



Committee of Adjustment Application to Planning Department

Complete Application

A complete Committee of Adjustment application consists of the following:

1. A properly completed and signed application form (signature must on original version);
2. Supporting information adequate to illustrate your proposal as listed in **Section H** of this application form (plans are required in paper copy and digital PDF format);
3. Written authorization from all registered owners of the subject lands where the applicant is not the owner as per Section N; and,
4. Cash, debit or cheque payable to Norfolk County in the amount set out in the Norfolk County User Fees By-Law.

Planning application development fees are not required with the submission of your completed and signed development application. Your planning application fee will be determined by the planner when your application has been verified and deemed complete. Prepayments will not be accepted.

5. Completed applications are to be mailed to the attention of **Secretary Treasurer – Committee of Adjustment**: 185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 or email your application committee.of.adjustment@norfolkcounty.ca. Make sure submissions are clearly labelled including address, name, and application type. Failure to do so may impact the timing of your application.

The above listed items are required to ensure that your application is given full consideration. An incomplete or improperly prepared application will not be accepted and may result in delays during the processing of the application. This application must be typed or printed in ink and completed in full.

Please review all of the important information summarised below.

Before your Application is Submitted

A pre-consultation meeting is not usually required for Committee of Adjustment applications; however, discussion with Planning Department staff prior to the submission of an application is **strongly encouraged**. The purpose of communicating with a planner **before** you submit your application is: to review your proposal / application, to discuss potential issues; and to determine the required supporting information and materials to be submitted with your application before it can be considered complete by staff. You might find it helpful to retain the services of an independent professional (such as a registered professional planner) to help you with your application. Information about the Official Plan and Zoning By-law can be found on the County website: www.norfolkcounty.ca/planning



After Your Application is Submitted

Once your payment has been received and the application submitted, in order for your application to be deemed complete all of the components noted above are required.

Incomplete applications will be identified and returned to the applicant. The *Planning Act* permits up to 30 days to review and deem an application complete.

Once your application has been deemed complete by the Planning Department, it is then circulated to public agencies and County departments for review and comment. A sign is also provided that is required to be posted on the subject lands that summarizes the application and identifies the committee meeting date. The comments received from members of the community will be included in the planning report and will inform any recommendations in relation to the application.

If the subject lands are located in an area that is regulated by either the Long Point Region Conservation Authority or by the Grand River Conservation Authority an additional fee will be required if review by the applicable agency is deemed necessary. A separate cheque payable to the Long Point Region Conservation Authority or the Grand River Conservation Authority is required in accordance with their fee schedule at the same time your application is submitted.

Additional studies required as part of the complete application shall be at the sole expense of the applicant. In some instances peer reviews may be necessary to review particular studies and that the cost shall be at the expense of the applicant. The company to complete the peer review shall be selected by the County.

If the application is withdrawn prior to the circulation to commenting agencies, the entire original fee will be refunded. If withdrawn after the circulation to agencies, half the original fee will be refunded. No refund is available after the public meeting and/or approval of application.

Notification Sign Requirements

Planning Department staff may post a notification sign on your property in advance of the public meeting on your behalf. Please keep this sign posted until you have received a notice in the mail indicating that the Secretary Treasurer received no appeals. However, it is the applicant's responsibly to ensure that the sign is correctly posted within the statutory timeframes, according to the *Planning Act*. Failure to post a sign in advance of the public meeting in accordance with statutory requirements will impact the timing of your application at the Committee of Adjustment meeting. Applicants are responsible for removal of the sign following the appeal period. The signs are recyclable and can be placed in your blue box.

Contact Us

For additional information or assistance in completing this application, please contact a planner at 519-426-5870 ext. 1842 or Committee.of.Adjustment@NorfolkCounty.ca



For Office Use Only:

File Number BNPL2024016
Related File Number ANPL2024017
Pre-consultation Meeting _____
Application Submitted Jan.10.2024
Complete Application Feb.27.2024

5106.00
2743.00
Application Fee
Conservation Authority Fee Yes
Well & Septic Info Provided Yes
Planner Hanne Yager
Public Notice Sign _____

Check the type of planning application(s) you are submitting.

- ☒ Consent/Severance/Boundary Adjustment
☐ Surplus Farm Dwelling Severance and Zoning By-law Amendment
☒ Minor Variance
☐ Easement/Right-of-Way

Property Assessment Roll Number: 33-10-493-100-01100

A. Applicant Information

Name of Owner Samir Russell Freeman

It is the responsibility of the owner or applicant to notify the planner of any changes in ownership within 30 days of such a change.

Address 82 Clubhouse Road
Town and Postal Code Turkey Point NOE 1T0
Phone Number 519-909-9864
Cell Number 519-909-9864
Email Freemanrjamic@hotmail.com

Name of Applicant Same as owner.

Address _____
Town and Postal Code _____
Phone Number _____
Cell Number _____
Email _____

Name of Agent MHN Lawyers LLP, (Attention: W. Christopher Munne)
Address 39 Colborne Street North
Town and Postal Code Simcoe, Ontario N3Y 3T8
Phone Number 519-426-6763
Cell Number _____
Email munne@mhnlawyers.com

Please specify to whom all communications should be sent. Unless otherwise directed, all correspondence and notices in respect of this application will be forwarded to the owner and agent noted above.

☒ Owner ☒ Agent ☐ Applicant

Names and addresses of any holder of any mortgagees, charges or other encumbrances on the subject lands:

Royal Bank of Canada (NK 129692) - 10 York Mills Road, Toronto Ontario

B. Location, Legal Description and Property Information

1. Legal Description (include Geographic Township, Concession Number, Lot Number, Block Number and Urban Area or Hamlet):

Part Lot 10, Turkey Point Marsh in Front of Concession A, Charlotteville, as in NR548618; Norfolk County (P.I.N 50267-0102)

Municipal Civic Address: 82 Clubhouse Road

Present Official Plan Designation(s): Resort Residential (RR)

Present Zoning: Resort Residential (RR)

2. Is there a special provision or site specific zone on the subject lands?

☐ Yes ☒ No If yes, please specify:

3. Present use of the subject lands:

Residential

4. Please describe **all existing** buildings or structures on the subject lands and whether they are to be retained, demolished or removed. If retaining the buildings or structures, please describe the type of buildings or structures, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

Single detached dwelling to be retained - setbacks on attached sketch.
Accessory building (shed on retained lot) to be retained - setbacks on sketch
Accessory building (shed on severed lot) to be removed if required - setbacks on sketch

5. If an addition to an existing building is being proposed, please explain what it will be used for (for example a bedroom, kitchen, or bathroom). If new fixtures are proposed, please describe.

N/A

6. Please describe **all proposed** buildings or structures/additions on the subject lands. Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

Proposed dwelling and garage on severed lot as per attached sketch.

7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being architecturally and/or historically significant? Yes ☐ No ☒

If yes, identify and provide details of the building:

8. If known, the length of time the existing uses have continued on the subject lands:

Exact unknown, over 20 years.

9. Existing use of abutting properties:

Residential, commercial marina.

10. Are there any easements or restrictive covenants affecting the subject lands?

☐ Yes ☒ No If yes, describe the easement or restrictive covenant and its effect:

C. Purpose of Development Application

Note: Please complete all that apply. **Failure to complete this section will result in an incomplete application.**

1. Site Information (Please refer to Zoning By-law to confirm permitted dimensions)

	Existing	Permitted	Provision	Proposed	Deficiency									
Lot frontage	164.6 m	18 m	None	Sev: 54 m Ret: 110.6 m	None									
Lot depth	74.5 m	N/A	None	Sev: 74.5 m Ret: 44.4 m	None									
Lot width	138.2 m	N/A	None	Sev: 54.0 m Ret: 84.2 m	None									
Lot area	7,383.9 m ²	4000 m ²	None	Sev: 4046.9 m ² Ret: 3337.0 m ²	Sev: None Ret: 663 m ²									
Lot coverage	Dwelling 3.4% Accessory 0.9%	15% 10%	None	<table><tr><th></th><th>Dwell</th><th>Acc</th></tr><tr><td>Sev</td><td>4.1%</td><td>3.6%</td></tr><tr><td>Ret</td><td>7.5%</td><td>0.9%</td></tr></table>		Dwell	Acc	Sev	4.1%	3.6%	Ret	7.5%	0.9%	None
	Dwell	Acc												
Sev	4.1%	3.6%												
Ret	7.5%	0.9%												
Front yard	11.5 m	6 m	None	Sev: 54.9 m Ret: 11.5 m	None									
Rear yard	13.3 m	9 m	None	Sev: 9 m Ret: 13.3 m	None									
Height	8 m	9.1 m	None	Sev: 8 m Ret: 8 m	None									
Left Interior side yard	60 m	6 m	None	Sev: 14.8 m Ret: 6 m	None									
Right Interior side yard	61.5 m	6 m	None	Sev: 23.9 m Ret: 61.5 m	None									
Exterior side yard (corner lot)	N/A													
Parking Spaces (number)	N/A													
Aisle width	N/A													
Stall size	N/A													
Loading Spaces	N/A													
Other	N/A													

2. Please explain why it is not possible to comply with the provision(s) of the Zoning By-law:

Relief of 0.663 hectares from minimum lot area of 0.4
hectares on retained parcel.

3. **Consent/Severance/Boundary Adjustment:** Description of land intended to be severed in metric units:

Frontage: 54.00 m

Depth: 74.45 m

Width: 54.01 m at rear.

Lot Area: 4046.9 m²

Present Use: Residential

Proposed Use: Residential

Proposed final lot size (if boundary adjustment): _____

If a boundary adjustment, identify the assessment roll number and property owner of the lands to which the parcel will be added: _____

Description of land intended to be retained in metric units:

Frontage: 110.60 m

Depth: 14.26 m at north limit, 74.85 m at south limit

Width: 84.22 m at rear.

Lot Area: 3337.0 m²

Present Use: Residential

Proposed Use: Residential

Buildings on retained land: Existing Dwelling, shed as per attached sketch

4. **Easement/Right-of-Way:** Description of proposed right-of-way/easement in metric units:

Frontage: _____

Depth: _____

Width: _____
Area: _____
Proposed Use: _____

5. Surplus Farm Dwelling Severances Only: List all properties in Norfolk County, which are owned and farmed by the applicant and involved in the farm operation

Owners Name: _____
Roll Number: _____
Total Acreage: _____
Workable Acreage: _____
Existing Farm Type: (for example: corn, orchard, livestock) _____
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built _____
Date of Land Purchase: _____

Owners Name: _____
Roll Number: _____
Total Acreage: _____
Workable Acreage: _____
Existing Farm Type: (for example: corn, orchard, livestock) _____
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built _____
Date of Land Purchase: _____

Owners Name: _____
Roll Number: _____
Total Acreage: _____
Workable Acreage: _____
Existing Farm Type: (for example: corn, orchard, livestock) _____
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built _____
Date of Land Purchase: _____

Owners Name: _____
Roll Number: _____
Total Acreage: _____
Workable Acreage: _____
Existing Farm Type: (for example: corn, orchard, livestock) _____
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built _____
Date of Land Purchase: _____

Owners Name: _____
Roll Number: _____
Total Acreage: _____
Workable Acreage: _____
Existing Farm Type: (for example: corn, orchard, livestock) _____
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built _____
Date of Land Purchase: _____

Note: If additional space is needed please attach a separate sheet.

D. All Applications: Previous Use of the Property

1. Has there been an industrial or commercial use on the subject lands or adjacent lands? ☐ Yes ☒ No ☐ Unknown

If yes, specify the uses (for example: gas station, or petroleum storage):

2. Is there reason to believe the subject lands may have been contaminated by former uses on the site or adjacent sites? ☐ Yes ☒ No ☐ Unknown

3. Provide the information you used to determine the answers to the above questions:

Applicant's personal knowledge.

4. If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached? ☐ Yes ☒ No

E. All Applications: Provincial Policy

1. Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the *Planning Act*, R.S.O. 1990, c. P. 13? ☒ Yes ☐ No

If no, please explain:

2. It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement subsection 2.1.7? ☐ Yes ☒ No

If no, please explain:

No habitat is affected by the proposed sewerage.

3. Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection? ☐ Yes ☒ No

If no, please explain:

N/A.

Note: If in an area of source water Wellhead Protection Area (WHPA) A, B or C please attach relevant information and approved mitigation measures from the Risk Manager Official.

4. All Applications: Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified? Please check boxes, if applicable.

Livestock facility or stockyard (submit MDS Calculation with application)

☐ On the subject lands or ☐ within 500 meters – distance _____

Wooded area

☐ On the subject lands or ☒ within 500 meters – distance Across road

Municipal Landfill

☐ On the subject lands or ☐ within 500 meters – distance _____

Sewage treatment plant or waste stabilization plant

☐ On the subject lands or ☐ within 500 meters – distance _____

Provincially significant wetland (class 1, 2 or 3) or other environmental feature

☐ On the subject lands or ☒ within 500 meters – distance Across road

Floodplain

☐ On the subject lands or ☐ within 500 meters – distance _____

Rehabilitated mine site

☐ On the subject lands or ☐ within 500 meters – distance _____

Non-operating mine site within one kilometre

☐ On the subject lands or ☐ within 500 meters – distance _____

Active mine site within one kilometre

☐ On the subject lands or ☐ within 500 meters – distance _____

Industrial or commercial use (specify the use(s))

☐ On the subject lands or ☒ within 500 meters – distance Adjoining Marina

Active railway line

☐ On the subject lands or ☐ within 500 meters – distance _____

Seasonal wetness of lands

☐ On the subject lands or ☐ within 500 meters – distance _____

Erosion

☐ On the subject lands or ☐ within 500 meters – distance _____

Abandoned gas wells

☐ On the subject lands or ☐ within 500 meters – distance _____

F. All Applications: Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

- ☐ Municipal piped water ☐ Communal wells
☐ Individual wells ☒ Other (describe below)

Lakeview Water Systems Limited.

Sewage Treatment

- ☐ Municipal sewers ☐ Communal system
☒ Septic tank and tile bed in good working order ☐ Other (describe below)

Storm Drainage

- ☐ Storm sewers ☒ Open ditches
☐ Other (describe below)

2. Existing or proposed access to subject lands:

- ☒ Municipal road ☐ Provincial highway
☐ Unopened road ☐ Other (describe below)

Name of road/street:

G. All Applications: Other Information

1. Does the application involve a local business? ☐ Yes ☒ No

If yes, how many people are employed on the subject lands?

2. Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

Soil Analysis - see attached, Existing On-Site Sewage System
Evaluation form - see attached, Sketch showing proposed sewerage
by Jewitt + Dixon - see attached and Information page regarding
Section 6-8.3 of the Norfolk County Official Plan - see attached.

H. Supporting Material to be submitted by Applicant

In order for your application to be considered complete, folded hard copies (number of paper copies as directed by the planner) and an **electronic version (PDF) of the site plan drawings, additional plans, studies and reports** will be required, including but not limited to the following details:

1. Concept/Layout Plan
2. All measurements in metric
3. Existing and proposed easements and right of ways
4. Parking space totals – required and proposed
5. All dimensions of the subject lands
6. Dimensions and setbacks of all buildings and structures
7. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
8. Names of adjacent streets
9. Natural features, watercourses and trees

In addition, the following additional plans, studies and reports, including but not limited to, **may** also be required as part of the complete application submission:

- ☒ On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- ☐ Environmental Impact Study
- ☒ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Schedule
- ☐ Record of Site Condition

Your development approval might also be dependent on Ministry of Environment Conservation and Parks, Ministry of Transportation or other relevant federal or provincial legislation, municipal by-laws or other agency approvals.

All final plans must include the owner's signature as well as the engineer's signature and seal.

I. Transfers, Easements and Postponement of Interest

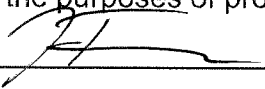
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner for the registration of postponements of any charges in favour of the County.

Permission to Enter Subject Lands

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

Freedom of Information

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P. 13 for the purposes of processing this application.



Owner/Applicant/Agent Signature

Jan 8, 2024

Date

J. Owner's Authorization

If the applicant/agent is not the registered owner of the lands that is the subject of this application, the owner must complete the authorization set out below.

I/We _____ am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize _____ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

Owner

Date

Owner

Date

***Note:** If property is owned by an Ontario Ltd. Corporation, Articles of Incorporation are required to be attached to the application.

K. Declaration

I, Samie Freeman of Turkey Point, ON

solemnly declare that:

all of the above statements and the statements contained in all of the 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:

Simcoe, ON




Owner/Applicant/Agent Signature

In Norfolk County

This 8th day of January

A.D., 2024



A Commissioner, etc.

Mr. Christopher Nunn

NORFOLK SOILS ANALYSIS

(a division of 002068251 Ontario Inc.)

55 Gibson Drive, Simcoe ON N3Y3L1, 519 410 6111, email: norfolksoils@gmail.com

March 9, 2022

Project #: 2022019

To: Jamie Freeman
82 Clubhouse Road
Turkey Point ON

Project: Soils Analysis for Property Owner; Jamie Freeman, 82 Clubhouse Road,
Turkey Point ON, Norfolk County

Soils analysis in accordance with Section 8.2.1.2 of the Ontario Building Code,
The Unified soil Classification System, and ASTM D6913 of which the distribution
graph representing the sample provided is attached.

Based on the testing of the materials as provided It is our opinion that the Percolation
Rate is **T = 6 min/cm**. The drainage characteristics of the soil appears to be suitable
for an in-ground leaching bed system. The soil sample as provided produced the
results as follows;

Coefficient of Uniformity = 1.54

Coefficient of Curvature = 2.09

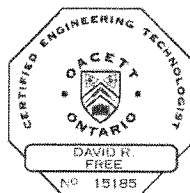
**Therefore based on the USGS criteria the sample is classified as SP – Poorly
Graded Sand with fines <12% (1.50% actual content).**

I trust this meets with your requirements for the soil sample provided.

Yours Truly,

D Free

D. R. Free, MBA, CPA, CET
BCIN 109582



Encls

Sieve Analysis Data Sheet

ASTM D422-63(2007)

Project Name: SA2022019 Tested By: DRF Date: 2022-03-09

Location: 82 Clubhouse Road, Turkey Point ON, Norfolk County Checked By: DRF BCIN 109582 Date: 2022-03-09

Client: Jamie Freeman 82 Clubhouse Road Turkey Point ON Property Owner: Jamie Freeman

Boring No: NA Test Number: 1

Sample Depth: NA Gnd Elev.: NA

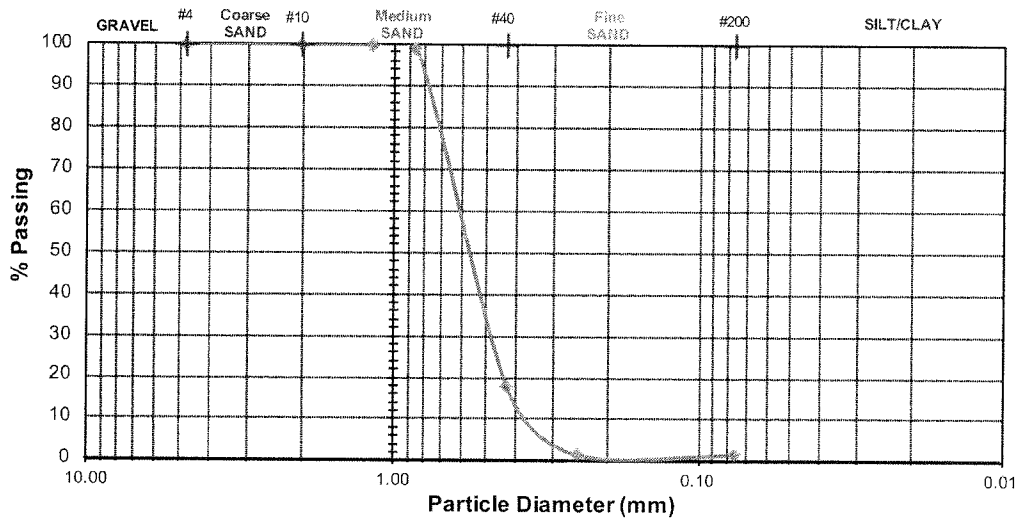
USCS Soil Classification: SP - Poorly Graded Sand with fines <12%

AASHTO Soil Classification: A-1-a

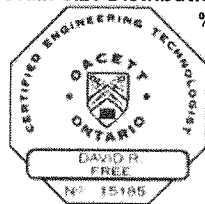
Weight of Container (g): 76.1 Weight of Container & Soil (g): 949.6

Weight of Dry Sample (g): 698.9 Moisture Content %: 20.0%

Sieve Number	Diameter (mm)	Mass of Sieve (g)	Mass of Sieve & Soil (g)	Soil Retained (g)	Soil Retained (%)	Soil Passing (%)
#4	4.75	749.6	749.6	0.0	0.0	100.0
#10	2.00	670.0	670.4	0.4	0.1	99.9
#16	1.18	653.0	653.4	0.4	0.1	99.9
#30	0.85	582.6	588.6	6.0	0.9	99.0
#50	0.43	561.6	1130.8	569.2	81.4	17.6
#100	0.25	529.2	641.6	112.4	16.1	1.5
#200	0.075	513.1	513.1	0.0	0.0	1.5
Pan		283.1	293.6	10.5	1.5	0.0
		TOTAL:	698.9	100.0		



Grain Size Distribution Curve Results:



% Gravel: 0.00
% Sand: 98.50
% Fines: 1.50
100.00

D₁₀: 0.390
D₃₀: 0.490
D₆₀: 0.600

C_u: 1.54
C_c: 2.094

Notice to Reader & Limitations:

These test results are unique to this soil sample and for the client as identified on the date for which the tests were performed. These test results cannot be used by any other party other than the client stated above within the text of this report without the consultants prior written approval.

DECEMBER 5, 2023

23-3913 FREEMAN CALC.dwg Model 2023-12-05 15:26:33

G. Other Information

2. Other useful information in review of this application:

Re: section 6.8.3 Long Point and Turkey Point Resort Areas Safe Access

Section 6.8.3 applies a very general set of rules for all lots in Turkey Point and ignores certain characteristics of the property at 82 Clubhouse Road.

Section 6.8.3 does not permit development as there are "few vacant lots of suitable size available". However, after analyzing the Interactive Maps on the Norfolk County website the current lot is the largest lot zoned Resort Residential in Turkey Point. After severance, the retained and severed lot would still be the two largest lots zoned RR. As per a survey done in 1970 there were two lots at one time, Inst. No's 315721 and 303521 that were merged into the lot as it stands now.

Section 5.8.2 requires that the minimum lot area be 0.4 hectares, other than the current lot at 82 Clubhouse Road, not a single lot zoned RR in Turkey Point is greater than the 0.4 hectares. Post severance, the severed lot would be greater than 0.4 hectares and would be the only RR lot in Turkey Point that meets the minimum 0.4 hectare lot requirement, thereby being one of the few vacant lots that is of suitable size available in Turkey Point. Virtually all RR lots in Turkey Point are not even 50% of the minimum lot area and the majority being less than 20% of the minimum lot area of 0.4 hectares. The retained lot would be under 0.4 hectares but greater than 80% of 0.4 hectares and still be the largest RR lot in Turkey Point under 0.4 hectares.

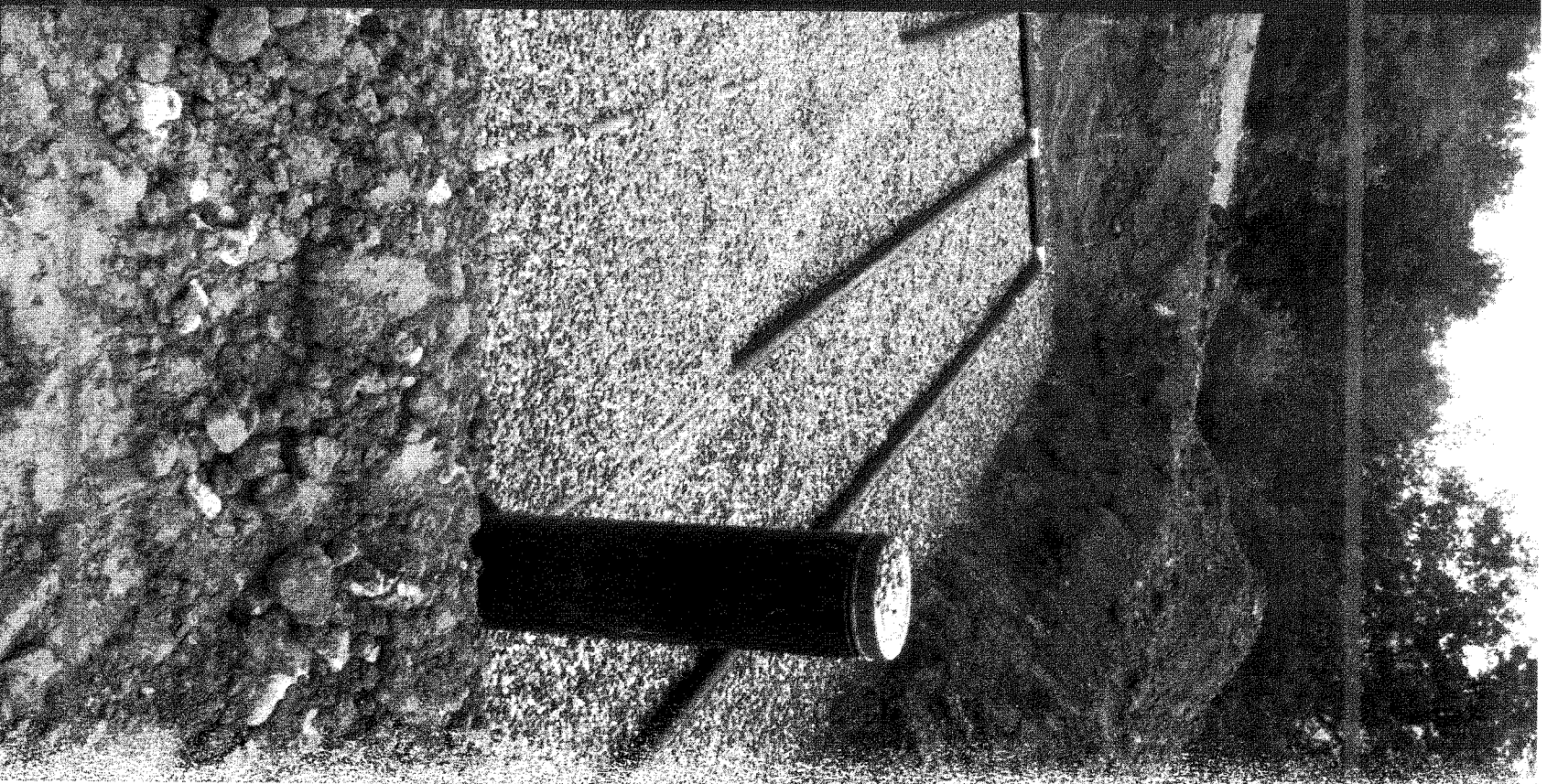
There are many mitigating factors at 82 Clubhouse Road with respect to the point of interrupting safe access during a severe storm event:

It is next door to MacDonald Marina which houses 79 trailer home plus 770 boat docks and boathouses. One more home is approximately 0.1% of these temporary homes that are adjacent to the property. Combined with all the other residences in Turkey Point it would be well under 0.1%.

82 Clubhouse is on high elevation as the current home is one of the few homes in Turkey Point that has a basement and any new development on the severed lot would be built on similar higher elevation. There are many areas for overflow such as an exceptionally large pond on the severed lot and drainage ditches that surround both properties. Therefore, this location both the severed and retained lot would be considered a safe location in the resort area and does not necessarily require safe access during a storm.

Existing On-Site Sewage System

Evaluation Form



Norfolk County Building Department
Community Development Division
185 Robinson Street, Suite 200 Simcoe, Ontario, N3Y 5L6
norfolkcounty.ca



Evaluation of On-Site Sewage Systems

INSTRUCTIONS

1. Please complete the following form by checking appropriate lines and filling in blanks.
2. This Evaluation Form must be completed by a "Qualified" person engaged in the business of constructing on site, installing, repairing, servicing, cleaning or emptying sewage systems.
3. If sewage system malfunctions are found during an evaluation (surfacing or discharge of improperly treated sewage effluent) which indicate a possible health hazard or nuisance, orders may be issued for correction.
4. Evaluations should be scheduled accordingly so as not to delay the application process.
5. Completed Forms MUST be submitted as part of a "complete" Planning Application. Failure to meet this date may cause the application to be deferred.
6. Evaluation Forms will become part of the property records of Norfolk County Building Department.
7. No On-Site Sewage System Evaluation will be conducted where:
 - a. snow depth exceeds two (2) inches, or
 - b. grass and brush exceeds twelve (12) inches
8. The comments that are given as a result of this evaluation are rendered without complete knowledge or observation of some of the individual components of the sewage system and applies only to the date and time the evaluation is conducted.

Collection of Personal Information.

Personal information submitted in this form is collected under the authority with the Municipal Freedom of Information and Protection Act, or for the purpose stated on the specific form being submitted. The information will be used by the Building Department administration for its intended submitted purpose.

Questions about the collection of personal information through this form may be directed to:

Norfolk County's Chief Building Official,
185 Robinson Street, Simcoe, ON N3Y 5L6, 519-426-5870 ext. 2218,

Information and Privacy Coordinator,
50 Colborne Street South, Simcoe ON N3Y 4H3, 519-426-5870 ext. 1261,

Community Development Division- Building Department

185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 • 519-426-5870 Ext. 6016

Overall System Rating

- ☐ System working properly / no work required.
- ☐ System functioning / Maintenance required.
- ☐ System functioning / Minor repairs required
- ☐ System failure / Replacement required.

Additional Comments:

Note: Any repair or replacement of an on-site sewage system requires a building permit.

Contact the Norfolk County Building Department at (519) 426-5870 ext. 6016 for more information.

Verification

Owner:

The owner is responsible for having a site evaluation conducted of the above mentioned property. Neither the evaluation nor the approval thereof shall exempt the owner(s) from complying with the Ontario Building Code or any other applicable law.

I, Janice Freeman (the owner of the subject property) hereby authorize the above mentioned evaluator to act on my behalf with respects to all matters pertaining to the existing onsite sewage system evaluation.

Owners Signature:

Date: 06 12 23

Evaluator:

I, MIKE YROOM declare that this site evaluation is accurate as of the date of inspection. No determination of future performance can be made due to unknown conditions, future water usage over the life of the system, abuse of the system and/or inadequate maintenance, all of which can affect the life of the system. This evaluation does not grant or imply any guarantee or warranty of the future performance of the sewage system. The undersigned takes no responsibility for the accuracy of existing or proposed property lines, whether measured or implied.

Evaluator Signature:

Date: Nov 2/2023 

Building Department Review

Comments:

Building Inspectors Name:

Building Inspector Signature:

Date:

Property Information	
Municipal Address	82 Clubhouse Rd.
Assessment Roll Number	493-100-01100-0000.
Date of Evaluation	June 12, 2023

Evaluators Information	
Evaluators Name:	MIKE VROOM
Company Name:	VROOM Fx
Address:	600 BLUELINE Rd SIMCOE N3Y 4K2
Phone:	519 861 0754
Email	
BCIN #	10126
Purpose of Evaluation	<input type="checkbox"/> Consent <input type="checkbox"/> Site Plan <input type="checkbox"/> Zoning <input type="checkbox"/> Building Permit Application <input checked="" type="checkbox"/> Minor Variance <input checked="" type="checkbox"/> Other SEWERAGE
Building Information	<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agricultural

Gross building area: (m²):	2300'
Number of bedrooms:	3
Number of fixture units:	21.5.
Daily Design Flow: (Litres)	1800
Is the building currently occupied?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, how long?

Site Evaluation	
Soil type, percolation time (T)	
Site slope	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Moderate <input type="checkbox"/> Steep
Soil condition:	<input type="checkbox"/> Wet <input checked="" type="checkbox"/> Dry
Surface discharge observed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Odour detected:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Weather at time of evaluation:	

System Description	
<input type="checkbox"/> Class 1 - Privy <input type="checkbox"/> Class 2- Greywater <input type="checkbox"/> Class 3 - Cesspool <input checked="" type="checkbox"/> Class 4 - Leaching Bed) <input type="checkbox"/> Class 5 - Holding Tank	

Type of leaching bed. Class 4 –Leaching Bed only – Complete & attach Worksheet E		
<input type="checkbox"/> A. Absorption Trench	<input checked="" type="checkbox"/> B. Filter Bed	<input type="checkbox"/> C. Shallow Buried Trench
<input type="checkbox"/> D. Advance Treatment System	<input type="checkbox"/> E. Type A Dispersal Bed	<input type="checkbox"/> F. Type B Dispersal Bed

Existing Tank Size (litres):		
<input checked="" type="checkbox"/> Pre-cast Concrete	<input type="checkbox"/> Plastic	<input type="checkbox"/> Fibreglass
<input type="checkbox"/> Wood	<input type="checkbox"/> Other (specify):	Pump: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> In ground system	<input type="checkbox"/> Raised Bed system Height raised above original grade (metres)	

Setbacks (metres)	Tank		Distribution Pipe	
Distance to buildings & structures	(6') 1.829m		4.3m	
Distance to bodies of water	100' 30.48m		30.5m	
Distance to nearest well	N.A.			
Distance to proposed property lines	Front: 17.3m Rear: 30m	Left: 18.5m Right: 11.5m	Front: 17.3m Rear: 30m	Left: 18.5m Right: 11.5m

X

Worksheet C: Other occupancies types

Camp for the Housing of Workers	Number of Employees	(Q) Litres	Total
Note: building size, number of bedrooms and fixture count are not required for a Camp for the Housing of Workers		250	
Daily Design Flow (Q)			

Other Occupancy Daily Design Flow Calculation (Q)

To calculate the daily design flow for occupancies, please refer to Ontario Building Code Division B – Part 8 Table 8.2.1.3.B

Establishment	Operator Example: number of seats, per floor area, number of employees/students	Volume Litres	Total
Daily Design Flow (Q)			

Work Sheet D: Septic Tank Size

Minimum septic tank size permitted by the Ontario Building Code is 3600 litres.

Minimum holding tank size permitted by the Ontario Building Code is 9000 litres.

Occupancy type	Daily Design Flow (Q)	Minimum tank size (L)
Residential Occupancy house, apartment, camp for housing of workers	<i>House 1400</i>	$\times 2 = 3600$
All Other Occupancies		$\times 3 =$
Holding Tank		$\times 7 =$

Worksheet A: Dwellings - Daily Design Flow Calculations (Q)

A) Residential Occupancy		(Q) Litres	Total
Number of Bedrooms	1 Bedroom	750	
	2 Bedrooms	1100	
	3 Bedrooms	1600	1600
	4 Bedrooms	2000	
	5 Bedrooms	2500	
Subtotal (A)			1600

B) Plus Additional Flow for:				
Note: Use the largest additional flow calculation to determine Daily Design Flow (Q). If none apply Subtotal (B) is zero.				
	Quantity	(Q) Litres	Total	
Either	Each bedroom over 5	500		
Or	Floor space for each 10m ² over 200m ² up to 400m ²	100		
	Floor space for each 10m ² over 400m ² up to 600m ²	75		
	Floor space for each 10m ² over 600m ²	50		
Or	Each Fixture Unit over 20 fixture Units (Total of Worksheet B - 20 = Quantity)	50	1.5	
Subtotal (B)				75
Subtotal A+B=Daily Design Flow (Q)				1675.

Worksheet B: Dwellings Fixture Unit Count

Fixtures	Units	How Many?	Total
Bath group (toilet, sink, tub or shower) with flush tank	6.0	X	2 * 2 = 12
Bathtub only(with or without shower)	1.5	X	=
Shower stall	1.5	X	=
Wash basin / Lavatory (1.5 inch trap)	1.5	X	=
Water closet (toilet) tank operated	4.0	X	1 = 4
Bidet	1.0	X	=
Dishwasher	1.0	X	1 = 1
Floor Drain (3 inch trap)	3.0	X	=
Sink (with/without garbage grinder, domestic and other small type single, double or 2 single with a common trap)	1.5	X	2 = 3
Domestic washing machine	1.5	X	1 = 1.5
Combination sink and laundry tray single or double (installed on 1.5 inch trap)	1.5	X	=
Other:			
Total Number of Fixture Units:			21.5

1. Refer to Ontario Building Code Division B Table 7.4.9.3 for a complete listing of fixture types and units.
2. Where the laundry waste is not more than 20% of the total daily design flow, it may discharge to the sewage system. OBC 8.1.3.1(2)
3. Sump pumps are not to be connected to the sewage system. Connection to sewage system may lead to a hydraulic failure of the system.

Worksheet E: Leaching Bed Calculations (Class 4)

Complete One of A, B, C, D, E, F		
□ A. Absorption Trench		
Total length of distribution pipe	Conventional $(Q \times T) \div 200 =$ _____ m Type I leaching chambers $(Q \times T) \div 200 =$ _____ m Type II leaching chambers $(Q \times T) \div 300 =$ _____ m Configured as: _____ runs of _____ m Total: _____ m	
□ B. Filter Bed		
Effective Area If $Q \leq 3000$ litres per day use $Q \div 75$ If $Q > 3000$ litres per day use $Q \div 50$ Level II-IV treatment units, use $Q \div 100$ Distribution Pipe Contact Area = $(Q \times T) \div 850$ Mantel (see Part 1)	Effective area: _____ (Q) \div _____ (75, 50, or 100) = <u>14</u> m ² Configured as: _____ m x _____ m Number of beds <u>1</u> Number of runs: _____ Spacing of runs: _____ m Contact Area: (_____ (Q) X _____ (T)) \div 850 = _____ m ²	
□ C. Shallow Buried Trench		
Percolation time (T) of soil in minutes:	Length of distribution pipe (metres)	$(L) =$ _____ (Q) \div _____ (75, 50, 30) = _____ m Configured as: _____ runs of _____ m Total: _____ m
$1 < T \leq 20$	$Q \div 75$ metres	
$20 < T \leq 50$	$Q \div 50$ metres	
$50 < T < 125$	$Q \div 30$ metres	
□ D. Advance Treatment System		
Provide description of system.		
□ E. Type A Dispersal Bed		
Stone Layer If $Q \leq 3000$ litres per day, use $Q \div 75$ If $Q > 3000$ litres per day, use $Q \div 50$ Sand Layer $1 < T \leq 15$ use $(Q \times T) \div 850$ $T > 15$ use $(Q \times T) \div 400$	Stone Layer = _____ (Q) \div _____ (75 or 50) = _____ m ² Sand Layer = (_____ (Q) x _____ (T)) \div (850 or 400) = _____ m ²	
□ F. Type B Dispersal Bed		
Area = $(Q \times T) \div 400$ Linear Loading Rate (LLR) $T < 24$ minutes, use 50 L/min If $T \geq 24$ minutes, use 40 L/min Distribution Pipe	Area = (_____ (Q) x _____ (T)) \div 400 = _____ m ² Pump chamber capacity = _____ L Length $(Q \div \text{LLR}) =$ _____ m Bed configuration = _____ m x _____ m = _____ m ² Number of Beds = _____ Configured as: _____ runs of _____ m Total: _____ m	

Worksheet F: Cross Sectional Drawings

Subsoil Investigation – Test pit 1. Soil sample to be taken at a depth of 2. Test pit to be a minimum 0.9m			
Indicate level of rock and ground water level below original grade. OVER 900 m		Original grade	Soil and subgrade investigation. Indicate soil types SAND
		0.5m	
		1.0m	
		1.5m	
	SAND		

Cross sectional drawings are required for all septic systems 1. Location of existing grade. 2. Measurements to each component, distances to water table 3. Label each septic component.																			
See attached sketch and pictures																			

Worksheet G: Septic Plot Plan

Please provide the following information on this work sheet:

1. Location of sewage system and its components (e.g. tank, leaching bed, pump chamber)
2. Location of all buildings, pools and wells on the property and neighbouring properties
3. Locate and show minimum clearances for treatment units and distribution piping of items. Ontario Building Code, Division B, Table 8.2.1.6.A. and 8.2.1.6.B.
4. Location of property lines, easements, and utility corridors.

See attached sketch.

DECEMBER 5, 2023

CLUBHOUSE ROAD

RECLINE

LOG TANK

SEPTIC BED

DRIVEWAY

HP

21.946

21.641

11.400

7.500

61.53

64.22

67.21

66.78

AREA = 3337.0 sq.m
Coverage = 5.16% (dwelling)
= 7.54% (with deck)

AREA = 3337.0 sq.m
Coverage = 5.16% (dwelling)
= 7.54% (with deck)

LOT 10, MARSHLAND^{6.14} IN^{5.96}

FRONT OF CONCESSION 'A'

AREA = 4046.9 sq.m
(1.0 acre)

CLUBHOUSE ROAD

PIN 23.94 50267

0102

13.3

q.m
ellir

7.3
SH

4.26
56'5

9.24

+

47

PIN

5026

13.6
02

13.3

g.m

7.3

4.26
56'5

JOB # 23-3913 CLIENT: FREEMAN

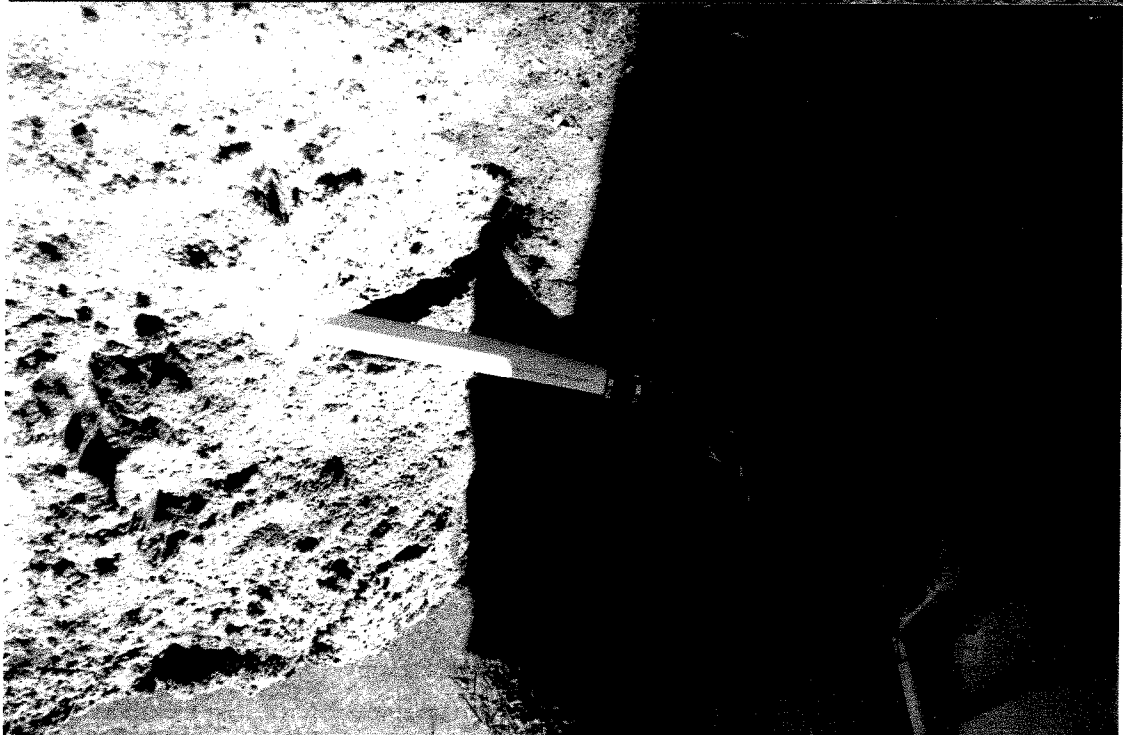
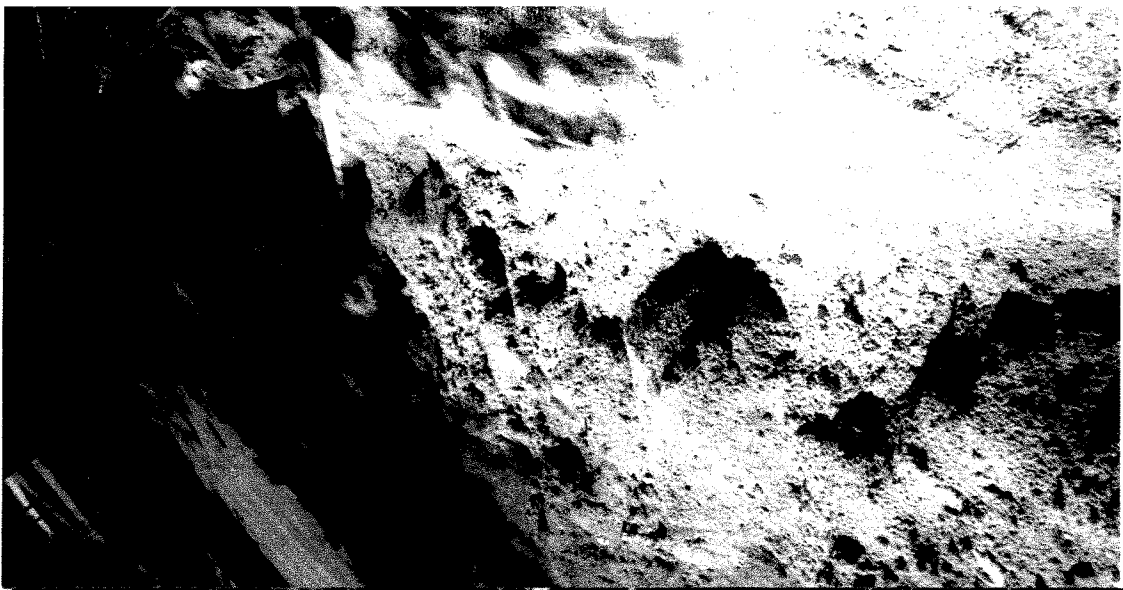




Image and Transaction Details of Cheque - # 6

Front

006
DATE 2023-01-26
JAMIE R FREEMAN
83 CLUBHOUSE RD
TURNKEY POINT ON NOB 110
TEL 1519 909-8864
LPRCA
ORDER OF
PAY TO THE
FIVE hundred and twelve
\$ 514.15
100 DOLLARS
ROYAL BANK OF CANADA
SINCOE BRANCH
55 NORFOLK ST S
SINCOE ON MAY 2ND
RBC
MEMO
006 0055 2 003 202 181 9

[Back](#)

[illegible]

Transaction Details

Date _____

6 # - cheque

Description

\$514.15

Amount

JAMIE R FREEMAN
82 CLUBHOUSE RD
TURKEY POINT ON NOE 1T0
TEL: (519) 909-9864

004

DATE 2023-01-26
Y Y Y Y M M D D

PAY TO THE ORDER OF Norfolk County

Four thousand and eight hundred \$ 4,800.00



ROYAL BANK OF CANADA
SIMCOE BRANCH
55 NORFOLK ST S
SIMCOE ON N3Y 2W1

100 DOLLARS Security feature included. Details on back.

MEMO

[Handwritten signature]

⑈004⑈ ⑆04662⑈003⑆702⑈181⑈9⑈

Printer ID# 1021

*Feb 2
Simcoe
MV
82 Clubhouse
Turkey Point*

Endorsement - Signature or Stamp

BACK/VERSO

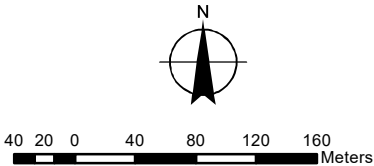


Legend

-  Subject Lands
-  Lands Owned

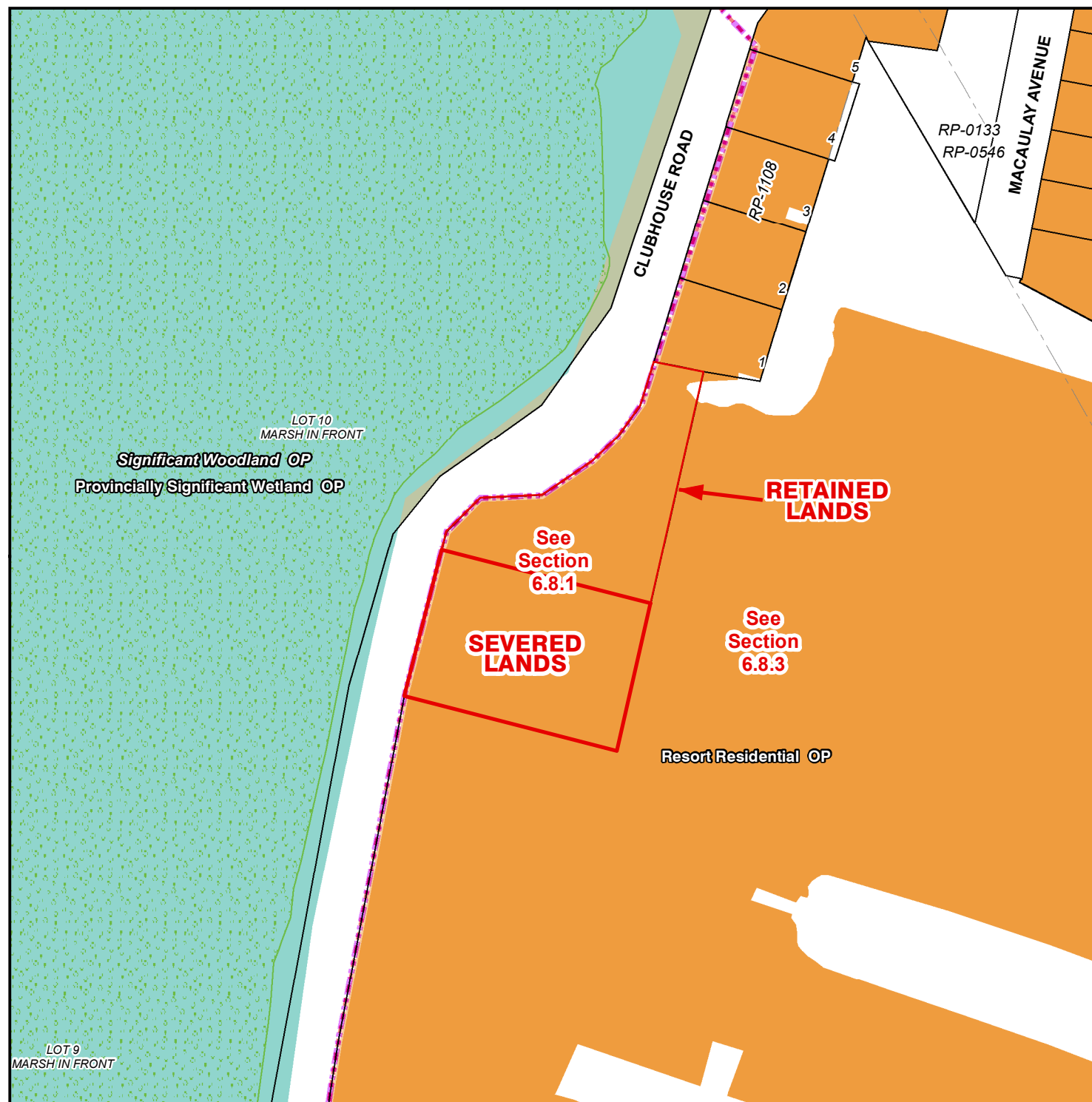
2020 Air Photo

3/8/2024



Geographic Township of CHARLOTTEVILLE







ANPL2024017



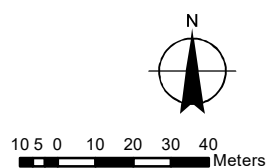
Legend

- ☐ Subject Lands
- ☐ Lands Owned

Official Plan Designations

-  Hazard Lands
-  Provincially Significant Wetland
-  Resort Residential
-  Special Policy Area
-  Resort Area Boundary
-  Significant Woodland

3/8/2024

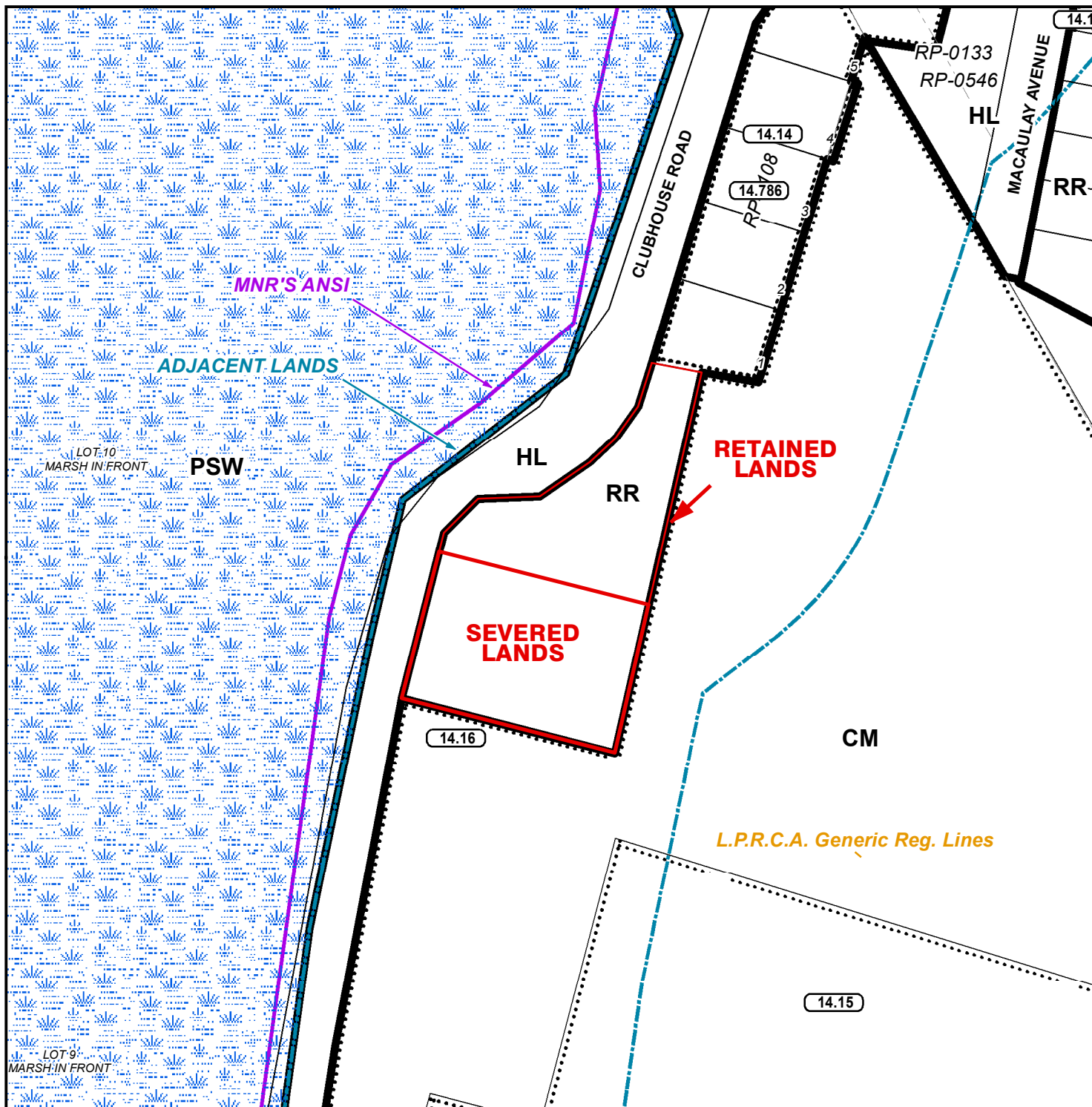


MAP C

ZONING BY-LAW MAP

Geographic Township of CHARLOTTEVILLE

BNPL2024016
ANPL2024017



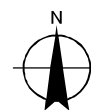
LEGEND

- Subject Lands
- Lands Owned
- Adjacent Lands
- Wetland
- MNR ANSI
- LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

3/8/2024

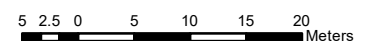
- (H) - Holding
- CM - Marine Commercial Zone
- HL - Hazard Land Zone
- PSW - Provincially Significant Wetland Zone
- RR - Resort Residential Zone



10 5 0 10 20 30 40
Meters

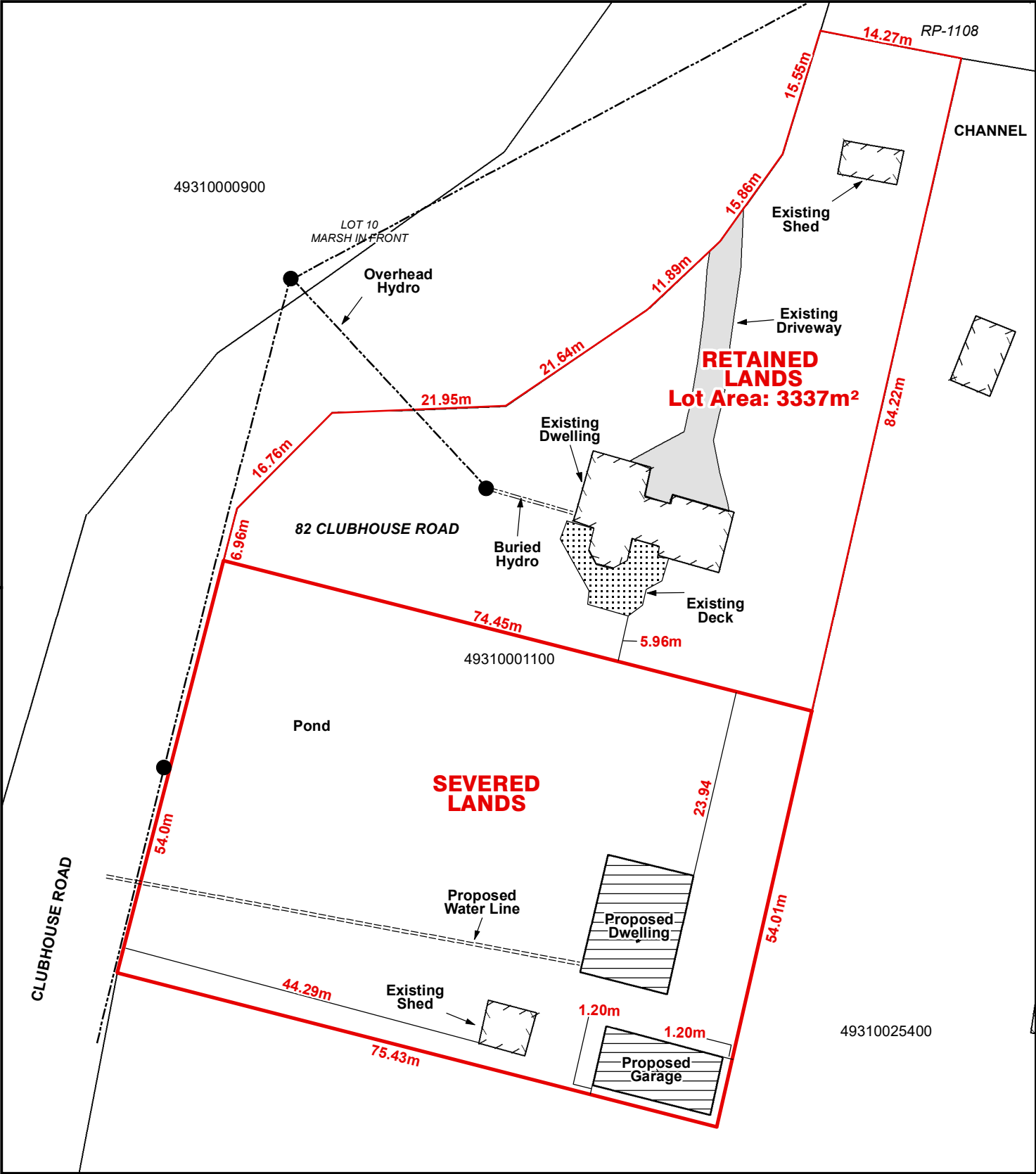
Geographic Township of CHARLOTTEVILLE

ANPL2024017



LOCATION OF LANDS AFFECTED
CONCEPTUAL PLAN
Geographic Township of CHARLOTTEVILLE

BNPL2024016
ANPL2024017



Legend

- Subject Lands
- Lands Owned

3/8/2024