

**For Office Use Only:**

File Number	_____	Application Fee	_____
Related File Number	_____	Conservation Authority Fee	_____
Pre-consultation Meeting	_____	Well & Septic Info Provided	_____
Application Submitted	_____	Planner	_____
Complete Application	_____	Public Notice Sign	_____

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**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:** \_\_\_\_\_**A. Applicant Information****Name of Owner** \_\_\_\_\_

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 \_\_\_\_\_

Town and Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Cell Number \_\_\_\_\_

Email \_\_\_\_\_

**Name of Applicant** \_\_\_\_\_

Address \_\_\_\_\_

Town and Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Cell Number \_\_\_\_\_

Email \_\_\_\_\_

**Name of Agent**

Address

Town and Postal Code

Phone Number

Cell Number

Email

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:

**B. Location, Legal Description and Property Information**

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

Municipal Civic Address:

Present Official Plan Designation(s):

Present Zoning:

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

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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.

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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:

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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:

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

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9. Existing use of abutting properties:

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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:

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### 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					
Lot depth					
Lot width					
Lot area					
Lot coverage					
Front yard					
Rear yard					
Height					
Left Interior side yard					
Right Interior side yard					
Exterior side yard (corner lot)					
Parking Spaces (number)					
Aisle width					
Stall size					
Loading Spaces					
Other					



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

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

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Width: \_\_\_\_\_

Lot Area: \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

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: \_\_\_\_\_

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Description of land intended to be retained in metric units:

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Width: \_\_\_\_\_

Lot Area: \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Buildings on retained land: \_\_\_\_\_

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

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Width: 61.76m (irregular - see site plan drawing)  
Area: 732.2sqm  
Proposed Use: Easement for hydro lines

**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: John + Nadia Lennox  
Roll Number: 331033702020000000  
Total Acreage: 1389 Lynn valley Rd (175 acres)  
Workable Acreage: +/- 130 acres  
Existing Farm Type: (for example: corn, orchard, livestock) crops  
Dwelling Present?: ☒ Yes ☐ No If yes, year dwelling built unknown  
Date of Land Purchase: 2017

Owners Name: John + Nadia Lennox  
Roll Number: 33702028400  
Total Acreage: 649 East Quarter Line (48 acres)  
Workable Acreage: +/- 40 acres  
Existing Farm Type: (for example: corn, orchard, livestock) crops  
Dwelling Present?: ☒ Yes ☐ No If yes, year dwelling built unknown  
Date of Land Purchase: 2010

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:

\_\_\_\_\_  
\_\_\_\_\_

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:

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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:

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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:

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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 \_\_\_\_\_

**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. All Applications: Servicing and Access

1. Indicate what services are available or proposed:

### Water Supply

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

### Sewage Treatment

- |                                                                         |                                                 |
|-------------------------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Municipal sewers                               | <input type="checkbox"/> Communal system        |
| <input type="checkbox"/> Septic tank and tile bed in good working order | <input type="checkbox"/> Other (describe below) |
- 

### Storm Drainage

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

2. Existing or proposed access to subject lands:

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

Name of road/street:

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## 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?

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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.

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## **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.

X \_\_\_\_\_  
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.

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

I/We authorize LandPro Planning Solutions Inc. c/o Michael Sullivan 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.

X \_\_\_\_\_  
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, Mitchell Baker of Waterloo, 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:

NORFOLK COUNTY

M Baker

Owner/Applicant/Agent Signature

In Simcoe, ONT

This 29<sup>th</sup> day of JUNE 2022

A.D., 20

Sherry Ann Mott, a  
Commissioner, etc., Province of Ontario,  
for the Corporation of Norfolk County.  
Expires January 5, 2023.

[Signature]  
A Commissioner, etc.

JOHN A LENNOX  
649 EAST QUARTER LINE, RR 1  
PORT DOVER, ONTARIO N0A1N1

935

DATE 2022-06-28

Y Y Y Y M M D D

PAY TO THE  
ORDER OF

Norfolk County

\$ 568.00

100 DOLLARS

THE BANK OF NOVA SCOTIA  
www.scotiabank.com  
1-800-4-SCOTIA  
407 MAIN STREET  
PORT DOVER, ONTARIO N0A 1N0

90852

MEMO

re 1569 Conc 5 Subdiv Norfolk  
J. Spencer

⑈935⑈ ⑆90852⑈002⑈ 01084⑈21⑈

JOHN A LENNOX  
649 EAST QUARTER LINE, RR 1  
PORT DOVER, ONTARIO N0A1N1

936

DATE 2022-06-28

Y Y Y Y M M D D

PAY TO THE  
ORDER OF

LPRCA

\$ 514.15

100 DOLLARS

THE BANK OF NOVA SCOTIA  
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90852

MEMO

re 1569 Conc 5 Subdiv Norfolk  
J. Spencer

⑈936⑈ ⑆90852⑈002⑈ 01084⑈21⑈

JOHN LENNOX -~~(416)~~(905) 706-9603  
9<sup>30</sup> AM TUESDAY



## Instructions for Completing the Evaluation Form for Existing On-Site Sewage Systems

### General Information Applicable to Sewage Evaluations:

1. Please complete the following form by checking appropriate lines and filling out 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. Completed Forms must be returned to:

### Building Division

Simcoe Office  
185 Robinson St. Suite 200  
Simcoe, ON N3Y 2J4  
Fax: (519) 427-5901

Langton Office  
22 Albert St.  
Langton, ON N3Y 2J4  
Fax: (519) 875-4789

7. Evaluation Forms will become part of the property records of Norfolk County Building Division.
8. No On-Site Sewage System Evaluation will be conducted where:
  - snow depth exceeds two (2) inches, or
  - grass and brush exceeds twelve (12) inches
9. 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.

*Revised: March 18, 2016*



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: 1869 CONCESSION #5 (Woodhouse) SIMCOE			
Owner: JOHN LENNOX		Lot: PTL 18		Concession: WDH CONC. 5	
Lot Area:		Lot Frontage:		Assessment Roll No. 337 020 155 00 0000	
<b>PURPOSE OF EVALUATION</b>		<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Zoning <input type="checkbox"/> Minor Variance <input type="checkbox"/> Other _____ <input type="checkbox"/> Site Plan			
<b>BUILDING INFORMATION</b>		<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural			
Building Area: 3500 ft <sup>2</sup>		No. of Bedrooms: 4		No. of Fixture Units: 25	
Is the building currently occupied? Yes / No If No, how long?					
<b>EVALUATOR'S INFORMATION</b>		Evaluator's Name: ED DOVE		Company Name: STEALTH ENVIRONMENTAL INC	
Address: 1809 8TH CONCESSION ROAD - LANGTON		Postal Code: NOE 1G0		Phone: 519-426-7108	
Email: EdDove@stealthenvironmental.ca		BCIN # 38413 / 38259			
<b>SITE EVALUATION</b>		Ground Cover (trees, bushes, grass, impermeable surface): GRASS		Soil Type: Clay/Loam	
Site Slope: <input checked="" type="checkbox"/> Flat <input type="checkbox"/> Moderate <input type="checkbox"/> Steep		Soil Conditions: <input type="checkbox"/> Wet <input checked="" type="checkbox"/> Dry		Depth of Water Table: 100 ft.	
Surface Discharge Observed: Yes <input checked="" type="checkbox"/> No		Odour Detected: Yes <input checked="" type="checkbox"/> No		Current Weather (at time of evaluation): Sunny / Dry	
<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: 1500 Gal.		Pump: Yes <input checked="" type="checkbox"/> No	
Distribution System: Area: <input type="checkbox"/> Trench Bed <input type="checkbox"/> Filter Medium		No. of Tile Runs: 8		Total Length of Tile: 400 ft	
				Distance Between Tile Runs: 6 ft	
Tile Material: <input checked="" type="checkbox"/> PVC <input type="checkbox"/> Clay <input type="checkbox"/> Other		Ends: <input type="checkbox"/> Capped <input type="checkbox"/> Joined		Cover: <input type="checkbox"/> Filter Cloth <input type="checkbox"/> Sand <input type="checkbox"/> Top Soil <input type="checkbox"/> Seeded	
<b>Setbacks:</b>		<b>Tank</b>		<b>Distribution Pipe</b>	
Distance to Buildings & Structures (ft)		15 ft		25 ft	
Distance to Bodies of Water (ft)		N/A		N/A	
Distance to Nearest Well (ft)		OVER 100 ft		OVER 100 ft	
Distance to Proposed Property Lines		Front >100 ft Rear 80 ft Side 90 ft Side 170 ft		Front >100 ft Rear 30 ft Side 50 ft Side 130 ft	

**OVERALL SYSTEM RATING**

OK

- ☒ 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 SYSTEM APPEARS TO BE IN GOOD WORKING CONDITION AND IN A GOOD STATE OF REPAIR AT THE TIME OF EVALUATION.

**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, John Hennox (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

Date

**EVALUATOR:**

1. I, ED DOVE 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

Date

**BUILDING DIVISION COMMENTS**

Comments:

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

Chief Building Official or designate

Date

Revised: March 16, 2016



## On Site Sewage Disposal System Location Plan

DATE: JUNE 8/ 2022

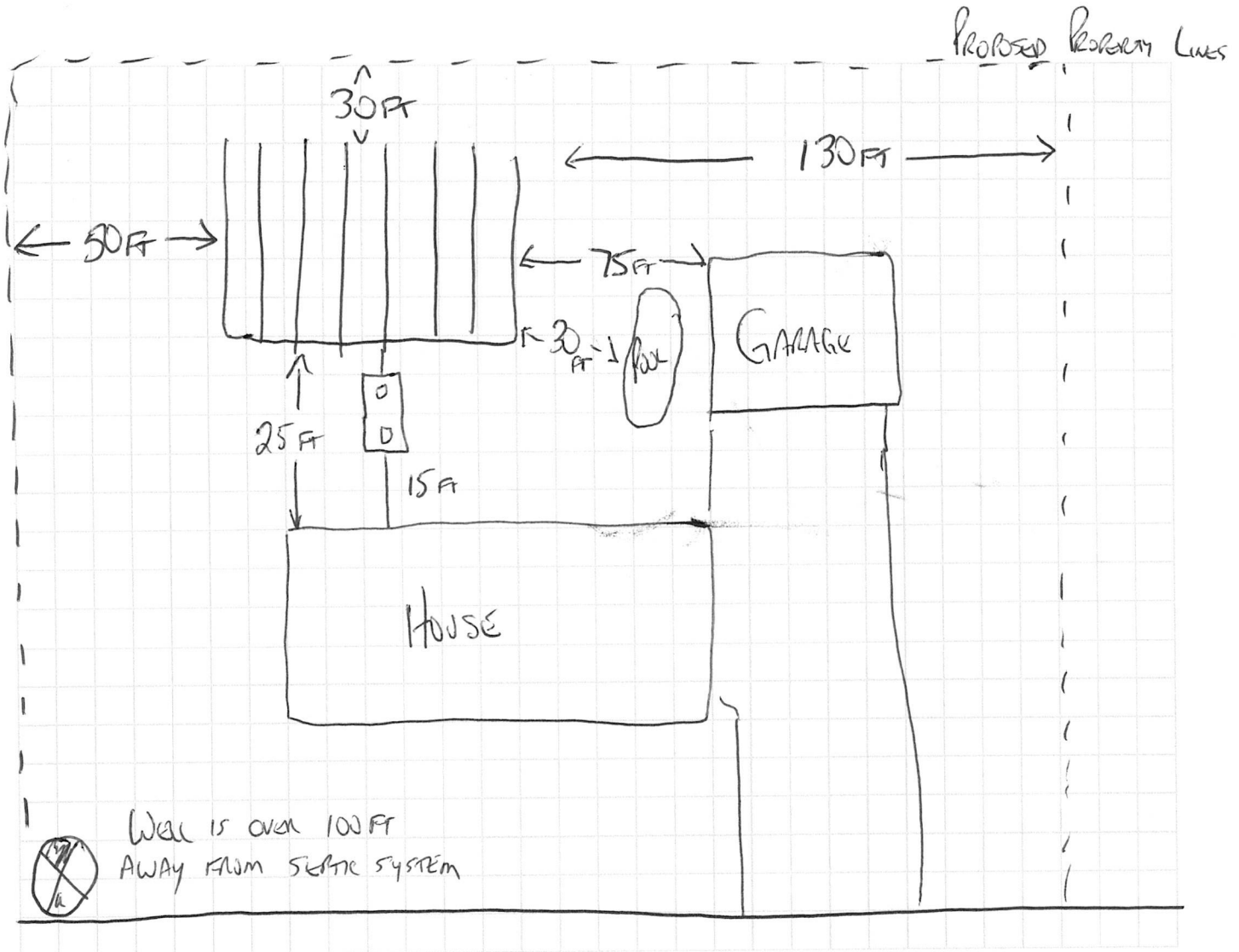
APPLICATION NUMBER: \_\_\_\_\_

OWNER JOHN LENNOX

EVALUATOR ED DOVE

PROPERTY ADDRESS 1869 CONCESSION #5 (WOODHOUSE)

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.

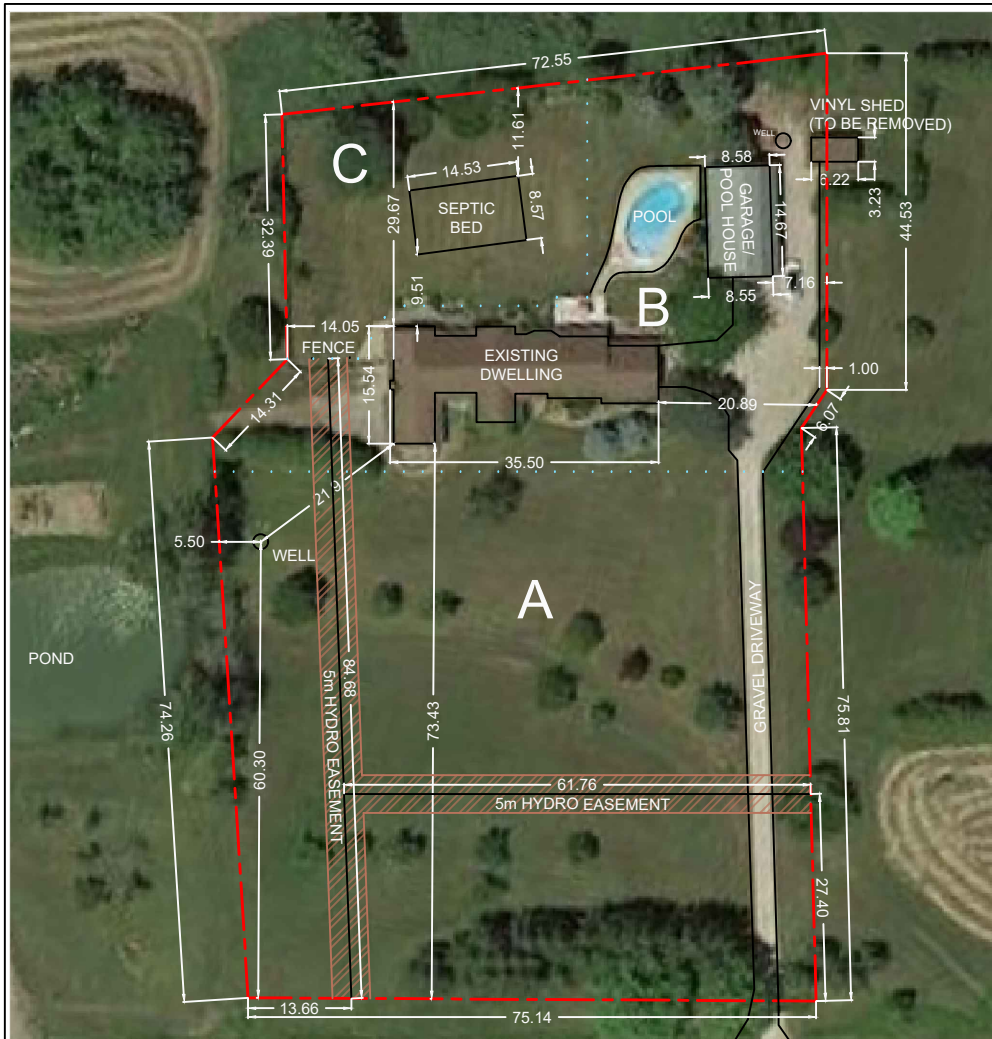


PREPARED BY: [Signature]

NOTE: The above sketch is not to exact scale.

PROPOSED PROPERTY BOUNDARIES EXCEED ALL SETBACK DISTANCES  
REQUIRED UNDER OBC. REGULATIONS

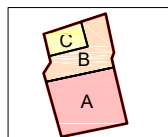




SCALE 1:1000



SCALE 1:7500



Section	Purpose	Area
A	Front Yard - Driveway, open ditch/swale, hydro easements	+/- 5331 m.sq.
B	Amenity Area - dwelling, garage/pool house, pool, driveway	+/- 2549 m.sq.
C	Servicing Area - septic tank	+/- 1200 m.sq.

#### CONCEPTUAL SITE PLAN

**1569 CONCESSION 5  
WOODHOUSE  
NORFOLK COUNTY**

WDH CON 5 PT LOT 18



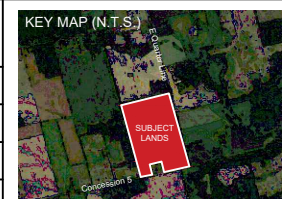
**LandPro Planning Solutions**  
110 James St. #204  
St. Catharines  
(289) 687-3730

#### PROPOSED SEVERANCE

CURRENT	
Total	29.35 ha. (72.5 acres)
PROPOSED	
Severed	0.91 ha. (2.2 acres)
Retained	28.44 ha. (70.3 acres)

#### REQUIRED AMENDMENTS

NONE
REVISIONS
REV 1 - 06/17/22 Boundary Adj.
REV 2 - 06/20/22 Adj. Dimensions
REV 3 - 06/21/22 Table Adj.



SCALE AS NOTED  
DATE: 24/05/2022

MDS I

General information

Application date Mar 28, 2022	Municipal file number	Proposed application Lot creation for a residence surplus to a farming operation (i.e. surplus dwelling severance)
Applicant contact information ⓘ ON	Location of subject lands County of Norfolk County of Norfolk WOODHOUSE Concession 5 , Lot PART LOT 18 Roll number: 331033702015500	


Calculations

974 East Quarter Line

Farm contact information ⓘ ON	Location of existing livestock facility or anaerobic digester County of Norfolk County of Norfolk WOODHOUSE Concession 5 , Lot PT LOTS 19,20 RP37R7831 PART 1 Roll number: 331033702015300	Total lot size 40.22 ac
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Livestock/manure summary

Manure Form	Type of livestock/manure	Existing maximum number	Existing maximum number (NU)	Estimated livestock barn area
Solid	Beef, Cows, including calves to weaning (all breeds), Yard/Barn	157	157 NU	7850 ft²

 **Confirm Livestock/Manure Information (974 East Quarter Line)**  
The livestock/manure information has not been confirmed with the property owner and/or farm operator.

Setback summary

Existing manure storage	V3. Solid, outside, no cover, >= 30% DM	
Design capacity	157 NU	
Potential design capacity	300 NU	
Factor A (odour potential)	0.7	Factor B (design capacity) 463.8
Factor D (manure type)	0.7	Factor E (encroaching land use) 1.1
Building base distance 'F' (A x B x D x E) (minimum distance from livestock barn)		250 m (820 ft)
Actual distance from livestock barn		720 m (2362 ft)
Storage base distance 'S' (minimum distance from manure storage)		250 m (820 ft)
Actual distance from manure storage		750 m (2460 ft)



Preparer signoff & disclaimer

Preparer contact information  
Mitchell Baker  
LandPro Planning Solutions Inc  
403-110 James St  
St Catharines, ON  
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289-680-6134  
mitchell@landproplan.ca

Signature of preparer

Mitchell Baker , Planner	Date (mmm-dd-yyyy)
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Note to the user

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has developed this software program for distribution and use with the Minimum Distance Separation (MDS) Formulae as a public service to assist farmers, consultants, and the general public. This version of the software distributed by OMAFRA will be considered to be the official version for purposes of calculating MDS. OMAFRA is not responsible for errors due to inaccurate or incorrect data or information; mistakes in calculation; errors arising out of modification of the software, or errors arising out of incorrect inputting of data. All data and calculations should be verified before acting on them.



June 29, 2022

Sherry Mott, Secretary-Treasurer  
Committee of Adjustment  
Planning & Development Department  
180 Robinson Road  
Simcoe, ON Norfolk County

Email: [planning@norfolkcounty.ca](mailto:planning@norfolkcounty.ca)

**Re: Surplus Farm Dwelling Severance  
1569 Concession 5 Woodhouse, Port Dover  
Norfolk County**

LandPro Planning Solutions Inc. (LandPro) represents the property owner(s), Mr. John Lennox (Client), to be their agent on this application for a surplus farm dwelling severance.

This letter introduces the consent application for severance, which comprises the following:

1. Planning Justification Letter (LandPro Planning Solutions Inc., June 2022)
2. County Application form, commissioned
3. Cheque for \$3,451.00 to cover County fee for Consent to Sever (client to pay directly to County)
4. Cheque for \$514.15 to cover the LPRCA circulation fee (client to pay directly to County)
5. Site Plan Sketch, (LandPro Planning Solutions Inc., May 2022)

We trust this submission fulfills the County's requirements for a complete application and look forward to receiving confirmation of same.

You are welcome to call me at 289-687-3730 or by email at [mike@landproplan.ca](mailto:mike@landproplan.ca) with any questions or concerns.

Sincerely,

**LANDPRO PLANNING SOLUTIONS INC.**

A handwritten signature in black ink, appearing to read "Michael Sullivan".

Michael Sullivan, MCIP, RPP, EP  
President | Principal Planner  
[mike@landproplan.ca](mailto:mike@landproplan.ca)

Cc. John Lennox



**LANDPRO**  
PLANNING SOLUTIONS

# PLANNING LETTER

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## CONSENT APPLICATION

**1569 Concession 5 Woodhouse**

Port Dover, Norfolk County

**June 2022**



**LandPro Planning Solutions Inc.**

403-110 James Street  
St. Catharines, ON L7R 7E8

28 Colborne St. N.  
Simcoe, ON, N3Y 3T9

## DISCLAIMER

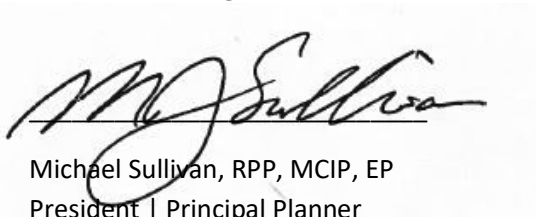
This report was prepared by the team at LandPro Planning Solutions Inc. It is based on the information provided to us by the applicant. The planning policy research and opinions are based on our own research and independent analysis of the applicable policy.

Mitchell Baker                      Research, Reporting

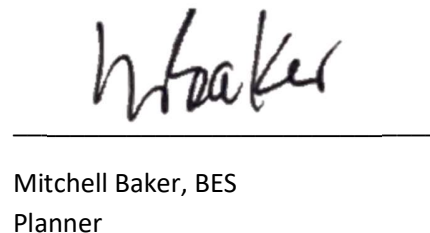
Michael Sullivan, RPP      Project Manager, Quality Control

This report was written by professionals and supervised by Registered Professional Planners, who are full members of the Ontario Professional Planners Institute as defined by the *Ontario Professional Planners Act*, 1994. The contents of this report represent the author's independent professional opinions and comply with the OPPI Code of Professional Practice and the opinions presented herein will be defended as required.

### LandPro Planning Solutions Inc.



Michael Sullivan, RPP, MCIP, EP  
President | Principal Planner



Mitchell Baker, BES  
Planner

## 1. INTRODUCTION

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LandPro Planning Solutions Inc. (LandPro) has been retained by Mr. John Lennox (the applicant) to assist in the preparation of a consent (surplus farm dwelling severance) application for the property they own located at 1569 Concession 5 Woodhouse, Port Dover, Norfolk County or legally described as WDH CON 5 PT LOT 18.

### 1.1 PURPOSE

The subject property is a large agricultural property with a farm dwelling, detached garage and shed. The accompanying application proposes a surplus farm dwelling severance that includes only the farm dwelling and detached garage. The farmland is being retained with the surplus dwelling intended to be sold upon approval of this application.

The purpose of the application is that the applicant intends to sever the lands with the surplus dwelling and detached garage as these are surplus to the farm operations on the property. The shed will be demolished upon approval of this application. This letter serves to provide an overview of the planning merits of the application.

## 1 SITE CONTEXT

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The subject property is located at 1569 Concession 5 Woodhouse, Port Dover, Norfolk County. The property is located on the north side of Concession 5, to the east of Cockshutt Road and west of East Quarter Line. See property location shown in **Figure 1** below.

The subject property is designated as Agricultural and Hazard Lands in the Norfolk County Official Plan and zoned as "A" Agricultural and "HL" Hazard Lands in the Norfolk County Zoning By-Law 1-Z-2014.

Figure 1: Key Map of Property Location



## 2.1 LAND USE CONTEXT

The property is currently used as an agricultural property with the farm cluster in the south portion of the parcel. The immediate surrounding land uses are described below.

North = Agricultural  
South = Agricultural  
East = Agricultural  
West = Hazard Lands/Agricultural

## 2.2 EXISTING PROPERTY DIMENSIONS & PHYSICAL ATTRIBUTES

Table 1 Property Dimensions

The subject property has frontage onto Concession 5 Woodhouse. The existing property dimensions are presented in Table 1.

The property has one (1) detached dwelling with one (1) detached garage and one (1) shed in the northeast corner.

Item	Dimension
Lot Frontage	340.6 m +/-
Lot Depth	679.5 m +/-
Lot Area	29.35 ha +/-

## 3 PROPOSED DEVELOPMENT

1569 Concession 5 Woodhouse contains the existing dwelling, detached garage and shed with private septic system and two (2) wells. The proposed surplus farm dwelling severance intends to sever the dwelling and detached garage as they are surplus to the farming operations due to farm consolidation



which occurred in October 2021. The existing shed in the northeast will be demolished upon approval of this application. The property has an existing access to Concession 5 Woodhouse. There is no new construction proposed as part of this application.

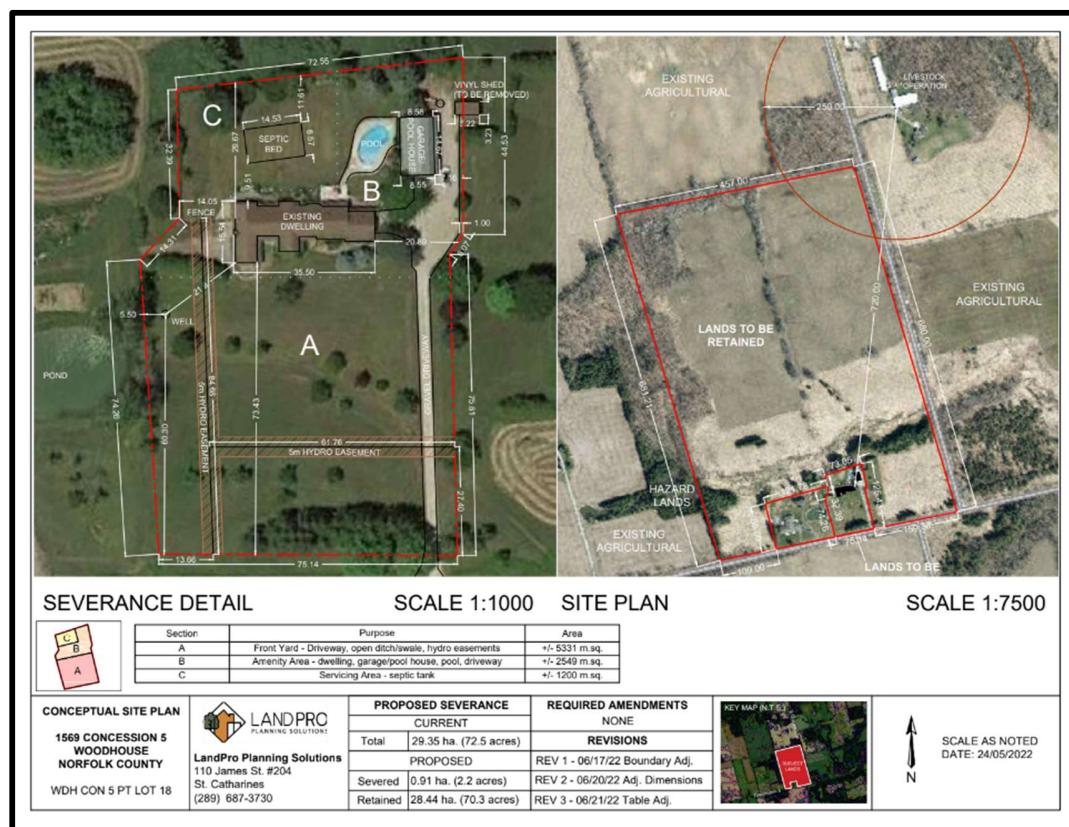
The proposal takes no actively cropped agricultural land out of operation. However, the proposed severance boundaries intend to create a lot larger than the minimum requirement of 2000m<sup>2</sup> for surplus farm dwelling severances. The proposed lot size considers the constraints related to the locations of the existing structures and existing servicing. Additionally, the driveway has been included entirely within the proposed lot boundaries as the shed in the northeast is to be demolished. The north boundary line follows the existing fencing with a steep valley and watercourse running beyond this lot line making it a logical placement for the lot line.

The proposed boundaries reflect a reasonable size and shape lot and intends to remove the least amount of active agricultural lands possible. The agricultural lands being removed have negligible agricultural potential and it is largely ornamental in nature as a manicured grassed front yard area.

Lastly, easements are requested for the hydro lines traversing across the subject property as part of this application. The easements requested are 5 metre wide corridors which is estimated to be sufficient in allowing servicing vehicles to access the hydro lines at any point.

The proposed severance is shown as **Figure 2**.

Figure 2: Concept Plan





The Concept Plan (**Figure 2**) demonstrates three (3) separate sections of the proposed severance labelled as A, B, and C. Section A of the proposed severance displays the front yard area as being approximately 5331m<sup>2</sup>; Section B shows an area approximate area of 2549m<sup>2</sup> for the backyard amenity area; while Section C show the septic tank area behind the dwelling as having an approximate area of 1200m<sup>2</sup>.

These sections demonstrate that the proposed lot area of the surplus farm dwelling severance cannot meet the 2000m<sup>2</sup> provision in the Norfolk County Zoning By-Law but remains as small as possible. The proposed severance keeps the private servicing, existing structures and driveway under the same ownership and uses these existing features to guide the proposed lot boundaries.

## 4 LAND USE PLANNING FRAMEWORK

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In preparing this application, several policy and regulatory documents were reviewed that need to be addressed to demonstrate good planning. They include the following:

1. The Provincial Policy Statement (2020);
2. Norfolk County Official Plan (2021);
3. Norfolk County Zoning By-law 1-Z-2014

The proposed development was assessed against these regulations and associated policies. A detailed review is below.

### 4.1 PROVINCIAL POLICY STATEMENT, 2020 (PPS)

The PPS provides policy direction on matters of provincial interest for all land use development throughout Ontario. It provides direction for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment.

The PPS aims to protect the prime agricultural areas for long term agricultural use (**2.3.1**) and shall only permit the creation of a new lot in accordance with Policy **2.3.4.1.c**.

Policy **2.3.4.1.c**) identifies that a new lot may be created on an agricultural property once a residence is surplus to a farming operation. The severed lot shall be limited to a minimum size needed to accommodate the use and appropriate sewage and water services (**2.3.4.1.c.1**) and new residential dwellings will not be permitted on the retained parcel (**2.3.4.1.c.2**).

This consent application involves severing the farm cluster fronting Concession 5 Woodhouse with the exception of the shed which will be removed upon approval of this application. The proposed severance is limited in size to accommodate only the lands required for the surplus dwelling, outbuildings, and associated servicing.

The septic system is located behind the existing dwelling with the two (2) wells on the property located in the northeast and in the west. The northeastern well will be decommissioned upon approval. Additionally, the existing dwelling is setback away from the road which creates and unavoidably large front yard. The location of the existing structures, existing servicing and existing driveway greatly constrains the size and

shape of the proposed lot. The northern boundary follows the existing fencing with a steep valley and watercourse beyond that forming a natural break for the proposed new lot line. The lot has been designed to follow practical boundaries that are defined by the existing driveway in the east with the tree line and backyard fence in the west and north.

The proposal takes negligible agricultural lands out of active operation as the proposed lot to be created is constrained to the size and shape shown in **Figure 2**. With the approval of this application, the remnant agricultural parcel will concurrently be rezoned to Agricultural Purposes Only (APO) which prohibits the construction of a future residential dwelling on this parcel.

Furthermore, the creation of new lots is required to meet the minimum distance separation (MDS) formulae (**2.3.3.3**). In accordance with Guideline #9 of the Minimum Distance Separation Document prepared by OMAFRA, the MDS formulae applies to this application as it is required by the municipal Official Plan (**NCOP 7.2.3.c.vii**) to be discussed in detail in the following section.

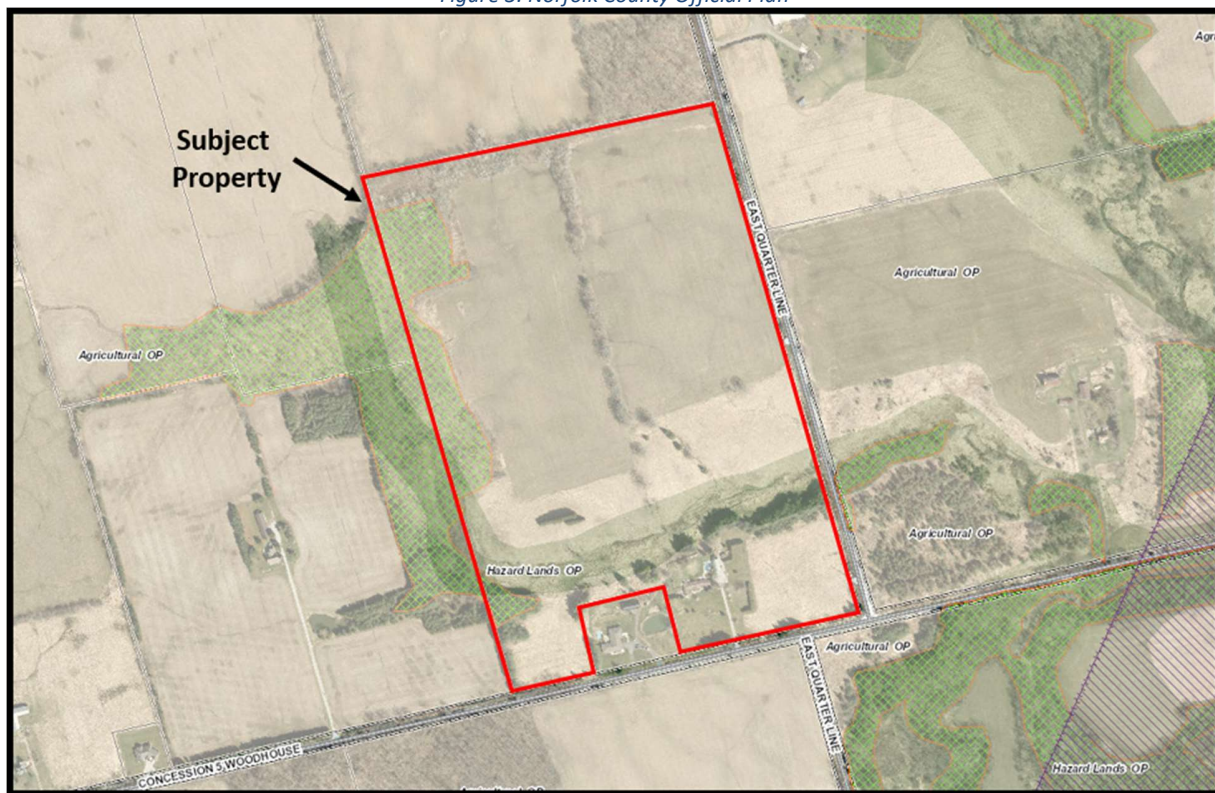
This proposed severance is consistent with the PPS.

## **4.2 NORFOLK COUNTY OFFICIAL PLAN**

The Norfolk County Official Plan (NCOP) contains objectives, policies and mapping that describe the Township's vision for the next 20+ years, including their approach to managing growth, growing the economy, protecting the natural environment, resources, and agricultural land, and providing sustainable infrastructure.

The property is located in a predominantly agricultural area of the former Township of Woodhouse. The NCOP designates the property as "Agricultural" with strip of lands, travelling east to west, designated as "Hazard Lands" north of the proposed severance. There are also "Significant Woodlands" along the west boundary line of the retained agricultural parcel. There are no negative impacts to be reasonably anticipated as a result of this proposal as the lands to be severed are outside of these environmentally protected areas and will remain undisturbed should this application be approved. **Figure 3**, below, shows the property designation and surrounding land uses.

Figure 3: Norfolk County Official Plan



The consent application is permitted under **7.2.3** of the NCOP. A consent to sever may be considered if the currently habitable dwelling is surplus to a farming operation (**7.2.3.v**), the dwelling is at least 10 years old (**7.2.3.c.i**), minimal agricultural land taken out of production (**7.2.3.c.ii**), has existing servicing and frontage to a maintained public road (**7.2.3.c.iii & v**). Additionally, the remnant agricultural property shall generally be 40 hectares in size (**7.2.4.a**), no new residential dwelling will be permitted on the remnant agricultural parcel (**7.2.3.b**), and minimal agricultural land is removed from the active production (**7.2.3.c.ii**).

We confirm that the dwelling is surplus to the farming operations as a result of farm consolidation that occurred in October 2021. The property owner intends to sell in the dwelling on the subject property upon approval but will continue to farm the farmlands.

The farm residence is over 10 years old with existing private servicing and frontage onto a public road. The remnant agricultural parcel remaining as large as possible although a minimum area of 40 hectares is unattainable as the subject property was originally undersized (29.35ha). With the approval of this application, the remnant agricultural parcel will concurrently be rezoned to Agricultural Purposes Only (APO) which prohibits the construction of a future residential dwelling on this parcel.

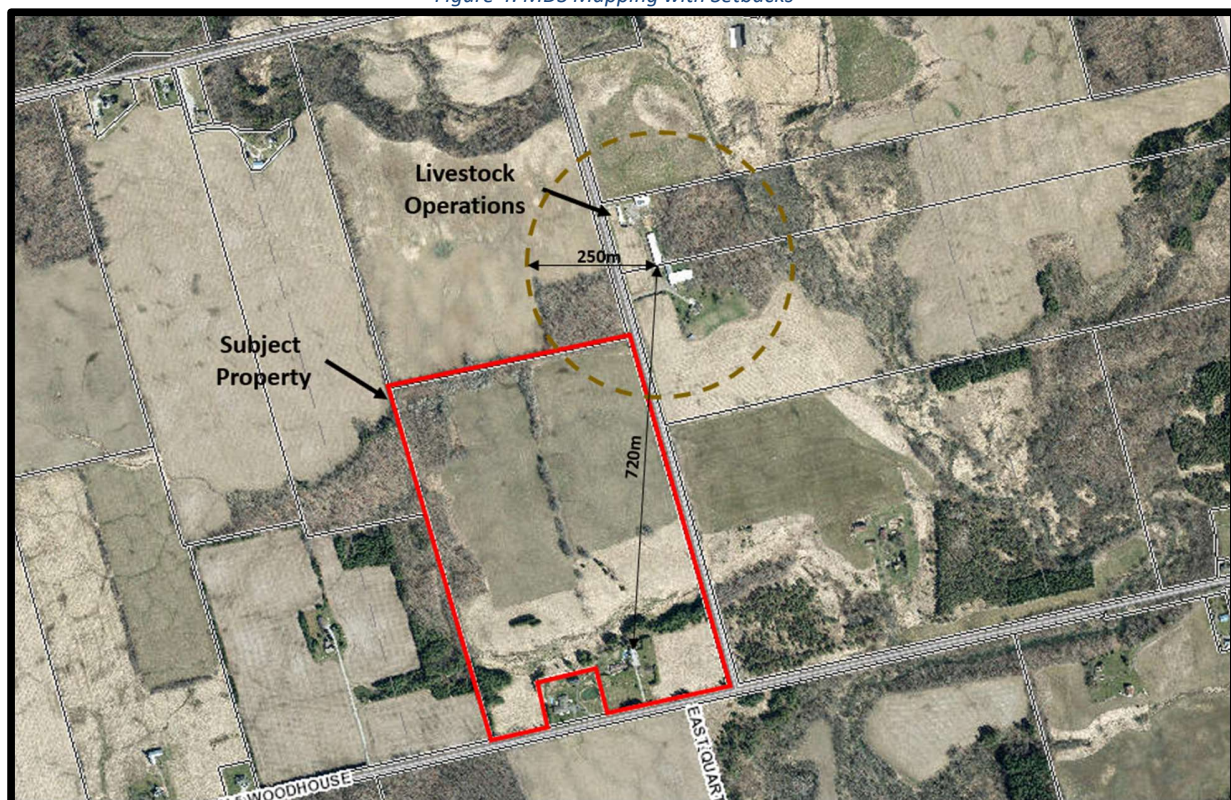
The Hazard Lands and Significant Woodlands portion in the north and west of the proposed severance will remain undisturbed as these lands will not be severed. There is no new construction is proposed with this application.



Lastly, the severed lot must comply with MDS formulae (7.2.3.c.vii). It shall be noted that the size, capacity, and type of livestock have not been confirmed with this property owner and the more restrictive estimations have been used when completing the calculations to ensure these setbacks are met.

Upon review of the surrounding properties and land uses, there appears to be a small livestock operation to the northeast. These operations are located along East Quarter Line and are approximately 720 metres away from the created lot. The MDS calculations (See **Appendix 1**) concluded that a setback of 250 metres is required from this livestock operation. The severed lot complies with the MDS requirements and setbacks. **Figure 4** shows the required MDS setback.

*Figure 4: MDS Mapping with Setbacks*



#### 4.3.1 Loss of Agricultural Land

The proposal takes no actively cropped agricultural land out of operation. However, the proposed severance boundaries intend to create a lot larger than the minimum requirement of 2000m<sup>2</sup> for surplus farm dwelling severances. The proposed lot lines for the severed lot are constrained by the location of the existing dwelling, existing servicing and driveway. The agricultural lands being removed have negligible agricultural potential and it is largely ornamental in nature as a manicured grassed front yard area.

The septic system is located behind the existing dwelling with the two (2) wells on the property located in the northeast and in the west. Additionally, the existing dwelling is setback away from the road which creates an unavoidably large front yard comprised of a manicured grass area. While the rear yard follows the existing fencing for the dwelling's backyard area with a steep valley and watercourse beyond the backyard fencing. The lot has been designed to create boundaries that follow the location of the existing

structures, fencing, existing servicing and existing driveway which constrains the size and shape of the proposed lot.

Best efforts have been made to constrain the proposed severance to remove as little agricultural lands as possible. The east and west lot lines have been modified to roughly follow the shape of the driveway and avoid removing actively harvested agricultural lands in the northwest corner. With the proposed lot following the practical boundaries, no actively harvested agricultural lands are taken out of production and the lot remove minimal lands agricultural land base.

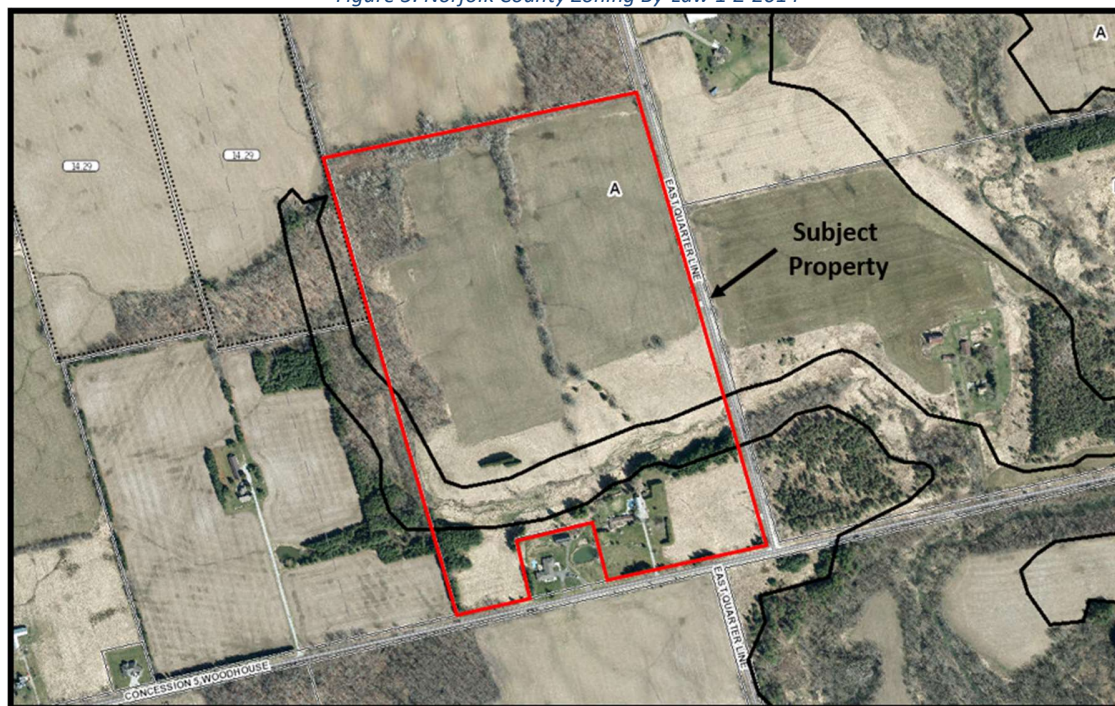
The proposed severance is approximately 9100m<sup>2</sup> (2.2ac) and was designed to be as small as possible. Additional considerations have been made to aim to reduce the proposed lot size further, but no other consideration made good planning sense, in our opinion.

The proposed surplus farm dwelling severance conforms with the Norfolk County Official Plan.

### 4.3 NORFOLK COUNTY ZONING BY-LAW

Norfolk County Zoning By-Law 1-Z-2014 regulates the subject property. The current zoning of the property is Agricultural (A) and Hazard Lands (HL), as seen in **Figure 5** below.

*Figure 5: Norfolk County Zoning By-Law 1-Z-2014*



The Norfolk County Zoning By-law (ZBL) has been developed to implement the policy direction of the NCOP. The subject lands are currently zoned appropriately. The remnant agricultural parcel will be rezoned to Agricultural Purposes Only (APO) concurrently with the approval of this application.

The existing zoning permits a single family detached dwelling and accessory buildings. The proposed severance is compatible with the permitted uses of the agricultural zoning with no zoning compliance



issues on the lot beyond the undersized remnant parcel. Please see Agricultural “A” zone provisions below in **Table 2**.

*Table 2 – Norfolk County Zoning By-law Provisions*

<b>“A” Agricultural Zone</b>					
<b>Zone Provisions</b>			<b>Required</b>	<b>Proposed</b>	<b>Comment</b>
<b>Min. Lot Area</b> <b>(residential lot)</b>			2000 m <sup>2</sup>	9100 m <sup>2</sup>	Complies
<b>Min Lot Area</b> <b>(agricultural lot)</b>			40 ha	28.4 ha	Does not comply. Agricultural lot was originally undersized.
<b>Min. Lot Frontage</b>			30 m	75.14 m	Complies
<b>Min. Front Yard</b>			13 m	73.43 m	Complies
<b>Min. Interior Side Yard</b>			3 m	7.16 m	Complies
<b>Min. Rear Yard</b>			9 m	11.61 m	Complies
<b>Max. Building Height</b>			11 m	4.1 m & 7 m	Complies

As shown in the Tables above, the proposed severance would not impact the existing or proposed lots ability to meet all provisions set out by the Zoning By-law.

## 5 PLANNING ANALYSIS

The subject property contains a one-storey residential dwelling, a detached garage and shed. The purpose of the application is to sever the lands with the surplus dwelling and detached garage as these are surplus to the farm operations due to farm consolidation. The shed will demolished upon approval of this application. The farmlands will be retained by the property owner with the surplus dwelling sold upon approval of this application.

The Provincial Policy Statement may permit the creation of a new lot on agricultural lands given that the residence is surplus to farming operations. The severed lot is limited in size to accommodate only the land required for the outbuildings, dwelling and associated servicing. The location of these existing structures, servicing and driveway constrains the size and shape of the proposed lot. The lot has been designed to follow sensible boundaries that are defined by the existing driveway in the east with the tree line and backyard fence in the west and north. No new residential dwelling will be permitted on the remnant agricultural property as the remnant will be rezoned to Agricultural Purposes Only (APO) concurrently with the approval of this application.

The Norfolk County Official Plan designates the property as Agricultural and Hazard Lands. The proposed severance intends to sever a portion of the property that is surplus to the farming operations which includes the farm dwelling and detached garage. The residence to be severed is over 10 years old with existing private servicing and frontage onto a maintained public road. Furthermore, no actively cropped

agricultural lands are being taken out of operation, however, the proposed lot size is larger than the 2000m<sup>2</sup> currently permitted by the County. The proposed lot boundaries create practical boundaries lines using existing features like the driveway, tree line and fencing. The newly created lot meets the MDS setback from the nearby livestock operation. The proposal conforms with the NCOP.

The severance meets the provisions outlined in the Norfolk County Zoning By-law. There is no new construction proposed as part of this application. The existing dwelling and accessory structures are a permitted uses on the subject property. Additionally, the severance is compatible with the surrounding land uses and development pattern.

Lastly, easements for the existing hydro lines on the subject property are requested as part of this application. The easements are intended to be wide enough (5 metres) for a servicing vehicle to access any point of the hydro line. The existing hydro line oriented in the north-south direction is approximately 84.68m in length while the hydro line positioned east-west is approximately 61.76m in length. The total area of the requested easements is 732.2m<sup>2</sup>.

Subject to approval of this application, the subject property and proposed surplus farm dwelling severance is consistent with the PPS, and conforms with NCOP, and the Norfolk County Zoning By-law.

## 6 CLOSING

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This application is consistent with the Provincial Policy Statement, conforms with the Norfolk County Official Plan and meets the provisions of the County's Zoning By-law. The proposal will sever the surplus farm dwelling and garage with lands for the associated servicing from the agricultural property.

It is our opinion that this application represents good planning and should be approved.

### LandPRO Planning Solutions Inc.



Michael Sullivan  
President | Principal Planner



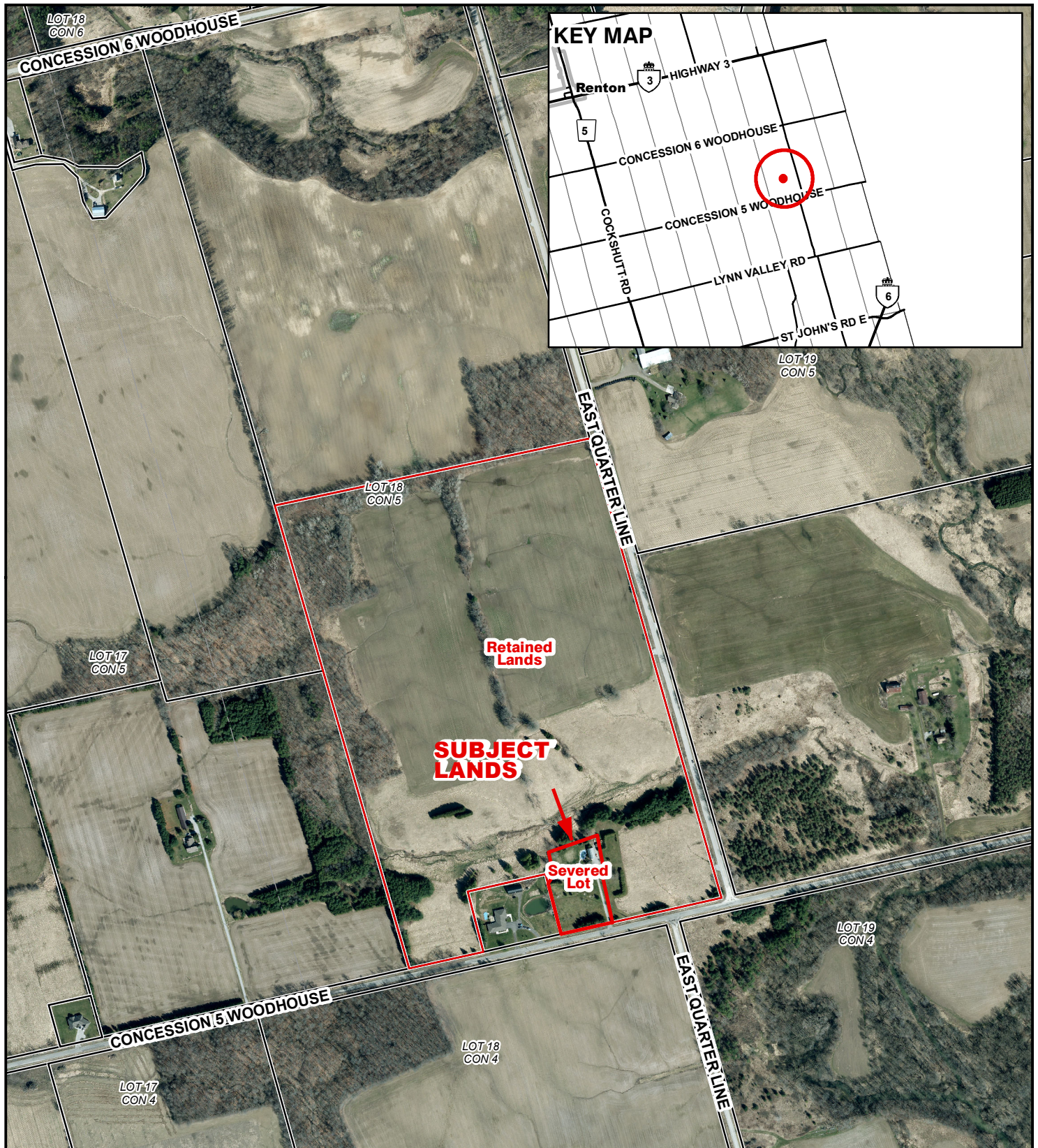
Mitchell Baker, BES  
Planner

## Appendices



CONTEXT MAP

Geographic Township of WOODHOUSE



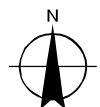
Legend

Subject Lands

Lands Owned

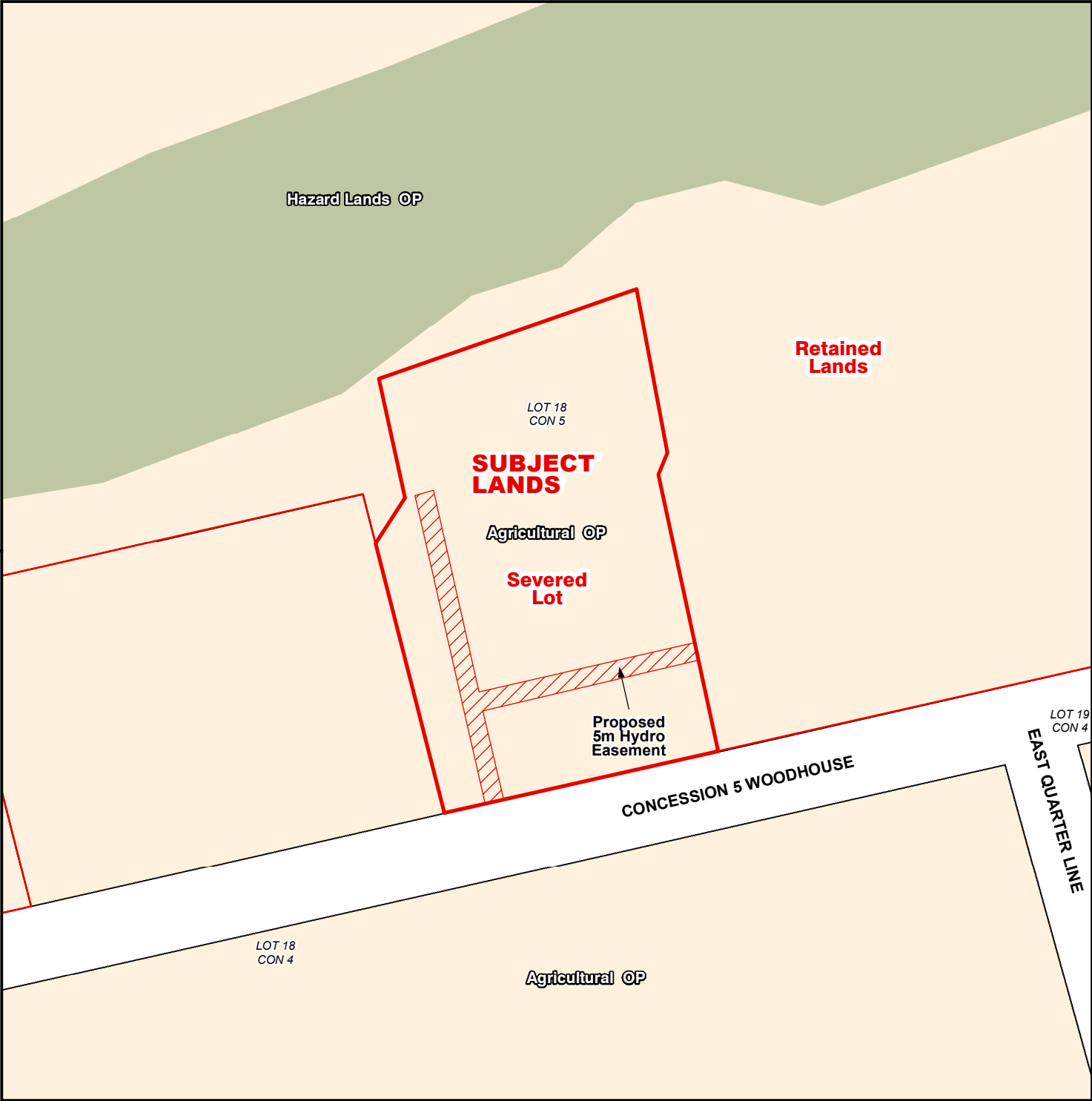
2020 Air Photo

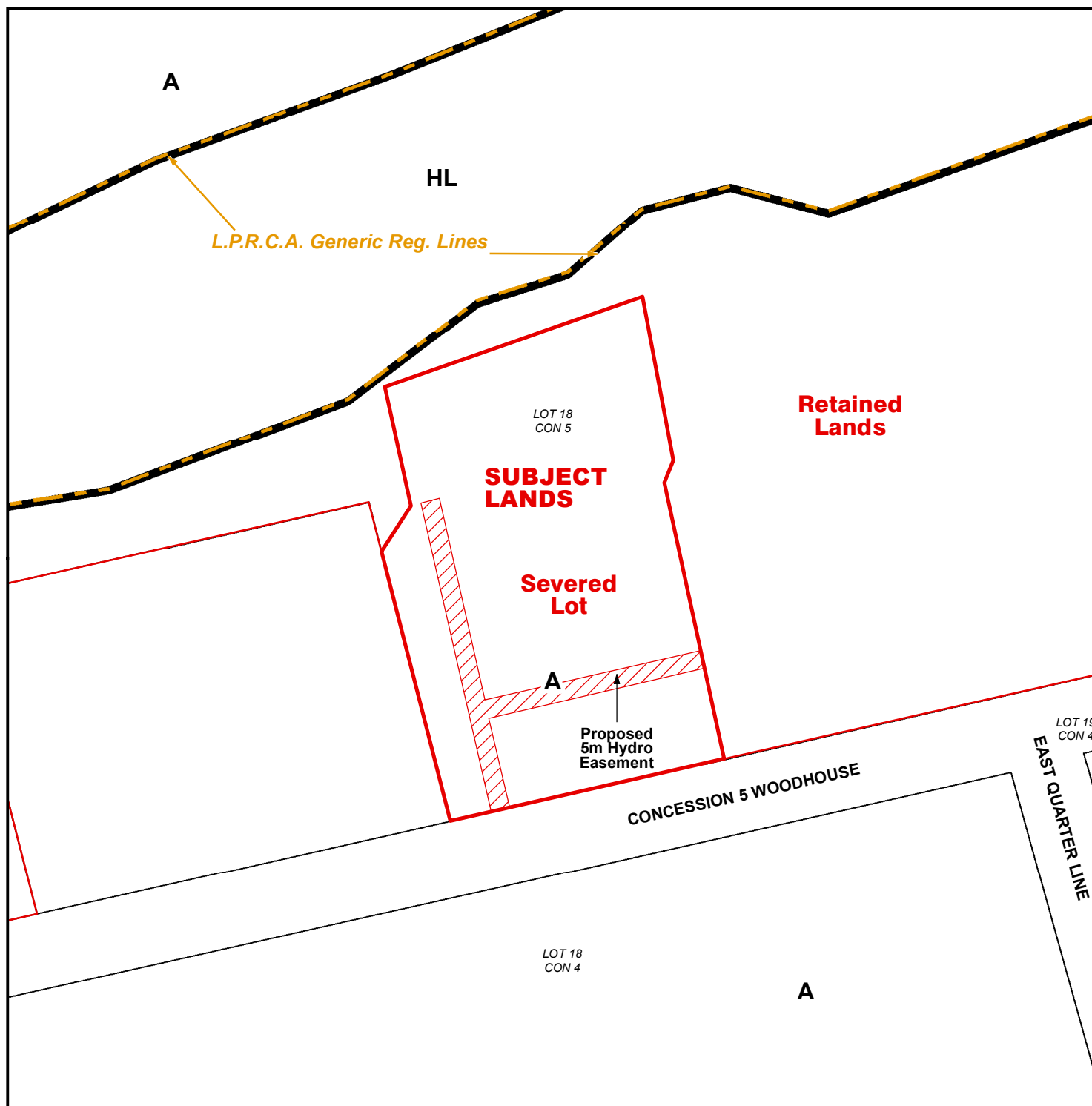
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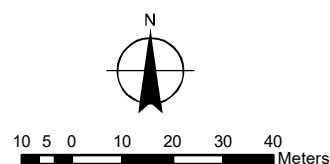
**LEGEND**

- Subject Lands
- Lands Owned
- LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

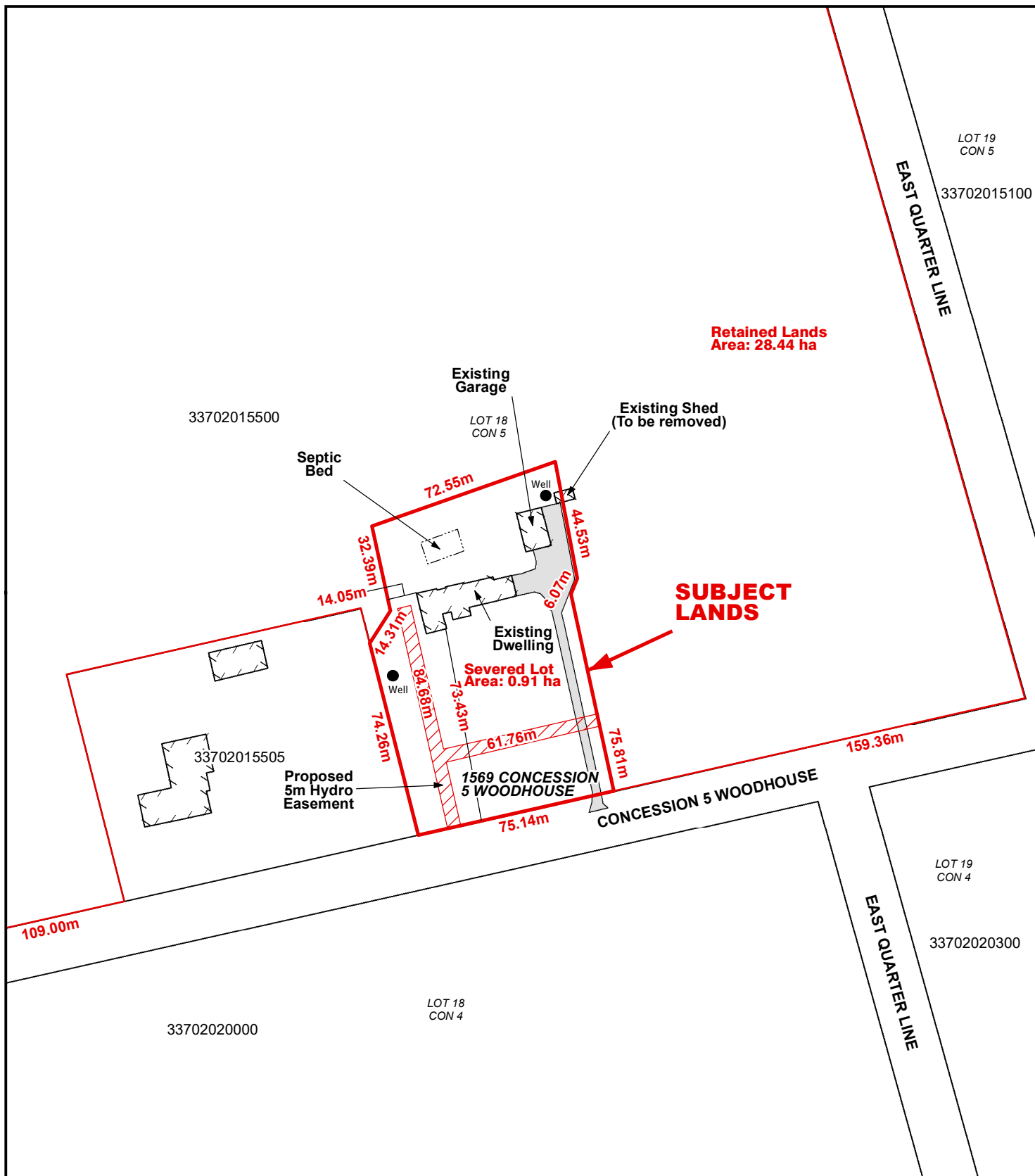
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(H) - Holding  
 A - Agricultural Zone  
 HL - Hazard Land Zone



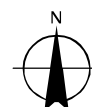
# CONCEPTUAL PLAN

Geographic Township of WOODHOUSE



## Legend

- Subject Lands
- Lands Owned

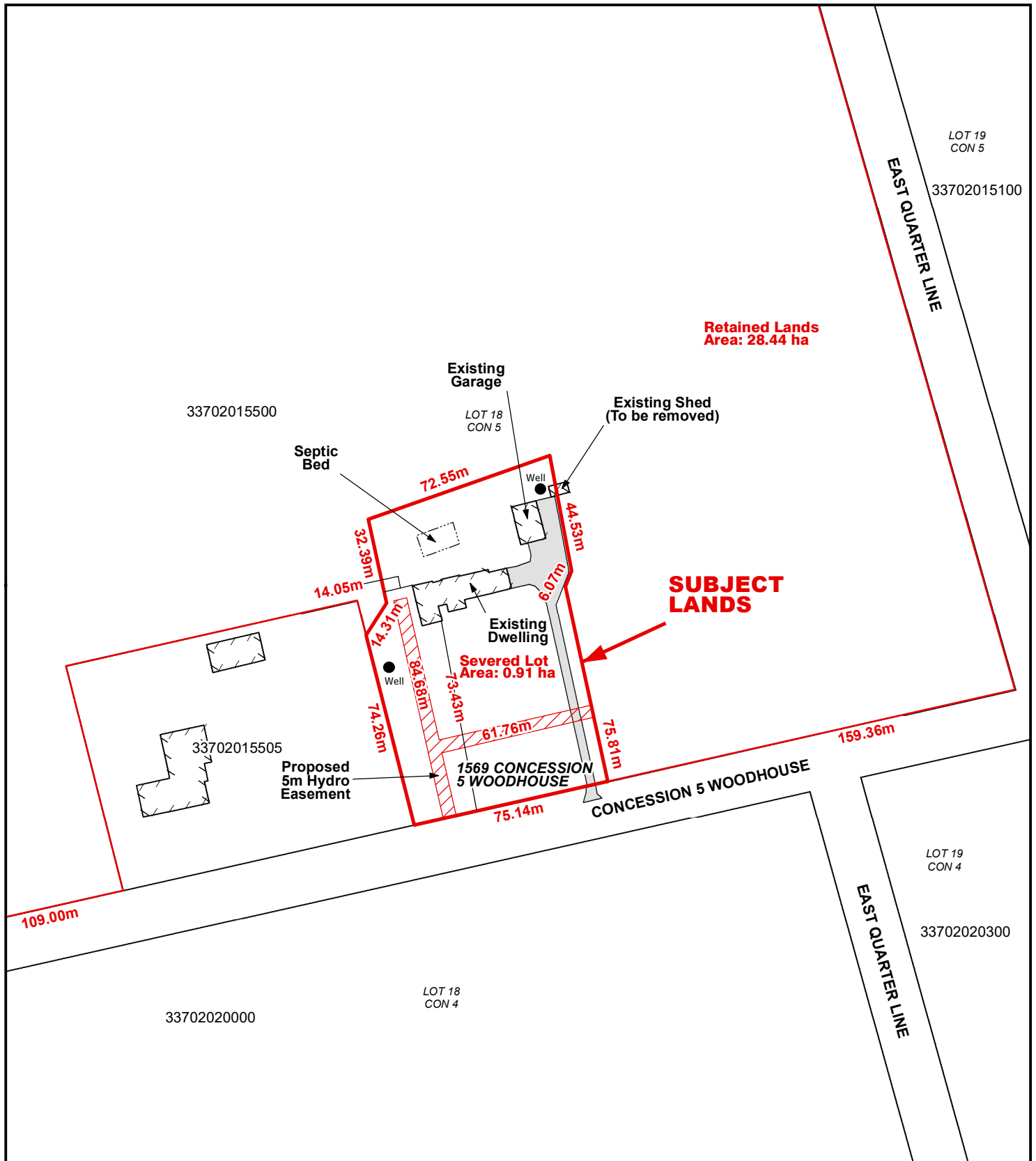


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## CONCEPTUAL PLAN

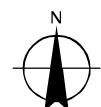
Geographic Township of WOODHOUSE



## Legend

- Subject Lands
- Lands Owned

7/26/2022



20 10 0 20 40 60 80 Meters