

**For Office Use Only:**

File Number	<u>SPR2018293</u>	SPRT Meeting	<u>—</u>
Related File Number	<u>—</u>	Application Fee	<u>✓</u>
Pre-consultation Meeting	<u>—</u>	Conservation Authority Fee	<u>N/A</u>
Application Submitted	<u>Nov. 16/2018</u>	OSSD Form Provided	<u>N/A</u>
Complete Application	<u>Nov. 20/2018</u>	Planner	<u>Kayla DeLeye</u>
Public Notice Sign	<u>N/A</u>		

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

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Official Plan Amendment                               |
| <input type="checkbox"/>            | Zoning By-Law Amendment                               |
| <input type="checkbox"/>            | Temporary Use By-law                                  |
| <input type="checkbox"/>            | Draft Plan of Subdivision/Vacant Land Condominium     |
| <input type="checkbox"/>            | Condominium Exemption                                 |
| <input checked="" type="checkbox"/> | Site Plan Application                                 |
| <input type="checkbox"/>            | Consent/Severance                                     |
| <input type="checkbox"/>            | Minor Variance  |
| <input type="checkbox"/>            | Easement/Right-of-Way                                 |
| <input type="checkbox"/>            | Extension of a Temporary Use By-law                   |
| <input type="checkbox"/>            | Part Lot Control                                      |
| <input type="checkbox"/>            | Cash-in-Lieu of Parking                               |
| <input type="checkbox"/>            | Renewable Energy Project or Radio Communication Tower |

**Property Assessment Roll Number:** 49303010800**A. Applicant Information****Name of Owner** Douglas Agricultural Services Inc.

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** 1151 Charlotteville West Quarter Line Road, RR#6**Town and Postal Code** Simcoe ON N3Y 4K5**Phone Number** (519)426-0813**Cell Number** (519)427-8195**Email** jdouglas@kwic.com

<b>Name of Applicant</b>	MC Engineering c/o Amanda Deming
Address	4381 Highway #3
Town and Postal Code	Simcoe ON N3Y 5B3
Phone Number	(519)428-6790
Cell Number	(519)420-0959
Email	amanda@mcengineering.net

<b>Name of Agent</b>	MC Engineering c/o Amanda Deming
Address	4381 Highway #3
Town and Postal Code	Simcoe ON N3Y 5B3
Phone Number	(519)428-6790
Cell Number	(519)420-0959
Email	amanda@mcengineering.net

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

☐ Owner

☒ Agent

☐ Applicant

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

N/A

## B. Location, Legal Description and Property Information

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

PT LT 6 CON 7 CHARLOTTEVILLE AS IN NR366922; NORFOLK COUNTY

Municipal Civic Address: 1151 Charlotteville West Quarter Line Road, RR#6 Simcoe ON

Present Official Plan Designation(s): Agricultural

Present Zoning: Agricultural

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

☒ Yes ☐ No If yes, please specify:

14.841 -

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3. Present use of the subject lands:

Agricultural / Agricultural supply

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, height, etc. on your attached sketch which must be included with your application:

Various agricultural buildings used for storage, one building with an office area - all of which are to be retained. See drawings for details.

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

The addition will be used to store bulk agricultural spray.

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, height, etc. on your attached sketch which must be included with your application:

The proposed addition is a pre-engineered steel building. Setbacks are not included on drawing because the proposed building is surrounded by fields.

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:

The subject lands have always been used for agricultural purposes.

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9. Existing use of abutting properties:

Agricultural

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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### C. Purpose of Development Application

Note: Please complete all that apply.

1. Please explain what you propose to do on the subject lands/premises which makes this development application necessary:

The addition of a pre-engineered building to an existing agricultural business.

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

The proposed development will comply with the provisions of the Zoning By-Law and Official Plan.

3. Does the requested amendment alter all or any part of the boundary of an area of settlement in the municipality or implement a new area of settlement in the municipality? ☐ Yes ☒ No If yes, describe its effect:

4. Does the requested amendment remove the subject land from an area of employment? ☐ Yes ☒ No If yes, describe its effect:

5. Does the requested amendment alter, replace, or delete a policy of the Official Plan? ☐ Yes ☒ No If yes, identify the policy, and also include a proposed text of the policy amendment (if additional space is required, please attach a separate sheet):



6. Description of land intended to be severed in metric units:

Frontage: N/A  
Depth: N/A  
Width: N/A  
Lot Area: N/A  
Present Use: N/A  
Proposed Use: N/A

Proposed final lot size (if boundary adjustment): N/A

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

Description of land intended to be retained in metric units:

Frontage: N/A  
Depth: N/A  
Width: N/A  
Lot Area: N/A  
Present Use: N/A  
Proposed Use: N/A

7. Description of proposed right-of-way/easement:

Frontage: N/A  
Depth: N/A  
Width: N/A  
Area: N/A  
Proposed use: N/A  
N/A

8. Name of person(s), if known, to whom lands or interest in lands to be transferred, leased or charged (if known):

N/A

**9. Site Information****Existing****Proposed**

Please indicate unit of measurement, i.e. m, m<sup>2</sup> or %, etc.

Lot frontage	33.5m	33.5m
Lot depth	200m	200m
Lot width		
Lot area	18,777m <sup>2</sup>	18,777m <sup>2</sup>
Lot coverage		
Front yard	13m+	13m+
Rear yard	9m+	9m+
Left Interior side yard	13m+	13m+
Right Interior side yard	13m+	13m+
Exterior side yard (corner lot)	N/A	N/A
Landscaped open space		
Entrance access width	6m	6m
Exit access width	6m	6m
Size of fencing or screening		
Type of fencing		

**10. Building Size**

Number of storeys	1	1
Building height	7.5m	7.5m
Total ground floor area	1,709m <sup>2</sup>	475.8m <sup>2</sup>
Total gross floor area	1,709m <sup>2</sup>	475.8m <sup>2</sup>
Total useable floor area	1,709m <sup>2</sup>	475.8m <sup>2</sup>

**11. Off Street Parking and Loading Facilities**

Number of off street parking spaces	0	10
Number of visitor parking spaces	N/A	N/A
Number of accessible parking spaces	0	0
Number of off street loading facilities	0	1

**12. Multiple Family Residential (if applicable)**

Number of buildings existing: N/A

Number of buildings proposed: N/A

Is this a conversion or addition to an existing building? ☐ Yes ☒ No

If yes, describe: Proposed pre-eng steel building to be added as additional storage.

Type N/A

Number of Units N/A

Floor Area per Unit in m<sup>2</sup>

Bachelor	<u>N/A</u>	<u></u>
One bedroom	<u>N/A</u>	<u></u>
Two bedroom	<u>N/A</u>	<u></u>
Three bedroom	<u>N/A</u>	<u></u>
Townhouse	<u>N/A</u>	<u></u>

Other facilities provided (e.g. play facilities, underground parking, games room, swimming pool etc.): N/A

### 13. Commercial/Industrial Uses (if applicable)

Number of buildings existing: 5

Number of buildings proposed: 1

Is this a conversion or addition to an existing building? ☒ Yes ☐ No

If yes, describe:

Proposed pre-eng steel building to be added as additional storage.

Indicate the gross floor area by the type of use (e.g. office, retail, storage, etc.):

Storage: 1,350m<sup>2</sup> Office: 50m<sup>2</sup>

Seating Capacity (for assembly halls, etc.): N/A

Total number of fixed seats: N/A

Describe the type of business(es) proposed: Existing agricultural business

Total number of staff proposed initially: 7

Total number of staff proposed in five years: 7

Maximum number of staff on the largest shift: 7

Is open storage required: ☐ Yes ☒ No

Is a residential use proposed as part of, or accessory to commercial/industrial use?

☐ Yes ☒ No If yes please describe:

#### 14. Institutional (if applicable)

Describe the type of use proposed: N/A

Seating capacity (if applicable): N/A

Number of beds (if applicable): N/A

Total number of staff proposed initially: N/A

Total number of staff proposed in five years: N/A

Maximum number of staff on the largest shift: N/A

Indicate the gross floor area by the type of use (e.g. office, retail, storage, etc.):

Storage: 1,350m<sup>2</sup> Office: 50m<sup>2</sup>

#### 15. Describe Recreational or Other Use(s) (if applicable)

N/A



#### 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 (example: gas station, petroleum storage, etc.):

Agriculture

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:  
Owner information/ historical data.

4. If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached? ☐ Yes ☒ No

#### E. Provincial Policy

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

If no, please explain:

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:

The proposed addition will not alter the habitat of any wildlife.

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:

The proposed addition will be used for storage and will not have an impact on source water.

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

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

**Livestock facility or stockyard** (submit MDS Calculation with application)

☐ On the subject lands or ☐ within 500 meters – distance N/A

**Wooded area**

☐ On the subject lands or ☒ within 500 meters – distance \_\_\_\_\_

**Municipal Landfill**

☐ On the subject lands or ☐ within 500 meters – distance N/A

**Sewage treatment plant or waste stabilization plant**

☐ On the subject lands or ☐ within 500 meters – distance N/A

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

☐ On the subject lands or ☐ within 500 meters – distance N/A

**Floodplain**

☐ On the subject lands or ☐ within 500 meters – distance N/A

**Rehabilitated mine site**

☐ On the subject lands or ☐ within 500 meters – distance N/A

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

☐ On the subject lands or ☐ within 500 meters – distance N/A

**Active mine site within one kilometre**

☐ On the subject lands or ☐ within 500 meters – distance N/A

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

☒ On the subject lands or ☐ within 500 meters – distance Agriculture

**Active railway line**

☐ On the subject lands or ☐ within 500 meters – distance N/A

**Seasonal wetness of lands**

☐ On the subject lands or ☐ within 500 meters – distance N/A

**Erosion**

☐ On the subject lands or ☐ within 500 meters – distance N/A

**Abandoned gas wells**

☐ On the subject lands or ☐ within 500 meters – distance N/A

**F. Servicing and Access**

1. Indicate what services are available or proposed:

Water Supply

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

Sewage Treatment

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

Storm Drainage

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

Catch basins connected to a storm outlet.

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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:

Charlottetown West Quarter Line Road

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### G. Other Information

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

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

7

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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.

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

All digital files must be received in the following naming format:

Developmentname Plannumber Engineersplannumber yr.m.da [date received or stamped]

For example: DairyQueenPD Site 11979-1 17.12.21

Reports and studies can be renamed in the following format:

Developmentname Reportname Reportpreparer yr.m.da [date received or created]

For example: DairyQueenPD Traffic WSP 17.12.15

In order for your application to be considered complete, **folded** hard copies (number of paper copies as directed by the planner) and an **electronic version (PDF) of the properly named site plan drawings, additional plans, studies and reports** will be required, including but not limited to the following details:

1. Concept/Layout Plan
2. All measurements in metric
3. Key map
4. Scale, legend and north arrow
5. Legal description and municipal address
6. Development name
7. Drawing title, number, original date and revision dates
8. Owner's name, address and telephone number



9. Engineer's name, address and telephone number
10. Professional engineer's stamp
11. Existing and proposed easements and right of ways
12. Zoning compliance table – required versus proposed
13. Parking space totals – required and proposed
14. All entrances to parking areas marked with directional arrows
15. Loading spaces, facilities and routes (for commercial developments)
16. All dimensions of the subject lands
17. Dimensions and setbacks of all buildings and structures
18. Gross, ground and useable floor area
19. Lot coverage
20. Floor area ratio
21. Building entrances, building type, height, grades and extent of overhangs
22. Names, dimensions and location of adjacent streets including daylighting triangles
23. Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs
24. All exterior stairways and ramps with dimensions and setbacks
25. Retaining walls including materials proposed
26. Fire access and routes
27. Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
28. Location of mechanical room, and other building services (e.g. A/C, HRV)
29. Refuse disposal and storage areas including any related screening (if indoors, need notation on site plan)
30. Winter snow storage location
31. Landscape areas with dimensions
32. Natural features, watercourses and trees
33. Fire hydrants and utilities location
34. Fencing, screening and buffering – size, type and location
35. All hard surface materials
36. Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
37. Business signs (make sure they are not in sight lines)
38. Sidewalks and walkways with dimensions
39. Pedestrian access routes into site and around site
40. Bicycle parking
41. Architectural elevations of all building sides
42. All other requirements as per the pre-consultation meeting

In addition, the following additional plans, studies and reports, including but not limited to, **may** also be required as part of the complete application submission:



- ☐ Zoning Deficiency Form
- ☐ On-Site Sewage Disposal System Evaluation Form
- ☐ Architectural Plan
- ☐ Buildings Elevation Plan
- ☐ Cut and Fill Plan
- ☐ Erosion and Sediment Control Plan
- ☐ Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- ☐ Landscape Plan
- ☐ Photometric (Lighting) Plan
- ☐ Plan and Profile Drawings
- ☐ Site Servicing Plan
- ☐ Storm water Management Plan
- ☐ Street Sign and Traffic Plan
- ☐ Street Tree Planting Plan
- ☐ Tree Preservation Plan
- ☐ Archaeological Assessment
- ☐ Environmental Impact Study
- ☐ Functional Servicing Report
- ☐ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Schedule
- ☐ Noise or Vibration Study
- ☐ Record of Site Condition
- ☐ Storm water Management Report
- ☐ Traffic Impact Study – please contact the Planner to verify the scope required

Site Plan applications will require the following supporting materials:

1. Two (2) complete sets of the site plan drawings folded to 8½ x 11 and an electronic version in PDF format
2. Letter requesting that the Holding be removed (if applicable)
3. A cost estimate prepared by the applicant's engineer
4. An estimate for Parkland dedication by a certified land appraiser
5. Proof that property taxes to be paid up to date

6. Proof of insurance:

- a. Commercial General Liability satisfactory to the County must include:
  - i. A limit of liability not less than two million dollars (\$2,000,000) per occurrence
  - ii. The Corporation of Norfolk County shall be named as an additional insurer
  - iii. The policy shall contain a provision for cross liability in respect of the name insurer
  - iv. Non-owned automobile coverage with a limit of at least two million dollars (\$2,000,000) including contractual non-owned coverage
  - v. Errors and omissions liability with a limit of at least two million dollars (\$2,000,000)
  - vi. Products and completed operations coverage
  - vii. Certificate of Insurance must be in the same name as that on the PIN and site plan agreement
- b. Certificate of Insurance for Professional
- c. Certificate of Insurance for Owner

- 7. Written Legal Description of the Property and the Property Identification Number (PIN)
- 8. Postponement (if there are mortgagees)
- 9. Transfers/easements or agreements related to the subject lands

Standard condominium exemptions will require the following supporting materials:

- ☐ Plan of standard condominium (2 paper copies and 1 electronic copy)
- ☐ Draft condominium declaration

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

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

### **I. Development Agreements**

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

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

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

#### K. Permission to Enter Subject Lands

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

#### L. Freedom of Information

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

Amanda Deming  
Owner/Applicant Signature

April 24/18  
Date

#### M. Owner's Authorization

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

I/We Douglas Agricultural Services Inc. am/are the registered owner(s) of the lands that is the subject of this application for site plan approval.

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

[Signature]  
Owner

APRIL 30/18  
Date

Owner

Date



**N. Declaration**

I, Amanda Deming of Norfolk County

solemnly declare that:

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

Declared before me at:

\_\_\_\_\_

Amanda Deming.

Owner/Applicant Signature

In Norfolk County

This 16<sup>th</sup> day of November

A.D., 20 18

Susan Wakeling

A Commissioner, etc.

SUSAN DIANA WAKELING, a  
Commissioner, etc., Province of Ontario, for  
the Corporation of Norfolk County.  
Expires March 11, 2019.