

Cloudpermit application number CA-3523001-P-2026-11
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Applicant, Property owner, Payer		
Last name Witney	First name Matthew	Corporation or partnership
Street address 2 Hemlock Cres	Unit number	Lot / Con.
Municipality Puslinch	Province On	Postal code N0B2J0
Other phone	Mobile phone [REDACTED]	
Fax	Email [REDACTED]	

Subject Land Information		
Address	Legal description	Roll number
2 HEMLOCK CRESCENT PV (Primary)	PLAN 61M203 LOT 53	2301000006165730000

**Sworn Declaration of Applicant**

Complete in the presence of a Commissioner for taking affidavits

I, Matthew Witney, solemnly declare that the information required under Schedule 1 to Ontario Regulation 545/06 and provided by the Applicant is accurate and that the information contained in the documents that accompany this application is accurate, 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.

Signature of Applicant (sign in the presence of a Commissioner for taking affidavits)

X [REDACTED]

Signature of Commissioner for taking affidavits [REDACTED]	Municipality Township of Puslinch	Day, month, year 29/01/2026
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Place an imprint of your stamp below

Laura Elizabeth Emery, Deputy Clerk,  
a Commissioner, etc., Province of Ontario,  
for the Corporation of the Township of Puslinch.

## Affidavit and signatures

### **Applicant**

The Matthew Witney, Applicant is required to agree to erect and maintain a sign on the subject lands and to permit Township employees/representatives to enter the lands for site visits. The sign will be provided to the applicant for posting on the property by Township planning staff along with instructions on how and where to post the sign. The sign must be posted at least 10 days prior to the Committee of Adjustment meeting date for the application and must remain on the property until the 20 day appeal period is expired.

### **Notice with respect to collection of personal information**

Personal information on this form is collected under the authority of the Planning Act. The information is used for the purpose of processing this application and administering the legislation and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

 Digitally signed on 2026-01-27, 11:02:27 a.m. EST by Matthew Witney.

<b>Send correspondence to</b>	
Send correspondence to <input checked="" type="checkbox"/> Owner(s) <input type="checkbox"/> Agent <input type="checkbox"/> Others	
Who to send the Invoice to <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Other	

<b>Provide a description of the "entire" property</b>			
Concession	Lot	Registered Plan Number	
Area in Hectares	Area in Acres	Depth in Meters 20	
Depth in Feet 68	Frontage in Meters 33	Frontage in Feet 109	Width of road allowance (if known)

<b>Reason for Application</b>	
Please indicate the Section of the Planning Act under which this application is being made	
<input type="checkbox"/> Section 45(1) relates to a change to a by-law standard (e.g. setbacks, frontage, height, etc.) <input checked="" type="checkbox"/> Section 45(2) relates to a change to or expansion of an existing legal non-conforming use	
What is the nature and extent of the relief that is being applied for? 80 square feet of deck, enough to join the existing 2 decks	Why is it not possible to comply with the provisions of the by-law? Total lot coverage would be over 35%, by 2%

<b>What is the current Official Plan and zoning status?</b>	
Official Plan Designation Residential	Zoning Designation R1
What is the access to the subject property? <input type="checkbox"/> Provincial Highway <input checked="" type="checkbox"/> Continually maintained municipal road <input type="checkbox"/> Seasonally maintained municipal road <input type="checkbox"/> Other <input type="checkbox"/> Continually maintained county road	
What is the name of the road or street that provides access to the subject property?	If access is by water only, please describe the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land to the nearest public road.

**Existing and Proposed Service**

Indicate the applicable water supply and sewage disposal:

Private Well	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Communal Water	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Provincial Water Taking Permit	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Private Septic	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Communal Septic	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Other Provincial Waste Water System	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
How is storm drainage provided? * <input checked="" type="checkbox"/> Storm Sewers <input checked="" type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Other means		

**Existing Subject and Abutting Property Land Uses, Buildings and their Locations**

What is the existing use of the subject property? there is 2 small decks currently	What is the existing use of the abutting properties? no intervening space
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**Provide the following details for all existing buildings on the subject land**

Main Building Height in Meters 2	Main Building Height in Feet 5 feet	Percentage Total Lot Coverage 30
Percentage Accessory Lot Coverage 5	Number of Parking Spaces 3	Number of Loading Spaces 3
Number of Floors 1	Total Floor Area in Square Meters 18.5	Total Floor Area in Square Feet 1100
Ground Floor Area (Exclude Basement) in Square Meters 102		Ground Floor Area (Exclude Basement) in Square Feet 1100

**Provide the following details for all buildings proposed for the subject land**

Main Building Height in Meters 2	Main Building Height in Feet 5	Percentage Total Lot Coverage 37
Percentage Accessory Lot Coverage 12	Number of Parking Spaces 3	Number of Loading Spaces 3
Number of Floors 1	Total Floor Area in Square Meters 18.5	Total Floor Area in Square Feet 1100
Ground Floor Area (Exclude Basement) in Square Meters 102		Ground Floor Area (Exclude Basement) in Square Feet 1100

<b>What is the location of all buildings existing and proposed for the subject property? (specify distances from front, rear and side lot lines)</b>		
Front Yard in Meters 33.3	Front Yard in Feet 109	Rear Yard in Meters 13
Rear Yard in Feet 40	Side Yard (interior) in Meters 2	Side Yard (interior) in Feet 6
Side Yard (Exterior) in Meters 2	Side Yard (Exterior) in Feet 6	

<b>What are the dates of acquisition and construction of subject property and building property</b>		
Date of acquisition of subject property Sept 14 2025	Date of construction of buildings property April 2026	How long have the existing uses continued on the subject property? 1 deck 5 year the other deck 20 years
Has the owner previously applied for relief in respect of the subject property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

<b>Other Related Planning Applications</b>		
Planning Application: Official Plan Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Planning Application: Zoning By-Law Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Planning Application: Plan of Subdivision <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Planning Application: Consent (Severance) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Planning Application: Site Plan <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Planning Application: Minor Variance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any easements on the subject property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Site Plan: File Number	Site Plan: Approval Authority	Site Plan: Subject Lands
Site Plan: Purpose		Site Plan: Status
Minor Variance: File Number	Minor Variance: Approval Authority	Minor Variance: Subject Lands
Minor Variance: Purpose		Minor Variance: Status

**Minor Variance Application must be commissioned**

I understand that the required sketch must include the following information:

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> The boundaries and dimensions of the subject land.                  | <input checked="" type="checkbox"/> The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines. | <input checked="" type="checkbox"/> The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks. |
| <input checked="" type="checkbox"/> The current uses on land that is adjacent to the subject land.      | <input checked="" type="checkbox"/> 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.  | <input checked="" type="checkbox"/> If access to the subject land is by water only, the location of the parking and docking facilities to be used.  |
| <input checked="" type="checkbox"/> The location and nature of any easement affecting the subject land. |   |   |

Please confirm the following

- I understand that prior to the Minor Variance Application being deemed complete it must be commissioned by all registered owners or the agent responsible for the application.

## Affidavit and signatures

### Applicant

The Matthew Witney, Applicant is required to agree to erect and maintain a sign on the subject lands and to permit Township employees/representatives to enter the lands for site visits. The sign will be provided to the applicant for posting on the property by Township planning staff along with instructions on how and where to post the sign. The sign must be posted at least 10 days prior to the Committee of Adjustment meeting date for the application and must remain on the property until the 20 day appeal period is expired.

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 Digitally signed on 2026-02-06, 2:10:29 p.m. EST by Matthew Witney.

Send correspondence to	
Send correspondence to <input checked="" type="checkbox"/> Owner(s) <input type="checkbox"/> Agent <input type="checkbox"/> Others	
Who to send the Invoice to <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Other	

Provide a description of the "entire" property			
Concession		Lot	Registered Plan Number
Area in Hectares		Area in Acres	Depth in Meters 20
Depth in Feet 68	Frontage in Meters 33	Frontage in Feet 109	Width of road allowance (if known)

Reason for Application	
Please indicate the Section of the Planning Act under which this application is being made <input type="checkbox"/> Section 45(1) relates to a change to a by-law standard (e.g. setbacks, frontage, height, etc.) <input checked="" type="checkbox"/> Section 45(2) relates to a change to or expansion of an existing legal non- conforming use	
What is the nature and extent of the relief that is being applied for? 80 square feet of deck, enough to join the existing 2 decks	Why is it not possible to comply with the provisions of the by-law? Total lot coverage would be over 35%, by 2%

What is the current Official Plan and zoning status?	
Official Plan Designation PA7-6	Zoning Designation RUR SP86
What is the access to the subject property? <input type="checkbox"/> Provincial Highway <input type="checkbox"/> Continually maintained municipal road <input type="checkbox"/> Seasonally maintained municipal road <input checked="" type="checkbox"/> Other <input type="checkbox"/> Continually maintained county road	If other please specify Access is provided via Hemlock Cres which is a private road
What is the name of the road or street that provides access to the subject property?	If access is by water only, please describe the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land to the nearest public road.

Existing and Proposed Service		
<b>Indicate the applicable water supply and sewage disposal:</b>		
Private Well	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Communal Water	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Provincial Water Taking Permit	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Private Septic	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Communal Septic	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Other Provincial Waste Water System	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
How is storm drainage provided? *		
<input checked="" type="checkbox"/> Storm Sewers <input type="checkbox"/> Ditches <input type="checkbox"/> Swales		
<input type="checkbox"/> Other means		

Existing Subject and Abutting Property Land Uses, Buildings and their Locations	
What is the existing use of the subject property? Residential	What is the existing use of the abutting properties? residential and waterbody

Provide the following details for all existing buildings on the subject land		
Main Building Height in Meters 2	Main Building Height in Feet 6.5	Percentage Total Lot Coverage 30
Percentage Accessory Lot Coverage 5	Number of Parking Spaces 3	Number of Loading Spaces 3
Number of Floors 1	Total Floor Area in Square Meters 18.5	Total Floor Area in Square Feet 1135
Ground Floor Area (Exclude Basement) in Square Meters 102	Ground Floor Area (Exclude Basement) in Square Feet 1135	

Provide the following details for all buildings proposed for the subject land		
Main Building Height in Meters 2	Main Building Height in Feet 6.5	Percentage Total Lot Coverage 37
Percentage Accessory Lot Coverage 12	Number of Parking Spaces 3	Number of Loading Spaces 3
Number of Floors 1	Total Floor Area in Square Meters 18.5	Total Floor Area in Square Feet 1360
Ground Floor Area (Exclude Basement) in Square Meters 127	Ground Floor Area (Exclude Basement) in Square Feet 1360	

**What is the location of all buildings existing and proposed for the subject property? (specify distances from front, rear and side lot lines)**

Front Yard in Meters 33.3	Front Yard in Feet 109	Rear Yard in Meters 13
Rear Yard in Feet 40	Side Yard (interior) in Meters 2	Side Yard (interior) in Feet 6
Side Yard (Exterior) in Meters 2	Side Yard (Exterior) in Feet 6	

**What are the dates of acquisition and construction of subject property and building property**

Date of acquisition of subject property Sept 14 2025	Date of construction of buildings property April 2026	How long have the existing uses continued on the subject property? 1 deck 5 year the other deck 20 years
Has the owner previously applied for relief in respect of the subject property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

**Other Related Planning Applications**

Planning Application: Official Plan Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Planning Application: Zoning By-Law Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Planning Application: Plan of Subdivision <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Planning Application: Consent (Severance) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Planning Application: Site Plan <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Planning Application: Minor Variance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any easements on the subject property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Minor Variance: File Number	Minor Variance: Approval Authority	Minor Variance: Subject Lands
Minor Variance: Purpose		Minor Variance: Status

**Minor Variance Application must be commissioned**

I understand that the required sketch must include the following information:

The boundaries and dimensions of the subject land.



The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.

The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.

The current uses on land that is adjacent to the subject land.



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.



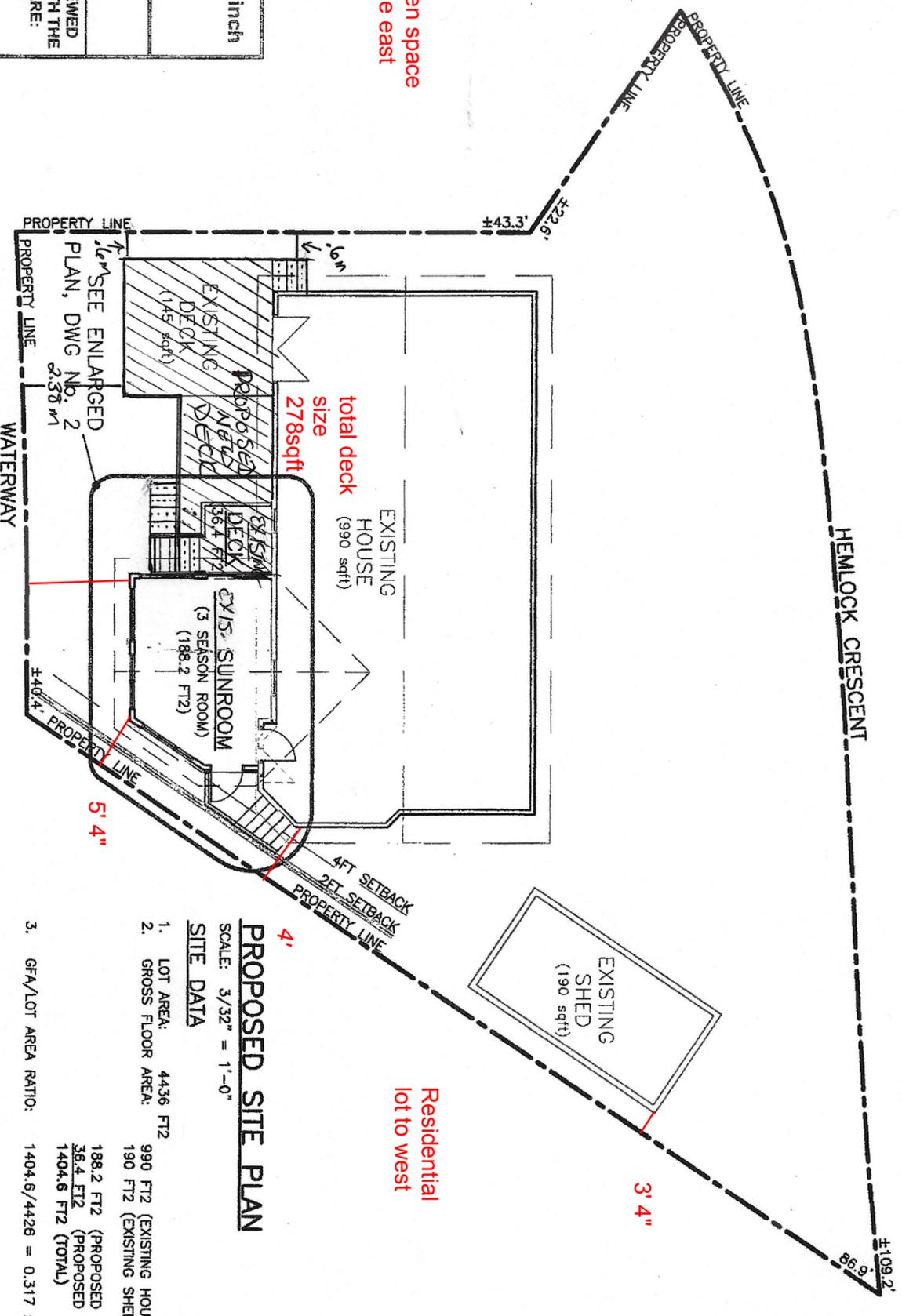
If access to the subject land is by water only, the location of the parking and docking facilities to be used.

The location and nature of any easement affecting the subject land.

Please confirm the following

I understand that prior to the Minor Variance Application being deemed complete it must be commissioned by all registered owners or the agent responsible for the application.

Green space  
to the east



**PROPOSED SITE PLAN**

SCALE: 3/32" = 1'-0"

**SITE DATA**

1. LOT AREA: 4436 FT<sup>2</sup>
2. GROSS FLOOR AREA: 990 FT<sup>2</sup> (EXISTING HOUSE)  
190 FT<sup>2</sup> (EXISTING SHED)  
188.2 FT<sup>2</sup> (PROPOSED SUNROOM)  
36.4 FT<sup>2</sup> (PROPOSED DECK)  
1404.6 FT<sup>2</sup> (TOTAL)
3. GFA/LOT AREA RATIO: 1404.6/4426 = 0.317 x 100 = 31.1%

Project of Puslinch  
ent

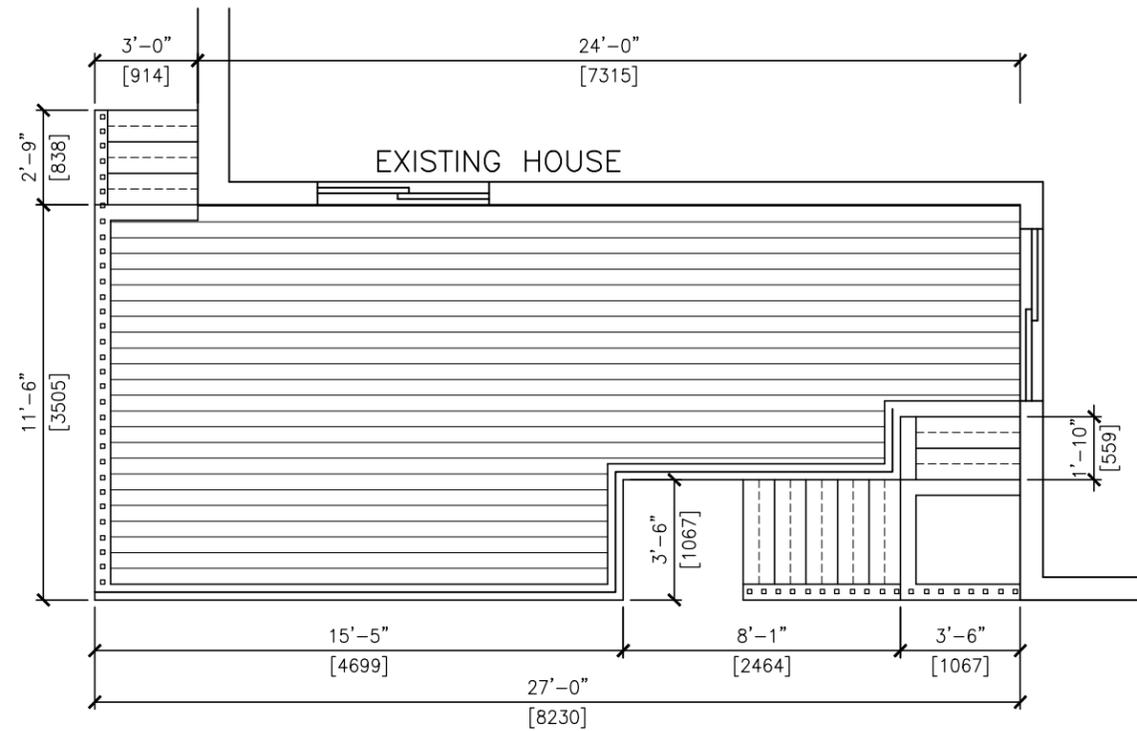
**VIEW**

BEEN REVIEWED  
CHANGE WITH THE  
CODE AND ARE:

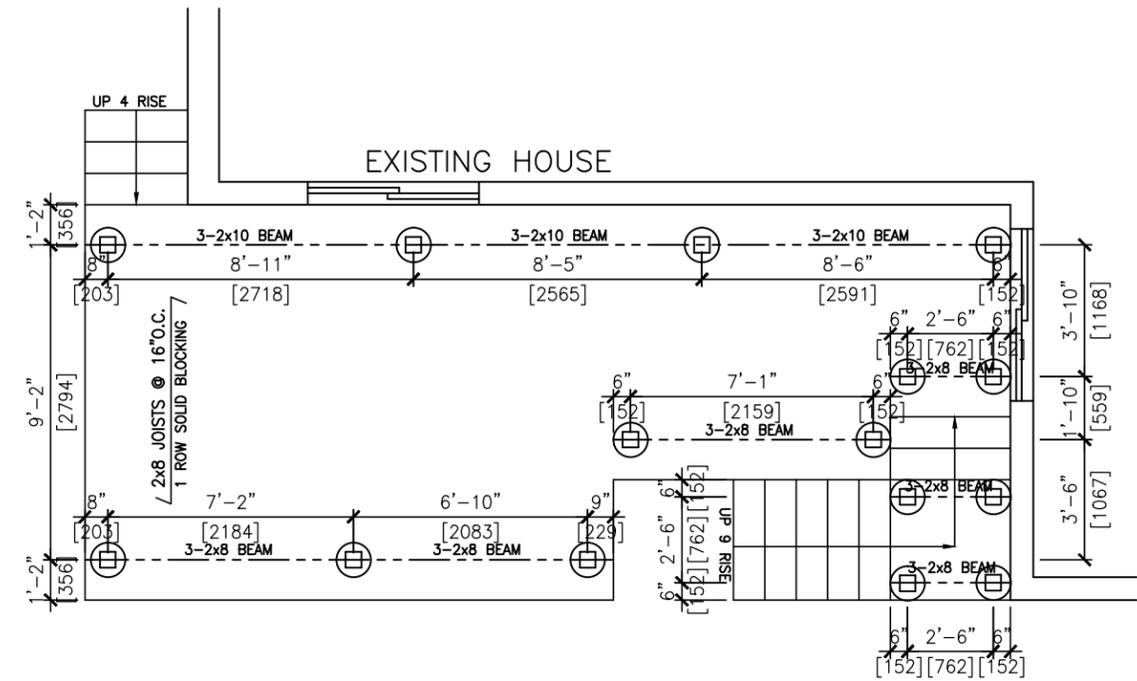
NOTED

COPY OF THESE  
NOTATIONS SHALL  
BE AT ALL TIMES.

11/11



LAYOUT  
3/16"=1'-0"



FRAMING  
3/16"=1'-0"

GENERAL NOTES

1. LUMBER SPECIFIED IS MINIMUM NO. 2 SPF OR BETTER USE CORROSION RESISTANT SPIRAL NAILS OR SCREWS
2. DECK IS NOT PERMITTED TO BE SUPPORTED ON BRICK VENEER
3. CANTILEVERED JOISTS AND BEAMS ARE LIMITED TO 1/6 THE MEMBERS LENGTH
4. CONCRETE PIERS SHALL BEAR ON UNDISTURBED SOIL. THE BEARING CAPACITY SHALL BE DETERMINED PRIOR TO CONSTRUCTION.
5. BEAMS WITH MORE THAN 2 MEMBERS SHALL BE SUPPORTED BY 6X6 POSTS.
7. JOISTS SPANNING MORE THAN 7' ARE TO HAVE SOLID BLOCKING AT 7' O.C. MINIMUM.

**JUST DECKS**  
7728 WELLINGTON RD 34  
PUSLINCH, ON NOB 2J0  
(905) 632-0477  
WWW.JUSTDECKS.NET

PROJECT:  
25-352

**R H**



**ROKE HOMES**

3055 OLD NORWOOD RD, KEENE ON K9J 0G6  
(519) 761-3377 RKELLY@ROKEHOMES.COM

- CUSTOM HOUSES
- WORKING DRAWINGS
- ACCESSORY BUILDINGS
- ADDITIONS
- DECKS

I, ROBERT KELLY, declare that I have reviewed and take responsibility for the design work on behalf of a firm registered under DIV C. subsection 3.2.5. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes / categories.

Individual BCIN: 31941  
Firm BCIN: 123462

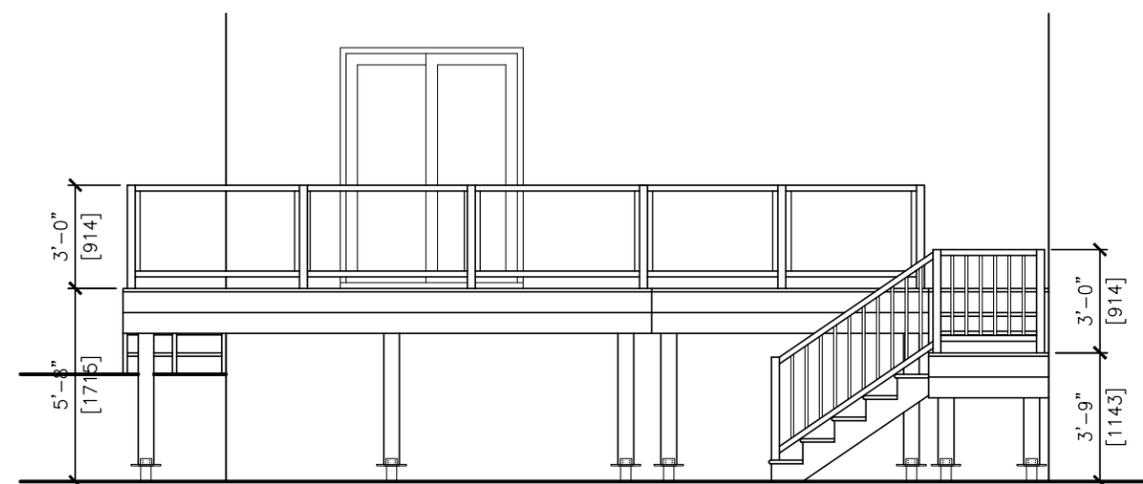
PROJECT: NEW DECK  
PUSLINCH, ONTARIO  
2 HEMLOCK CRES  
WITNEY

TITLE: DECK LAYOUT

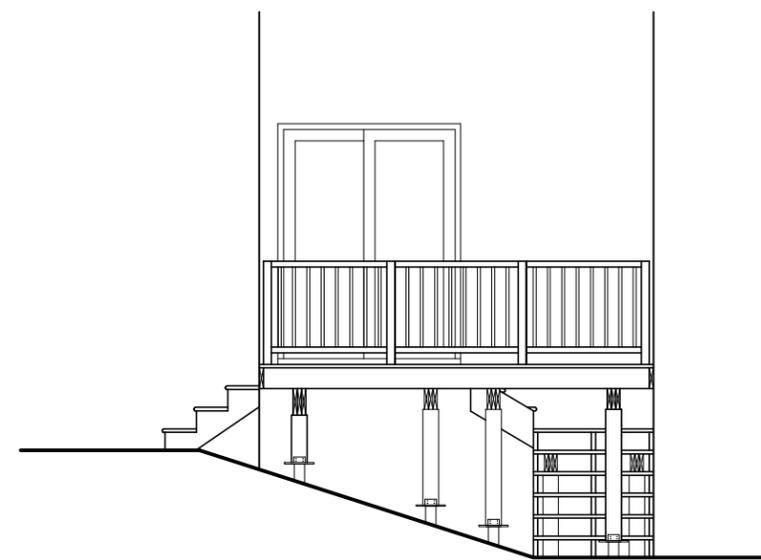
1

DRAWN BY: R. K.

DATE: DEC 2025



REAR ELEVATION  
3/16"=1'-0"



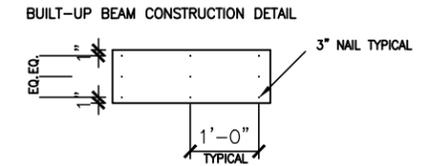
SIDE ELEVATION  
3/16"=1'-0"

GENERAL NOTES

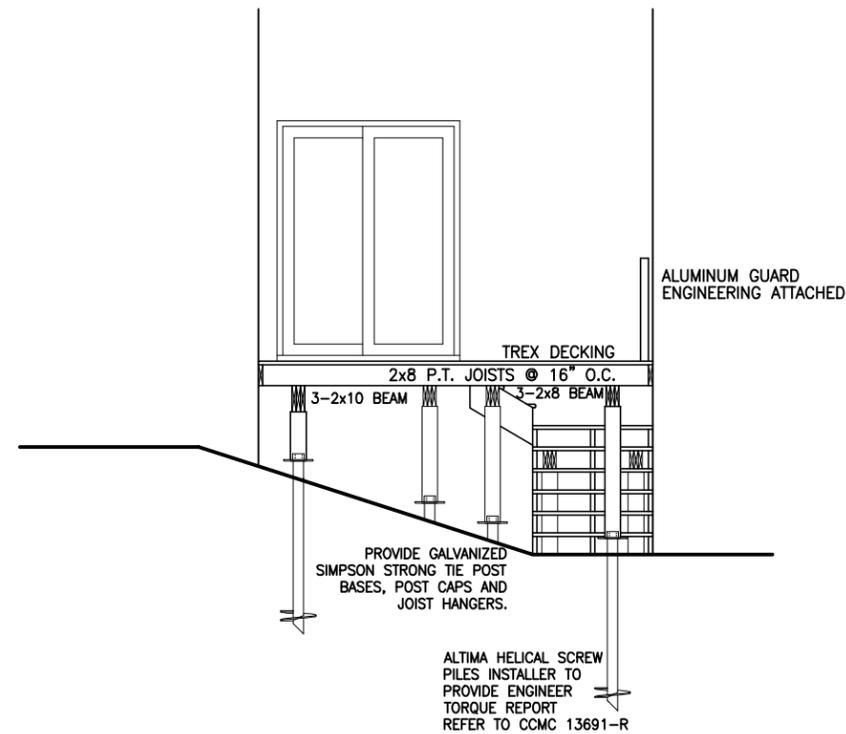
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5. BEAMS WITH MORE THAN 2 MEMBERS SHALL BE SUPPORTED BY 6X6 POSTS.
7. JOISTS SPANNING MORE THAN 7' ARE TO HAVE SOLID BLOCKING AT 7' O.C. MINIMUM.

<p><b>JUST DECKS</b> 7728 WELLINGTON RD 34 PUSLINCH, ON NOB 2J0 (905) 632-0477 WWW.JUSTDECKS.NET</p>	<p><b>R H</b></p> 	<p><b>ROKE HOMES</b></p> <ul style="list-style-type: none"> <li>- CUSTOM HOUSES</li> <li>- WORKING DRAWINGS</li> <li>- ACCESSORY BUILDINGS</li> <li>- ADDITIONS</li> <li>- DECKS</li> </ul>	<p>I, <u>ROBERT KELLY</u>, declare that I have reviewed and take responsibility for the design work on behalf of a firm registered under DIV C. subsection 3.2.5. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes / categories.</p> <p>Individual BCIN: <u>31941</u> Firm BCIN: <u>123462</u></p>	<p>PROJECT: <b>NEW DECK</b> <b>PUSLINCH, ONTARIO</b> <b>2 HEMLOCK CRES</b> <b>WITNEY</b></p>
<p>PROJECT: <b>25-352</b></p>				<p>TITLE: <b>ELEVATIONS</b></p>
				<p>2</p> <p>DRAWN BY: <b>R. K.</b> DATE: <b>DEC 2025</b></p>

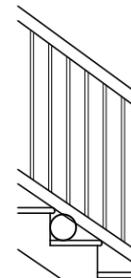
NOSING'S ON STAIRS MUST BE BEVELLED BETWEEN 6MM (1/4") AND 14 MM (9/16") FROM THE LEADING EDGE.



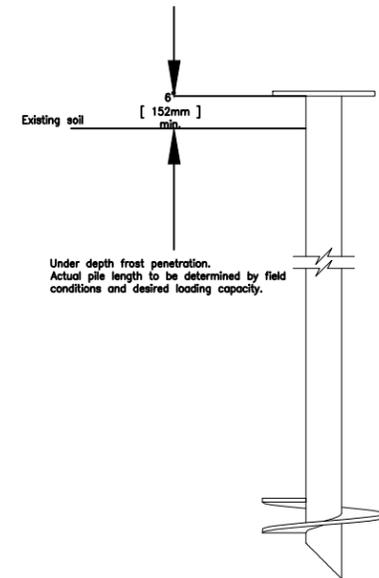
BUILT UP BEAM DETAIL



SECTION  
3/16"=1'-0"



MAXIMUM 150 MM (6") SPHERE CAN PASS AT TRIANGULAR OPENING WITHIN THE STAIR STRINGER AND THE GUARD.



ALTIMA HELICAL POST DETAILS  
N.T.S. CCMC 13691-R  
MINISTERS RULING 16-05-335

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<p>PROJECT: <b>25-352</b></p>				<p>TITLE: <b>SECTION &amp; ELEVATION</b></p> <p>4</p> <p>DRAWN BY: <b>R. K.</b> DATE: <b>DEC 2025</b></p>