

From: [Shannon Labelle](#)
To: [R.W. Phillips](#); [REDACTED]
Cc: [Alyssa Seitz](#)
Subject: 138 Langford Church Road
Date: Monday, May 16, 2022 5:03:21 PM
Attachments: [image001.png](#)

Good Afternoon Bob, Brian and Wendy,

Upon review of the application submission for a proposed rezoning and consent for the subject lands at 138 Langford Church Road, I can provide the following:

Proposed Re-Zoning (ZBA):

- This application has been deemed complete and will be assigned to the **September 6th, 2022** Planning and Development Committee Meeting at 6:00pm. Alyssa will provide meeting details closer to the date.

Proposed Consent:

- This application has been deemed incomplete as the following items have been identified as being required for a complete submission:
 - A Stage 2 Archaeological Assessment, based off of the findings from the Stage 1.
 - On page 7 and 8 of the consent application form, the setback information for the existing house will need to be recorded, it was not included on the site plan provided.
 - Updated site plan showing the setback information from the existing house to the new/existing property lines.

Additional information:

- The proposed rezoning to change a portion of the subject lands from “A” to “RR” will go first, if approved, the severance will go before the Committee of Adjustment for their decision.
- Once a decision is made by the Committee on the severance, then the retained parcel will need to go through a minor rezoning to recognize that it is undersized for the respective zone. This will be included as a condition of approval for the severance.
- This will be a 3-step process, and I have already confirmed with the Director of the Planning Department that there will not be an additional fee for the second rezoning. The original proposal to have both the proposed and retained lands rezoned will have to be broken up into two steps. Happy to provide further clarification if needed.

If there are any questions or comments, please do not hesitate to contact me.

Kindest regards,

Shannon Labelle BA, MSc (she/her)
Planner

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