

**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 · 030 · 64500

**A. Applicant Information**

Name of Owner Pam Bravener

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 41 Don Jon Blvd

Town and Postal Code Port Dover NDA INT

Phone Number \_\_\_\_\_

Cell Number 519-429-8668

Email pbravener@gmail.com

Name of Applicant Bonnie Bravener

Address 3 Jaylin Cres.

Town and Postal Code Port Dover NDA INT

Phone Number \_\_\_\_\_

Cell Number 519-909-9454

Email bravener@gmail.com

Name of Agent \_\_\_\_\_

Address \_\_\_\_\_

Town and Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Cell Number \_\_\_\_\_

Email \_\_\_\_\_

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

No

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

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

Port Dover, Plan 439 Pt Lots 22 & 23  
RP 37R1360 Part 2

Municipal Civic Address: 41 Don Jon Blvd. Port Dover

Present Official Plan Designation(s): Hazard Land      Urban Residential

Present Zoning: HL      RI-A

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:

Residential - single family

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:

single family dwelling - see attached site plan

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.

\_\_\_\_\_

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

\_\_\_\_\_

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

If yes, identify and provide details of the building:

\_\_\_\_\_

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

32 years

9. Existing use of abutting properties:

Residential - single family dwelling

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. 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	24.9m	15m	5.1.2b	21.9	∅
Lot depth					
Lot width					
Lot area	1465 m <sup>2</sup>	450m <sup>2</sup>	5.1.2a	1247	∅
Lot coverage	13.4%			15.7%	∅
Front yard	6.82m	6m	5.1.2c	6.82m	∅
Rear yard	45.12m	7.5m	5.1.2f	45.12m	∅
Height					
Left Interior side yard	6.7m	3m	5.1.2e	3.61m	∅
Right Interior side yard	1.43m	1.2m	5.1.2e	1.43m	∅
Exterior side yard (corner lot)	2+	2+	4.9a	2+	∅
Parking Spaces (number)					
Aisle width					
Stall size					
Loading Spaces					
Other					

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

Meets zoning provisions.

3. Consent/Severance/Boundary Adjustment: Description of land intended to be severed in metric units:

Frontage: 3.048 m

Depth: 71.186 m

Width: 3.048 m

Lot Area: 217.698 m<sup>2</sup>

Present Use: vacant side yard

Proposed Use: vacant side yard

Proposed final lot size (if boundary adjustment): 1938 m<sup>2</sup>

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

334-030-64410

Bonnie Bravener

Description of land intended to be retained in metric units:

Frontage: 22 m

Depth: 71.186 m

Width:

Lot Area: 1247 m<sup>2</sup>

Present Use: residential - single family

Proposed Use: residential - single family

Buildings on retained land: single family dwelling

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:

land was a vacant lot in a plan of subdivision and a dwelling was built

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:

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subject lands are located within a plan of subdivision within the urban boundaries of Port Dover

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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:

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boundary adjustment - 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 \_\_\_\_\_

**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 \_\_\_\_\_

Revised April 2023

Committee of Adjustment Development Application

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## 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:

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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.

Pamela Bravener

Owner/Applicant/Agent Signature

May 15/2024

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 Pam Bravener am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Bonnie Bravener 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.

Pamela Bravener

Owner

April 17/24.

Date

Owner

Date

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

K. Declaration

I, Bonnie Bravener of Port Dover

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:

NORFOLK County

X Bonnie Bravener

Owner/Applicant/Agent Signature

In GIMCOE, ONT

This 18<sup>th</sup> day of APRIL 2024

A.D., 202024

  
Sherry Ann Mott, a  
Commissioner, etc., Province of Ontario.  
for the Corporation of Norfolk County.  
Expires March 16, 2026.

A Commissioner, etc.

**Norfolk**  
COUNTY

**PROPOSED SEVERANCE**  
OF PART OF  
**LOT 22**  
**REGISTERED PLAN 439**  
*IN THE GEOGRAPHIC*

LO 22  
REGISTERED  
IN THE GEOGRAPHIC  
PLATE

# COVERED PLATE IN THE GEOGRAPHIC

# TOWNSHIP OF WOODHOUSE

**NORFOLK COUNTY**

SCALE: 1 : 400

400

METRIC NOTE:

DISTANCES AND COORDINATES AND MILEAGE AND CAN BE CONVERTED TO IMPERIAL BY DIVIDING BY 0.3048

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**CAUTION:**

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR PURPOSES OTHER THAN THE PURPOSE INDICATED IN THE TITLE BLOCK.

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## CONTEXT MAP

Urban Area of PORT DOVER

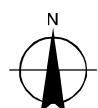


## Legend

- Subject Lands
- Lands Owned

2020 Air Photo

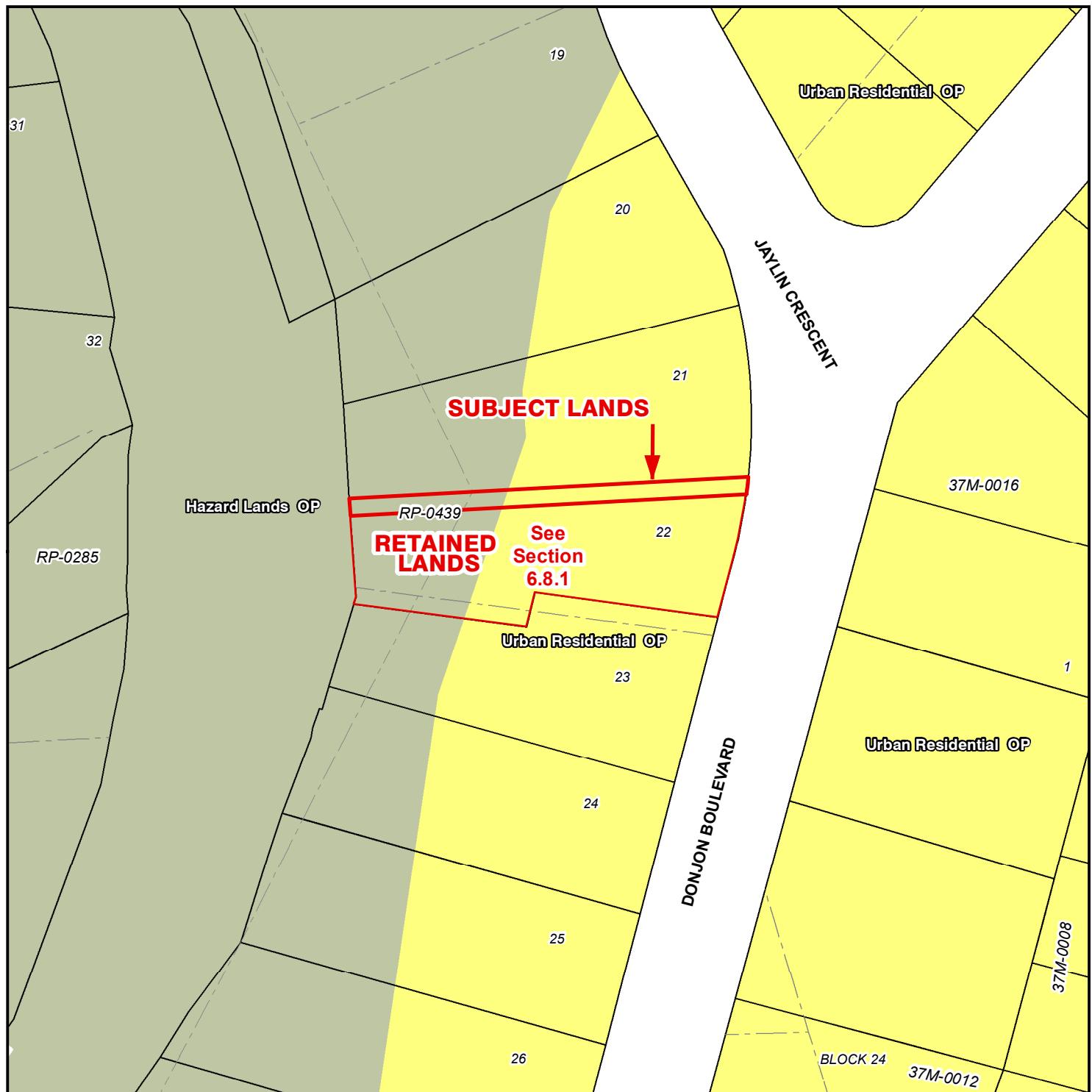
5/31/2024



9.54.75 0 9.5 19 28.5 38 Meters

## OFFICIAL PLAN MAP

Urban Area of PORT DOVER



## Legend

## Official Plan Designations

5/31/2024

 Subject Lands

Hazard Lands

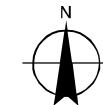
 Lands Owned

Urban Residential



Special Policy Area

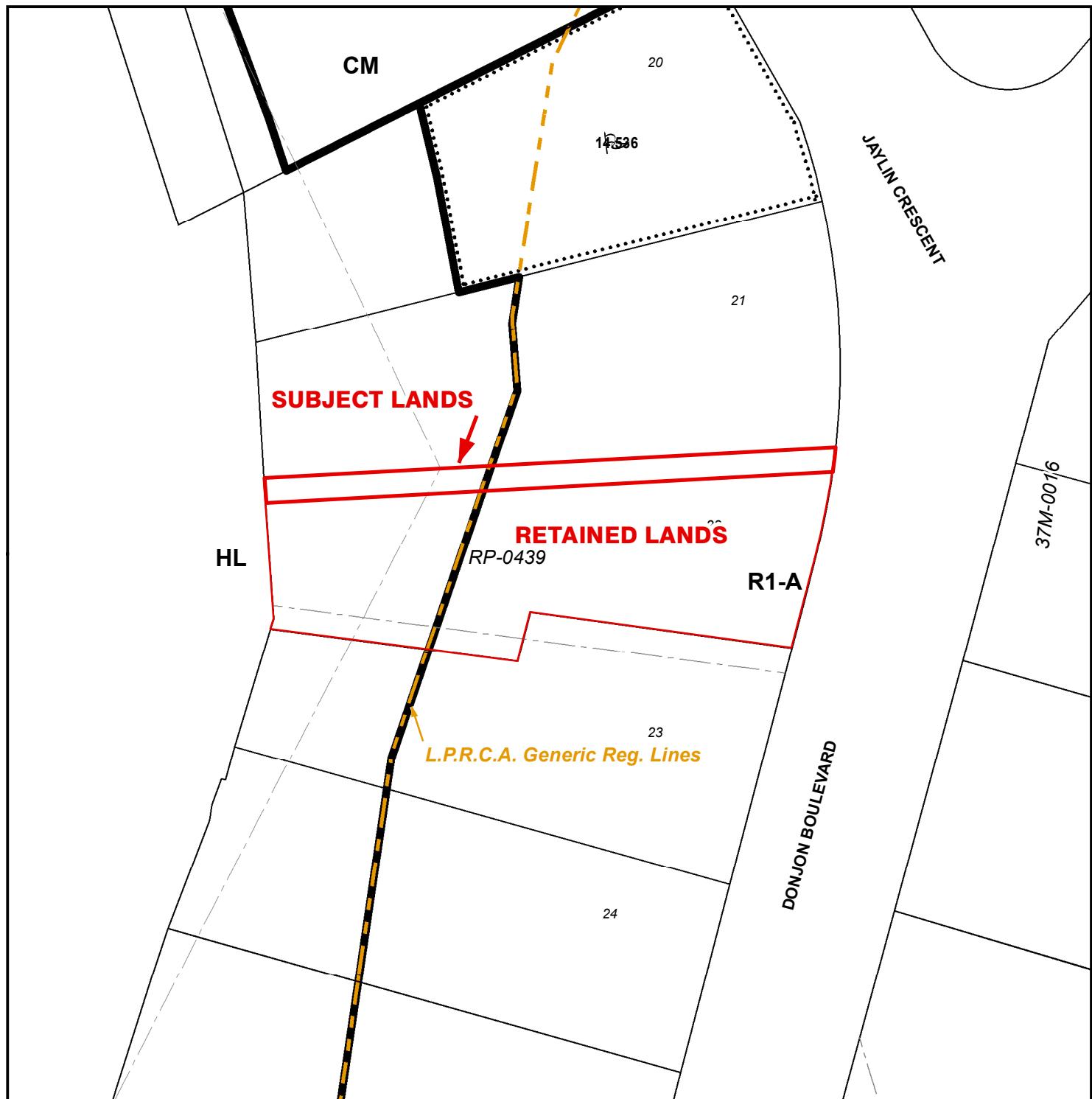
Urban Area Boundary



8 4 0 8 16 24 32 Meters

## ZONING BY-LAW MAP

Urban Area of PORT DOVER



## LEGEND

- Subject Lands
- Lands Owned
- LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

5/31/2024

(H) - Holding

CM - Marine Commercial Zone

HL - Hazard Land Zone

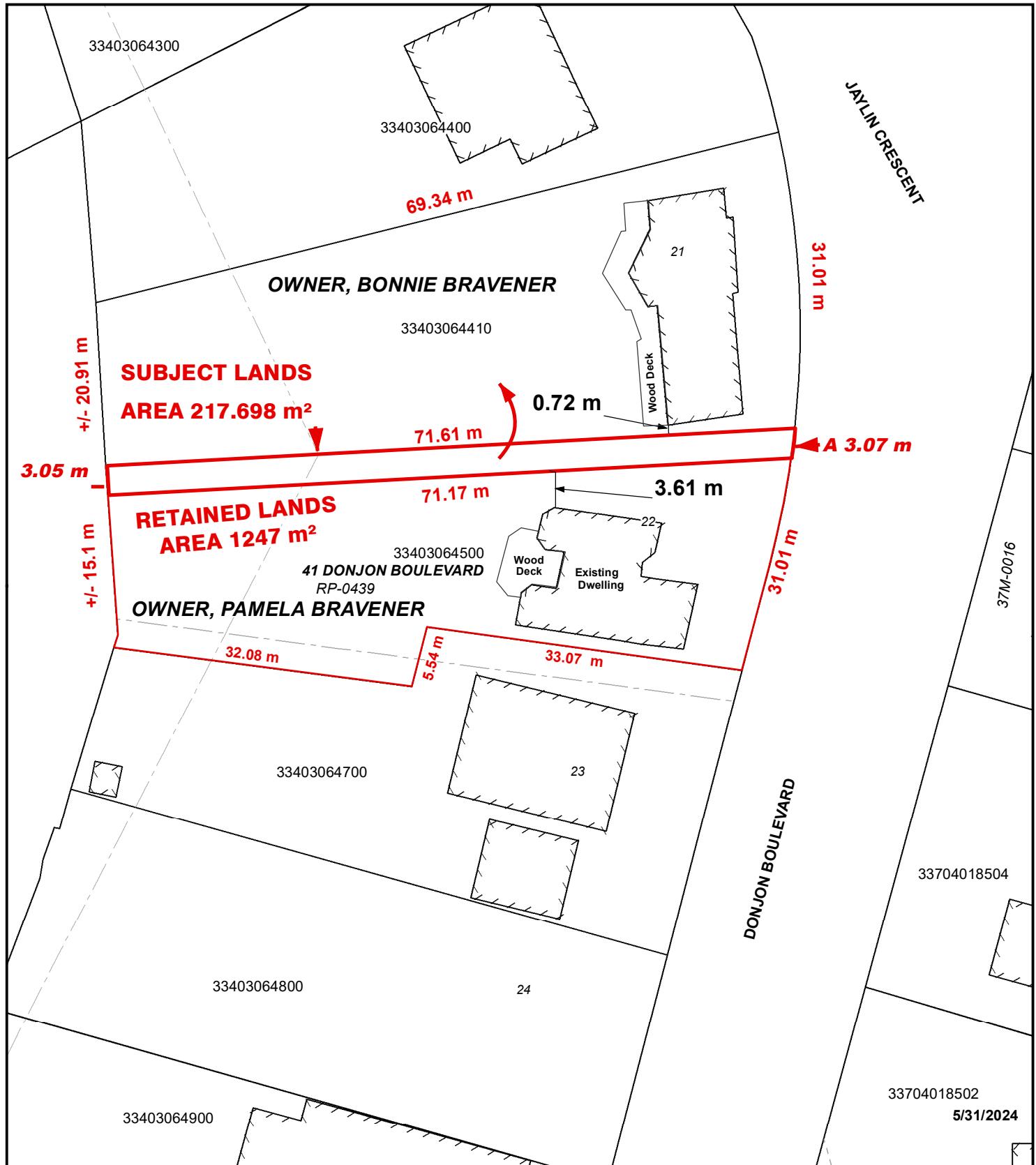
R1-A - Residential R1-A Zone



5.52.75 0 5.5 11 16.5 22 Meters

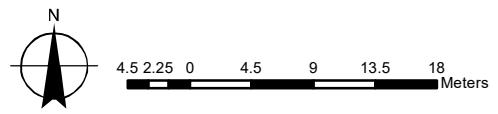
## CONCEPTUAL PLAN

Urban Area of PORT DOVER



## Legend

- Subject Lands
- Lands Owned

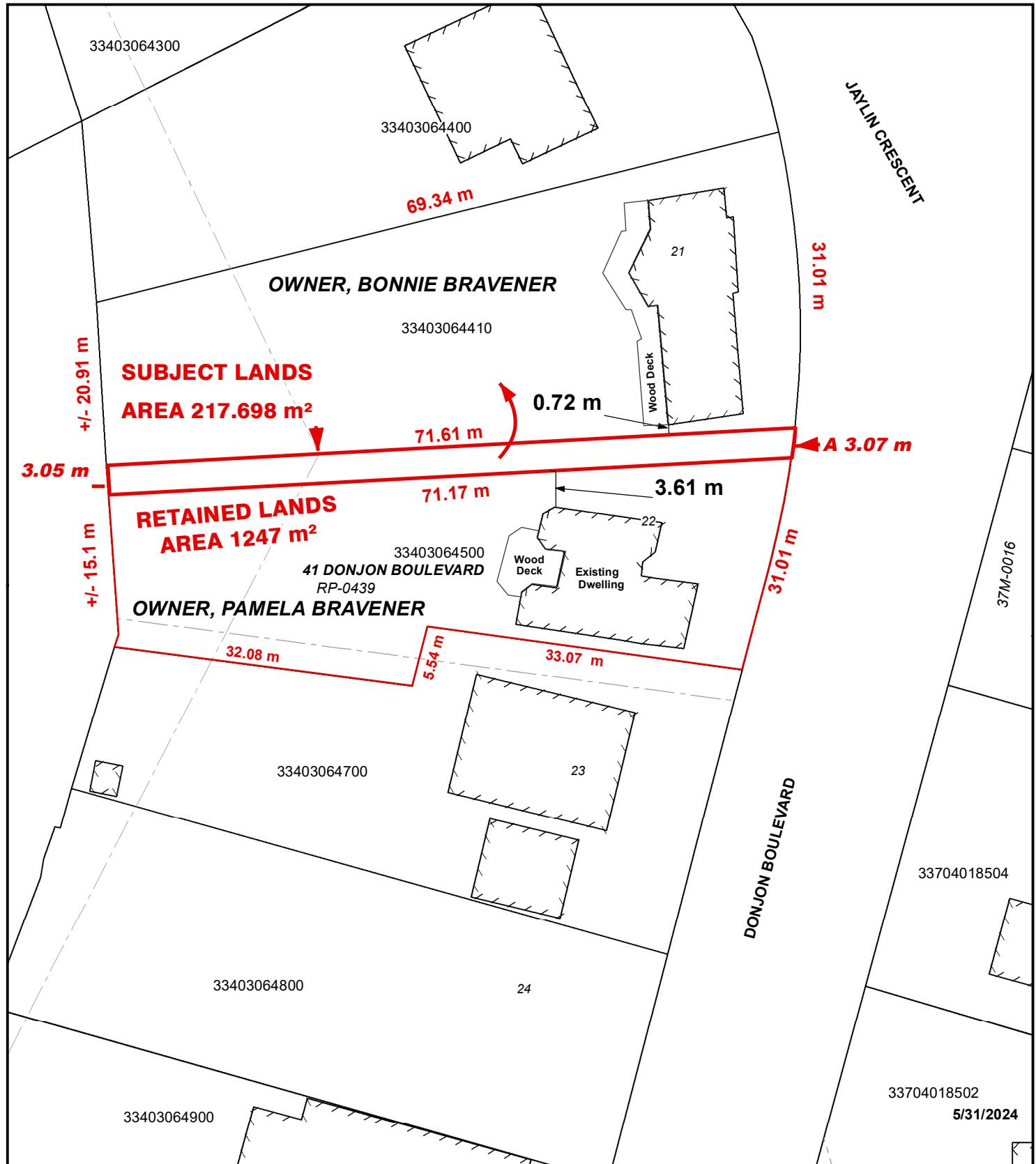


## **LOCATION OF LANDS AFFECTED**

BNPL2024136

## CONCEPTUAL PLAN

## Urban Area of PORT DOVER



## Legend

Subject Lands  
 Lands Owned

