare that:

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

**Owner/Applicant Signature** 

Declared before me at:
Simcoe

In Ontario

This 24 day of October

A.D., 20<sup>24</sup>

A Commissioner, etc.

Kelly Bernice Darbishire, a Commissioner, etc., Province of Ontario, for the Corporation of Norfolk County, Expires June 3, 2025,



#### 1.0 Introduction

The purpose of this report is to provide planning rationale for changing the zoning on a parcel of land located on Oakes Boulevard in the hamlet of Vittoria, to a Hamlet Residential Zone.

The subject lands are located at 14 Oakes Boulevard and, in the Norfolk County Plan, designated Hamlet. These lands are zoned "Open Space" in the Norfolk County Zoning By-Law 1-Z-2014.

This report includes a review of the Planning Act, Provincial Policy Statement 2024, Norfolk County Official Plan and Norfolk County Zoning By-Law 1-Z-2014.

### 2.0 Site description and neighbouring land uses

The site is a rather level 0.45 ha (1.12AC) parcel of grassed land sloping slightly to the northeast. It has 114.33 m (375.10 ft) frontage on Oakes Boulevard. There are a few isolated trees on site. Residential lots with single detached dwellings are located to the west, north and east. To the south, across Oakes Boulevard is a ball diamond, playground and community centre with associated parking.



### 3.0 Development Proposal

Residential development is proposed. No details are known at this time as this parcel of land is currently owned by Norfolk County but declared surplus. A new owner will decide the details of any residential development.

### 4.0 Policy Review

### 4.1 Planning Act

Section 2 of the Planning Act lists areas of Provincial interest. These areas include such general matters as;

- the orderly development of safe and healthy communities,
- the adequate provision of a full range of housing, including affordable housing, and
- the appropriate location of growth and development.

Section 3 of the *Planning Act* requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act. This will be dealt with in the next section regarding the Provincial Policy Statement.

**Comment on justification:** The proposed zoning change which will permit residential land use within a hamlet which will assist in orderly development and provide for additional housing in an appropriate location.

### 4.2 Provincial Policy Statement 2024

On August 20, 2024, the Province released the new Provincial Policy Statement 2024 which will come into effect on October 20, 2024. It replaces the PPS 2020. Anticipating that the zoning amendment application will not reach Council for a Public meeting until October at the earliest, and Council's decision would follow after that, this report addresses the PPS 2024.

The Provincial Policy Statement guides land use planning for the entire province and the policies are to be read in their entirety. Decisions regarding land use planning matters are to be consistent with the Provincial Policy Statement. The following is a review of pertinent polices for this development proposal.

Provincial Policy Statement (2024)	Justification Comments			
2.1 Planning for People and Homes				
2. Notwithstanding policy 2.1.1, municipalities may continue to forecast growth using population and employment forecasts previously issued by the Province for the purposes of land use planning.	Growth projections undertaken in the recent County Comprehensive Review and related Official Plan update forecast population growth. In order to accommodate those population projections, policy changes, revised intensification targets and settlement area expansions have been adopted by Norfolk County Council in Official Plan amendment #163. This amendment has been sent to the Province for approval. Although not specific to this proposal, this work shows a need for more residential land.			

3. At the time of creating a new official plan and each official plan update, sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of at least 20 years, but not more than 30 years, informed by provincial guidance.

With the update to the Norfolk County Official Plan, the subject lands continue to be within the Hamlet of Vittoria. As such the subject lands form part of the land needed to meet projected needs for hamlet residential development.

4. To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall: maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are designated and available for residential development; and maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans.

Hamlet development, on private on-site water and sewage servicing, is one component of the range of housing options available to meet the County's projected needs. Using the subject lands for residential use will contribute to achieving the County housing targets.

6. Planning authorities should support the achievement of complete communities by: accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated child care facilities, long term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;

As the subject lands are across the street from a park and community centre, Council has deemed these lands are not needed for recreational uses.

Developing the subject lands for residential purposes provides easy access for residents to the recreational and community services across the street.

Vittoria is one of the larger hamlets in Norfolk County and thus, offers more aspects of a complete community than other hamlets.

### 2.2 Housing

 Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:

Norfolk County provides for a range of housing options, including urban housing in many forms, and less dense hamlet housing. The proposed zoning change will enable one additional hamlet residential a) establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income households, and coordinating land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs;

### b) permitting and facilitating:

- all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and
- ii. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;
- c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and

lot, likely affordable to a moderateincome household.

Given the size of the subject lands, one residential lot is the most efficient use of these lands and the associated infrastructure, resources and amenities of the hamlet.

# 2.3 Settlement Areas and Settlement Area Boundary Expansions General Policies for Settlement Areas

1.Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.

The subject lands are within the hamlet of Vittoria which is one of the settlement areas where the focus of development should be.

- 2. Land use patterns within settlement areas should be based on densities and a mix of land uses which:
- a) efficiently use land and resources;
- b) optimize existing and planned infrastructure and public service facilities;
- c) support active transportation;
- d) are *transit-supportive*, as appropriate; and
- e) are freight-supportive.

Given the existing residential lots fronting on Oakes Boulevard, the proposed residential zoning will enable an additional residential dwelling. This is an efficient use of the subject lands, local resources, the existing infrastructure and public service facilities. In addition to the park and community centre there is a post office, a place of worship, another community hall and commercial businesses. The bus system currently stops in Vittoria and the additional residential use could provide a small additional demand for that service.

3. Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.

An additional residential dwelling is part of general intensification. It adds another housing option to the mix.

The additional tax contribution from one residence is small but it would contribute to any needed infrastructure or public service facilities.

### **Rural Areas in Municipalities**

1.Healthy, integrated and viable rural areas should be supported by: building upon rural character, and leveraging rural amenities and assets; promoting regeneration, including the redevelopment of brownfield sites; accommodating an appropriate range and mix of housing in rural settlement areas;

Through the proposed zoning amendment, one new residential dwelling located on an established residential street is enabled within a rural settlement area.

2.In rural areas, rural settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted. Adding new residential development in the Vittoria rural settlement area supports this policy.

3. When directing development in rural settlement areas in accordance with policy 2.3, planning authorities shall give consideration to locally appropriate rural characteristics, the scale of development and the provision of appropriate service levels.

As most of Oakes Boulevard, except for the community centre and park lands, is already developed with single detached dwellings, it is appropriate to add another residential dwelling. Private on-site servicing has been used for the other residential lots and is proposed for the subject lands.

# Chapter 3: Infrastructure and Facilities 3.6 Sewage, Water and Stormwater

4. Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts.

Individual on-site sewage services and individual on-site water services are proposed and permitted. As others on the street already utilize individual on-site services and the subject lands are similar, the site conditions are expected to be suitable for such services with no negative impacts.

# Chapter 6: Implementation and Interpretation

### 6.1 General Policies for Implementation and Interpretation

6.Planning authorities shall keep their zoning and development permit by-laws up-to-date with their official plans and the Provincial Planning Statement by establishing permitted uses, minimum densities, heights and other development standards to accommodate growth and development.

Norfolk County has established its Zoning By-law and continues efforts to keep it up to date. Changing the zoning on the subject lands will permit appropriate Hamlet residential development according to the established RH zone provisions.

Population growth is anticipated and the County is required to provide housing options to address that growth. Low density residential development on individual on-site private water and sewage services is permitted and encouraged within rural settlement areas. The subject lands are within Vittoria, a rural settlement area. The proposed zoning amendment is consistent with the Provincial Policy Statement 2024 and therefore should be supported.

### 2.3 Norfolk County Official Plan

The County Official Plan contains policy to achieve the vision "Norfolk County strives to balance a commitment to the land and emerging opportunities for growth and development." The Official Plan contains six strategic themes furthered advanced by several goals and objectives in order to attain this vision. The four most specific objectives relating to Hamlet residential development are;

- Maintain and enhance the rural character of Norfolk's many Hamlet Areas through appropriate infill development.
- Provide for a variety of housing forms, tenures and levels of affordability through development, redevelopment, intensification and infilling projects.
- Ensure the provision of appropriate privately owned water and waste water systems.
- Ensure the responsible use of land by encouraging the redevelopment, intensification and infilling of underutilized land and the efficient use of greenfield lands in Urban Areas.

More specific policy based on the above objectives provides direction for proposals such as this change from an Open Space zone to a Hamlet Residential zone.

Norfolk County Official Plan	Comments
a) At all times, the County shall maintain the ability to accommodate residential growth for a minimum of 10 years through land which is designated and available for residential development. Additionally, the County shall ensure that where new development is to occur, land with servicing capacity sufficient to provide at least a 3-year supply of residential units in draft approved and registered plans, or in cases of residential intensification and redevelopment, land appropriately zoned in the Zoning By-law and available for development or redevelopment.	With the Hamlet Residential zone change, a single detached dwelling could be built on the subject lands. This would assist in a small way in having the ability to accommodate 10 years of residential growth.
b) The County shall ensure that a full range of housing types and densities are provided to meet the anticipated demand and demographic change. All forms of housing required to meet the social, health and well-being of current and future residents, including those with special needs shall be encouraged. The County shall target that 15 percent of all new housing built in Norfolk County be multiresidential dwellings and 15 percent be semi-detached and townhouse dwellings.	Should a single detached dwelling be built on the subject lands, it will form a small part of the full range of housing types.
i) The County shall first consider surplus municipal land for affordable housing. Furthermore, the County shall work with other levels of government to make surplus land available to providers of affordable housing at little or no cost.	As the subject lands are within a Hamlet designation and considered surplus municipal land, use for affordable housing is to be considered. As the subject lands are not within an urban serviced area where higher density development is permitted, it is rather impractical to consider affordable housing in this situation.
6.6 Hamlet Areas Limited growth will be permitted provided that the growth is within the Hamlet Area boundary designated on Schedule "B" to this Plan, will not be detrimental to the rural character of the surrounding	The subject lands are a lot within the Hamlet Area boundary. No detriment to the rural character of the surrounding agricultural uses or resource area is

agricultural and/or resource area, will not have adverse environmental or human health consequences, and will not have a negative impact on the County's financial sustainability. Growth in the Hamlets will be carefully monitored.

anticipated. No adverse consequences or negative impacts are expected.

# 7.5 Hamlet Designation 7.5.1 Permitted Uses

a) Low density residential dwellings on lots suitably sized to accommodate private servicing systems shall be the main permitted use.

The proposal is consistent with this policy as a low density single detached dwelling is likely to be constructed on it. Norfolk County has previously found lots of 0.4 ha suitably sized for private servicing systems and therefore set the minimum lot size in the zoning by-law at that level. The subject lands are 0.45 ha in size.

### 7.5.2 Land Use Policies

- b) Designation of a Hamlet Area does not mean that the Hamlet Area is suitable for further development. The following criteria shall be addressed in the review of development applications within designated Hamlet Area boundaries:
- i) availability of potable water;
- ii) a servicing feasibility study has been completed in accordance with the Ministry of the Environment and Climate Change guidelines which demonstrates that the proposal's impact on ground and surface water will be within acceptable limits; iii) the proposed servicing will be appropriate for the proposed densities and
- land uses; iv) the pattern of new development will be a logical extension of the existing built-up
- v) the available community facilities, such as community centres, schools, convenience commercial, recreation or cultural facilities can accommodate the proposed development;
- vi) the area of the proposed development shall not be permitted in Provincially Significant Features or Hazard Lands, identified on Schedules "B" of this Plan; vii) the area of the proposed development shall not be permitted in or on adjacent land to the Natural Heritage Features identified on Schedule "C" and/or Tables 1

The proposed change in zoning from Open Space to Hamlet Residential is suitable as

- Potable water is available in the abutting lots so it is reasonable to expect it will be for this lot;
- ii) Although no specific servicing feasibility study has been completed, private servicing is being utilized on the abutting lots and for the entire hamlet. It is reasonable to assume one additional private potable water well and one private on-site septic system will not have an unacceptable impact. Generally hydrogeological studies have indicated a lot of 0.4 ha is appropriate for private serving;
- iii) Private servicing is appropriate for low density hamlet development;
- iv) The residential use should be considered infilling between developed hamlet lots;
- V) It is reasonable to assume the residents of one additional dwelling can be accommodated in the community facilities:
- vi) No Provincially Significant Features or Hazard Lands impact the subject land;
- vii) No adjacent lands to Natural Heritage Features are associated with the subject land;
- viii) A Buried Aggregate Resource Area is shown on Schedule J of the Official

and 2 or on Schedule "G" and Table 6 of Plan affecting most of Vittoria. On a lot of 0.45 ha which is surrounded on the Lakeshore Special Policy Area Secondary Plan, unless it has been three sides with residential uses and demonstrated that there will be no parkland to the south, it is not negative impacts on the natural features reasonable to anticipate any or their ecological functions, in accordance aggregate removal from a deep with the policies of Section 3.5 (Natural resource area. Heritage Systems) and Section 11 (Lakeshore Special Policy Area Secondary Plan) of this Plan; viii) the area of the proposed development shall not be located within, and will not have a negative impact on, a Natural Resource Area identified on Schedule "J" to this Plan..... d)Additional residential development within a Hamlet Area shall be encouraged to occur through infilling or in-depth development. Provision shall be made at appropriate locations to provide access from the main road to an additional tier of Development of this lot is considered infill lots behind existing development. The development. This proposal is consistent County shall strongly discourage linear with this policy. development along roads. f) Development within the Hamlet Designation shall also be subject to the policies of Section 6.6 (Hamlet Areas) of this Plan.

As there are hamlet residential lots to the west and east and rural residential lots to the north of the subject lands, developing this lot with a residential use is encouraged through the proposed zone change.

See above where Section 6.6 was covered.

### 8.9.2 Services Outside of Urban Areas

a) The primary means of waste water disposal in the Rural Area and the Hamlet Areas, is the septic tank and weeping tile system. It is anticipated that such systems or other private waste water disposal systems will continue to be the principal means of waste water disposal outside of Urban Areas. The installation of septic systems is subject to the approval of the authority having jurisdiction.

With the zone being changed to Hamlet Residential, a future owner can apply to Norfolk County's Building Department for a building permit for a single detached dwelling and one for a septic system. Approval will be needed before construction begins.

#### 9.6.2 Zoning By-law Amendments

Applications for Zoning By-law amendments shall be evaluated based on the same or similar criteria as those outlined for Official Plan amendments in Section 9.6.1.

See the discussion below regarding the evaluation of the proposed zoning amendment.

- 9.6.1 c) The County shall consider the following criteria when reviewing applications to amend this Plan:
- i) the manner in which the proposed amendment conforms to prevailing Provincial policy and regulations;
- ii) the manner in which the proposed amendment conforms to the Strategic Plan prepared in support on this Plan;
- iii) the manner in which the proposed amendment conforms to the Goals and Objectives, and policies of this Plan;
- iv) the impacts of the proposed amendment on the provision of and demand for municipal services, infrastructure and facilities;
- v) the adequacy of the proposed servicing solution with respect to the servicing policies of this Plan;
- vi) the impact of the proposed amendment on surrounding land uses, the transportation system, municipal services and community amenities and services;
- vii) the impact of the proposed amendment on the community structure and nature of the Urban Areas and/or Hamlet Areas:
- viii) the impact of the proposed amendment on cultural heritage resources and/or Natural Heritage Features;
- ix) the impact on agricultural uses and land;
- x) the impact of the proposed amendment on the financial sustainability of the County; and
- xi) any other information determined by the County, in consultation with the appropriate agencies, to be relevant and applicable.

The zoning amendment changing the OS zone to RH should be supported as;

- The proposal conforms to the Planning Act and Provincial Policy Statement 2024 as outlined above;
- ii) The Strategic Plan is conformed to as the rural character of the hamlet is enhanced through this infill project, another housing option is provided, private servicing can be accommodated and responsible use of land is encouraged;
- iii) The Goals and Objectives of the Plan are upheld as the rural character of Vittoria is added to through infill development.

  Housing in hamlets on private servicing is one form of local housing which adds to landowners' range of choices.

  Responsible use of lands designated for Hamlet use through infilling is enabled through the proposed zoning amendment.
- iv) Little demand is anticipated demand for municipal services, infrastructure and facilities as private on-site servicing is to be utilized and other infrastructure and facilities are already in place;
- v) Individual on-site services are anticipated and permitted;
- vi) As the subject lands are surrounded on three sides by residential uses, little impact is anticipated. One new dwelling will add support to the transportation system and community amenities and services;
- vii) The amendment will enable one new residential land use which will add to the residential

	character and community
	structure;
viii)	Little or no impact is anticipated
,	on cultural heritage resources
	or Natural Heritage Features as
	there are none on site or
	adjacent to the site:
ix)	No impact on agricultural uses
,	or land is expected as the
	subject lands do not abut
	agricultural land;
x)	The proposed amendment
•	could add one lot to the
	residential tax base, which
	could have a small positive
	financial impact;
xi)	No additional information was
/F	required.

The proposed zoning amendment is consistent with Official Plan policy in that the subject lands are within a hamlet designation where growth is to occur, another housing option is provided, the potential residential use will add to the hamlet character and support other community services and infrastructure and it is reasonable to assume private on-site servicing can be accommodated.

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

The Norfolk County Zoning By-law regulates the use of lands, the frontage and depth of a parcel of land, the proportion of land occupied by a building or structure, the erection, use, height, bulk, size, floor area, spacing and location of building and structures, and the provision of parking facilities.

Norfolk County Zoning By-Law	Comments
Site is currently zoned "Open Space" and a	The Open Space zone permits a residential
single detached dwelling is a permitted	dwelling and it is reasonable to anticipate
use. A campground, fairground, golf	the zone provisions can be met if a new
course, park or place of sports and	single detached dwelling were to be
recreation are also permitted.	proposed. However, this zone also permits
W	other uses that would not be as compatible
The minimum lot size is 0.139 ha	as a residential use or require a much larger
(1,390 square metres)	land base.
Hamlet residential zone (RH)	This zone permits a single detached
8 8	dwelling and associated residential type
	uses.

# Planning Justification Report - Norfolk County

September 2024

Hamlet Residential Zone Provisions	With a 0.45 ha lot size and over 114 m lot
<ul> <li>Lot area 0.4 ha</li> </ul>	frontage, it is reasonable to assume that
<ul> <li>Lot frontage 30 m</li> </ul>	the other zone provisions can be met.
<ul> <li>Front yard setback 6 m</li> </ul>	
<ul> <li>Rear yard setback 9 m</li> </ul>	

Although a single detached dwelling is permitted in the Open Space zone, it is preferable for many reasons to zone the subject lands for their intended purpose – residential. The Hamlet Residential zone implements the Official Plan's Hamlet designation and provides for appropriate land uses and zone provisions. Orderly development is enabled.

### 3 Review Summary

The proposed zoning amendment is supported by the Provincial interests outlined in the Planning Act, consistent with Provincial Policy, does not offend the policies of the Norfolk Official Plan and changes the zoning on the subject lands to a more suitable land use compatible with its size and abutting land uses. The Hamlet Residential zone provisions set out in the Norfolk County Zoning By-law 1-Z-2014 should be able to be met.

With the above in mind, this application should be supported. Permitting this zoning amendment is in the public interest and is good planning.

Respectfully submitted,

Mary Elder MCIP RPP

# Ontario ServiceOntario

#### PARCEL REGISTER (ABBREVIATED) FOR PROPERTY IDENTIFIER

REGISTRY OFFICE #37

50198-0321 (LT) \* CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT \* SUBJECT TO RESERVATIONS IN CROWN GRANT \*

PAGE 1 OF 1 PREPARED FOR Karen001 ON 2024/10/09 AT 13:11:50

PROPERTY DESCRIPTION:

LT CONVERSION QUALIFIED

BLK B PL 1088; NORFOLK COUNTY

PROPERTY REMARKS:

ESTATE/OUALIFIER:

FEE SIMPLE

RECENTLY:

FIRST CONVERSION FROM BOOK

PIN CREATION DATE:

2007/07/23

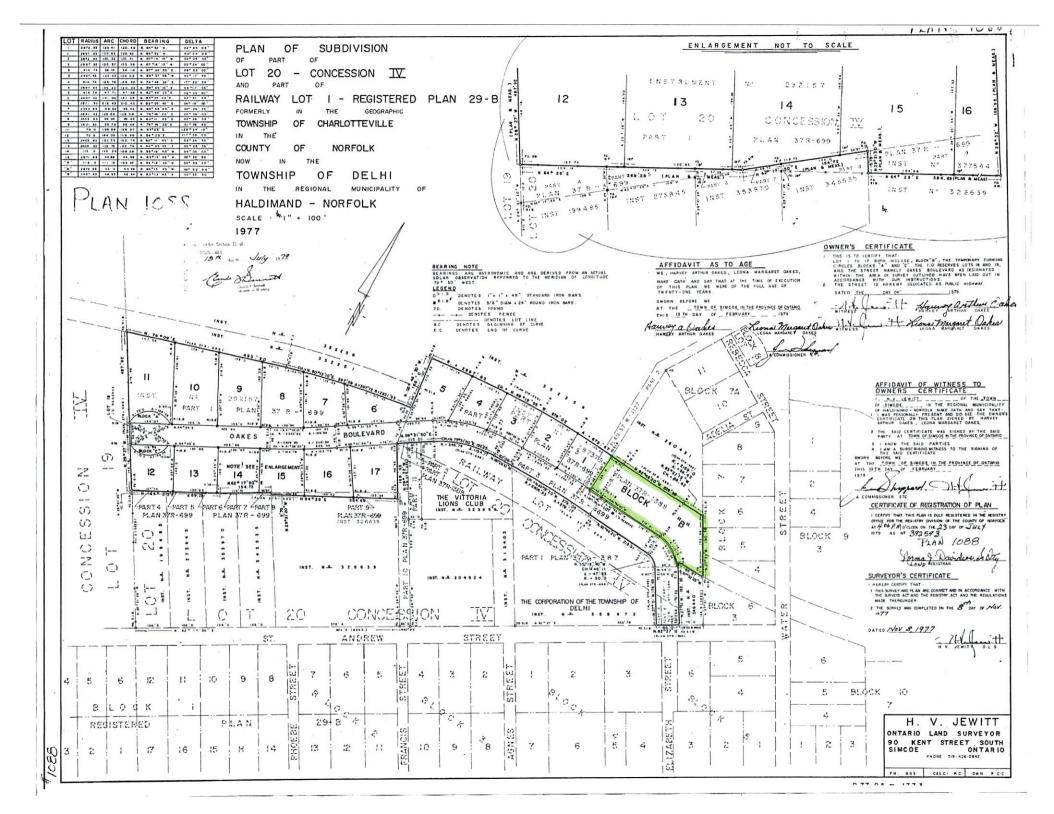
OWNERS' NAMES

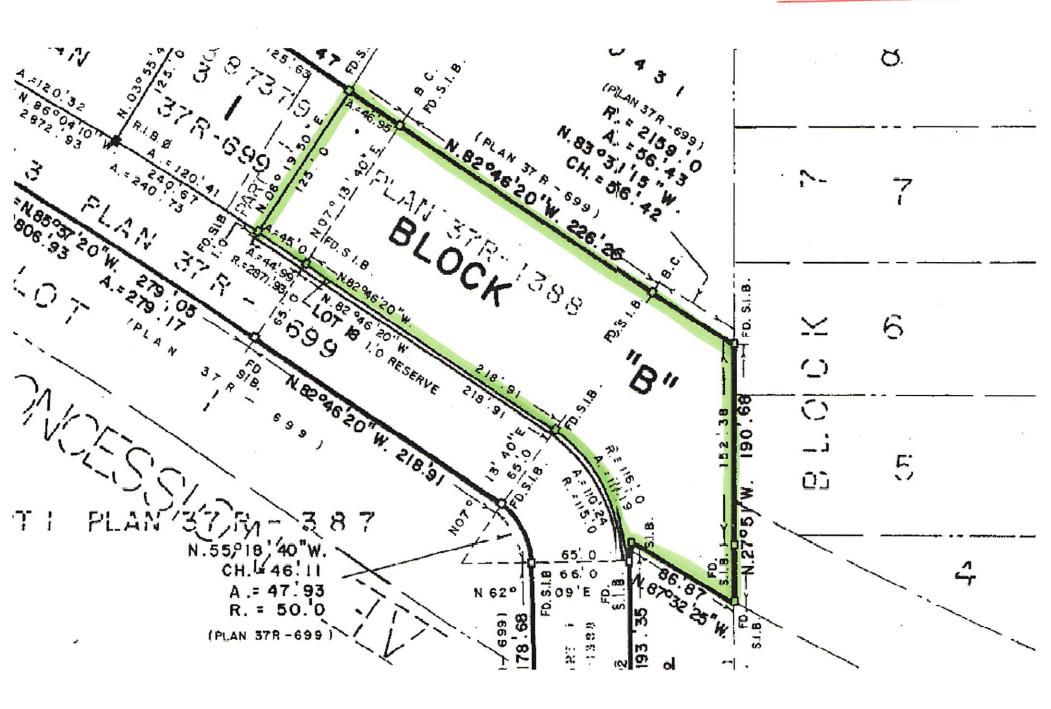
THE CORPORATION OF NORFOLK COUNTY

CAPACITY SHARE

CERT/ CHKD REG. NUM. DATE INSTRUMENT TYPE AMOUNT PARTIES FROM PARTIES TO \*\* PRINTOUT INCLUDES ALL DOCUMENT TYPES AND DELETED INSTRUMENTS SINCE 2007/07/20 \*\* \*\*SUBJECT, ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO SUBSECTION 4 (1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES \* .. AND ESCHEATS OR FORFEITURE TO THE CROWN. THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY CONVENTION. ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES. \*\*DATE OF CONVERSION TO LAND TITLES: 2007/07/23 \*\* NR387378 1978/11/24 AGREEMENT REMARKS: SKETCH ATTACHED. NR408230 1981/12/30 TRANSFER \$2 THE CORPORATION OF THE TOWNSHIP OF DELHI NR421723 1984/04/19 AGR SUBDIVISION HALDIMAND-NORFOLK TOWNSHIP OF DELHI NK175067 2024/09/19 APL CH NAME OWNER THE CORPORATION OF THE TOWNSHIP OF DELHI THE CORPORATION OF NORFOLK COUNTY

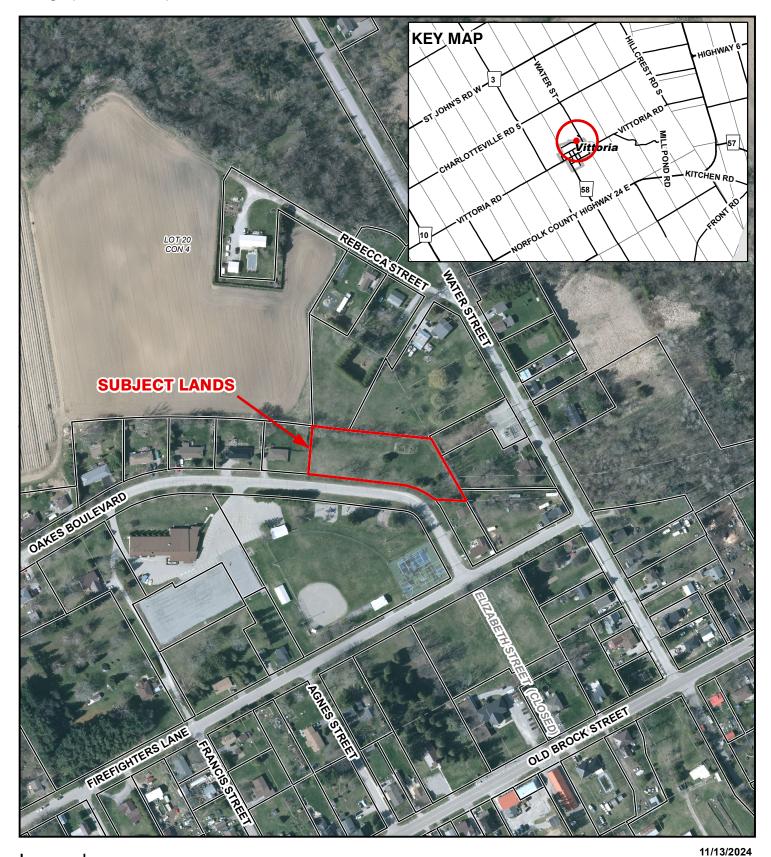
NOTE: ADJOINING PROPERTIES SHOULD BE INVESTIGATED TO ASCERTAIN DESCRIPTIVE INCONSISTENCIES, IF ANY, WITH DESCRIPTION REPRESENTED FOR THIS PROPERTY. NOTE: ENSURE THAT YOUR PRINTOUT STATES THE TOTAL NUMBER OF PAGES AND THAT YOU HAVE PICKED THEM ALL UP.





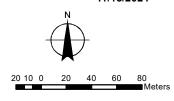
### **CONTEXT MAP**

Geographic Township of CHARLOTTEVILLE



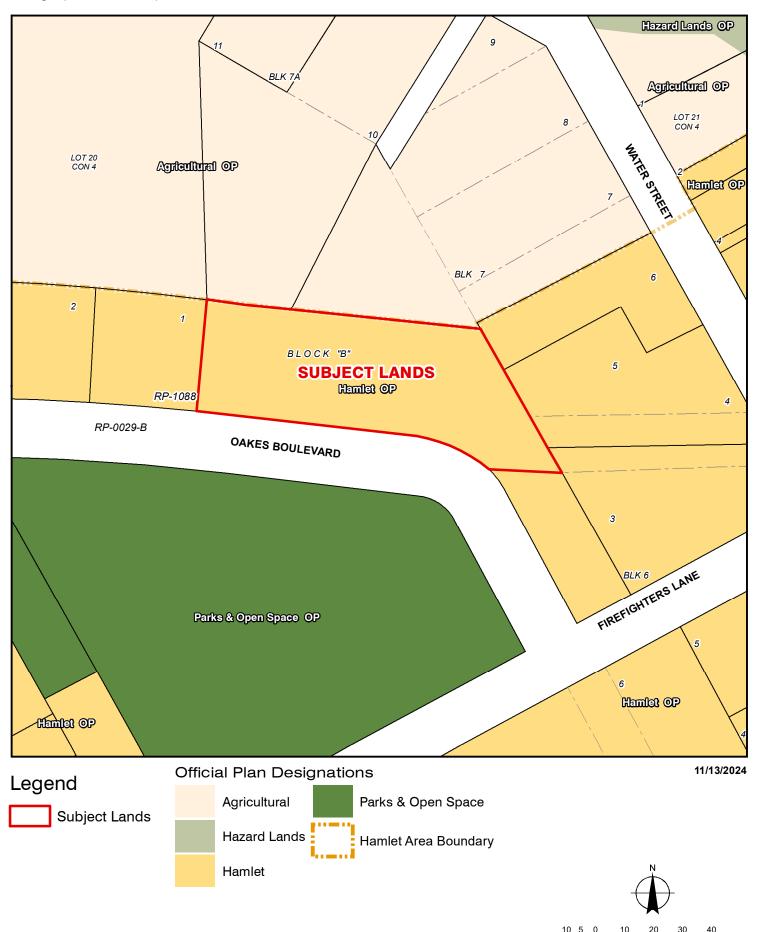
# Legend





### OFFICIAL PLAN MAP

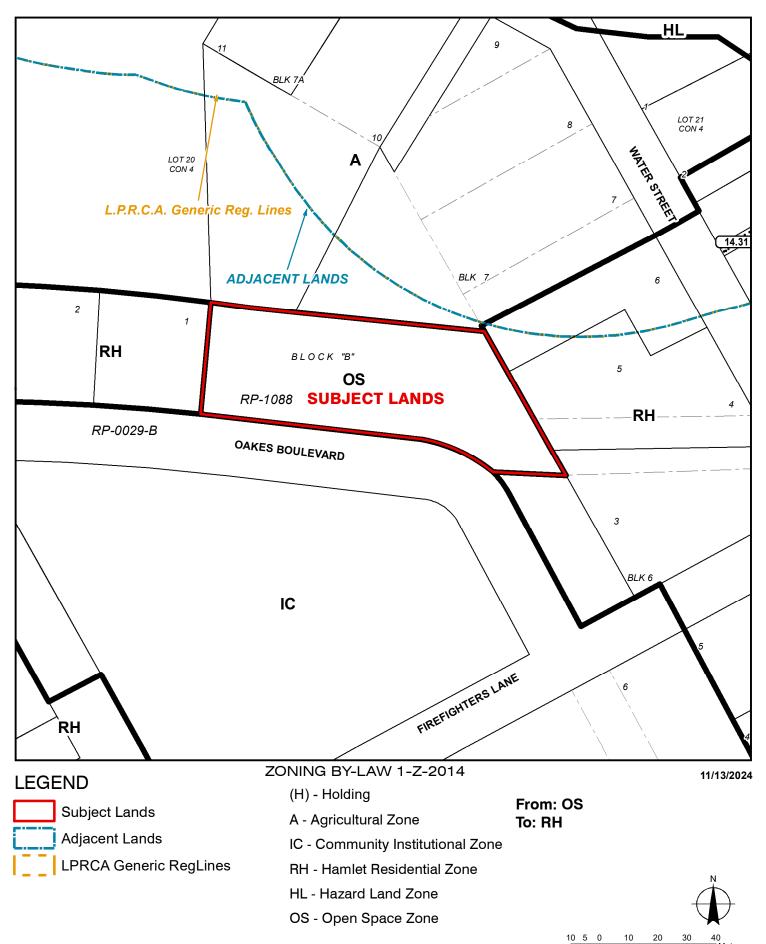
Geographic Township of CHARLOTTEVILLE



### MAP C

## PROPOSED ZONING BY-LAW AMENDMENT MAP

Geographic Township of CHARLOTTEVILLE



**MAP D** ZNPL2024382

## **CONCEPTUAL PLAN**

Geographic Township of CHARLOTTEVILLE

