



FOR OFFICE USE ONLY	
File Number:	ZBA1-2025
Date Received:	December 19, 2025
Pre-Consultation Date:	January 14, 2025.
Planner:	

Zoning By-law Amendment Application PURSUANT TO SECTION 34 OF THE PLANNING ACT

Date of Application:	December 19, 2025
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☐ Section 36 'H' Removal ☐ Section 39 Temporary Use

1. Applicant information

1a. Registered owner(s) of the subject land

Name:	Valere Inc.		
Address:	[REDACTED]		
Town:	[REDACTED]	Postal Code:	[REDACTED]
Phone:		Cell:	
Fax:		Email:	

1b. Agent (authorized by the owner to file the application)(if applicable)

Name:	Jaclyn Costa		
Address:	[REDACTED]		
Town:	[REDACTED]	Postal Code:	[REDACTED]
Phone:		Cell:	[REDACTED]
Fax:		Email:	[REDACTED]

2. Description of Subject Land

Geographic Township:	Strathroy	Concession(s):	
Street Address:	320 Metcalfe St W	Lot(s):	PT LT 8
Registered Plan:	34PL104	Part(s):	PART 1
Reference Plan:	33R19210 PART 1	Municipal Roll Number:	391600006000800

3. If known, please indicate the names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land. Provide a separate sheet where needed:

Name:			
Address:			
Town:		Postal Code:	
Phone:		Cell:	
Fax:		Email:	

4a. Current Official Plan land use designation: Residential

4b. Please explain how this application conforms to the Official Plan:

The proposed amendment aligns with the goals and objectives of the official plan by promoting economic development with increased employment without impairment or inconvenience to neighboring residents by re-using the existing building and locating a business within that existing building and surrounding lands.

5a. Current Zoning: C3-5

5b. Please explain the nature and extent of the rezoning:

To allow for the inclusion of a contractor's administrative office, Office, Professional specific land use, within the C3 zoning districts, in addition to the permitted uses listed in Subsection 12.2. Requesting to keep existing minimum rear yard depth for detached garage to provide for future flexibility.

5c. Please provide an explanation for the requested rezoning:

The addition to the permitted uses of Office, Professional is essential to meet the needs of the growing construction industry in the area to allow them to operate their administrative obligations. There will not be any equipment stored on site, office administration only. We are seeking to conform the current building to a professional office for small business operations. Providing designated areas for contractors to operate their business helps streamline operations and reduced the impact on residential areas while promoting economic growth. By zoning specific areas for office activities the municipality can ensure proper management and organization of these businesses minimizing any potential conflicts with land uses. Residential units are permitted in the C3 zone adding alternative the much needed housing options within the community.

6. Dimensions of Subject Land (in metric units)

Frontage:	66.17	Depth:	122.6	Area:	8105.22
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7. Access to Subject Land (please provide information for only those that apply to this property)

Provincial Highway:		County Road:	Metcalfe
Municipal Road:	Buchanan Metcalfe W	Other Public Road:	
Right of Way:		Water:	municipal

8. Describe all existing uses of the subject land:

Retail vaccum store

9. Please indicate whether there are any existing buildings or structures on the subject land:

YES*



NO

*If **YES**, please complete the following table indicating the types of building and structures, including date of construction, that currently exist on the lot and the specified measurements **(in metric units)**:

Type of Building/ Structure	Date of Construction	Distance from front lot line	Distance from rear lot line	Distance from side lot lines	Height	Ground Floor Area
Retail store	1962	14.29m	8.8m	10.9m 1.32m	3.35m	107.02
Detached Garage (to be removed)	1962	27.02m	1.6m	10m 4.09m	3m	32.7

10. Describe all proposed uses of the subject land:

a contractor's administrative office and residential rental unit

11. Please indicate whether any buildings or structures are proposed to be built on the subject land:



YES*



NO

*If **YES**, please indicate the type of buildings or structures proposed on the subject land and the specified measurements (**in metric units**):

Type of Building/ Structure	Date of Construction	Distance from front lot line	Distance from rear lot line	Distance from side lot lines	Height	Ground Floor Area
addition to existng	2025	11.95m	7.62m	7.05m 1.32m	6.7m	205.4m

12. Please indicate the date when the subject land was acquired by the current owner:

29

11

2024

Day

Month

Year

13. Please indicate the length of time that the existing uses of the subject land have continued:

1962

14. Water Supply: How is water to be supplied?



Publicly owned and operated piped water system



Lake or other water body



Privately owned well or communal well



Other (please specify):

15. Sewage Disposal: How is sewage to be disposed of?



Publicly owned and operated sanitary sewage system



Privy



Privately owned individual or communal septic system



Other (please specify):

16. Please indicate if the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed:



YES*



NO

*If **YES**, have the following reports been submitted as part of the requested amendment?

☐ YES

☐ NO

Servicing options report

☐ YES

☐ NO

Hydrological report

17. Storm Drainage: How is storm drainage to be provided?				
<input checked="" type="checkbox"/>	Storm sewers		<input type="checkbox"/>	Swales
<input type="checkbox"/>	Municipal drainage ditches		<input type="checkbox"/>	Other (please specify):
18. Indicate the minimum and maximum density and height requirements if applicable:				
	Minimum		Maximum	
Height				
Density				
19. Is this an application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?			<input type="checkbox"/>	YES*
			<input checked="" type="checkbox"/>	NO
*If YES , provide the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement: <i>(please use a separate sheet)</i>				
20. Does this application remove land from an area of employment?			<input type="checkbox"/>	YES*
			<input checked="" type="checkbox"/>	NO
*If YES , provide the current Official Plan policies, if any, dealing with the removal of land from an area of employment: <i>(please use a separate sheet)</i>				
21. Are the subject lands within an area where zoning with conditions apply?			<input type="checkbox"/>	YES*
			<input checked="" type="checkbox"/>	NO
*If YES , provide an explanation of how the proposed amendment complies with the Official Plan policy relating to the zoning with conditions: <i>(please use a separate sheet)</i>				
22. If known, has the subject land ever been the subject of:				
An application for an amendment to the Official Plan under the <i>Planning Act</i>?			<input type="checkbox"/>	YES*
			<input checked="" type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:	
An application for amendment to the Zoning By-law under the <i>Planning Act</i>?			<input checked="" type="checkbox"/>	YES*
			<input type="checkbox"/>	NO
*If yes, provide the following:	File No.	A1-17	Status:	Approved
A Minister's zoning order under the <i>Planning Act</i>?			<input type="checkbox"/>	YES*
			<input checked="" type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:	
An application for approval of a Plan of Subdivision under the <i>Planning Act</i>?			<input type="checkbox"/>	YES*
			<input checked="" type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:	
An application for Consent under the <i>Planning Act</i>?			<input type="checkbox"/>	YES*
			<input checked="" type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:	

An application for Minor Variance under the <i>Planning Act</i>?				<input type="checkbox"/>	YES*	<input checked="" type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				
An application for Site Plan Approval under the <i>Planning Act</i>?				<input type="checkbox"/>	YES*	<input checked="" type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				
23. Please indicate how the application is consistent with the Provincial Policy Statement (a copy of the Provincial Policy Statement is available at https://www.ontario.ca/page/provincial-policy-statement-2020): The Provincial Policy Statement emphasizes the importance of promoting efficient land use patterns and appropriate development, further recognizing the need for fostering economic development and employment opportunities. Our application would contribute to economic growth, job creation and supports local business. Adaptive reuse of the existing commercial infrastructure causing no negative impact on surrounding lands while keeping the integrity of the municipal commercial sectors with facade enhancements. The residential rental unit contributes to the housing stock where the municipality is seeing a shortage with high demand.							
24. Is the subject land within an area of land designated under any provincial plan(s)?				<input type="checkbox"/>	YES*	<input checked="" type="checkbox"/>	NO
*If yes, explain how the requested amendment conforms or does not conflict with the provincial plan(s):							
25. Have any supporting studies, reports or documentation been submitted with this application?				<input type="checkbox"/>	YES*	<input checked="" type="checkbox"/>	NO
*If yes, please list the titles:							

26. Please provide a proposed strategy for consulting with the public with respect to the application:

As per the requirements of the Planning Act only?



YES



NO

Additional consultation beyond requirements of the Planning Act?



YES*



NO

*If you plan to consult beyond the requirements of the Planning Act, please detail:

27. This application must be accompanied by a sketch showing the following information. Failure to supply this information will result in a delay in processing of the application. Please complete the checklist below to ensure you have included all the required 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, height of buildings and 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 (for example buildings, railways, roads, watercourses, drainage ditches, rivers 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 will be by water only, the location of the parking and docking facilities to be used. |
| <input checked="" type="checkbox"/> | The location and nature of any easements affecting the subject land. |

PROCEDURAL REQUIREMENTS FOR THE POSTING OF NOTICE SIGNS FOR PLANNING APPLICATIONS

LEGISLATIVE REQUIREMENTS

Provincial regulations established under the *Planning Act* set out how an approval authority is to notify the public of a planning application e.g. a severance, rezoning, subdivision or minor variance. The Municipality of Strathroy-Caradoc, these regulations are generally satisfied through direct mailing to surrounding property owners and the posting of a sign on the subject property.

RESPONSIBILITIES OF THE APPLICANT/AGENT

The required notice signs will be prepared by municipal staff and made available at the Strathroy-Caradoc municipal office. Once the public meeting date(s) has/have been set for the application(s) and signs prepared, the applicant/agent will be contacted by municipal staff. The applicant will also be informed of the date by which the sign(s) must be erected in order to comply with the Planning Act regulations.

It will then be the responsibility of the applicant to:

1. Obtain and erect the required sign(s) by the date and in the manner prescribed.
2. Ensure that all signs are properly maintained from the prescribed date until the day after the last public meeting date indicated on the sign.
3. Remove the sign(s) and return them to the Planning Department within 1 week of the meeting date.

If the sign(s) is/are not posted as set out in the regulations, any decision made by Committee or Council on this application could be declared null and void should it be challenged because of lack of proper notice.

Should it be determined that the sign(s) was/were not posted properly, the Committee or Council will defer the application and additional fees will be required to cover the costs of issuing an additional notice for any new hearing/meeting date(s).

LOCATION OF SIGNS

The notice sign(s) shall be placed in accordance with the following:

1. A minimum of one sign shall be placed on each property which is the subject of the application.
2. A minimum of one sign shall be located at or near the centre of each property line with frontage on a public road, or where the main driveway meets each public road.
3. Each sign shall be placed parallel to the public road upon which it fronts.
4. Each sign shall be clearly visible and legible from the travelled portion of the public road upon which it fronts.
5. Where posting on the property is impractical, the sign(s) shall be placed at a nearby location approved by the Municipality.

Please contact the Building and Planning Department if you have any questions or need additional or replacement signs.

I, the undersigned do hereby agree to my responsibilities as outlined in this document.



Dec. 18 2024

Signature of Applicant/Agent

Date

STATUTORY DECLARATION

I, Jaclyn Costa of the municipality of Strathroy Caradoc
(Name) (Name of City, Town, Township, Municipality, etc.)
in the Middlesex County
(Name of County, Region or District)

SOLEMNLY DECLARE THAT

The information provided in this application is true.

AND I make this solemn Declaration conscientiously believing it to be true, and knowing that is of the same force and effect as if made under oath.

Declared before me at the Municipality of Strathroy-Caradoc in the
County of Middlesex

On this 19 day of December 20 24



A Commissioner of Oaths

MELONIE CARSON
DEPUTY CLERK
MUNICIPALITY OF STRATHROY-CARADOC
COUNTY OF MIDDLESEX
A COMMISSIONER FOR
TAKING AFFIDAVITS




Applicant or Authorized Agent*

***If applicable, please complete the authorization for an agent to act on behalf of the owner of the subject land.**

Permission to Enter

The undersigned, being the registered owner(s) of the subject land, hereby authorize the Members of the Municipality of Strathroy-Caradoc Council and Municipality of Strathroy-Caradoc staff members, to enter upon the above noted property for the purpose of conducting a site inspection with respect to the attached application for Zoning By-law Amendment.

	Dec. 18 2024
Signature of owner or person having authority to bind the owner	Date

MUNICIPAL COSTS

Please be advised that the Municipality may incur expenses associated with obtaining outside legal/ engineering/ planning review/ assistance from its consultants, relating to your application. Any expenses that the Municipality incurs in this regard will be forwarded to you, the owner, for payment.

I, Valere Inc., (the owner) acknowledge that I will pay all legal/ engineering/ planning expenses the Municipality incurs as outlined above.

	Dec. 18 2024
Signature	Date

AGENT AUTHORIZATION

I, Valere Inc., being the owner of the property described in Section 1
(Name)

of this application for Zoning By-law Amendment, hereby authorize Jaclyn Costa
(Agent)

to act as my agent in matters related to this application for Zoning By-law Amendment.

Dated this 18 day of December 20 24


Owner

GENERAL NOTES

1. THE RESPONSIBILITY OF THE ARCHITECT/ENGINEER IS TO PREPARE AND SUBMIT TO THE CITY OF METCALFE A COMPLETE SET OF PLANS AND SPECIFICATIONS FOR THE PROPOSED PROJECT. THE ARCHITECT/ENGINEER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF METCALFE AND THE MISSOURI DEPARTMENT OF TRANSPORTATION (MO DOT).

2. THE ARCHITECT/ENGINEER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF METCALFE AND THE MISSOURI DEPARTMENT OF TRANSPORTATION (MO DOT).

3. THE ARCHITECT/ENGINEER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF METCALFE AND THE MISSOURI DEPARTMENT OF TRANSPORTATION (MO DOT).

4. THE ARCHITECT/ENGINEER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF METCALFE AND THE MISSOURI DEPARTMENT OF TRANSPORTATION (MO DOT).

5. THE ARCHITECT/ENGINEER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF METCALFE AND THE MISSOURI DEPARTMENT OF TRANSPORTATION (MO DOT).

PROJECT INFORMATION

PROJECT: BUILDING ADDITION
320 METCALFE RD. W.
METCALFE, MO 63001

ARCHITECT: STRIK BALDINELLI
sbm MONIZ
1000 S. MAIN ST. SUITE 100
ST. LOUIS, MO 63103
TEL: 314.433.1111
WWW.SBMONIZ.COM

ENGINEER: PRELIMINARY FOR REVIEW ONLY
ENGINEER'S STAMP

DATE: 10/1/2024
DRAWN BY: J. SMITH
CHECKED BY: M. JONES
APPROVED BY: K. BROWN

ELEVATIONS

PROJECT: BUILDING ADDITION
320 METCALFE RD. W.
METCALFE, MO 63001

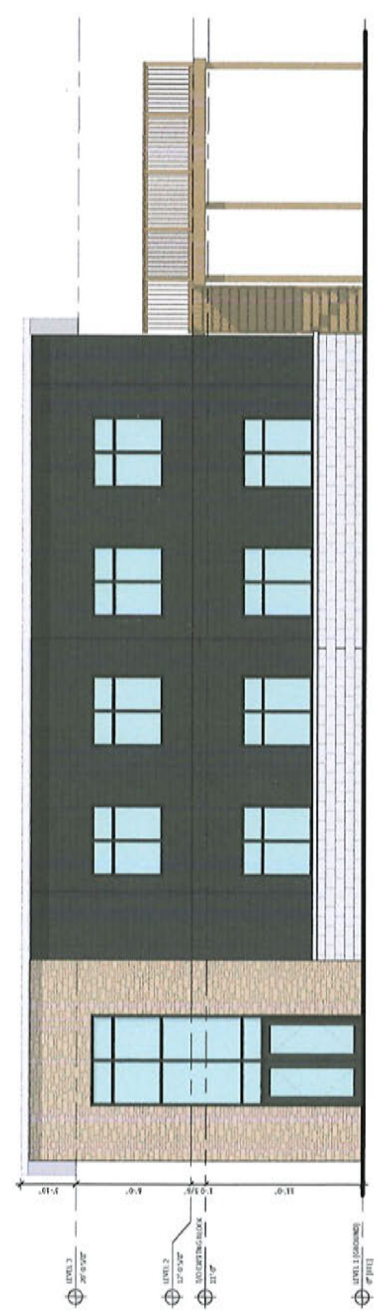
ARCHITECT: STRIK BALDINELLI
sbm MONIZ
1000 S. MAIN ST. SUITE 100
ST. LOUIS, MO 63103
TEL: 314.433.1111
WWW.SBMONIZ.COM

ENGINEER: PRELIMINARY FOR REVIEW ONLY
ENGINEER'S STAMP

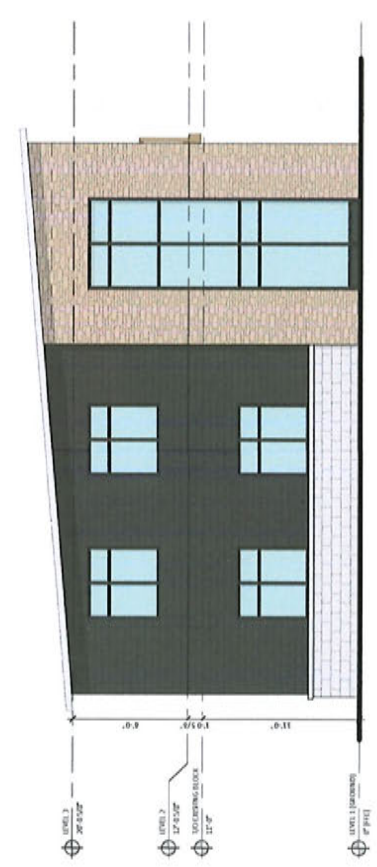
DATE: 10/1/2024
DRAWN BY: J. SMITH
CHECKED BY: M. JONES
APPROVED BY: K. BROWN

MATERIAL LEGEND

TAG	DESCRIPTION	COLOR	NOTES
1	PRE-CAST CONCRETE WALL PANELS	WHITE	
2	BRICK (METCALFE BRICK CO.)	RED	
3	STONE (KENTON STONE CO.)	GRAY	
4	WOOD (RED OAK) - INTERIOR	NATURAL	
5	GLASS (TINTED) - WINDOWS	BLUE	
6	ROOFING (ASPH/FLT) - ROOF	GRAY	
7	PAINT (EXTERIOR) - WHITE	WHITE	
8	PAINT (INTERIOR) - WHITE	WHITE	
9	PAINT (EXTERIOR) - RED	RED	
10	PAINT (EXTERIOR) - GRAY	GRAY	



EAST ELEVATION (BUCHANAN ST.)
SCALE: 1/8" = 1'-0"



NORTH ELEVATION (METCALFE ST.)
SCALE: 1/8" = 1'-0"

