

**For Office Use Only:**

File Number

Related File Number

Pre-consultation Meeting

Application Submitted

Complete Application

BNPL 2018227  
\_\_\_\_\_  
\_\_\_\_\_  
Sept 24/18  
Sept 24/18

Application Fee

Conservation Authority Fee

OSSD Form Provided

Planner

Public Notice Sign

\$30601  
\$474.00  
Sept 24/18  
Alisha

**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:** 491007140000000**A. Applicant Information****Name of Owner**

John Charles Addison Jr. and Nicole Addison

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

733 Norfolk County Rd. 19W

Town and Postal Code

Vanessa, ON N0E 1V0

Phone Number

519-427-8886

Cell Number

Email

**Name of Applicant**

Same as above

Address

Town and Postal Code

Phone Number

Cell Number

Email

**Name of Agent** David Roe, Civic Planning Solutions Inc.  
**Address** 599 Larch Street  
**Town and Postal Code** Delhi, ON N4B 3A7  
**Phone Number** 519-582-1174  
**Cell Number** 519-983-8154  
**Email** dfrfez@me.com

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

☐ Owner ☐ Agent ☒ Applicant

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

## B. Location, Legal Description and Property Information

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

Windham, Concession 3, Lot 17

Municipal Civic Address: 622 Windham Road 3  
 Present Official Plan Designation(s): Agricultural  
 Present Zoning: Agricultural A Zone

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:

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, height, etc. on your attached sketch which must be included with your application:

House, garage, mobile home, greenhouse and barn, barn and bulk kilns

5. If an addition to an existing building is being proposed, please explain what will it be used for (e.g. bedroom, kitchen, bathroom, etc.). 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, height, etc. on your attached sketch which must be included with your application:

nothing proposed

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:

9. Existing use of abutting properties:  
Agricultural and residential

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.

#### 1. Site Information

#### Existing

#### Proposed

Please indicate unit of measurement, i.e. m, m<sup>2</sup> or %, etc.

Lot frontage	530m	
Lot depth	1338m	
Lot width	600m	
Lot area	131ac	
Lot coverage		
Front yard		
Rear yard		
Left Interior side yard		
Right Interior side yard		
Exterior side yard (corner lot)		

2. Please outline the relief requested (assistance is available):

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

4. Description of land intended to be severed in metric units:

Frontage:	77.8m
Depth:	52.3m
Width:	71.6m
Lot Area:	3830m <sup>2</sup>
Present Use:	Agricultural
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: 353m + 104m  
Depth: 1338m  
Width: 600m  
Lot Area: 131ac  
Present Use: Agricultural  
Proposed Use: Agricultural

5. Description of proposed right-of-way/easement in metric units:

Frontage: \_\_\_\_\_  
Depth: \_\_\_\_\_  
Width: \_\_\_\_\_  
Area: \_\_\_\_\_  
Proposed use: \_\_\_\_\_

6. List all properties in Norfolk County, which are owned and farmed by the applicant and involved in the farm operation:

Owners Name: Addison, John Charles Jr and Nicole Addison  
Roll Number: 491007140000000  
Total Acreage: 131.1ac  
Workable Acreage: 121ac  
Existing Farm Type: (i.e., corn, orchard etc) Tobacco, rye  
Dwelling Present?: ☒ Yes ☐ No If yes, year dwelling built \_\_\_\_\_

Owners Name: Addison, John Charles Jr. and Nicole Addison  
Roll Number: 491007120000000  
Total Acreage: 100ac

Workable Acreage: 75ac

Existing Farm Type: (i.e., corn, orchard etc) Tobacco, rye, ginseng

Dwelling Present?: ☒ Yes ☐ No If yes, year dwelling built \_\_\_\_\_

Owners Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Workable Acreage: \_\_\_\_\_

Existing Farm Type: (i.e., corn, orchard etc) \_\_\_\_\_

Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built \_\_\_\_\_

Owners Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Workable Acreage: \_\_\_\_\_

Existing Farm Type: (i.e., corn, orchard etc) \_\_\_\_\_

Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built \_\_\_\_\_

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

#### **D. 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 (example: gas station, petroleum storage, etc.):

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:  
Knowledge of owner

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. 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:

No change in landuse proposed

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 change in landuse proposed

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:

No change in landuse proposed

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

4. 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 \_\_\_\_\_

**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 \_\_\_\_\_

**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 \_\_\_\_\_

**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. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

- |   |  |
|---|--|
| <input type="radio"/> Municipal piped water       | <input type="radio"/> Communal wells         |
| <input checked="" type="radio"/> Individual wells | <input type="radio"/> Other (describe below) |
- 

Sewage Treatment

- |   |  |
|---|--|
| <input type="radio"/> Municipal sewers                    | <input type="radio"/> Communal system        |
| <input checked="" type="radio"/> Septic tank and tile bed | <input type="radio"/> Other (describe below) |
- 

Storm Drainage

- |  |   |
|--|---|
| <input type="radio"/> Storm sewers           | <input checked="" type="radio"/> Open ditches |
| <input type="radio"/> Other (describe below) | <input type="radio"/>                         |
- 

2. Existing or proposed access to subject lands:

- |   |  |
|---|--|
| <input checked="" type="radio"/> Municipal road | <input type="radio"/> Provincial highway     |
| <input type="radio"/> Unopened road             | <input type="radio"/> Other (describe below) |

Name of road/street:

Windham Road 3

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## G. Other Information

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

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

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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.



## **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. Names of adjacent streets
8. 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:

- ☐ Zoning Deficiency Form
- ☐ On-Site Sewage Disposal System Evaluation Form
- ☐ Environmental Impact Study
- ☐ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Schedule
- ☐ Record of Site Condition
- ☐ Agricultural Impact Assessment

Your development approval might also be dependent on Ministry of Environment and Climate Change, 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

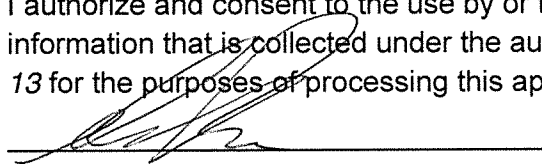
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that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

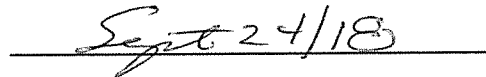
Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

### 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



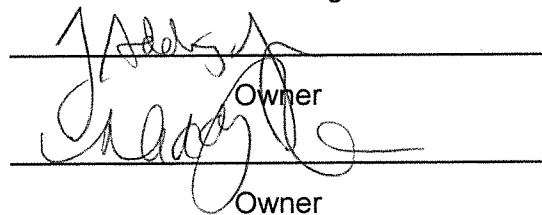
Date

## J. Owner's Authorization

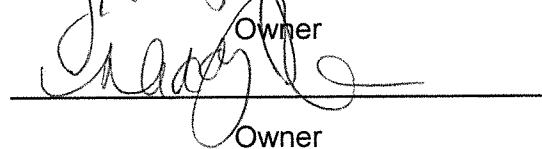
If the applicant/agent is not the registered owner of the lands that is the subject of this application, the owner must complete the authorization set out below.

I/We John Charles Jr. and Nicole Addison am/are the registered owner(s) of the lands that is the subject of this application for site plan approval.

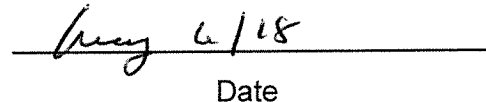
I/We authorize David Roe, Civic Planning Solutions Inc to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.



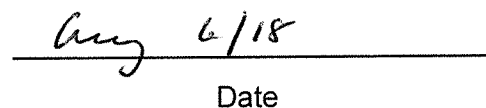
Owner



Owner



Date



Date

**K. Declaration**

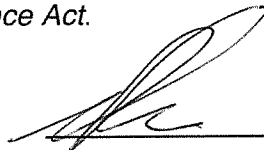
I, David Roe of Norfolk County

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:

185 Robinson St.



Owner/Applicant/Agent Signature

In Simcoe, ON

This 24<sup>th</sup> day of September

A.D., 20 18



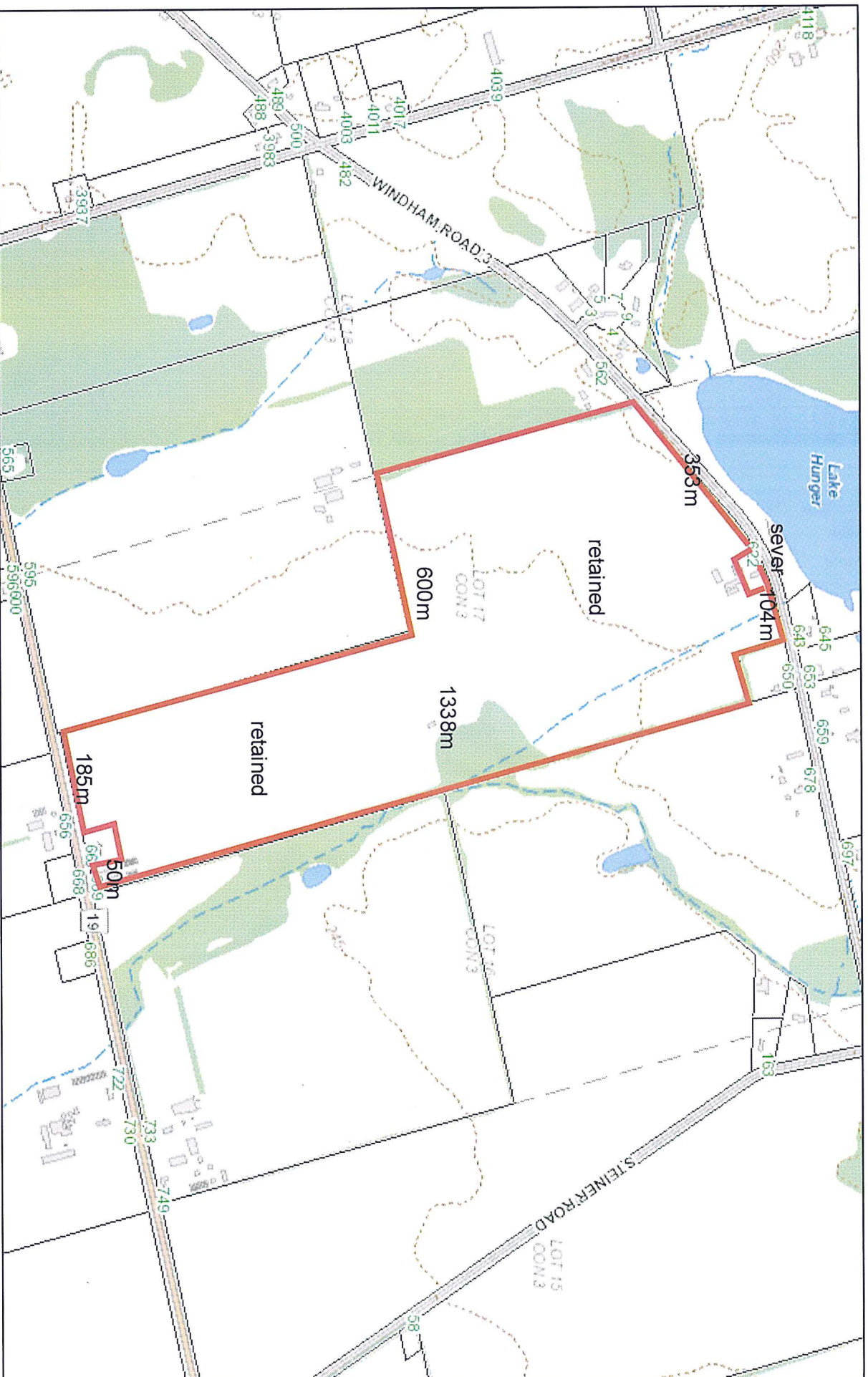
A Commissioner, etc.

ALISHA KATHLEEN CULL, a  
Commissioner, etc., Province of Ontario,  
for the Corporation of Norfolk County.  
Expires April 28, 2019.



NORFOLK COUNTY  
COMMUNITY  
PLANNING  
DEVELOPMENT AND CULTURAL SERVICES

# MAP NORFOLK - Community Web Map



7/17/2018, 10:45:33 AM

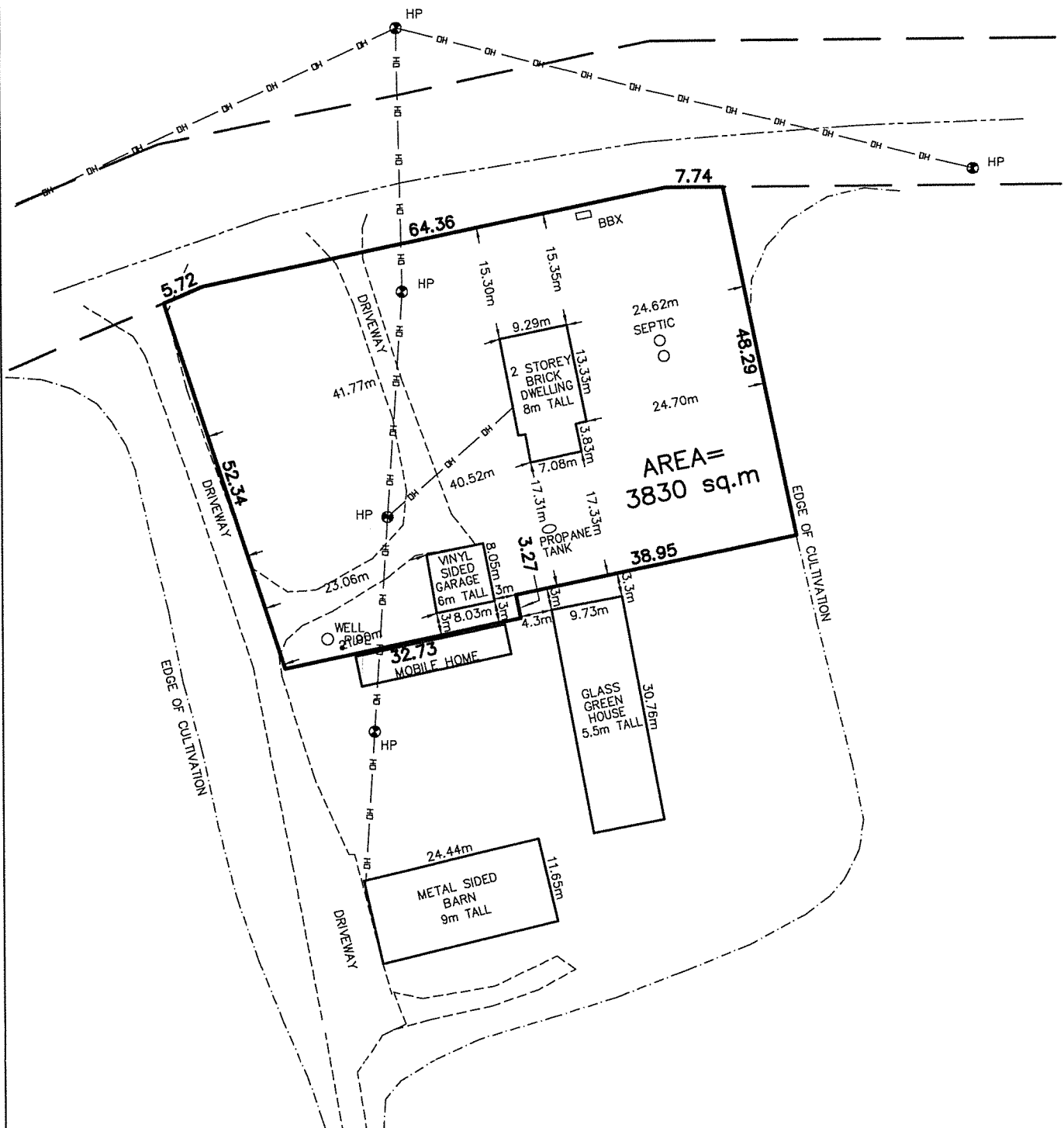
Land Parcels

Plan Lines

1:10,000  
0 0.075 0.15 0.3 mi  
0 0.125 0.25 0.5 km  
Norfolk GIS

**SKETCH FOR  
SEVERANCE APPLICATION  
OF PART OF  
LOT 17, CONCESSION 3  
IN THE GEOGRAPHIC  
TOWNSHIP OF WINDHAM  
IN  
NORFOLK COUNTY**

SCALE: 1 : 750  
JEWITT AND DIXON LTD.  
JUNE 30, 2018





Working together with our community  
to provide quality services.

# Evaluation Form for Existing On-Site Sewage Systems

Date: July 2009

<b>OFFICE USE ONLY</b>		<b>FILE No.:</b>		<b>DATE RECEIVED:</b>	
<b>PROPERTY INFORMATION</b>		Municipal Address: 622 Windham Road 3			
Owner: JC Addison			Lot: 17		Concession: 3 windham
Lot Area: 3830m <sup>2</sup>		Lot Frontage: 77.82		Assessment Roll No. 491007140000000	
<b>PURPOSE OF EVALUATION</b>		<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Minor Variance <input type="checkbox"/> Site Plan <input type="checkbox"/> Zoning <input type="checkbox"/> Other _____			
<b>BUILDING INFORMATION</b>		<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural			
Building Area:		No. of Bedrooms: 4		No. of Fixture Units: 20	
Is the building currently occupied? <input checked="" type="checkbox"/> Yes / No If No, how long?					
<b>EVALUATOR'S INFORMATION</b>		Evaluator's Name: Larry Dedrick		Company Name: Dedrick Bros. Excavating Ltd	
Address: 370 Lynedock Rd, Delhi		Postal Code: N4B 2W4		Phone: 519-582-2069	
Email: lbel@kwic.com		BCIN # 16930			
<b>SITE EVALUATION</b>		Ground Cover (trees, bushes, grass, impermeable surface): grass			Soil Type: Loam
Site Slope: <input type="checkbox"/> Flat <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Steep		Soil Conditions: <input type="checkbox"/> Wet <input checked="" type="checkbox"/> Dry		Depth of Water Table: 8 ft.	
Surface Discharge Observed: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Odour Detected: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Current Weather (at time of evaluation): Sunny	
<b>SYSTEM EVALUATION</b>		Class of System: <input type="checkbox"/> 1 (Privy) <input type="checkbox"/> 2 (Greywater) <input type="checkbox"/> 3 (Cesspool) <input checked="" type="checkbox"/> 4 (Leaching Bed) <input type="checkbox"/> 5 (Holding Tank)			
Tank: <input checked="" type="checkbox"/> Pre-cast <input type="checkbox"/> Plastic <input type="checkbox"/> Fibre Glass <input type="checkbox"/> Wood <input type="checkbox"/> Other _____		Size: 1,000 Gal.		Pump: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Distribution System: Area: <input type="checkbox"/> Trench Bed <input type="checkbox"/> Filter Medium		No. of Tile Runs: 5		Total Length of Tile: 500'	
Distance Between Tile Runs: 6'-8'					
Tile Material: <input checked="" type="checkbox"/> PVC <input type="checkbox"/> Clay <input type="checkbox"/> Other		Ends: <input checked="" type="checkbox"/> Capped <input type="checkbox"/> Joined		Cover: <input type="checkbox"/> Filter Cloth <input checked="" type="checkbox"/> Sand <input checked="" type="checkbox"/> Top Soil <input checked="" type="checkbox"/> Seeded	
<b>Setbacks:</b>		<b>Tank</b>		<b>Distribution Pipe</b>	
Distance to Buildings & Structures (ft)		15'		20'	
Distance to Bodies of Water (ft)		250, Little Lake		200'	
Distance to Nearest Well (ft)		135'		125'	
Distance to Proposed Property Lines		Front 120' Rear 47' Side 81' W Side 168' E		Front 72' Rear 2' Side 188' W Side 20' E	

**OVERALL SYSTEM RATING**

- ☒ System Working Properly / No Work Required
- ☐ System Functioning / Maintenance Required
- ☐ System Not Functioning / Minor Repair Required
- ☐ System Failure/Major Repair / Replacement Required

**Note:**

Any repair/replacement of an on site sewage system requires a building permit. Contact the Norfolk County Building Division at (519) 426-5870 for more information.

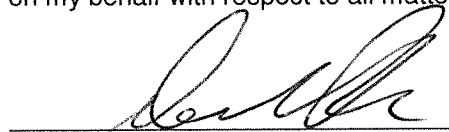
**Additional Comments:**

Septic Lines at South end are 2' From South Line

**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 in any way exempt the owner(s) from complying with the Ontario Building Code or any other applicable law.


I, JC Addison (the owner of the subject property) hereby authorize the above mentioned evaluator to act on my behalf with respect to all matters pertaining to the existing on-site sewage system evaluation.

  
Owner Signature DAVID ROE Agent

Sept 12/18  
Date

**EVALUATOR:**

1. I, Larry Dedrick 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 may adversely 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

Sept. 12, 2018  
Date

**BUILDING DIVISION COMMENTS**

Comments: \_\_\_\_\_

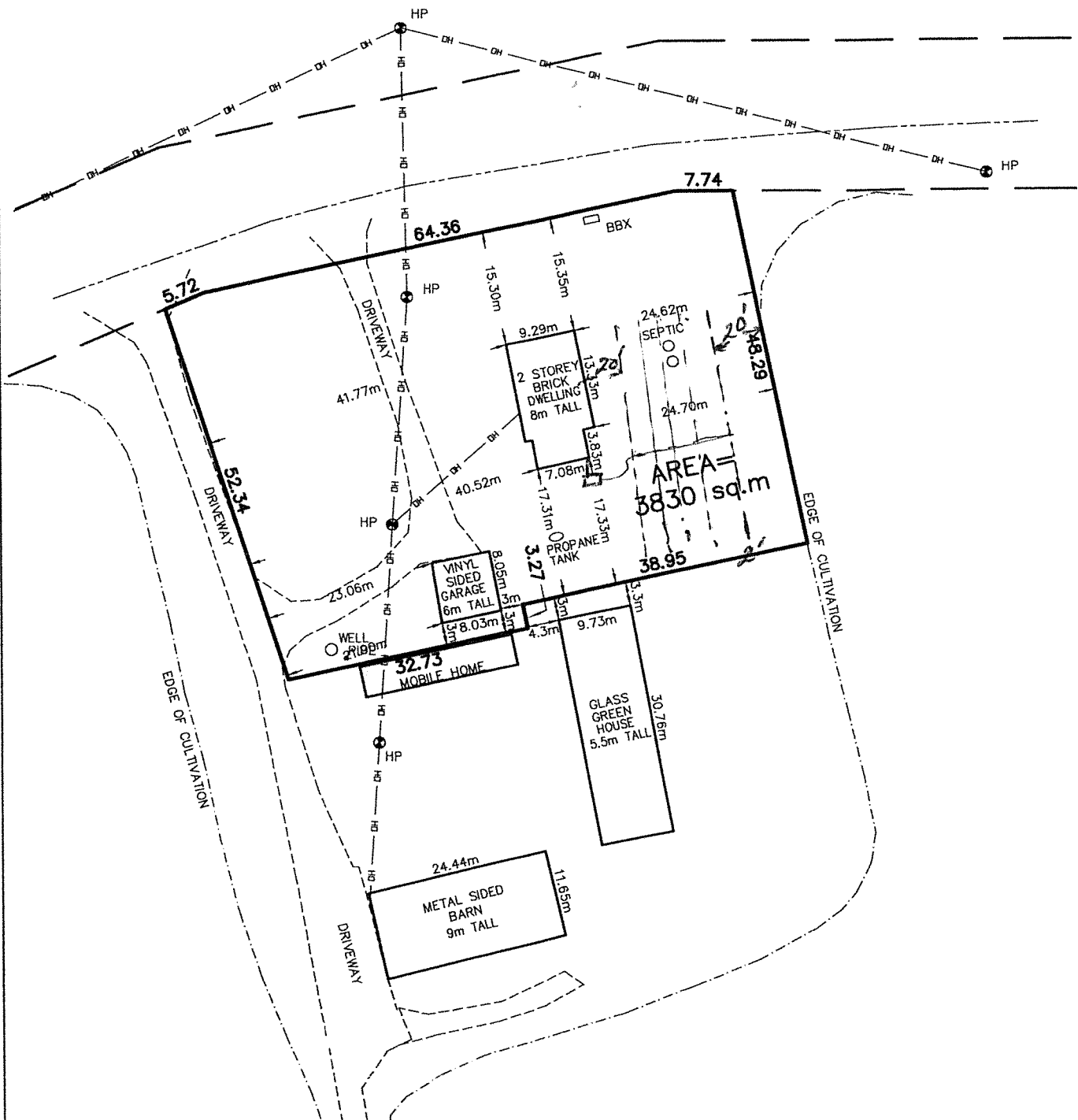
I, \_\_\_\_\_ have reviewed the information contained in this form as submitted.

\_\_\_\_\_  
Chief Building Official or designate

\_\_\_\_\_  
Date



**SKETCH FOR  
SEVERANCE APPLICATION  
OF PART OF  
LOT 17, CONCESSION 3  
IN THE GEOGRAPHIC  
TOWNSHIP OF WINDHAM  
IN  
NORFOLK COUNTY**  
SCALE: 1 : 750  
JEWITT AND DIXON LTD.  
JUNE 30, 2018





**On Site Sewage Disposal System Location Plan**

DATE: \_\_\_\_\_

APPLICATION NUMBER: \_\_\_\_\_

OWNER JC Addison

EVALUATOR \_\_\_\_\_

PROPERTY ADDRESS 622 Windham Road 3

Please provide a DIMENSIONED sketch drawing indicating EXISTING AND PROPOSED property lines, existing roads and driveways, location of all existing buildings, location of existing wells, and location of existing septic tanks and tile beds.

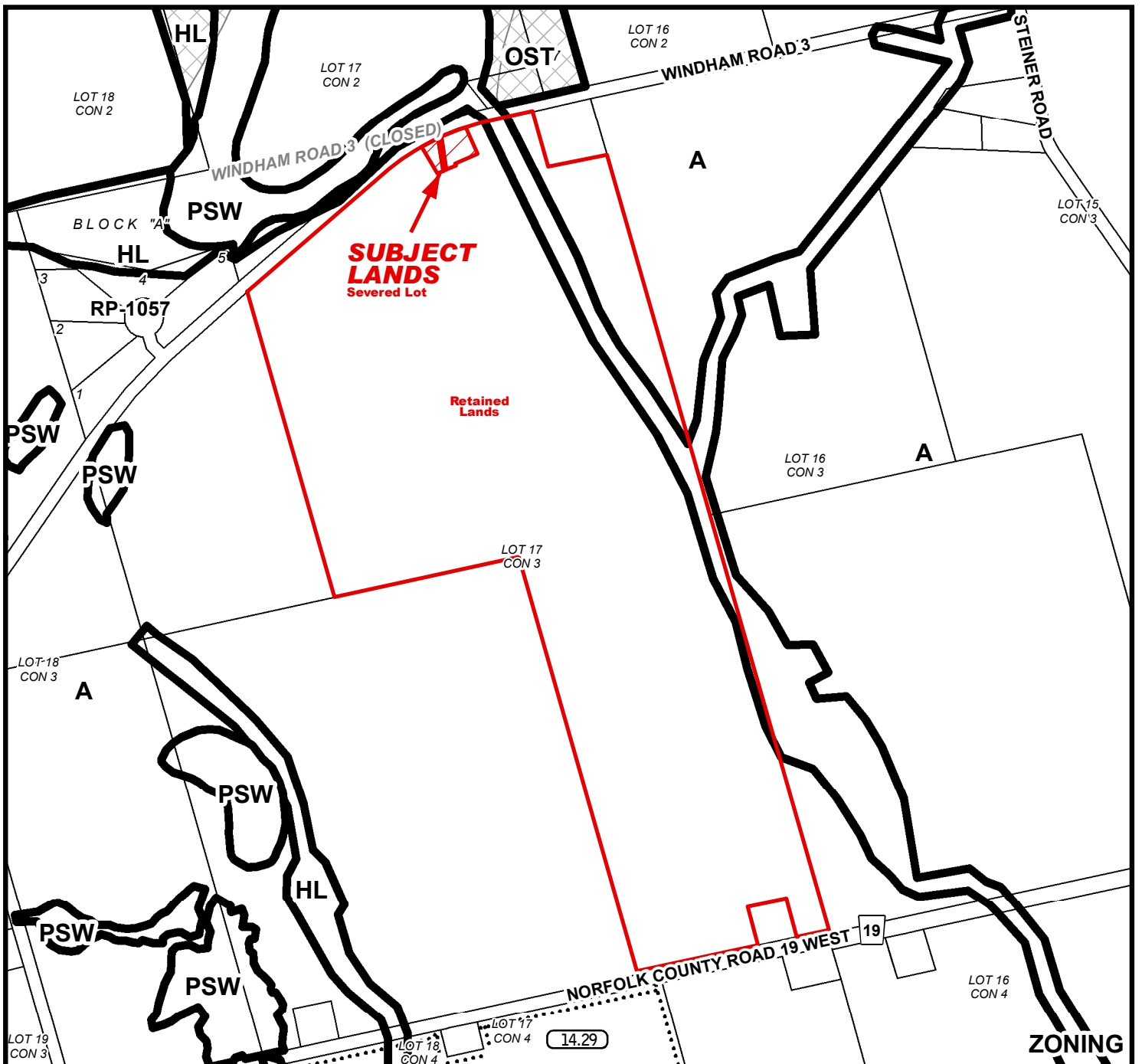
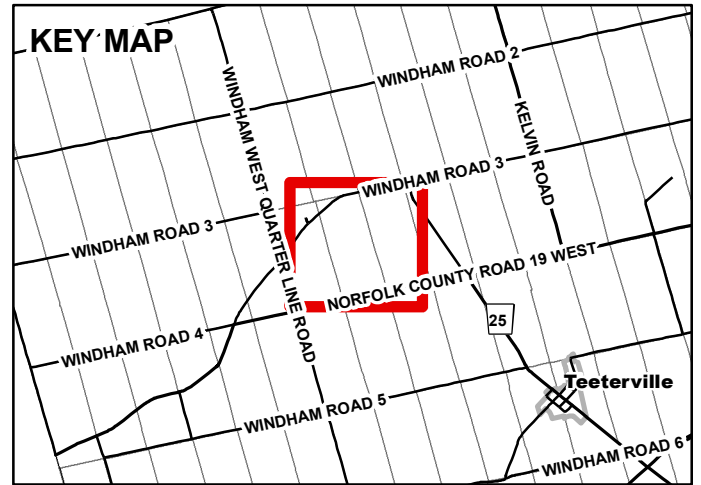
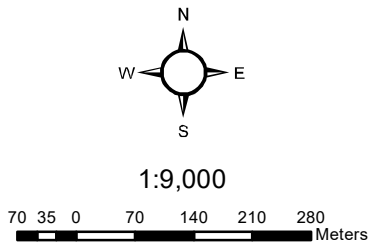
PREPARED BY: \_\_\_\_\_

NOTE: The above sketch is not to exact scale.

# MAP 1

## File Number: BNPL2018227

Geographic Township of  
**WINDHAM**

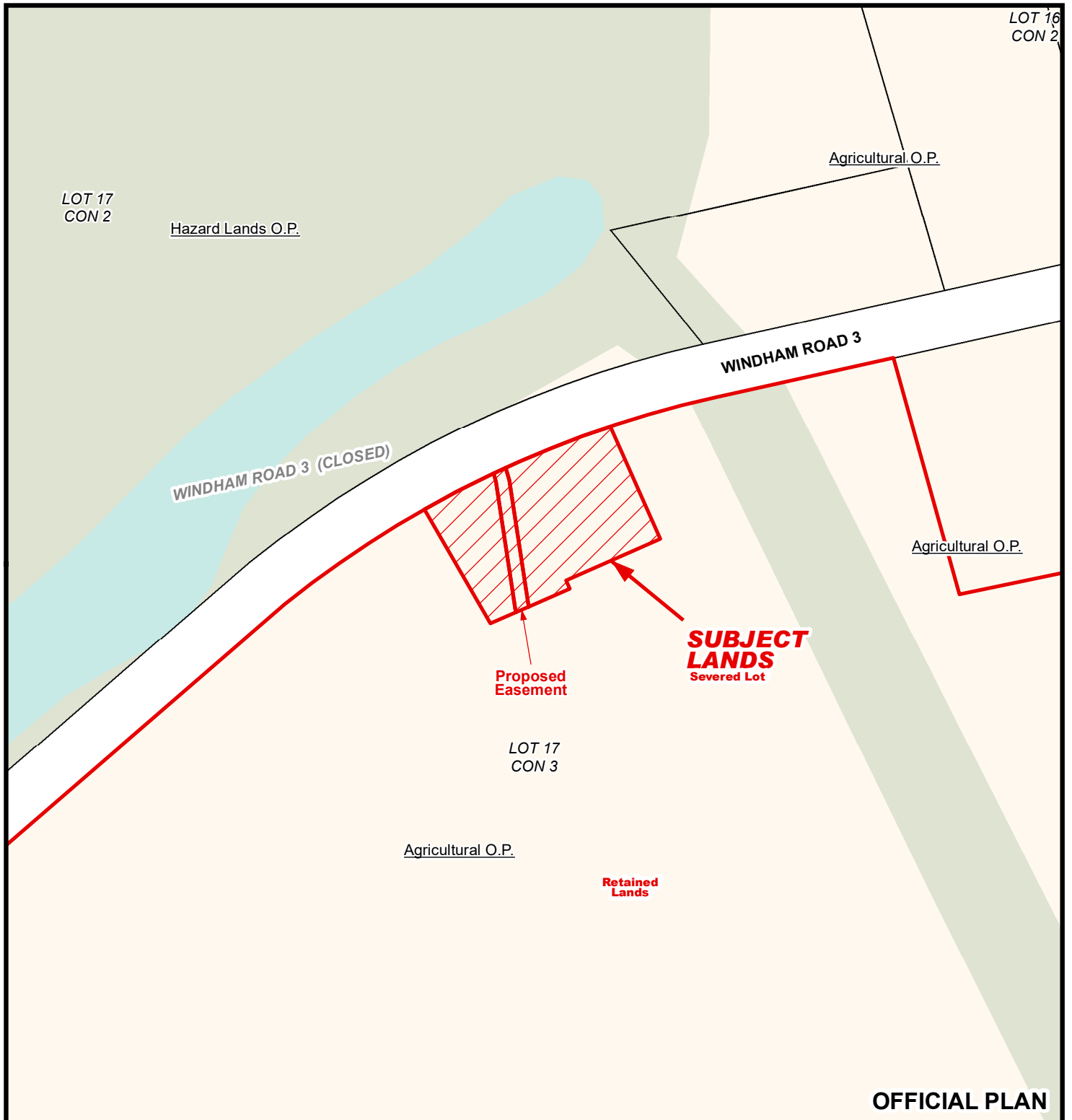
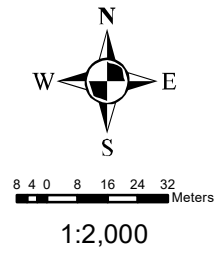


**ZONING**

# MAP 2

File Number: BNPL2018227

Geographic Township of WINDHAM



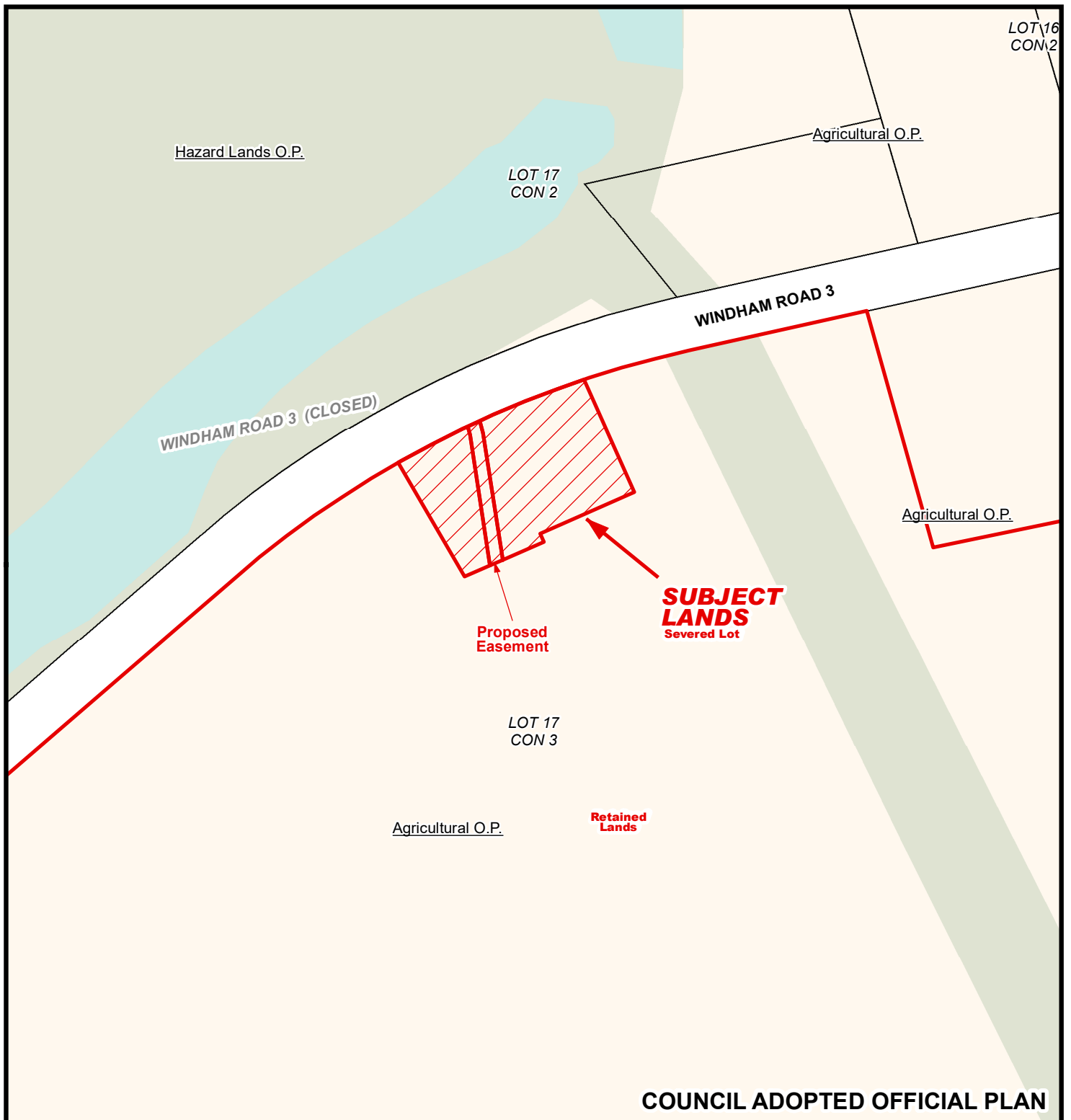
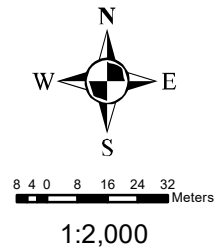
OFFICIAL PLAN

2018-09-27

# MAP 3

File Number: BNPL2018227

Geographic Township of WINDHAM

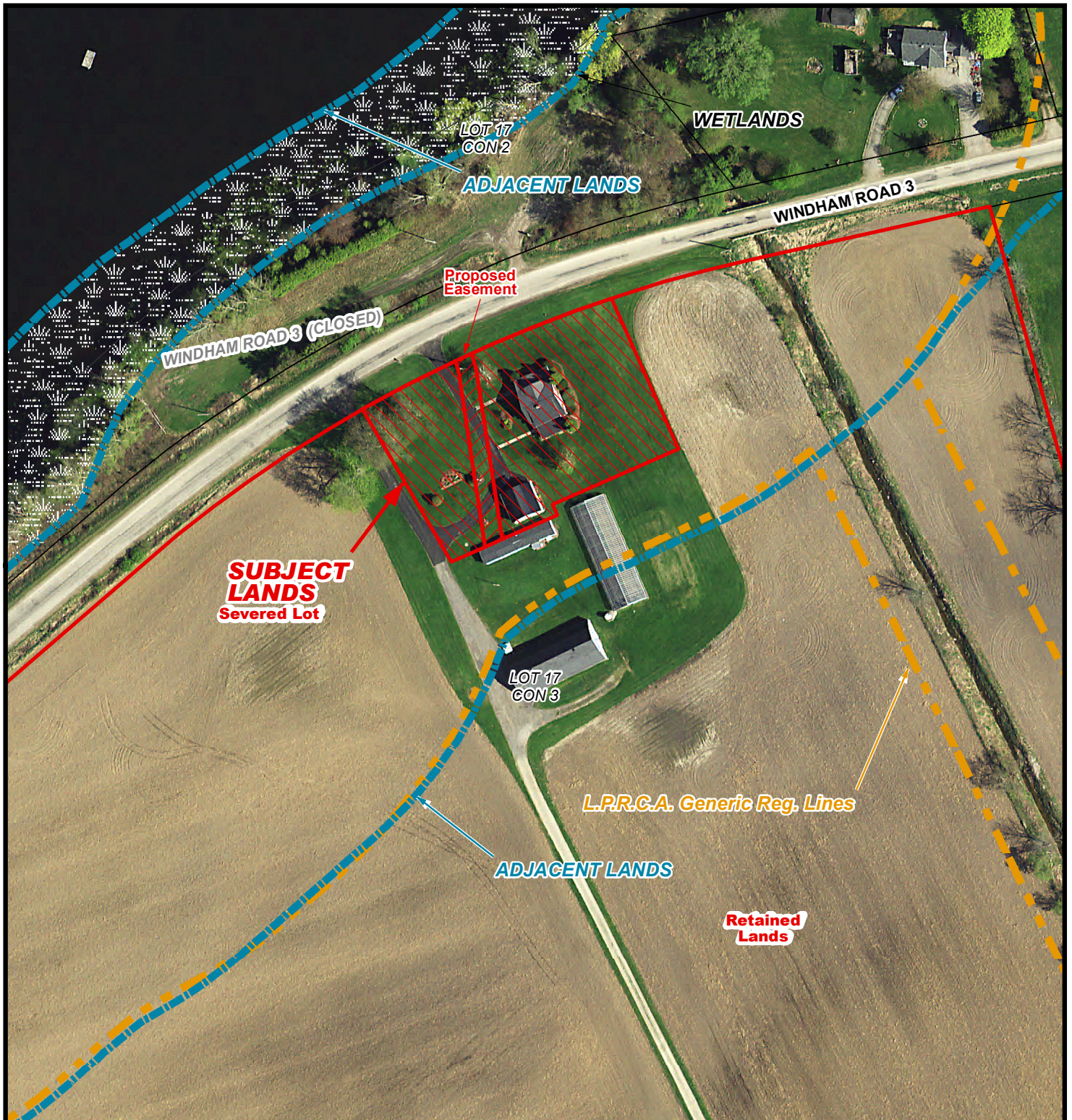
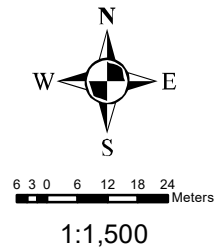




# MAP 4

File Number: BNPL2018227

Geographic Township of WINDHAM

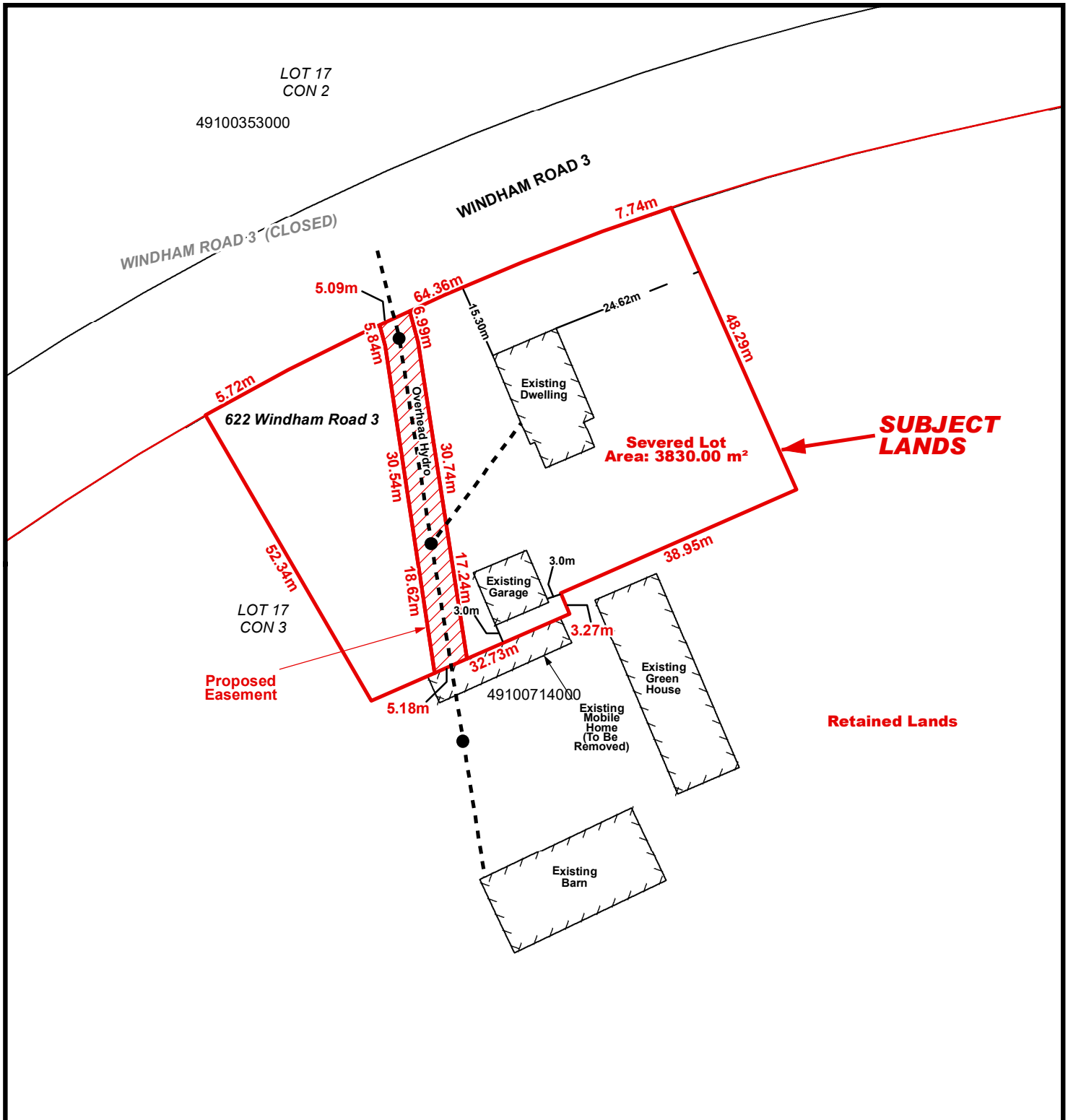
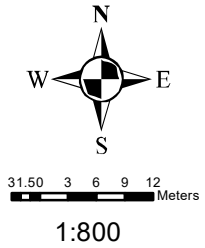




# MAP 5

File Number: BNPL2018227

Geographic Township of WINDHAM



# LOCATION OF LANDS AFFECTED

File Number: BNPL2018227

Geographic Township of WINDHAM

