



January 19, 2026

Mr. Ken Scullion, MCIP, RPP
Senior Planner
Planning and Development Services
Municipality of Port Hope
56 Queen Street
Port Hope, Ontario
L1A 3Z9

By Email: KScullion@porthope.ca

Dear Mr. Scullion:

Re: Official Plan and Zoning By-law Amendments – Croft Street Condominiums – Part of Lot 3, Concession 1 (Geographic Township of Hope), Parts 2 and 3 on Plan 39R-12512, Municipality of Port Hope, County of Northumberland (2020910 Ontario Ltd.)

On behalf of 2020910 Ontario Ltd., I am pleased to provide the following documents in support of the subject Official Plan and Zoning By-law Amendments for the property described as Part of Lot 3, Concession 1 (Geographic Township of Hope), Parts 2 and 3 on Plan 39R-12512, Municipality of Port Hope, County of Northumberland. In support of these applications, I am enclosing the following:

- **1 cheque in the amount of \$ 20,350.00 payable to the Municipality of Port Hope for concurrent Official Plan and Zoning By-law Amendments has already been provided;**
- 1 copy of the completed concurrent Zoning By-law and Official Plan Amendment application;
- 1 copy of the completed Authorization of Owner for Agent to Make the Application;
- 1 copy of the completed Cost Reimbursement;
- 1 copy of the completed Consent of Owner to the Use and Disclosure of Person Information;
- 1 copy of the Site Plan (1":30'0" scale) prepared by ACK Architects Studios, dated January, 2024, plus one reduced copy;

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- 1 set of the Floor Plans (3/32":1'0" scale) prepared by ACK Architects Studios, dated January, 2024, plus one reduced set;
- 1 set of the Front Elevation and Proposed Perspectives (3/32":1'0" scale) prepared by ACK Architects Studios, dated January, 2024, plus one reduced set;
- 1 copy of the Planning Justification Report prepared by RFA Planning Consultant Inc., dated January, 2026;
- 1 copy of the Functional Servicing Report prepared by Jewell Engineering, dated October, 2025;
- 1 copy of the Preliminary Stormwater Management Report prepared by Jewell Engineering, dated November, 2025;
- 1 copy of the Traffic Impact Study prepared by Jewell Engineering, dated November, 2025;
- 1 copy of the Environmental Impact Study prepared by Cambium Inc., dated August, 2025;
- 1 copy of the Entry into the Ontario Public Register letter prepared by the Ministry of Citizenship and Multiculturalism regarding the Stage 2 Archaeological Assessment, dated July, 2025;
- 1 copy of the Stage 2 Archaeological Assessment prepared by Ironstone Archaeology, dated May, 2025;
- 1 copy of the Entry into the Ontario Public Register letter prepared by the Ministry of Citizenship and Multiculturalism regarding the Stage 1 Archaeological Assessment, dated June, 2025;
- 1 copy of the Stage 1 Archaeological Assessment prepared by Ironstone Archaeology, dated November, 2024;
- 1 copy of the Geotechnical Investigation Report prepared by Geo-Logic Inc. (now GHD), dated March, 2013;
- 1 copy of the Phase II Environmental Site Assessment Report prepared by Geo-Logic Inc. (now GHD), dated April, 2010;
- 1 copy of reference Plan 39R-12512
- PDFs of the above-noted materials have been emailed to you.

Please do not hesitate to contact me if you require anything further in support of the submission.

Yours truly,



Shawn Legere, MCIP, RPP
President / Principal Planner
RFA Planning Consultant Inc.

/ Encl.

c.c. 2020910 Ontario Ltd.