

**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	_____

**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** Doug Poss, Roger Poss, Ruth Poss, Janet Poss

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** 654 Concession 3 Townsend

**Town and Postal Code** Townsend, Norfolk County

**Phone Number** 519-774-4166

**Cell Number** " "

**Email** robin.poss@hotmail.com

**Name of Applicant** Robin Poss

**Address** 1356 Norfolk County Rd 19 east

**Town and Postal Code** Norfolk County

**Phone Number** 519-774-4166

**Cell Number** 519-774-4166

**Email** robin.poss@hotmail.com

Name of Agent

Kayla DeLeye

Address

29 Broadview Dr.

Town and Postal Code

Burford ON N0E 1A0

Phone Number

519-909-9710

Cell Number

" "

Email

Kayla.deleye@outlook.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 mortgages, 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):

654 Concession 3 Townsend

Concession 3, Part Lot 9

Municipal Civic Address: 654 Concession 3 Townsend

Present Official Plan Designation(s): Ag & Hazard

Present Zoning: Ag & Hazard

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:

Agricultural - cash crops, residential & hazard 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:

Existing SFD, detached garage, chicken coop  
See attached survey sketch for details.  
all structures to remain

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

N/A

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

N/A

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:

N/A

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

20+ years

9. Existing use of abutting properties:

Agricultural, rural residential, Whistling Gardens

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** → See Attached Survey Sketch

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:

All zone provisions are met as per Attached P.R.

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

Frontage: 68.5

Depth: 145.5

Width: 53.5

Lot Area: 9 935.455 sq.m

Present Use: Residential

Proposed Use: Residential

Proposed final lot size (if boundary adjustment): N/A

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

Description of land intended to be retained in metric units:

Frontage: 71.8m

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

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

Lot Area: 149 605 sq.m

Present Use: Ag.

Proposed Use: Ag.

Buildings on retained land: Ag. buildings.

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

Frontage: N/A

Depth: N/A

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: Doug Poss / Roger Poss  
Roll Number: 336-010-695-00  
Total Acreage: 99+1  
Workable Acreage: 90  
Existing Farm Type: (for example: corn, orchard, livestock) Cash Crops  
Dwelling Present?: ☒ Yes ☐ No If yes, year dwelling built \_\_\_\_\_  
Date of Land Purchase: \_\_\_\_\_

Owners Name: Doug Poss / Roger Poss  
Roll Number: 336-020-08200  
Total Acreage: 100+  
Workable Acreage: 100+  
Existing Farm Type: (for example: corn, orchard, livestock) Cash Crops  
Dwelling Present?: ☒ Yes ☐ No If yes, year dwelling built \_\_\_\_\_  
Date of Land Purchase: \_\_\_\_\_

\* The applicants are multi generational farm families with several cash crop/dairy in Norfolk County

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:

Owners history  
\_\_\_\_\_  
\_\_\_\_\_

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

☐ Municipal piped water

☒ Individual wells

☐ Communal 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)

*Septic Evaluation Attached*

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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:

*Concession 3 - new driveway required for severed lands.*

## 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.

*See attached P/R*

## **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.

Kayla Deloye  
Owner/Applicant/Agent Signature

March 20 / 2025  
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 DOUG, RUTH, ROGER, JANET POSS am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Kayla Deloye 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.

Doug Poss Ruth Poss  
Owner

March 17 / 25  
Date

Roger Poss Janet Poss  
Owner

March 17 / 25  
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, Kayla Deleze of Brant 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:

SIMCOE, ON

Kayla Deleze  
Owner/Applicant/Agent Signature

In NORFOLK COUNTY

This 26<sup>th</sup> day of MARCH, 2025

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

Sherry Ann Mott, a  
Commissioner, etc., Province of Ontario.  
for the Corporation of Norfolk County.  
Expires March 16, 2026.

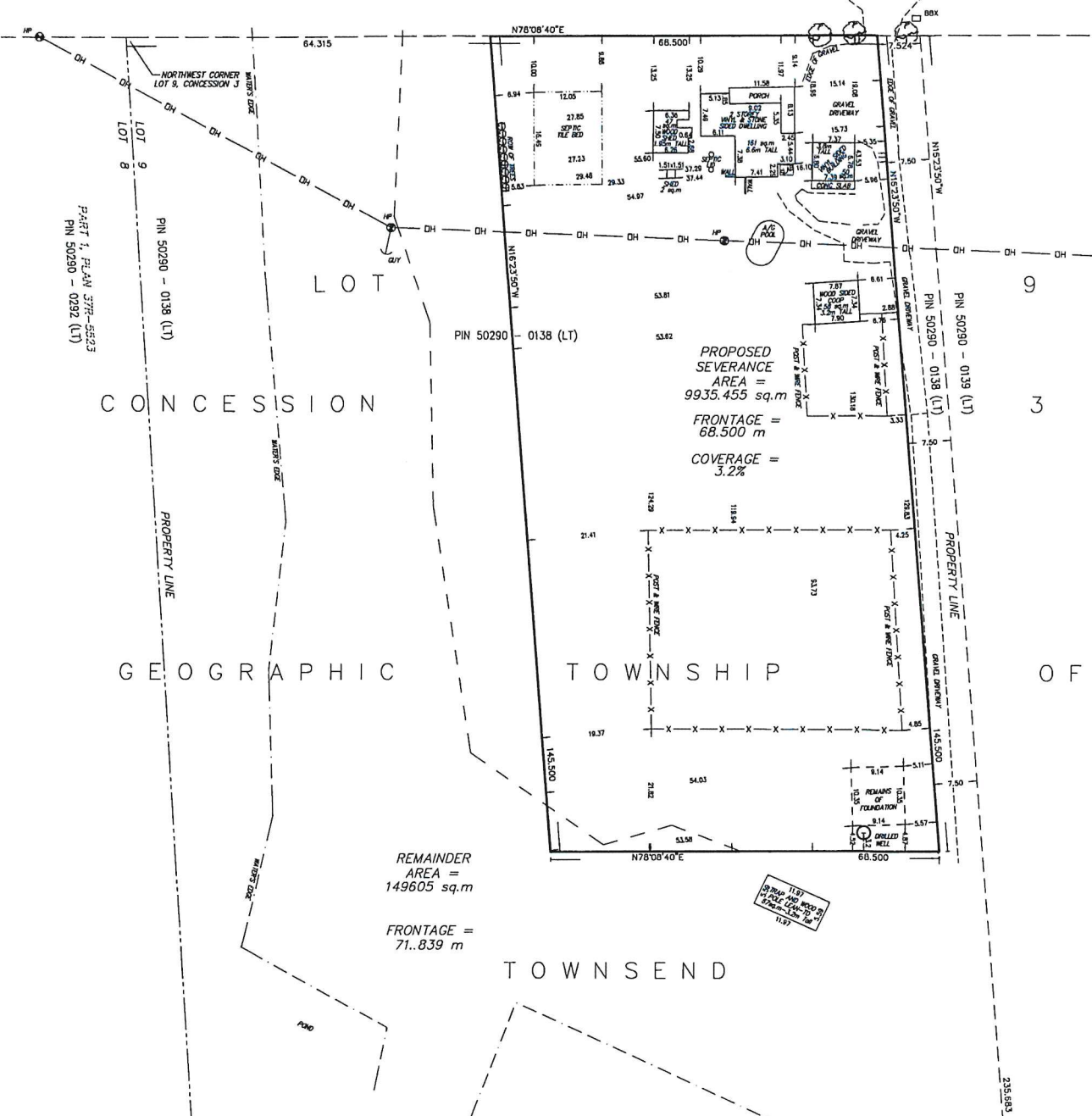
A Commissioner, etc.



# ROAD ALLOWANCE BETWEEN CONCESSIONS 2 & 3

(20.117m WIDE - KNOWN AS CONCESSION 3 TOWNSEND ROAD)

PIN 50290 - 0182 (LT)



PROPOSED SEVERANCE  
OF PART OF  
**LOT 9**  
**CONCESSION 3**  
IN THE GEOGRAPHIC  
TOWNSHIP OF TOWNSEND  
IN  
**NORFOLK COUNTY**

SCALE: 1 : 500

5 0 20 METRES

JEWITT AND DIXON LTD.

METRIC NOTE:

DISTANCES AND COORDINATES ARE METRIC AND CAN  
BE CONVERTED TO IMPERIAL BY DIVIDING BY 0.3048



PIN 50290 - 0138 (LT)



**JEWITT AND DIXON**  
ONTARIO LAND SURVEYORS  
A Division of Xlm Husted Surveying Ltd.  
650 Ireland Rd., Simcoe, ON N3Y 4K2  
T: (519) 426-0842 www.jdthames.com

SURVEYING  
MAPPING  
GIS

DRAWN BY:  
JLM

CHECKED BY:  
KH

REFERENCE NO.:  
24-54-178-00

DATED: FEBRUARY 4, 2025



Property Information	
Municipal Address	654 Concession 3, Wilsonville
Assessment Roll Number	
Date of Evaluation	Feb 4, 2025

Evaluators Information	
Evaluators Name:	Don Aurney
Company Name:	Clear Lines
Address:	98 Hillcrest Rd, Spruce
Phone:	519 426 8554
Email	daurney@gmail.com
BCIN #	113930 / 114392
Purpose of Evaluation	<input type="checkbox"/> Consent <input type="checkbox"/> Zoning <input type="checkbox"/> Minor Variance <input checked="" type="checkbox"/> Site Plan <input type="checkbox"/> Building Permit Application <input type="checkbox"/> Other _____
Building Information	<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural

Gross building area: (m <sup>2</sup> ):	279 m <sup>2</sup>
Number of bedrooms:	4
Number of fixture units:	23.5
Daily Design Flow: (Litres)	3000 L/day
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)	8 minutes est
Site slope	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Moderate <input type="checkbox"/> Steep
Soil condition:	<input type="checkbox"/> Wet <input 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:	-6°C clear

System Description			
<input type="checkbox"/> Class 1 - Privy <input type="checkbox"/> Class 2 - Greywater <input type="checkbox"/> Class 3 - Cesspool <input checked="" type="checkbox"/> Class 4 - Leaching Bed <input type="checkbox"/> Class 5 - Holding Tank			
Type of leaching bed. Class 4 - Leaching Bed only - Complete & attach Worksheet E			
<input 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	
Existing Tank Size (litres): 5500 L			
<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	3m, 4m		1.2 m
Distance to bodies of water	> 30 m		> 30 m
Distance to nearest well	70 m		7.6 m
Distance to proposed property lines	Front: 40m Rear: 27.3m	Left: 27.3m Right: 230m	Front: 20m Rear: 27.3m Left: 27.3m Right: 40m



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

B) Plus Additional Flow for:				
Note: Use the largest additional flow calculation to determine Daily Design Flow (Q). If none apply Subtotal (B) is zero.				
	Quantity	(Q) Litres	Total	
Either	Each bedroom over 5	500		
Or	Floor space for each 10m <sup>2</sup> over 200m <sup>2</sup> up to 400m <sup>2</sup>	100	10	1000
	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	4	200
Subtotal (B)				1000
Subtotal A+B=Daily Design Flow (Q)				1000

## Worksheet B: Dwellings Fixture Unit Count

Fixtures	Units	How Many?		Total
Bath group (toilet, sink, tub or shower) with flush tank	6.0	X	3	18
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:				23.5

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	3000	X 2 = 6000 L
<b>All Other Occupancies</b>		X 3 =
<b>Holding Tank</b>		X 7 =

5500 L existing



## 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  $(Q \times T) \div 200 =$  120 <sup>existing = 146</sup> (calc) m  
 Type I leaching chambers  $(Q \times T) \div 200 =$  \_\_\_\_\_ m  
 Type II leaching chambers  $(Q \times T) \div 300 =$  \_\_\_\_\_ m  
 Configured as: 8 runs of 18.3 m Total: 146 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) = \_\_\_\_\_  $m^2$

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

Number of beds \_\_\_\_\_

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

Contact Area:  $(\text{_____ } (Q) \times \text{_____ } (T)) \div 850 =$  \_\_\_\_\_  $m^2$

### ☐ C. Shallow Buried Trench

Percolation time  
(T) of soil in  
minutes:

Length of  
distribution pipe  
(metres)

$1 < T \leq 20$

$20 < T \leq 50$

$50 < T < 125$

$Q \div 75$  metres

$Q \div 50$  metres

$Q \div 30$  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) = \_\_\_\_\_  $m^2$

Sand Layer =  $(\text{_____ } (Q) \times \text{_____ } (T)) \div (850 \text{ or } 400) =$  \_\_\_\_\_  $m^2$

### ☐ F. Type B Dispersal Bed

Area =  $(Q \times T) \div 400$

Linear Loading Rate (LLR)

$T < 24$  minutes, use 50 L/min

If  $T \geq 24$  minutes, use 40 L/min

Area =  $(\text{_____ } (Q) \times \text{_____ } (T)) \div 400 =$  \_\_\_\_\_  $m^2$

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

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

Bed configuration = \_\_\_\_\_ m x \_\_\_\_\_ m = \_\_\_\_\_  $m^2$

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

Distribution Pipe

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

## Worksheet F: Cross Sectional Drawings

### Subsoil Investigation – Test pit

1. Soil sample to be taken at a depth of
2. Test pit to be a minimum 0.9m

Indicate level of rock and ground water level below original grade.

No Excavation  
performed.

Original grade
0.5m
1.0m
1.5m

Soil and subgrade investigation.  
Indicate soil types

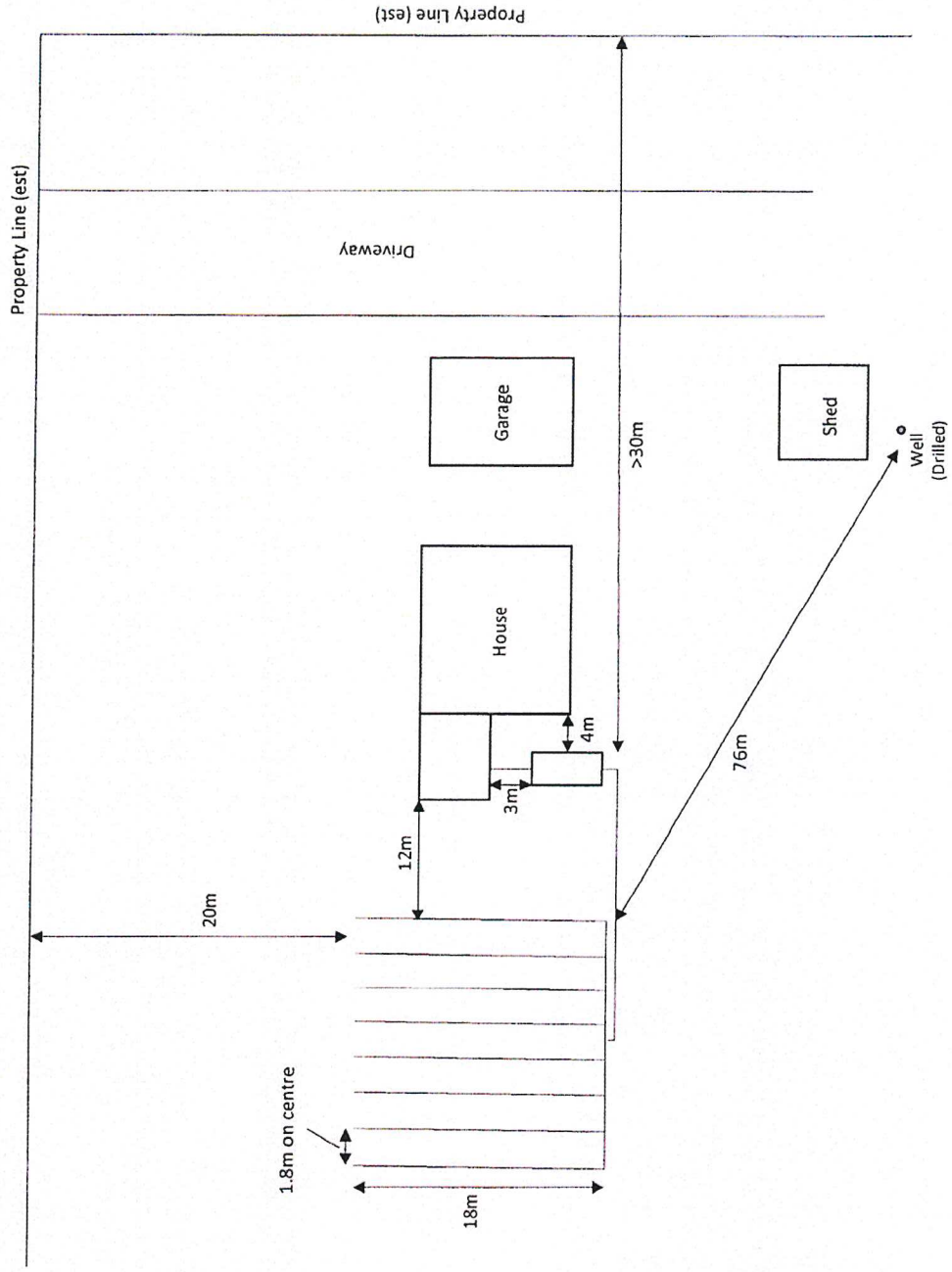
**Cross sectional drawings are required for all septic systems**

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

6. Label each septa component.



# Concession 3, Wilsonville





## Overall System Rating

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

### Additional Comments:

no debris or wastewater in outlet pipe observed with camera  
tank at proper level - no overflow observed

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, Don Avery 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: Don Avery

Date: Feb 13, 2025

## Building Department Review

Comments:

Building Inspectors Name:

Building Inspector Signature:

Date:

# **Planning Justification Report**

Surplus Farm Dwelling Severance

654 Concession 3 Townsend

March 11, 2025



## **Planning Justification Report for 654 Concession 3 Townsend**

### **1.0 INTRODUCTION**

Kayla DeLeye Development Planning (“Agent”) has been retained by Robin Poss (“owner”) to assist in obtaining a surplus farm dwelling severance for 654 Concession 3 Townsend, Norfolk County, legally described as Townsend Concession 3, Part Lot 9. This consent application is to sever a dwelling made surplus through farm amalgamation.

The owner purchased the subject lands to add to their farm operation in December of 2024. The overall farm operation consists of several parcels totaling approximately 445 hectares (1,100 acres) of cash crops, as well as approximately 120 dairy cattle.

The single detached dwelling at 654 Concession 3 Townsend is proposed to be severed as it is surplus to the large farming operation, which includes other single detached dwellings. This report aims to provide details regarding the creation of the new lot and provide an overview of the planning merits associated with this planning application.

### **2.0 SUBJECT LANDS DESCRIPTION**

The subject lands are located on the south side of Concession 3 Townsend in the geographic township of Townsend, less than one kilometre east of the hamlet of Wilsonville, in Norfolk County. The subject lands are 16.2 hectares (40 acres) in size and are used for growing cash crops. Most of the lands surrounding the subject property are in agricultural production, with Whistling Gardens (botanical garden) located a short distance to the east. The subject lands are classified as Class 2 and 3 soils (prime agricultural lands) with a small piece of Class 4 in the southeast corner. The lands proposed to be severed are Class 2. The entirety of the subject lands is regulated by the Grand River Conservation Authority. A portion of the Wilsonville Drain traverses the west side of the subject lands. See the property location shown on Map 1 below.



## Map 1: Location of Subject Lands



The subject lands proposed to be severed are 9,935.5 square metres (2.5 acres) in size and are part of the 16.2 hectare (40 acre) farm parcel. The proposed severed lands contain a two-storey vinyl-sided single detached dwelling, a detached two-car garage, a shed, and a chicken coop, as well as an above-ground pool and the remains of a foundation. The retained lands contain two ponds, a watercourse, and lands in active agricultural production. The retained farmlands are 15.2 hectares (37.5 acres) in size. The farm parcel is serviced by one driveway. Map 2 below outlines the proposed severed lot.

## Map 2: Proposed Severed Lands

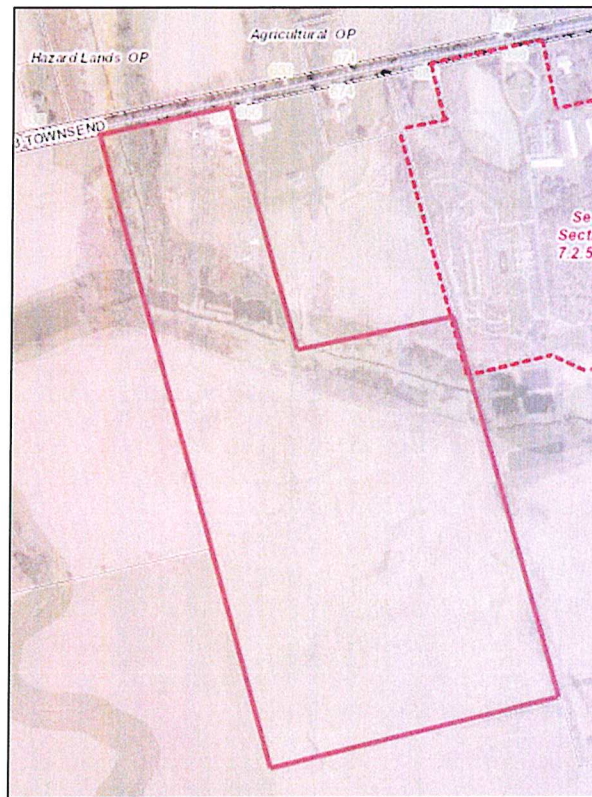


### Official Plan Designation & Zoning By-law Provisions

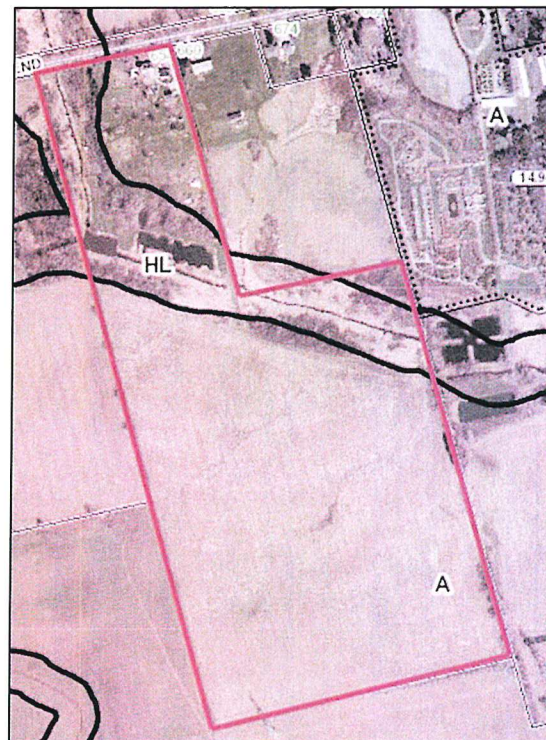
The subject lands are designated Agricultural and Hazard Lands in the Norfolk County Official Plan (NCOP) and zoned Agricultural (A) and Hazard Land (HL) in the Norfolk County Zoning By-law 1-Z-2014 (NCZB) as shown below in Maps 3 and 4 below.



**Map 3: Farm Parcel with Official Plan Designation**



**Map 4: Farm Parcel with Zoning**





The lands proposed to be severed as a surplus farm dwelling severance are 9,935.5 square metres (2.5 acres) in size and include a single detached dwelling, a septic system, a well, and three accessory buildings totaling 155 square metres (1,668.4 square feet) as shown on Map 5 below. The property is serviced by electricity provided by Hydro One. The severed parcel will require a new driveway for residential access on Concession 3 Townsend, and the farm will continue to use the existing access to the retained farmlands. No new construction is proposed as part of this application.

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## **4.0 LAND USE PLANNING POLICY FRAMEWORK & ANALYSIS**

The surplus farm dwelling severance is reviewed under several policy and regulatory documents including:

- 1 – Provincial Planning Statement, 2024;
- 2 – Norfolk County Official Plan; and
- 3 – Norfolk County Zoning By-law 1-Z-2014.

A detailed land use planning policy framework and analysis is included below.

### **4.1 PROVINCIAL PLANNING STATEMENT, 2024 FRAMEWORK & ANALYSIS**

The Provincial Planning Statement (PPS) is a consolidated statement of the government's interests and policies on land use planning in Ontario. It provides provincial policy direction for appropriate development and includes key land use planning issues that affect communities, such as building strong and healthy communities, the wise use and management of resources, and the protection of public health and safety. The PPS supports improved land use planning and management, which contributes to a more effective and efficient land use planning system.

The PPS is issued under section 3 of the Planning Act, and according to the Act, all decisions affecting planning matters shall be consistent with the PPS. Municipalities are the primary decision-makers for local communities. They implement provincial policies through municipal official plans, zoning by-laws and planning-related decisions.

As per section 4.3.1 of the PPS, prime agricultural areas shall be protected for long-term use for agriculture. Prime agricultural areas are areas where prime agricultural lands predominate and includes Canada Land Inventory Class 1, 2, and 3 lands, and any associated Class 4 through 7 lands within the prime agricultural area.

As per section 4.3.2 of the PPS, in prime agricultural areas, agricultural uses (including farm buildings and a residence) are permitted. Furthermore, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected, and the creation of new lots shall comply with the minimum distance separation (MDS) formula.

The subject lands are considered prime agricultural lands in the PPS. "Prime agricultural lands" are defined in the PPS as "specialty crop areas and/or Canada Land Inventory Class 1, 2, and 3 lands, as amended from time to time, in this order of priority for protection." The lands are also part of a "prime agricultural area", which is defined as "areas where prime agricultural lands predominate. This includes areas of prime agricultural lands and associated Canada Land Inventory Class 4 through 7 lands, and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture. Prime agricultural areas may be identified by a planning authority based on provincial guidance or informed by mapping obtained from the Ontario Ministry



of Agriculture, Food and Agribusiness and the Ontario Ministry of Rural Affairs or any successor to those ministries.”

Policy 4.3.3.1 of the PPS states, “Lot creation in prime agricultural areas is discouraged and may only be permitted for:

- a) agricultural uses, provided that the lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;
- b) agriculture-related uses, provided that any new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services;
- c) one new residential lot per farm consolidation for a residence surplus to an agricultural operation, provided that:
  - 1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and
  - 2. the planning authority ensures that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new dwellings or additional residential units are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches that achieve the same objective; and
- d) infrastructure, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way.”

Policy 4.3.3.3 states, “The creation of new residential lots in prime agricultural areas shall not be permitted, except in accordance with policy 4.3.3.1.c).”

The owner has applied for a surplus farm dwelling severance in accordance with Policy 4.3.3.1.c).

The farmer owns the subject farm as well as several other farms in Norfolk County. The proposed new lot will be limited to the minimum sized needed to accommodate the residential use, the well, and the septic system. The retained lands will be rezoned such that a new dwelling will not be permitted.

The subject application is consistent with the policies of the PPS.

## **4.2 NORFOLK COUNTY OFFICIAL PLAN FRAMEWORK & ANALYSIS**

The Norfolk County Official Plan (NCOP) is the local municipal planning policy which describes how land in Norfolk County should be used. It is prepared with input from the community and helps manage growth and development within the County until 2036. The NCOP provides a policy framework to guide economic, environmental and social decisions that have implications for the use of land.

The purpose of the NCOP is to provide an overall policy framework establishing clear development principles and policies including land use designations to:



- promote orderly growth and development;
- provide guidance to Council;
- ensure the financial sustainability of the County;
- establish goals and objectives to provide appropriate services;
- respond to population and economic change;
- implement monitoring, review and updates to policy as per new provincial interests; and
- assist in co-ordinating and integrating planning activities with cross-jurisdictional implications including:
  - ecosystem,
  - shoreline and watershed planning;
  - natural heritage planning;
  - management of resources;
  - transportation and infrastructure planning;
  - regional economic development;
  - cultural heritage planning,
  - air and water quality monitoring; and
  - waste management.

The subject lands are designated “Agricultural” and “Hazard Land” in the NCOP. The majority of the proposed severed lot is Agricultural. Section 7.2 of the OP dictates the policies of the Agricultural designation.

Section 7.2.1(j) of the NCOP states, “Non-farm related rural residential development shall not be permitted, except in accordance with Section 7.2.3 (Agricultural Designation - Lot Creation and Lot Adjustment Policies) or on an existing lot of record, subject to the other applicable policies of this Plan.”

Section 7.2.3, Agricultural Lot Creation and Lot Adjustment Policies, states,

“The following policies apply to land designated Agricultural.

- a) Consent to sever land may be considered for the following purposes:
  - i) the assembly or disassembly of agricultural lots for agriculture uses including agriculturally related boundary adjustments which do not result in the creation of a new lot, subject to the policies of Section 7.2.4 (Agricultural Designation - Agricultural Lot Size Policies);
  - ii) agriculture-related commercial and industrial uses in accordance with the policies of Section 7.2.2 (Agricultural Designation – Land Use Policies);
  - iii) agriculture-related commercial, institutional and industrial uses existing prior to August 24, 1978, provided the retained parcel of land is not considered a vacant lot, and subject to the policies of this Plan;
  - iv) infrastructure and utilities, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way;

- v) a currently habitable farm dwelling surplus to a farming operation as a result of the consolidation of farm properties located within Norfolk County and adjacent municipalities, subject to the policies of Sections 7.2.3(b) and (c);
- vi) technical reasons including minor boundary adjustments, corrections of deeds, quit claims, easements or rights-of-way, or other purposes that do not create an additional separate lot, and which do not change the lot configuration such that a non-agricultural lot is created which would not be in conformity with the policies of this Plan.”

The owner has applied to sever a surplus farm dwelling in accordance with Section 7.2.3(v). The dwelling is currently habitable, and the farmer owns several other farms within Norfolk County, some of which contain dwellings.

Section 7.2.3(b) states, “As a condition of the approval of a consent granted under Section 7.2.3 a) v), the County shall ensure that the land is zoned in the Zoning By-law such that no new residential dwelling shall be permitted on the retained agricultural lot. No consent shall be granted unless it is demonstrated that the severed lot will not adversely affect the operation or viability of the farm operation on the retained lot or any adjacent land.”

The retained lands will be rezoned to prohibit the construction of a single detached dwelling. The severed lot will not adversely affect the operation or viability of the farm operation on the retained lot or any adjacent land, as it is located in an area that does not conflict with the farm. The proposed lot configuration is logical and does not impede any future farming of the property.

Section 7.2.3(c) states “Further to Sections 7.2.3(b), a consent to sever a currently habitable dwelling shall be subject to the following criteria:

Criteria	Conformity	Comments
i) the habitable dwelling shall be at least 10 years old at the date of application for a severance;	✓	The dwelling was constructed in 1890. It was renovated in 2017 and is habitable.
ii) the severed lot shall be of an appropriate size for the intended residential use, which shall be determined in the Zoning By-law, and shall minimize the amount of agricultural land removed from active production;	✓	The Zoning By-law requires a minimum lot area of 2,000 square metres for a surplus farm dwelling severance. The proposed severed lot is 9,935.5 square metres and meets the requirements of the Zoning By-law. The proposed lot has been sized appropriately to include the well, which is located a considerable distance from the dwelling. No land will be removed from active agricultural production.
iii) the severed lot shall be serviced by approved water supply and	✓	The severed lot is serviced by an on-site well and septic system. An on-site sewage disposal system



wastewater treatment facilities to be situated on the lot to be created;		evaluation form has been completed and indicates that the septic system is functioning properly.
iv) subject to the appropriate policies of this Plan, the severed lot shall be an appropriate distance from existing pits and quarries, waste disposal sites, and other potential land use conflicts;	✓	There are no existing pits, quarries, waste disposal sites, or other potential land use conflicts in the surrounding area.
v) both the severed and retained lots shall be situated with frontage and safe and direct separate access onto a permanently maintained public road. Preference shall be given to locations on roads other than Provincial Highways or arterial roads;	✓	The severed lot has safe and direct access onto Concession 3 Townsend, which is a permanently maintained public road. A new entrance is proposed to be established on the severed lands as a condition of consent.
vi) potential impacts of the consent on cultural heritage resources shall be assessed and mitigated where necessary;	✓	There are no expected impacts on cultural heritage resources as a result of the consent.
vii) the severed lot shall comply with the minimum distance separation formulae; and	✓	There are no livestock operations within close proximity to the subject lands.
viii) the severed lot shall not be permitted within Provincially Significant Features. Consents adjacent to Provincially Significant Features, or within or adjacent to Natural Heritage Features, shall be supported by an EIS, prepared in accordance with the policies of Section 9.7.1 (Environmental Impact Study).	✓	The severed lot is not located within any Provincially Significant Features.
ix) Severances to separate Accessory Residential Dwellings from the farm property will not be permitted.	✓	The subject lands do not contain an accessory residential dwelling.

The subject application conforms to the policies of the Official Plan with regard to surplus farm dwelling severances.



#### 4.3 NORFOLK COUNTY ZONING BY-LAW, 1-Z-2014 FRAMEWORK & ANALYSIS

The Norfolk County Zoning By-law 1-Z-2014 (NCZB) is a regulatory document that controls the land in Norfolk County in terms of compatibility, character and appearance, and implements the NCOP. The NCZB identifies that no land, building or structures shall be used, erected, altered or occupied except in conformity with the provisions of the NCZB.

The current zoning of the subject lands is Agricultural (A) and Hazard Land (HL) in the NCZB. Most of the proposed severed lot is zoned Agricultural (A).

According to Section 12.1.1 a single detached dwelling and farm are permitted uses in the Agricultural (A) zone.

Section 3.36 of the NCZB, "Surplus Farm Dwelling Severance Properties", states, "In addition to other provisions set out in this By-Law, where the Committee of Adjustment has approved the severance of a surplus farm dwelling lot (the "severed lot") from an agricultural property (the "retained lands") as a result of farm consolidation, the following provisions shall apply:

- a) Notwithstanding the permitted uses in the Agricultural Zone (A), a single detached dwelling and home occupation shall not be permitted on the retained lands;
- b) Any existing accessory buildings and structures existing on the severed lot at the time of severance, shall be deemed to be granted relief from the applicable building height and accessory building or structure lot coverage regulations existing at the time of severance and relief from the usable floor area regulation to a maximum of 200 square metres;
- c) Any existing residential dwelling on the severed lot shall be deemed to be granted relief from the front yard setback, interior side yard or exterior side yard setback provisions where a non-conformity exists at the time of severance;
- d) Any new zoning deficiencies created by the severance of the severed lot, excluding those matters set out in paragraphs (b) and (c) above, shall require zoning relief through the approval of a planning application;
- e) For any lands that are subject to the provisions of this Subsection, a Special Provision of 14.898 shall be added to the appropriate Zoning By-Law map schedule to reference this General Provision and its applicability. These amendments may be permitted from time to time without further notice being required."

The following provisions apply to the Agricultural (A) Zone:

Requirement	Provided	Comments
a) minimum lot area: i) lot: 40 hectares ii) residential lot surplus to a farm operation: 2,000 square metres	9,935.5 square metres	Conforms.

b) minimum lot frontage: 30 metres	68.5 metres	Conforms.
c) minimum front yard: 13 metres	9.14 metres	Conforms as per section 3.36(b) of the Zoning By-law. The deficiency is existing prior to the proposed severance.
d) minimum exterior side yard: 13 metres	Not applicable.	Not applicable.
e) minimum interior side yard: 3 metres	15.14 metres	Conforms.
f) minimum rear yard: 9 metres	119.84 metres	Conforms.
g) minimum separation: between a farm processing facility and a dwelling on an adjacent lot 30 metres	Not applicable.	There is no farm processing facility on the retained lands or on an adjacent lot.
h) maximum building height: 11 metres	Less than 11 metres.	Conforms.

Section 3.2.1(g) of the NCZB permits a maximum of 200 square metres (2,152.8 square feet) of usable floor area for accessory uses to residential uses in the Agricultural (A) Zone. The accessory structures total 155 square metres (1,668.4 square feet). This is in conformity with the NCZB.

The subject application conforms to the requirements of the Zoning By-law.

## 5. CONCLUSION

It is my professional opinion that this planning application for a surplus farm dwelling severance represents good planning and should be approved as the planning justification has confirmed:

1. Consistency with the *Provincial Planning Statement*;
2. Conformity to the *Norfolk County Official Plan*; and
3. Conformity to the *Norfolk County Zoning By-law*.

The agent looks forward to the expeditious processing of the subject application. Please do not hesitate to contact the undersigned should you have any questions related to this application.

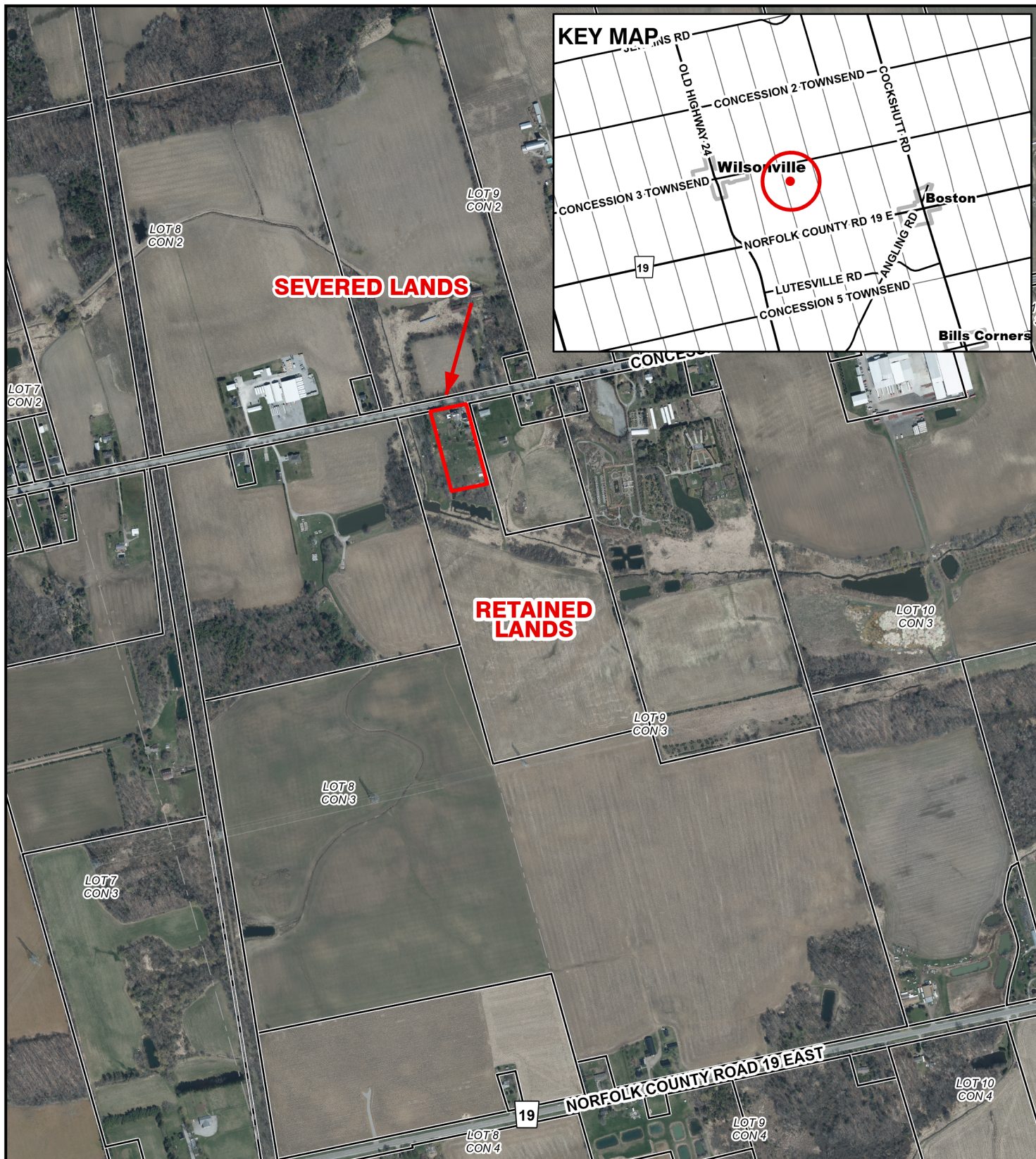
Prepared and submitted by:

Kayla DeLeye, B.A MA, Ec.D, MCIP, RPP




CONTEXT MAP

Geographic Township of TOWNSEND

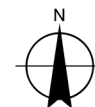


Legend

 Subject Lands

2020 Air Photo

6/4/2025



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






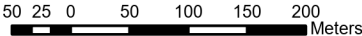
**Legend**

 Subject Lands

**Official Plan Designations**

-  Agricultural
-  Hazard Lands
-  Significant Woodland

6/4/2025

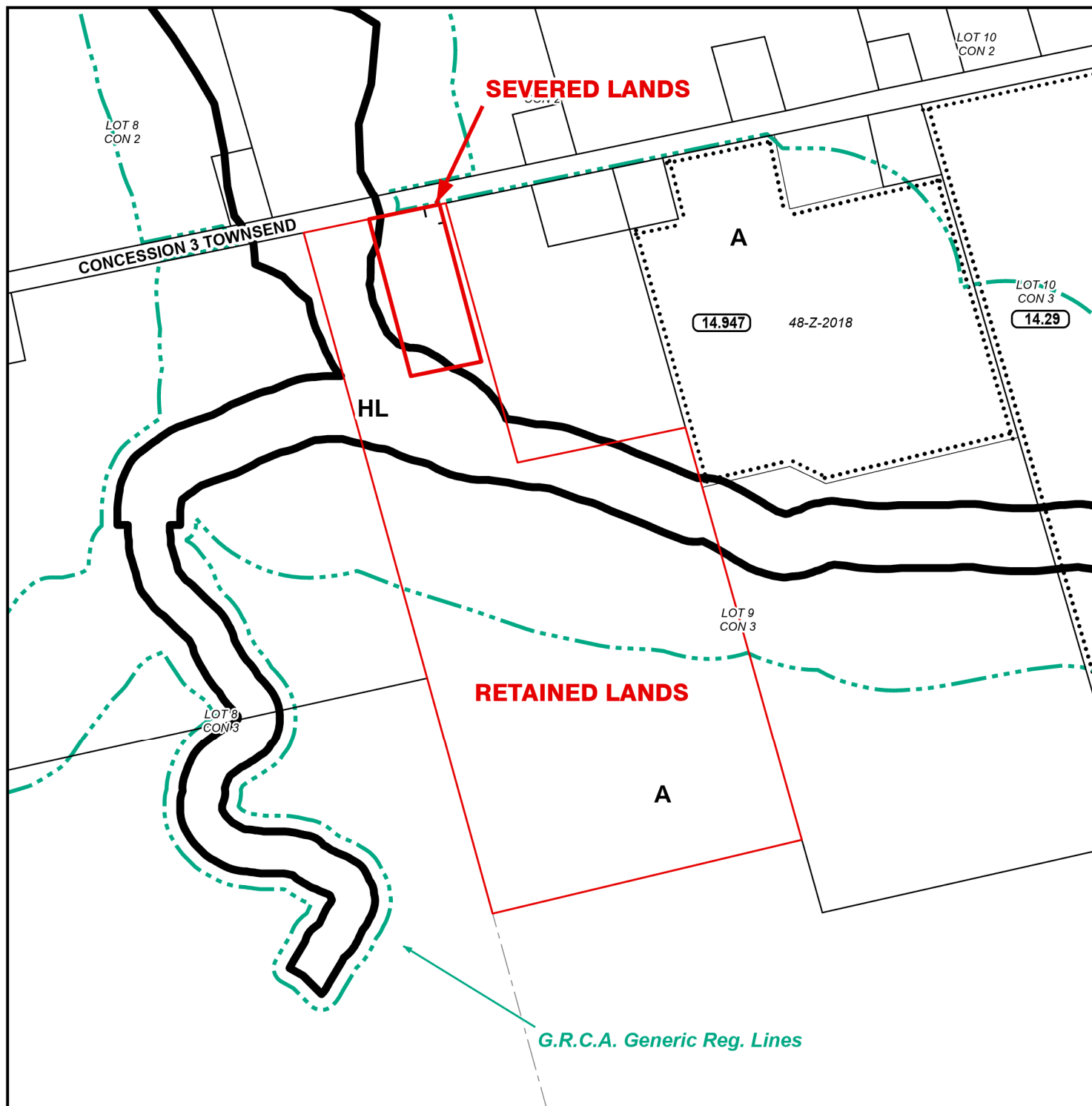


# MAP C

## ZONING BY-LAW MAP

Geographic Township of TOWNSEND

BNPL2025092



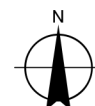
### LEGEND

- Subject Lands
- GRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

6/4/2025

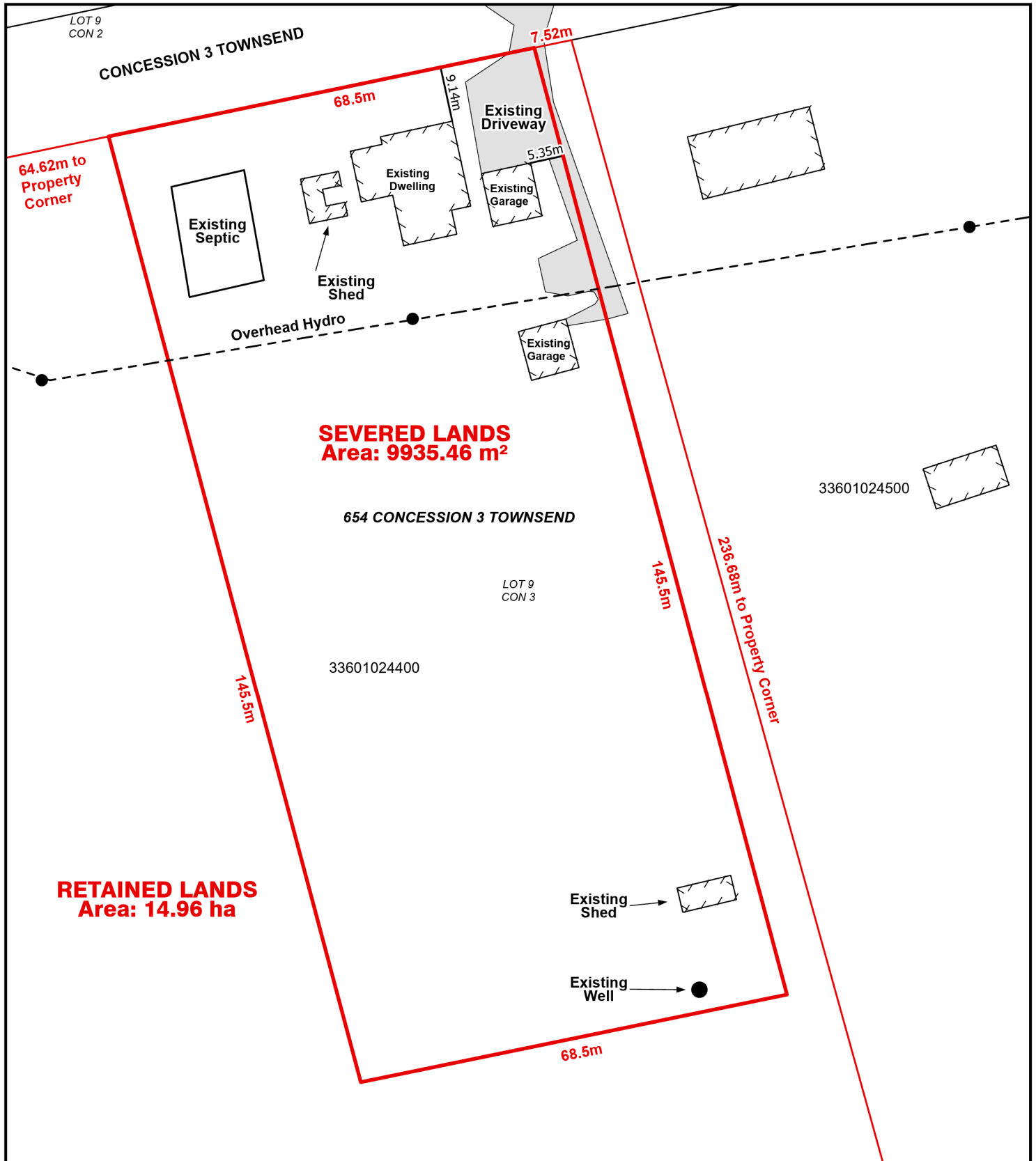
- (H) - Holding
- A - Agricultural Zone
- HL - Hazard Land Zone



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# CONCEPTUAL PLAN

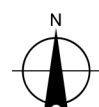
Geographic Township of TOWNSEND



## Legend

- Subject Lands
- Lands Owned

6/4/2025

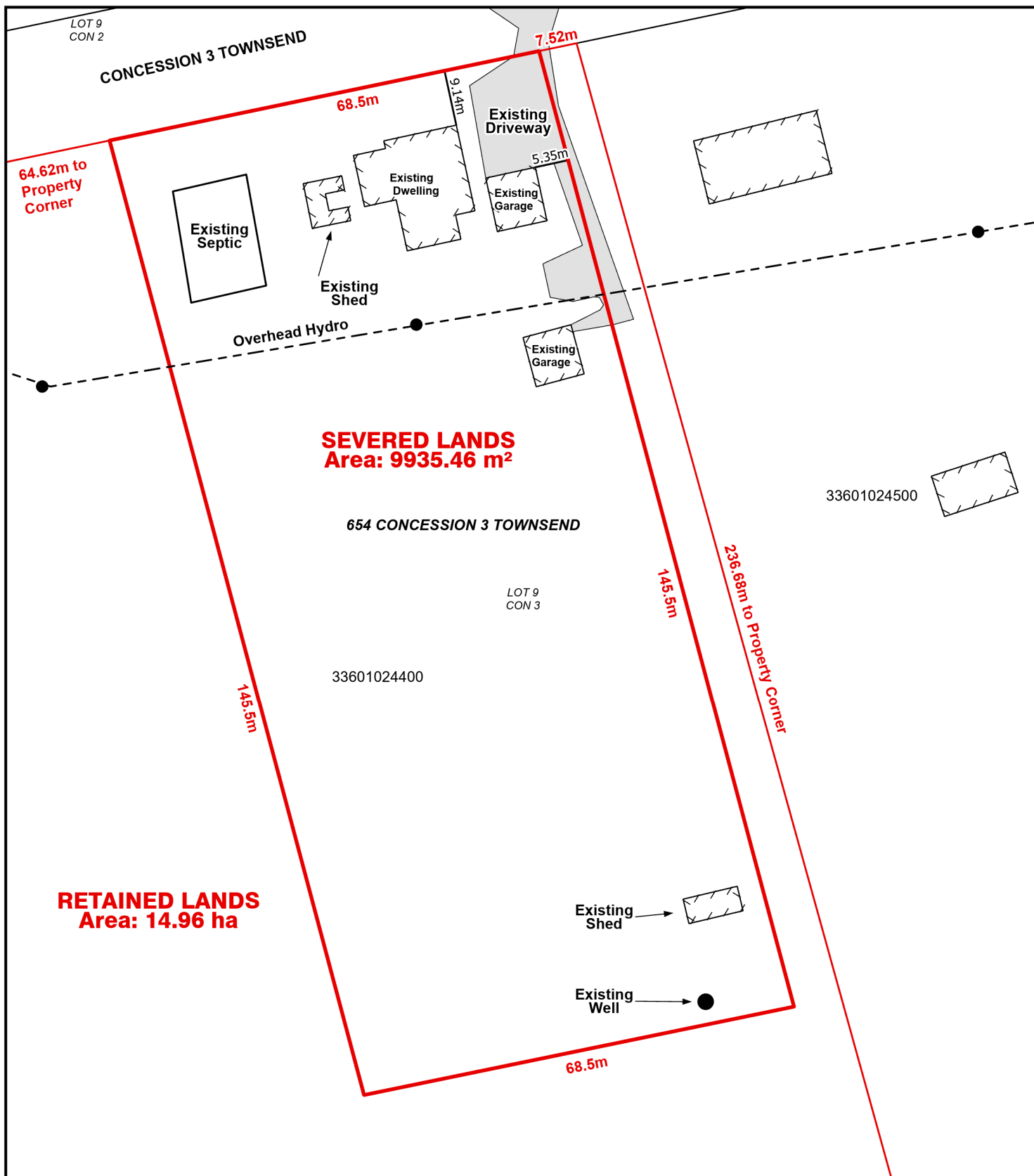


6.5 3.25 0 6.5 13 19.5 26 Meters



## CONCEPTUAL PLAN

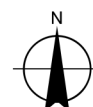
Geographic Township of TOWNSEND



### Legend

- Subject Lands
- Lands Owned

6/4/2025



6.5 3.25 0 6.5 13 19.5 26 Meters