



Office Use Only	
File No.	A- 01-26
Variance from By-law No.	10-1996
Date Submitted	Jan 7/26
Date Fee Received	Jan 6/26
Date Application Deemed Complete	
Roll No.	210-003-08405

Township of Douro-Dummer Application for

Section 9.2.4 Minor Variance s. 45 (1) _____ Permission s. 45 (2)
(Section 45 (1) & (2) of the Planning Act, R.S.O. 1990, c. P.13, as amended)

The undersigned hereby applies to the Committee of Adjustment for the Township of Douro-Dummer under section 45 of the Planning Act for relief, as described in this application, from By-law No.10-1996, as amended.

1.0 Applicant Information

Registered Owner(s): Greg Clark & Heather Rinke

(Please Indicate Name(s) *Exactly* as Shown on the Transfer/Deed of Land)

Address: _____

Email: _____

Phone: (home) _____ Phone: (work) _____

Phone: (cell) _____ Fax: _____

2.0 Agent Information

Authorized Agent (if any): Molly Conlin Design & Drafting

Address: 372 Queen St, Peterborough

Email: info@mollyconlin.com

Phone: (home) _____ Phone: (work) _____

Phone: (cell) _____ Fax: _____

3.0 Legal Description/Location of the Subject Land

County County of Peterborough		Township Douro-Dummer	Ward (Former Township) Douro
Concession Number(s) 6	Lot Number(s) Pt Lot 10	Legal Description: CON 6 PT LOT 10 RP 45R12689;PART 1	
Registered Plan No: 45R12689	Lot(s)/ Block No.	Civic/911 Address: 1070 Centre Rd, Douro-Dummer	
Reference Plan No:	Part Number(s): 1	Are there any easements or restrictive covenants affecting the property? No	
Date subject land was purchased by current		Unknown	Roll # 152201000308405

4.0 Land Use, Zoning and Official Plan Designation

Criteria:	Subject Property
Official Plan Designation ¹ (e.g. Rural, Hamlet, Commercial)	Rural - Official Plan # - A4-1
Zoning Classification ¹ (e.g. Rural (RU), Hamlet (HR))	
Existing Use (e.g. seasonal residential, commercial, open space)	Rural Residential
Length of Time Existing Uses have continued	50+ years
Proposed Use (e.g. permanent residential, home-based business)	Residential
Is your property within a vulnerable area as defined by the Source Water Protection Plan? (yes ² or no)	No

¹ Please consult with the Municipal Office to Identify Official Plan Designation and Zoning Classification

² If yes, a clearance notice from the Risk Management Official is required to be submitted with your application

5.0 Relief Requested from Zoning By-law

Please identify the relevant zone provision/standard and relief required to support the proposal:

Section of Zoning By-law 2010-55	Zone Provision/Standard	Proposed Standard	Relief Required
[Example] Section 3.1.6	9 m Side Yard Setback	7 m Side Yard Setback	2 metres
Section 9.2.4 h)	Minimum floor area = 100 m ² (1076 sqft)		Not meeting minimum floor area. Proposed floor area of 58 m ² / 624.8 sqft

6.0 Purpose/Reason of the Application

Please describe the proposal and explain why it is not possible to comply with the zone provisions/standard set out in the Township's Zoning By-law. (If additional space is required, please attach a separate sheet)

We are seeking relief of Zoning By-Law 2010-55, Section 9.2.4 h) which lists a minimum floor area requirement of 100 m² (1076 sqft) for accessory residential units. The proposed ARU is 58 m³ (624.8 sqft). The intent of the zoning by-law is to ensure that dwelling units provide adequate, functional living space while maintaining compatibility with the surrounding neighbourhood. Although the proposed unit is smaller than the minimum requirement, it is designed to be efficient, functional, and livable, with a layout that meets all applicable Building Code standards for safety, habitability, and accessibility where required. The proposed ARU size also ensures that construction stays well away from the ORCA regulated territory that crosses over onto a portion of the property. The proposed unit size is appropriate given the context of the site and reflects contemporary housing needs by providing a compact, lower-impact housing option. The reduced floor area allows the development to maintain appropriate building massing, setbacks, and lot coverage, thereby minimizing visual and physical impacts on adjacent properties. The variance is minor in nature, maintains the general intent and purpose of the zoning by-law and the Official Plan, and is desirable for the appropriate development and use of the land.

7.0 Property Characteristics, Access and Servicing Information

Lot Area	19426.5 m ²	(acres, hectares, ft ² , m ²)
Lot Depth	229.8 m	(feet/metres)
Lot Frontage	119.9 m	(feet/metres)

Access to Subject Property		<input checked="" type="checkbox"/> Existing	or	<input type="checkbox"/> Proposed
<input type="checkbox"/> Municipal Road – maintained year round		<input type="checkbox"/> Private Road		
<input checked="" type="checkbox"/> County Road		<input type="checkbox"/> Right-of-way		
<input type="checkbox"/> Provincial Highway		<input type="checkbox"/> Water		
<input type="checkbox"/> Other public road (Specify):				
Name of Road/Street:	Centre Rd			
If access to the land is by water only:				
Where are parking and docking facilities:	N/A			
Approximate distance from subject land:	N/A			
Approximate distance from nearest public road:	N/A			

7.0 Property Characteristics, Access and Servicing Information (Continued)

Please provide a brief description of the property taking into account factors such as: soil type and depth, lot configuration, steep slopes or low-lying areas, natural features and any other item that may impact the proposed development. Also, please include a description of the use of lands surrounding the lot. Please provide photographs of the property.

The lot and surrounding area is zoned rural residential. The lot is 229.8 m deep at it's longest point, and frontage is 119.9 m. A portion of the property falls within ORCA regulated territory. The proposed ARU (and existing dwelling) are outside of the 30-metre buffer and no ORCA permit is required to construct the ARU or to upgrade and place the septic system for the ARU.

Water Supply:	Please identify the type of water supply serving the subject property:
<input checked="" type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input checked="" type="checkbox"/> Privately-owned/operated individual well <input type="checkbox"/> Privately-owned/operated communal well <input type="checkbox"/> Publicly-owned/operated piped water system <input type="checkbox"/> Lake or other water body <input type="checkbox"/> Other (specify): _____

Storm Drainage:	Please identify the type of storm drainage serving the subject property:
<input checked="" type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Sewers <input checked="" type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Other (specify): _____

Sewage Disposal:	Please identify the type of sewage disposal serving the subject property:
<input checked="" type="checkbox"/> Existing <input checked="" type="checkbox"/> Proposed	<input checked="" type="checkbox"/> Privately-owned/operated individual septic system <input type="checkbox"/> Privately-owned/operated communal septic system <input type="checkbox"/> Publicly-owned/operated sanitary sewage system <input type="checkbox"/> Privy <input type="checkbox"/> Other (specify): _____
	If the sewage disposal system is proposed, have you obtained a permit from the Township of Douro-Dummer? <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No Permit Number: <u>DD-2025-0162</u>

8.0 Existing and Proposed Structures: Dimensions

In the tables below, please provide information regarding all existing and proposed structures (this information must also be included on the site plan provided with the application). **Please note** that an up-to-date location survey completed by an Ontario Land Surveyor is required.

Existing Structures (in metric)

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Length	Width	Height	Date Constructed
Primary Dwelling	105.7 m ²	265.3 m ²	2	29.2 m	21.9m	7.9 m	2022
Porch #1	20.5 m ²	20.5 m ²	1	9.1 m	2.4 m		Unknown
Porch #2	20.5 m ²	20.5 m ²	1				Unknown
				9.1 m	2.4 m		

Please place an asterisk (*) beside any existing structure that will be demolished.

Lot Coverage (in metric and percentage)

	Existing	Proposed
Principle Use (i.e. Dwelling)	Primary Dwelling = 171.4 m ² / 0.9%	ARU = 58 m ² / 0.3%
Accessory Structures	Covered Porches = 41 m ² / 0.2%	
Total	Total Existing & Proposed: 270.4 m ² / 1.4%	

Proposed Structures (in metric)

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Length	Width	Height
Accessory Residential Unit	58 m ²	58 m ²	1	7.7 m	7.4 m	4.28 m

Will the proposal add any of the following?

	Yes	No	If yes, please provide:	Existing	Proposed
Total Living Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Size		58 m ²
Bedrooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Number		1
Bathrooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Number		1
New Plumbing Fixtures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Number of Fixtures		4

9.0 Existing and Proposed Structures: Setbacks

In the tables below, please provide information regarding all existing and proposed structures (this information must also be included on the site plan provided with the application). **Please note** that an up-to-date location survey by an Ontario Land Surveyor is required.

Existing Structures (in metric)

Type of Structure	Front Lot Line	Rear Lot Line	Side Lot Line	Side Lot Line	Water yard	Other (specify)
Primary Dwelling	52.1 m	77.3 m	37.8 m	51.6 m		
Porch #1	52.1 m	77.3+ m	37.8 m	51.6+ m		
Porch #2	52.1+ m	77.3 m	37.8 m	51.6+ m		

Please place an asterisk (*) beside any existing structure that will be demolished.

Proposed Structures (in metric)

Type of Structure	Front Lot Line	Rear Lot Line	Side Lot Line	Side Lot Line	Water yard	Other (specify)
Accessory Residential Unit	75.9 m	82.2 m	37.3 m	37.8+ m		

Note: Information regarding the definitions of the requested dimensions and setbacks can be obtained from the Township's Zoning By-law 2010-55.

10.0 Other Planning Applications

Please indicate if the subject land is or has been the subject of an application under the Planning Act.

Type of Planning Application	Yes	No	File Number	Status
Approval of Plan of Subdivision (under Section 51)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Consent (Severance) (Section 53)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Minor Variance (Section 45)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

11.0 Other Information:

Please provide any additional information that you feel may be relevant in the review of this application on additional pages as necessary, including and required studies.

12.0 Authorization by Owner:

I/We Greg Clark & Heather Rinke, being the owner(s) of the subject land, hereby, authorize Molly Conlin Design & Drafting to be the applicant in the submission of this application.

Signature [Redacted] Greg Clark Date December 16, 2025
Signature [Redacted] Heather Rinke Date December 16, 2025

13.0 Freedom of Information:

For the purposes of the Freedom of Information and Protection of Privacy Act, I/We authorize and consent to the use by or the disclosure to any person or public body or publishing on the Municipal website any information that is collected under the authority of the Planning Act for the purposes of processing this application.

[Redacted] Greg Clark December 16, 2025
Owner/Applicant/Agent Signature Date
[Redacted] Heather Rinke December 16, 2025
Owner/Applicant/Agent Signature Date

14.0 Access to Property:

I/We Greg Clark & Heather Rinke, hereby, authorize the members of the Committee of Adjustment or their agent(s)/representative(s) to attend at the property subject to the Application(s) located at [insert address] 1070 Centre Rd, Douro-Dummer.

[Redacted] Greg Clark December 16, 2025
Owner/Applicant/Agent Signature Heather Rinke Date



Township of Douro-Dummer

Planning Application Costs Acknowledgement Form

I/We, Greg Clark & Heather Rinke
[Print Owner/Applicant/Agent name]

do hereby acknowledge and agree that the payment of the fee that is submitted with this application for a Minor Variance, as being an application fee only, will be used to defray the costs of processing this application, and;

do also hereby acknowledge and agree to assume all costs** incurred by the Township of Douro-Dummer associated with the processing of this application that exceed the amount of the application fee, including, but not restricted to, Professional Planning Fees, Engineering Fees and Legal Fees, in addition to the municipal costs associated with this application, and;

do also hereby acknowledge and agree to assume all costs** incurred by the Township of Douro-Dummer associated with any Appeal to the Ontario Land Tribunal with respect to this application.

Dated this 16 day of December, 2025.

A large black rectangular redaction box covering the signature area of the applicant.

Greg Clark & Heather Rinke

Owner/Applicant/Agent Signature

****** written consent from the applicant will be obtained prior to any such additional costs being incurred.

15.0 Declaration of Applicant:

I/We Molly Conlin of Molly Conlin Design & Drafting of the City of Peterborough in the
(name of owner(s)/agent(s) (city in which you reside)
County of Peterborough in Province of Ontario solemnly
(County/Upper-tier municipality, if applicable) (Province/Territory)
declare that:

All the statements contained in this application and provided by me are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath

Declared before me at the Township of Douro-Dummer in the County of Peterborough this 7 day of January, 2026.



Signature of Commissioner, etc.

Martina ~~Chalt~~-Hartwig
Clerk
Commissioner of Oath
Township of Douro-Dummer

To be signed in the presence of a Commissioner for taking affidavits

 Molly Conlin
Owner/Applicant Agent Signature

Owner/Applicant Agent Signature

This application must be accompanied by a fee of \$1610.00 plus the ORCA Fee to be paid in cash, Interac or cheque made payable to the Treasurer of the Township of Douro-Dummer.

Personal information contained on this form, collected pursuant to the Planning Act, will be used for the purpose of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

File Name/No. _____
Roll No. _____

Affidavit

In the Matter of a **Minor Variance** application to the Committee of Adjustment of the Township of Douro-Dummer,

I/We, Molly Conlin, make oath and say that:
[Print Owner/Applicant/Agent name]

1. I am: *[Place a clear mark within the square opposite one of the following paragraphs that describes capacity of deponents.]*

- the applicant or one of the applicants in the Application(s).
- the authorized agent acting in this matter for the applicant or applicants.
- an officer of the corporate applicant named in the Application(s).

2. On or before the *[Insert date]* December 16, 2025 *m.c. TBA*, I will ensure that the notice or notices of the Application(s) provided to me (or the Applicant, as the case may be) by the Secretary-Treasurer of the Committee of Adjustment of the Township of Douro-Dummer have been posted so as to be clearly visible and legible from a public highway, or other place to which the public has access, at every separately assessed property in the area that constitutes the subject land of the Application(s) or, where posting on the property was impractical, at a nearby location so as to adequately indicate to the public what property is the subject of the Application(s).

Should the notice(s) be removed, by any means from the posting area(s), I will immediately contact the Secretary-Treasurer of the Committee of Adjustment for replacement copies of the notice(s).

Declared before me at the Township of Douro-Dummer in the County of Peterborough this 7 day of January, 2026.

To be signed in the presence of a Commissioner for taking affidavits



Martina Chait-Hartwig
Clerk
Commissioner of Oath
Township of Douro-Dummer



Molly Conlin

Owner/Applicant Agent Signature

Signature of Commissioner, etc.

Owner/Applicant Agent Signature

Note: Failure to post the notices, as required by this Affidavit, may result in additional costs and/or delays with your application.