

## 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.
5. The completed application and fees 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](mailto: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](http://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 responsibility 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](mailto:Committee.of.Adjustment@NorfolkCounty.ca)

**For Office Use Only:**

File Number	<u>BNPL2022240</u>	Application Fee	<u>\$2886.00 - paid</u>
Related File Number	<u>ZNPL2019362</u>	Conservation Authority Fee	<u>\$514.15 - paid</u>
Pre-consultation Meeting	<u>N/A</u>	Well & Septic Info Provided	<u>Yes</u>
Application Submitted	<u>November 10, 2022</u>	Planner	<u>Hanne Yager</u>
Complete Application	<u>November 21, 2022</u>	Public Notice Sign	<u></u>

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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 519-427-7060

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: \_\_\_\_\_  
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:

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

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

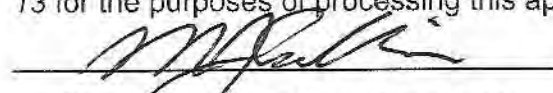
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that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

  
Owner/Applicant/Agent Signature


June 16/22  
Date

## J. Owner's Authorization

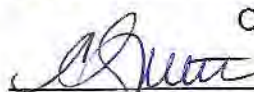
If the applicant/agent is not the registered owner of the lands that is the subject of this application, the owner must complete the authorization set out below.

X I/We David and Chere Smith 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 Mike 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  D. SMITH  
Owner

June 8 2022  
Date

 C SMITH  
Owner

June 8, 2022  
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, MICHAEL SULLIVAN of THOROLD, ONTARIO  
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:


THOROLD

  
Owner/Applicant/Agent Signature

In Niagara Region

This 16 day of June

A.D., 2022

  
A Commissioner, etc.

**CAROLE IDA SULLIVAN**  
a Commissioner, etc., Province of Ontario,  
for LandPro Planning Solutions Inc.,  
and limited to process serving only.  
Expires July 17, 2024.





**EASEMENT DETAIL  
BOUNDARY ADJUSTMENT**

**6 EVANS STREET  
PORT RYERSE  
NORFOLK COUNTY**

PLAN 17B BLK 19 LT 12 BLK  
17 LT 15, 16 BLK 16 PT LT 16,  
17 PT WELLINGTON ST CLSD  
RP37R7623 PT PT 1, 7654 PT  
1, NORFOLK COUNTY

**PROPOSED SEVERANCE**

**CURRENT**

LOT A 55.3 ha. (136.6 acres)

**PROPOSED**

LOT A 54.81 ha. (135.44 acres)

LOT B 0.53 ha. (1.31 acres)

TOTAL 55.3 ha. (136.6 acres)

**EASEMENT**

AREA +/- 169 sq.m

**REQUIRED AMENDMENTS**

NONE



DATE: October 28th, 2022  
SCALE: 1:2500  
DRAWING: 1 of 1



KEY MAP (N.T.S.)



**LANDPRO**  
PLANNING SOLUTIONS





#### ZONING MAP



**6 EVANS STREET  
PORT RYERSE  
NORFOLK COUNTY**

PLAN 17B BLK 19 LT 12 BLK  
17 LT 15, 16 BLK 16 PT LT 16,  
17 PT WELLINGTON ST CLSD  
RP37R7623 PT PT 1, 7654 PT  
1, NORFOLK COUNTY

#### PROPOSED SEVERANCE

CURRENT	
LOT A	55.3 ha. (136.6 acres)
PROPOSED	
LOT A	54.81 ha. (135.44 acres)
LOT B	0.53 ha. (1.31 acres)
TOTAL	55.3 ha. (136.6 acres)

#### LEGEND

-  **Hamlet Boundary**
-  **Parcel Boundary**



DATE: November 3rd, 2022

SCALE: 1:6000

DRAWING: 1 of 1



KEY MAP (N.T.S.)



**LANDPRO**  
PLANNING SOLUTIONS



**SITE PLAN**  
**SCALE: 1:12,000**



**SEVERANCE DETAIL**  
**SCALE: 1:2000**



**CONCEPTUAL PLAN  
 BOUNDARY ADJUSTMENT**

**6 EVANS STREET  
 PORT RYERSE  
 NORFOLK COUNTY**

PLAN 17B BLK 19 LT 12 BLK  
 17 LT 15, 16 BLK 16 PT LT 16,  
 17 PT WELLINGTON ST CLSD  
 RP37R7623 PT PT 1, 7654 PT  
 1, NORFOLK COUNTY

**PROPOSED SEVERANCE**

	CURRENT
LOT A	55.3 ha. (136.6 acres)
	PROPOSED
LOT A	54.81 ha. (135.44 acres)
LOT B	0.53 ha. (1.31 acres)
TOTAL	55.3 ha. (136.6 acres)

**REQUIRED AMENDMENTS**

NONE



DATE: August 15, 2022

SCALE: Variable, as noted  
 on drawing

DRAWING: 1 of 1



**KEY MAP (N.T.S.)**





# **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](http://norfolkcounty.ca)



## 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	3
	4 Bedrooms	2000	
	5 Bedrooms	2500	
Subtotal (A)			

B) Plus Additional Flow for:			
<b>Note:</b> 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 <sup>2</sup> over 200m <sup>2</sup> up to 400m <sup>2</sup>	100	
	Floor space for each 10m <sup>2</sup> over 400m <sup>2</sup> up to 600m <sup>2</sup>	75	
	Floor space for each 10m <sup>2</sup> over 600m <sup>2</sup>	50	
Or	Each Fixture Unit over 20 fixture Units (Total of Worksheet B - 20 = Quantity)	50	
Subtotal (B)			
Subtotal A+B=Daily Design Flow (Q)			1950

## Worksheet B: Dwellings Fixture Unit Count

Fixtures	Units	How Many?	Total
Bath group (toilet, sink, tub or shower) with flush tank	6.0	X	=
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	=
Bidet	1.0	X	=
Dishwasher	1.0	X	=
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	=
Domestic washing machine	1.5	X	=
Combination sink and laundry tray single or double (installed on 1.5 inch trap)	1.5	X	=
Other:			
Total Number of Fixture Units:			27

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.

Property Information	
Municipal Address	5 Evans St Port Ryerse
Assessment Roll Number	
Date of Evaluation	Aug 3/22

Evaluators Information	
Evaluators Name:	JACK Granger
Company Name:	Granger Excavating
Address:	1770 3rd Con Rd ST Williams
Phone:	519 718 0147
Email	grangerj@9mail.com
BCIN #	23318
Purpose of Evaluation	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Site Plan <input type="checkbox"/> Zoning <input type="checkbox"/> Building Permit Application <input type="checkbox"/> Minor Variance <input type="checkbox"/> Other _____
Building Information	<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agricultural

Gross building area: (m <sup>2</sup> ):	1850 sq Feet
Number of bedrooms:	3
Number of fixture units:	27
Daily Design Flow: (Litres)	1950
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)	40
Site slope	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Moderate <input type="checkbox"/> Steep
Soil condition: S.I.T.Y	<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:	HOT Full Sun

System Description			
<input type="checkbox"/> Class 1 - Privy <input type="checkbox"/> Class 2- Greywater <input type="checkbox"/> Class 3 - Cesspool <input 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): 4500			
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> In ground system	<input checked="" type="checkbox"/> Raised Bed system Height raised above original grade (metres) Less Than 1 metre		
Setbacks (metres)	Tank		Distribution Pipe
Distance to buildings & structures	12'		75'
Distance to bodies of water	100'		130'
Distance to nearest well	500'		500'
Distance to proposed property lines	Front: 160' Rear: 20'	Left: 40' Right: 130'	Front: 160' Rear: 80' Left: 30' Right: 120'

## Worksheet C: Other occupancies types

Camp for the Housing of Workers	Number of Employees	(Q) Litres	Total
<b>Note:</b> 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)
<b>Residential Occupancy</b> house, apartment, camp for housing of workers	1950	X 2 = 4500
<b>All Other Occupancies</b>		X 3 =
<b>Holding Tank</b>		X 7 =

## 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) = 325 m<sup>2</sup>

Configured as: \_\_\_\_\_ m x \_\_\_\_\_ m

Number of beds 1

Number of runs: 4 Spacing of runs: \_\_\_\_\_ m

Contact Area: ( \_\_\_\_\_ (Q) X \_\_\_\_\_ (T))  $\div$  850 = 92 m<sup>2</sup>

### ☐ C. Shallow Buried Trench

Percolation time  
(T) of soil in  
minutes:

Length of  
distribution pipe  
(metres)

$1 < T \leq 20$

$Q \div 75$  metres

$20 < T \leq 50$

$Q \div 50$  metres

$50 < T < 125$

$Q \div 30$  metres

(L) = \_\_\_\_\_ (Q)  $\div$  \_\_\_\_\_ (75, 50, 30) = \_\_\_\_\_ m

Configured as: \_\_\_\_\_ runs of \_\_\_\_\_ m Total: \_\_\_\_\_ m

### ☐ 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<sup>2</sup>

Sand Layer = ( \_\_\_\_\_ (Q) x \_\_\_\_\_ (T))  $\div$  (850 or 400) = \_\_\_\_\_ m<sup>2</sup>

### ☐ 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

Area = ( \_\_\_\_\_ (Q) x \_\_\_\_\_ (T))  $\div$  400 = \_\_\_\_\_ m<sup>2</sup>

Pump chamber capacity = \_\_\_\_\_ L

Length  $(Q \div \text{LLR}) =$  \_\_\_\_\_ m

Bed configuration = \_\_\_\_\_ m x \_\_\_\_\_ m = \_\_\_\_\_ m<sup>2</sup>

Number of Beds = \_\_\_\_\_

#### Distribution Pipe

Configured as: \_\_\_\_\_ runs of \_\_\_\_\_ m Total: \_\_\_\_\_ m



## Overall System Rating

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

Additional Comments:

System not very old

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, Don Smith (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: Don Smith

Date: Aug. 3/22

### Evaluator:

I, Jack Granger 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: Jack Granger

Date: Aug 3 / 22

## Building Department Review

Comments:

Building Inspectors Name:

Building Inspector Signature:

Date:



## 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.

	Original grade
	<i>Top Soil</i>
0.5m	
1.0m	<i>SILTY</i>
1.5m	<i>SAND</i>

Soil and subgrade investigation.  
Indicate soil types

### Cross sectional drawings are required for all septic systems

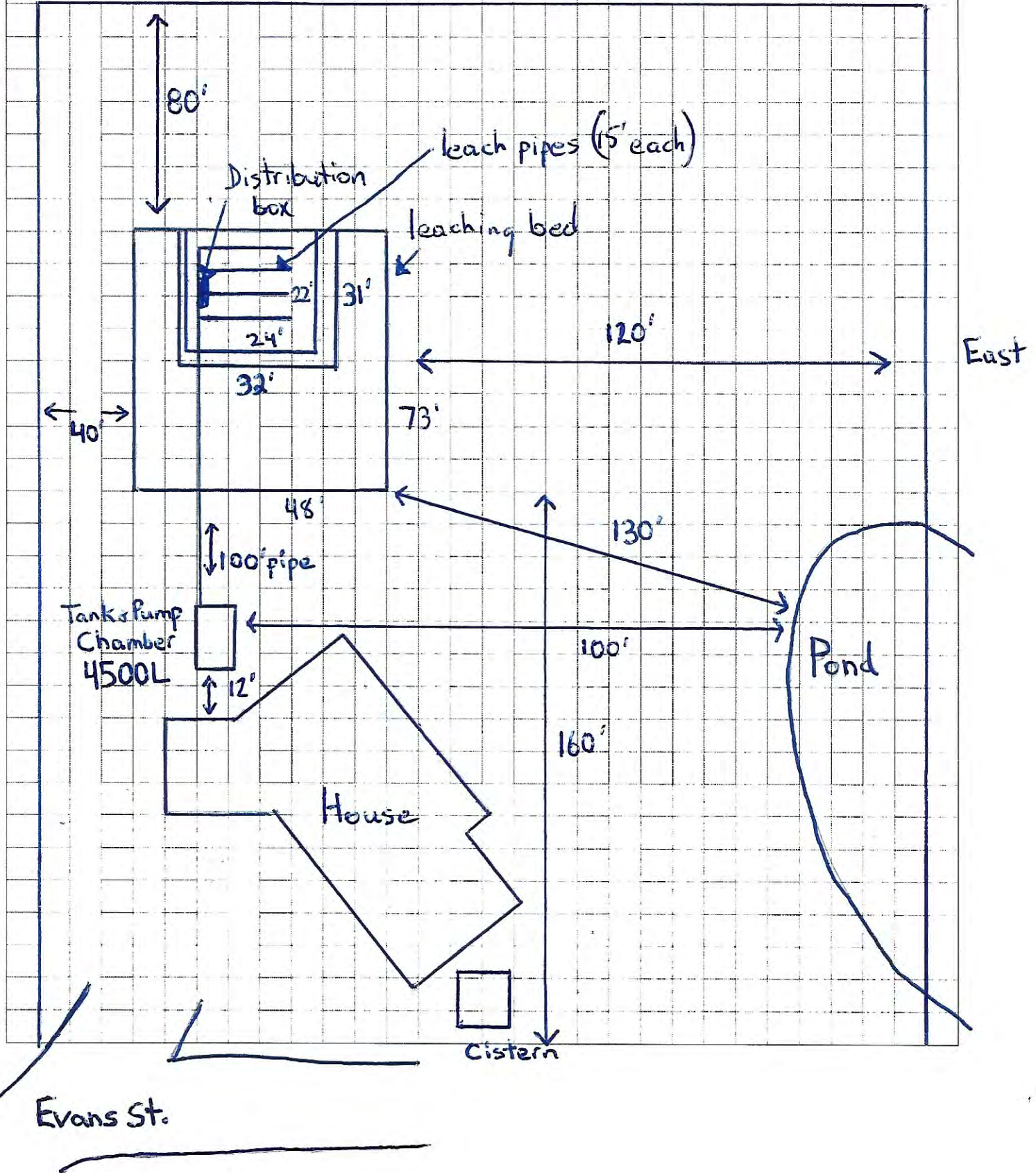
1. Location of existing grade.
2. Measurements to each component, distances to water table
3. Label each septic component.

# 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.

No Prop. Line







**LANDPRO**  
PLANNING SOLUTIONS

# PLANNING LETTER

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**CONSENT APPLICATION**

**6 Evans Street**

Port Ryerse, 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

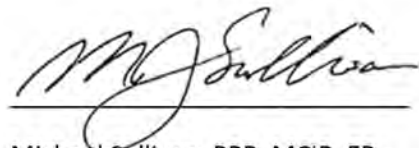
This report was prepared by the team at LandPro Planning Solutions Inc. It is based on the information provided to us by the applicant. The planning policy research and opinions are based on our own research and independent analysis of the applicable policy.

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  
Planner

## 1. INTRODUCTION

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LandPro Planning Solutions Inc. (LandPro) has been retained by All Weather Farming c/o Chere & Dave Smith (the applicant) to assist in the preparation of a consent (severance) application for the property they own located at 6 Evans Street, Port Ryerse, Norfolk County or legally described as PLAN 17B BLK 19 LT 12 BLK 17 LT 15, 16 BLK 16 PT LT 16, 17 PT WELLINGTON ST CLSD RP37R7623 PT PT 1, 7654 PT 1.

### 1.1 PURPOSE

The subject property is a large agricultural property with two (2) dwellings, greenhouses and various associated outbuildings to support the farming operations. A portion of the property in the southwest is located within the Hamlet of Port Ryerse and has recently been re-zoned to Hamlet Residential with exception 14.984 (RH-14.984) in September 2020 to reflect this. The proposed severance will follow the same boundaries as the approved re-zoning.

The purpose of the application is to sever the newly constructed dwelling in the Hamlet Residential (HR) portion of the property. The remnant parcel will remain agricultural. This letter serves to provide an overview of the planning merits of the application.

## 2. SITE CONTEXT

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The subject property is located at 6 Evans Street, Port Ryerse, Norfolk County. The property is located on the east side of King Street South at the end of the Evans Street road allowance. See property location shown in **Figure 1** below.

The subject property is designated as Agricultural, Hamlet and Hazard Lands in the Norfolk County Official Plan. The property is zoned as Agricultural with Exception 14.31 (A-14.31), Hamlet Residential with Exception 14.984 (RH-14.984) and Hazard Lands (HL) in the Norfolk County Zoning By-Law 1-Z-2014.

The A-14.31 site specific zoning permits a second single detached dwelling to be constructed on the agricultural property while the RH-14.984 site specific zoning permits a reduced lot frontage of 22.03m.

There are portions of the property in the north-east and along the shoreline to the south that are designated and zoned as Hazard Lands. These portions of the property are to remain unaltered with this application.

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-western portion of the parcel. The immediate surrounding land uses are described below.

North	=	Agricultural
South	=	Hazard Land/Lake Erie
East	=	Agricultural
West	=	Hamlet Residential

## 2.2 PROPERTY DIMENSIONS & PHYSICAL ATTRIBUTES

Table 1 - Property Dimensions

The subject property has frontage onto King Street South, Evans Street, Clarence Street and Foad Road. The existing property dimensions are presented in **Table 1**.

The property has two (2) detached dwellings, various greenhouses and multiple associated outbuildings in the south-western portion of the property.

Item	Dimension
Lot Frontage	+/- 69 m
Lot Depth	+/- 950 m
Lot Area	+/- 55.3 ha

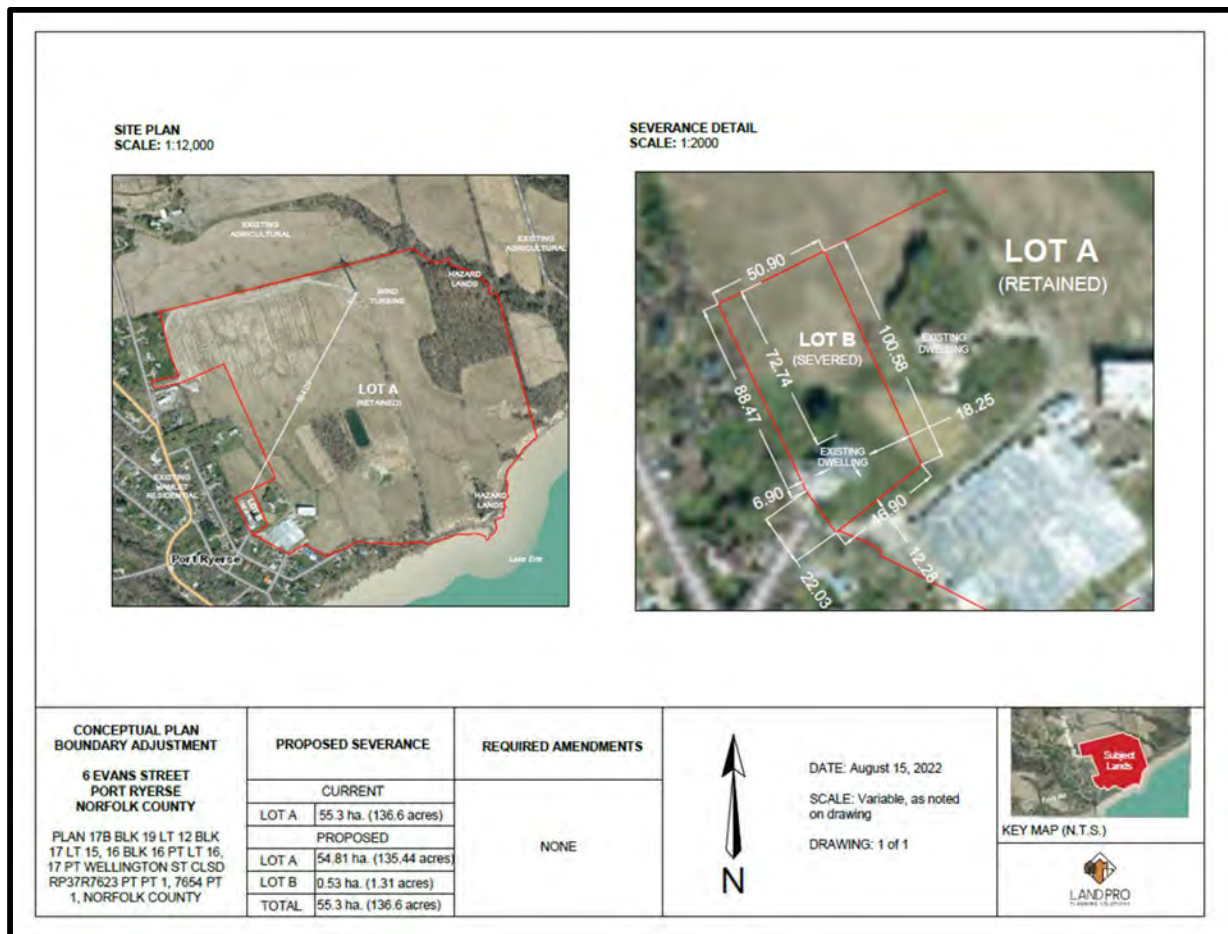


### 3 PROPOSED DEVELOPMENT

6 Evans Street contains two (2) dwellings one of which was newly constructed and is intended to be severed. The proposal intends to sever the Hamlet Residential (RH) lands with the new dwelling and associated servicing. The remnant property will remain being used for agricultural purposes and has an existing access to King Street South. There is no new construction proposed as part of this application.

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

Figure 2: Concept Plan



### 4 LAND USE PLANNING FRAMEWORK

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 is based on three overlying principles: **1) Building Strong Healthy Communities; 2) Wise Use and Management of Resources; and 3) Protecting Public Health and Safety.**

The subject land is located in a residential area in the Hamlet of Port Ryerse, defined as a Settlement Area by the PPS.

The applicable PPS sections for this project include **1.1.3.1.** (settlement areas as the focus of growth and development), **1.1.3.2.** (efficient and mixed land use patterns), **1.1.3.3.** (municipal promotion of transit, housing options, and utilization of existing infrastructure), **1.1.3.4.** (appropriate development standards), and **1.4.3.** (range and mix of housing options).

This consent application involves a large agricultural property partially located in the Hamlet of Port Ryerse. This severance will facilitate the creation of a new lot with a single detached dwelling. This portion of the property is an underutilized portion that has been recently rezoned to Hamlet Residential (RH-14.984). The severance will provide for a more efficient use of the land by separating the newly constructed dwelling from the large remnant agricultural property. This application will also contribute to the intensification of the Hamlet by adding to the housing stock and ensuring the efficient use land.

This application is consistent with the Provincial Policy Statement.

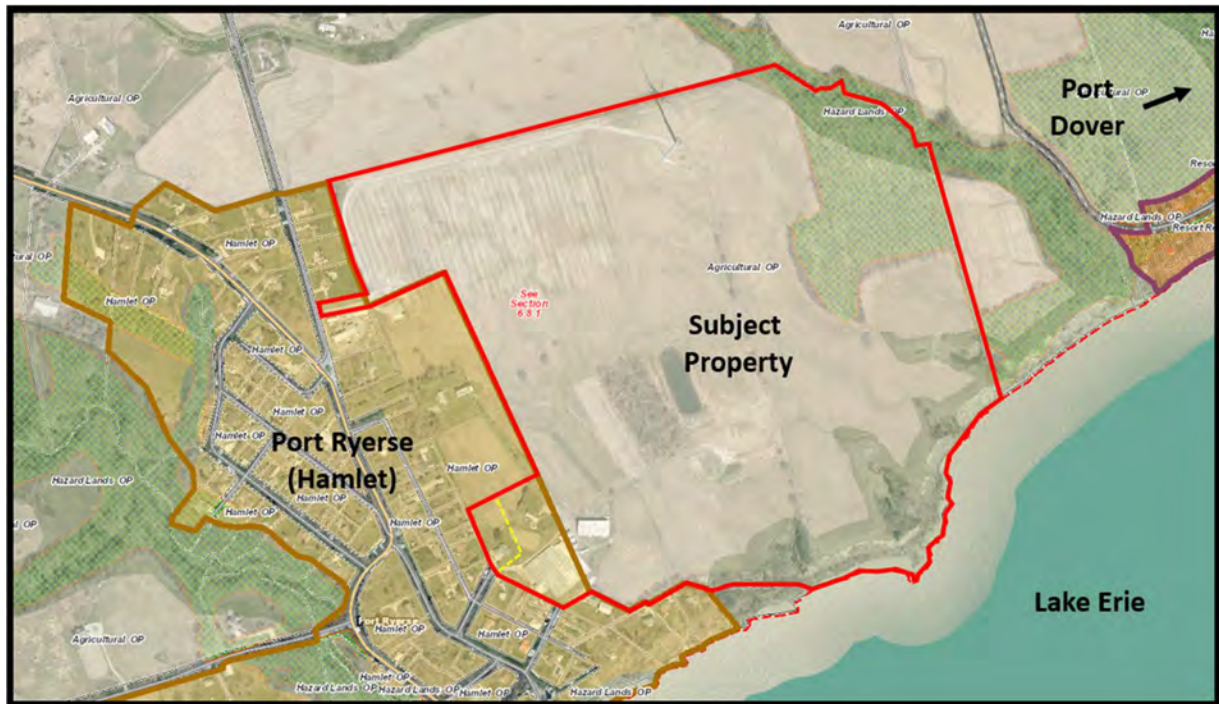
## **4.2 NORFOLK COUNTY OFFICIAL PLAN**

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 proposed severance is located entirely within the Port Ryerse Hamlet. The NCOP designates the property as "Hamlet Residential" and "Agricultural" with a portion of the lands, extending from Lake Erie, designated as "Hazard Lands". There are also some "Significant Woodlands" in the north-east of the property as well. There are no negative impacts expected to these environmentally protected areas as the lands to be severed are located outside of these areas of the property. **Figure 3**, below, shows the property designation and surrounding land uses.



Figure 3: Norfolk County Official Plan



The consent to sever application is permitted under **9.6.3.2** of the NCOP. In accordance with the policies in this section, the new lot will have frontage and direct access to an open, improved and maintained municipal road (**9.6.3.2.c.i**), shall have the effect of infilling in an existing area through the severances of a lot within the Hamlet (**9.6.3.2.c.ii**), and will be an appropriate size (**9.6.3.2.d**). The Hazard Lands and Significant Woodlands portions in the northeast and south of the subject property will remain undisturbed as the lands to be severed are in the west of the property. We note that no new construction is proposed with this application. The loss of agricultural land, if any, will be negligible and should be considered a non-issue within the Hamlet.

The application conforms with the Norfolk County Official Plan.

### 4.3 NORFOLK COUNTY ZONING BY-LAW

The Norfolk County Zoning By-law (ZBL) 1-Z-2014 has been developed to incorporate the policy direction of the NCOP and regulates the subject property. The proposed severance was rezoned in September 2020 to the current zoning of Hamlet Residential with Exception 14.984 (RH-14.984). The remainder of the property is zoned as Agricultural with Exception 14.31 (A-14.31) and Hazard Lands (HL), as seen in **Figure 4** below.

The RH-14.984 site specific zoning permits a reduced lot frontage of 22.03m while the A-14.31 site specific zoning permits a second single detached dwelling to be constructed on the property.

Figure 4: Norfolk County Zoning By-Law 1-Z-2014



The subject lands are currently zoned appropriately, and no zoning changes are required as part of this application. The existing zoning permits a single family detached dwelling and associated servicing.

The proposed severance is compatible with the permitted uses of the Hamlet Residential zoning with no zoning compliance issues on the lot. Please see Hamlet Residential with exception 14.984 (RH-14.984) zone provisions below in **Table 2**.

Table 2 – Norfolk County Zoning By-law Provisions

Hamlet Residential Exception 14.984 (RH-14.984) Zone					
Zone Provisions			Required	Proposed	Comment
Min.	Lot	Area	4000 m <sup>2</sup> (0.4ha)	5327 m <sup>2</sup> (0.53ha)	Complies
Min	Lot	Area	40 ha	54.81 ha	Complies
(agricultural lot)					
Min. Lot Frontage			22.03 m	22.03 m	Complies
Min. Front Yard			6 m	6.90 m	Complies
Min.	Interior	Side	1.2 m	12.28 m	Complies
Yard					
Min. Rear Yard			9 m	18.25 m	Complies
Max. Building Height			11 m	<11 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

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The subject property is a large agricultural property with two (2) dwellings, greenhouses and various associated outbuildings to support the farming operations. A portion of the property in the southwest is located within the Hamlet of Port Ryerse and has recently been re-zoned to Hamlet Residential with exception 14.984 (RH-14.984) in September 2020. The proposed severance aims to follow the same boundaries as this approved re-zoning.

This application is consistent with the Provincial Policy Statement, conforms with the Norfolk County Official Plan; and Norfolk County's Zoning By-law.

The Provincial Policy Statement permit the severance and creation of a new lot within the settlement area (Hamlet) boundaries. The proposed severance will facilitate the creation of a new lot with single detached dwelling. This portion of the property is an underutilized portion that has been recently rezoned to RH-14.984. The severance will provide for a more efficient use of the land by separating the newly constructed dwelling within the Hamlet from the large remnant agricultural property.

The Norfolk County Official Plan designates the property as Hamlet Residential, Agricultural and Hazard Lands. The proposed severance intends to sever a portion of the property that contains a newly constructed dwelling and. The severance fronts on an open and maintained road with private servicing for the dwelling. The Hazard Lands and Significant Woodlands will remain undisturbed with this severance. 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 is a permitted use on the subject property and meets all provisions set out by the zoning by-law.

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

## 6 CLOSING

---

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 Hamlet Residential lands with newly constructed dwelling 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  
Planner



CONTEXT MAP

Geographic Township of WOODHOUSE

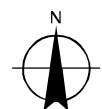


Legend

- Subject Lands
- Lands Owned

2020 Air Photo

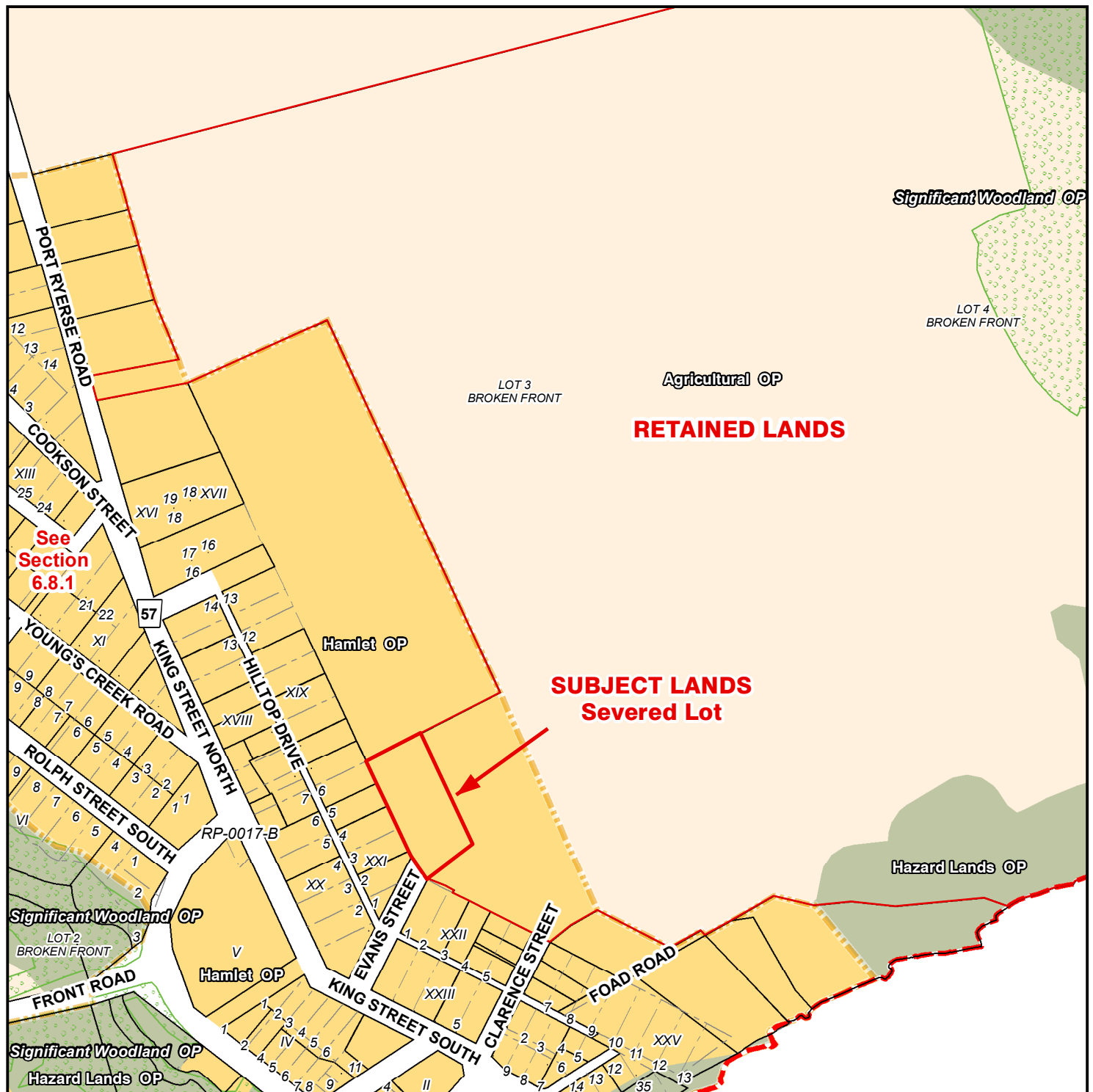
11/23/2022



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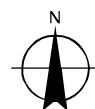


# Geographic Township of WOODHOUSE



11/23/2022

- 
- Agricultural  
 Hazard Lands  
 Hamlet  
 Special Policy Area  
 Hamlet Area Boundary  
 Significant Woodland



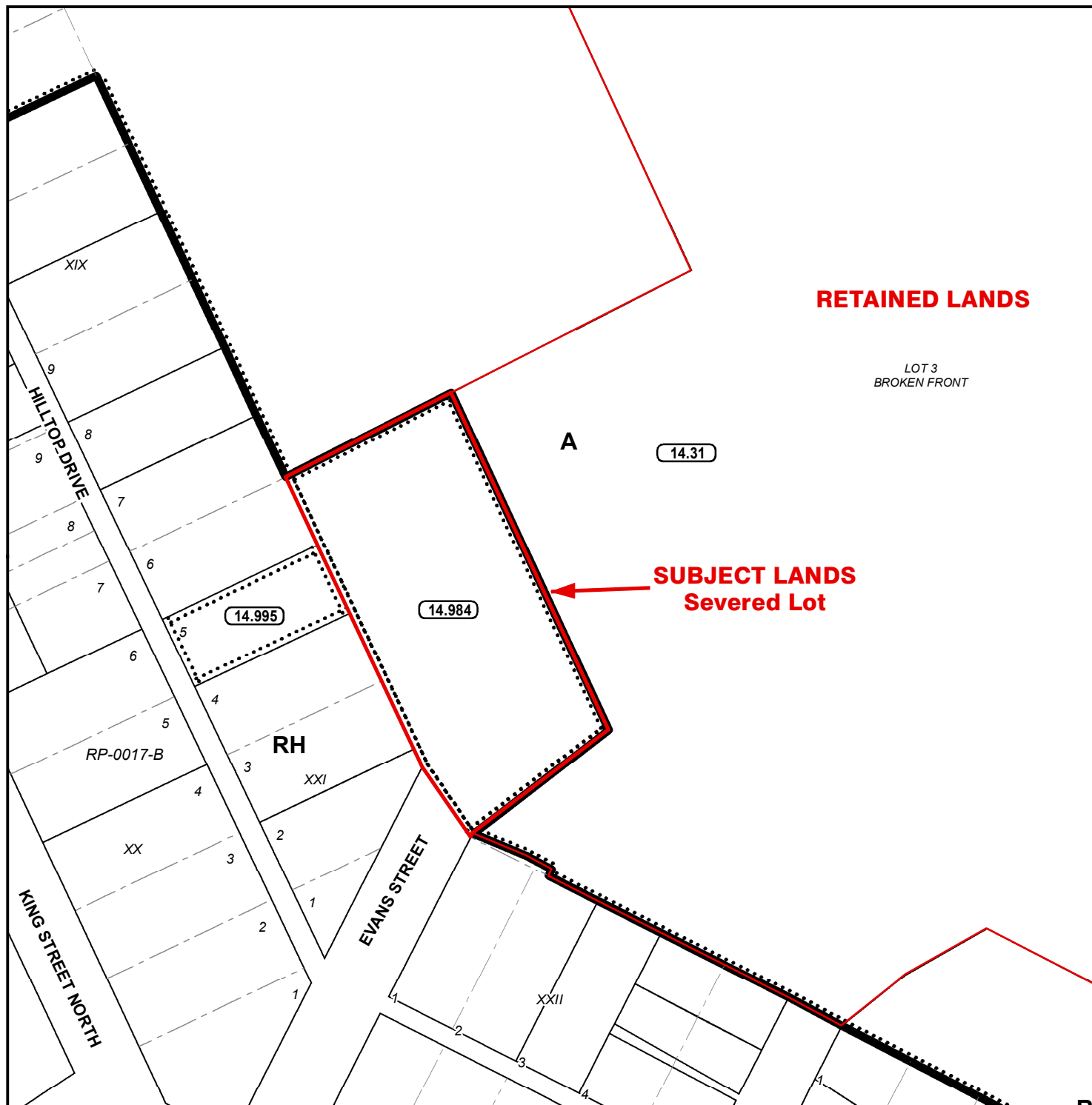
A horizontal scale bar with tick marks at 30, 15, 0, 30, 60, 90, and 120. The word "Meters" is written at the right end.

# MAP C

## ZONING BY-LAW MAP

Geographic Township of WOODHOUSE

BNPL2022240



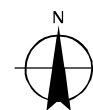
### LEGEND

- Subject Lands
- Lands Owned

ZONING BY-LAW 1-Z-2014

11/23/2022

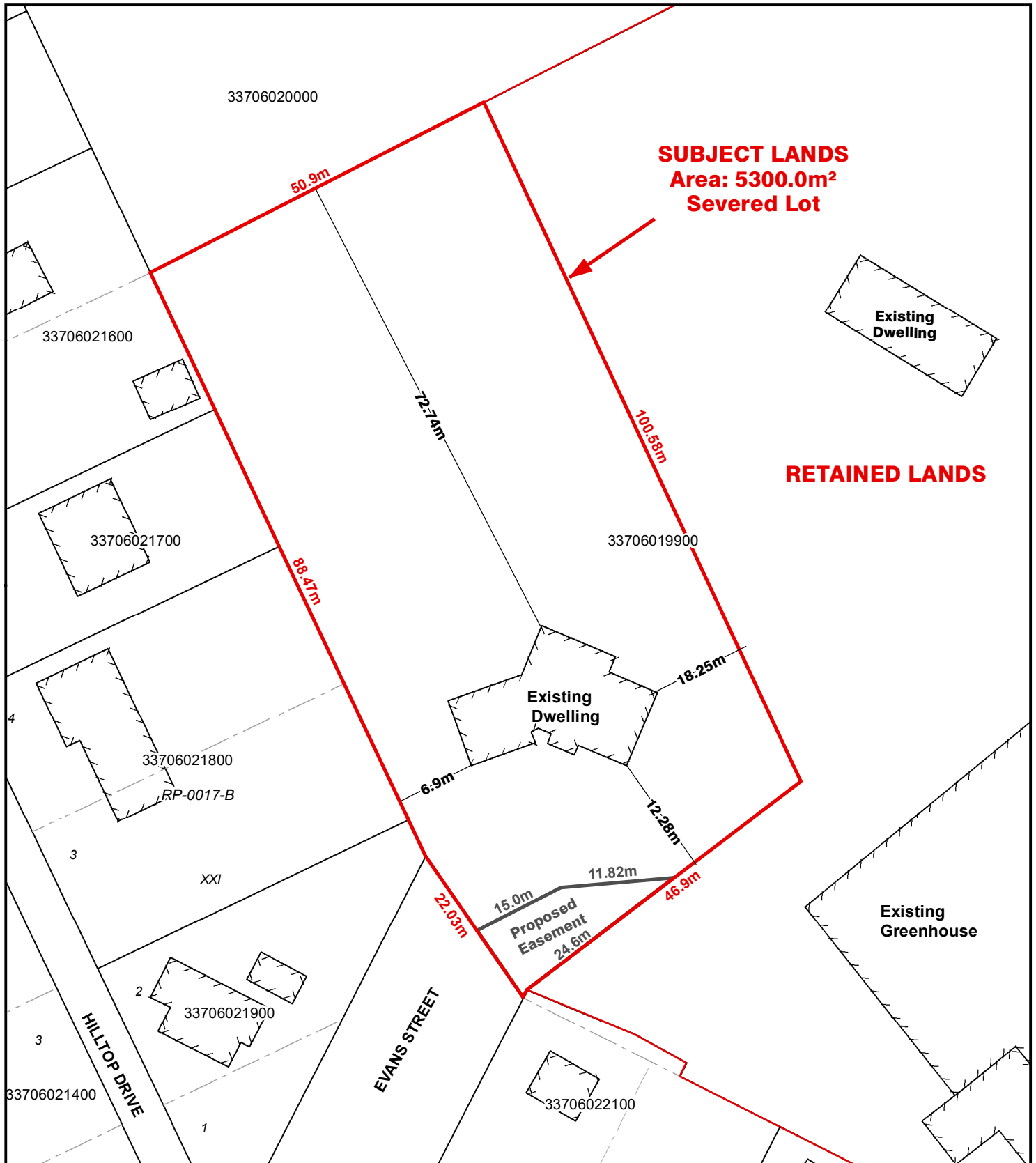
- (H) - Holding
- A - Agricultural Zone
- RH - Hamlet Residential Zone
- RR - Resort Residential Zone



10 5 0 10 20 30 40 Meters

**CONCEPTUAL PLAN**

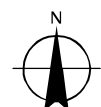
Geographic Township of WOODHOUSE



**Legend**

- Subject Lands
- Proposed Easement
- Lands Owned

11/23/2022

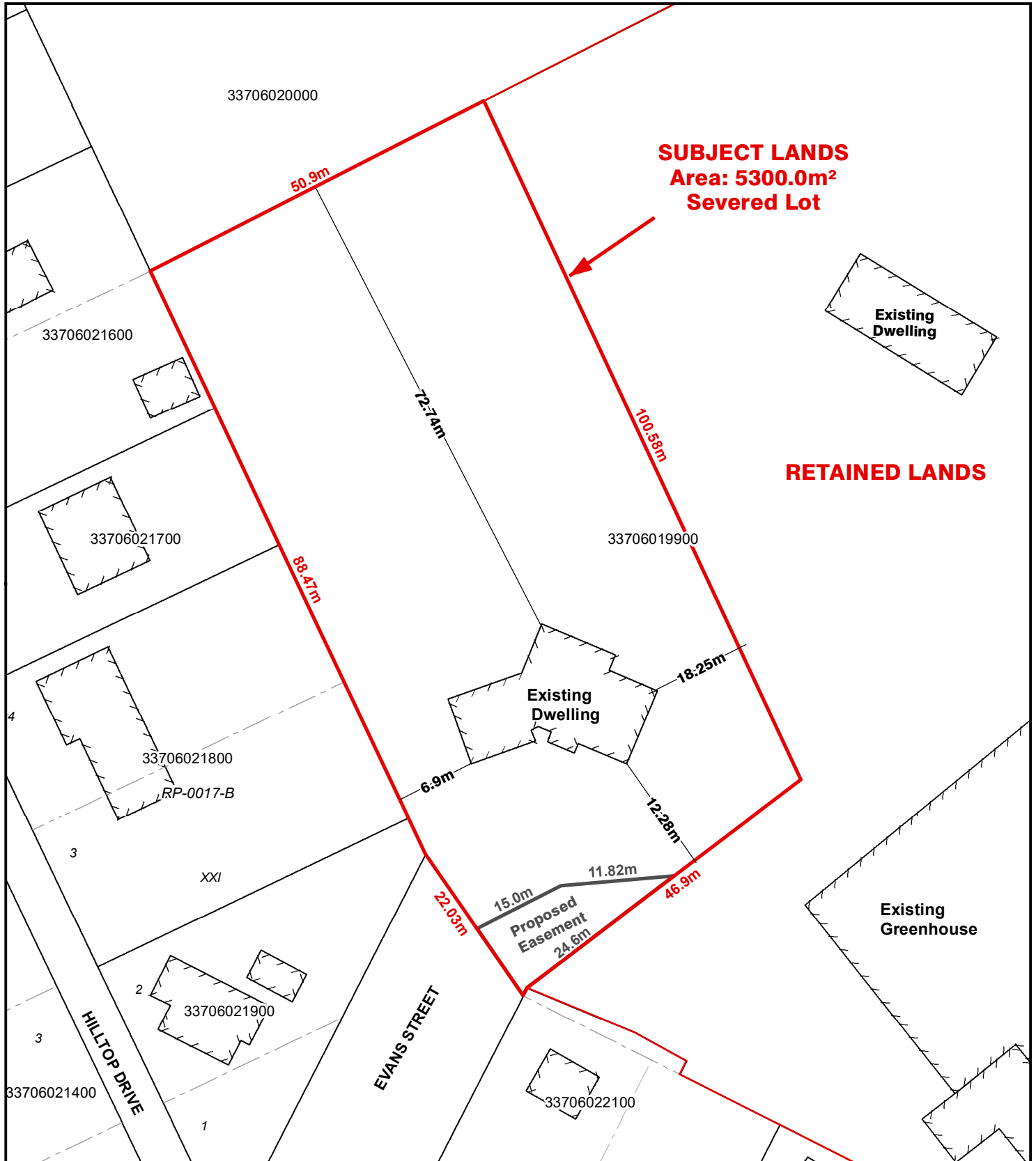


5.5 2.75 0 5.5 11 16.5 22 Meters



## CONCEPTUAL PLAN

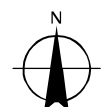
Geographic Township of WOODHOUSE



### Legend

- Subject Lands
- Proposed Easement
- Lands Owned

11/23/2022



5.5 2.75 0 5.5 11 16.5 22 Meters