

**For Office Use Only:**

File Number	_____	Application Fee	_____
Related File Number	_____	Conservation Authority Fee	_____
Pre-consultation Meeting	_____	Well & Septic Info Provided	_____
Application Submitted	_____	Planner	_____
Complete Application	_____	Public Notice Sign	_____

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

- Consent/Severance/Boundary Adjustment
- Surplus Farm Dwelling Severance and Zoning By-law Amendment
- Minor Variance
- Easement/Right-of-Way

**Property Assessment Roll Number:** 334-020-266 00-0000**A. Applicant Information****Name of Owner**WILLIAM K HAYES

It is the responsibility of the owner or applicant to notify the planner of any changes in ownership within 30 days of such a change.

Address

109 McNAB ST. EAST

Town and Postal Code

PT DOVER NOA-1N0

Phone Number

905-929-1442

Cell Number

905-929-1442

Email

**Name of Applicant**WILLIAM HAYES

Address

109 McNAB ST

Town and Postal Code

PT DOVER NOA-1N0

Phone Number

905-929-1442

Cell Number

905-929-1442

Email

Name of Agent KIM HESSELS  
Address 5272 HWY #3  
Town and Postal Code CAYUGA, ONT. N0A 1E0.  
Phone Number /  
Cell Number 905-961-8553  
Email Kcagsolutions@gmail.com

Please specify to whom all communications should be sent. Unless otherwise directed, all correspondence and notices in respect of this application will be forwarded to the owner and agent noted above.

Owner

Agent

Applicant

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

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**B. Location, Legal Description and Property Information**

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

PDON PLAN 207 BLK 17

PT LOT 5

Municipal Civic Address: 109 McNab St. East.

Present Official Plan Designation(s):

Present Zoning: RESIDENTIAL URBAN. (R2)

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

Yes  No If yes, please specify:

3. Present use of the subject lands:

PERSONAL RESIDENTIAL GARAGE

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

LEGAL  
NON-  
CONFORMING { RESIDENTIAL - 1.5 STOREY, APPROX. 1800 sq. ft. (50' x 30')  
REAR YARD SETBACK 2 M. / SIDEYARD SETBACK 1.2 M. / FRONT 1 M.  
GARAGE / STORAGE - APPROX. 1000 sq. ft (24' x 37')  
REAR YARD SETBACK 2 M / SIDEYARD 1 M. / FRONT 4.5 M.

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

N/A.

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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:

No proposed buildings. Applicant seeks to make his existing building conform.

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

If yes, identify and provide details of the building:

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

RESIDENCE BUILT IN 1944; GARAGE IN 2014

- 9. Existing use of abutting properties:

RESIDENTIAL HAMLET.

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

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

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IN R2 ZONE BUT EVALUATED UNDER

R1B AS PER EMAIL

### C. Purpose of Development Application

Note: Please complete all that apply. Failure to complete this section will result in an incomplete application.

#### 1. Site Information (Please refer to Zoning By-law to confirm permitted dimensions)

	Existing	Permitted	Provision	Proposed	Deficiency
Lot frontage	25.26m	12M.			/
Lot depth	20.14m				
Lot width	25.20m				
Lot area	509.15sqm. 360M.				/
Lot coverage	42.5%	/			/
Front yard	0.74m	6M.			5.26M
Rear yard	0.45m	1.2M			0.75M
Height	5.8m	5 M.			0.8M.
Left Interior side yard	0.72m	3.0M			2.2BM
Right Interior side yard	0.8m	1.2M			0.4M.
Exterior side yard (corner lot)	N/A.				
Parking Spaces (number)					
Aisle width					
Stall size					
Loading Spaces					
Other <sup>USABLE</sup> <sub>FOOR AREA.</sub>	183.95 m <sup>2</sup>	<del>183.95</del> sqm			128.95sqm

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

Existing building is deficient and it is not possible to alter building.

3. **Consent/Severance/Boundary Adjustment:** 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: \_\_\_\_\_

4. **Easement/Right-of-Way:** Description of proposed right-of-way/easement in metric units:

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

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

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

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

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

**5. Surplus Farm Dwelling Severances Only:** List all properties in Norfolk County, which are owned and farmed by the applicant and involved in the farm operation

Owners Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Workable Acreage: \_\_\_\_\_

Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_

Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_

Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Workable Acreage: \_\_\_\_\_

Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_

Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_

Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Workable Acreage: \_\_\_\_\_

Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_

Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_

Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Workable Acreage: \_\_\_\_\_

Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_

Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_

Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Workable Acreage: \_\_\_\_\_

Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_

Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_

Date of Land Purchase: \_\_\_\_\_

**Note: If additional space is needed please attach a separate sheet.**

**D. All Applications: Previous Use of the Property**

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

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

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

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

Age of dwelling and zoning.

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. All Applications: Provincial Policy**

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

If no, please explain:

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

If no, please explain:

No development proposed.

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

If no, please explain:

No development proposed.

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

4. All Applications: 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 No

**Wooded area**

On the subject lands or  within 500 meters – distance No

**Municipal Landfill**

On the subject lands or  within 500 meters – distance No

**Sewage treatment plant or waste stabilization plant**

On the subject lands or  within 500 meters – distance No

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

On the subject lands or  within 500 meters – distance No

**Floodplain**

On the subject lands or  within 500 meters – distance No

**Rehabilitated mine site**

On the subject lands or  within 500 meters – distance No

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

On the subject lands or  within 500 meters – distance No

**Active mine site within one kilometre**

On the subject lands or  within 500 meters – distance No

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

On the subject lands or  within 500 meters – distance No

**Active railway line**

On the subject lands or  within 500 meters – distance No

**Seasonal wetness of lands**

On the subject lands or  within 500 meters – distance No

**Erosion**

On the subject lands or  within 500 meters – distance No

**Abandoned gas wells**

On the subject lands or  within 500 meters – distance No

## F. All Applications: Servicing and Access

### 1. Indicate what services are available or proposed:

#### Water Supply

Municipal piped water       Communal wells  
 Individual wells       Other (describe below)

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#### Sewage Treatment

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

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#### Storm Drainage

Storm sewers       Open ditches  
 Other (describe below)

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### 2. Existing or proposed access to subject lands:

Municipal road       Provincial highway  
 Unopened road       Other (describe below)

Name of road/street:

McNab St. East.

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## G. All Applications: Other Information

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

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

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

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

In order for your application to be considered complete, folded hard copies (number of paper copies as directed by the planner) and an **electronic version (PDF) of the 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. Existing and proposed easements and right of ways
4. Parking space totals – required and proposed
5. All dimensions of the subject lands
6. Dimensions and setbacks of all buildings and structures
7. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
8. Names of adjacent streets
9. Natural features, watercourses and trees

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:**

- On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- Environmental Impact Study
- Geotechnical Study / Hydrogeological Review
- Minimum Distance Separation Schedule
- Record of Site Condition

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

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

## I. Transfers, Easements and Postponement of Interest

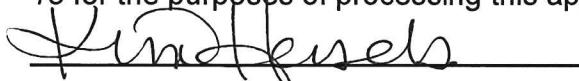
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that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

### Permission to Enter Subject Lands

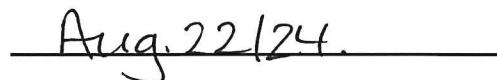
Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

### Freedom of Information

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act, R.S.O. 1990, c. P. 13* for the purposes of processing this application.



Owner/Applicant/Agent Signature



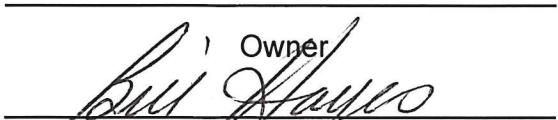
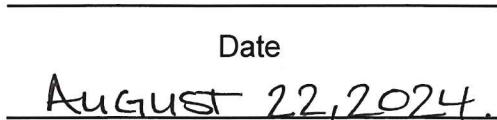
Date

### J. Owner's Authorization

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

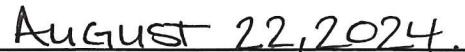
I/We WILLIAM HAYES am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize KIM HESSELS 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

  
AUGUST 22, 2024.

**\*Note: If property is owned by an Ontario Ltd. Corporation, Articles of Incorporation are required to be attached to the application.**

**K. Declaration**

I, Kim Hessels of Cayuga, 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:

Simcoe

In Norfolk County

This 27 day of January

A.D., 2025

Kim Hessels

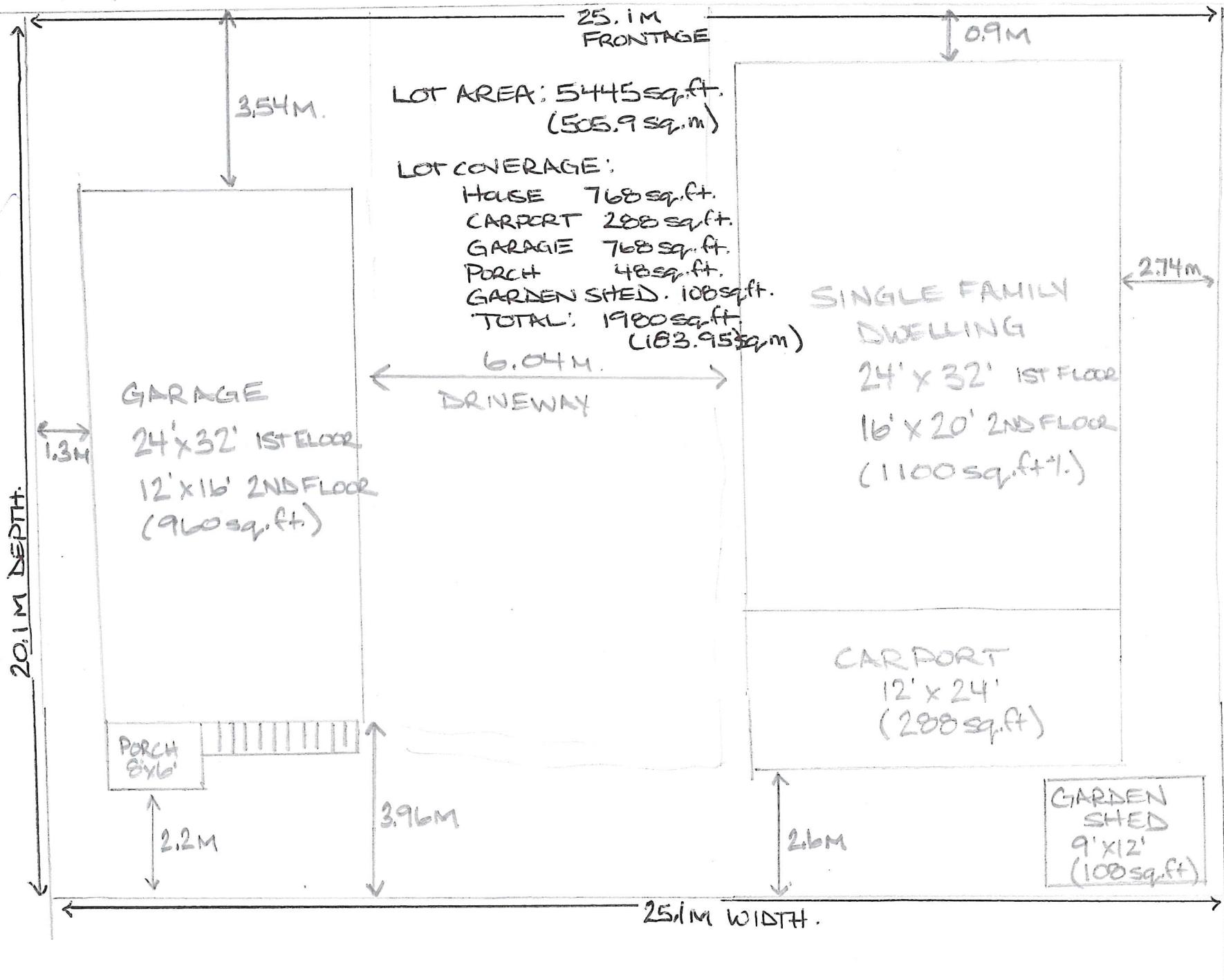
A Commissioner, etc.

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

**Norfolk**  
COUNTY



109 MCNAB STREET EAST





## CONTEXT MAP

Urban Area of PORT DOVER

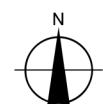


## Legend

 Subject Lands

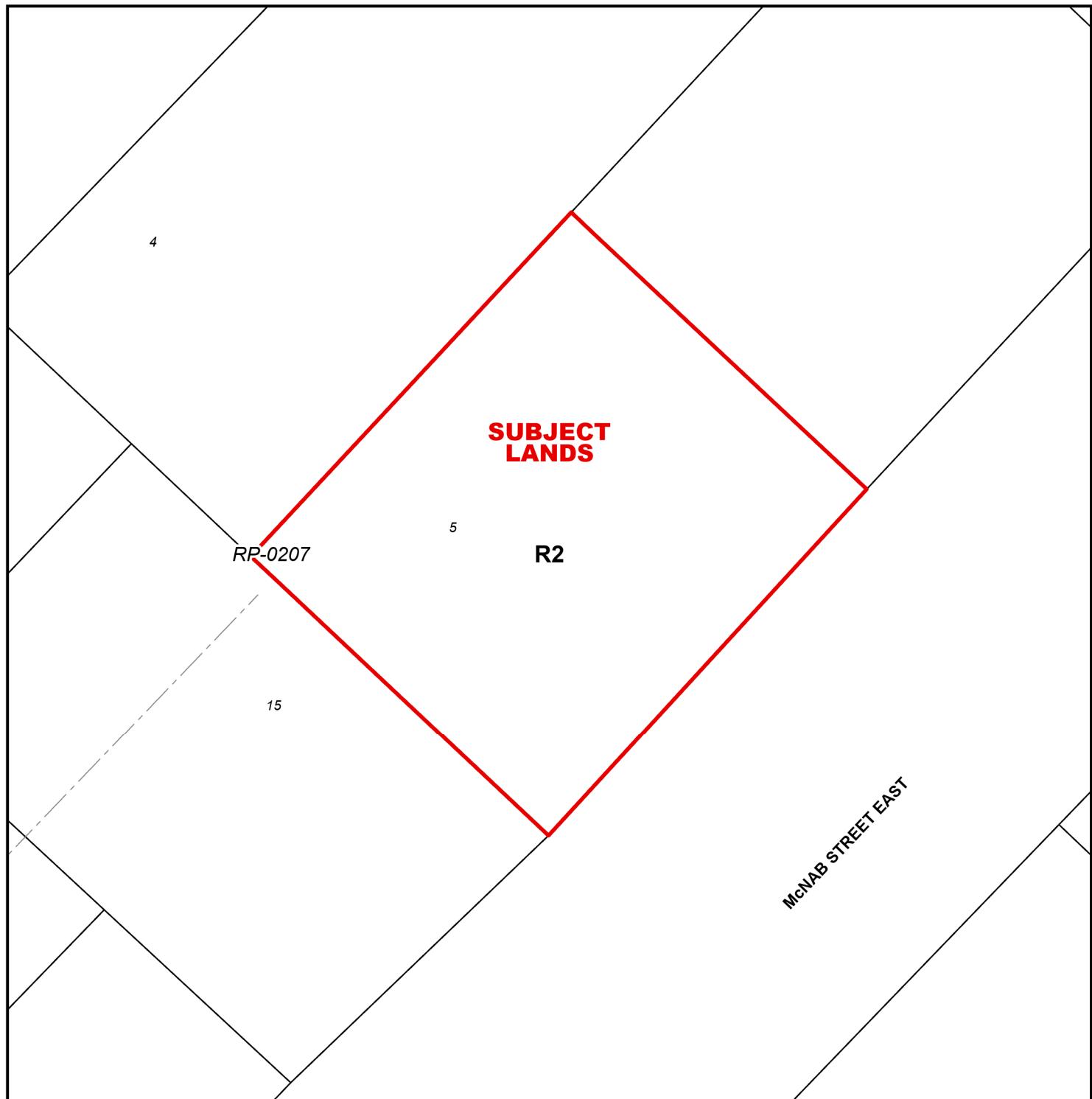
2020 Air Photo

5/20/2025

105 0 10 20 30 40  
Meters

**ZONING BY-LAW MAP**

Urban Area of PORT DOVER

**LEGEND** Subject Lands

ZONING BY-LAW 1-Z-2014

5/20/2025

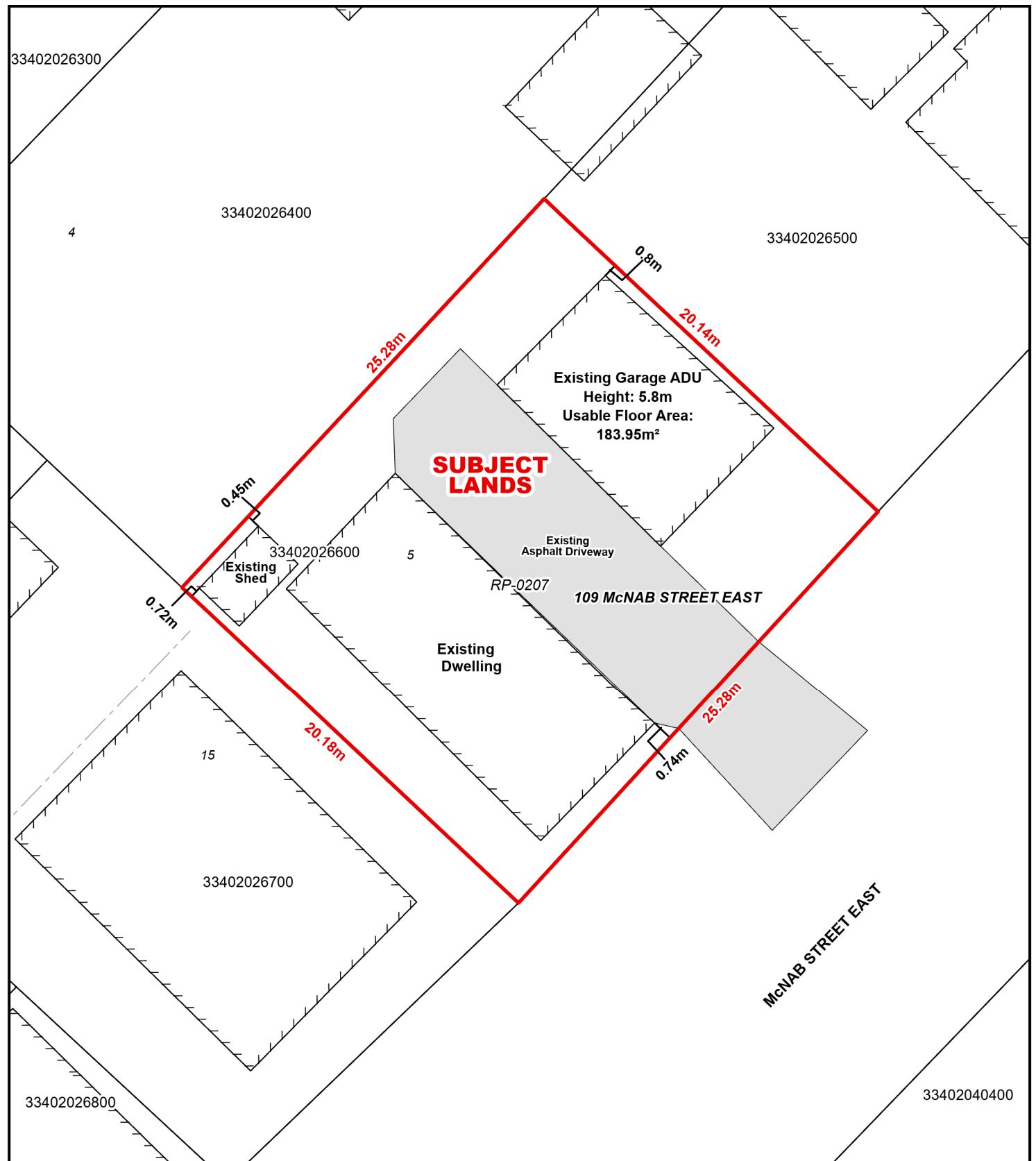
(H) - Holding

R2 - Residential R2 Zone

 2 1 0 2 4 6 8 Meters

## CONCEPTUAL PLAN

Urban Area of PORT DOVER



## Legend

Subject Lands

5/20/2025



1.50 1.75 2.0 2.5 3 4.5 6 Meters