



Department of Community & Development Services  
 1593 Four Mile Creek Road  
 P.O. Box 100, Virgil, ON L0S 1T0  
 905-468-3266 • Fax: 905-468-0301

www.notl.org

File No:	Date of Receipt:
Town Fee (\$):	Regional Fee (\$):
NPCA Fee (\$):	Other Fee (\$):

(Office Use Only)

## Application for Minor Variance, Fence Variance, Sign Variance or Legal Non-Conforming Use Permission

Under the *Planning Act, R.S.O. 1990 c. P.13, as amended*

A pre-consultation meeting with Community & Development Services Staff is required prior to applying for Minor Variance, Fence Variance, Sign Variance, or Legal Non-Conforming Use Permission.

Please complete all applicable sections of this application. All measurements are to be provided in metric units. The information requested on this application is required to review the proposal. An incomplete application will be returned to the Registered Owner/Authorized Agent. If you have questions regarding the information requested on this application, please contact the Community & Development Services Department.

*All information requested on this form is collected under the authority of the Planning Act, R.S.O. 1990, c. P.13, as amended, and the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. The requested information on this application and all accompanying plans, reports, and information is required in order to process this application and will form part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information. Questions about the collection of information can be made to the Town Clerk.*

### 1. Type of Application

Minor Variance    
  Fence Variance    
  Sign Variance    
  Legal Non-Conforming Use Permission

### 2. Details of the Subject Lands

Municipal Address 208 Tanbark Road, Niagara on the Lake, ON,		Assessment Roll Number 262702002512006	
Legal Description PLAN 326 PT LOT 3 RP;30R15945 PART 2			
Date the subject lands were acquired February 11, 2021	Lot Area (metric) 849.36 SQ.M	Lot Frontage (metric) 25.82 M	Lot Depth (metric) 35.08M
Description of easements, rights-of-way, or restrictive covenants applicable to the subject lands (if applicable): N/A			

### 3. Registered Owner (as shown on the deed and title of the property)

Name Vince D'Amelio	Company Name Riverview Homes	Municipality WOTL
Mailing Address 16 Goringway, St. DAVIDS, WOTL	Unit Number	Postal Code L0S1S0
Province ONTARIO	Email Riverviewhomesniagara@gmail.com	Telephone 905-651-2926

### 4. Authorized Agent (if one has been authorized)

Name Zamima Khan	Company Name Quartek Group Inc.,	Municipality St.Catharines
Mailing Address 89 91 St.Paul Street,	Unit Number Suite 100	Postal Code
Province ON	Email zkhan@quartekgroup.com	Telephone 9059848676 x 252
Contact for all future correspondence (select one):		
<input type="checkbox"/> Registered Owner		<input checked="" type="checkbox"/> Authorized Agent

**5. Official Plan and Zoning Information**

Existing Niagara Regional Official Plan designation(s) of the subject lands:

Delineated Built up Area and Niagara Escarpment Plan Area

Existing Town of Niagara-on-the-Lake Official Plan designation(s) of the subject lands:

Low Density Residential, A-3 Special Study Area, Niagara Escarpment Commission Boundary

Existing Town of Niagara-on-the-Lake Zoning of the subject lands:

Schedule A-23 (St.Davids community Zoning District) - R1 - Residential, Urban Area Zone District

**6. Details of the Proposal**

Identify the nature and extent of relief from the Zoning By-law, Fence By-law, or Sign By-law:

A 2 storey dwelling is being proposed on Part of Lot 3 Tanbark Road, with variances requested for lot coverage, exterior side yard, maximum driveway width, encroachment (uncovered steps, eaves and gutter)

Explain why the proposed use cannot comply with the provisions of the Zoning By-law, Fence By-law, or Sign By-law:

Angled exterior lot line.

**7. Existing Buildings, Structures, and Uses**

Identify the existing use(s) of the subject lands and the length of time the existing use(s) have continued:

Type of building or structure	N/A			
Construction date				
Existing use(s)				
Time the existing use(s) have continued				
Front yard setback (m)				
Rear yard setback (m)				
Side yard setback (m)				
Side yard setback (m)				
Height (m)				
Gross floor area (sq m)				
Lot coverage (sq m)				

**8. Proposed Buildings, Structures, and Uses (if applicable)**

Identify the proposed use(s) of the subject lands:

Residential

Type of building or structure	Single Detached			
Construction date				
Proposed use(s)	Residential			
Front yard setback (m)	6.39m			
Rear yard setback (m)	8.65m			
Side yard setback (m)	1.50m (Interior)			
Side yard setback (m)	2.55m (Exterior)			
Height (m)	9.98m			
Gross floor area (sq m)	804.62 sq.m			
Lot coverage (sq m)	37.66% (319.91 sq.m)			



### 13. Concurrent Applications

Application Type	File Number	Status of the Application
N/A	N/A	N/A

### 14. Checklist of Requirements for a Complete Application (all boxes must be checked)

The following plans, reports and, information must accompany this application in a digital format (pdf):

- One copy of the Pre-Consultation Agreement;
- All applicable application fees (payable by cheque, cash, or debit);
- A sketch of the subject lands;
- A sketch of the proposed fence/sign, (Fence and Sign Variances only);
- All required plans, reports and, information identified on the Pre-Consultation Agreement;

*This application will be circulated to various agencies for review and comment. Where the scope or nature of the application requires input from a large number of agencies, additional copies of this application and accompanying plans, reports, and information may be required.*

### 15. Checklist of Drawing Requirements (all applicable boxes must be checked)

Plans and drawings accompanying this application must show the following information, in metric units:

- North arrow;
- Metric scale;
- The boundaries and dimensions of the subject lands;
- The location, size, type, and setbacks of all existing and proposed buildings and structures on the subject lands;
- Natural and artificial features located within or adjacent to the subject lands, such as buildings, railways, roads/highways, pipelines, watercourses, drainage ditches, top of banks, wetlands, wooded areas, wells, septic tanks, and parking and docking facilities (if access to the subject lands is by waterway only), or any other features that may affect this application in the opinion of the Registered Owner/Authorized Agent;
- The existing use(s) of adjacent lands (for example, residential, agricultural, or commercial);
- The location, width and name any road/highway within or abutting the subject lands, and indicating whether it is an unopened road allowance, a public road, a private road, or a right-of-way; and
- The location and nature of any easement affecting the subject lands (if applicable).

*Community & Development Services Staff may request that additional information be provided in the plans and drawings that accompany this application, based on the scope and nature of the proposal.*

### 16. Plans, Reports, and Information Submitted with this Application

Identify all plans, reports, and information submitted with this application:

No.	Title	Date	Author
1	Site Plan and Floor Plans	May 2026	Contempo Studio
2	Landscape Diagram	May 2026	Contempo Studio
3	Elevations	May 2026	Contempo Studio
4	Planning Justification Letter	May 2026	Quartek
5	Application Form	May 2026	Quartek
6	Survey Drawing	May 2026	Suda and Maleszyk Surveying Inc.

**17. Acknowledgement and Agreement of Registered Owner**

I, Vince D'Amelio (Riverview homes) AM THE REGISTERED OWNER OF THE SUBJECT LANDS AND  
(Name of Registered Owner/Company)

I ACKNOWLEDGE AND AGREE that all information requested on this form is collected under the authority of the *Planning Act, R.S.O. 1990, c. P.13, as amended*, and the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*. The information is required in order to process this application and forms part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information.

I ACKNOWLEDGE AND AGREE that the Town of Niagara-on-the-Lake, its employees and agents may enter onto my property to view, photograph and survey my property as necessary for this application.

I ACKNOWLEDGE AND AGREE that all costs of processing this application shall be paid for by the Registered Owner. The Registered Owner shall reimburse the Town of Niagara-on-the-Lake, upon demand, for all costs incurred by the Town of Niagara-on-the-Lake in respect of this application. Without limiting the foregoing, the Registered Owner acknowledges and agrees to pay such expenses regardless of whether or not this application is approved or proceeded with and are not refundable. If costs are not paid by the due date imposed by the Town of Niagara-on-the-Lake, the Registered Owner understands and acknowledges that the costs will be added to the tax bill of the subject lands and collected in like manner as property taxes.

V. D'Amelio  
(Signature of Registered Owner)

May 29 / 2026  
(Date)

**18. Authorization of Registered Owner**

If this application is being submitted by an Authorized Agent, the Registered Owner of the subject lands must complete this section. If there is more than one Registered Owner, a separate authorization from each individual or corporation is required. An additional copy of this page must be attached for each Registered Owner.

I, Vince D'Amelio (Riverview homes) AM THE REGISTERED OWNER OF THE SUBJECT LANDS  
(Name of Registered Owner/Company)

AND HEREBY AUTHORIZE Zamima Khan/Matthew Trendota - Quartek Group Inc.,  
(Name of Authorized Agent/Company)

TO SUBMIT THIS APPLICATION to the Town of Niagara-on-the-Lake, appear on my behalf at any hearing(s) of this application, and provide any information or material required by the Town of Niagara-on-the-Lake relevant to this application.

I UNDERSTAND that all information requested on this form is collected under the authority of the *Planning Act, R.S.O. 1990, c. P.13, as amended*, and the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*. The information is required in order to process this application and forms part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information.

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V. D'Amelio  
(Signature of Registered Owner)

May 29 / 2026  
(Date)

### 19. Sworn Declaration

I, Zamima Khan - Quartek Group Inc., OF THE St.Catharines  
(Name of Registered Owner/Company or Authorized Agent/Company) (Name of City, Town, Township, etc.)  
IN THE Regional Municipality of Niagara  
(Name of Regional Municipality or Province)

**DO SOLEMNLY DECLARE** that the information contained in this application and that the information contained in the documents that accompany this application is true and complete.

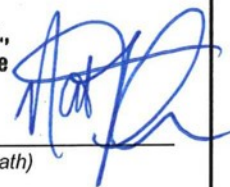
Declared before me in Town of NOTL in the Niagara Region  
(Name of City, Town, Township, etc.) (Name of Regional Municipality or Province)

on this 1 day of June, 2026.  
(Month) (Year)



(Signature of Registered Owner/Authorized Agent)

Natalie Elora Thomson, a Commissioner, etc.,  
Province of Ontario, for the Corporation of the  
Town of Niagara-on-the-Lake.  
Expires April 25, 2027.



(Signature of Commissioner of Oath)

#### THIS APPLICATION MUST BE SUBMITTED TO:

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Community & Development Services  
1593 Four Mile Creek Road  
PO Box 100  
Virgil, ON L0S 1T0

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