



For Office Use Only:

File Number _____
 Related File Number _____
 Pre-consultation Meeting _____
 Application Submitted _____
 Complete Application _____

Public Notice Sign _____
 Application Fee _____
 Conservation Authority Fee _____
 Well & Septic Info Provided _____
 Planner _____

Check the type of planning application(s) you are submitting.

- Zoning By-Law Amendment – Regular
- Zoning By-Law Amendment - Major
- Zoning By-Law Amendment - Minor
- Temporary Use By-law

Property Assessment Roll Number: 33 10 337 030 19600

A. Applicant Information

Note: It is the responsibility of the owner to notify the Planner of any changes in ownership or authorized applicant within 30 days of such a change

Name of Owner The Roman Catholic Episcopal Corporation of the Diocese of London in Ontario

Address 1070 Waterloo Street

Town and Postal Code London, ON N6A 3Y2

Phone Number 519-433-0658 x 246

Cell Number 226-268-2441

Email hmonteith@dol.ca

Name of Authorized Applicant _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____



Email _____

Name of Authorized Agent _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

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

Owner Agent Applicant

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

None

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 of Lot 9, Concession 2, Norfolk County - Part 1 on 37R-11819

PIN 50239-0432

Municipal Civic Address: 17 Lynn Park Drive, Port Dover

Land acquisition date (if known): 1954

Present Official Plan Designation(s): Urban Residential

Present Zoning: IN - Neighbourhood Institutional

2. Is there a site-specific provision on the subject lands?

Yes No If yes, please specify the corresponding number:

No

3. Present use of the subject lands:

Vacant Land

4. Please describe **all existing** buildings or structures on the subject lands and whether they will be retained, demolished or removed.

No existing buildings.

5. If an addition to an existing building is being proposed, please explain the proposed use.

N/A

6. Please describe **all proposed** buildings or structures/additions on the subject lands.

No buildings anticipated by current owner. Vacant Land will be listed for sale.

7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being of cultural heritage value or interest?

Yes No

If yes, identify and provide details:

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

50 + years

9. Existing use of abutting properties:

Residential, worship site and school.

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 describe the proposed development on the subject lands:

No new development proposed by current owner. Land will be listed for sale.

2. Please explain why it is not possible to comply with the provisions of the Zoning By-law :

Lot is to be listed for sale and will most likely be sold for residential development.

3. Have the subject land or lands within 120 metres ever been and/or currently are the subject of a Planning Act application:

- Plan of Subdivision Yes No
- Official Plan Amendment Yes No
- Zoning Bylaw, or Zoning Order Amendment Yes No
- Site Plan Yes No
- Consent/Minor Variance Yes No

If yes, indicate the application file number and the status of the application BNPL2024350 - approved with conditions

D. Previous Use of the Property

1. Has there been an industrial or commercial use on the subject lands or adjacent lands?

Yes No Unknown

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

2. Is there reason to believe the subject lands may have been contaminated by former



uses on the site or adjacent sites?

Yes No Unknown

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

Norfolk 1964 Aerial photography shows former cultivated field.

4. If you answered yes to any of the above questions in Section D, a previous land use inventory showing all known former uses of the subject lands, and/or when applicable, the adjacent lands, is required.

Is the land use inventory of former land uses attached? Yes No

E. Provincial Planning Statement

1. Is the requested amendment consistent with the Provincial Planning Statement issued under subsection 3(1) of the *Planning Act, R.S.O. 1990, c. P. 13*?

Yes No

If no, please explain:

2. It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the Provincial Planning Statement?

Yes No

If no, please explain:

Lands to be rezoned are maintained as active recreation play fields with planted trees (5) near westerly fence and paved public walkway.

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:

Not within a Wellhead Protection Area. Subject lands and surrounding subdivisions are on full municipal service.



Note: If in an area of source water Wellhead Protection Area (WHPA) A, B or C, Intake Protection Zone (IP-Z), Issue Contributing Area (ICA), please attach relevant information and approved mitigation measures from the Risk Management 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

On the subject lands or within 500 meters – distance _____

Significant Woodland

On the subject lands or within 500 meters – distance 180 m

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 or other environmental feature

On the subject lands or within 500 meters – distance 215 m

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):

Storm Drain

- Storm sewers
- Open ditches
- Other (describe below):

Sewage Treatment

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

Existing or proposed access to subject lands

- Municipal road
- Provincial highway
- Unopened road
- Name of road/street: Lynn Park / Kelly
- Other (describe below):

2. Does the application require development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent produced per day as a result of the development being completed?

Yes No

If yes, provide (i) Servicing Options Report and (ii) hydrogeological report with submission.

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. Indicate below or on a separate attachment, the applicant's proposed strategy for consulting with the public on the request for a zoning by-law amendment.

N/A

3. 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.

Attached is the updated Property Parcel Register and PIN map for the consolidated parcels.

H. Supporting Material to be submitted by Applicant

In order for your application to be considered complete, folded hard copies and an electronic version of the site plan drawings, additional plans, studies and reports will be required in addition to a sketch plan in accordance with Ontario Regulation 545/06.

A sketch showing, in metric units:

- a) the boundaries and dimensions of the subject land;
- b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- c) the approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that,
 - i. are located on the subject land and on land that is adjacent to it, and
 - ii. in the applicant's opinion, may affect the application;
- d) the current uses of land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- g) the location and nature of any easement affecting the subject land



The following additional plans, studies and reports, including but not limited to, **may** be required as part of a complete application submission:

- On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- Cut and Fill Plan
- Erosion and Sediment Control Plan
- Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- 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
- Agricultural Impact Assessment
- Geotechnical Study / Hydrogeological Review
- Minimum Distance Separation Calculations
- Noise or Vibration Study
- Record of Site Condition
- Stormwater Management Report
- Traffic Impact Study

The approval of the proposed development might be subject to additional federal or provincial legislation, municipal by-laws or other agency approvals.



I. 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 to undertake the registration of postponements of any charges in favour of the County.

J. 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 purpose of making inspections associated with this application, during normal and reasonable working hours.

K. 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 purpose of processing this application.

Andrew Jandera

11 Feb 2026

Owner/Authorized Applicant Signature

Date

L. Owner's Authorization

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

I/We _____ am/are the registered and authorized owner(s) of the lands that is the subject of this application.

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

Owner

Date

Owner

Date



M. Declaration

I, Andrew Jardine of London, Ontario

solemnly declare that:

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

Declared before me at:

London, Ontario

Andrew Jardine

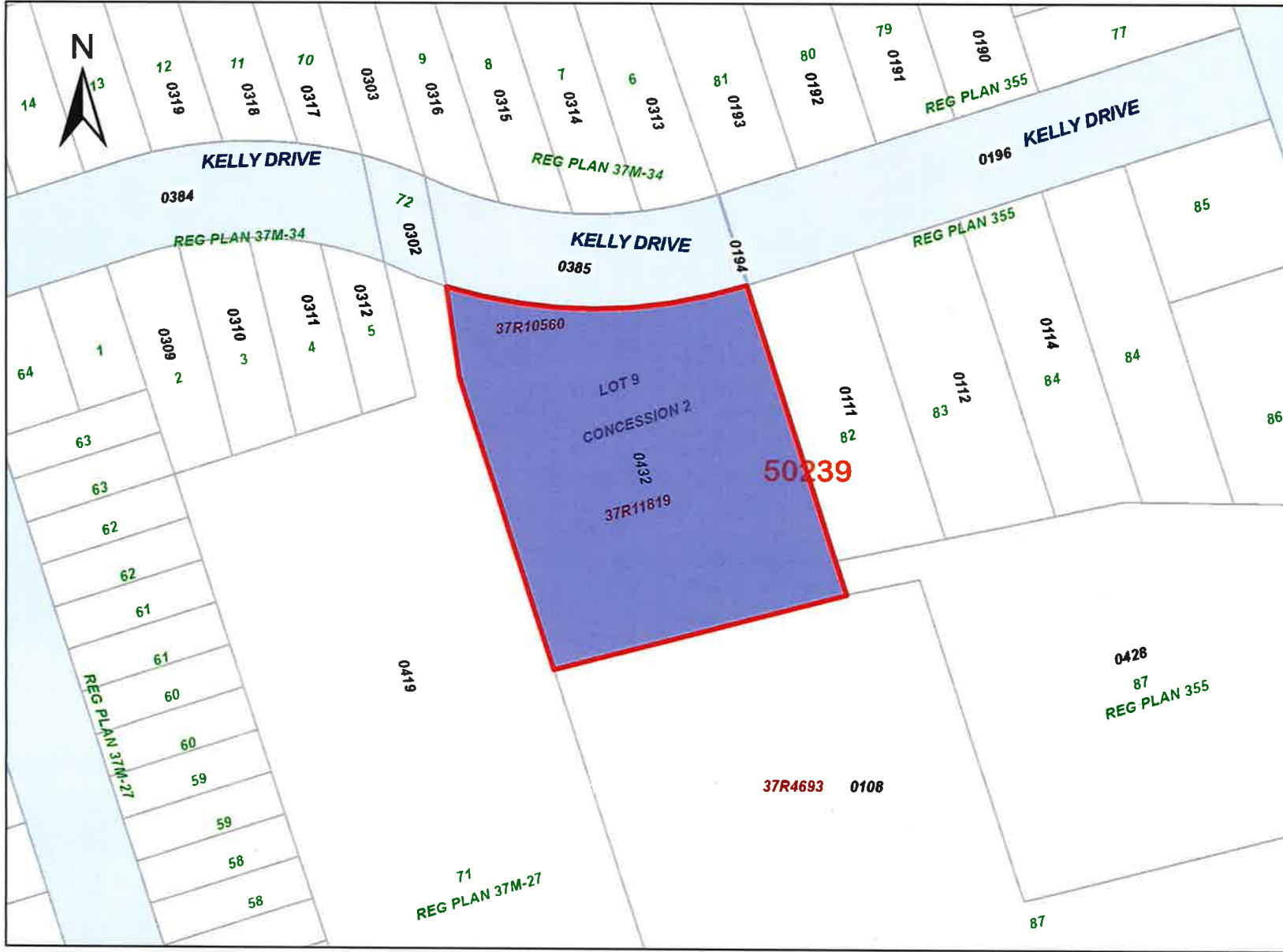
Owner/Authorized Applicant Signature

In the County of Middlesex

This 11th day of February

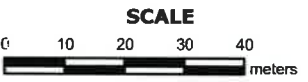
A.D., 2026

M Apple



ServiceOntario

PRINTED ON 21 JAN, 2026 AT 19:11:24
FOR JOSEPHAV



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



PROPERTY DESCRIPTION: PART LOT 71, PLAN 37M27, PART 1 PLAN 37R10560; PART LOT 9, CONCESSION 2, TOWNSHIP OF WOODHOUSE, PART 1 PLAN 37R11819; NORFOLK COUNTY

PROPERTY REMARKS: PLANNING ACT CONSENT AS IN NK184582.

ESTATE/QUALIFIER: FEE SIMPLE ABSOLUTE
RECENTLY: CONSOLIDATION FROM 50239-0430, 50239-0431

PIN CREATION DATE: 2026/01/19

OWNERS' NAMES: THE ROMAN CATHOLIC EPISCOPAL CORPORATION OF THE DIOCESE OF LONDON IN ONTARIO
CAPACITY SHARE: ROWN

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/CHKD
** PRINTOUT INCLUDES ALL DOCUMENT TYPES AND DELETED INSTRUMENTS SINCE 2026/01/19 **						
LT8744	2005/08/25	NOTICE REMARKS: SUBDIVISION AGREEMENT			THE CORPORATION OF NORFOLK COUNTY	C
37R10560	2013/06/14	PLAN REFERENCE				C
37R11819	2025/05/21	PLAN REFERENCE				C
NK184582	2025/10/09	TRANSFER	\$2	THE ROMAN CATHOLIC EPISCOPAL CORPORATION OF THE DIOCESE OF LONDON IN ONTARIO	THE ROMAN CATHOLIC EPISCOPAL CORPORATION OF THE DIOCESE OF LONDON IN ONTARIO	C
NK186229	2025/12/08	APL CONSOLIDATE		THE ROMAN CATHOLIC EPISCOPAL CORPORATION OF THE DIOCESE OF LONDON IN ONTARIO		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.

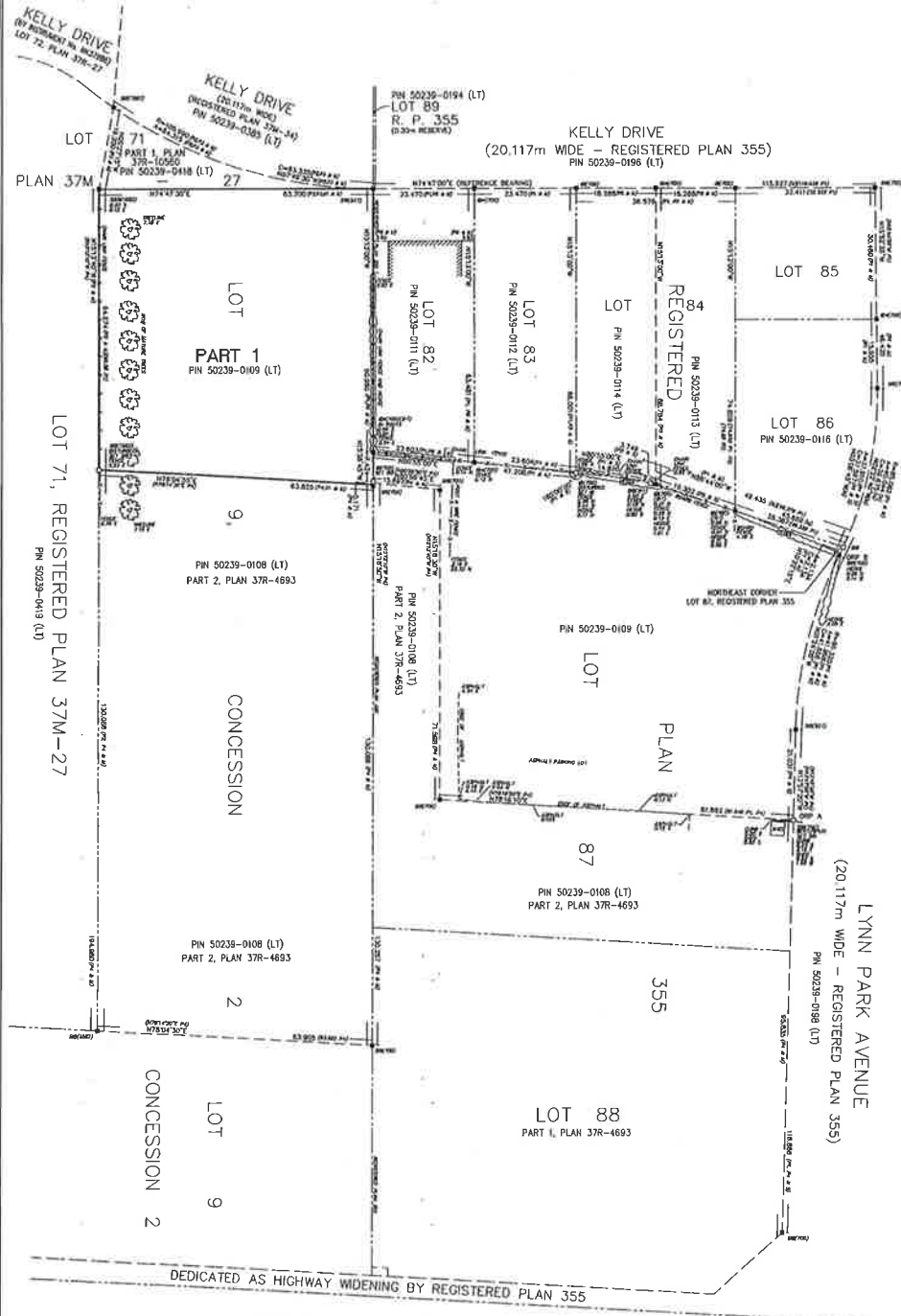


I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.		PLAN 37R-11819		
DATED: MARCH 5, 2025		REVISED AND DEPOSITED: MAY 21, 2025		
R. C. DIXON ONTARIO LAND SURVEYOR		RETURNABLE FOR THE LAND REGISTRAR FOR THE LAND TITLES DIVISION OF SERVICE (FORM 25)		
SCHEDULE				
PART	LOT	PLAN/CONVECTION	PIN No.	AREA (sq. m.)
1	PART OF LOT 7	CONVECTION 2	PART OF PIN 50239-0108	4246.82

PLAN OF SURVEY
OF PART OF
LOT 9, CONCESSION 2
IN THE GEOGRAPHIC
TOWNSHIP OF WOODHOUSE
IN
NORFOLK COUNTY
SCALE: 1 : 500

METRES

JEWITT AND DIXON LTD.



NOTE:
BEARINGS ARE ASTROMONIC AND ARE REFERRED TO THE SOUTHERLY LIMIT OF KELLY DRIVE AS SHOWN ON REGISTERED PLAN 355 HAVING A BEARING OF N74°47'00"E AND CAN BE CONVERTED TO GRID BY APPLYING A ROTATION OF 0°10'57" COUNTER CLOCKWISE. DISTANCES AND COORDINATES ARE METRIC AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY A CONVERSION SCALE FACTOR OF 0.999995008. THIS DRIVING BY CONVERSION TO METRIC. RESUBMIT BEARINGS FROM COORDINATE TABLE ARE UTM GRID DERIVED FROM BULK FASCICLE GPS OBSERVATIONS ON MONUMENT A TO B HAVING A BEARING OF N055°53'W, UTM ZONE 17, (81° WEST LONGITUDE) NAD83 (CSRS) (2010).

POINT ID	NORTHING	EASTING
OPP A	4738271.471	36318.454
OPP B	4738276.498	36318.219

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

LYNN PARK AVENUE
(20117m WIDE - REGISTERED PLAN 355)

LEGEND

2.5cm x 2.5cm x 1.2m STANDARD IRON BARS	SHOWN	—	50
2.5cm x 2.5cm x 0.6m STANDARD IRON BARS	SHOWN	—	100
1.5cm x 2.5cm x 0.6m IRON BARS	SHOWN	—	200
1.5cm ROUND IRON BARS	SHOWN	—	300
LET LINES	SHOWN	—	
DEED LINES	SHOWN	—	
FENCE LINES	SHOWN	—	
CENTRE LINES	SHOWN	—	
ROAD LINES	SHOWN	—	
FOUND IRON BARS	SHOWN	—	PLANTED IRON BARS SHOWN
WETNESS MONUMENT	SHOWN	(W)	
JEWITT AND DIXON LTD.	SHOWN	(JD)	
J.A.S. ENG. S.L.S.	SHOWN	(JAS)	
K.S. FLETCHER, S.L.S.	SHOWN	(KSF)	
REGISTERED PLAN 355	SHOWN	(R355)	
REGISTERED PLAN 37R-27	SHOWN	(R27)	
PLAN 37R-1000	SHOWN	(P1000)	
PLAN 37R-4893	SHOWN	(P4893)	
PLAN OF SURVEY BY R.V. JEWITT	SHOWN	(RJV)	
S.L.S. DATED 07/27/88 (PINA-1021-31)	SHOWN	(S88)	
PLAN OF SURVEY BY R.C. DIXON	SHOWN	(RCD)	
S.L.S. DATED OCT 1/88 (PINA-1021-48)	SHOWN	(S88)	
RECORD OF SURVEY, 1021-223 (PINA)	SHOWN	(R1021-223)	
1021-1021-140 (PINA 50239-0108)	SHOWN	(R1021-140)	

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT, AND THE LAND TITLES ACT, AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 20th DAY OF JANUARY, 2025.

DATED: MARCH 5, 2025

R. C. DIXON
FOR JEWITT & DIXON LTD.

THIS PLAN OF SURVEY RELATES TO A355 PLAN SUBMISSION FORM NUMBER Y-30001

JEWITT AND DIXON SURVEYING
REGISTERED LAND SURVEYORS
A Division of The Honourable Society of Surveyors

#1000 Main Street, Suite 100
Toronto, Ontario M5E 1B5
Tel: (416) 462-1111 www.jdw.com

DRAWN BY: JEM	CHECKED BY: KH	REFERENCE NO: 25-24-183-00
		DATE: MARCH 5, 2025

LEGACY # 22-3338

February 3, 2025

Norman A. Pizzale
519-679-0400 Ext. 103
npizzale@bbo.on.ca

Law Clerk: Mackenzie Lehman
mlehman@bbo.on.ca

To: The Alcohol and Gaming Commission of Ontario (“AGCO”)

Re: The Roman Catholic Episcopal Corporation of the Diocese of London in Ontario (the “Diocese”)

The writer acts and has acted as general counsel to the above-referenced corporation for many years and supplies the following information in connection with the AGCO and the online lottery license application of the Diocese.

Corporate Address:

1070 Waterloo Street
London, ON
N6A 3Y2

Nature of Principal Business:

Roman Catholic Diocese, operating multiple Catholic Parishes in Southwestern Ontario.

Names of Directors:

This corporation is a corporation sole which is a unique type of corporation, incorporated by Statutes of Ontario, 36th Victoria, 1873. The individual who holds the office of Bishop of London from time to time is the corporation. Currently Most Reverend Ronald P. Fabbro, CSB, is the Bishop of London. There are no directors, no officers and no “members” as that concept is defined in the Corporations Act. I am advised that in this situation the AGCO is seeking the application for the lottery license to be signed by two individuals with signing authority.

Type and Sources of Verification Record:

Incorporated by Private Act of the Ontario Legislature:

- Statutes of Ontario, 1873, chapter 142
- Ontario Corporation Number 000201406

Signing Authority:

By letter signed by Most Reverend Ronald P. Fabbro, CSB, Bishop of London, he authorizes that the following have signing authority for commercial documents, to be signed by any one of:

- the Bishop of London (currently Most Reverend Ronald P. Fabbro, CSB);
- the Moderator of the Curia (currently John P. Comiskey); or,
- the Chief Financial Officer (currently Andrew Jardine).

Rev John P. Comiskey and Andrew Jardine:

- Andrew Jardine, Chief Financial Officer of the Diocese, and Rev. John P. Comiskey, the Moderator of the Curia, are bona fide, full time, with the Diocese.
- The duties and activities of the Chief Financial Officer and the Moderator of the Curia are both at the head office of the Diocese and go well beyond conducting lottery events.
- Neither the Chief Financial Officer nor the Moderator of the Curia were hired or appointed solely to assist in the operation of lottery schemes.



Norman A. Pizzale, Lawyer



April 4, 2026

submitted electronically

Community and Development Services
Norfolk County
12 Gilbertson Drive,
Simcoe, Ontario,
N3Y 4N5

**Re: Application for Zoning By-law Amendment
WHD CON 2 PT LOT 9 PLAN, 355 PT LOT 87 PLAN 37M27 PT LOT 71 RP
37R10560 PART 1, Port Dover (formerly 17 Lynn Park Avenue)
Roman Catholic Diocese**

Our File: RCD/NFK/26-01

Zelinka Priamo Ltd., on behalf of of the Roman Catholic Diocese (“RC Diocese”), is pleased to submit this report in support of a Zoning By-law Amendment (“ZBA”) for the lands known formerly as part of 17 Lynn Park Avenue, Port Dover and now severed and legally described as WHD CON 2 PT LOT 9 PLAN, 355 PT LOT 87 PLAN 37M27 PT LOT 71 RP 37R10560 PART 1 (the ‘subject lands’). The purpose of rezoning the subject lands is to permit residential use of the entire parcel in the form of future single-detached dwellings/single-family lots.

The purpose of this Planning Justification Brief is to evaluate the proposed Zoning By-law Amendment within the context of existing land use policies and regulations, including the Planning Act, Provincial Planning Statement 2024 (PPS), the Norfolk County Official Plan, and the Norfolk County Zoning By-law.

In summary, this report concludes that the proposed ZBA is appropriate and desirable for the following reasons:

- The proposed Zoning By-Law Amendment is consistent with the Planning Act and the applicable policies of the Provincial Planning Statement 2024 for residential infill;
- The proposed Zoning By-Law Amendment conforms with the applicable policies of the Norfolk County Official Plan;
- The proposed land use will efficiently provide an appropriate form of housing that is supportive of the infill objectives within Port Dover;
- The proposed use for the subject lands maintains the purpose and intent of the Norfolk County Zoning By-law; and,
- The proposed development and form of housing are compatible with abutting and adjacent land uses, and are appropriate for the subject lands.

SUBJECT LANDS AND SURROUNDING LAND USE CONTEXT

The subject lands consist of a single parcel, generally rectangular-shaped, with a curved northerly street line, located on the south side of Kelly Drive between Lynn Park Avenue and Pheasant Trail (Figure 1). The subject lands are surrounded by low-density residential to the north, east and west and institutional uses to the south and southeast (St. Cecilia’s Church and St. Cecilia’s School). There is a stormwater management (SWM) pond and recreational trail located west and southwest.

The subject lands have a lot area of approximately 1.1 ha (2.7 ac); a lot frontage of approximately 64m (210ft) along Kelly Drive; and, a lot depth of approximately 84m (275ft). The property is currently vacant of any buildings or structures and a portion has been used as a playfield area. A public sidewalk is present on the south side of Kelly Drive at this location (Figure 2).

Figure 1 – Subject Lands (outlined in red)



Figure 2 – View of the Subject Lands from Kelly Drive (looking southeast)



The subject lands are a designated “Urban Area” on Schedule A-1-Community Structure in the Norfolk County Official Plan; are designated “Urban Residential” on Schedule B-16 - Land Use, with frontage on a “Local Road” on Schedule E-3 - Transportation in the Norfolk County Official Plan; and, are within the “Neighbourhood Institutional (IN) Zone”, and “Residential (R1-A) Zone” in the Norfolk County Zoning By-law.

PLANNING APPLICATION

Zoning By-Law Amendment Application

The subject lands are proposed to be rezoned from the “Neighbourhood Institutional (IN) Zone”, and “Urban Residential Type 1 (R1-A) Zone” to the “Urban Residential Type 1 (R1-B) Zone”. No special regulations have been identified.

The proposed zone is to apply to the entire subject lands to facilitate future lot severance/subdivision. No development or lot severance is proposed at this time.

PLANNING CONSIDERATIONS/ANALYSIS

Planning Act

The Planning Act, R.S.O. 1990, Chapter P.13, provides provincial legislation that “sets out the ground rules for land use planning in Ontario. It describes how land uses may be controlled, and who may control them.”

Section 2 of the Planning Act outlines matter of provincial interest that the council of a municipality, a planning board and the Local Planning Appeal Tribunal shall have regard to in carrying out their responsibilities under the Act.

In considering a Zoning By-law Amendment application, the Planning Act states that regard shall be had for items in Section 34 which grants municipalities the authority to enact Zoning By-laws and provides the framework for approving amendments to these by-laws.

The proposed land use, being low-density residential, has regard for matters of provincial interest by supporting a consistent residential lotting along Kelly Drive, and facilitates future infill on an underutilized parcel of serviced urban land.

Provincial Planning Statement 2024 (PPS 2024)

The PPS 2024 is a policy document issued under Section 3 of the Planning Act, and all decisions that affect planning matters “shall be consistent with” the PPS 2024.

The following PPS 2024 policies are applicable to the proposed application:

Provincial Planning Statement (2024) Policy Analysis Table	
Policy	Response
<p style="text-align: center;"><u>2.2 Housing</u></p> <p>1. <i>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:</i></p> <p style="padding-left: 20px;">b) <i>permitting and facilitating:</i></p> <p style="padding-left: 40px;">2. <i>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;</i></p> <p style="padding-left: 20px;">c) <i>promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation;</i></p>	<p>The proposed Zoning By-law amendment will permit residential infill and complete the residential streetscape along Kelly Drive.</p> <p>The lot areas and frontages permitted within the proposed zone allow for smaller lots with enough lot depth to support appropriate private rear yard amenity. The proposed zone permits efficient use of the subject lands which is compatible with the houses abutting the subject lands.</p> <p>The proposed method of infill will continue to utilize municipal infrastructure, efficiently use land resources, support the use of active and public transportation facilities, and provide a compact form of urban development.</p>
<p><u>2.3.1 General Policies for Settlement Areas</u></p> <p>1. <i>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.</i></p> <p>2. <i>Land use patterns within settlement areas should be based on densities and a mix of land uses which:</i></p> <p style="padding-left: 20px;">a) <i>efficiently use land and resources;</i></p>	<p>Port Dover is identified as an Urban Area and is a location where growth and development should be focused. The location of the subject lands provides good connections to the transportation system, public facilities, and other community amenities in Port Dover. This type of infill is able to utilize existing infrastructure, public transportation, and support active transportation options. Notably the infrastructure provides safe and easy access to</p>

<p>b) optimize existing and planned infrastructure and public service facilities; c) support active transportation; d) are transit-supportive, as appropriate;</p> <p>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.</p>	<p>local school and church facilities and a community recreational trail/bike path.</p> <p>The proposal expands the potential variety of lot sizes and shapes available for housing by enabling a lot frontage which is less than that required in the R1-A zone in the surrounding area but consistent with the R1-B zone which applies to adjacent lots to the west and northwest.</p>
<p><u>3.6 Sewage, Water and Stormwater</u> Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. For clarity, municipal sewage services and municipal water services include both centralized servicing systems and decentralized servicing systems.</p>	<p>There is existing infrastructure along Kelly Drive to support future development in connecting to all municipal services.</p>
<p><u>Section 5.1 General Policies for Natural and Human-Made Hazards</u> Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards</p>	<p>There are no significant risks to public health and safety from the proposed future residential infill of the subject lands.</p>

Based on the above analysis of the applicable PPS policies relating to housing, intensification, and settlement areas, the proposed Zoning By-law amendment is consistent with the PPS, and provides for efficient and desirable future infill development with no undue impacts on surrounding land uses.

NORFOLK COUNTY OFFICIAL PLAN

The subject lands are within the “Urban Area” of Port Dover on Schedule A-1; and, are within the “Urban Residential” land use designation in the Norfolk County Official Plan, which contemplates a wide range of neighbourhood uses (i.e. residential, commercial, institutional, etc.) in Port Dover.

Figure 3 – Norfolk County Official Plan Schedule B-16 – Land Use (excerpt)



The proposed uses being established through this Zoning By-law Amendment (single-detached dwellings) is consistent with the permitted uses contemplated in the “Urban Residential” land use designation and is consistent with the following policies in the Norfolk County Official Plan:

Norfolk County Official Plan	
Policy	Response
<p>7.7.2 – Land Use Policies</p> <p>e) The conversion of small-scale institutional uses, such as elementary schools and places of worship to other uses permitted in the Urban Residential Designation may be permitted without an amendment to this Plan, subject to the conversion being consistent with the policies of this Plan. Where enrolment in a school has</p>	<p>While the property is currently zoned Neighbourhood Institutional, the subject lands do not function as an institutional use but were originally part of the same property as St. Cecilia’s Church. The subject lands are vacant and were deemed excess land for the churches use at the time of the severance of these lands. The zone to implement single-detached</p>

<p>declined to the point that there is vacant unused space, this space may be converted to other uses permitted in the Urban Residential Designation, subject to the proposed use being compatible with school use of the property and consistent with the policies of this Plan.</p> <p>f) Development within the Urban Residential Designation shall be further subject to the policies of Section 6.4 (Urban Areas) and 6.5 (Specific Urban Area Policies) of this Plan.</p>	<p>dwelling is a consistent use in the Urban Residential designation and offers conducive and feasible lot sizing for future severances of the subject lands. The proposed use is compatible with those in the immediate surrounding area and offers a feasible development option on underutilized lands.</p>
<p>6.4 – Urban Areas</p> <p>b) It is the policy of this Plan that the Urban Areas will incorporate the following:</p> <ul style="list-style-type: none"> i) a full range of housing types, including affordable and special needs housing; iii) full municipal services, as feasible and appropriate, and an appropriate level of transportation infrastructure; <p>c) The County shall ensure through its planning activities that each Urban Area develops with efficient land use patterns that minimize the extension of municipal services and infrastructure and will sustain the community and financial well-being of the County over the long-term.</p> <p>h) Intensification, infill and redevelopment of designated and underutilized sites, and areas in transition in the Urban Areas will be encouraged. The intensification, infill and redevelopment of designated and underutilized sites that are contaminated, or suspected of contamination, shall be subject to the policies of Section 5.7 (Potentially Contaminated Sites). The County shall target 25 percent of its growth in the Urban Areas to be accommodated through infill, intensification and redevelopment.</p>	<p>The subject lands are within the Urban Area of Port Dover. The proposal seeks a zone to permit single-detached dwellings on lots with frontages of 12 m and on full municipal services. Lotting of the subject lands would consist of approximately 5 new residential lots along Kelly Drive which is a similar pattern of the lots to the north, east and west. The proposal supports infill of an underutilized lot.</p>

Based on the above, the Zoning By-law Amendment is consistent with the applicable policies of the “*Urban Residential*” land use designation in the Norfolk County Official Plan and an Official Plan Amendment is not required.

NORFOLK COUNTY ZONING BY-LAW

The subject lands are within the “*Neighbourhood Institutional (IN) Zone*”, and “*Residential (R1-A) Zone*” in the Norfolk County Zoning By-law. The *IN* and *R1-A* zones permit the following uses:

IN

- | | |
|--|---|
| a) cemetery | i) dwelling units in any permitted non-residential building – maximum two (2) |
| b) community centre | j) elementary school |
| c) crematorium | k) home occupation |
| d) day care nursery | l) library |
| e) dwelling, single detached | m) long-term care facility |
| f) dwelling, semi-detached | n) place of worship and accessory dwelling unit |
| g) dwelling, duplex | |
| h) dwelling unit in any permitted building – maximum one (1) | |

R1-A

- a) dwelling, single detached
- b) bed & breakfast, subject to Subsection 3.4
- c) home occupation
- d) accessory residential dwelling unit, subject to Subsection 3.2.3.

The minimum lot frontage permitted in the *IN* and *R1-A* zone is 15m and the minimum lot area permitted in the *IN* and *R1-A* zone is 450m² for interior lots.

Figure 4 – Norfolk County Zoning By-Law (excerpt) (subject lands outlined in red)



Single-detached dwellings are permitted in the existing R1-A zone applying to a portion of this site; through this amendment we are seeking a residential zone with minimum lot frontages of 12 m to facilitate efficient lotting of the subject lands for single detached dwellings. Because of the depth of the subject lands, future lots will have substantial lot areas, far exceeding the requirements of the R1-B or R1-A zones.

The proposed R1-B zone would apply to the entire property, whereas 2 zones currently apply. The R1-B zone permits the following uses:

R1-B

- a) dwelling, single detached
- b) bed & breakfast
- c) home occupation
- d) accessory residential dwelling unit

The provisions within the “R1-B” zone are provided in the table below, which would apply to the subject lands with no site-specific provision requests:

Table 1: Zoning Provisions

<i>Zoning Regulations</i>	<i>Required R1-B Zone</i>
Lot Area (Min.)	Interior Lot – 360m ²
Lot Frontage (Min.)	Interior Lot - 12m
Front Yard Setback (Min.)	6m
Interior Side Yard (Min.)	Detached garage 3m & 1.2m Detached garage with a rear lane 1.2m & 1.2m Attached garage 1.2m & 1.2m
Rear Yard Depth (Min.)	7.5m
Building Height (Max.)	11m

CONCLUSIONS

The subject lands are well suited to support the proposed (*R1-B*) Zone. The subject lands are an appropriate location for the accommodation of low density residential with similar uses to the north, east and west; and, are a logical location for infill to complete the residential streetscape along Kelly Drive.

Based on the above, and as detailed throughout this Planning Justification Brief, the Zoning By-law Amendment is consistent with the 2024 Provincial Planning Statement and maintains the purpose and intent of the Norfolk County Official Plan. It is our professional opinion that the proposed Zoning By-law Amendment to permit single-detached dwellings is appropriate and desirable for the subject lands, represents good land use planning, and is in the public interest.



Norfolk County Pre-Consultation Checklist

Planning applications required:

- Official Plan Amendment
- Draft Plan of Condominium
- Zoning By-law Amendment
- Site Plan
- 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 January 28, 2026, 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: Roman Catholic Episcopal

Applicant/agent (if different than owner): Andrew Jardine, CFO

Property address: 17 Lynn Park Avenue, Port Dover

Legal description: WDH CON 2 PT LOT 9 PLAN 355 PT LOT 87 PLAN 37M27 PT LOT 71 RP 37R10560 PART 1

Current Official Plan designation: Urban Residential

Current Zoning: Neighbourhood Institutional (IN) & Residential R1-A (R1-A)

Proposal Summary: The applicant proposes to rezone a portion of the property to R1-A.

2. Proposal: Assigned File Planner

Name and Title: Kendall Wharton, Planner & Olivia Davies, Junior Planner

Phone Number: 519-426-5870 ext. 1065 (Kendall), 519-426-5870 ext. 1105 (Olivia)

E-mail: kendall.wharton@norfolkcounty.ca, olivia.davies@norfolkcounty.ca

3. Requirements for a Complete Application

i. Norfolk County Planning and Realty Services

Contact Name and Title: Kendall Wharton, Planner & Olivia Davies, Junior Planner

Email: kendall.wharton@norfolkcounty.ca, olivia.davies@norfolkcounty.ca

Submission Materials	Required?	Notes:
Completed Application Form	<input checked="" type="checkbox"/>	
Concept Plan	<input checked="" type="checkbox"/>	
Survey/Legal Plan	<input checked="" type="checkbox"/>	
Topographical Survey	<input checked="" type="checkbox"/>	
Draft Zoning By-Law Amendment	<input checked="" type="checkbox"/>	
Planning Justification Report	<input checked="" type="checkbox"/>	

Comments:

The subject lands are currently designated Urban Residential under the Official Plan and zoned Neighbourhood Institutional (IN) and Residential R1-A under the Zoning By-Law. The proposal seeks to rezone the entirety of the subject lands to the Residential R1-A zone. No development of the lands has been proposed for this Pre-Consultation Meeting. The property is currently under Site Plan Control from by-law 8-Z-2017; however, this will be automatically rescinded at the time of residential rezoning.

A Zoning By-Law Amendment (ZBA) application will be required to rezone the subject lands to the R1-A Zone. The ZBA application would need to be supported by a Planning Justification Report as well as a survey/concept plan.

Please note that since a severance has recently occurred on the subject lands, one further severance may be permitted in the future.

If you have any questions regarding the Planning application requirements, please feel free to reach out.

ii. Norfolk County Development Engineering

Contact Name and Title: Annette Blazeiko, Jr. Development Technologist

Email: annette.blazeiko@norfolkcounty.ca

Submission Materials	Required?	Notes:
Plans and Design Sheets		
Concept Plan	<input checked="" type="checkbox"/>	

Comments:

As no development proposals are submitted, Development Engineering comments will be provided at further application stage.

iii. Norfolk County Building

Contact Name(s) and Title(s): Scott Northcott – Building Inspector III

Email: Scott.Northcott@norfolkcounty.ca

Phone: 519-426-5870 extension 1848

Comments:

No construction is proposed as part of this application.

Please refer to Norfolk County's website for permit applications, forms and online permit submission.

<https://www.norfolkcounty.ca/business-building-and-development/building-and-renovating/>

iv. Norfolk County Zoning

Contact Name and Title: Troy Scriven - Zoning Administrator

Email: zoning@norfolkcounty.ca

Comments:

The minimum lot area and lot frontage shall meet the requirements in section 5.1.2 of the Norfolk County Zoning By-law for the R1-A zone.

No construction is proposed as part of this application. Additional zoning review will be done if construction is proposed in a future application.

v. Norfolk County Fire Services

Contact Name and Title: Katie Ballantyne, Community Safety Officer
Email: katie.ballantyne@norfolkcounty.ca

Comments:

Norfolk County Fire Department has the following comments for this proposal:

- Ensure adequate fire department access is provided
- Siamese connection to be located so that it is easily accessible and functional for FD operations (if required)
- On-site private hydrant(s) to be maintained and accessible
- Fire Safety Plan is required under Div B. 2.8 of the OFC that may require one and shall be submitted to the Fire Department for review and approval prior to occupancy
- If electric vehicle charging or battery storage infrastructure is being provided, please notify NCFD.

vi. 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.

If you have any question or concerns, please feel free to contact me.

vii. Mississaugas of the Credit First Nation

Contact Name and Title: Abby Lee LaForme, Acting Consultation Specialist
Email: abby.laforme@mncfn.ca

Comments:

The Mississaugas of the Credit First Nation (MCFN) are the Treaty Holders of the land on which the project will take place – specifically, the Between the Lakes Treaty No. 3, of 1792. The MCFN holds Indigenous and Treaty Rights specific to the project location and its environs, which may be adversely impacted by it. The Department of Consultation and Accommodation (DOCA) is designated by the MCFN to handle consultation matters on its behalf.

The DOCA consultation team has reviewed the project-related correspondence identified above, in addition to any associated documentation. The following DOCA Units have completed a review and their questions and comments have been included below.

Consultation Unit

Primary Reviewer: **Abby Lee, MCFN DOCA- Acting Consultation Specialist**

Questions and Comments: *Following our review of the submitted documents, the Mississaugas of the Credit First Nation Department of Consultation and Accommodation (MCFN DOCA) has no comments or concerns at this time. Please be advised that should any future ground disturbance be planned, MCFN DOCA requires a Stage 1 Archaeological Assessment to be completed and circulated to our office for review and comment. If the Stage 1 Assessment indicates that a Stage 2 is necessary, MCFN DOCA expects to be involved in the fieldwork. All associated costs will be the responsibility of the proponent.*

DOCA expects to be notified of any and all future project updates and/or changes.

If you have any questions for the DOCA consultation team, please feel free to contact us.

viii. Six Nations of the Grand River

Contact Name and Title: Tierra Henhawk, Archaeology Community Monitor
Administrative Assistant
Email: acmaa@sixnations.ca

Comments:

The Six Nations of the Grand River (SNGR) has reviewed the notification regarding the proposed rezoning for the property.

At this time, SNGR has no comments or objections regarding the rezoning of this site.

However, please be advised that this position is specific to the rezoning stage only. For future reference, before any physical development, site alteration, or ground disturbance occurs on this property, SNGR will require a Stage 1 Archaeological Assessment to be completed.

We request that this requirement be noted in the project file to ensure compliance during the site plan approval or building permit process.

4. 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 applicant 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 are 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

Appendix A: Planning Reference Materials

Provincial Planning Statement, 2024

<https://www.ontario.ca/files/2024-10/mmah-provincial-planning-statement-en-2024-10-23.pdf>

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/business-building-and-development/planning-and-development/zoning/>

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 be found by visiting <https://www.norfolkcounty.ca/government/planning/>

Norfolk County Engineering Design Standards

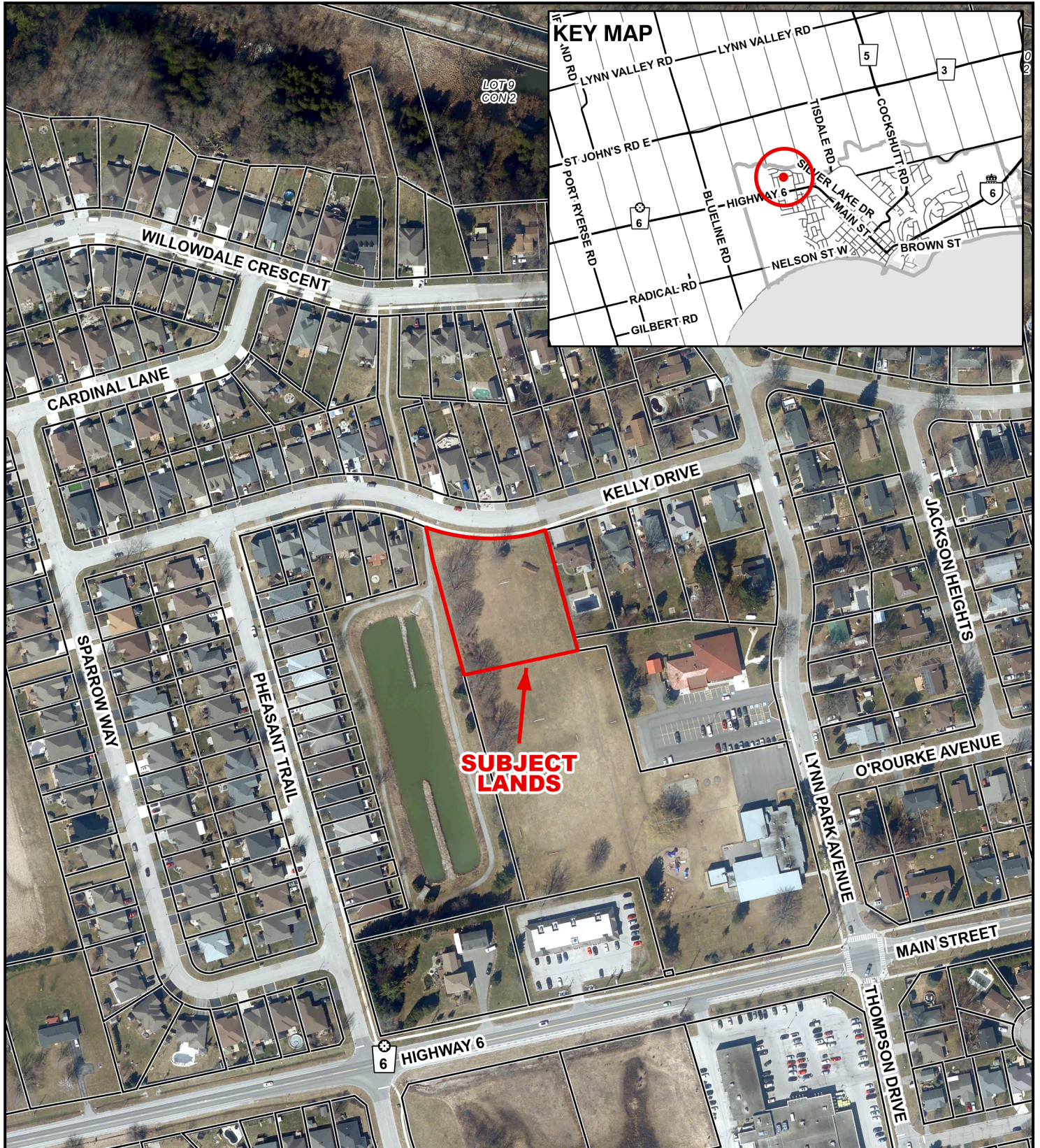
All applicants must adhere to Norfolk County’s Design Criteria when undertaking a development project. Please contact Engineering and Infrastructure Services directly for a copy of Norfolk County’s Design Criteria.

MAP A


CONTEXT MAP

Geographic Township of WOODHOUSE

ZNPL2026034

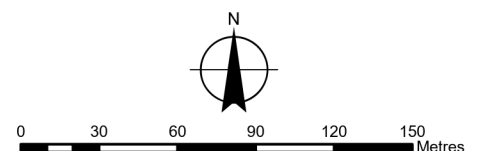


Legend

 Subject Lands

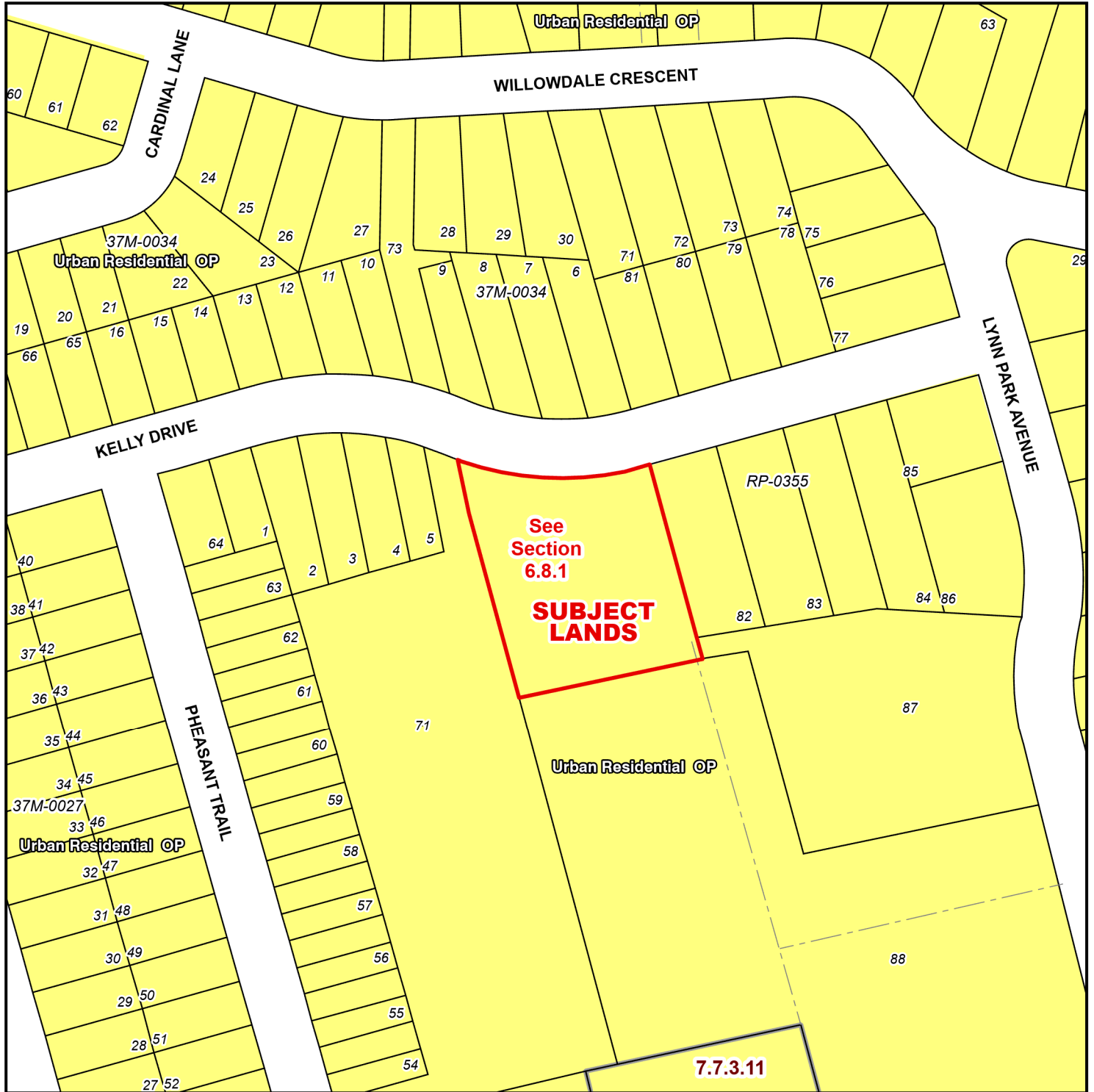
4/22/2026

2025 Air Photo



OFFICIAL PLAN MAP

Geographic Township of WOODHOUSE



Legend

Subject Lands

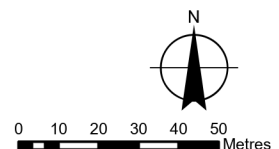
Official Plan Designations

Urban Residential

Special Policy Area

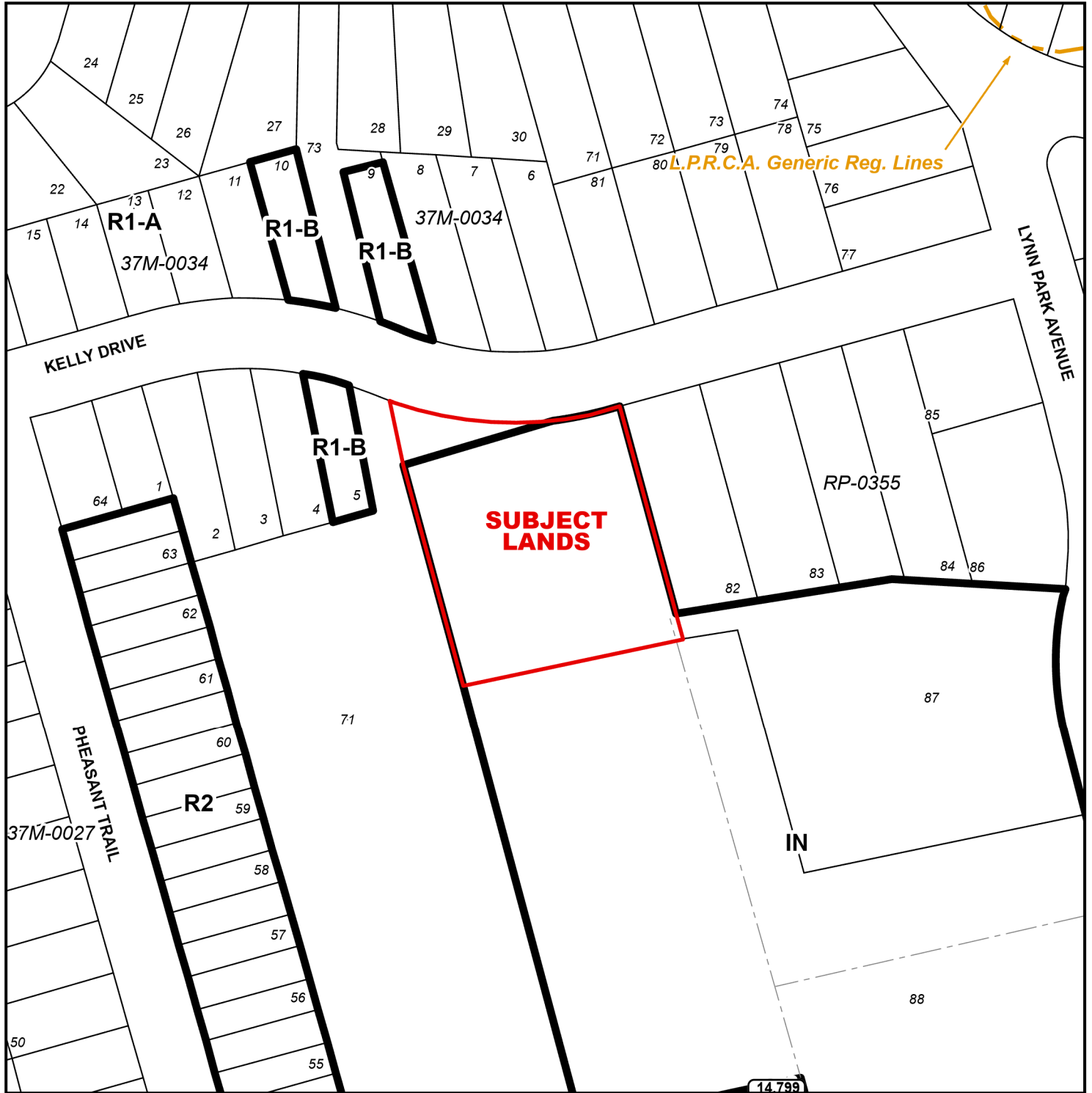
Urban Area Boundary

4/22/2026



PROPOSED ZONING BY-LAW AMENDMENT MAP

Geographic Township of WOODHOUSE



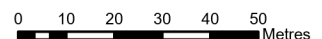
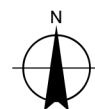
LEGEND

- Subject Lands
- LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

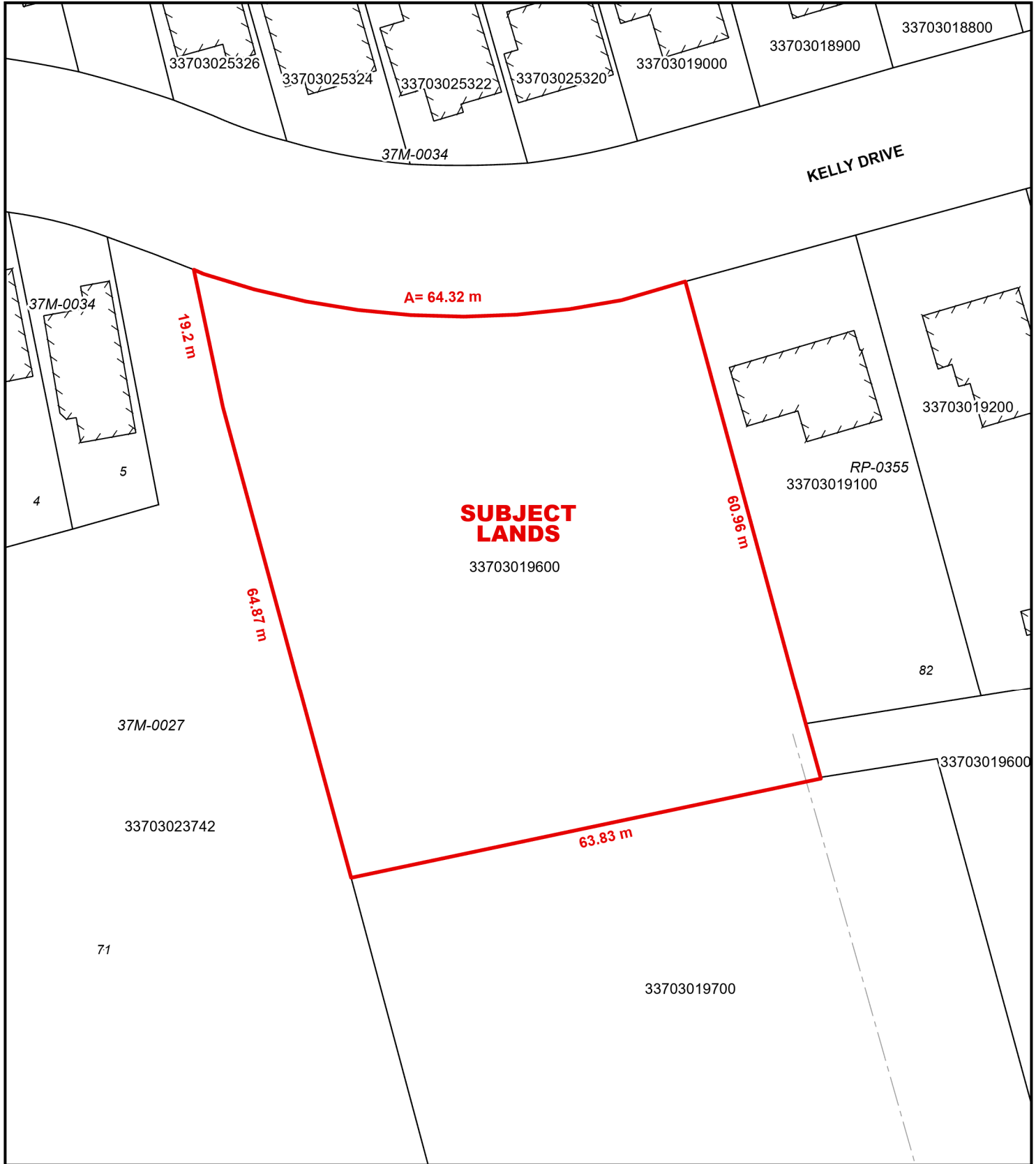
4/22/2026

- (H) - Holding
- CN - Neighbourhood Commercial Zone
- IN - Neighbourhood Institutional Zone
- R1-A - Residential R1-A Zone
- R1-B - Residential R1-B Zone
- R2 - Residential R2 Zone




CONCEPTUAL PLAN

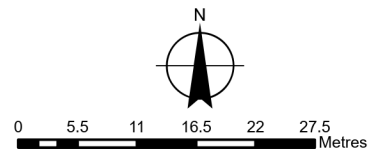
Geographic Township of WOODHOUSE



Legend

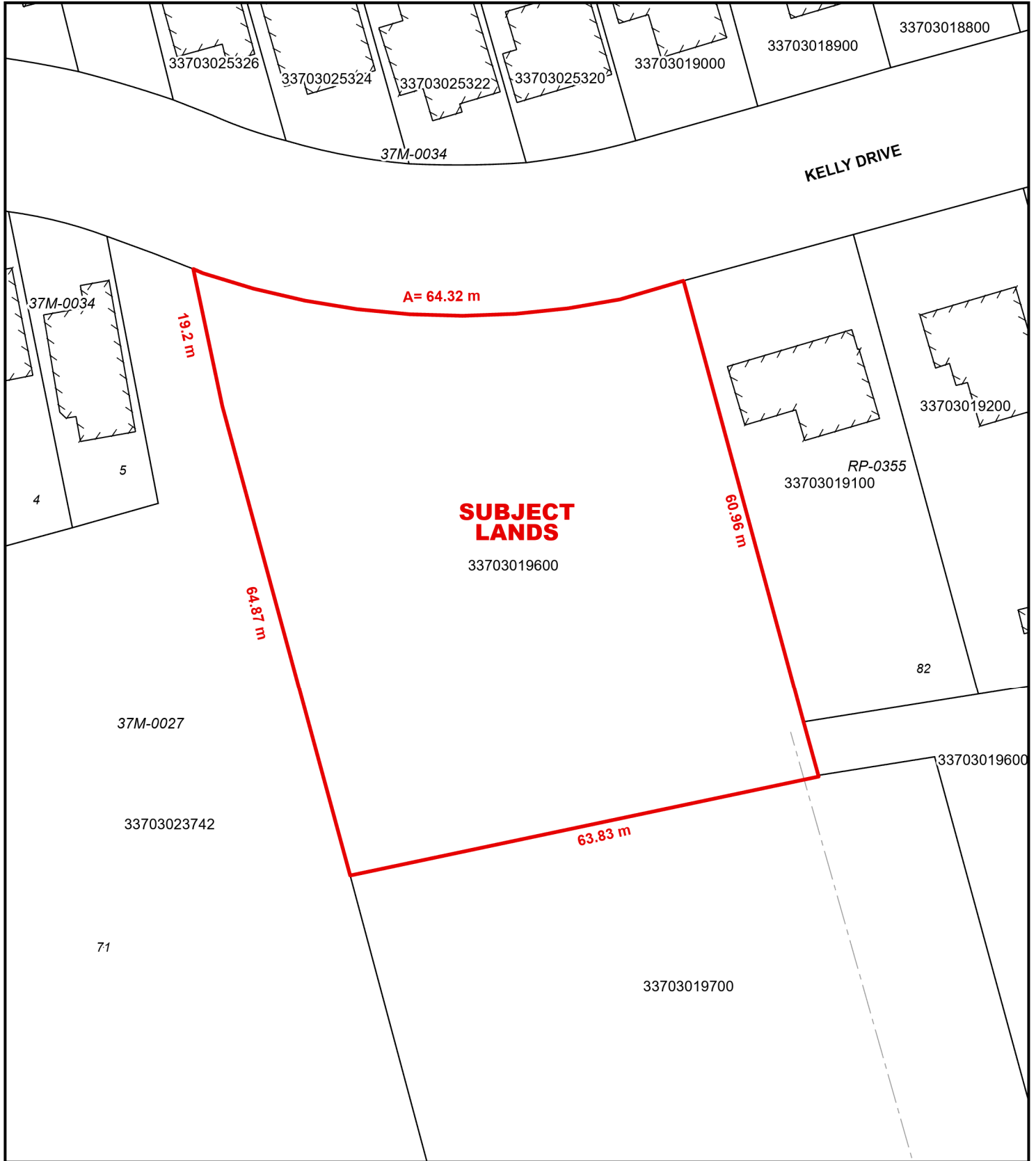
 Subject Lands

4/22/2026




CONCEPTUAL PLAN

Geographic Township of WOODHOUSE



Legend

 Subject Lands

4/22/2026

