

TOWN OF SHELBURNE

Planning & Development Department

March 19, 2026

CIRCULATED BY E-MAIL TO:

- County of Dufferin
- MTO
- NVCA
- OPG
- Hydro One
- Enbridge
- Haudenosaunee Development Institute
- Metis Nation of Ontario
- Saugeen First Nation
- Six Nations of the Grand River
- Shelburne EDC
- Engineering
- Legal
- Fire Dept
- Police
- Council
- Public Works

APPLICATION FOR SITE PLAN APPROVAL CIRCULATION

FILE NO: SPA26/01 – SHELBURNE HOME HARDWARE
PROJECT: SITE PLAN – 300 DUFFERIN COUNTY ROAD 124, SHELBURNE

Please take notice that an application for Site Plan Approval has been submitted to the Town of Shelburne for a 859.26 square metre lumber shed and associated site works for Phase One of the development at 300 Dufferin County Road 124. The existing 430.92 square metre building will be demolished. Phase Two will be applied for at a later date.

A copy of the submission materials can be downloaded at the following link. Please contact me should you require additional information to complete your review.

<https://spaces.hightail.com/receive/wHc3h3bLuq>

I would appreciate any comments, concerns or conditions you may have by:

Friday April, 17th 2026.

Please provide comments in an electronic format via email to planning@shelburne.ca. Alternatively, if you have no comment or objection, please complete the attached response sheet and fax it to the Town of Shelburne Planning Department at (519) 925-6134. Should you have any questions or require any additional information, please contact me.

Steve Wever, MCIP, RPP
Town Planner

Town of Shelburne
203 Main Street East
Shelburne, Ontario
L9V 3K7
Tel: (519) 925-2600
Fax: (519) 925-6134
www.shelburne.ca



For Office Use Only
File #: SPA 26/01
Date Received: 03/05/2026
Date Accepted: 03/10/2026
Application Fees:
\$7,010

**TOWN OF SHELBURNE
APPLICATION FORM FOR SITE PLAN APPROVAL**

Date Received _____

1. APPLICATION INFORMATION

Name of Applicant: Allen Schiedel (Schiedel Construction Incorporated)
Mailing Address: 405 Queen St. W., Cambridge, ON., N3C 1G6
Telephone Number (Home): _____ Fax Number: _____
Telephone Number (Business): [REDACTED] mail Address: [REDACTED]

2. OWNER

If the Applicant is not the Owner of the subject lands, than authorization from the Owner is required, as well as the following information:

Name: William Nelsom Gillam (Bill Gillam- president)
Mailing Address: 725 Steeles Street, Shelburne, Ontario, L9V 3M7
Telephone Number: 519-925-3991 Email: [REDACTED]
Fax Number: [REDACTED]

3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES

Name: [REDACTED]
Mailing Address: [REDACTED]
Name: _____
Mailing Address: _____

4. SUBJECT LANDS

Lot: PIN 34136-0019(LT) Concession: concession 2, old survey

Reference Plan: 7R-1470 Part/Block/Lot: Part 1

Street Name and Number: 300 Dufferin County Rd 124, Shelburne, ON.
(if corner lot please include both street names)

Area of subject lands: 15,985.74sq.m. Frontage: 73.25m.

Depth: 227.81m.

What is the current use of the subject land? M1 - Employment (Contractor Yard/Building)

What is the proposed use of the subject lands? M1 - Employment (Lumber Shed)

When were the subject lands acquired by the current owner? 5+ years ago

How long have the existing uses continued on the subject lands? 20 + years

	Yes	No	Unknown
Has the grading of the subject land been changed by adding earth or other material?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has a gas station been located on the subject land or land adjacent to the subject land at any time?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation on the subject lands? Employment and Commercial (Community Commercial)

What is the present zoning? M1- Employment

6. ACCESS

Is the subject land accessible by:

- Provincial highway
 - Municipal road (maintained year round)
 - Right of way
 - Other, describe _____
-

7. BUILDINGS, STRUCTURES AND USES

M1 - Contractor Yard/Building

What is the existing use of the subject land? _____

Are there any buildings or structures on the subject lands?

yes no

Existing Bldg. 430.92sq.m.
to be demolished

Please complete the following for each existing and proposed building or structure:

New Lumber Shed

	Building One	Building Two
Type of Building:	F2- Lumber Shed	
Setback from Front Lot Line:	162.32m	
Setback from Rear Lot Line:	21.5m	
Setback from Side Lot Line (interior):	25.57m 25.0m	
Setback from Side Lot Line (exterior):	na	
Height (metres):	6.25m	
Dimensions:	20.73m x 41.45m	
Floor Area:	859.26sq.m.	
Date of Construction:	Summer 2026	

8. SERVICING

		<u>Municipal</u>	<u>Private</u>	<u>Other</u>
Water Supply	no water in Bldg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	no sanitary in Bldg.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage on Road		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is storm drainage provided by:		<input type="checkbox"/> Sewer	<input checked="" type="checkbox"/> Ditch	<input checked="" type="checkbox"/> Swale
		<input type="checkbox"/> Other, describe _____		

9. STATUS OF OTHER APPLICATIONS

Are the subject lands the subject of any other application under the Planning Act?

yes no

If yes, what is the file number? _____

What is the status of the application? _____

10. DRAWINGS

The details relating to the plans and information required to be submitted with the application are outlined on the Site Plan Approval Process sheet. The following plans are required:

- LEGAL DESCRIPTION (SURVEY)
- SITE PLAN – 15 COPIES
- LANDSCAPE PLAN
- SITE SERVICING AND GRADING PLAN
- ARCHITECTURAL AND ELEVATIONS DRAWINGS

11. PAYMENT OF FEES

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne.

Feb. 20, 2026
Date

[Redacted Signature]
Signature of Owner/Applicant

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested.

12. AUTHORIZATION

I/We William Gillam am/are the owner(s) of the subject lands for which this application is to apply. I/We William Gillam do hereby grant authorization to Allen Schiedel to act on my/our behalf in regard to this application.

Feb. 20, 2026
Date

[Redacted Signature]
Signature of Registered Owner(s)

13. AFFIDAVIT

I, Patti Hossic of the Town of Shelburne in the Province of Ontario solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith 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, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME AT the Town of Shelburne in the County of Dufferin of the Province of Ontario this 4th day of March, 2026

[Redacted Signature]
Commissioner of Oaths

[Redacted Signature] nt

[Redacted Signature]

14. PERMISSION TO ENTER

I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

March 2, 2026.
Date


Signature of Registered Owner (s) or Agent

PLEASE CONFIRM ALL PLANNING APPLICATION FEES PRIOR TO SUBMISSION



TOWN OF SHELBURNE

PLANNING & DEVELOPMENT

Site Plan Approval Circulation Response Form

Files: SPA 26/01

**Project: Application for Site Plan Approval
300 Dufferin County Road 124
East Part of Lot 2, Concession 2, Old Survey, Part 1, Plan 7R-1470
Town of Shelburne**

If you have no comments or objection to the approval of the above noted application please complete this form and email it to the **Town Planner** at the Town of Shelburne by **Friday, April 17th, 2026**.

Email: planning@shelburne.ca

By signing this document I acknowledge that as a representative of the noted organization / body / or person, I have reviewed this application and as a result have no comments or concerns related to this matter.

Agency Name
(Please Print)

Representative Name
(Please Print)

Representative Title
(Please Print)

Signature

Date



EMPLOYMENT ZONE - M1

	REQUIRED	PROVIDED
M.N. LOT AREA =	2 500 sq.m.	15 985.74 sq.m.
M.N. LOT FRONTAGE =	30.00 m	72.25 m
M.N. FRONT YARD =	7.50 m	162.32 m
M.N. EXTERIOR SIDE YARD =	7.50 m	N.A.
M.N. INTERIOR SIDE YARD =	3.00 m	25.57 m
ABUTTING RESIDENTIAL =	10.00 m	26.50 m
M.N. REAR YARD =	7.50 m	7.50 m
ABUTTING RESIDENTIAL =	10.00 m	21.50 m
MAX. LOT COVERAGE =	50%	5.38%
MAX. ACCESSORY RETAIL =	10% OF GFA	N.A.
M.N. SETBACK FROM STREET CENTRE LINE =	20.00 m	177.78 m
MAX. BUILDING HEIGHT =	10.00 m	9.25 m
M.N. LANDSCAPED OPEN SPACE =	10%	20.82%
50% OF REQ'D LANDSCAPING SHALL BE IN FRONT YARD		5.34%

PARKING

WAREHOUSE = 2 000 sq.m. = 1 SPACE PER 90 sq.m. GFA
 REGR. WAREHOUSE = 859.26 / 90 = 10 SPACES
 TOTAL REQ'D = 10 SPACES
 TOTAL PROVIDED = 12 SPACES
 SPACE = 2.75m x 5.5m (MIN.)

GARBAGE:

IF GARBAGE TO BE STORED OUTSIDE OF BUILDING IT MUST BE OUT OF PUBLIC VIEW.

LEGEND:

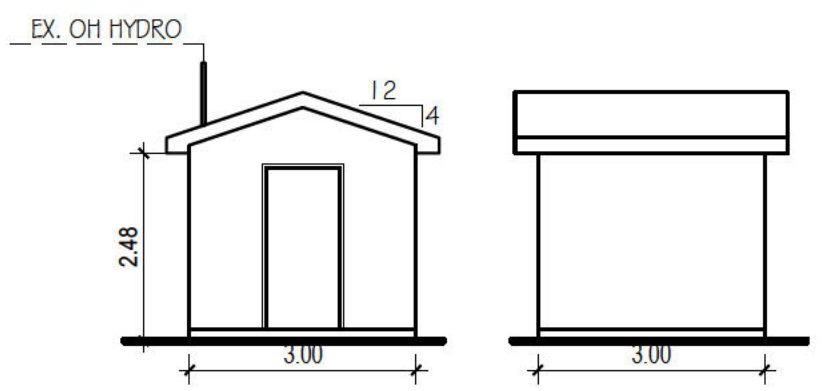
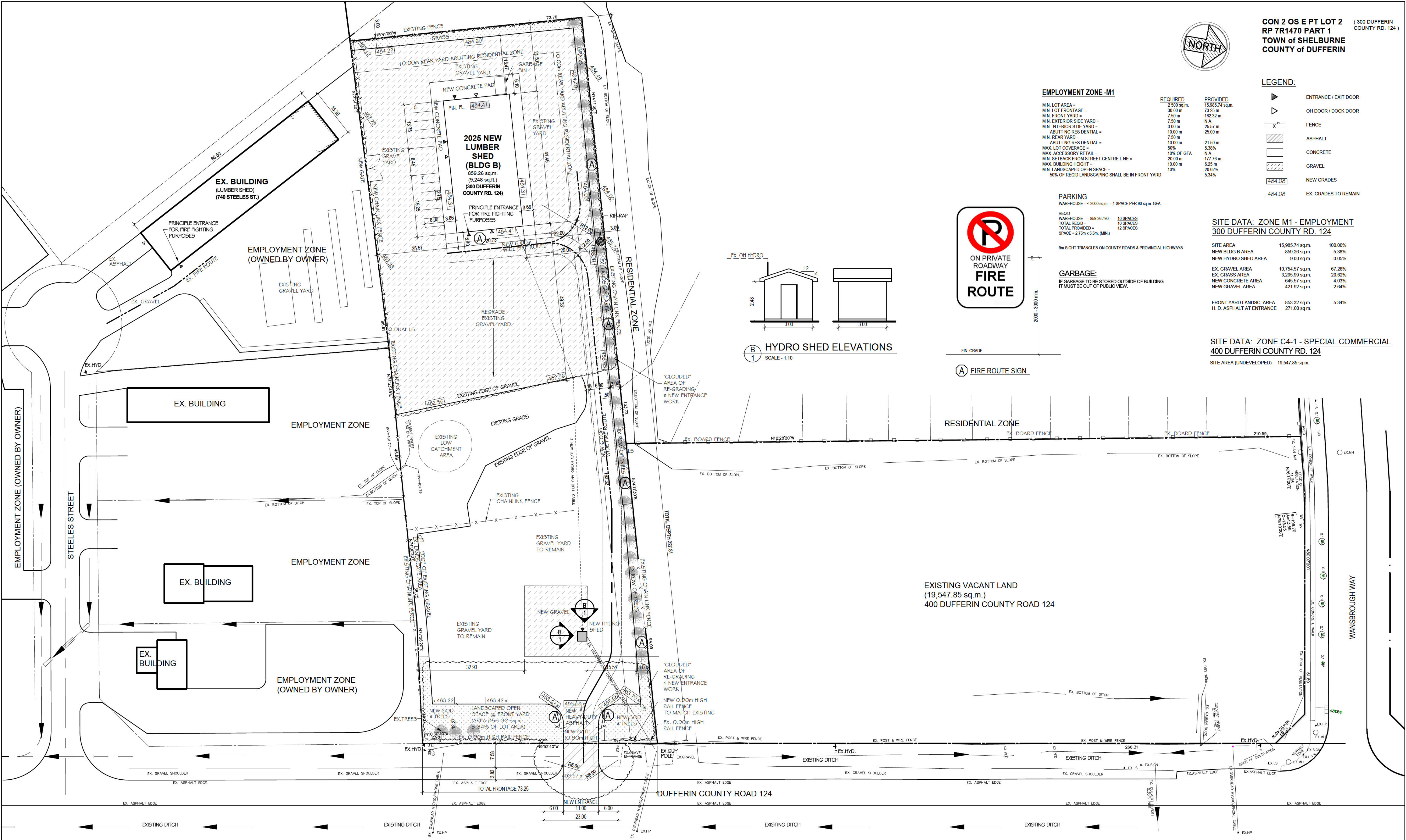
- ENTRANCE / EXIT DOOR
- OH DOOR / DOCK DOOR
- FENCE
- ASPHALT
- CONCRETE
- GRAVEL
- NEW GRADES
- EX. GRADES TO REMAIN

**SITE DATA: ZONE M1 - EMPLOYMENT
 300 DUFFERIN COUNTY RD. 124**

SITE AREA	15,985.74 sq.m.	100.00%
NEW BLDG B AREA	859.26 sq.m.	5.38%
NEW HYDRO SHED AREA	9.00 sq.m.	0.05%
EX. GRAVEL AREA	10,754.57 sq.m.	67.28%
EX. GRASS AREA	3,295.99 sq.m.	20.62%
NEW CONCRETE AREA	645.57 sq.m.	4.03%
NEW GRAVEL AREA	421.92 sq.m.	2.64%
FRONT YARD LANDSC. AREA	853.32 sq.m.	5.34%
H.D. ASPHALT AT ENTRANCE	271.00 sq.m.	

**SITE DATA: ZONE C4-1 - SPECIAL COMMERCIAL
 400 DUFFERIN COUNTY RD. 124**

SITE AREA (UNDEVELOPED) 19,547.85 sq.m.



HYDRO SHED ELEVATIONS
 SCALE: 1:10



FIRE ROUTE SIGN

SITE PLAN
 SCALE: 1:500

NO.	DATE	REVISION
6	2026.02.13	ISSUED FOR SITE PLAN
5	2026.01.21	REVISION
4	2025.11.24	CONTRACT DRAWING
3	2025.09.20	QUOTATION DRAWING
2	2025.07.25	ISSUED FOR PRICING
1	2025.02.26	PRE-CONSULT MEETING



SCHIEDEL CONSTRUCTION INCORPORATED
 GENERAL CONTRACTORS - PROJECT MANAGERS
 405 QUEEN ST. W. CAMBRIDGE ONT. N3C 1G6 519-858-9317
 email address: reception@schiedelconst.com

PROJECT
2025 LUMBER STORAGE BUILDING
SHELBURNE HHBC
 300 DUFFERIN COUNTY ROAD 124
 Shelburne, Ontario

SCALE	DATE	DRAWN BY	PROJECT NO.
1:500	2024.01.15	EK	240003
DRAWING			DRAWING NO.
SITE PLAN PHASE 1			1