



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JUNE 9, 2026, COMMITTEE OF ADJUSTMENT MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH

Register in advance:

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AGENDA

DATE: June 9, 2026

MEETING: 7:00 PM

≠ Denotes resolution prepared

1. **Call the Meeting to Order (Opening Remarks)**
2. **Roll Call**
3. **Moment of Reflection**
4. **Confirmation of Agenda ≠**
5. **Disclosure of Conflict of Interest**
6. **Consent Agenda ≠**
 - 6.1 **April 14, 2026 Committee of Adjustment Committee Meeting Minutes**

Recommendation:

That the Consent Agenda items listed for the June 9, 2026, Committee of Adjustment meeting be received for information.



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7. Application for Minor Variance or Permission under section 45 of the Planning Act to be heard by the Committee this date:

7.1 D13-WIL– Wilson, Gary – 6595 Ellis Rd, Township of Puslinch

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 4.4.2, Table 4.1 to permit a maximum lot coverage for accessory buildings and structures of 650 m² instead of 200 m² as required.

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, from Section 4.4.2, Table 4.1 to permit an accessory structure height of 7.1 metres instead of 5 metres as required.

Recommendation:

That Report D13-2026-010 for Minor Variance application D13-WIL for the lands municipally known as 6595 Ellis Road, legally described as Part of Lot 5, Concession 2 in the Township of Puslinch be received for information; and

Whereas the Owner is requesting relief from the Township of Puslinch Zoning By-law 23-2018 (Zoning By-law), as amended, to permit increased lot coverage and height for accessory buildings; and

Whereas the requested variances would provide relief from Section 4.4.2 (Accessory Uses, Building and Structures) of the Zoning By-law are to permit a maximum accessory building coverage of 650 m², whereas 200 m² is permitted, and a maximum accessory building height of 7.1 metres, whereas 5 metres is permitted; and

Whereas the subject lands are designated Agricultural within the County of Wellington Official Plan (Official Plan) and zoned Agricultural under the Zoning By-law; and

Whereas Planning Staff is of the opinion that the requested variances maintain the general intent and purpose of the County of Wellington Official Plan, the Township Zoning By-law and meet the four tests of the Planning Act;

Therefore, that Planning Staff recommend that the Minor Variance application be approved, subject to the following condition(s):

- 1. That all storage containers and/or shipping containers be removed from the subject lands, to the satisfaction of the Township, prior to the issuance of any Building Permit, to ensure compliance with lot coverage requirements.*



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7.2 D13-MCC- Puslinch Beach and Marine Ltd – 43 McClintock PV, Township of Puslinch

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, Section 6.3, Table 6.2 to permit a lot area of 0.17 hectares where 0.4 hectares is required.

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, Section 6.3, Table 6.2 to permit a reduced lot frontage of 7.4 metres where 20 metres is required.

RECOMMENDATION

That Report D13-2026-009 for the Minor Variance application D13-MCC for the lands legally described as Part of Block A, Plan 373 & 20 Butler Avenue (PIN 71207-0093 (LT)), in the Township of Puslinch be received for information; and

Whereas the Applicant is requesting relief from the Township of Puslinch Zoning By-law 23-2018 (Zoning By-law), as amended, to permit a reduced lot area and reduced lot frontage; and Whereas this application is required as a condition of consent application B51-25 that was approved at the County of Wellington (Land Division Committee); the consent application resulted in a lot line adjustment for 641.8 square metres (existing laneway) to be added to the abutting residential lot at 20 Butler Avenue; and

Whereas the requested variances would provide relief from Section 6.3 (Residential Zone Standards) of the Zoning By-law to permit a lot area of 0.17 hectares, where 0.4 hectares is required, and a lot frontage of 7.4 metres, where 20 metres is required; and

Whereas Planning Staff is of the opinion that the requested variances maintain the general intent and purpose of the County of Wellington Official Plan (Official Plan), Zoning By-law and meet the four tests of the Planning Act;

Therefore, that Planning Staff recommend that the Minor Variance application be approved.

7.3 D13-BAL – Balci, Eric - 4586 Victoria Rd S , Township of Puslinch

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, Section 4.4, Table 4.1 to permit a rear yard setback of 1.22 metres where 2 metres is required.

RECOMMENDATION

That Report D13-2026-011 regarding the Minor Variance application for lands municipally known as 4586



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Victoria Road South be received for information; and

Whereas the Owner is requesting relief from the Township of Puslinch Zoning By-law 23-2018 (Zoning By-law), as amended, to permit a reduced rear yard setback from an accessory building; and

Whereas the requested variance would provide relief from Section 4.4.2 (Accessory Uses, Building and Structures) of the Zoning By-law to permit a rear yard setback of 1.2 metres, whereas 2 metres is required; and

Whereas the subject lands are designated Secondary Agricultural within the County of Wellington Official Plan (Official Plan) and zoned Agricultural under the Zoning By-law; and

Whereas Planning Staff is of the opinion that the requested variances maintain the general intent and purpose of the County of Wellington Official Plan (Official Plan), the Township Zoning By-law and meet the four tests of the Planning Act;

Therefore, that Planning Staff recommend that the Minor Variance application be approved.

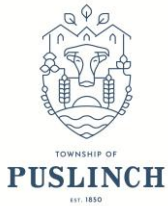
8. New Business

8.1 None

9. Staff Report

9.1 None

10. Adjournment of Committee of Adjustment ≠



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
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MINUTES

DATE: April 14, 2026

MEETING: 7:00 p.m.

The April 14, 2026, Committee of Adjustment Meeting was held on the above date and called to order at 7:12 p.m. via electronic participation and in-person at 7404 Wellington Road 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

PRESENT:

Councilor John Sepulis, Chair
 Kim McCarthy
 Chris Pickard
 Kiro Attia
 Paul Sadhra

ABSENT:

STAFF IN ATTENDANCE:

Monika Farncombe, Planning & Corporate Services Coordinator

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2026-013:

Moved by Committee Member Paul Sadhra and
 Seconded by Committee Member Kim McCarthy

That the Committee approves the April 14, 2026 Agenda as circulated.



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CARRIED.

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. CONSENT AGENDA

6.1 Approval of the Minutes

6.1. March 10, 2026 Committee of Adjustment Meeting Minutes.

Resolution No. 2026-014:

Moved by Committee Member Kiro Attia and
Seconded by Committee Member Chris Pickard

That the Committee of Adjustment approves the Minutes from the meeting held March 10, 2026 as circulated.

CARRIED.

7. APPLICATIONS FOR MINOR VARIANCE OR PERMISSION under section 45 of the Planning Act to be heard by the Committee this date:

7.1 D13-CHA– Chartrand, Vicky & Michel – 88-90 Gilmour Rd, Township of Puslinch

Requesting relief from New Comprehensive Zoning By-law 23-2018, as amended, from Section 4.16.1(a) to permit a reduced minimum distance separation (MDS 1) from the barn at 76 Gilmour Road to the Severed Parcel to be 214 m instead of 231 m as required.

Resolution No. 2026-015:

Moved by Committee Member Chris Pickard
Seconded by Committee Member Kiro Attia

That Report D13-2026-007 for the Minor Variance application for lands municipally known as 88-90 Gilmour Road be received for information; and



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Whereas the Owner is requesting relief from the Township of Puslinch Zoning By-law 2018-023, as amended (Zoning By-law) to permit a reduced Minimum Distance Separation (MDS I) setback from an existing barn; and

Whereas the requested relief is to permit an MDS I setback of 214 metres, whereas 232 metres is required; and

Whereas the variance is associated with a previously approved consent application (B72-25); and

Whereas the subject lands are designated Secondary Agricultural within the County of Wellington Official Plan (Official Plan) and zoned Agricultural and Natural Environment under the Township Zoning By-law; and

Whereas Planning Staff is of the opinion that the requested variance maintains the general intent and purpose of the Official Plan and Zoning By-law and meets the four tests of the Planning Act;

Therefore, that Planning Staff recommend that the Minor Variance application be approved.

CARRIED.

7.2 D13-CRO- Cross, Larry – Part Lot 18, Concession 9, Township of Puslinch

Requesting relief of New Comprehensive Zoning By-law 23-2018, as amended, from Section 11.3, Table 11.2 to permit a reduced lot frontage of the lands to be severed to be 57 m, instead of 120 m as required.

Resolution No. 2026-016:

Moved by Committee Member Paul Sadhra and
 Seconded by Committee Member Kim McCarthy

That Report D13-2026-008 for the Minor Variance application D13-CRO for lands legally described as Part of Lot 18, Concession 9, Plan 61R-8242 be received for information; and

Whereas the Applicant is proposing to permit a reduced lot frontage for the retained parcel as a result of an approved severance (B37-25); and

Whereas this application is required as a condition of consent application B37-25 that was approved at the County of Wellington (Land Division Committee); the consent application



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severed 0.8 hectares of land; resulting in a frontage of the retained vacant parcel being 57 metres with a lot area of 18.9 hectares; and

Whereas the variance requested would provide relief from Section 11.3 (Agricultural Zone Requirements) of the Township of Puslinch Zoning By-law 2018-023 (Zoning By-law), to permit a minimum lot frontage of 57.0 metres whereas 120.0 metres is required under table 11.3 of Zoning By-law; and

Whereas Planning Staff is of the opinion that the requested variance maintains the general intent and purpose of the County of Wellington Official Plan (Official Plan) and Zoning By-law and meets the four tests of the Planning Act;

Therefore, that Planning Staff recommend that the Minor Variance application be approved

CARRIED.

8. NEW BUSINESS

None

9. Staff Reports

None

9. ADJOURNMENT

Resolution No. 2026-017:

Moved by Committee Member Paul Sadhra and
 Seconded by Committee Member Kim McCarthy

That the Committee of Adjustment hereby adjourns at 7:23 p.m.

CARRIED.



REPORT D13-2026-010



TO: Committee of Adjustment Chair and Members of Committee

PREPARED BY: Max Fedchyshak, MCIP, RPP, Senior Planner

PRESENTED BY: Monika Farncombe, Planning and Corporate Services Coordinator

MEETING DATE: June 9, 2026

SUBJECT: Minor Variance Application File: D13-WIL
6595 Ellis Rd, Township of Puslinch

APPLICANT: Gary Wilson, Owner

RECOMMENDATION

That Report D13-2026-010 for Minor Variance application D13-WIL for the lands municipally known as 6595 Ellis Road, legally described as Part of Lot 5, Concession 2 in the Township of Puslinch be received for information; and

Whereas the Owner is requesting relief from the Township of Puslinch Zoning By-law 23-2018 (Zoning By-law), as amended, to permit increased lot coverage and height for accessory buildings; and

Whereas the requested variances would provide relief from Section 4.4.2 (Accessory Uses, Building and Structures) of the Zoning By-law are to permit a maximum accessory building coverage of 650 m², whereas 200 m² is permitted, and a maximum accessory building height of 7.1 metres, whereas 5 metres is permitted; and

Whereas the subject lands are designated Agricultural within the County of Wellington Official Plan (Official Plan) and zoned Agricultural under the Zoning By-law; and

Whereas Planning Staff is of the opinion that the requested variances maintain the general intent and purpose of the County of Wellington Official Plan, the Township Zoning By-law and meet the four tests of the *Planning Act*;

Therefore, that Planning Staff recommend that the Minor Variance application be approved, subject to the following condition(s):

1. That all storage containers and/or shipping containers be removed from the subject lands, to the satisfaction of the Township, prior to the issuance of any Building Permit, to ensure compliance with lot coverage requirements.

Requested Relief

The Minor Variance application, under Section 45(1) of the *Planning Act*, requests the following variances:

Regulation	By-law Section	Requirement	Proposed	Extent of Relief
Maximum permitted lot coverage for accessory buildings or structures	Section 4.4.2	200 m ²	650 m ²	450 m ²
Maximum permitted height for an accessory building or structure	Section 4.4.2	5 m	7.1 m	2.1 m

Subject Property Key Map:



Background:

The subject lands are located along Ellis Road within the Township of Puslinch and are situated within a rural area characterized by a mix of rural residential and agricultural uses. The lands are zoned Agricultural (A) under the Zoning By-law. The subject lands feature a lot area of approximately 0.92 hectares with approximately 55.5 metres of frontage on Ellis Road. The Zoning By-law establishes regulations for accessory structures, including maximum lot coverage and height requirements.

The property contains an existing single detached dwelling and two accessory structures and appears to feature significant vegetation and private driveway access. The application was previously recommended for deferral subject to the submission of additional information regarding the home industry at the May 12, 2026 Committee of Adjustment meeting, however the May meeting was cancelled due to a lack of quorum. The Owner has provided the additional information regarding the home industry advising that the eastern accessory structure is primarily associated with the existing home industry which operates on the Subject Lands. It is noted that home industries are permitted within the Agricultural zone. Under Section 4.12 of the Zoning By-law, The maximum total floor area dedicated to a home industry on a lot shall not exceed 100 square metres. In consultation with the Township the Owner has confirmed that approximately 92.5 square metres is used for the home industry and remaining area is dedicated to personal use. Accordingly, the Township is satisfied the home industry use complies with the Zoning By-law.

The Owner is seeking approval to permit increased accessory building lot coverage and accessory building height beyond the limits of the Zoning By-law to accommodate the construction of a new accessory building on the subject lands. The Owner has advised the Township that the proposed building will be used in support of the principal dwelling for personal and vehicular storage, amenity space ancillary to the principal dwelling, and is not associated with the existing home industry.

The accessory building is proposed to be located internal to the site near the eastern lot line, approximately 56 metres from the property frontage and 28.3 metres south of the existing easternmost frame building. Floor plans submitted with the application illustrate space for the storage of four vehicles, lawn equipment storage, general storage areas, a games/media room, a recreation room, and bathroom facilities. The accessory building is proposed at 7.1 metres in height where 5.0 metres is permitted. It is noted that the ceiling of the structure is approximately 5.2 metres in height, with the additional approximate 1.9 metres proposed to accommodate a pitched roof.

Aerial imagery from 2020 shows several storage and/or shipping containers located on the subject lands. In accordance with Section 4.24.2 of the Zoning By-law, shipping containers are subject to the maximum lot coverage provisions for accessory buildings, as outlined in Table 4.1 of the Zoning By-law. In addition, shipping containers are only permitted where an outdoor storage area or outdoor storage use is permitted. Outdoor storage uses are not permitted within the Agricultural Zone that applies to the subject lands.

The Owner has stated that only two containers presently exist on the subject lands. The Owner has advised Township staff that they are in the process of removing all the storage and/or shipping containers on the subject lands. Accordingly, a condition has been included to ensure their removal so that accurate lot coverage calculations can be applied to all structures on the property.

Discussion of Four Tests of Minor Variance:

Four Tests	Discussion
<p>Does the proposed relief maintain the general intent and purpose of the Official Plan?</p>	<p>The County of Wellington Official Plan supports rural residential uses and recognizes the presence of accessory buildings that are incidental to residential and agricultural uses. The proposed variances relate to accessory structures that support the residential use of the property by providing additional storage and amenity space directly associated with the principal dwelling. The proposal does not introduce significant land use conflicts due to the significant setbacks provided and as the increase height is to accommodate a pitched roof. Therefore, the variances remain compatible with the surrounding rural context. As such, the variances maintain the general intent and purpose of the Official Plan.</p>
<p>Does the proposed relief maintain the general intent and purpose of the Zoning By-law?</p>	<p>The intent of the Zoning By-law provisions regulating accessory building size and height is to ensure that such structures remain clearly subordinate to the principal dwelling and do not visually or functionally dominate the property.</p> <p>In this case, the Zoning By-law establishes maximum accessory building lot coverage based on overall lot area. Lots under 1 hectare are limited to 200 m² of accessory coverage, while lots between 1 and 4 hectares are permitted up to 500 m². The subject lands have an area of approximately 0.92 hectares, just below the threshold at which a significantly higher coverage allowance would apply.</p> <p>Given the size of the property, the significant building separation distances, and the presence of two existing accessory buildings, one of which is primarily associated with the home industry, the requested increase in accessory building coverage to permit an accessory building directly related to the residential use continues to</p>

Four Tests	Discussion
	<p>achieve the intent of the Zoning By-law. The proposed accessory building remains subordinate to the principal dwelling and is intended to provide additional amenity area and storage ancillary to the principal use. Its significant setback from the frontage, combined with the screening provided by existing vegetation, ensures that it does not create a condition in which accessory structures visually or functionally dominate the lot. Accordingly, the variances continue to uphold the purpose and intent of the accessory building coverage regulations.</p> <p>The intent of the height provision is to minimize adverse impacts on adjacent properties. The proposed accessory building height of 7.1 metres is required to accommodate a pitched roof design, with the second-floor ceiling height measuring approximately 5.2 metres and approximately 1.9 metres attributed to the roof structure. This configuration remains generally aligned with the Zoning By-law's expectations for accessory structures and helps minimize overlook concerns. The pitched roof also contributes to a residential character that complements the primary dwelling and reinforces the building's ancillary function.</p> <p>The accessory building is proposed to be located approximately 56 metres from the property frontage and 28.3 metres south of the existing easternmost frame building, which is situated roughly parallel to the dwelling at 6597 Ellis Road. This substantial separation, combined with the screening provided by existing vegetation on both the subject and adjacent lands, further mitigates potential impacts related to height. As a result, the proposal maintains the intent of the Zoning By-law by ensuring the accessory structure does not visually or functionally dominate neighbouring properties.</p>
<p>Is the proposed relief desirable for the development and use of the land, building or structure?</p>	<p>The requested variances facilitate the continued use and functionality of the property by permitting accessory buildings that support the principal residential use. The proposal reinforces the principal use of the lot and does not create significant compatibility concerns. As such, the variances are desirable for the appropriate use of the land.</p>

Four Tests	Discussion
<p>Is the proposed relief considered minor in nature?</p>	<p>While the numerical increase in accessory building coverage and height appears notable, the resulting impacts are minimal given the context of the site. The property is large, features substantial existing vegetation, and provides significant setbacks, including a 56-metre setback from the frontage and a 28.3-metre separation from the nearest adjacent building. The proposed height is primarily attributable to a pitched roof that supports a residential design and does not create overlook or significant shadowing concerns.</p> <p>Given these factors, the proposed accessory building will not generate adverse impacts on adjacent properties or the surrounding rural area. As such, the requested relief can be considered minor in nature.</p>

Conclusion:

Planning Staff is of the opinion that the requested variance application meets the four tests of the *Planning Act*. Staff trust that this report will be of assistance to the Committee in their consideration of this matter.

Engagement Opportunities:

- Township Active Planning Application Website;
- Public Notice of Hearing and Committee Decision (Statutory);
- Notice of Public Hearing Resident Guide.

Attachments:

- Schedule "A" Application
- Schedule "B" Sketch/Elevations/Floor Plans
- Schedule "C" Staff/Public/Agency Comments

Report prepared by:

Navleen Kaur
 Planning Tech
 NPG Planning Solutions Inc.

Report reviewed by:

**Max Fedchyshak, MCIP, RPP
Senior Planner
NPG Planning Solutions Inc.**

**Justine Brotherson
Director of Corporate Services/
Municipal Clerk**



Affidavit

Township of Puslinch
7404 Wellington County Rd 34, Puslinch, ON N0B 2J0
(519) 763-1226

Cloudpermit application number
CA-3523001-P-2026-27

Applicant, Property owner, Payer		
Last name WILSON	First name GARY	Corporation or partnership
Street address 6595 ELLIS ROAD	Unit number Cambridge	Lot / Con.
Municipality Puslinch	Province ON	Postal code N3C 2V4
Other phone [REDACTED]	Mobile phone [REDACTED]	
Fax	Email [REDACTED]	

Subject Land Information		
Address	Legal description	Roll number
6595 ELLIS RD (Primary)	CON 2 FRONT PT LOT 5	2301000002016000000

Sworn Declaration of Applicant

Complete in the presence of a Commissioner for taking affidavits

I, GARY WILSON, 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 26/MAR/2026
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Place an imprint of your stamp below

Monika Alyse Farncombe, a Commissioner, etc.,
Province of Ontario, for the Corporation of the
Township of Puslinch.
Expires February 14, 2027.

Affidavit and signatures

Applicant

The GARY WILSON, 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 2026-03-26, 2:32:11 p.m. EDT by GARY WILSON.

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 5	Lot 2	Registered Plan Number 2301000002016000000	
Area in Hectares 0.83	Area in Acres 2.04	Depth in Meters 156.97 at longest point	
Depth in Feet 515 at longest point	Frontage in Meters 55.47	Frontage in Feet 181.98	Width of road allowance (if known) 66'?

Reason for Application	
Please indicate the Section of the Planning Act under which this application is being made <input checked="" type="checkbox"/> Section 45(1) relates to a change to a by-law standard (e.g. setbacks, frontage, height, etc.) <input 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? Looking for relief for total accessory lot coverage. Total permitted for my site is 200m2 and i am proposing 500-585m2 (with loft included). Also looking for relief from height maximum for accessory buildings. Permitted is 5m and I am proposing 6.87m.	Why is it not possible to comply with the provisions of the by-law? We are looking to have a larger building to accommodate our needs properly.

What is the current Official Plan and zoning status?	
Official Plan Designation Agriculture	Zoning Designation Agriculture
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? Ellis Road	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 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 checked="" type="checkbox"/> Proposed
Communal Septic	<input 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 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? Residential and run small business	What is the existing use of the abutting properties? Residential

Provide the following details for all existing buildings on the subject land		
Main Building Height in Meters House-5.49 M -Garage-3.66 M -shop-5.49 M	Main Building Height in Feet House-18' Garage-12' Shop- 18'	Percentage Total Lot Coverage House-1 % -Garage-<1% -Shop-2%
Percentage Accessory Lot Coverage 166m2 (0.02%)	Number of Parking Spaces Multiple	Number of Loading Spaces none
Number of Floors House-1 1/2 Garage-1 Shop-1	Total Floor Area in Square Meters House-75.81 -Garage-26.76-Shop-139.35	Total Floor Area in Square Feet House-1000- Garage-288 -shop-1500
Ground Floor Area (Exclude Basement) in Square Meters 75.81, 26.76, 139.5	Ground Floor Area (Exclude Basement) in Square Fee 816, 26.76, 139.5	

Provide the following details for all buildings proposed for the subject land		
Main Building Height in Meters 6.87	Main Building Height in Feet 22'5"	Percentage Total Lot Coverage 21%
Percentage Accessory Lot Coverage 17%	Number of Parking Spaces Multiple	Number of Loading Spaces 0
Number of Floors 1 and loft	Total Floor Area in Square Meters 585	Total Floor Area in Square Feet 6296
Ground Floor Area (Exclude Basement) in Square Meters 500	Ground Floor Area (Exclude Basement) in Square Fee 5382	

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 House-18.59 Garage-14.63 Shop-12.5 New-56	Front Yard in Feet House-61', Garage-48', Shop-41', New-184'	Rear Yard in Meters House-128, Garage-138.38, shop-129.24, New-89.61
Rear Yard in Feet House-420', Garage-455'. Shop-424', new-294'	Side Yard (interior) in Meters Garage-9.45, shop-6.4, proposed 2.4m house in the middle	Side Yard (interior) in Feet Garage-31' and shop-21', proposed 8', House in the middle
Side Yard (Exterior) in Meters None	Side Yard (Exterior) in Feet None	

What are the dates of acquisition and construction of subject property and building property		
Date of acquisition of subject property Sept/1991	Date of construction of buildings property Original house and shop in 1993 or 1994	How long have the existing uses continued on the subject property? 1991
Has the owner previously applied for relief in respect of the subject property? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please indicate the file number and describe briefly Minor variance for front yard setback for accessory building in 1993 or 1994	

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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there any easements on the subject property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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.

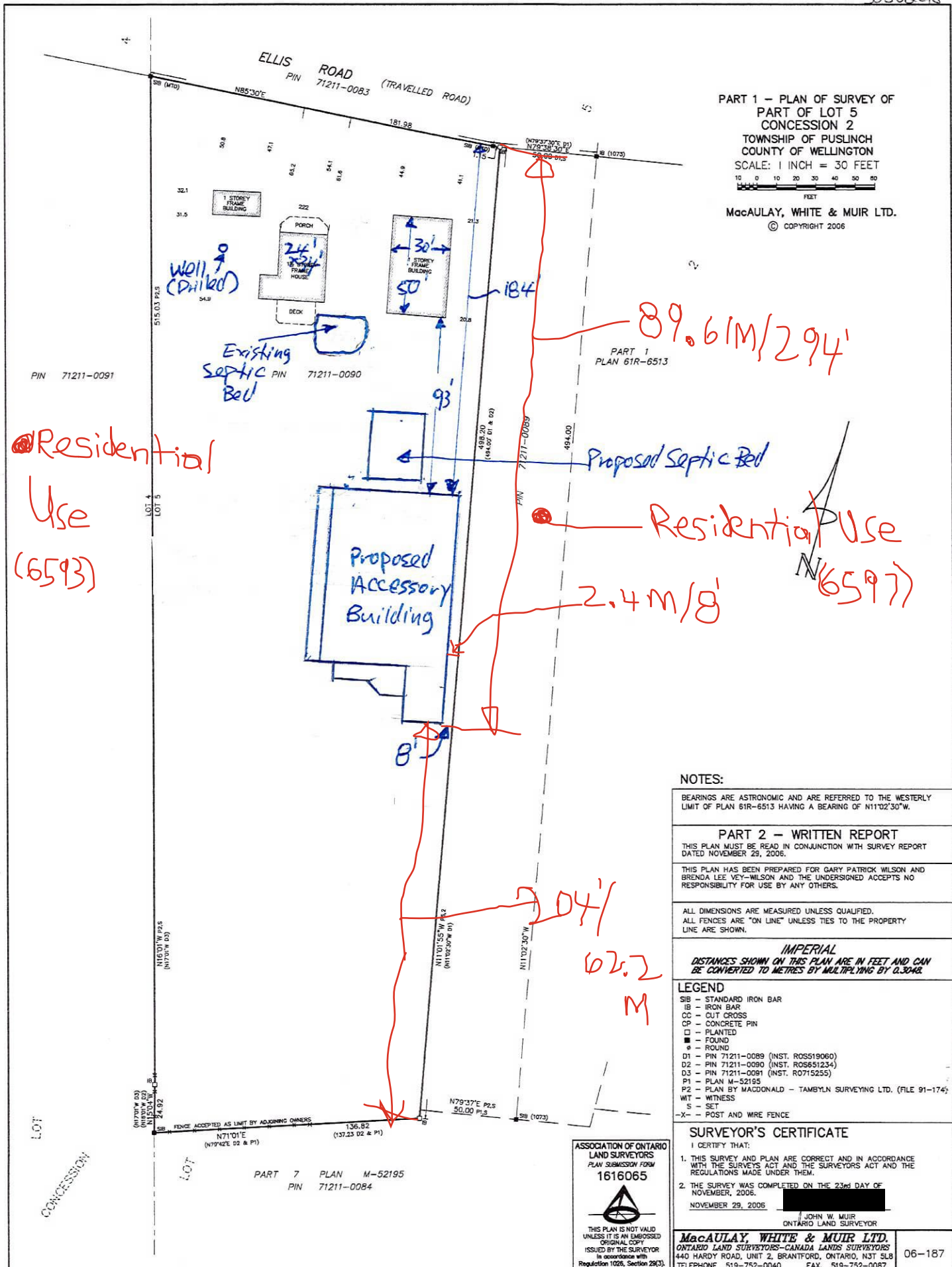
The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.

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.



PART 1 - PLAN OF SURVEY OF
 PART OF LOT 5
 CONCESSION 2
 TOWNSHIP OF PUSLINCH
 COUNTY OF WELLINGTON
 SCALE: 1 INCH = 30 FEET

MacAULAY, WHITE & MUIR LTD.
 © COPYRIGHT 2006

Residential
 Use
 (6593)

89.6 M / 294'

Proposed Septic Bed
 Residential Use
 (6597)
 2.4 M / 8'

67.2 M

NOTES:
 BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE WESTERLY LIMIT OF PLAN 61R-6513 HAVING A BEARING OF N11°02'30"W.

PART 2 - WRITTEN REPORT
 THIS PLAN MUST BE READ IN CONJUNCTION WITH SURVEY REPORT DATED NOVEMBER 29, 2006.

THIS PLAN HAS BEEN PREPARED FOR GARY PATRICK WILSON AND BRENDA LEE VEY-WILSON AND THE UNDERSIGNED ACCEPTS NO RESPONSIBILITY FOR USE BY ANY OTHERS.

ALL DIMENSIONS ARE MEASURED UNLESS QUALIFIED. ALL FENCES ARE "ON LINE" UNLESS TIES TO THE PROPERTY LINE ARE SHOWN.

IMPERIAL
 DISTANCES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048.

- LEGEND
- SIB - STANDARD IRON BAR
 - IB - IRON BAR
 - CC - CUT CROSS
 - CP - CONCRETE PIN
 - - PLANTED
 - - FOUND
 - - ROUND
 - D1 - PIN 71211-0089 (INST. ROSS19060)
 - D2 - PIN 71211-0090 (INST. ROSS12334)
 - D3 - PIN 71211-0091 (INST. R0715255)
 - P1 - PLAN M-52195
 - P2 - PLAN BY MACDONALD - TAMBYLN SURVEYING LTD. (FILE 91-174)
 - WIT - WITNESS
 - S - SET
 - X- - POST AND WIRE FENCE

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT AND THE SURVEYORS ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 23rd DAY OF NOVEMBER, 2006.

NOVEMBER 29, 2006

JOHN W. MUIR
 ONTARIO LAND SURVEYOR

ASSOCIATION OF ONTARIO
 LAND SURVEYORS
 PLAN SUBMISSION FORM
 1616065

THIS PLAN IS NOT VALID UNLESS IT IS AN EMBOSSED ORIGINAL COPY ISSUED BY THE SURVEYOR in accordance with Regulation 1026, Section 28(3).

MacAULAY, WHITE & MUIR LTD.
 ONTARIO LAND SURVEYORS-CANADA LANDS SURVEYORS
 440 HARDY ROAD, UNIT 2, BRANTFORD, ONTARIO, N3T 5L8
 TELEPHONE 519-752-0040 FAX: 519-752-0087

D13-WIL Comment Summary

PW/Bylaw: No comments

Township Building:

As long as the building is for personal use only, no comments/concerns from a building code perspective on the increase size and height requested.

If a future use as an Additional Residential Unit (ARU) is being considered, there may be additional zoning considerations that are not be reviewed as part of this minor variance (distance to principal dwelling, maximum square footage of ARU, etc...).

Separate building permits will be required for both the proposed accessory building and septic bed.

Technical comments will be made during the application review of the building permits mentioned above.

GRCA: see attached letter. No objections

County Planning: see attached letter. No objections

Source Water: pending



April 24, 2026

via email

GRCA File: D13-WIL – 6595 Ellis Road

Monika Farncombe
Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0

Dear Monika Farncombe,

Re: Application for Minor Variance D13-WIL
6595 Ellis Road, Township of Puslinch
Gary Wilson

Grand River Conservation Authority (GRCA) staff have reviewed the above-noted minor variance application.

Recommendation

The GRCA has no objection to the proposed minor variance application.

GRCA Comments

GRCA has reviewed this application under the Mandatory Programs and Services Regulation (Ontario Regulation 686/21), including acting on behalf of the Province regarding natural hazards identified in Section 5.2 of the Provincial Planning Statement (PPS, 2024), as a regulatory authority under Ontario Regulation 41/24, and as a public body under the *Planning Act* as per our CA Board approved policies.

Information currently available at this office indicates that a portion of the subject property is within the regulated allowance adjacent to a wetland. A copy of GRCA's resource mapping is attached.

Due to the presence of the features noted above, a portion of the property is regulated by the GRCA under Ontario Regulation 41/24 – Prohibited Activities, Exemptions and Permits Regulation. Any future development or other alteration within the regulated area will require prior written approval from GRCA in the form of a permit pursuant to Ontario Regulation 41/24.

It is understood that the minor variance application requests an increased building height and lot coverage to facilitate the construction of a new accessory structure. The proposed accessory structure is outside of the regulated area noted above and GRCA staff do not anticipate any impacts on the natural hazard features as a result of this development. As such, the GRCA has no objection to the approval of this application.

The proposed accessory building in the circulated plans will not require a GRCA permit under Ontario Regulation 41/24.

Consistent with GRCA's approved fee schedule, this application is considered a 'minor' minor variance and the applicant will be invoiced in the amount of \$300.00 for GRCA's review of this application.

Should you have any questions, please contact me at 519-621-2763 ext. 2228 or aherreman@grandriver.ca.

Sincerely,



Andrew Herreman, CPT
Resource Planning Technician
Grand River Conservation Authority

Enclosed: GRCA Mapping

Copy: Gary Wilson (via email)



D13-WIL - 6595 Ellis Road



Legend

- Regulation Limit (GRCA)
- Floodplain (GRCA)**
 - Engineered
 - Estimated
 - Approximate
- Floodplain - Special Policy Area (GRCA)
- Slope Erosion (GRCA)**
 - Steep
 - Oversteep
 - Toe
- Slope Valley (GRCA)**
 - Steep
 - Oversteep
- Regulated Watercourse (GRCA)
- Regulated Waterbody (GRCA)
- Wetland (GRCA)
- Lake Erie Flood (GRCA)
- Lake Erie Shoreline Reach (GRCA)
- Lake Erie Dynamic Beach (GRCA)
- Lake Erie Erosion (GRCA)
- Parcel - Assessment (MPAC/MNRF)
- Conservation Area Boundary (GRCA)

Copyright Grand River Conservation Authority, 2026.

Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user. The source for each data layer is shown in parentheses in the map legend. See [Sources and Citations](#) for details.





COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT
Aldo Salis, BES, M.Sc. MCIP, RPP., DIRECTOR
TEL: (519) 837-2600
FAX: (519) 823-1694
1-800-663-0750

ADMINISTRATION CENTRE
74 WOOLWICH STREET
GUELPH, ONTARIO
N1H 3T9

May 1, 2026

BY E-MAIL

Monika Farncombe, Planning and Corporate Services Coordinator
Committee of Adjustment
Township of Puslinch
7404 Wellington Rd 34
Puslinch, ON N0B 2J0

Dear Ms. Farncombe:

**Re: Proposed Minor Variance – D13-WIL
Gary Wilson
6595 Ellis Rd.
Township of Puslinch**

Thank you for circulating the above noted application to our office. These comments are offered without the benefit of a site visit. It is our understanding that the following relief is requested from Zoning By-law No. 023-18:

- Section 4.4.2, Table 4.1: To permit a maximum lot coverage for accessory buildings and structures of 650.0 m², whereas the by-law permits a maximum lot coverage of 200.0 m² on a lot area of less than 1 ha.
- Section 4.4.2, Table 4.1: To permit a maximum height for an accessory structure of 7.1m, whereas the by-law permits a maximum height of 5.0m.


The subject property is designated Secondary Agricultural and Greenlands in the County Official Plan. Identified features on the property include significant woodlands. Planning Staff note that the proposed variance is to facilitate the construction of an accessory building. The proposed accessory building is located outside of the Greenlands feature (significant woodlands) at the rear of the property.

Overall, staff do not have any concerns with the proposed minor variance application. I trust that these comments will be of assistance to the Committee. We would appreciate a copy of the Committee's decision with respect to this application

Yours truly,



Allie Gorman, MSc
Junior Planner



Thomas Freeman, RPP, MCIP
Planner



REPORT D13-2026-009



TO: Committee of Adjustment Chair and Members of Committee

PREPARED BY: Max Fedchyshak, MCIP, RPP, Senior Planner

PRESENTED BY: Monika Farncombe, Planning and Corporate Services Coordinator

MEETING DATE: June 9, 2026

SUBJECT: Minor Variance Application File: D13-MCC
20 Butler Ave/43 McClintock PV, Township of Puslinch

APPLICANT: Sorbara, Schumacher, McCann LLP (James Bruce & Jide Babalola),
Applicant

Jeff Heffernan, Property Owner

Puslinch Beach & Marine Ltd, Property Owner

RECOMMENDATION

That Report D13-2026-009 for the Minor Variance application D13-MCC for the lands legally described as Part of Block A, Plan 373 & 20 Butler Avenue (PIN 71207-0093 (LT)), in the Township of Puslinch be received for information; and

Whereas the Applicant is requesting relief from the Township of Puslinch Zoning By-law 23-2018 (Zoning By-law), as amended, to permit a reduced lot area and reduced lot frontage; and

Whereas this application is required as a condition of consent application B51-25 that was approved at the County of Wellington (Land Division Committee); the

consent application resulted in a lot line adjustment for 641.8 square metres (existing laneway) to be added to the abutting residential lot at 20 Butler Avenue; and

Whereas the requested variances would provide relief from Section 6.3 (Residential Zone Standards) of the Zoning By-law to permit a lot area of 0.17 hectares, where 0.4 hectares is required, and a lot frontage of 7.4 metres, where 20 metres is required; and

Whereas Planning Staff is of the opinion that the requested variances maintain the general intent and purpose of the County of Wellington Official Plan (Official Plan), Zoning By-law and meet the four tests of the *Planning Act*;

Therefore, that Planning Staff recommend that the Minor Variance application be approved.

Requested Relief

The Minor Variance application, under Section 45(1) of the *Planning Act*, requests the following variances:

Regulation	By-law Section	Requirement	Proposed	Extent of Relief
Minimum required lot area	Section 6.3	0.4 ha	0.17 ha	0.23 ha
Minimum required lot frontage	Section 6.3	20 m	7.4 m	12.6 m

Subject Property Key Map:**Background:**

The subject lands are municipally known as 20 Butler Avenue & Part of Block A, Plan 373. The subject lands are designated Recreational (Policy Area 9.8.2 - Puslinch Lake Area) within the Official Plan and are zoned Resort Residential (RR) under the Zoning By-law. The property forms part of an established waterfront community characterized by smaller lots, private roads, and a mix of seasonal and year-round residential uses.

The Minor Variance application is directly tied to the previously approved Consent (File B51-25), which authorized the conveyance of a portion of Block A, Plan 373 to the property at 20 Butler Avenue. This conveyance transferred a laneway segment to 20 Butler Avenue, providing the lot with direct frontage on Butler Avenue where none previously existed. Following the merger of the parcels, the lot configuration do not meet the minimum lot frontage and lot area requirements of the RR Zone, necessitating the requested variances. Following the merger, the subject lands feature an area of 0.17

hectares and 7.4 metres of frontage on Butler Avenue. It is noted that prior to the merger the subject lands featured an approximate area of 0.11 hectares and no frontage.

The requested variances are therefore required to recognize the revised lot configuration resulting from the approved consent. The resulting lot size and frontage results in an improved condition to the existing scenario.

Discussion of Four Tests of Minor Variance:

Four Tests	Discussion
Does the proposed relief maintain the general intent and purpose of the Official Plan?	The Official Plan recognizes the Puslinch Lake Area and provides specific policies for development within this area under Section 9.8.2. Prior to the Consent, 20 Butler Avenue did not have frontage on a road. The Official Plan permits development on lands that front either public or private roads, and encourages sufficient lot sizes and frontage on roads. As the proposed variances establish frontage on a private road (Butler Avenue) and an increase to the existing lot area, the variances maintain the general intent and purpose of the Official Plan.
Does the proposed relief maintain the general intent and purpose of the Zoning By-law?	The intent of the minimum lot area and frontage requirements in the RR Zone is to ensure adequate access, servicing, and appropriate development standards. In this case, the proposed lot dimensions result from a lot addition approved through the consent process and reflect an improved situation by providing increased lot area and frontage on Butler Avenue. Therefore, the variances maintain the general intent and purpose of the Zoning By-law.

Four Tests	Discussion
<p>Is the proposed relief desirable for the development and use of the land, building or structure?</p>	<p>The requested relief facilitates the completion of a previously approved lot addition and recognizes the resulting lot configuration. The proposal supports the continued residential use of the property and is consistent with surrounding lot patterns. No adverse impacts on neighbouring properties are anticipated. The variances are considered desirable for the appropriate use of the land.</p>
<p>Is the proposed relief considered minor in nature?</p>	<p>The impacts of the proposed variances are limited given the established context of the subject lands, where the variances result in an improved situation and no site alterations are proposed. As such, the requested relief can be considered minor in nature.</p>

Conclusion:

Planning Staff is of the opinion that the requested variance application meets the four tests of the *Planning Act*. Staff trust that this report will be of assistance to the Committee in their consideration of this matter.

Engagement Opportunities:

- Township Active Planning Application Website;
- Public Notice of Hearing and Committee Decision (Statutory);
- Notice of Public Hearing Resident Guide.

Attachments:

- Schedule "A" Application
- Schedule "B" Sketch
- Schedule "C" Staff/Public/Agency Comments

Report prepared by:

Report reviewed by:

Max Fedchyshak, MCIP, RPP

Senior Planner

NPG Planning Solutions Inc.

Justine Brotherson

Director of Corporate Services/

Municipal Clerk



Affidavit

Township of Puslinch
7404 Wellington County Rd 34, Puslinch, ON N0B 2J0
(519) 763-1226

Cloudpermit application number
CA-3523001-P-2026-2

Applicant, Payer

Last name Heffernan	First name Jeff	Corporation or partnership
Street address 20 Butler Avenue	Unit number	Lot / Con.
Municipality Puslinch	Province Ontario	Postal code N3C 2V4
Other phone	Mobile phone [REDACTED]	
Fax	Email [REDACTED]	

Agent

Last name Babalola	First name Jide	Corporation or partnership Sorbara, Schumacher, McCann LLP
Street address 31 Union Street East	Unit number 31	Lot / Con.
Municipality Waterloo	Province Ontario	Postal code N2J 1B8
Other phone +1 519-576-32344	Mobile phone +1 519-741-8010	
Fax	Email jbabalola@sorbaralaw.com	

Property owner

Last name McClintock	First name Sheron	Corporation or partnership Puslinch Beach & Marine Limited (Owner)
Street address 43 McClintock Drive	Unit number	Lot / Con.
Municipality Puslinch	Province Ontario	Postal code N3C 2V4
Other phone	Mobile phone [REDACTED]	
Fax	Email	

Subject Land Information		
Address	Legal description	Roll number
[ADDRESS MISSING] (Primary)	PUSLINCH CON 1 PT LOT 4 PLAN;373 LOTS 1 2 26 TO 36 PT BLK;A PT LAKE AVE PT RDS PT BLVD;RP 61R166 PARTS 2 TO 6 8 TO;14 PT PARTS 1 AND 7	2301000003168000000

Sworn Declaration of Applicant

Complete in the presence of a Commissioner for taking affidavits

I, Sorbara, Schumacher, McCann LLP (Jide Babalola), 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)

Agent



Signature of Commissioner for taking affidavits



Municipality

City of Waterloo

Day, month, year

10, April 2020

Place an imprint of your stamp below

James Lincoln Bruce, a Commissioner, etc.,
Province of Ontario, for
Sorbara, Schumacher, McCann LLP, Barristers and Solicitors,
Expires August 3, 2026

Initial
JLB

Affidavit and signatures

Applicant

The Jeff Heffernan, 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.

Signature

Date

Signed by:

A black rectangular box redacting the signature of Jeff Heffernan.

10 April 2026

DAA6977A7B9E435...

Jeff Heffernan

Send correspondence to	
Send correspondence to <input checked="" type="checkbox"/> Owner(s) <input checked="" type="checkbox"/> Agent <input checked="" type="checkbox"/> Others	Please provide the name of Other Jeff Heffernan
Who to send the Invoice to <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Other	

Provide a description of the "entire" property			
Concession	Lot Part of Block A	Registered Plan Number Plan 373	
Area in Hectares 0.179	Area in Acres 0.487	Depth in Meters 87.86	
Depth in Feet 288.25	Frontage in Meters 7.48	Frontage in Feet 24.54	Width of road allowance (if known) 49.2 feet (Butler Ave)

Reason for Application	
Please indicate the Section of the Planning Act under which this application is being made <input checked="" type="checkbox"/> Section 45(1) relates to a change to a by-law standard (e.g. setbacks, frontage, height, etc.) <input 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? Our client, Jeff Heffernan, proposes to acquire a portion of Block A, Plan 373 from Puslinch Beach & Marine Limited as a lot addition to his existing property located at 20 Butler Avenue, legally described as PIN 71207-0093 (LT). The Township has advised that a minor variance will be required to enable the Township clear conditions 7, 8 & 9 of committee of adjustments decision for File File B51-25. The required variances include the following: 1. Reduced Lot Frontage: The proposed frontage is 7.4 metres, whereas 20 metres is required under the RR Zone. This variance is necessary due to the frontage along Butler Avenue that results from the merging of the parcels. 2. Reduced Lot Area: The proposed lot area is approximately 0.17 hectares, compared to the required 0.4 hectares.	Why is it not possible to comply with the provisions of the by-law? The requested variances arise from the long-standing size, shape, and frontage characteristics of the property, which are historical in nature and were not created by the applicant. The lot frontage and area limitations result from the required consolidation of lands as outlined in Decision File B51-25, and there is no practical way to alter the parcel boundaries or frontage to achieve full compliance with the zoning by-law. No new development is proposed, and the variances are necessary to implement the severance Decision File B51-25 and recognize existing conditions without introducing new impacts.

What is the current Official Plan and zoning status?	
Official Plan Designation Recreation	Zoning Designation Resort Residential & Natural Environment
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 Private Road
What is the name of the road or street that provides access to the subject property? Property is accessible from Wellington Road 32 at McClintock Drive and off of Butler Avenue	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 type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Provincial Water Taking Permit	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Private Septic	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Communal Septic	<input 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? *	Other Means of Storm Drainage	
<input type="checkbox"/> Storm Sewers <input type="checkbox"/> Ditches <input type="checkbox"/> Swales <input checked="" type="checkbox"/> Other means	Surface drainage	

Existing Subject and Abutting Property Land Uses, Buildings and their Locations	
What is the existing use of the subject property? The severed parcel is used as a laneway for our client to access their property located at 20 Butler Avenue. Our client is acquiring these lands as a lot addition to PIN 71207-0093.	What is the existing use of the abutting properties? Residential - Part of the subject lands are being conveyed to the owners (Jeff & Lauri Heffernan) of 20 Butler Avenue, Puslinch

Provide the following details for all existing buildings on the subject land		
Main Building Height in Meters 5.27	Main Building Height in Feet 17.29	Percentage Total Lot Coverage 23.5% (existing lot); 12.7% (existing lot plus laneway)
Percentage Accessory Lot Coverage 5.9% (existing lot); 3.35% (existing lot plus laneway)	Number of Parking Spaces 2	Number of Loading Spaces 0
Number of Floors 2	Total Floor Area in Square Meters 166.95	Total Floor Area in Square Feet 1797.03
Ground Floor Area (Exclude Basement) in Square Meters approximately 139.35		Ground Floor Area (Exclude Basement) in Square Feet approximately 1500

Provide the following details for all buildings proposed for the subject land		
Main Building Height in Meters n/a	Main Building Height in Feet n/a	Percentage Total Lot Coverage n/a
Percentage Accessory Lot Coverage n/a	Number of Parking Spaces n/a	Number of Loading Spaces n/a
Number of Floors n/a	Total Floor Area in Square Meters n/a	Total Floor Area in Square Feet n/a
Ground Floor Area (Exclude Basement) in Square Meters n/a	Ground Floor Area (Exclude Basement) in Square Feet n/a	

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 No frontage on a road but 17.47 to lakefront (see survey)	Front Yard in Feet No frontage on a road but 57.32 to lakefront (see survey)	Rear Yard in Meters .08 (see survey. As there is no frontage on a road, measured towards the rear opposite the lake)
Rear Yard in Feet .26 (see survey. As there is no frontage on a road, measured towards the rear opposite the lake)	Side Yard (interior) in Meters 3.57 (toward laneway) & 11.07 (laneway added)	Side Yard (interior) in Feet 11.71 (toward laneway) & 36.32 (laneway added)
Side Yard (Exterior) in Meters 10.34 (toward neighbours and opposite the lane)	Side Yard (Exterior) in Feet 33.92 (toward neighbours and opposite the lane)	

What are the dates of acquisition and construction of subject property and building property		
Date of acquisition of subject property 2013/05/24	Date of construction of buildings property circa 1990	How long have the existing uses continued on the subject property? 30+ 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 checked="" type="checkbox"/> Yes <input 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		
Consent (Severance): File Number B51/25	Consent (Severance): Approval Authority County of Wellington	Consent (Severance): Subject Lands Part of Block A, Plan 373; Puslinch
Consent (Severance): Purpose Sale to Heffernan for Lot addition		Consent (Severance): Status In progress
Minor Variance: File Number	Minor Variance: Approval Authority Township of Puslinch	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 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		
<input checked="" type="checkbox"/> 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.		

D13-MCC Comment Summary

PW/Fire/Bylaw: No comments

GRCA: see attached letter. No objections

County Planning: see attached letter. No objections

Source Water: Thank you for providing the above referenced application for review. This property is located in a vulnerable area (wellhead protection area, issues contributing area, intake protection zone etc.), but the activities as indicated, would not create a significant drinking water threat. The application can be screened out and it does not require a Section 59 notice under the Clean Water Act. Please note that we may provide comments on any future applications subject to this property, given the vulnerable areas.



April 30, 2026

via email

GRCA File: D13-MCC – 43 McClintock Drive

Monika Farncombe
Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0

Dear Monika Farncombe,

Re: Minor Variance Application D13/MCC
43 McClintock Drive, Township of Puslinch
Owner: Puslinch Beach & Marine Limited
Applicant: Jeff Heffernan

Grand River Conservation Authority (GRCA) staff have reviewed the above-noted minor variance application.

Recommendation

The GRCA has no objection to the proposed minor variance application.

GRCA Comments

GRCA has reviewed this application under the Mandatory Programs and Services Regulation (Ontario Regulation 686/21), including acting on behalf of the Province regarding natural hazards identified in Section 5.2 of the Provincial Planning Statement (PPS, 2024), as a regulatory authority under Ontario Regulation 41/24, and as a public body under the *Planning Act* as per our CA Board approved policies.

Information currently available at this office indicates that the subject lands contain floodplain and the regulated allowance to the floodplain and a wetland (Little Lake). A copy of GRCA's resource mapping is attached.

Due to the presence of the features noted above, portions of the subject lands are regulated by the GRCA under Ontario Regulation 41/24 – Prohibited Activities, Exemptions and Permits Regulation. Any future development or other alteration within the regulated area will require prior written approval from GRCA in the form of a permit pursuant to Ontario Regulation 41/24.

It is understood that the minor variance application is required to satisfy conditions of approval associated with Application for Consent B51-25. No impacts to natural hazard features are anticipated as a result of this application. As such, the GRCA has no objection to the approval of this minor variance application.

We wish to acknowledge receipt of the applicable plan review fee for GRCA's review of the related application B51-25. As such, a plan review fee for this application is not required.

Should you have any questions, please contact me at 519-621-2763 ext. 2228 or aherreman@grandriver.ca.

Sincerely,

A black rectangular redaction box covering the signature of Andrew Herreman.

Andrew Herreman, CPT
Resource Planning Technician
Grand River Conservation Authority

Enclosed: GRCA Mapping




















Copy: Puslinch Beach & Marine Ltd. (via email)

Jeff Heffernan (via email)

James Bruce/Jide Babalola, Sorbara, Schumacher, McCann LLP (via email)



Legend

-  Regulation Limit (GRCA)
- Floodplain (GRCA)**
 -  Engineered
 -  Estimated
 -  Approximate
 -  Floodplain - Special Policy Area (GRCA)
- Slope Erosion (GRCA)**
 -  Steep
 -  Oversteep
 -  Toe
- Slope Valley (GRCA)**
 -  Steep
 -  Oversteep
-  Regulated Watercourse (GRCA)
-  Regulated Waterbody (GRCA)
-  Wetland (GRCA)
-  Lake Erie Flood (GRCA)
-  Lake Erie Shoreline Reach (GRCA)
-  Lake Erie Dynamic Beach (GRCA)
-  Lake Erie Erosion (GRCA)
-  Parcel - Assessment (MPAC/MNRF)
-  Conservation Area Boundary (GRCA)



Subject Lands

Butler Ave

Birch St

Flynn Ave

Copyright Grand River Conservation Authority, 2026.

Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user. The source for each data layer is shown in parentheses in the map legend. See Sources and Citations for details.





COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT
Aldo Salis, BES, M.Sc. MCIP, RPP., DIRECTOR
TEL: (519) 837-2600
FAX: (519) 823-1694
1-800-663-0750

ADMINISTRATION CENTRE
74 WOOLWICH STREET
GUELPH, ONTARIO
N1H 3T9

May 1, 2026

BY E-MAIL

Monika Farncombe, Planning and Corporate Services Coordinator
Committee of Adjustment
Township of Puslinch
7404 Wellington Rd 34
Puslinch, ON N0B 2J0

Dear Ms. Farncombe:

**Re: Proposed Minor Variance – D13-MCC
Puslinch Beach & Marine Ltd.
43 McClintock Dr. PV
Township of Puslinch**

Thank you for circulating the above noted application to our office. These comments are offered without the benefit of a site visit. It is our understanding that the following relief is requested from Zoning By-law No. 023-18:

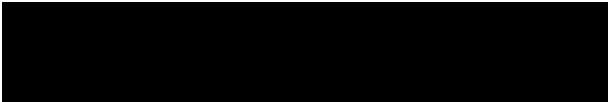
- Section 6.3 table 6.2: To permit a lot frontage of 7.4m, whereas the by-law requires a lot frontage of 20.0m.
- Section 6.3 table 6.2: To permit a lot area of 0.17 ha, whereas the by-law requires a lot area of 0.4 ha.

The subject property is designated Recreational in the County Official Plan. Planning staff note that the proposed variance is to satisfy a condition of severance (B51-25) that was conditionally approved at the October 2025 Land Division Committee meeting. Condition #8 of the Decision requires that the owner obtain zoning compliance including permission for a reduced frontage and lot area for the proposed retained lot to the satisfaction of the Township.

Overall, staff do not have any concerns with the proposed minor variance application. I trust that these comments will be of assistance to the Committee. We would appreciate a copy of the Committee's decision with respect to this application

Yours truly,


Allie Gorman, MSc
Junior Planner


Thomas Freeman, RPP, MCIP
Planner



REPORT D13-2026-011



TO: Committee of Adjustment Chair and Members of Committee

PREPARED BY: Max Fedchyshak, MCIP, RPP, Senior Planner

PRESENTED BY: Monika Farncombe, Planning and Corporate Services Coordinator

MEETING DATE: June 9, 2026

SUBJECT: Minor Variance Application File: D13-BAL
4586 Victoria Road South, Township of Puslinch

APPLICANT: BMS Construction (Agent), Eric Balci (Property Owner)

RECOMMENDATION

That Report D13-2026-011 regarding the Minor Variance application for lands municipally known as 4586 Victoria Road South be received for information; and

Whereas the Owner is requesting relief from the Township of Puslinch Zoning By-law 23-2018 (Zoning By-law), as amended, to permit a reduced rear yard setback from an accessory building; and

Whereas the requested variance would provide relief from Section 4.4.2 (Accessory Uses, Building and Structures) of the Zoning By-law to permit a rear yard setback of 1.2 metres, whereas 2 metres is required; and

Whereas the subject lands are designated Secondary Agricultural within the County of Wellington Official Plan (Official Plan) and zoned Agricultural under the Zoning By-law; and

Whereas Planning Staff is of the opinion that the requested variances maintain the general intent and purpose of the County of Wellington Official Plan (Official Plan), the Township Zoning By-law and meet the four tests of the *Planning Act*;

Therefore, that Planning Staff recommend that the Minor Variance application be approved.

Requested Relief

The Minor Variance application, under Section 45(1) of the *Planning Act*, requests the following variances:

Regulation	By-law Section	Requirement	Proposed	Extent of Relief
Minimum Required Rear Yard	Section 4.4.2	2 m	1.2 m	0.8 m

Subject Property Key Map:



Background:

The subject property is municipally known as 4586 Victoria Road South and is located on the west side of Victoria Road South. The property contains an existing single detached dwelling and multiple accessory structures, including a detached accessory building, recreation structure, covered porch, enclosed building, and shed. Surrounding land uses are primarily agricultural in nature.

The applicant is requesting minor variance relief to permit a reduced rear yard setback of 1.2 metres for an existing non-habitable accessory structure, whereas the Zoning By-law requires a minimum rear yard setback of 2.0 metres.

The application was submitted as the accessory structure was constructed closer to the rear property line than permitted through the Zoning By-law requirements. The structure is accessory to the existing residential use of the property and does not contain habitable space. No expansion to the structure is proposed as part of this application.

The subject lands are designated Secondary Agricultural within the County of Wellington Official Plan and zoned Agricultural under the Township Zoning By-law. The surrounding area consists primarily of agricultural lands and low-density rural residential uses.

Discussion of Four Tests of Minor Variance:

Four Tests	Discussion
Does the proposed relief maintain the general intent and purpose of the Official Plan?	The variance maintains the general intent and purpose of the Official Plan as the proposal represents compatible and appropriate development within a rural setting. The application is limited to recognizing an existing non-habitable accessory structure and does not alter the overall character, use, or function of the property or surrounding area.
Does the proposed relief maintain the general intent and	The general intent and purpose of the Zoning By-law is maintained as the accessory structure continues to function as accessory to the principal residential dwelling. While the

Four Tests	Discussion
<p>purpose of the Zoning By-law?</p>	<p>rear yard setback is reduced, the variance remains limited in scale and adequate separation from adjacent lands is maintained. Sufficient space is maintained to allow for adequate maintenance of the structure. The proposal does not interfere with the intended use of neighbouring properties and no habitable space is proposed within the structure.</p>
<p>Is the proposed relief desirable for the development and use of the land, building or structure?</p>	<p>The variance is considered desirable and appropriate for the use of the lands as it recognizes an existing accessory structure associated with the residential use of the property. The structure remains subordinate to the principal dwelling and supports the ongoing functional use of the property without introducing additional residential intensity or habitable floor area.</p>
<p>Is the proposed relief considered minor in nature?</p>	<p>The requested variance is considered minor in nature as it seeks relief to permit a reduced rear yard setback of 1.2 metres, whereas 2.0 metres is required by the Zoning By-law, representing a reduction of 0.8 metres. The structure is non-habitable and accessory in nature, and the reduced setback is not anticipated to result in significant adverse impacts on adjacent properties or surrounding land uses and sufficient space for maintenance is maintained.</p>

Conclusion:

Planning Staff is of the opinion that the requested variance application meets the four tests of the *Planning Act*. Staff trust that this report will be of assistance to the Committee in their consideration of this matter.

Engagement Opportunities:

- Township Active Planning Application Website;
- Public Notice of Hearing and Committee Decision (Statutory);
- Notice of Public Hearing Resident Guide.

Attachments:

- Schedule "A" Application
- Schedule "B" Sketch/Elevations/Floor Plans
- Schedule "C" Topographic Survey
- Schedule "D" Staff/Public/Agency Comments

Report prepared by:

Navleen Kaur

Planning Tech

NPG Planning Solutions Inc.

Report reviewed by:

Max Fedchyshak, MCIP, RPP

Senior Planner

NPG Planning Solutions Inc.

Report reviewed by:

Justine Brotherson

Director of Corporate Services/

Municipal Clerk

Cloudpermit application number
CA-3523001-P-2025-105

Applicant, Agent

Last name stevanus	First name Jake	Corporation or partnership BMS construction
Street address [REDACTED]	Unit number 4	Lot / Con.
Municipality Waterloo	Province Ontario	Postal code N2J 4G8
Other phone	Mobile phone [REDACTED]	
Fax	Email jake@bmsconstruction.ca	

Property owner, Payer

Last name Balci	First name Eric	Corporation or partnership
Street address 4586 Victoria rd s	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
4586 VICTORIA RD S (Primary)	CON 8 REAR PT LOT 16	2301000006030250000

Sworn Declaration of Applicant

Complete in the presence of a Commissioner for taking affidavits

I, BMS construction (Jake stevanus), 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)

Signature of Commissioner for taking affidavits

Municipality

Day, month, year

Township of Puslinch

29/MAY/2026

Place an imprint of your stamp below

Monika Alyse Famcombe, a Commissioner, etc.,
Province of Ontario, for the Corporation of the
Township of Puslinch.
Expires February 14, 2027.

Affidavit and signatures


Applicant

The Jake stevanus, 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 2026-04-27, 8:48:18 a.m. EDT by Jake stevanus.

Send correspondence to

Send correspondence to

 Owner(s) Agent Others

Who to send the Invoice to

 Owner Agent Other**Provide a description of the "entire" property**Concession
con 8Lot
lot 16Registered Plan Number
roll # 23-01-000-006-03025-0000Area in Hectares
0.447Area in Acres
1.104Depth in Meters
92Depth in Feet
301Frontage in Meters
48.56Frontage in Feet
159.31Width of road allowance (if
known)**Reason for Application**

Please indicate the Section of the Planning Act under which this application is being made

 Section 45(1) relates to a change to a by-law standard (e.g. setbacks, frontage, height, etc.) 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?

Relief is required to permit an accessory structure to be setback 1.22 metres from the rear lot line where 2 metres is required. Accessory structure is not proposed to be habitable.

Why is it not possible to comply with the provisions of the by-law?

owner started building and was built too close to the property line

What is the current Official Plan and zoning status?Official Plan Designation
secondary agriculturalZoning Designation
agricultural

What is the access to the subject property?

 Provincial
Highway Continually
maintained
municipal road Seasonally
maintained
municipal road Other Continually maintained
county road

What is the name of the road or street that provides access to the subject property?

Victoria rd. S

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 type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Provincial Water Taking Permit	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Private Septic	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Communal Septic	<input 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 type="checkbox"/> Storm Sewers <input checked="" type="checkbox"/> Ditches <input checked="" 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 house	What is the existing use of the abutting properties? farm land field and bush

Provide the following details for all existing buildings on the subject land		
Main Building Height in Meters 6.06	Main Building Height in Feet 20	Percentage Total Lot Coverage 7.15
Percentage Accessory Lot Coverage 1.86	Number of Parking Spaces 2	Number of Loading Spaces 0
Number of Floors 2	Total Floor Area in Square Meters 238.7	Total Floor Area in Square Feet 2569
Ground Floor Area (Exclude Basement) in Square Meters 238.7	Ground Floor Area (Exclude Basement) in Square Feet 2569	

Provide the following details for all buildings proposed for the subject land		
Main Building Height in Meters 5.1	Main Building Height in Feet 17 top of roof	Percentage Total Lot Coverage 3.92
Percentage Accessory Lot Coverage 3.92	Number of Parking Spaces 0	Number of Loading Spaces 0
Number of Floors 1	Total Floor Area in Square Meters 176.79	Total Floor Area in Square Feet 1904
Ground Floor Area (Exclude Basement) in Square Meters 176.79	Ground Floor Area (Exclude Basement) in Square Feet 1904	

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 main house - 36.7 , new building - 74	Front Yard in Feet main house-120 , new building - 242	Rear Yard in Meters main house - 36 , new building - 1.22
Rear Yard in Feet main house - 118 , new building - 4	Side Yard (interior) in Meters right side - main house- 15.3 , new building - 8.2	Side Yard (interior) in Feet right side - main house - 50 , new building - 26.9
Side Yard (Exterior) in Meters left side - main house - 16.4 , new building 17.2	Side Yard (Exterior) in Feet left side - main house - 53.8, new building - 55	

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

Date of acquisition of subject property 2018	Date of construction of buildings property 1997	How long have the existing uses continued on the subject property? 1997
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 rear set back	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. | | |

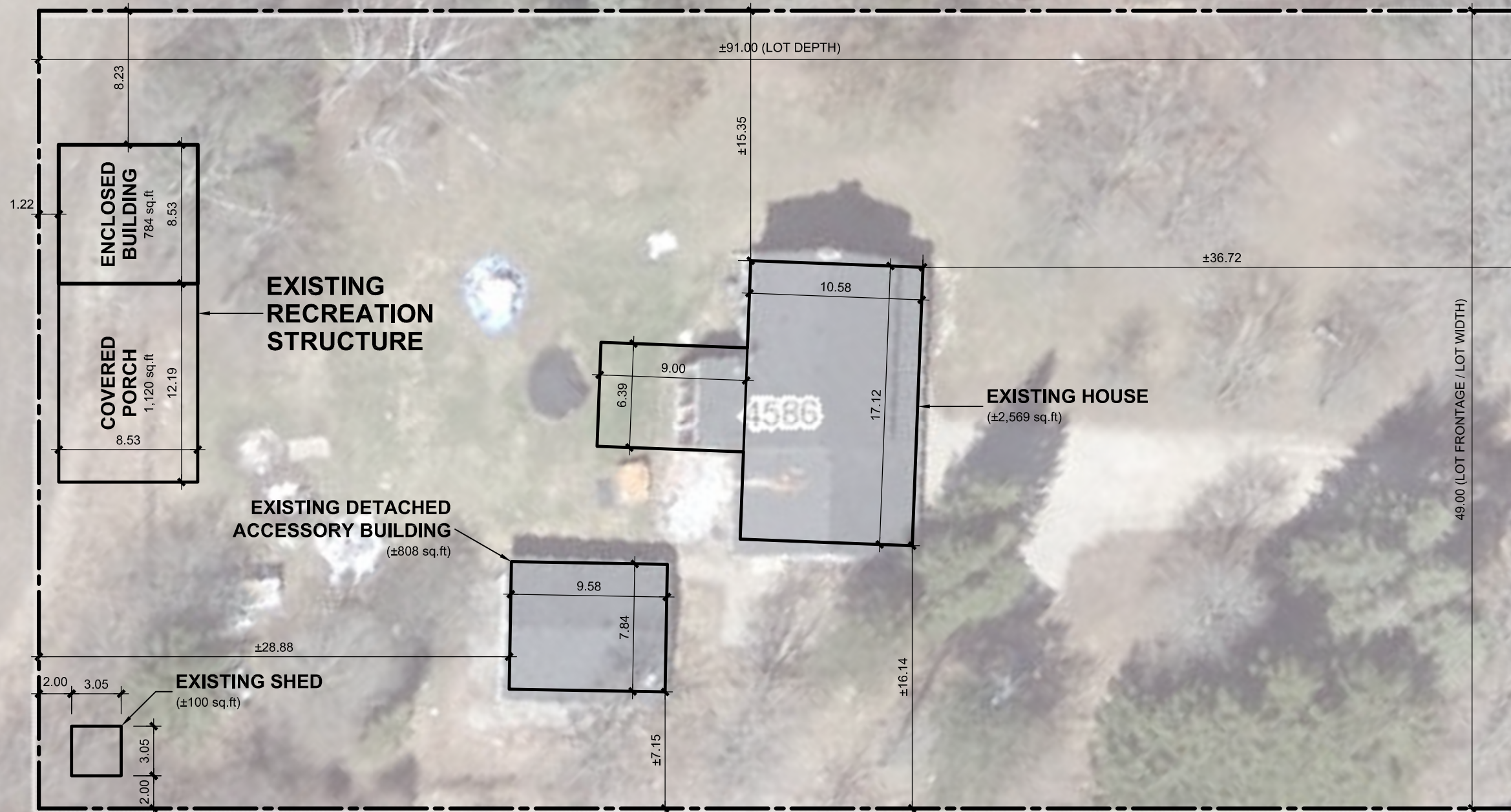
Please confirm the following

- 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.

ADJACENT LAND USE:
AGRICULTURAL

ADJACENT LAND USE:
AGRICULTURAL

VICTORIA ROAD SOUTH
(PUBLIC ROAD)



SITE PLAN
SCALE 1:300

SITE LAYOUT TAKEN FROM REGION OF WELLINGTON COUNTY GIS MAPPING.
(<https://sgis.wellington.ca/Maps/index.html?viewer=WellingtonCountyExternal>)

ADJACENT LAND USE:
AGRICULTURAL

Project Title
BALCI DETACHED BUILDING
4586 VICTORIA ROAD SOUTH, PUSLINCH, ON

Drawing
SITE PLAN

Scale 1:300	Dwg. # SP1
Date APRIL 2026	

Cloudpermit application number CA-3523001-P-2025-105

Applicant, Agent

Last name stevanus	First name Jake	Corporation or partnership BMS construction
Street address [REDACTED]	Unit number 4	Lot / Con.
Municipality Waterloo	Province Ontario	Postal code N2J 4G8
Other phone	Mobile phone [REDACTED]	
Fax	Email jake@bmsconstruction.ca	

Property owner, Payer

Last name Balci	First name Eric	Corporation or partnership
Street address 4586 Victoria td s	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
4586 VICTORIA RD S (Primary)	CON 8 REAR PT LOT 16	2301000006030250000

Sworn Declaration of Applicant

Complete in the presence of a Commissioner for taking affidavits

I, Eric Balci, 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)

Signature of Commissioner for taking affidavits

Municipality

Day, month, year

Place an imprint of your stamp below

Affidavit and signatures


Applicant

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 Digitally signed on 2026-04-15, 7:33:58 a.m. EDT by Jake stevanus.

Send correspondence to	
Send correspondence to <input checked="" type="checkbox"/> Owner(s) <input checked="" 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 con 8	Lot lot 16	Registered Plan Number roll # 23-01-000-006-03025-0000	
Area in Hectares 0.447	Area in Acres 1.104	Depth in Meters 92	
Depth in Feet 301	Frontage in Meters 48.56	Frontage in Feet 159.31	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 checked="" type="checkbox"/> Section 45(1) relates to a change to a by-law standard (e.g. setbacks, frontage, height, etc.) <input 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? building setting off back property line	Why is it not possible to comply with the provisions of the by-law? owner started building and was built too close to the property line

What is the current Official Plan and zoning status?	
Official Plan Designation secondary agricultural	Zoning Designation agricultural
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? Victoria rd. S	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 type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Provincial Water Taking Permit	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Private Septic	<input checked="" type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Communal Septic	<input 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 type="checkbox"/> Storm Sewers <input checked="" type="checkbox"/> Ditches <input checked="" type="checkbox"/> Swales <input type="checkbox"/> Other means		

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Ground Floor Area (Exclude Basement) in Square Meters 176.79	Ground Floor Area (Exclude Basement) in Square Feet 1904	

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Rear Yard in Feet main house - 118 , new building - 4	Side Yard (interior) in Meters right side - main house- 15.3 , new building - 8.2	Side Yard (interior) in Feet right side - main house - 50 , new building - 26.9
Side Yard (Exterior) in Meters left side - main house - 16.4 , new building 17.2	Side Yard (Exterior) in Feet left side - main house - 53.8, new building - 55	

What are the dates of acquisition and construction of subject property and building property		
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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 rear set back		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.

DESIGN PARAMETERS:

- DESIGN LOADS ARE UNFACTORED UNLESS NOTED OTHERWISE.
 - CLIMATIC DESIGN DATA (GUELPH):
 $S_s = 1.9 \text{ kPa}$
 $S_r = 0.4 \text{ kPa}$
 $q(1/50) = 0.36 \text{ kPa}$
 $S_a(0.2) = 0.133$
 - ROOF (DEAD) = 0.15 kPa
 - OCCUPANCY (LIVE) = 1.9 kPa
- FOUNDATIONS TO BEAR DIRECTLY ON MATERIAL SUITABLE FOR 100 kPa (2000 psf) BEARING PRESSURE, UNLESS NOTED OTHERWISE.
- SLABS ON GRADE TO BEAR ON MATERIALS SUITABLE FOR 25 kPa (500 psf) BEARING PRESSURES.

CONCRETE NOTES

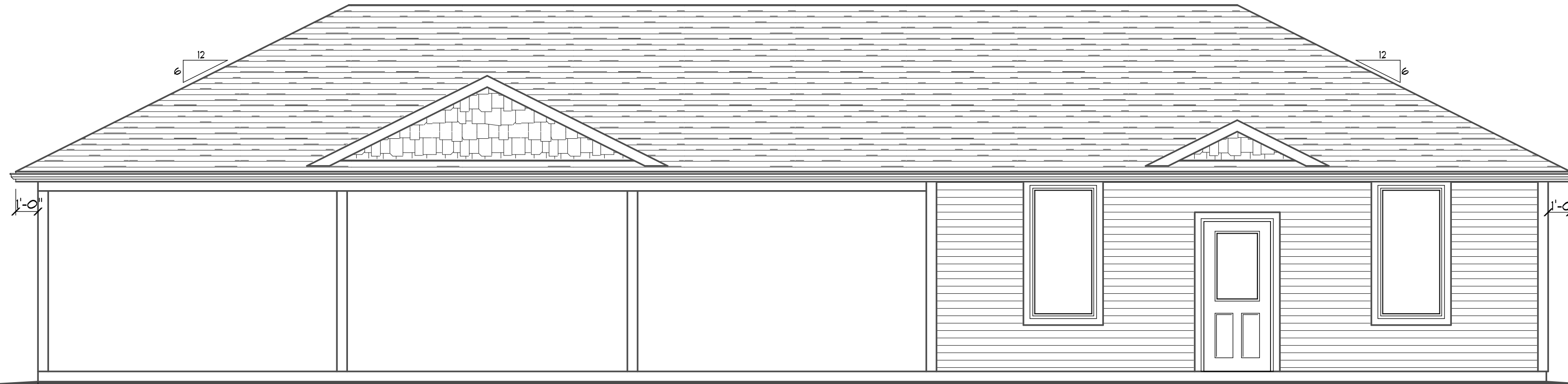
STRUCTURAL SLAB FOUNDATION AS PER P.ENG DESIGN & SPECIFICATIONS.

FRAMING NOTES

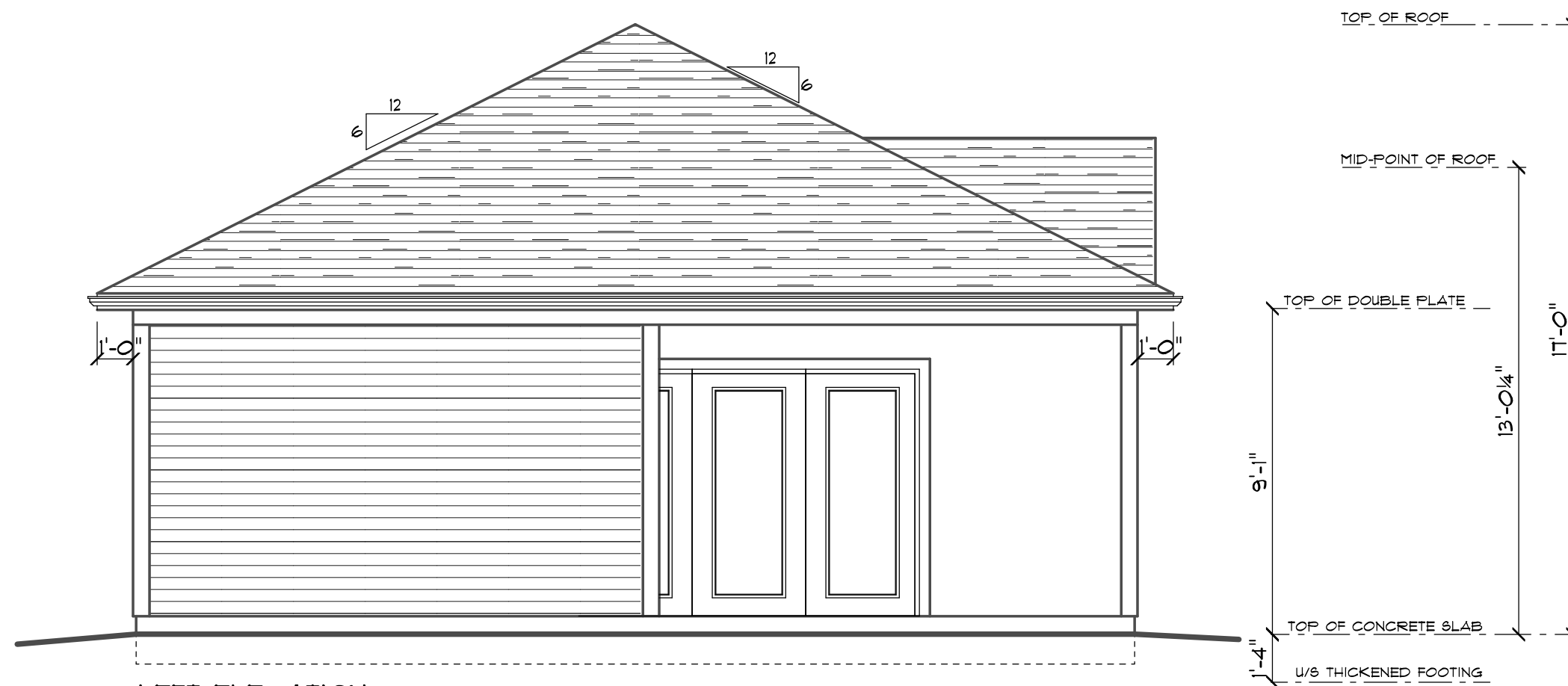
USE (3) 2"x8" HEADERS C/W 2-2x6 POSTS (1 JACK + 1 KING) UNLESS OTHERWISE NOTED.
 TRUSSED ROOF AS PER MANUFACTURERS' SPECIFICATIONS.
 ROOF OVER FRAME RAFTERS TO BE 2"x6" @ 16" O.C. C/W 2"x4" COLLAR TIES AS REQUIRED UNLESS OTHERWISE NOTED.
 RIDGE, HIP AND VALLEY RAFTERS TO BE 2"x10" WITH SUPPORT AS REQUIRED UNLESS OTHERWISE NOTED.

GENERAL NOTES

ALL STEEL BEAMS & HSS COLUMNS TO BE GRADE 350W
 ALL LUMBER TO BE SPF NO. 1/2 OR BETTER MINIMUM SOIL BEARING CAPACITY TO BE 100 kPa (2000 psf)
 PROVIDE SOLID BLOCKING @ WALLS ADJACENT TO WATER CLOSETS TO FACILITATE FUTURE WATER CLOSET GRAB BARS



FRONT ELEVATION



LEFT ELEVATION

**C. FREDE
DESIGN INC.**

(519) 669-4780

ELMIRA, ONTARIO
CRAIG.FREDE@SYMPATICO.CA

CONTRACTORS NOTE

CONTRACTOR SHALL CHECK ALL DIMENSIONS ON THE DRAWINGS AND REPORT ANY DISCREPANCIES TO THE DESIGNER BEFORE PROCEEDING
 DRAWINGS ARE NOT TO BE SCALED

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

CRAIG FREDE BCIN # 20343

C. FREDE DESIGN INC. BCIN # 41306

**BMS
CONSTRUCTION**

WATERLOO, ONTARIO

**BALCI DETACHED
BUILDING**

FUSLINCH, ONTARIO

DRAWING TITLE

**FRONT & LEFT
ELEVATIONS**

DRAWN C.F.	SCALE 1/4"=1'-0"	DRAWING NO. A-1
DATE MAR. 20, 2025	FILE NO. 500-100-25	

*** ITEMS DESIGNED AS REQUESTED.**

UNFACTORED DESIGN LOADS:

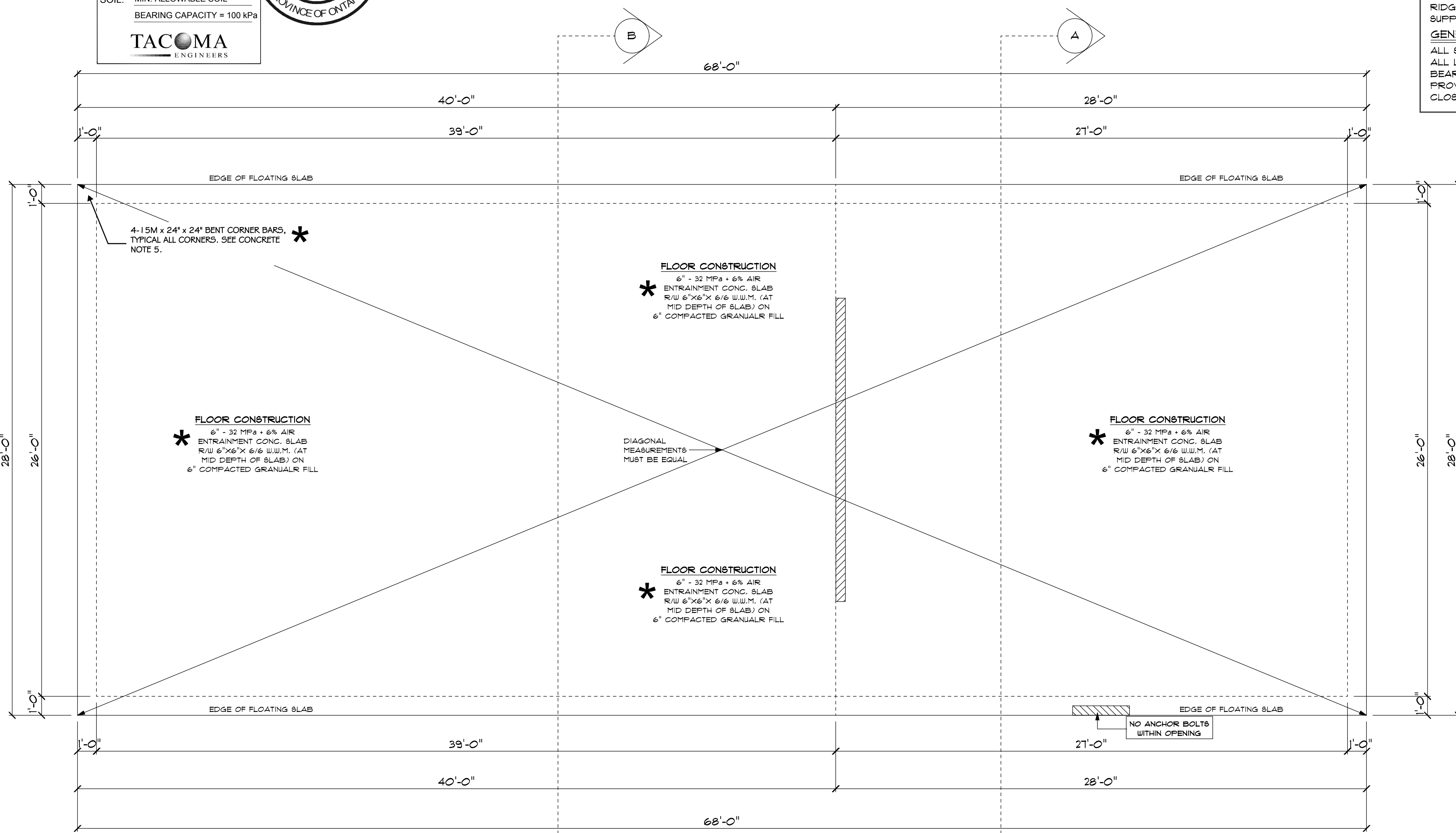
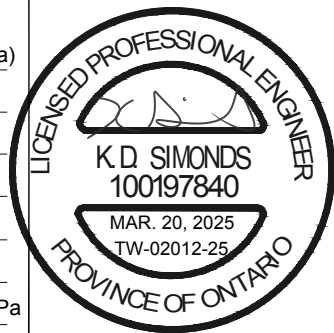
LIVE: SNOW = 1.45 kPa (Ss= 1.9kPa)

WIND: $q(1/50) = 0.36$ kPa

DEAD: ROOF = 0.75 kPa

SOIL: MIN. ALLOWABLE SOIL BEARING CAPACITY = 100 kPa

TACOMA ENGINEERS



SLAB PLAN

SITE & SOILS:

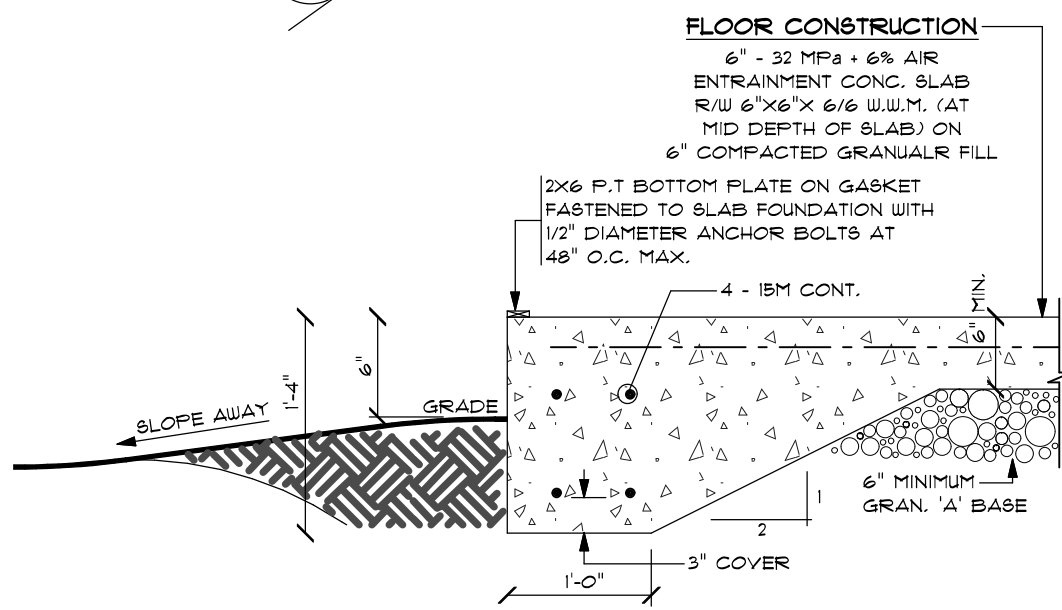
1. PREPARE THE AREA FOR PROPOSED STRUCTURE BY REMOVING ALL TOPSOIL AND ORGANIC MATERIAL FROM THE AREA OF THE BUILDING.
2. SLOPE FINAL GRADE AWAY FROM THE BUILDING.
3. BEAR SLAB ON GRANULAR FILL (6" MINIMUM) TO 98% STANDARD PROCTOR DENSITY OR 3/4" CRUSHED STONE ON SOUND ORIGINAL (NATIVE) SUBGRADE.
4. SUBGRADE SHALL BE SUITABLE FOR 100 kPa (2100 psf) SAFE BEARING

CONCRETE:

1. CONCRETE WORK SHALL CONFORM TO CAN/CSA-A23.1,2,3 FOR MATERIALS AND WORKMANSHIP.

CLASS OF CONCRETE	STRENGTH	W/C RATIO	AIR ENTRAINMENT
C2	32 MPa	0.45	5 - 8%
2. ALL CONCRETE SHALL BE KEPT MOIST DURING THE FIRST THREE DAYS OF CURING. DO NOT ADD WATER TO CONCRETE ON SITE.
3. ALL REBAR SHALL BE DEFORMED BARS WITH A MINIMUM YIELD STRENGTH OF 400 MPa. ALL LAP LENGTHS AS FOLLOWS:
 - A: 10M BARS - 450mm (18")
 - B: 15M BARS - 600mm (24")
4. PROVIDE A MINIMUM 9" LAP FOR WELDED WIRE MESH.
5. PROVIDE CONTINUOUS REINFORCING AROUND CORNERS WITH 15Mx24"x24" BENT DOWELS (FOUR DOWELS PER CORNER).
6. DO NOT SAWCUT SLAB.

THIS FLOATING SLAB FOUNDATION DESIGN IS FOR A 1 STOREY WOOD STUD FRAMED STRUCTURE WITH NO MASONRY. FOUNDATION DESIGN ONLY.



*** SLAB DETAIL**

GENERAL NOTES

1. THIS DESIGN HAS BEEN COMPLETED TO THE 2012 ONTARIO BUILDING CODE.
2. SLOPE THE FINAL GRADE TO DRAIN AWAY FROM BUILDING.
3. CONTACT TACOMA ENGINEERS FOR CONSTRUCTION REVIEWS AS REQUIRED BY THE LOCAL MUNICIPALITY.
4. PREPARE THE AREA FOR PROPOSED STRUCTURE BY REMOVING ALL TOPSOIL AND ORGANIC MATERIAL FROM THE AREA OF THE BUILDING.
5. SUBGRADE SHALL BE SUITABLE FOR 15 kPa (1500 psf) SAFE BEARING AND IS TO BE NON-FROST SUSCEPTIBLE.
6. ALL REBAR SHALL BE DEFORMED BARS WITH A MINIMUM YIELD STRENGTH OF 400 MPa. ALL LAPS AS FOLLOWS:
 - A: 10M BARS - 450mm (18")
 - B: 15M BARS - 600mm (24")
7. PROVIDE A MINIMUM 9" LAP FOR WELDED WIRE MESH.
8. PROVIDE CONTINUOUS REINFORCING AROUND CORNERS WITH 15Mx24"x24" BENT DOWELS (FOUR DOWELS PER CORNER)
9. BEAR SLAB ON GRAN. FILL (6" MIN.) COMPACTED TO 98% STANDARD PROCTOR DENSITY OR 3/4" CRUSHED STONE ON SOUND ORIGINAL SUBGRADE.
10. DO NOT PROVIDE SAWCUTS OR CONTROL JOINTS IN SLAB.
11. CONCRETE WORK SHALL CONFORM TO CAN/CSA-A23.1,2,3 FOR MATERIALS & WORKMANSHIP.

CLASS OF CONCRETE	STRENGTH	W/C RATIO	AIR ENTRAINMENT
C-1	32 MPa	0.45	5 TO 8%
12. USE HIGH FREQUENCY VIBRATION TO PLACE ALL CONCRETE.
13. ALL CONCRETE SHALL BE KEPT MOIST DURING THE FIRST THREE DAYS OF CURING.
14. DO NOT ADD WATER TO CONCRETE ON SITE.
15. CHAIRS SHALL BE USED TO MAINTAIN THE SPECIFIED CONCRETE COVER.

CONCRETE NOTES

STRUCTURAL SLAB FOUNDATION AS PER P.ENG DESIGN & SPECIFICATIONS.

FRAMING NOTES

USE (3) 2"x8" HEADERS C/W 2-2x6 POSTS (1 JACK + 1 KING) UNLESS OTHERWISE NOTED.
TRUSSED ROOF AS PER MANUFACTURERS' SPECIFICATIONS.
ROOF OVER FRAME RAFTERS TO BE 2"x6" @ 16" O.C. C/W 2"x4" COLLAR TIES AS REQUIRED UNLESS OTHERWISE NOTED.
RIDGE, HIP AND VALLEY RAFTERS TO BE 2"x10" WITH SUPPORT AS REQUIRED UNLESS OTHERWISE NOTED.

GENERAL NOTES

ALL STEEL BEAMS & HSS COLUMNS TO BE GRADE 350W
ALL LUMBER TO BE SPF NO. 1/2 OR BETTER MINIMUM SOIL BEARING CAPACITY TO BE 100kPa (2000psf)
PROVIDE SOLID BLOCKING @ WALLS ADJACENT TO WATER CLOSETS TO FACILITATE FUTURE WATER CLOSET GRAB BARS

C. FREDE DESIGN INC.

(519) 669-4780

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CRAIG FREDE BCIN # 20343

C. FREDE DESIGN INC. BCIN # 41306

BMS CONSTRUCTION
WATERLOO, ONTARIO

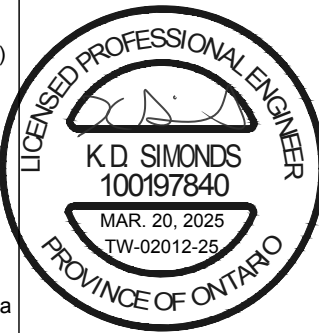
BALCI DETACHED BUILDING
PUSLINCH, ONTARIO

DRAWING TITLE

SLAB PLAN & SLAB DETAIL

DRAWN C.F.	SCALE 1/4"=1'-0"	DRAWING NO. A-2
DATE MAR. 20, 2025	FILE NO. 500-100-25	

*** ITEMS DESIGNED AS REQUESTED.**
 UNFACTORED DESIGN LOADS:
 LIVE: SNOW = 1.45 kPa (Ss = 1.9kPa)
 WIND: $q(1/50) = 0.36 \text{ kPa}$
 DEAD: ROOF = 0.75 kPa
 SOIL: MIN. ALLOWABLE SOIL BEARING CAPACITY = 100 kPa
TACOMA ENGINEERS



*** SHEARWALL HOLDDOWN SCHEDULE**

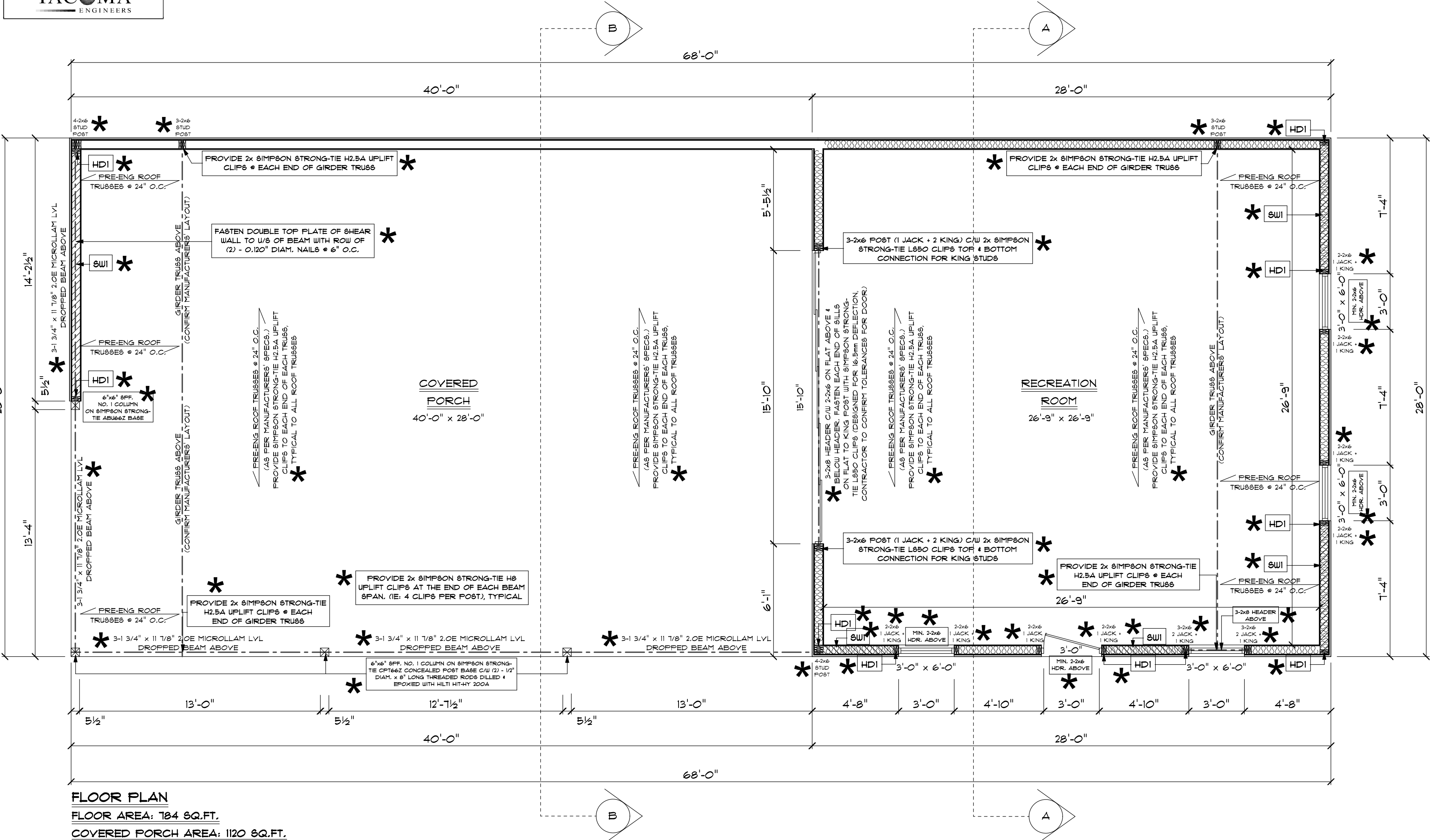
HDI	2-2x6 STUD AT EACH END OF ALL SHEAR WALL SEGMENTS WITH SIMPSON STRONG-TIE HDU4 HOLDDOWNS C/W 10-2 1/2" LONG SDS SCREWS & 5/8" DIAM. THREADED ROD DRILLED & EPOXIED WITH HILTI HIT-HY-200 W/ 10" EMBEDMENT INTO SLAB
-----	---

*** SHEARWALL SCHEDULE**

MARK	SHEATHING	EDGE NAILING	INTERIOR NAILING	BLOCKING	BOTTOM PLATE ANCHORS
SW1	1/2" O.S.B./PLYWOOD ON ONE SIDES OF STUDS	2 1/2" AIR NAILS (O.120 DIAM.) @ 4" O.C. MAX AT PERIMETER	2 1/2" AIR NAILS (O.120 DIAM.) @ 12" O.C. MAX AT STUDS	SOLID BLOCKING BETWEEN STUDS AT ALL PANEL EDGES	1/2" DIAM. x 8" LONG SIMPSON STRONG-TIE TITEN HD ANCHORS @ 24" O.C.

NOTES
 1. PERIMETER MEANS AROUND THE INDIVIDUAL OSB PANEL EDGES WHERE NAILING TO STUD OR 2x EDGE BLOCKING. ALL OSB PANEL JOINTS MUST BE BLOCKED TO MATCH WALL STUD SIZE TO FACILITATE PERIMETER NAILING.
 2. DO NOT OVERDRIVE NAILS INTO OSB PANELS. NAILS CAN ONLY BE OVERDRIVE 1/16".

CONCRETE NOTES
 STRUCTURAL SLAB FOUNDATION AS PER P.ENG DESIGN & SPECIFICATIONS.
FRAMING NOTES
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GENERAL NOTES
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 PROVIDE SOLID BLOCKING @ WALLS ADJACENT TO WATER CLOSETS TO FACILITATE FUTURE WATER CLOSET GRAB BARS



FLOOR PLAN
 FLOOR AREA: 184 SQ.FT.
 COVERED PORCH AREA: 1120 SQ.FT.

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 CRAIG.FREDE@SYMPATICO.CA

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 CRAIG FREDE BCIN # 20343
 C. FREDE DESIGN INC. BCIN # 41306

BMS CONSTRUCTION
 WATERLOO, ONTARIO

BALCI DETACHED BUILDING
 FUSLINCH, ONTARIO

DRAWING TITLE: **FLOOR PLAN**

DRAWN: C.F.	SCALE: 1/4"=1'-0"	DRAWING NO.:
DATE: MAR. 20, 2025	FILE NO.: 500-100-25	A-3

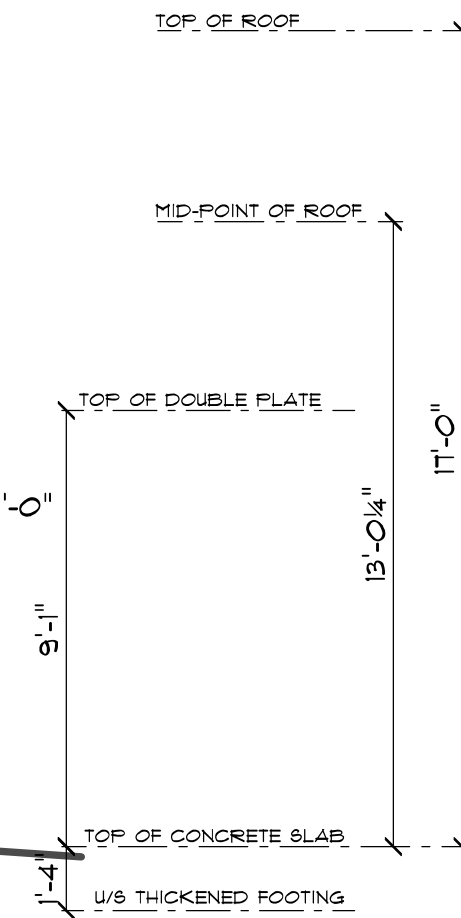
CONCRETE NOTES
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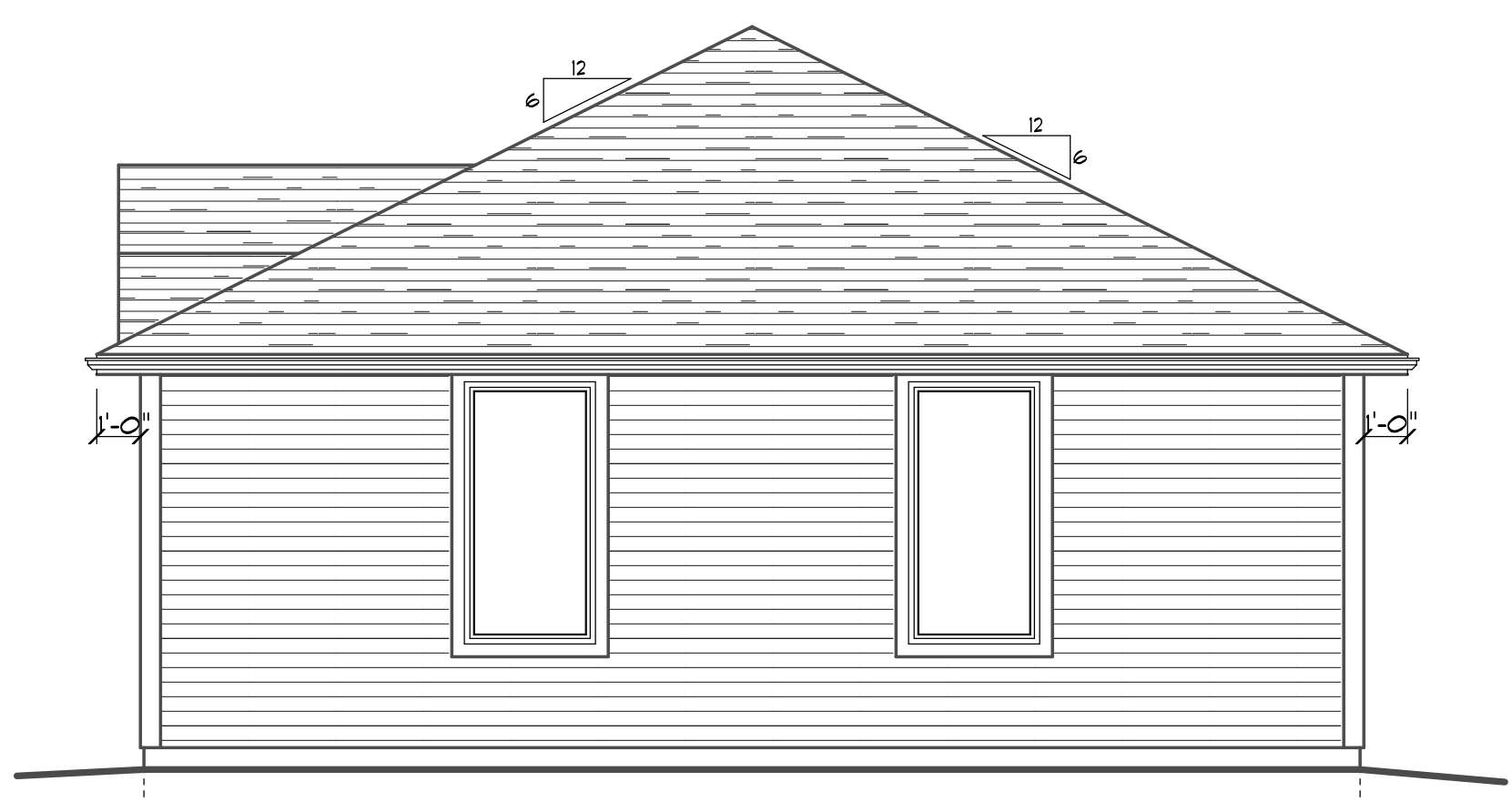
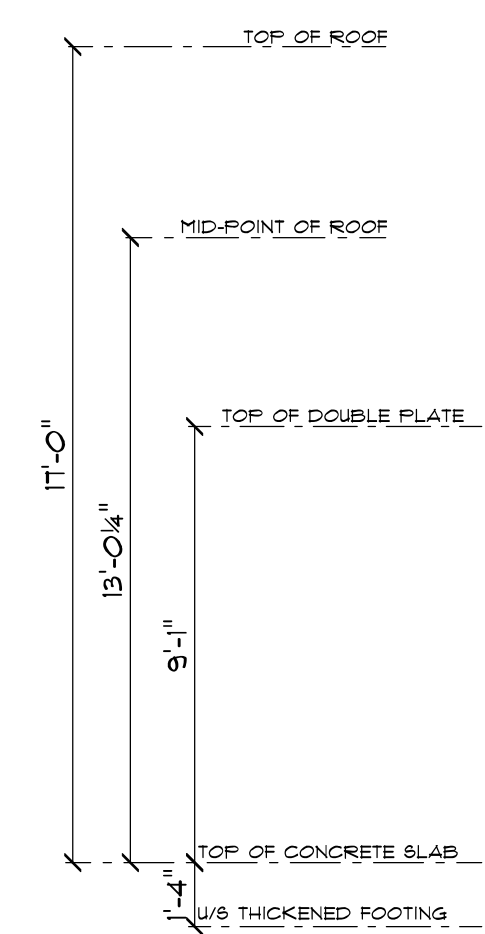
REAR ELEVATION



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 C. FREDE DESIGN INC. BCIN # 41306



RIGHT ELEVATION

**BMS
 CONSTRUCTION**
 WATERLOO, ONTARIO

**BALCI DETACHED
 BUILDING**
 PUSLINCH, ONTARIO

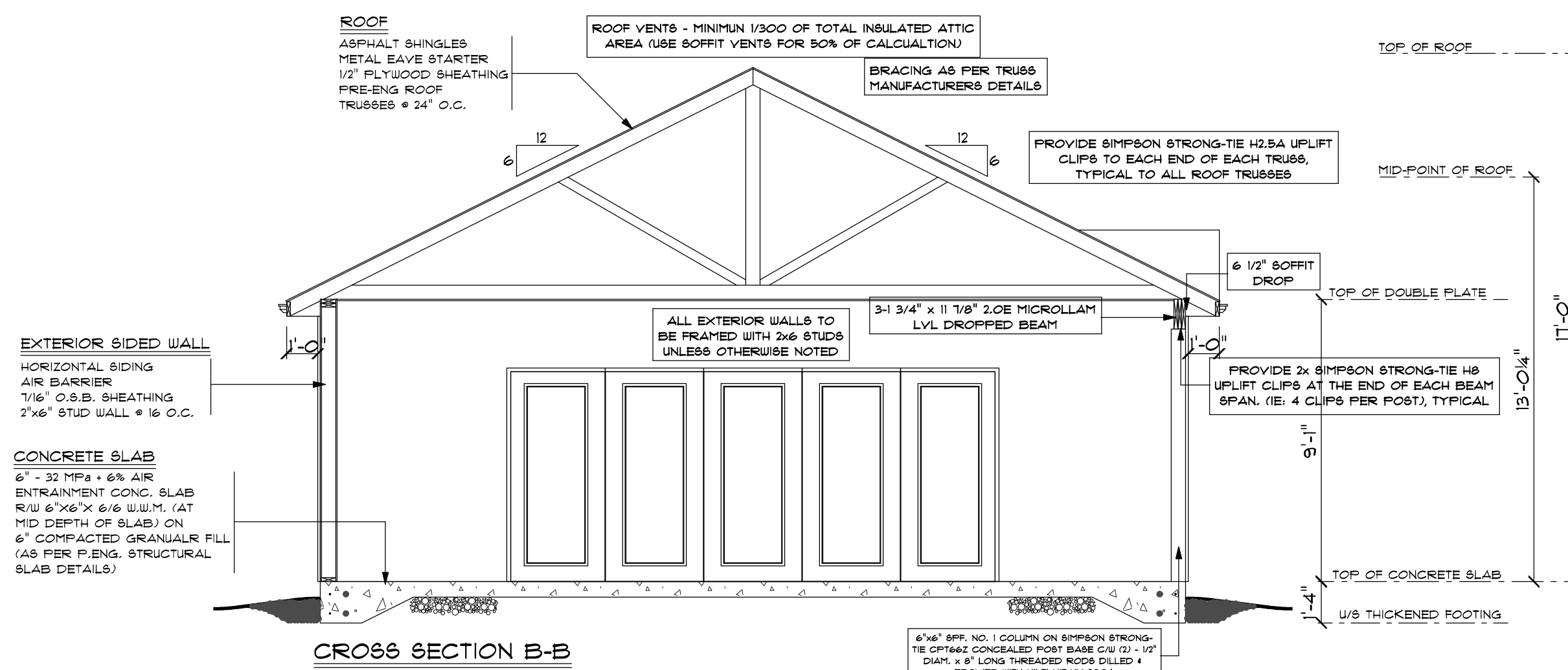
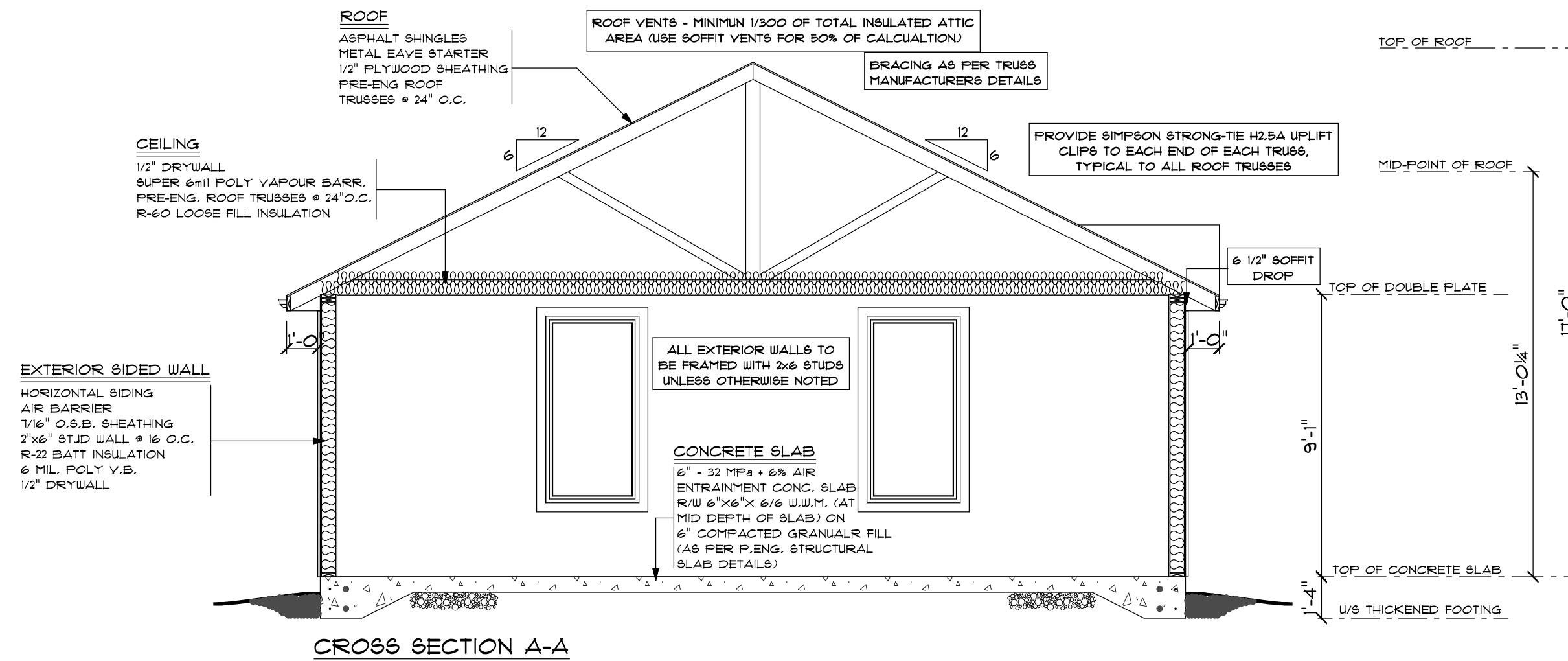
DRAWING TITLE
**REAR & RIGHT
 ELEVATIONS**

DRAWN C.F.	SCALE 1/4"=1'-0"	DRAWING NO. A-4
DATE MAR. 20, 2025	FILE NO. 500-100-25	

CONCRETE NOTES
 STRUCTURAL SLAB FOUNDATION AS PER P.ENG DESIGN & SPECIFICATIONS.

FRAMING NOTES
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**BMS
 CONSTRUCTION**
 WATERLOO, ONTARIO

**BALCI DETACHED
 BUILDING**
 PUSLINCH, ONTARIO

DRAWING TITLE
CROSS SECTIONS

DRAWN C.F.	SCALE 1/4"=1'-0"	DRAWING NO. A-5
DATE MAR. 20, 2025	FILE NO. 500-100-25	

Comments for 4586 Victoria Rd S

PW/Fire/Bylaw/Building: No comments

Source Water: Thank you for providing the above referenced application for review. This property is in a vulnerable area but the activities, as indicated, would not create a significant drinking water threat. The application can be screened out and it does not require a Section 59 notice under the Clean Water Act. Please note that we may provide comments on any future applications subject to this property, given the vulnerable areas. I've attached a copy of the vulnerable area mapping. Let me know if you have any questions.

GRCA: No objections

County Planning: No objections