

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.

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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.

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Contact Us

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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
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- ☐ 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)

TO ALLOW GYMNASTICS USE WE ARE ADDING A SPECIFIC
USE. NO CHANGE TO ZONING JUST AMENDING
IT TO A COMPLIANT USE

Property Assessment Roll Number:

331040101540420

A. Applicant Information

Name of Owner

ANNER BUSINESS MEDIA INC

Address

105 DONLY DRIVE SOUTH

Town and Postal Code

SIMCOE ONT ~~N3Y4A5~~ N3Y4K2

Phone Number

647-531-7269

Cell Number

Email

ARETTEROWSKI@ANNERBUSINESSMEDIA.COM

Name of Applicant

Address

Town and Postal Code

Phone Number

Cell Number

Email

SAME AS ABOVE

Name of Agent

Address

Town and Postal Code

Phone Number

Cell Number

Email

FRANCISCO
103 QUEENSWAY EAST
SIMCOE ONT N3Y4M5
519-909-9116

FRANCISCO@ROYALLEPAGE.CA

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

☒ Owner

☒ Agent

☒ Applicant

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

B. Location, Legal Description and Property Information

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

PART LOT 3 CONCESSION 5 WOODHOUSE, PART 1 PLAN 37R-199, SAME AND EXCEPT PART 1 PLAN 37R-11493 NORFOLK COUNTY

Municipal Civic Address: 105 DONLY DRIVE SOUTH SIMCOE ONT N4Y 4K2

Present Official Plan Designation(s):

Present Zoning: M6

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:

VARIANT- EXISTING WAREHOUSE FORMERLY USE AS PAINT SHOP

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:

AS PER ATTACHED DRAWINGS EXISTING FOOTPRINTS

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, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

AS PER ATTACHED DRAWINGS.

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:

20+

9. Existing use of abutting properties:

OFFICE / ROAD / STORAGE UNITS.

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:

- TO ALLOW GYMNASTICS USE.

- ADD TO EXISTING USES.

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

BECAUSE PROPOSED USE IS NOT PERMITTED IN 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	<u>60+</u>	_____
Number of off street loading facilities	_____	_____

12. Residential (if applicable)

Number of buildings existing: 1

Number of buildings proposed: 1

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: 1

Number of buildings proposed: 1

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):

11,826 SQ FT Warehouse / Storage.

Seating Capacity (for assembly halls or similar): N/A

Total number of fixed seats: _____

Describe the type of business(es) proposed: 1

Total number of staff proposed initially: 6

Total number of staff proposed in five years: 6

Maximum number of staff on the largest shift: 6

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: N/A.

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)

RECREATIONAL - SIMCOE GUIDES GYMNASTICS.

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):

FORMALLY USED AS A PRINT SHOP FOR ANNEX PUBLISHING

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:

NEIGHBOURS AND OWNER

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:

YES.

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

If no, please explain:

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

If no, please explain:

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

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

Livestock facility or stockyard (submit MDS Calculation with application)

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

Wooded area

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

Municipal Landfill

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

Sewage treatment plant or waste stabilization plant

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

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

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

Floodplain

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

Rehabilitated mine site

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

Non-operating mine site within one kilometre

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

Active mine site within one kilometre

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

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

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

Active railway line

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

Seasonal wetness of lands

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

Erosion

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

Abandoned gas wells

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

F. Servicing and Access

1. Indicate what services are available or proposed:

~~Water Supply~~

- ☒ Municipal piped water
☐ Individual wells

- ☐ Communal wells
☐ Other (describe below)
-

~~Sewage Treatment~~

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

~~Storm Drainage~~

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

2. Existing or proposed access to subject lands:

- ☒ Municipal road
☐ Unopened road
- ☐ Provincial highway
☐ 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.

CONVERTING EXISTING INDUSTRIAL SPACE TO
NEW PREFERRED USES.

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.

[Signature]
Owner/Applicant Signature

April 16, 2025
Date

M. Owner's Authorization

If the applicant/agent is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We ANNEX BUSINESS MEDIA INC am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize BILL CULVER | NUNO FRANCISCO 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.

[Signature]
Owner

April 16, 2025
Date

Owner

Date

N. Declaration

I, NUNO FRANCISCO of SIMCOE

solemnly declare that:

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

Declared before me at:

SIMCOE


Owner/Applicant Signature

In Norfolk County

This 6 day of June

A.D., 2025

Olivia Davies

A Commissioner, etc.

Olivia Catherine Davies, a
Commissioner, etc., Province of Ontario,
for the Corporation of Norfolk County.
Expires May 23, 2027.



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Pre-consultation Meeting	_____	Conservation Authority Fee	_____
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Complete Application	_____	Planner	_____

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IT TO A COMPLIANT USE.

Property Assessment Roll Number: 331040101540420

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Name of Owner

ANNEX BUSINESS MEDIA INC.

Address

105 Donby Drive South

Town and Postal Code

Simcoe, ON, N3Y 4N5

Phone Number

Cell Number

647-531-7268

Email

ARETTEROWSKI@ANNEXBUSINESSMEDIA.COM

Name of Applicant

Address

SAME AS ABOVE

Town and Postal Code

Phone Number

Cell Number

Email

Name of Agent

Address

NINO FRANCISCO
63 QUEENSWAY EAST

Town and Postal Code

SIMCOE ONT N3Y 4N5

Phone Number

519-909-9116

Cell Number

Email

nfrancisco@royalepage.ca

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☒ Owner

☒ Agent

☒ Applicant

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

B. Location, Legal Description and Property Information

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

PART LOT 3 CONCESSION 5 WOODHOUSE, PART 1 PLAN 37R-199, SAVE AN
EXCEPT PART 1 PLAN 37R-11493 NORFOLK COUNTY

Municipal Civic Address: 105 DONLY DRIVE SOUTH SIMCOE ONT N3Y4

Present Official Plan Designation(s): _____

Present Zoning: MG

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-EXISTING WAREHOUSE FORMALLY USE
AS PRINT SHOP.

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

AS PER ATTACHED DRAWINGS.

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:

20+

9. Existing use of abutting properties:

OFFICE / ROAD / STORAGE UNITS

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:

- TO ALLOW GYMNASTICS USE, _____
- ADD TO EXISTING USES: _____

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

BECAUSE GYMNASTICS USE IS NOT ALLOWED

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):

_____ N/A _____

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	60+	_____
Number of off street loading facilities	_____	_____

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):

FORMERLY USE AS A PRINT SHOP FOR ANNEX PUBLISHING

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:

NEIGHBOURS AND OWNER.

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:

YES.

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

If no, please explain:

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

If no, please explain:

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

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

Livestock facility or stockyard (submit MDS Calculation with application)

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

Wooded area

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

Municipal Landfill

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

Sewage treatment plant or waste stabilization plant

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

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

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

Floodplain

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

Rehabilitated mine site

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

Non-operating mine site within one kilometre

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

Active mine site within one kilometre

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

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

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

Active railway line

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

Seasonal wetness of lands

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

Erosion

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

Abandoned gas wells

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

F. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

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

Sewage Treatment

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

Storm Drainage

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

2. Existing or proposed access to subject lands:

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

Name of road/street: _____

G. Other Information

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

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

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

CONVERTING EXISTING INDUSTRIAL SPACE TO
NEW PROPOSED USES.

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.

[Signature]
Owner/Applicant Signature

[Signature] April 16, 2025
Date

M. Owner's Authorization

If the applicant/agent is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We ANNEX BUSINESS MEDIA INC am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize BILL CULVER | NUNO FRANCISCO 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.

[Signature]
Owner

[Signature] April 16, 2025
Date

Owner

Date

N. Declaration

I, NINO FRANCISCO of SIMCOE

solemnly declare that:

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

Declared before me at:

Simcoe


Owner/Applicant Signature

In Norfolk County

This 6 day of June

A.D., 2025

Olivia Davies

A Commissioner, etc.

Olivia Catherine Davies, a
Commissioner, etc., Province of Ontario,
for the Corporation of Norfolk County.
Expires May 23, 2027.



Norfolk County Pre-Consultation Checklist

Please select the type of application required:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Official Plan Amendment | <input type="checkbox"/> Draft Plan of Condominium |
| <input checked="" type="checkbox"/> Zoning By-law Amendment | <input checked="" type="checkbox"/> Site Plan |
| <input type="checkbox"/> Draft Plan of Subdivision | |

Please read all the information in this document on the requirements for future development planning applications. As a result of the information shared at the pre-consultation meeting dated May 14, 2025, the following applications and qualified professional documents/reports are required as part of a complete application. Please include all listed items with the application to ensure a complete application. 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, more information is made public, additional applications, studies, reports, etc., may be required. **The information in this document is applicable for a maximum of one (1) year from the meeting date.**

Before you submit your application, please contact the assigned Planner to confirm submission requirements and the applicable fee. Fees will not be accepted until the submission has been reviewed and confirmed by the Planning Department.

1. Property Information and Proposal Summary

Registered owner: Annex Business Media Inc.

Applicant/agent (if different than owner): Nuno Francisco

Property address: 105 Donly Drive South, Simcoe

Legal description: WDH CON 5 PT LOT 3 RP 37R199 PT PART 1

Current Official Plan designation and Zoning: Protected Industrial Official Plan
Designation, General Industrial Zone

Proposal: The applicant proposes to permit a gymnastics club to use the space on the subject lands.

2. Assigned File Planner

Name and Title: Josh Mueller, Planner

Phone Number: 519-426-5870 ext. 5039

E-mail: Joshua.mueller@norfolkcounty.ca

3. Required Studies and Plans for Complete Application

Submission Materials	Required?	Notes:
Planning Requirements		
Completed Application Form	<input checked="" type="checkbox"/>	
Concept Plan	<input checked="" type="checkbox"/>	
Draft Plan of Subdivision	<input type="checkbox"/>	
Building Elevations	<input type="checkbox"/>	
Building Floor Plans and Roof Plans	<input type="checkbox"/>	
Landscaping Plan	<input type="checkbox"/>	
Minimum Distance Separation Schedule	<input type="checkbox"/>	
Photometrics (Lighting) Plan	<input type="checkbox"/>	
Site Plan and Site Plan Details	<input checked="" type="checkbox"/>	
Survey/Legal Plan	<input checked="" type="checkbox"/>	
Topographical Survey	<input type="checkbox"/>	
Agricultural Impact Assessment	<input type="checkbox"/>	
Air Treatment Control Study	<input type="checkbox"/>	
Archeological Assessment	<input type="checkbox"/>	
Marine Archeological Assessment	<input type="checkbox"/>	
Draft Official Plan Amendment	<input type="checkbox"/>	

Submission Materials	Required?	Notes:
Draft Zoning By-law Amendment	<input type="checkbox"/>	
Dust, Noise and Vibration Study	<input type="checkbox"/>	Note for Applicants: This report shall be peer reviewed at the owner's expense.
Environmental Impact Study	<input type="checkbox"/>	Note for Applicants: This report shall be peer reviewed at the owner's expense.
Environmental Site Assessment and Record of Site Condition	<input type="checkbox"/>	RSC not required for first submission for a draft plan of subdivision but will be required as a condition of approval
Farm Business Registration		
Heritage Impact Assessment	<input type="checkbox"/>	
Land Use Compatibility Study	<input type="checkbox"/>	Note for Applicants: This report shall be peer reviewed at the owner's expense.
Market Impact Analysis	<input type="checkbox"/>	Note for Applicants: This report shall be peer reviewed at the owner's expense.
On-Site Sewage Evaluation	<input type="checkbox"/>	
Parking Plan	<input type="checkbox"/>	
Planning Justification Report	<input checked="" type="checkbox"/>	Not Required for site plan applications or standard draft plan of condominium Not Needed
Planning Justification Brief/Letter		For minor applications.
Restricted Land Use Screening Form	<input type="checkbox"/>	
Shadow Study	<input type="checkbox"/>	
Urban Design Brief	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	
Engineering Requirements		
Area Rough Grading Plan	<input type="checkbox"/>	
General Plan of Services	<input checked="" type="checkbox"/>	
Lighting Plan	<input type="checkbox"/>	
Lot Grading Plan	<input type="checkbox"/>	
Plan and Profile Drawings	<input type="checkbox"/>	
Pavement Marking and Signage Plan	<input type="checkbox"/>	
Siltation and Erosion Control Plan	<input type="checkbox"/>	

Submission Materials	Required?	Notes:
Utility Plan	<input type="checkbox"/>	
Capital and Operating Financial Impact Assessment		
Functional Servicing Report/ Stormwater Management Report	<input checked="" type="checkbox"/>	Required for draft plan of subdivision Remove
Geotechnical Study	<input type="checkbox"/>	Used for water table verification, storm design, LID design, water balance.
Hydrogeological Study	<input type="checkbox"/>	Used for water table verification, storm design, LID design, water balance.
Water Modelling (County Consultant)	<input type="checkbox"/>	Required for draft plan of subdivision. This report shall be peer reviewed at the owner's expense.
Sanitary Drainage Plan	<input type="checkbox"/>	Plan to include minor system design (storm sewer), storm water controls (storm water management), and proposed major system design (overland flow routes).
Sanitary Design Sheet	<input type="checkbox"/>	
Sanitary Modelling (County Consultant)	<input type="checkbox"/>	Required for draft plan of subdivision. This report shall be peer reviewed at the owner's expense
Storm Water Management Report (including calculations)	<input type="checkbox"/>	Required for draft plan of subdivision. This report shall be peer reviewed at the owner's expense
Storm Water Drainage Plan	<input type="checkbox"/>	
Anticipated Flow/Analysis to Receiving Collection System	<input type="checkbox"/>	Required for draft plan of subdivision.
Traffic Impact Brief	<input checked="" type="checkbox"/>	Proximity to Jesus Christ Church as well as high student traffic during school hours
Truck Turning Plan	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	

4. Detailed Comments Pertinent to the Application:

i. Norfolk County Planning and Agreement

Contact Name(s) and Title(s): Josh Mueller, Planner

Email: Joshua.mueller@norfolkcounty.ca

Comments:

Zoning Bylaw Amendment

Agreement Services

Annette Helmig, Agreement and Development Coordinator
Email: Annette.helmig@norfolkcounty.ca
Comments:

Wonderful to hear about your proposal.

If performance securities for the infrastructure works is an obligation of your approval you will be required to enter into a development agreement with the County. The agreement will be registered on title at the owner's expense. The owner will also be required to secure commercial general liability insurance coverage. The coverage must be kept in force during the duration of construction until after a successful site inspection and release of the performance securities. I can provide an information sheet that will assist you with a complete submission if an agreement is required.

All the best with your development.

ii. Norfolk County Building

Contact Name(s) and Title(s): Scott Northcott, Building Inspector III
Email: scott.northcott@norfolkcounty.ca Phone: 519-426-5870 ext. 1848
Comments:

The new use of the building would be considered a change of major occupancy as defined by the Ontario Building Code (OBC). You will need to submit a change of use/building permit application prior to the new occupancy being established. Compensating construction may be required. You will need to retain the services of a qualified individual with BCIN Large Building/Building Services, an Architect and/or a Professional Engineer to complete the design documentation for this application.

The Designer will need to provide a Part 11 Building Code matrix for the existing main floor renovation. This matrix will identify the project as a basic or extensive renovation, determine the classification of the building in terms of the construction and hazard index, outline the proposed construction and list any compensating construction.

The Designer will need to provide a Part 3 Building Code matrix for any alterations or additions. This matrix represents selected elements from your detailed code analysis and presents a quick overview to the municipal building official of the key OBC factors concerning your design. The matrix will identify OBC review items such as occupant loads, fire separations, project description, building size, building classification, fire alarms, type of construction, barrier free requirements, plumbing fixture requirements and spatial separations.

Signs proposed due to development will require a permit as part of Norfolk's Sign Bylaw and may need a Building Permit according to the OBC.

No Ontario Building Code review has been completed at this time and will be done at permit application stage.

iii. Norfolk County Zoning

Contact Name(s) and Title(s): Troy Scriven, Zoning Administrator

Email: troy.scriven@norfolkcounty.ca

Phone: 519-426-5870 ext. 1000

Comments:

- The proposed use is not permitted with the MG zone
- The zoning by-law does not require additional parking for a change of use within the industrial zone (ZBL 4.10.1) if no extensions to the building are proposed.

iv. Norfolk County Engineering and Infrastructure Services

Contact Name and Title: Robert Bardaloo, Junior Development Engineer Technologist

Email: robert.bardaloo@norfolkcounty.ca

Comments:

Please see Engineering Comments above:

- General plan of services
- Functional Servicing Report
- Traffic impact Brief

v. Norfolk County Realty Services

Contact Name and Title: Alisha O'Brien, Corporate Services Generalist

Email: realty.services@norfolkcounty.ca

Comments:

Realty Services has no comments at this time.

vi. Norfolk County Economic Development

Contact Name and Title: John Regan, Director, Economic Development

Email: john.regan@norfolkcounty.ca

Comments:

Economic Development is always supportive of these types of businesses and expansions. I'd like to encourage you to visit norfolkbusiness.ca or simply Google Norfolk County incentives that will take you to our CIP or Community

Improvement Plan, we have about eight different items in there - some of them may may apply to you, especially around the permits and grants to offset some fees.

If you're planning a grand opening, I'd encourage you reach out to Economic Development because there are services could provide to you.

vii. Norfolk County Fire Services

Contact Name and Title: Katie BALLANTYNE, Community Safety Officer

Email: katie.ballantyne@norfolkcounty.ca

Comments:

NCFD has the following comments for this proposal:

- Due to the use of the building changing from an F2 (medium- hazard) to an A (assembly) a fire safety plan will be required to be developed and submitted to NCFD for review and approval
- This building may be subject to Part 9 Retrofit (Section 9.2) of the Ontario Building Code due to the change of use

viii. Haldimand Norfolk Health Unit

Contact Name and Title: Alex Dobias, Health Promoter

Email: adobias@geph.ca

Comments:

The health unit has reviewed the below pre-consultation applications and have no comments for either at this time.

- Proposed gymnastics club at 105 Donly Drive South, Simcoe
- Proposed modular office at Evergreen Heights Chistian Fellowship and Daycare (140 Oak Street, Simcoe).

Thank-you

ix. Ministry of Transportation

Contact Name and Title: Michael Kilgore, Corridor Management Planner

Email: michael.kilgore@ontario.ca

Comments:

Thank you for providing the MTO with the opportunity to review and provide comments.

The proposed work within Norfolk County is not located adjacent to a provincial highway or within MTO's Permit Control Area, and as such, does not require MTO review, approval or permits.

As a result of this, please be advised that I will not be in attendance for the pre-

con meeting being held on Wednesday May 14th. If you have any question or concerns, please feel free to contact me.

5. Notes and Clauses:

1. The purpose of this document is to identify the information required to commence processing a complete application as set out in the Planning Act, R.S.O. 1990, CHAPTER P.13, as amended and the County's Official Plan.
2. Pre-consultation does not imply or suggest any decision whatsoever on behalf of staff or the County to either support or refuse the application.
3. The application should be aware that the information provided is accurate as of the date of the pre-consultation meeting. Should an application not be submitted within a year, and should other policies, by-laws or procedures be approved by the Province, County, or other agencies prior to the submission of a formal application, the applicant will be subject to any new policies, by-laws or procedures that are in effect at the time of the submission of a formal application. **If an application is not submitted within one (1) year, another pre-consultation meeting shall be required, unless an exception is granted in writing by the Director of Planning**
4. It is hereby understood that during the review of the application additional studies or information may be required as a result of issues arising during the processing of the application or the review of the submitted studies.
5. If the County does not have sufficient expertise to review and determine that a study is acceptable, the County may require a peer review. The terms of reference for a peer review is determined by the County and paid for by the applicant.
6. Please note if performance securities are required by the County to secure any internal and external development works, a recommended condition for your planning application approval will be to enter into a development agreement with the County. The agreement will be registered on title to the subject lands, at the owner's expense. The additional requirements for an 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)

- Owner's commercial general liability insurance certificate
- Professional liability insurance certificate
- Postponement of interest
- Transfers and / or transfer easements along with registered reference plan

6. Signatures

Staff Signatures

County Planning Staff :

Date:

Planning Staff Signature:

Applicant/Owner Signature

Owner Name (print):

Applicant Name (Print):

Owner Signature:

Applicant Signature:

Date:

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>

Norfolk County Official Plan

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

Section 9.6.1 outlines requirements in relation to requests to amend the Official Plan. Section 9.6.2 outlines requirements in relation to requests to amend the Zoning By-law.

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

Norfolk County Zoning By-Law 1-Z-2014

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

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

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

Endangered and Threatened Species:

Endangered and threatened species and their habitat are protected under the provinces Endangered Species Act, 2007 (ESA), O. Reg. 242/08 and 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 the Environment, Conservation and Parks ("MECP") 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.

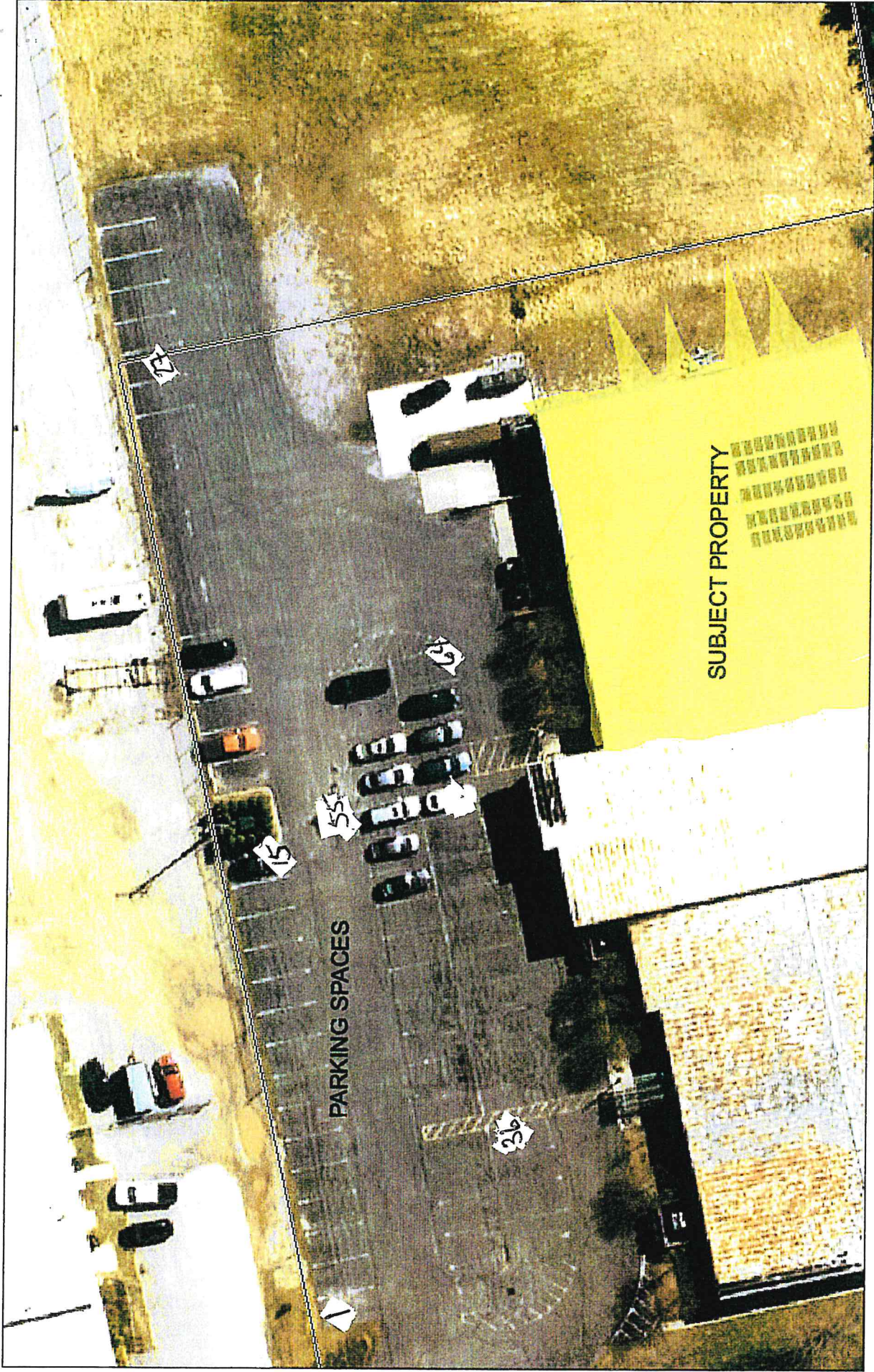
Summary of Fees, Forms, and other information pertaining to the planning process can found by visiting <https://www.norfolkcounty.ca/government/planning/>

Norfolk County Engineering Design Standards

All applicants must adhere to Norfolk County's Design Criteria when undertaking a development project. Please contact Engineering and Infrastructure Services directly for a copy of Norfolk County's Design Criteria.

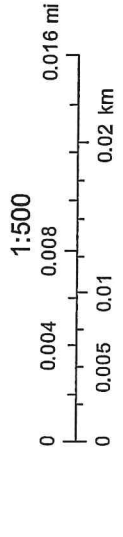


MAP NORFOLK - Community Web Map



2025-04-16, 1:53:11 p.m.

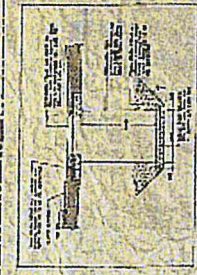
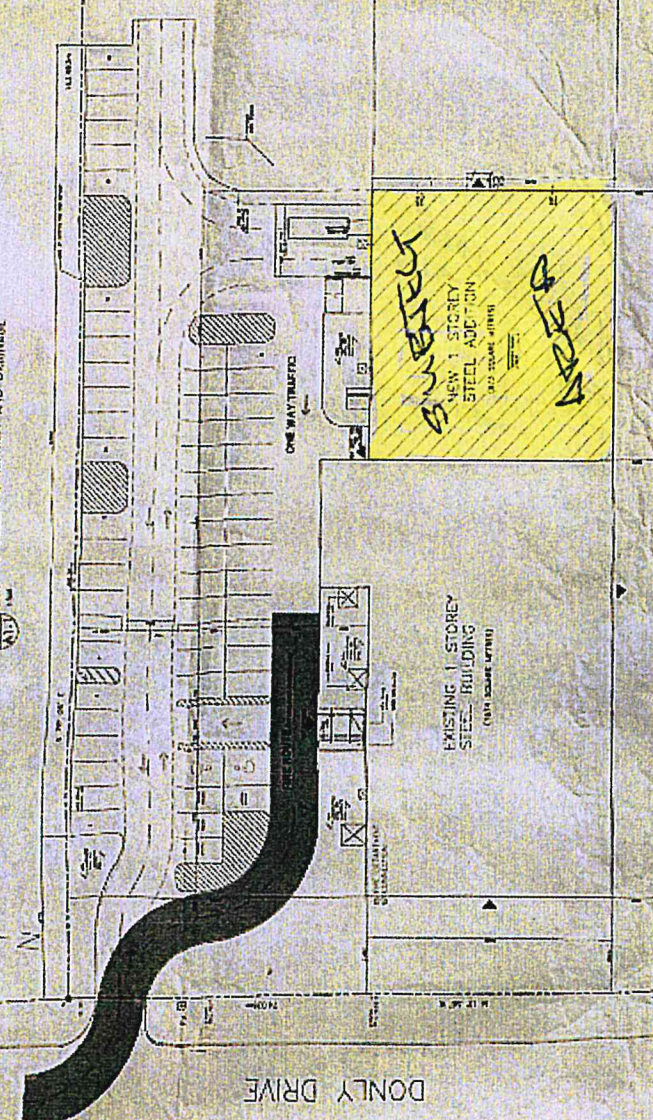
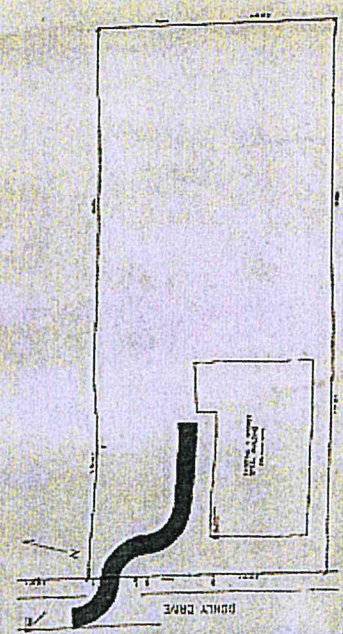
- ☐ Land Parcels
- ☐ Reg Plan Lot Numbers
- ☐ Civic Address
- ☐ Road Labels
- ☐ Plan Lines
- ☐ DraftPlan



PROJECT	NO. 1
DATE	10/1/78
BY	W. J. B. / J. B. B.
CHECKED BY	W. J. B.
APPROVED BY	W. J. B.

NO.	DESCRIPTION	QTY.	UNIT	PRICE	TOTAL
1	1.0000	1.00	1.00	1.00	1.00
2	2.0000	2.00	2.00	2.00	2.00
3	3.0000	3.00	3.00	3.00	3.00
4	4.0000	4.00	4.00	4.00	4.00
5	5.0000	5.00	5.00	5.00	5.00
6	6.0000	6.00	6.00	6.00	6.00
7	7.0000	7.00	7.00	7.00	7.00
8	8.0000	8.00	8.00	8.00	8.00
9	9.0000	9.00	9.00	9.00	9.00
10	10.0000	10.00	10.00	10.00	10.00

NO.	DESCRIPTION	QTY.	UNIT	PRICE	TOTAL
11	11.0000	11.00	11.00	11.00	11.00
12	12.0000	12.00	12.00	12.00	12.00
13	13.0000	13.00	13.00	13.00	13.00
14	14.0000	14.00	14.00	14.00	14.00
15	15.0000	15.00	15.00	15.00	15.00
16	16.0000	16.00	16.00	16.00	16.00
17	17.0000	17.00	17.00	17.00	17.00
18	18.0000	18.00	18.00	18.00	18.00
19	19.0000	19.00	19.00	19.00	19.00
20	20.0000	20.00	20.00	20.00	20.00

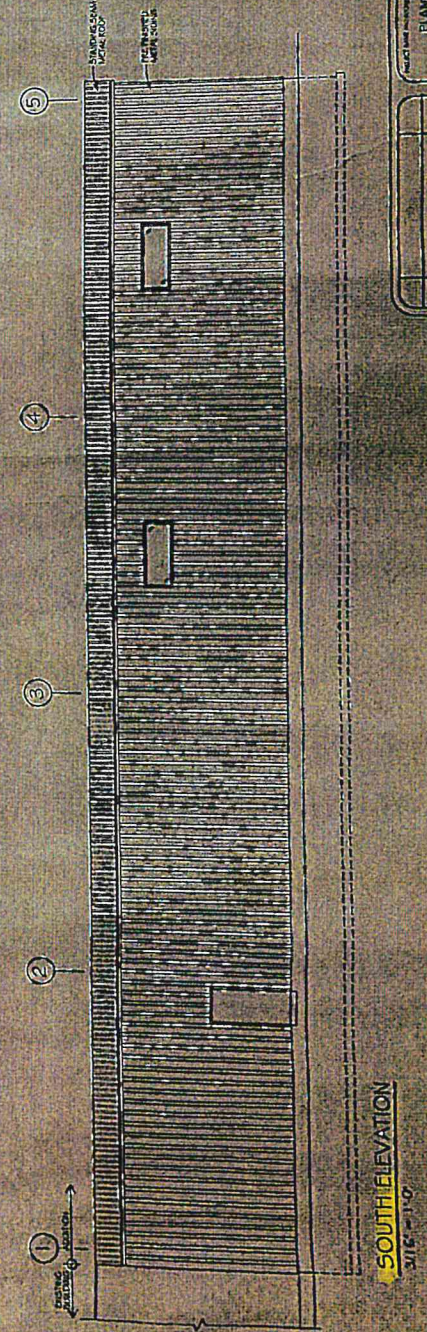
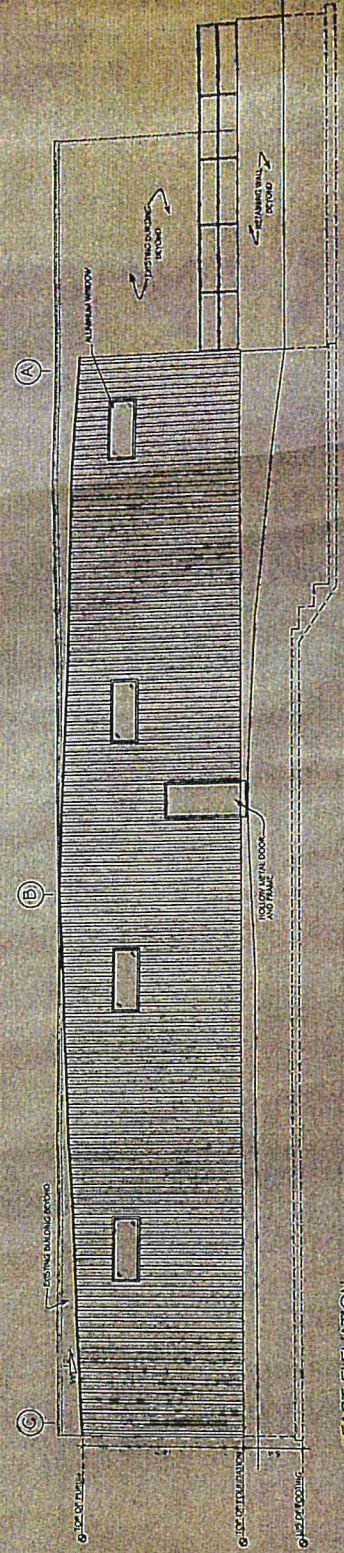
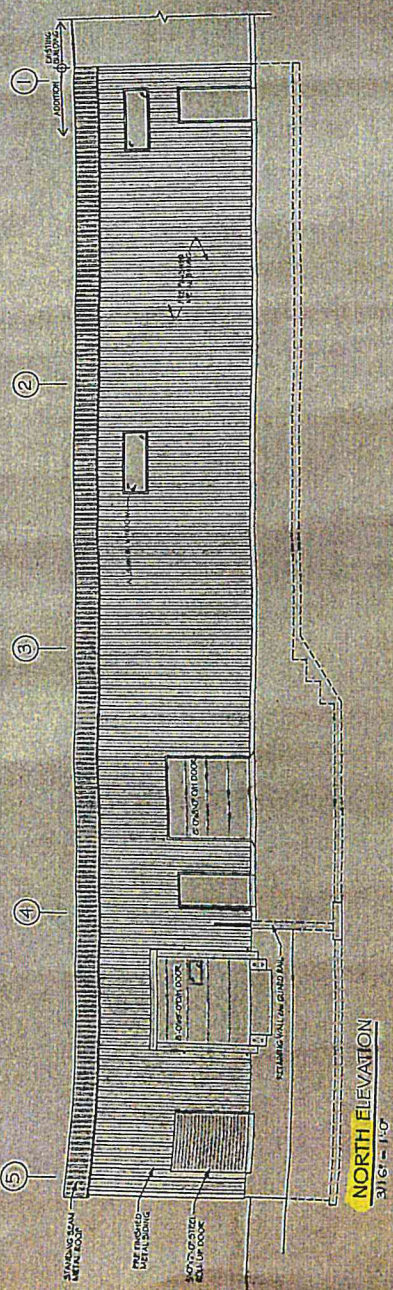


PROJECT	NO. 1
DATE	10/1/78
BY	W. J. B. / J. B. B.
CHECKED BY	W. J. B.
APPROVED BY	W. J. B.

PROJECT	NO. 1
DATE	10/1/78
BY	W. J. B. / J. B. B.
CHECKED BY	W. J. B.
APPROVED BY	W. J. B.

SITE PLAN

A1.1



PK Construction Inc.
 131 Tomlinson Road, Unit A
 Birmingham, AL 35219
 Tel: (205) 942-3801
 Fax: (205) 942-6334

PK

PLANT ADDITION
 ANNEX PUBLISHING
 131 TOMLINSON ROAD
 BIRMINGHAM, AL 35219

NO.	DESCRIPTION / REVISIONS	DATE	BY	CHKD BY
1	CONSTRUCTION / REVISIONS	11.1.15		
2	CONSTRUCTION / REVISIONS	11.1.15		

DATE: 11/1/15
 DRAWN BY: [Signature]
 CHECKED BY: [Signature]

A2

REVISIONS
 DECEMBER 20, 2004
 A2 NOTED

50236-0918 (1T)

LAND
REGISTRY
OFFICE #37

PROPERTY DESCRIPTION: PART LOT 3 CONCESSION 5 WOODHOUSE, PART 1 PLAN 37R-199, SAVE AND EXCEPT PART 1 PLAN 37R-11493; NORFOLK COUNTY
* CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT * SUBJECT TO RESERVATIONS IN CROWN GRANT *

PROPERTY REMARKS:

ESTATE/QUALIFIER:
FEE SIMPLE
LT CONVERSION QUALIFIED

OWNERS' NAMES
ANNEX BUSINESS MEDIA INC.

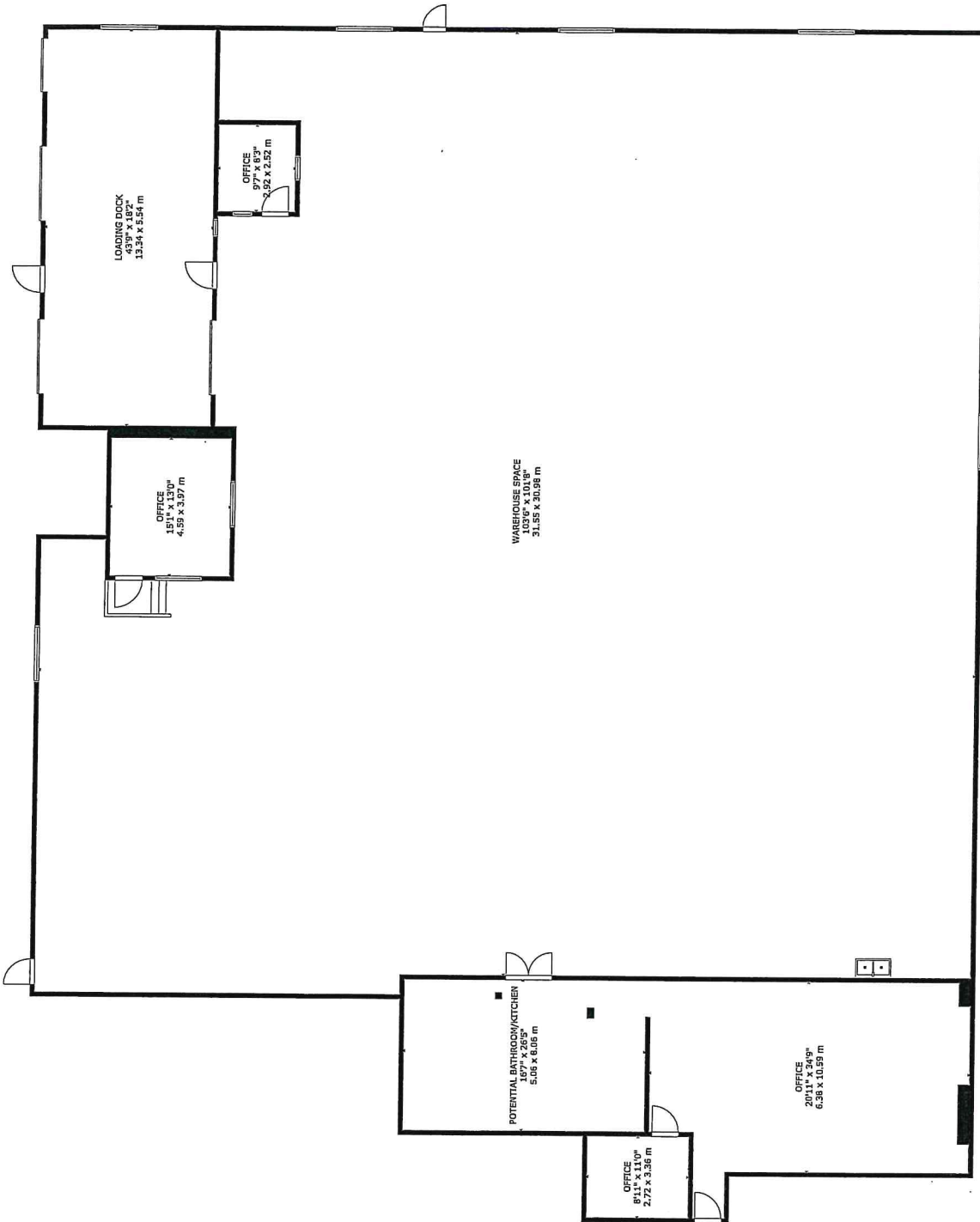
RECENTLY:
DIVISION FROM 50236-0450

CAPACITY SHARE
ROWN

PIN CREATION DATE:
2022/05/02

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/ CHKD
** PRINTOUT	INCLUDES ALL DOCUMENT TYPES AND DELETED INSTRUMENTS SINCE 2022/05/02 **					
**SUBJECT,	ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO:					
**	SUBSECTION 44(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: 2006/10/23 **					
37R199	1973/10/12	PLAN REFERENCE				C
NR512172	1995/09/01	CHARGE			THE BANK OF NOVA SCOTIA	C
NR528796	1997/11/21	TRANSFER	\$2		SOUTHWESTERN ONTARIO PUBLISHING & PRINTING LIMITED	C
NR528797	1997/11/21	CHARGE	\$15,000,000		THE BANK OF NOVA SCOTIA	C
NK143717	2021/07/27	APL CH NAME OWNER		SOUTHWESTERN ONTARIO PUBLISHING & PRINTING LIMITED	ANNEX BUSINESS MEDIA INC.	C

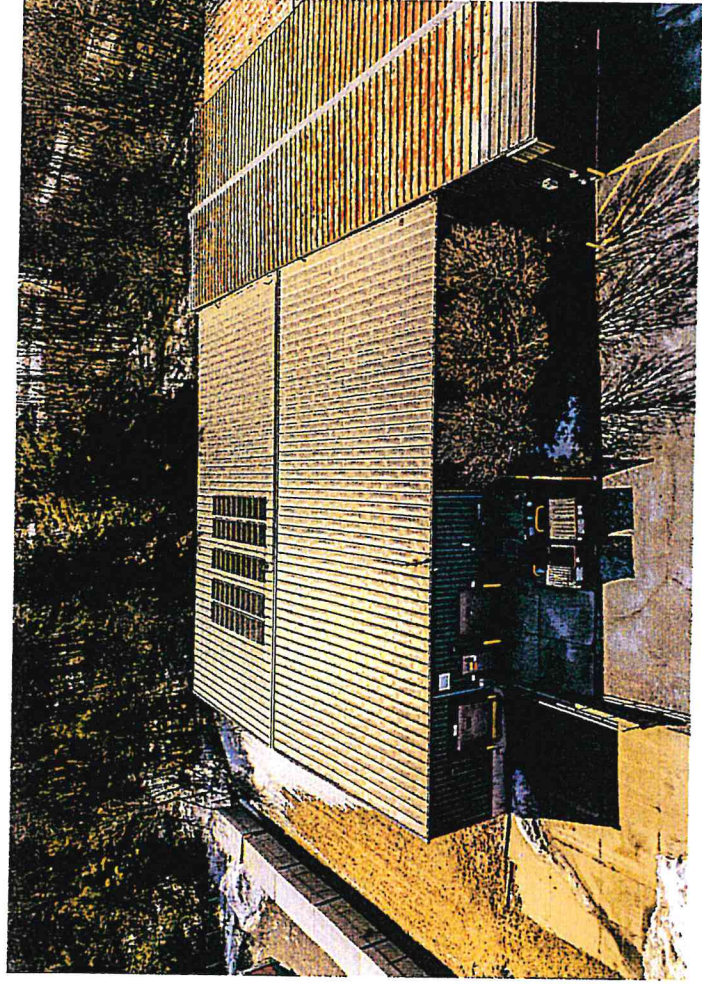
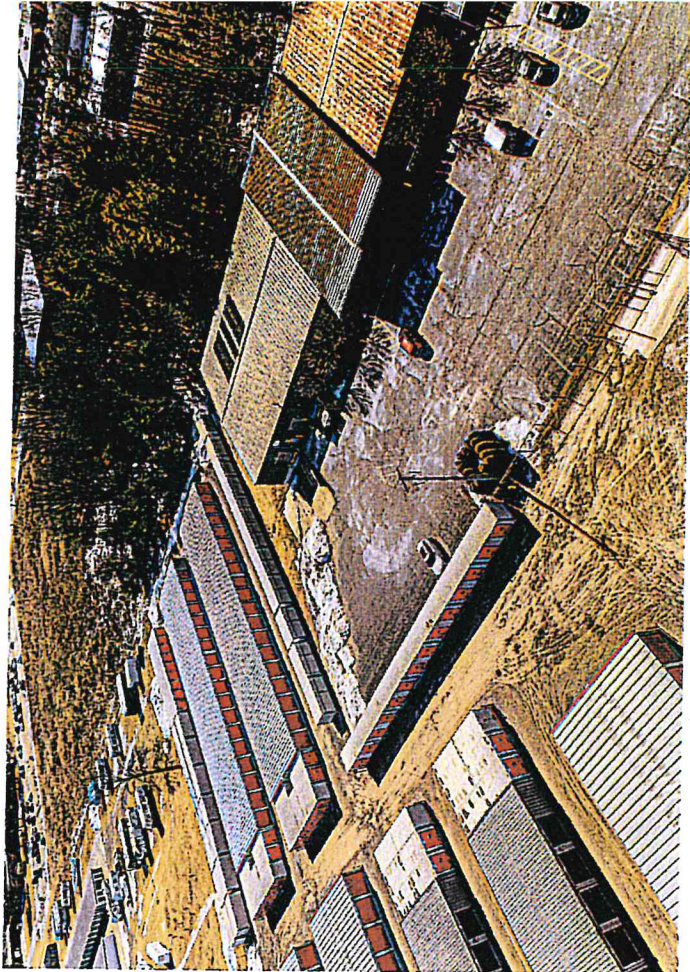
NOTE: ADJOINING PROPERTIES SHOULD BE INVESTIGATED TO ASCERTAIN DESCRIPTIVE INCONSISTENCIES, IF ANY, WITH DESCRIPTION REPRESENTED FOR THIS PROPERTY.
NOTE: ENSURE THAT YOUR PRINTOUT STATES THE TOTAL NUMBER OF PAGES AND THAT YOU HAVE PICKED THEM ALL UP.



GROSS INTERNAL AREA
 TOTAL: 1,099 m²/11,826 sq ft
 FIRST FLOOR: 1,099 m²/11,826 sq ft
 SIZE AND DIMENSIONS ARE APPROXIMATE, ACTUAL MAY VARY

FIRST FLOOR

PROPOSED GRANT ASSUM.





PROPERTY INDEX MAP
NORFOLK(No. 37)

LEGEND

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

THIS IS NOT A PLAN OF SURVEY

NOTES

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

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

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE
RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT
REFERENCE PLANS ARE NOT ILLUSTRATED

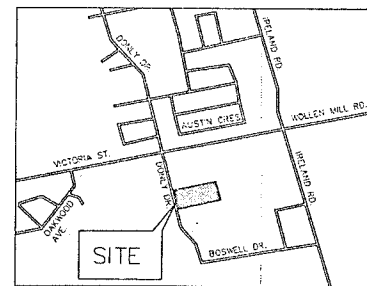


Revisions	Date	Particulars
1	DEC 13/04	FOR S.P.A.
2	DEC 20/04	REVISIONS FOR S.P.A.
3	JAN 10/05	REVISIONS FOR S.P.A.

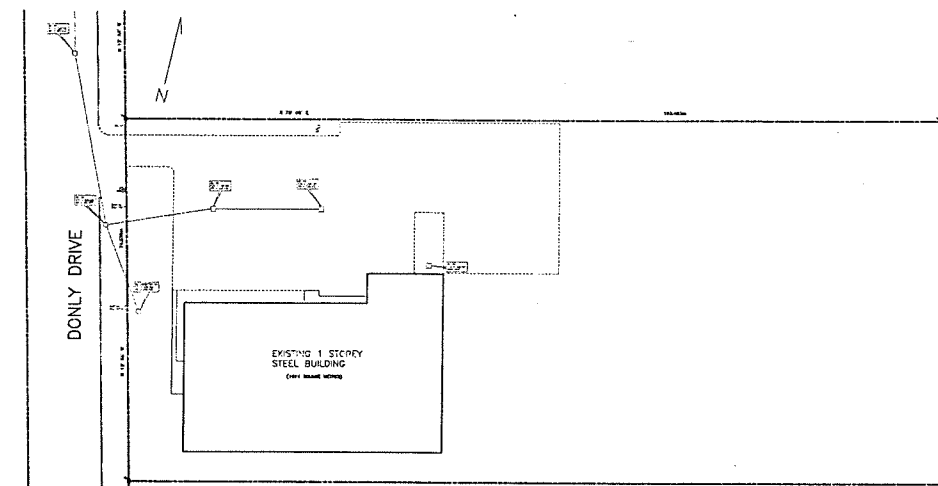


SITE STATISTICS AND ZONING REQUIREMENTS	
PROPERTY LOCATION:	Part of Lot 2, Concession 3, originally in the Township of North York, now in the City of Toronto, in the Regional Municipality of York, also known as Part 1 of Plan 278 100.
AREA:	OFFICE AREA = 1174 s.m. (31.75) PARKING AREA = 1478 s.m. (33.75) IMPACT PARKING AREA AND SIDEWALKS = 2742 s.m. (31.25) SIDEWALK & DRIVE WAY SURFACE AREA = 35 s.m. (3.75) UNDEVELOPED OPEN SPACE = 5953 s.m. (68.25) TOTAL SITE AREA = 12130 s.m. (13.2 ha)
LAND USE:	PUBLISHING & PRINTING (INDUSTRIAL)
ZONING:	M-1 - GENERAL INDUSTRIAL ZONE SIDE BUILDING SETBACKS: FRONT YARD = 1.5m MIN. SIDE YARDS = 3m MIN. REAR YARD = 6m MIN.
PARKING:	REQUIRED: SINCE PER 30 s.m. VEHICLE OFFICE SPACE REQUIRED 1.141 s.m. (25.75) = 29 SPACES 1.141 s.m. (25.75) = 29 SPACES 1.141 s.m. (25.75) = 29 SPACES 1.141 s.m. (25.75) = 29 SPACES TOTAL 58 SPACES REQUIRED AVAILABLE: 43 SPACES (UNDEVELOPED INCLUDED) UNDEVELOPED PARKING PROVIDED = 4 SPACES
BUILDING CLASSIFICATION:	- D-100 CLASSIFICATION - GROUP 1, DIVISION 1, DESIGNATED 3.2.2.2
BUILDING HEIGHT:	1 - 8.1m

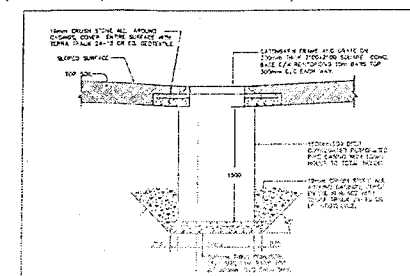
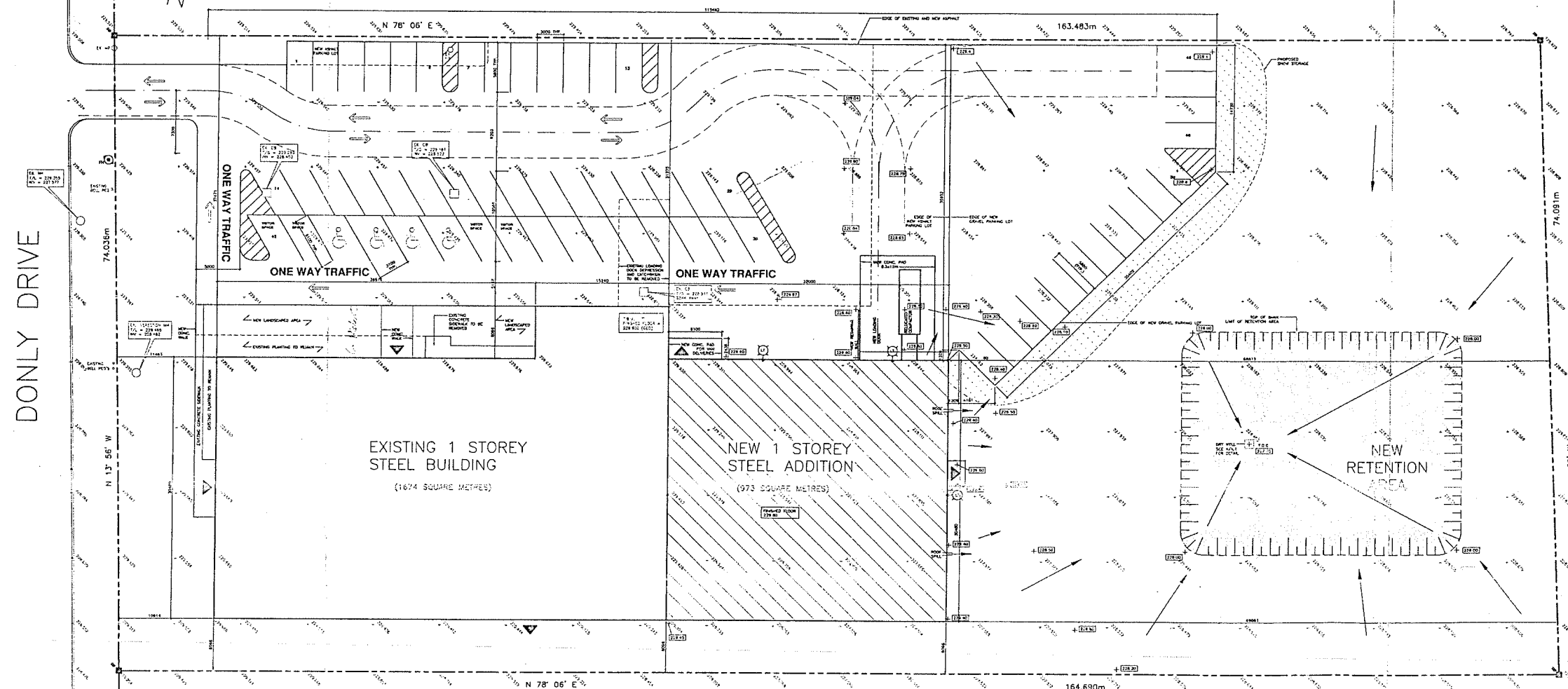
DRAWING KEY	
	EXISTING FENCE/WALL
	EXISTING HOUSE POLE
	EXISTING DRIVEWAY
	EXISTING SIDEWALK
	NEW WALL-MOUNTED LIGHTING
	DRIVEWAY
	EXISTING BUILDING
	NEW ADDITION
	EXTENT OF EXISTING ASPHALT
	DIRECTIONAL ARROW
	PROPOSED SNOW STORAGE
	PROPOSED RETENTION AREA
	EXISTING SPOT GRADE
	NEW GRADE
	DIRECTION OF WATER DRAINAGE



1 KEY PLAN
N.T.S.



2 EXISTING BUILDING, ASPHALT AND DRAINAGE
1:500



3 DRY WELL DETAIL
N.T.S.

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 Reproduction of drawings and related documents in whole or in part is forbidden without written permission of The Ventin Group.
 All dimensions and measurements must be checked and verified by the General Contractor.
 The General Contractor must report all discrepancies and errors or omissions to the Architect in writing prior to proceeding with the work.
 Key to detail location:
 A - Detail No.
 B - Detail No. where detail.

THE VENTIN GROUP
 The Ventin Group Ltd.
 4000 Highway 7
 Suite 100, Richmond Hill, ON L4B 1A1
 Tel: (905) 709-4477
 Fax: (905) 709-4478
 E: ventin@ventingroup.com
 W: www.ventingroup.com
 Affiliated Offices:
 Toronto, Cambridge

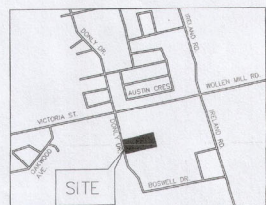
Drawn:
 ANNEX PUBLISHING & PRINTING INC.

Project:
 DONLY STREET BUILDING
 Location:
 105 DONLY DRIVE
 SMCOW, ONTARIO
 Project Number:
 20412
 Date:
 2004/12/13
 Scale:
 AS NOTED
 Author:
 J.L./J.P.
 Designer:
 J.L./J.P.
 Checker:
 J.L./J.P.

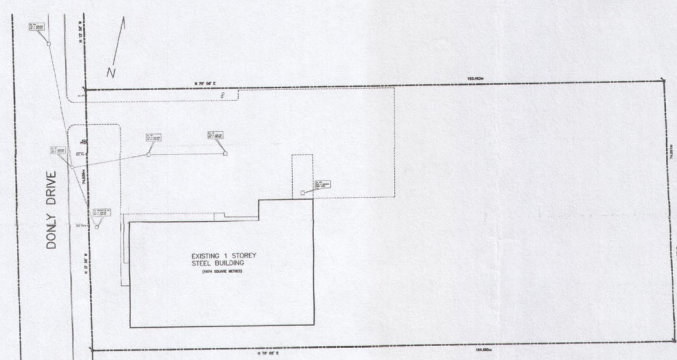
Drawn by:
 J.L./J.P.

SITE PLAN
 A1.1

3 SITE PLAN
1:200



1 KEY PLAN
 A1.1 N.T.S.



2 EXISTING BUILDING, ASPHALT AND DRAINAGE
 A1.1 1:500

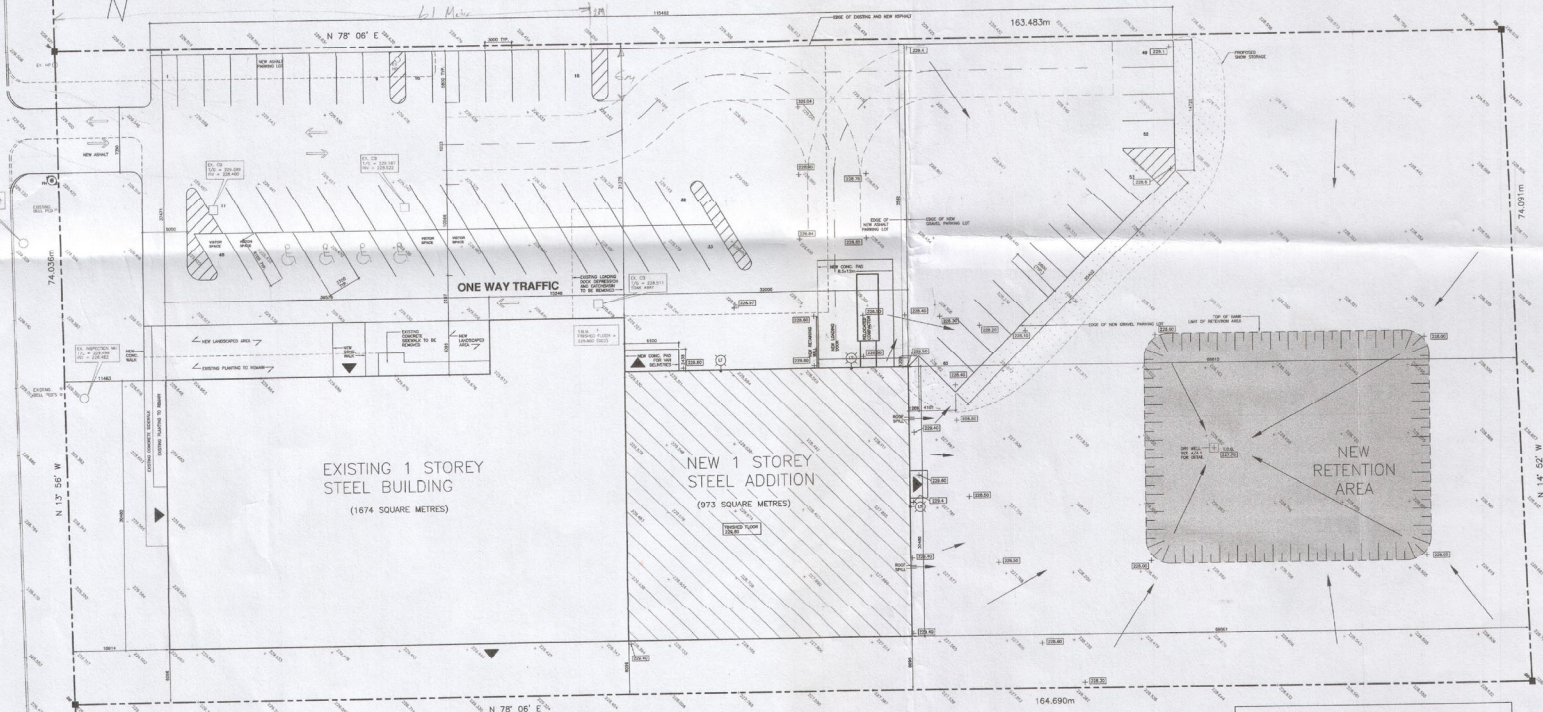
DRAWING KEY:

	EXISTING FOOT SIDEWALK
	EXISTING PAVED AREA
	EXISTING DRIVEWAY
	NEW WELL-SERVED DRIVEWAY
	EXISTING BUILDING
	NEW ADDITION
	EXTENT OF EXISTING ASPHALT
	PROPOSED DEEP DRAINAGE
	EXISTING DEEP DRAINAGE
	NEW STORM
	DIRECTION OF WATER FLOW

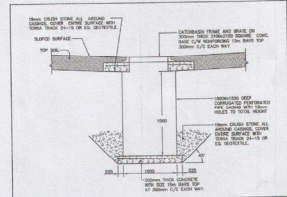
SITE STATISTICS AND ZONING REQUIREMENTS:

PROPERTY LOCATION:	Part of Lot 1, containing a building, situated on the west side of the intersection of Victoria St. and Russell Crd. in the City of Toronto, Ontario, Canada.
AREA:	OFFICE AREA: 1,174 sq. m. (12,570 sq. ft.) PARKING AREA: 1,000 sq. m. (10,760 sq. ft.) TOTAL SITE AREA: 2,174 sq. m. (23,330 sq. ft.) TOTAL SITE AREA: 12,174 sq. m. (131,330 sq. ft.)
LAND USE:	PUBLISHING & PRINTING (INDUSTRIAL)
ZONING:	M-1 - GENERAL INDUSTRIAL ZONE MINIMUM LOT AREA: 1,174 sq. m. MIN. WIDE: 10 m. MIN. DEPTH: 10 m. MIN. LOT AREA: 1,174 sq. m.
PARKING:	REQUIRED: 100 SPACES (100 SPACES REQUIRED) PROVIDED: 100 SPACES (100 SPACES PROVIDED) TOTAL: 100 SPACES (100 SPACES)
DRAINAGE:	MINIMUM DRAINAGE: 100 SPACES (100 SPACES) PROVIDED: 100 SPACES (100 SPACES) TOTAL: 100 SPACES (100 SPACES)
BUILDING CLASSIFICATION:	- S-1 CLASSIFICATION (1) - GROUP 1, DIVISION 1, SUBDIVISION 1.1.1.1
BUILDING HEIGHT:	- 8.1m

DONLY DRIVE



3 SITE PLAN
 A1.1 1:500



4 DRY WELL DETAIL
 A1.1 N.T.S.

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All dimensions and measurements must be checked and verified by the Client/Contractor. The Client/Contractor must report all discrepancies and errors or omissions to the Architect in writing prior to proceeding with the work. Do not scale drawings. Key to detail location: (1) to (10) as shown on drawing.

THE VENTR GROUP
 The Ventr Group Ltd., Architects
 100 Donly Drive, Suite 101
 Toronto, Ontario M2H 1A1
 Tel: 416-291-1234
 Fax: 416-291-1235
 Email: info@thentr.com
 Website: www.thentr.com

Client: ANNEX PUBLISHING & PRINTING INC.


Project: DONLY STREET BUILDING
 Location: 100 DONLY DRIVE, TORONTO, ONTARIO
 Project number: 200412
 Date: 2004-12-13
 Drawn by: J. L. M. (JLM)
 Checked by: J. L. M. (JLM)
 Described by: J. L. M. (JLM)

SITE PLAN

A1.1

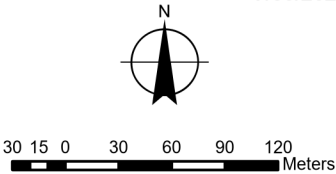


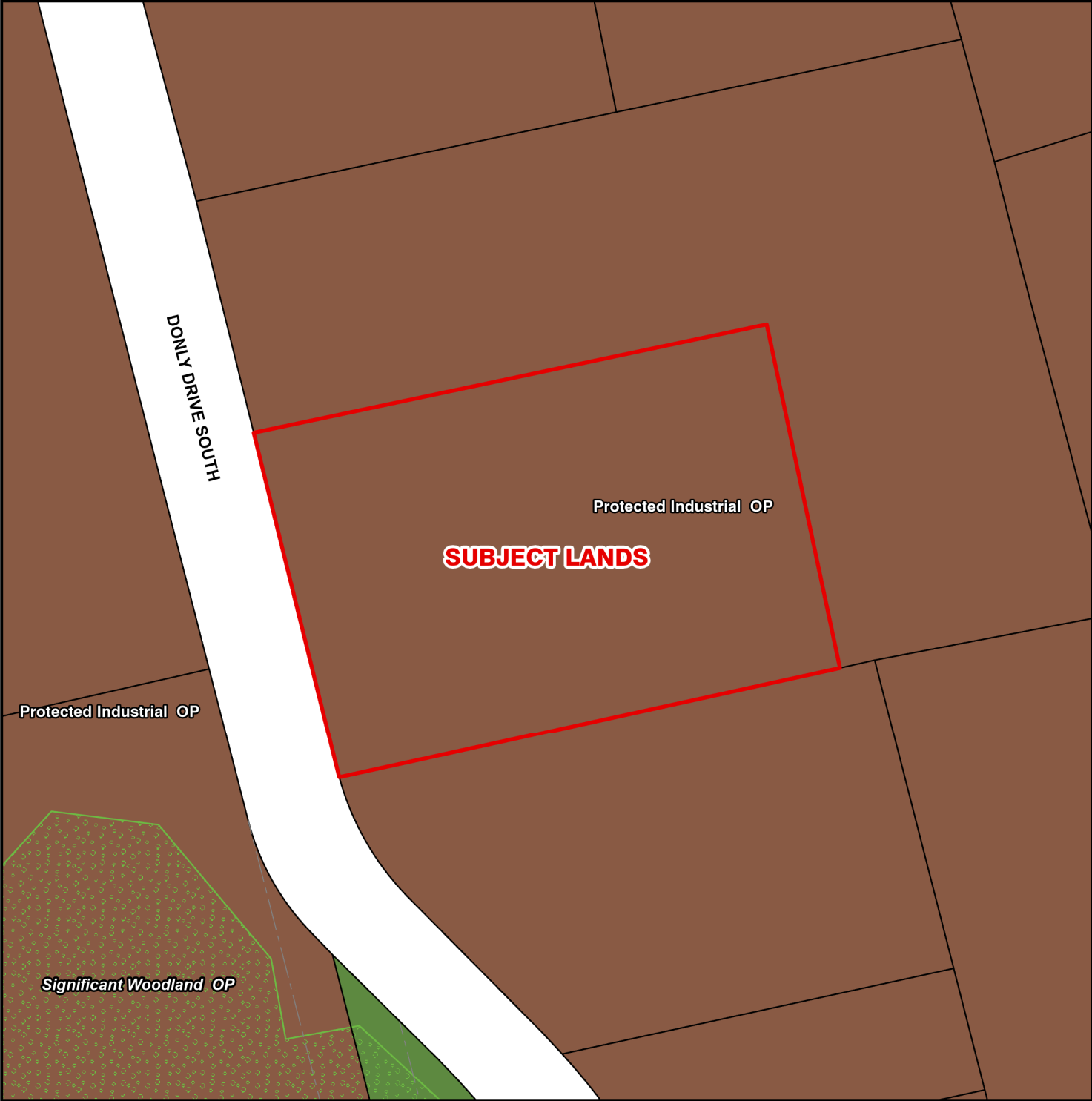
Legend

 Subject Lands

2020 Air Photo

7/30/2025





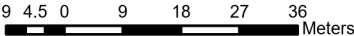
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 Subject Lands

Official Plan Designations

-  Protected Industrial
-  Parks & Open Space
-  Urban Area Boundary
-  Significant Woodland

7/30/2025



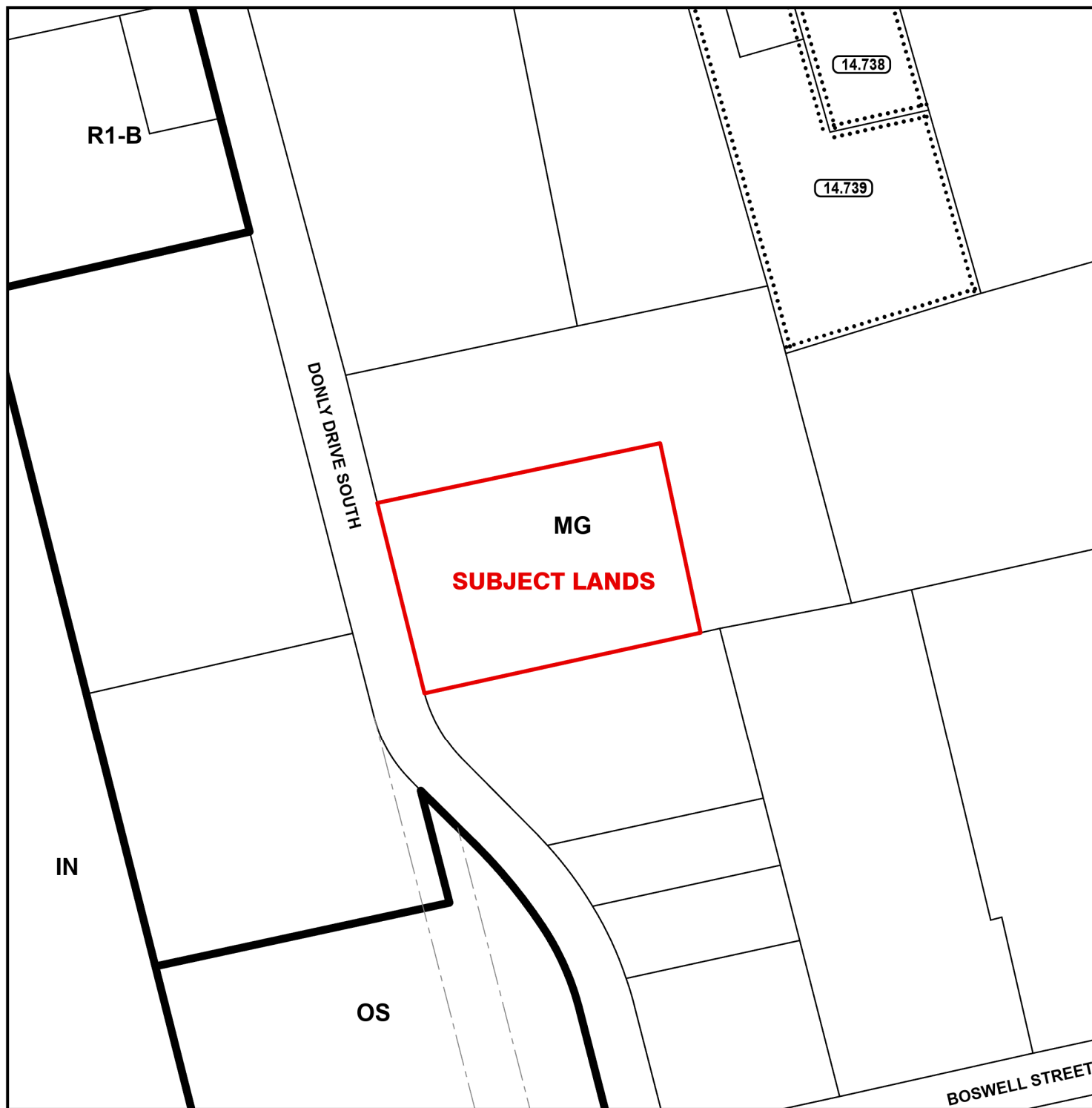
MAP C

PROPOSED ZONING BY-LAW AMENDMENT MAP

Urban Area of SIMCOE

OPNPL2025201

ZNPL2025202



LEGEND

 Subject Lands

ZONING BY-LAW 1-Z-2014

7/30/2025

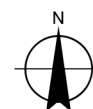
(H) - Holding


MG - General Industrial Zone

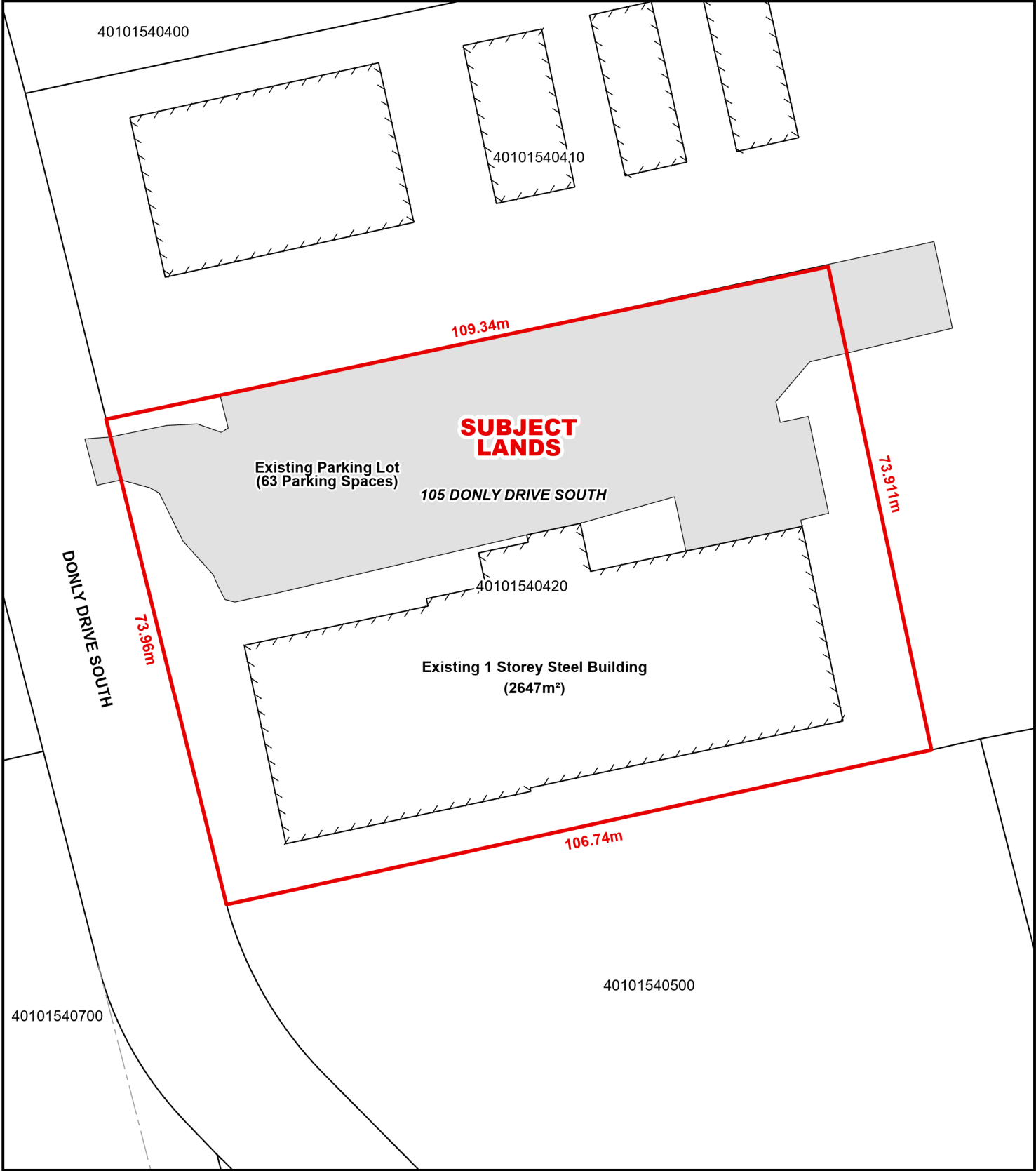
IN - Neighbourhood Institutional Zone

OS - Open Space Zone


R1-B - Residential R1-B Zone



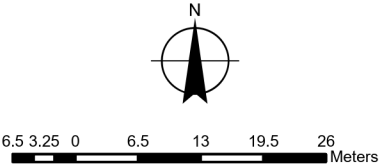
10 5 0 10 20 30 40
 Meters



Legend

 Subject Lands

7/30/2025



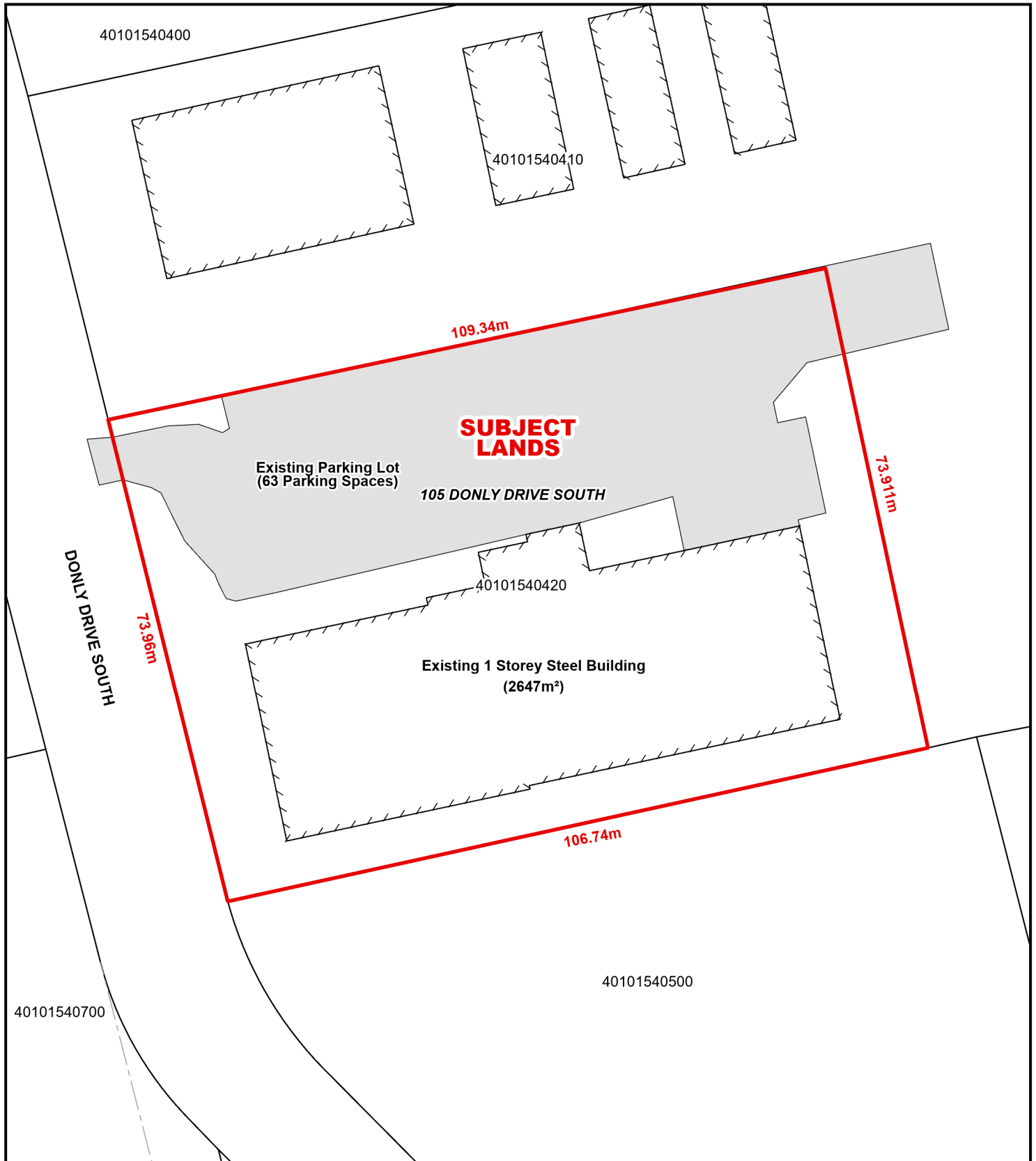
LOCATION OF LANDS AFFECTED

CONCEPTUAL PLAN

Urban Area of SIMCOE

OPNPL2025201

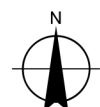
ZNPL2025202



Legend

Subject Lands

7/30/2025



6.5 3.25 0 6.5 13 19.5 26 Meters