

## Committee of Adjustment Application to Planning Department

### Complete Application

A complete Committee of Adjustment application consists of the following:

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

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

5. Completed applications are to be mailed to the attention of **Secretary Treasurer – Committee of Adjustment**: 185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 or email your application [committee.of.adjustment@norfolkcounty.ca](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	_____	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:** 331049102806500000**A. Applicant Information****Name of Owner** Dan Verhoeve Farms Ltd.

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 37 Windham Road 14

Town and Postal Code RR #7, Simcoe, On N3Y 4K6

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

Cell Number 519 429 4104

Email verhoevefarms@gmail.com

**Name of Applicant** same as owner

Address \_\_\_\_\_

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

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

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

Email \_\_\_\_\_

<b>Name of Agent</b>	Mary Elder, Elder Plans Inc.
Address	32 Miller Cres
Town and Postal Code	Simcoe, ON N3Y 4K5
Phone Number	
Cell Number	519-429-4933
Email	elderplans2018@gmail.com

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

☒ Owner ☒ Agent ☐ Applicant

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

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

## B. Location, Legal Description and Property Information

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

WDM CON 14 PT LOT 22

Municipal Civic Address: 897 Fertilizer Road

Present Official Plan Designation(s): Agriculture with some Hazard Land & PSW

Present Zoning: Agriculture with some Hazard Land & PSW

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:

farm growing tobacco cash crop with an existing dwelling



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:
- dewlling, 2 workshops and 2 greenhouses to be severed as shown on survey sketch.
- no farm buildings to be on retained parcel as shown on survey sketch.
- sizes and distances on survey sketch

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

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:

7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being architecturally and/or historically significant? Yes ☐ No ☒
- If yes, identify and provide details of the building:

8. If known, the length of time the existing uses have continued on the subject lands:
- more than 20 years

9. Existing use of abutting properties:

mostly agricultural, further north and south a couple of residential lots

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

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

### C. Purpose of Development Application

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

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

	Existing	Permitted	Provision	Proposed	Deficiency
<b>Lot frontage</b>	320 m +	30 m	12.1.2 b)	79.29 m	
<b>Lot depth</b>	590 m +			90.80 m	
<b>Lot width</b>	360 m +			79.92 m	
<b>Lot area</b>	19.91 ha	40 ha farm 0.2 ha lot	12.1.2 a)	19.19ha farm 0.72 ha lot	20.81 ha farm
<b>Lot coverage</b>				8.92%	
<b>Front yard</b>	28.14 m	13 m	12.1.2 c)	28.14 m	
<b>Rear yard</b>	500m +	9 m	12.1.2 f)	46.21 m	
<b>Height</b>	7m	11 m	12.1.2 h)	7 m	
<b>Left Interior side yard</b>	115 m +	3.0 m	12.1.2 e)	33.34 m	
<b>Right Interior side yard</b>	180m +	3.0 m	12.1.2 e)	33.12 m	
<b>Exterior side yard (corner lot)</b>	NA				
<b>Parking Spaces (number)</b>	2 spaces	min 2 spaces	4.9 sfd	2 spaces	
<b>Aisle width</b>					
<b>Stall size</b>					
<b>Loading Spaces</b>					
<b>Other</b>					

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

The existing farm parcel is less than the minimum 40 ha required in the Zoning By-law.

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

Frontage: 79.29m

Depth: 90.80m

Width: 79.92m

Lot Area: 0.72 ha

Present Use: farm dwelling

Proposed Use: rural residential lot

Proposed final lot size (if boundary adjustment):

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

Description of land intended to be retained in metric units:

Frontage: about 240 m

Depth: 590 m +

Width: 360 m +

Lot Area: 19.19 ha

Present Use: agricultural crop production

Proposed Use: agricultural crop production

Buildings on retained land: none

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: Dan Verhoeve Farms Ltd.  
Roll Number: 491028065000  
Total Acreage: 49.2 ac / 19.91 ha  
Workable Acreage: 41.0 ac / 16.59 ha  
Existing Farm Type: (for example: corn, orchard, livestock) tobacco  
Dwelling Present?: ☒ Yes ☐ No If yes, year dwelling built about 1920  
Date of Land Purchase: August 31, 2023

Owners Name: Dan Verhoeve Farms Ltd.  
Roll Number: 491028062000  
Total Acreage: 74.57AC / 30.18 ha  
Workable Acreage: 70.55 ac / 28.55 ha  
Existing Farm Type: (for example: corn, orchard, livestock) tobacco  
Dwelling Present?: ☒ Yes ☐ No If yes, year dwelling built about 1920  
Date of Land Purchase: Feb 12, 2010

Owners Name: Dan Verhoeve Farms Ltd.  
Roll Number: 49102800500000  
Total Acreage: 19.96 ha/49.31 ac  
Workable Acreage: 37.9 ac / 15.34 ha  
Existing Farm Type: (for example: corn, orchard, livestock) tobacco  
Dwelling Present?: ☒ Yes ☐ No If yes, year dwelling built about 1930  
Date of Land Purchase: May 23, 2002

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: owners knowledge

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

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

**E. All Applications: Provincial Policy**

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

If no, please explain:

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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 about 300 m to west

**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

☐ Municipal piped water

☐ Communal wells

☒ Individual wells

☐ Other (describe below)

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### Sewage Treatment

☐ Municipal sewers

☐ Communal system

☒ Septic tank and tile bed in good working order

☐ Other (describe below)

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### Storm Drainage

☐ Storm sewers

☒ Open ditches

☐ Other (describe below)

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2. Existing or proposed access to subject lands:

☒ Municipal road

☐ Provincial highway

☐ Unopened road

☐ Other (describe below)

Name of road/street:

Fertilizer Road

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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.



## **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.

Daniel Wilson

Owner/Applicant/Agent Signature

JULY 3 / 24

Date

## J. Owner's Authorization

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

I/We DAW VERRHOVE FARMS LTD am/are the registered owner(s) of the lands that is the subject of this application.

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

Daniel Wilson

Owner

JULY 3 / 24

Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

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

**K. Declaration**

I, Mary Elder of Norfolk County

solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Declared before me at:

\_\_\_\_\_

\_\_\_\_\_

Owner/Applicant/Agent Signature

In \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_

A.D., 20\_\_\_\_

\_\_\_\_\_

A Commissioner, etc.

PROPOSED SEVERANCE  
OF PART OF  
LOT 22

CON LOT

EXISTING PARCEL  
LOT AREA = 19.91 Hectares  
LOT COVERAGE = 0.4 %

CONCESSION 14

IN THE GEOGRAPHIC  
TOWNSHIP OF WINDHAM

NORFOLK COUNTY

SCALE: 1 : 750



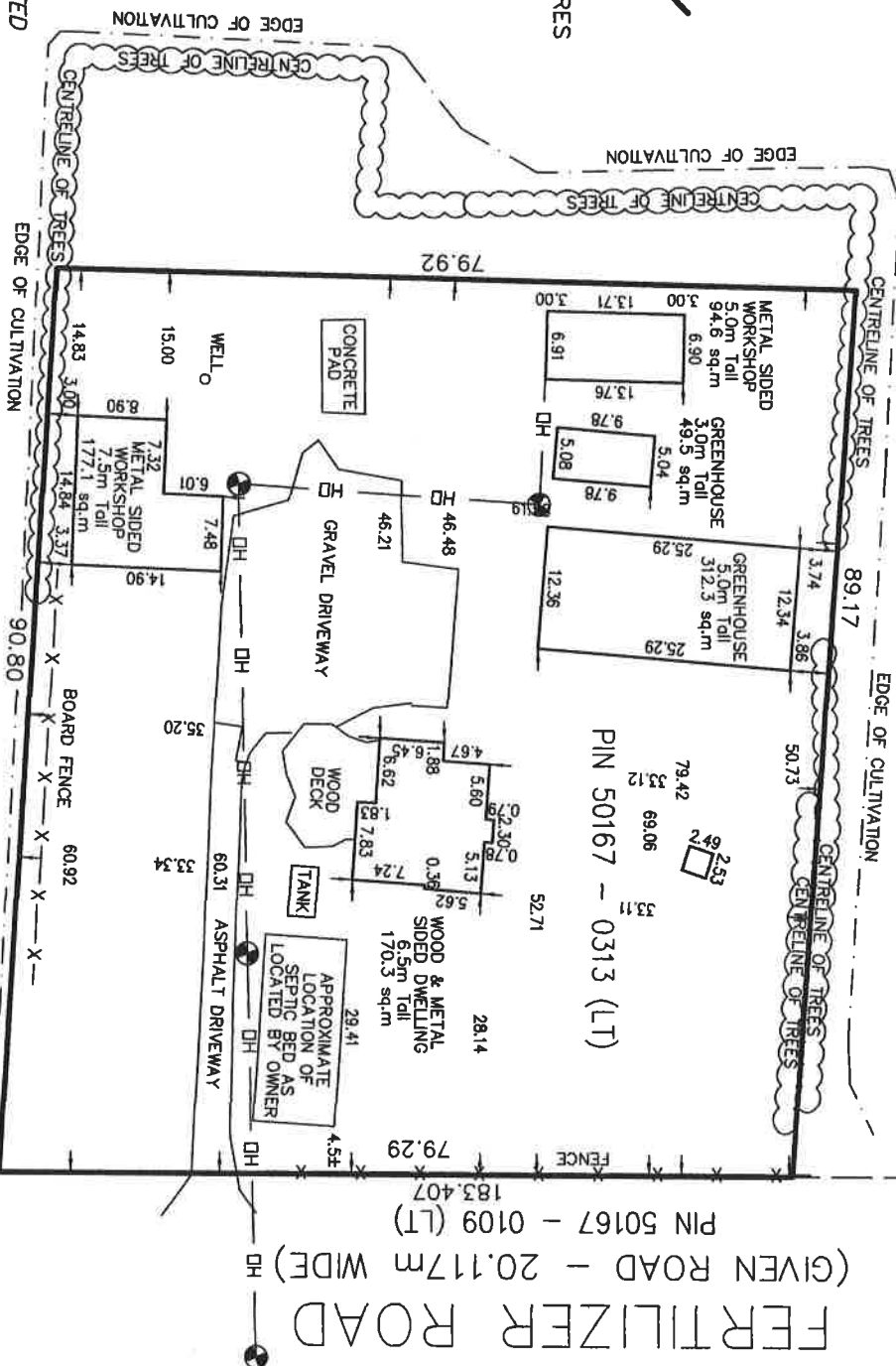
JEWITT AND DIXON LTD.

MAY 15, 2024

PIN 50167 - 0313 (LT)

FERTILIZER ROAD  
(GIVEN ROAD - 20.117m WIDE)  
PIN 50167 - 0109 (LT)

PROPOSED SEVERANCE  
LOT AREA = 7152 sq.m  
LOT COVERAGE = 11.2 %  
  
PROPOSED REMAINDER  
LOT AREA = 19.20 Hectares  
LOT COVERAGE = 0.0%



NOTE:

THIS PLAN IS IN METRIC AND CAN BE CONVERTED  
TO IMPERIAL BY MULTIPLYING BY 3.2808

CAUTION:

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT  
BE USED FOR PURPOSES OTHER THAN THE  
PURPOSE INDICATED IN THE TITLE BLOCK.

COPYRIGHT JEWITT AND DIXON LTD. 2024

NO PERSON MAY COPY, REPRODUCE, DISTRIBUTE, OR ALTER  
THIS PLAN, IN WHOLE OR IN PART, WITHOUT THE WRITTEN  
PERMISSION OF JEWITT AND DIXON LTD.

PIN 50167 - 0313 (LT)

JEWITT AND DIXON LTD.

ONTARIO LAND SURVEYORS

650 IRELAND ROAD, SIMCOE, ONTARIO, N3Y 4K2

PHONE: (519) 426-0842

E-mail: [info@jewittdixon.com](mailto:info@jewittdixon.com)



# **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)





# Evaluation of On-Site Sewage Systems

## INSTRUCTIONS

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

### Collection of Personal Information.

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

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

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

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

<b>Property Information</b>	
Municipal Address	797 Fertilizer Road Delhi
Assessment Roll Number	49102806500 (ME)
Date of Evaluation	August 12, 2024

<b>Evaluators Information</b>	
Evaluators Name:	Larry Dedrick
Company Name:	Dedrick Bros. Excavating
Address:	370 Lynedoch Rd., Delhi, On. N4B-2W4
Phone:	519-282-2069
Email	abel@kwic.com
BCIN #	16930
<b>Purpose of Evaluation</b>	<input type="checkbox"/> Consent <input type="checkbox"/> Site Plan <input checked="" type="checkbox"/> Zoning <input type="checkbox"/> Building Permit Application <input type="checkbox"/> Minor Variance <input type="checkbox"/> Other <u>Severance</u>
<b>Building Information</b>	<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Agricultural

Gross building area: (m <sup>2</sup> ):	148.6
Number of bedrooms:	3
Number of fixture units:	11.5
Daily Design Flow: (Litres)	1600
Is the building currently occupied?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, how long?

<b>Site Evaluation</b>	
Soil type, percolation time (T)	6-12
Site slope	<input type="checkbox"/> Flat <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Steep
Soil condition:	<input type="checkbox"/> Wet <input checked="" type="checkbox"/> Dry
Surface discharge observed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Odour detected:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Weather at time of evaluation:	Sunny

<b>System Description</b>
<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

<b>Type of leaching bed. Class 4 - Leaching Bed only - Complete &amp; attach Worksheet E</b>		
<input checked="" type="checkbox"/> A. Absorption Trench	<input 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

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

Setbacks (metres)	Tank		Distribution Pipe	
Distance to buildings & structures	1.5 m		5 m	
Distance to bodies of water	None		None	
Distance to nearest well	50' 15 m		15 m	
Distance to proposed property lines	Front: 10' 3"	Left: 10' 3"	Front: 10' 3"	Left: 10' 3"
	Rear: 10' 3"	Right: 10' 3"	Rear: 10' 3"	Right: 10' 3"

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

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

B) Plus Additional Flow for:				Quantity	(Q) Litres	Total
<b>Note:</b> Use the largest additional flow calculation to determine Daily Design Flow (Q). If none apply Subtotal (B) is zero.						
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)						0
Subtotal A+B=Daily Design Flow (Q)						1600

## Worksheet B: Dwellings Fixture Unit Count

Fixtures	Units	How Many?	Total
Bath group (toilet, sink, tub or shower) with flush tank	6.0	X 1	= 6
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 1	= 1
Floor Drain (3 inch trap)	3.0	X	=
Sink (with/without garbage grinder, domestic and other small type single, double or 2 single with a common trap)	1.5	X 1	= 1.5
Domestic washing machine	1.5	X 1	= 1.5
Combination sink and laundry tray single or double (installed on 1.5 inch trap)	1.5	X 1	= 1.5
Other:			
Total Number of Fixture Units:			11.5

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



## Worksheet 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	$1600 \times 2 = 3200$	<del>3600</del>
<b>All Other Occupancies</b>	$\times 3 =$	
<b>Holding Tank</b>	$\times 7 =$	

# 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: <u>3</u> runs of <u>30.4</u> m Total: <u>91.44</u> m

## ☐ B. Filter Bed

<b>Effective Area</b> 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 $Q \div 100$ <b>Distribution Pipe</b> <b>Contact Area = <math>(Q \times T) \div 850</math></b> <b>Mantel (see Part 1)</b>	<b>Effective area:</b> _____ (Q) $\div$ _____ (75, 50, or 100) = _____ m <sup>2</sup> <b>Configured as:</b> _____ m x _____ m <b>Number of beds</b> _____  <b>Number of runs:</b> _____ <b>Spacing of runs:</b> _____ m <b>Contact Area:</b> ( _____ (Q) X _____ (T)) $\div$ 850 = _____ 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	$(L) =$ _____ (Q) $\div$ _____ (75, 50, 30) = _____ m <b>Configured as:</b> _____ runs of _____ m Total: _____ m
$20 < T \leq 50$	$Q \div 50$ metres	
$50 < T < 125$	$Q \div 30$ metres	

## ☐ D. Advance Treatment System

Provide description of system.

## ☐ E. Type A Dispersal Bed

<b>Stone Layer</b> If $Q \leq 3000$ litres per day, use $Q \div 75$ If $Q > 3000$ litres per day, use $Q \div 50$ <b>Sand Layer</b> $1 < T \leq 15$ use $(Q \times T) \div 850$ $T > 15$ use $(Q \times T) \div 400$	<b>Stone Layer =</b> _____ (Q) $\div$ _____ (75 or 50) = _____ m <sup>2</sup>  <b>Sand Layer =</b> ( _____ (Q) x _____ (T)) $\div$ (850 or 400) = _____ m <sup>2</sup>
---	--

## ☐ F. Type B Dispersal Bed

<b>Area = <math>(Q \times T) \div 400</math></b> <b>Linear Loading Rate (LLR)</b> $T < 24$ minutes, use 50 L/min If $T \geq 24$ minutes, use 40 L/min	<b>Area =</b> ( _____ (Q) x _____ (T)) $\div$ 400 = _____ m <sup>2</sup> <b>Pump chamber capacity =</b> _____ L <b>Length <math>(Q \div \text{LLR}) =</math></b> _____ m <b>Bed configuration =</b> _____ m x _____ m = _____ m <sup>2</sup> <b>Number of Beds =</b> _____  <b>Configured as:</b> _____ runs of _____ m Total: _____ m
--	--

**Distribution Pipe**

## 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.

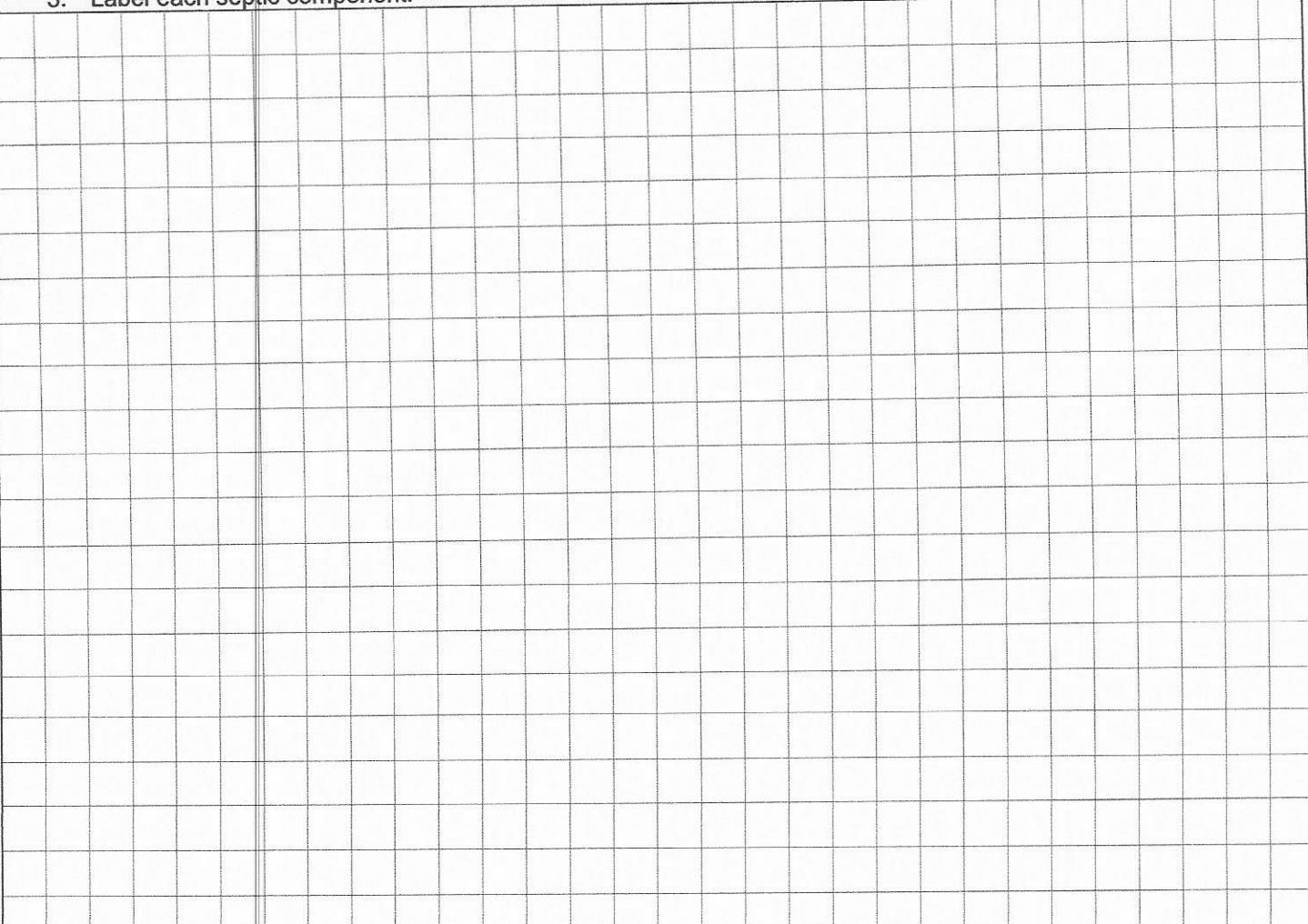
	Original grade
	0.5m
	1.0m
	1.5m

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.

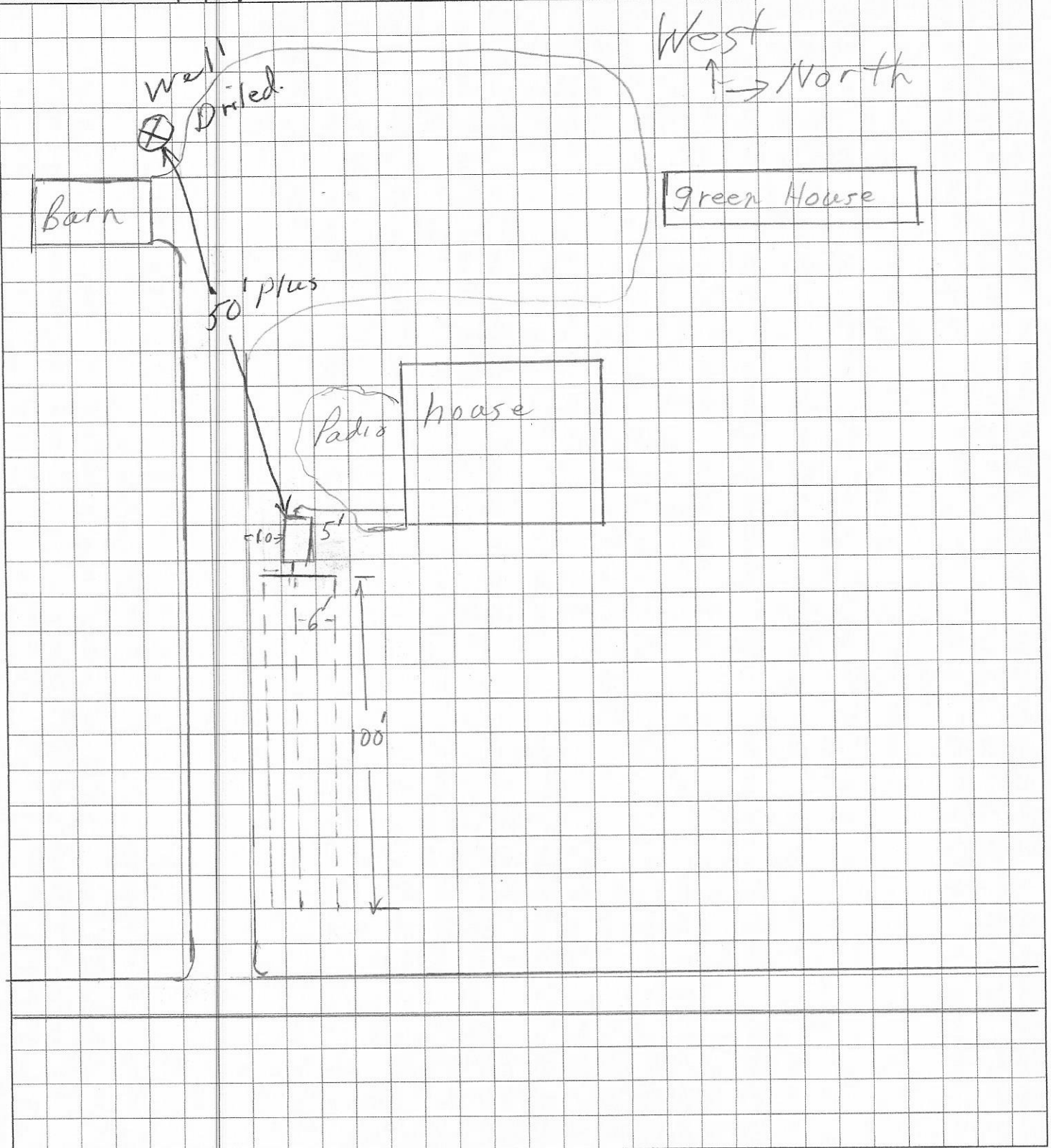
3. Label each septic component.

A large grid of graph paper, consisting of 20 columns and 20 rows of squares, intended for labeling septic components.

## 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.



## Overall System Rating

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

Additional Comments:

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

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

## Verification

### Owner:

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

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

Owners Signature:

Date:

### Evaluator:

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

Evaluator Signature:

Date:

## Building Department Review

Comments:

Building Inspectors Name:

Building Inspector Signature:

Date:



**MAP A**  
**CONTEXT MAP**  
Geographic Township of WINDHAM

BNPL2024310

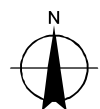


**Legend**

- Subject Lands
- Lands Owned

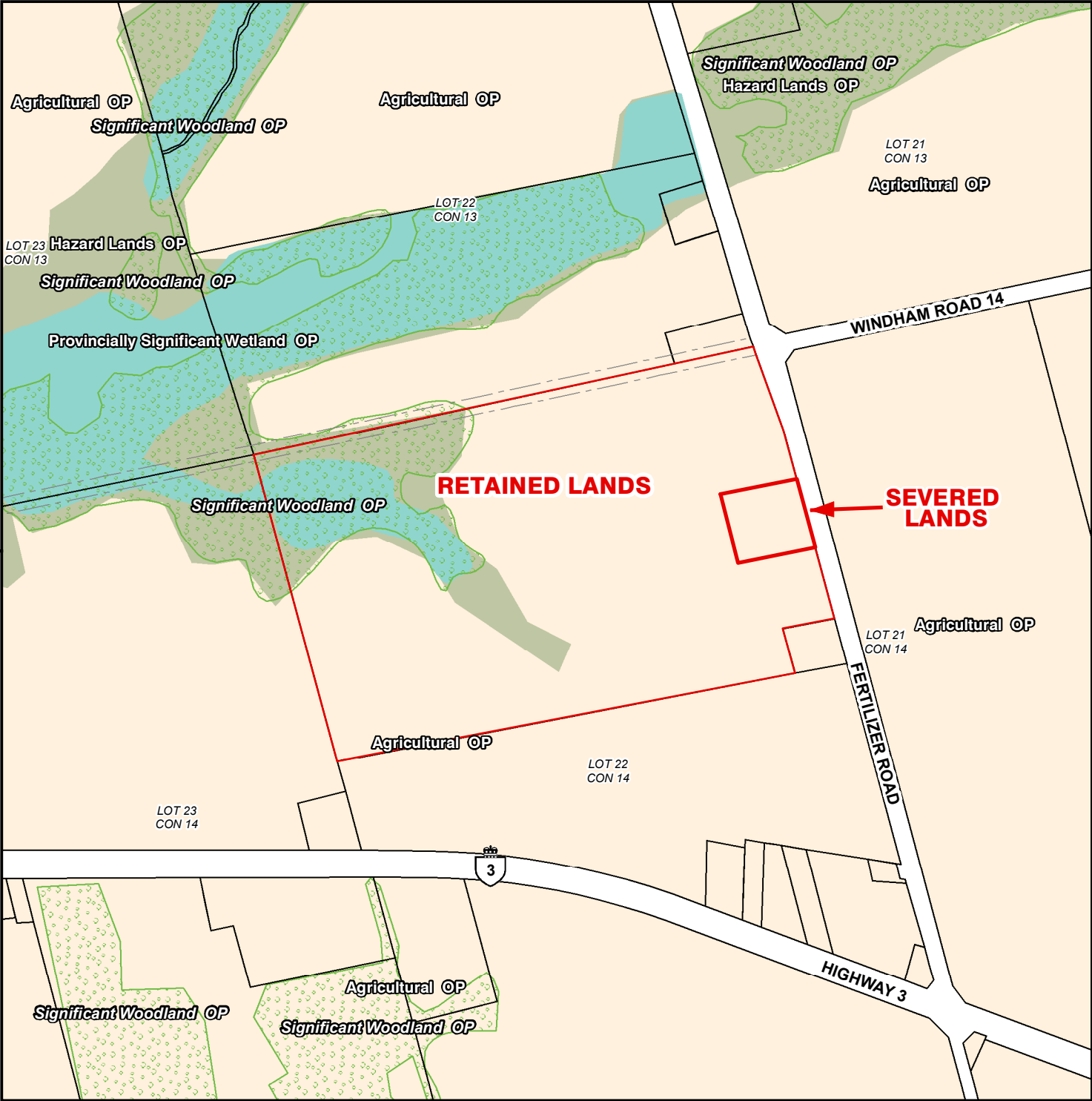
2020 Air Photo

11/7/2024



60 30 0 60 120 180 240 Meters





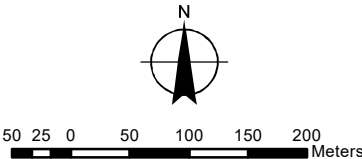
**Legend**

- Subject Lands
- Lands Owned

**Official Plan Designations**

- Agricultural
- Hazard Lands
- Provincially Significant Wetland
- Significant Woodland

11/7/2024

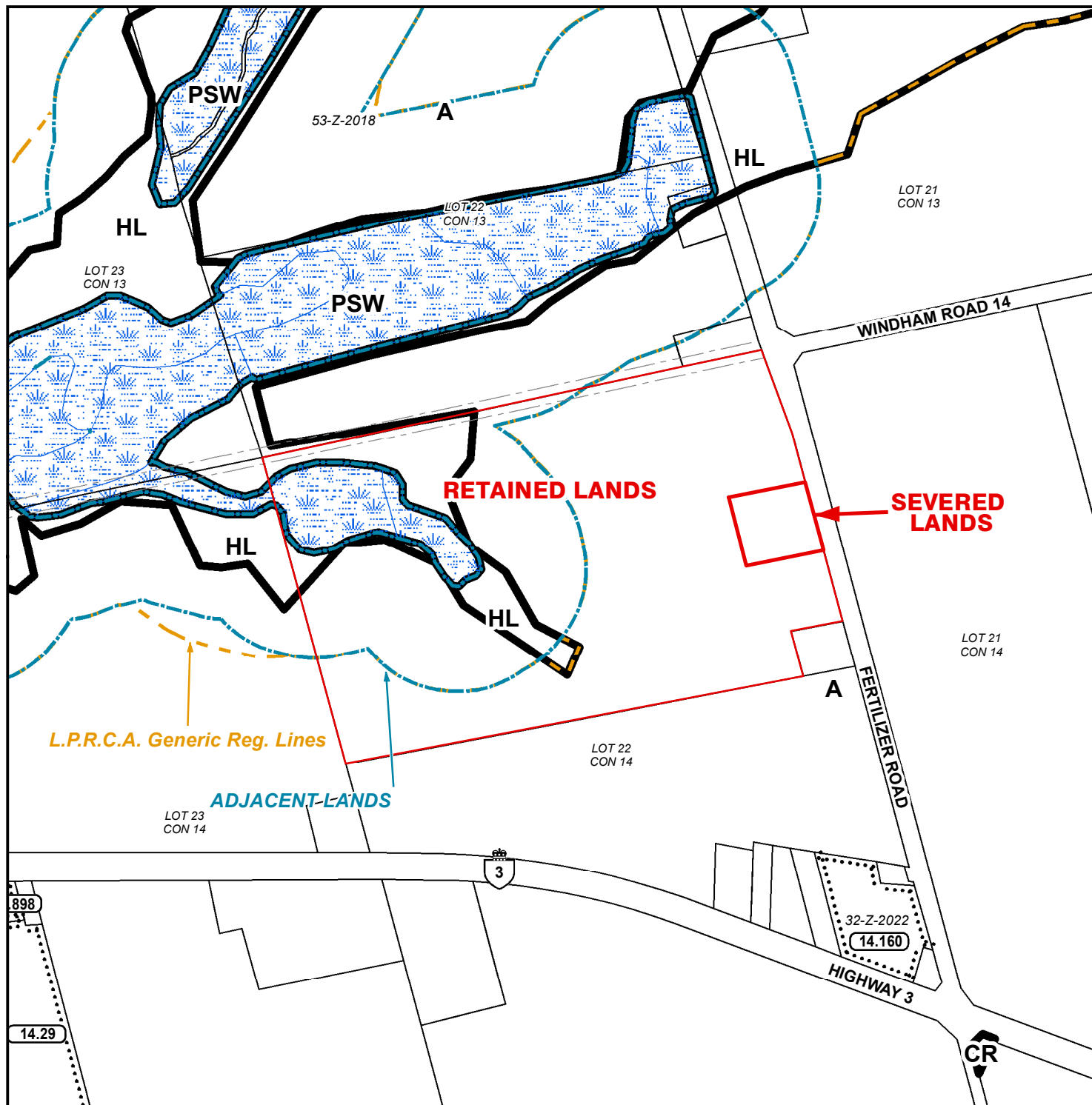


# MAP C

## ZONING BY-LAW MAP

Geographic Township of WINDHAM

BNPL2024310



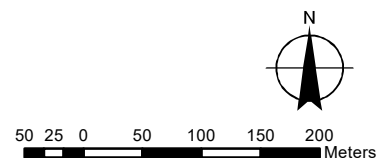
### LEGEND

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

ZONING BY-LAW 1-Z-2014

- (H) - Holding
- A - Agricultural Zone
- CR - Rural Commercial Zone
- HL - Hazard Land Zone
- PSW - Provincially Significant Wetland Zone

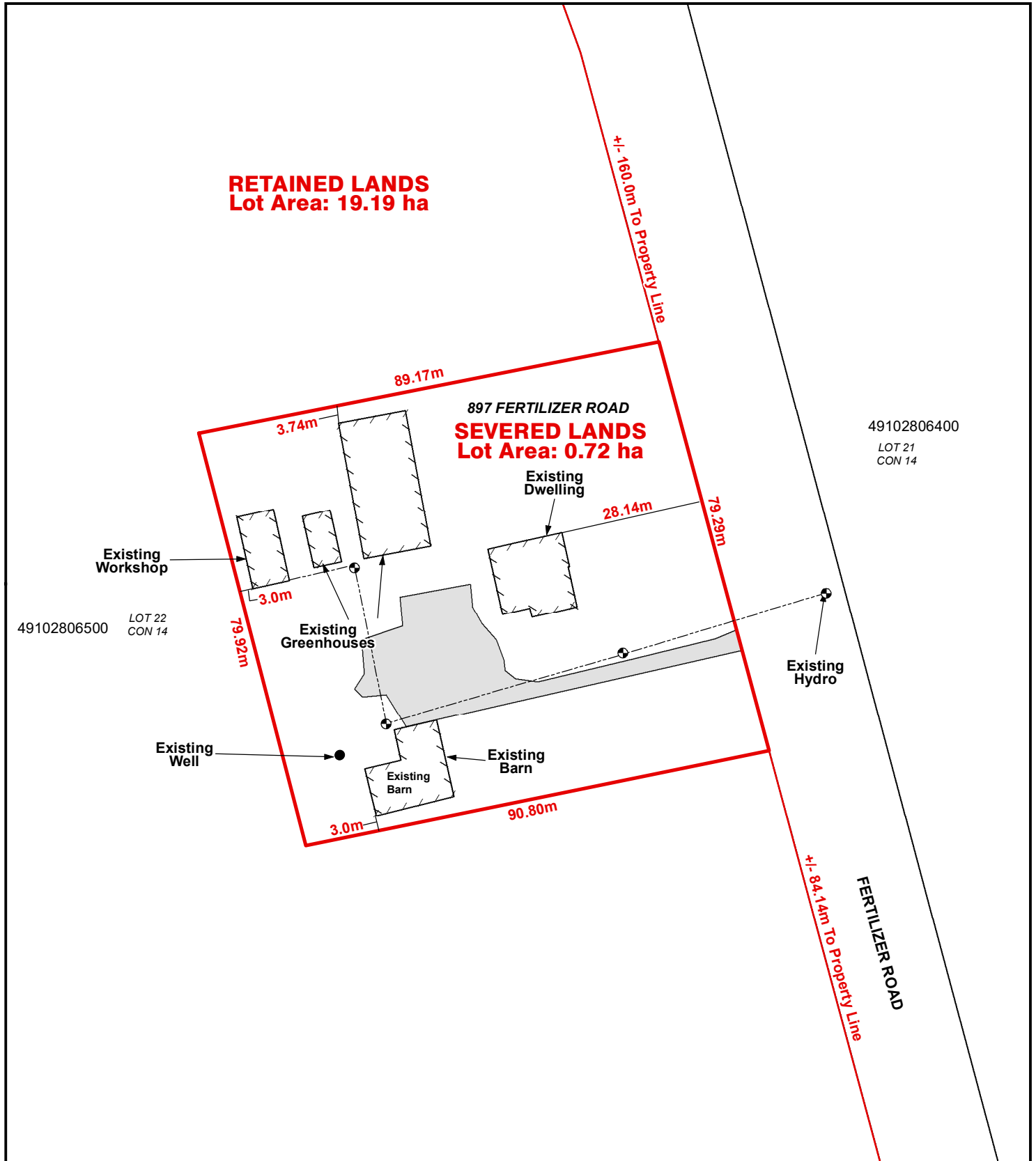
11/7/2024





**CONCEPTUAL PLAN**

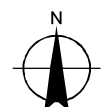
Geographic Township of WINDHAM



**Legend**

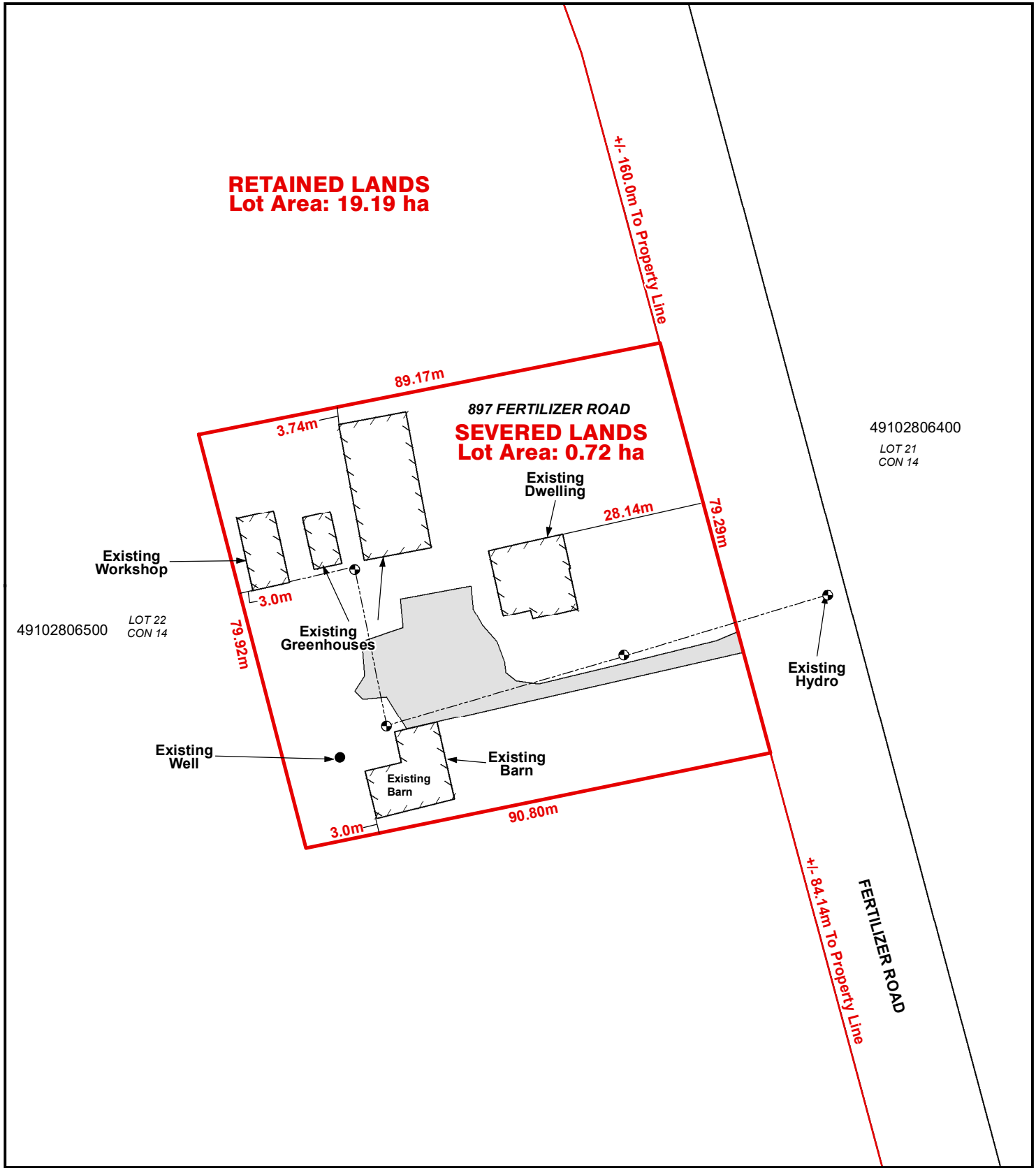
- Subject Lands
- Lands Owned

11/7/2024



8 4 0 8 16 24 32 Meters

CONCEPTUAL PLAN  
Geographic Township of WINDHAM



Legend

- Subject Lands
- Lands Owned

