



vallee

*Consulting Engineers,
Architects & Planners*

January 23, 2026

Norfolk County Planning Department
Community Development Division
12 Gilbertson Drive,
Simcoe, ON N3Y 3N3

Attention: Alicia Cull BES, MCIP, RPP, Ec.D. | Manager of Planning Services
Reference: 1152 Concession 7 Townsend
Surplus Farm Dwelling Severance
Our Project 25-138

Please accept this package as our formal submission for a Surplus Farm Dwelling Severance, easement and Minor Variance Applications at 1152 Concession 7 Townsend on behalf of Heather and Richard Rebuk. The Consent/Easement and Minor Variance applications are being submitted concurrently. We request that both applications be considered together.

Included in this submission are the following documents:

1. Signed Norfolk County consent and easement application form;
2. Signed Norfolk County Minor Variance application form;
3. Planning Brief prepared by G. Douglas Vallee Limited, dated January 23 2026;
4. Concept Plan and Hydro Easement prepared by G. Douglas Vallee Limited, dated January 22, 2026
5. On-site Sewage Evaluation form completed by Diedrick Bros. Excavating LTD, dated October 1st, 2025.

The submission has been made electronically through the CityView Portal, with payment of fees to follow once the application has been deemed complete. We trust that the materials included meet the requirements and expectations of Norfolk County.

Should you have any questions or require additional information, please do not hesitate to contact me.

Thank you for your time and consideration.

Best regards,

James Canzano, BA Spec Hons
Planner

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

H:\Projects\2025\25-138 Rebuk Disposal of Surplus Dwelling 1152 Concession 7 Norfolk\Planning\Consent\0. Cover Letter 2026.01.23.docx



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
- Surplus Farm Dwelling Consent/Severance
- Boundary Adjustment/Land Conveyance
- Easement/Right-of-Way Severance

Property Assessment Roll Number: _____

A. Applicant Information

Name of Owner _____

It is the responsibility of the owner or applicant to notify the planner of any changes in ownership within 30 days of such a change.

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

Name of Authorized Applicant _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____



Name of Authorized 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: _____

Land acquisition date (if known): _____

Present Official Plan Designation(s): Agriculture _____

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 and proposed** buildings and structures on the proposed **severed and retained lots** and whether they are to be retained, demolished or removed.

	Severed lot	Retained lot
Number of Existing Buildings/Structures	_____	_____
Number of Storey(s) for Existing Buildings/Structures	_____	_____
Number of Proposed Buildings/Structures	_____	_____
Number of Storey(s) for Proposed Buildings/Structures	_____	_____
Number of Dwelling Units per lot	_____	_____

5. 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:

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

7. Existing use of abutting properties:

8. Does this proposal require a minor variance application? Yes No

9. 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. Zoning Review (chart must be completed in metric units)

	Zoning By-law Requirement	Proposed	
		Severed lot	Retained lot
Lot area (sq.m.)			
Lot frontage (m)			
Lot depth (m)			
Front Yard Setback (m)			
Left Side Yard Setback (m)			
Right Side Yard Setback (m)			
Rear Yard Setback (m)			
Exterior side yard (if applicable) (m)			
Height (m)			
Lot coverage (%)			
Number of parking spaces			

Number of new lots to be created (not including retained lot): _____
 Please provide a separate table if more than one severed lot is being proposed.

i. Boundary Adjustment

- Proposed final lot size and frontage of the benefitting lot _____
- Identify the assessment roll number and property owner of the lands to which the lands will be conveyed:



ii. Easement/Right-of-Way Request(s)

Width (m)	_____	_____
Depth (m)	_____	_____
Area (sq.m.)	_____	_____
Lot/Part number over which the easement is required (must be identified on sketch)	_____	_____
Purpose of easement	_____	_____

iii. 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. 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. If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached?

Yes No

E. Provincial Policy

1. Is the requested amendment consistent with the Provincial Planning Statements issued under subsection 3(1) of the *Planning Act, R.S.O. 1990, c. P. 13*?

Yes No

If you answered no, please explain:

2. It is the 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 ?

Yes No

If you answered no, please explain:

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 you answered no, please explain: _____

4. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands ? Please check boxes, if applicable.

Livestock facility or stockyard

On the subject lands or within 500 meters – distance _____

Significant Woodland

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 or other environmental feature

On the subject lands or within 500 meters – distance _____

Floodplain

On the subject lands or within 500 meters – distance _____

Rehabilitated mine site

On the subject lands or within 500 meters – distance _____

Non-operating mine site within one kilometre

On the subject lands or within 500 meters – distance _____

Active mine site within one kilometre

On the subject lands or within 500 meters – distance _____

Industrial or commercial use (specify the use(s))

On the subject lands or within 500 meters – distance _____

Active railway line

On the subject lands or within 500 meters – distance _____

Seasonal wetness of lands

On the subject lands or within 500 meters – distance _____

Erosion

On the subject lands or within 500 meters – distance _____

Abandoned gas wells

On the subject lands or within 500 meters – distance _____

F. Servicing and Access

Indicate what services are available or proposed:

Water Supply

- Municipal piped water
 - Individual wells
 - Communal wells
 - Other (describe below)
-

Sewage Treatment

- Municipal sewers
 - Septic tank and tile bed in good working order
 - Communal system
 - Other (describe below)
-

Storm Drainage

- Storm sewers
 - Other (describe below)
 - Open ditches
-

Existing or proposed access to subject lands:

- Municipal road
- Unopened road
- Provincial highway
- Other (describe below)

Name of road/street:

G. Other Information

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 and an electronic version of the site plan drawings, additional plans, studies and reports will be required in addition to a sketch plan in accordance with [Ontario regulation 197/96](#).

i) Sketch in Metric Units

A sketch showing the following, in metric units:

- a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- b) the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- c) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- d) the approximate location, to the best of your knowledge, of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*);
- e) the current uses of land that is adjacent to the subject land (*for example, residential, agricultural or commercial*);
- f) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- g) the location and nature of any easement affecting the subject land; and
- h) location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures.

ii) Technical studies

The following additional plans, studies and reports, including but not limited to, may also be required as part of the complete application submission.

- a) Environmental Impact Study
- b) On-Site Sewage Disposal System Evaluation Form
- c) Geotechnical Study
- d) Hydrogeological Review
- e) Minimum Distance Separation Calculations



Development approvals might be subject to Ministry of Environment Conservation and Parks, Ministry of Transportation or other relevant federal or provincial legislation, municipal by-laws or other agency approvals.

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.

Heather Rebuk Richard Michael Rebuk Oct 30th, 2025
Owner/Applicant/Agent Signature Date

J. Owner's Authorization

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

I/We Heather Mae Rebuk & Richard Michael Rebuk am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize G. Douglas Vallee Limited c/o Eldon Darbyson 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.

Heather Rebuk Oct 30th 2025
Owner Date
Richard Michael Rebuk OCT 30th 2025
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, Heather Mae Rebuk & Richard Michael Rebuk 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:

Simcoe

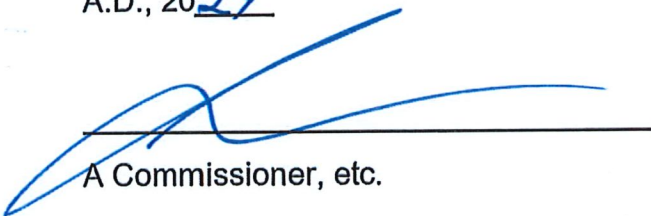


Owner/Applicant/Agent Signature

In Norfolk County

This 30th day of October

A.D., 2029


A Commissioner, etc.

JAMES JOHN CIARALLO-CANZANO,
a Commissioner, etc., Province of Ontario,
for G. Douglas Vallee Limited.
Expires February 26, 2028.



**Surplus Farm Dwelling Severance, Easement
and Minor Variance
Planning Brief**

1152 Concession 7 Townsend

Date: January 23rd, 2026

Project: 25-138



vallee

*Consulting Engineers,
Architects & Planners*

Table of Contents

Introduction	1
Context	1
Proposal	2
Supporting Studies	3
Onsite Sewage Evaluation.....	3
Planning Review	3
Planning Act	3
Provincial Planning Statement 2024 (PPS).....	3
Norfolk County Official Plan (NCOP)	4
Zoning By-law of Norfolk County 1-Z-2014	5
MDS	6
Discussion	6
Summary	7

Surplus Farm Dwelling Severance, Easement and Minor Variance | Planning Brief

Introduction

G. Douglas Vallee Limited has been retained by property owners Heather and Richard Rebuk to submit a formal application for a surplus farm dwelling severance and hydro line easement for the property municipally known as 1152 Concession 7 Townsend (Roll# 49102021000) as a result of farm consolidation. Please accept this submission package as our formal submission for a Surplus Dwelling Severance, Easement and Minor Variance on behalf of the property owner

Included with this submission are the following:

- Signed Norfolk County Consent Application Form;
- Signed Norfolk County Minor Variance Application Form
- Concept Plan prepared by G. Douglas Vallee limited, dated January 22nd, 2026;
- On-Site Sewage Evaluation prepared by Diedrick Bros, dated October 1st, 2025.

Context

Subject Lands

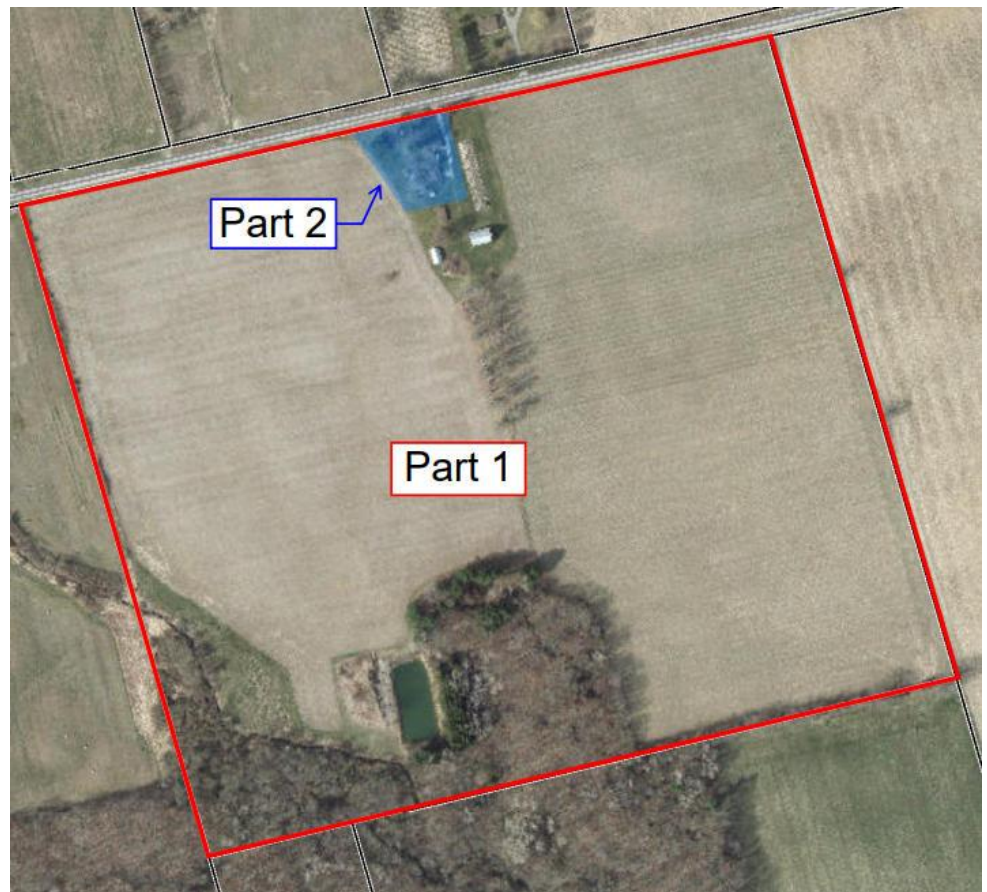
As shown in Figure 1 below, the approximately 30.35ha parcel (Part 1) fronts onto the south side of Concession 7 Townsend between Villa Nova Road and Cockshutt Road. It is zoned and designated Agriculture and Hazard Lands. The hazard lands are located in the southwest corner of the parcel and consists of an irrigation pond and approximately 4.12ha of woodlands that are regulated by the Long Point Regional Conservation Authority.

Approximately 25ha of the subject lands are in active agricultural production. There is currently one dwelling with a detached garage present on the property as well as one barn, two accessory storage buildings, one shed, and one greenhouse set to be demolished. The dwelling is serviced by a private septic system and water well. Furthermore, the surplus dwelling is more than 10 years old, as confirmed through historical basemap imagery available on Norfolk GIS, which shows the building has been in place since at least 2002.

Lastly, as seen in the concept plan included with this application there are power lines present on the severed parcel which also serve the retained lands.

Surrounding Context

As shown in Figure 2 below, the surrounding land uses are primarily Agricultural. The subject lands are approximately a 5-minute drive from



Surplus Dwelling Severance | Planning Brief

1152 Concession 7 Townsend

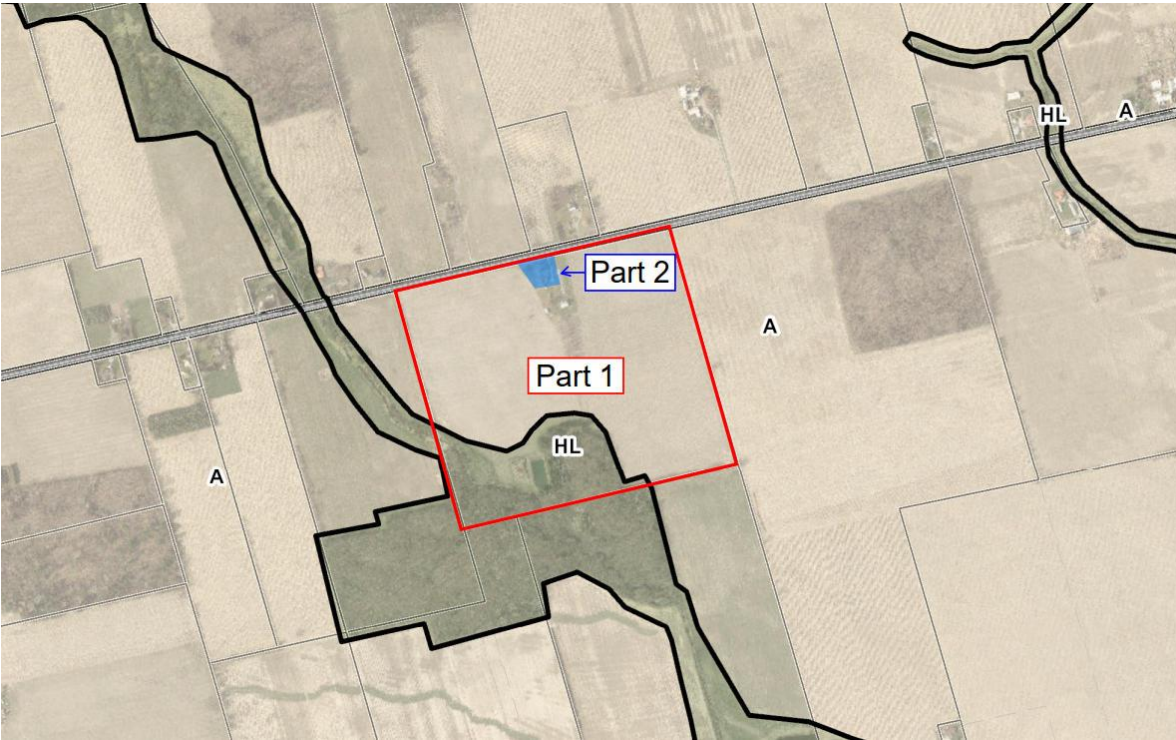


Figure 2 – Surrounding Context

Waterford and surrounding hamlets, such as Villa Nova and Boston. Simcoe is approximately a 15-minute drive from the subject lands.

Proposal

The client desires to sever the existing dwelling located at 1152 Concession 7, as it is surplus to the farming operation as a result of farm consolidation. The proposal seeks to sever 0.4ha of land (Part 2), including the existing dwelling, a detached garage, a storage shed, a well, and septic system. This application does not seek to remove any lands from active agricultural production. The resulting lot area of Part 1 would be approximately 29.95ha.

In addition to the severance application, an easement application in favour of the retained lands will be required to recognize the hydro lines on the severed lands, as well as a Minor Variance to recognize a resulting 10.5ha deficiency for the balance of the lands

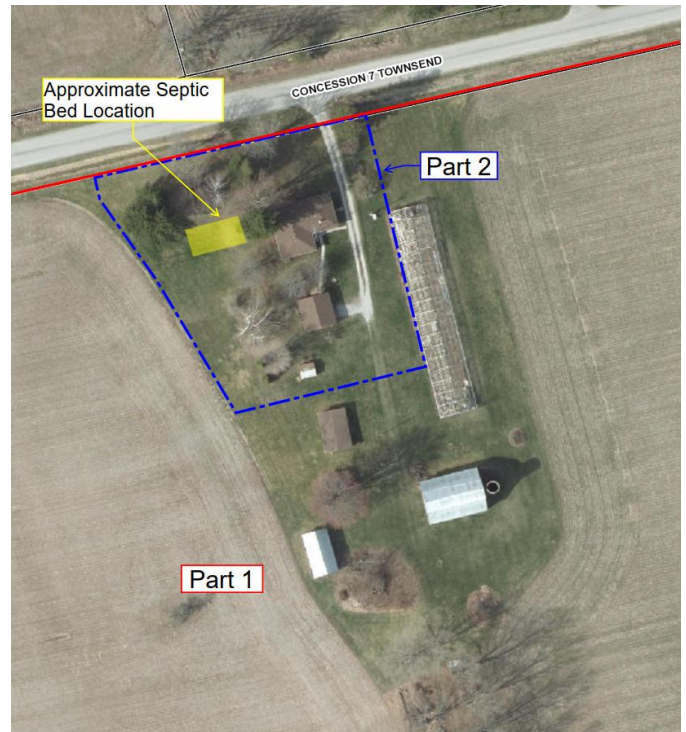


Figure 3 – Severance

Surplus Dwelling Severance | Planning Brief

1152 Concession 7 Townsend

Supporting Studies

Onsite Sewage Evaluation

An On-Site Sewage Evaluation Form was completed by Diedrick Bros on October 1st, 2025 and determined that the existing septic system is adequate and working order and is an appropriate distance from the proposed property lines.

Planning Review

Planning Act

Table 1 - Planning Act Review	
Section	Comment
Section 2	<p>Lists matters of provincial interest which all land use decisions in Ontario shall have regard to.</p> <p>The proposed surplus farm dwelling severance has been reviewed against Section 2 of the planning act. Overall, the application is consistent with and has regard to all matters of provincial interest.</p>
Section 3	<p>Requires that, in exercising any authority that affects a planning matter, planning authorities “shall be consistent with the policy statements” issued under the Act and “shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be.”</p> <p>As outlined in this report, the proposed surplus farm dwelling severance is consistent with the applicable provincial plans.</p>
Section 53	<p>Permits a Committee of Adjustment to make decisions on applications for changes to land configuration in the form of Consents.</p>

Provincial Planning Statement 2024 (PPS)

The Provincial Planning Statement 2024 (PPS) is Ontario's key policy framework for guiding land use planning to promote efficient, sustainable, and equitable growth. It aims to encourage compact development, optimize the use of land and infrastructure, and create complete, inclusive communities with diverse housing, transportation, and employment options. The PPS also seeks to protect natural resources, mitigate environmental impacts, and ensure public health and safety. Additionally, it supports economic growth by safeguarding employment lands and promoting land use compatibility to prevent conflicts. Ultimately, the PPS balances Ontario's growth needs with long-term environmental, social, and economic sustainability.

The subject lands are located in a prime agricultural area as defined by the PPS. **Section 4.3** of the PPS requires planning authorities to take an *agricultural system* approach, based on provincial guidance, to enhance the agricultural land base, as well as support and foster the long-term economic prosperity and productive capacity of the *agri-food network*. While **Section 4.3.3.1** of the PPS generally discourages lot creation in prime agricultural areas, it permits lot creation in accordance with provincial guidance. **Section 4.3.3.1(c)** permits one new residential lot per farm consolidation for a *residence surplus to an agricultural operation* provided that the lot will be limited to a minimum size needed to support the use and appropriate servicing.

Surplus Dwelling Severance | Planning Brief

1152 Concession 7 Townsend

Norfolk County Official Plan (NCOP)

Section 7.2.3(a)(v) Agricultural Lot Creation and Lot Adjustment Policies states that agricultural parcels of land with a currently habitable dwelling that is in surplus to a farming operation may be severed as a result of the consolidation of farm properties, subject to policies of **Section 7.2.3(b)** and **(c)**.

Section 7.2.3(b) outlines conditions of approval for a consent granted under **Section 7.2.3(a)(v)**. It states the county shall ensure the land is zoned such that no new residential dwelling will be permitted on the retained agricultural lot, and that the severed lot will not adversely affect any retained or adjacent farm operation or its viability. Criteria found under **Section 7.2.3(c)** can be found in Table 2 below:

Table 2 – 7.2.3 Agricultural Lot Creation and Lot Adjustment Policies

7.2.3 (c) A consent to sever a currently habitable dwelling shall be subject to the following criteria:

Policy	Comment	Complies
i. the habitable dwelling shall be at least 10 years old at the date of application for a severance;	The dwelling was constructed prior to the year 2002 as confirmed through the County GIS aerial images.	✓
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 lands to be severed total approximately 0.4ha. The proposed lot size is the minimum lot size necessary to support the use as prescribed by the PPS and Official Plan. The current proposed configuration provides a uniform lot that: <ul style="list-style-type: none"> • does not remove agricultural land from active production; • Is in keeping with the configuration of residential lots in the surrounding area; • is appropriate for the residential needs and servicing associated with the dwelling. 	✓
iii. the severed lot shall be serviced by approved water supply and wastewater treatment facilities to be situated on the lot to be created;	Private Septic system and a well are present. An on-site sewage evaluation has confirmed that the existing septic system is in adequate and working order and located an appropriate distance from the proposed property line.	✓
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;	N/A	✓
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	Both the severed and retained lots have sufficient frontage along a maintained public road.	✓



Surplus Dwelling Severance | Planning Brief

1152 Concession 7 Townsend

be given to locations on roads other than Provincial Highways or arterial roads;		
vi. potential impacts of the consent on cultural heritage resources shall be assessed and mitigated where necessary;	N/A	✓
vii. the severed lot shall comply with the minimum distance separation formulae;	See the MDS section below.	✓
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 and environmental impact study (EIS), prepared accordingly with the policies of Section 9.7.1	The proposed severance is not within or adjacent to any provincially significant features.	✓
ix. Severances to separate Accessory Rental Dwellings from the farm property will not be permitted [3-OP-2000, Amendment 124]	N/A	✓

Zoning By-law of Norfolk County 1-Z-2014

Table 3 – 3.36 Surplus Farm Dwelling Severance		
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:		
Policy	Comment	Complies
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;	It is our understanding that a special zoning provision will be applied prohibiting the construction of additional dwellings 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;	The combined useable floor area of accessory buildings is approximately 95m ² .	✓
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	None created.	✓



Surplus Dwelling Severance | Planning Brief

1152 Concession 7 Townsend

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;	None created.	✓
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. [1-Z-2016]	Noted.	✓

MDS

As per Guideline #9 of the MDS guidelines - Where the existing dwelling to be severed and the nearby livestock facility or anaerobic digester are located on separate lots prior to the consent, an MDS I setback is not required for the consent application (or associated rezoning) unless otherwise required by a municipal official plan policy. This is because a potential odour conflict may already exist between those surrounding livestock facilities or anaerobic digesters and the existing dwelling. Additionally, a desktop analysis of the surrounding area has confirmed that there appears to be one livestock operation approximately 1374m east of the subject lands. The Google street imagery seen in figure 4.0 is outdated, the construction of this livestock operation has since been completed, as confirmed by aerial imagery.



Figure 4.0– Livestock Operation

Discussion

As demonstrated by the above policy compliance tables, this application satisfies the criteria outlined in both the Norfolk County Official Plan and Zoning By-law for a surplus farm dwelling severance resulting from farm consolidation. The intent of these policies is to minimize the removal of agricultural land from active production, prevent the fragmentation of farmland, and maintain land use compatibility with surrounding rural uses.

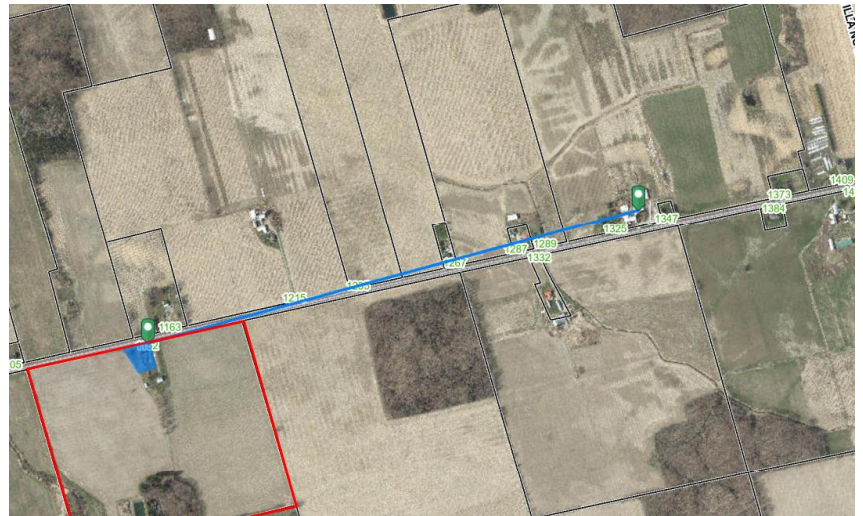


Figure 4.1 – Livestock Operation Distance

Surplus Dwelling Severance | Planning Brief 1152 Concession 7 Townsend

This application:

- proposes to sever a farm dwelling that is surplus to the farm operation and has been established for over ten years;
- does not propose to remove any agricultural land from active production; and,
- is appropriately sized to accommodate the existing residential use and associated private servicing.

The On-site Sewage Evaluation confirms that the existing septic system is located an appropriate distance from the proposed lot lines and is in adequate and working order. It is understood that the retained lands will be rezoned to include a special zoning provision prohibiting the construction of a new dwelling or ADU. The associated easement serves solely to formalize hydro service access and presents no anticipated impacts on agricultural operations, servicing, or land use compatibility. Lastly, a minor variance application is required to recognize a 10.5ha deficiency in lot area for the agricultural parcels (40ha) comprising the balance of the lands.

As such, approval of this application would be consistent with the intent and purpose of the PPS, the Official Plan, and Zoning By-law.

Summary


The applicant is seeking approval of a Surplus Farm Dwelling Severance affecting lands municipally known as 1152 Concession 7 Townsend, consisting of an approximately 30.35ha agricultural parcel.

The proposal would sever approximately 0.4ha (Part 2) containing an existing dwelling that is surplus to the farming operation as a result of farm consolidation. The severed parcel would include the existing dwelling, detached garage, storage shed, private well, septic system, and driveway. No lands are proposed to be removed from active agricultural production.

The retained parcel (Part 1) would have a resulting lot area of approximately 29.95ha and will be rezoned to prohibit the construction of a new dwelling and Additional Dwelling Unit.

In addition to the severance, an easement application will be required to recognize existing hydro lines on the severed lands, along with a Minor Variance to address a resulting 10.5ha parcel size deficiency affecting the retained lands.

Report prepared by:



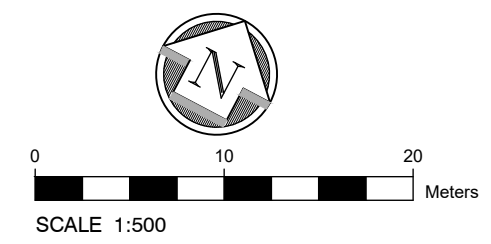
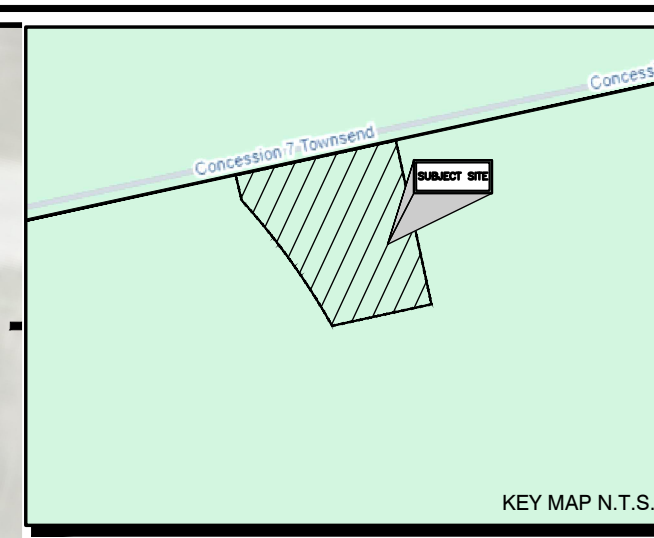
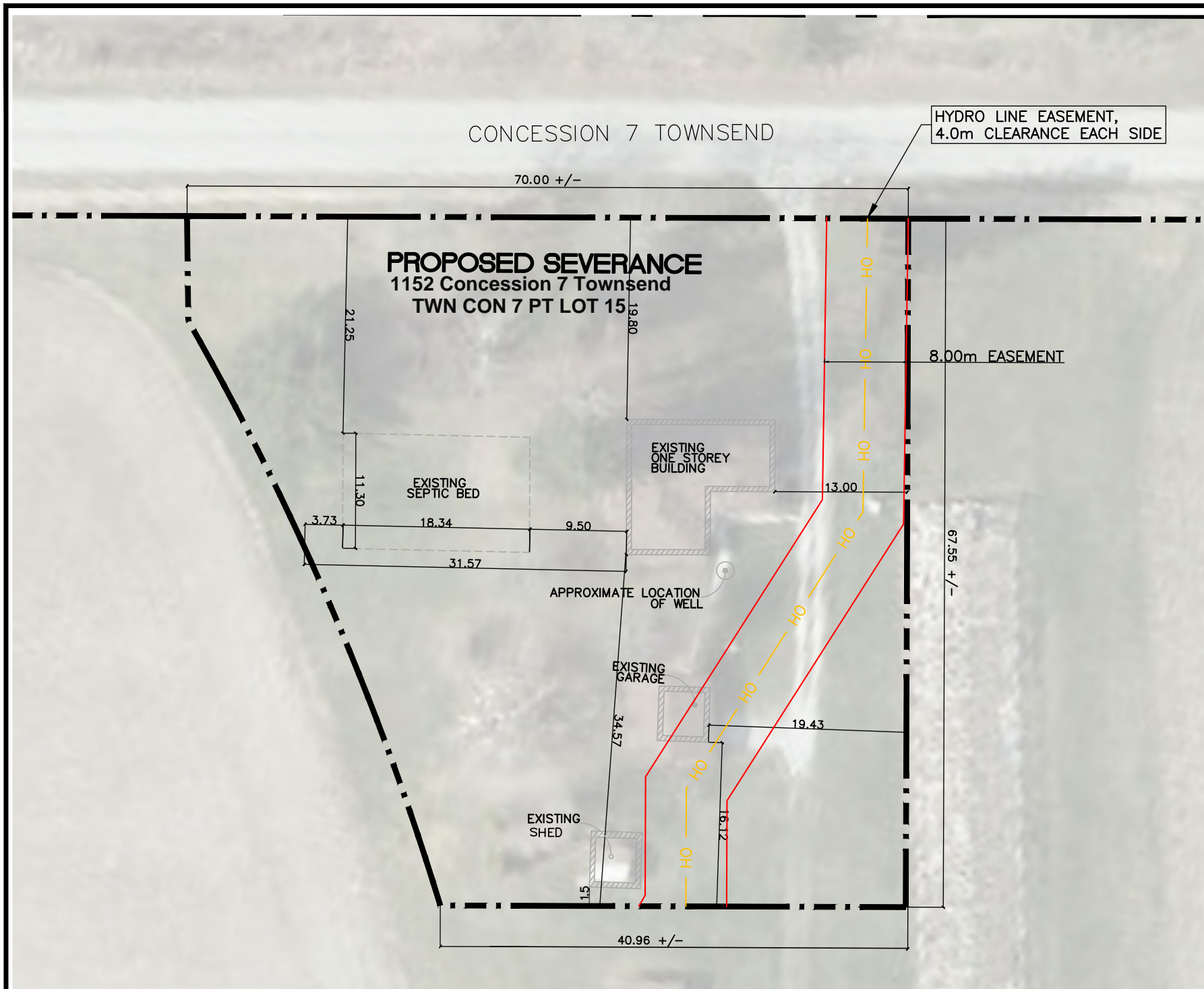
James Canzano, BA Spec Hons
Planner

G. DOUGLAS VALLEE LIMITED

Consulting Engineers, Architects & Planners

H:\Projects\2025\25-138 Rebut Disposal of Surplus Dwelling 1152 Concession 7 Norfolk\Planning\Consent\2026.01.22 Planning Brief - JC revisions.docx





DATE	REVISION

Note: Lot boundaries, dimensions and setbacks are preliminary. They will be determined to a final lot size 0.4ha following the preparation of a Reference Plan.

Stamp

PRELIMINARY
NOT TO BE USED
FOR CONSTRUCTION

vallee
Consulting Engineers,
Architects & Planners

G. DOUGLAS VALLEE LIMITED
CONSULTING ENGINEERS, ARCHITECTS AND PLANNERS
2 TALBOT STREET NORTH
SIMCOE, ONTARIO N3Y 3W4
(519) 426-6270

Project Title

1152 CONCESSION 7 TOWNSEND SEVERANCE

WATERFORD - NORFOLK COUNTY

Drawing Title

CONCEPT PLAN

Designed by : NBN	Drawn By : NBN	Checked By : JTI
Scale : 1:500	Date : Jan 22, 2026	Drawing No. CP
Project No. 25-138		

AGRICULTURAL (A) ZONING PROVISIONS:

	REQUIRED	PROPOSED
MINIMUM LOT AREA:	ii) RESIDENTIAL LOT SURPLUS TO A FARM OPERATION - 2000 SQUARE METRES	0.40ha
MINIMUM LOT FRONTAGE:	i) INTERIOR AND CORNER LOTS - 30m	70.00m
MINIMUM FRONT YARD:	13m	19.80m
MINIMUM INTERIOR SIDE YARD:	3m	13.00m
MINIMUM EXTERIOR SIDE YARD:	13m	N/A
MINIMUM REAR YARD:	9m	34.57m
MINIMUM SEPERATION BETWEEN A FARM PROCESSING FACILITY AND A DWELLING ON AN ADJACENT LOT	30m	N/A
MAXIMUM BUILDING HEIGHT:	11m	1 Storey

**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



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,

Overall System Rating

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

Additional Comments:

The Weeping Bed Has been Flush not too long ago.
 Septic Has New Riser to Top of Grass.
 500gal Water add to system with no problem

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, RICK REBUK (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: OCT 09, 2025

Evaluator:

I, Larry Pedrick 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:

Property Information	
Municipal Address	1152 Con 7 Townsend.
Assessment Roll Number	
Date of Evaluation	Oct. 1, 2025

Evaluators Information	
Evaluators Name:	Larry Dedrick
Company Name:	Dedrick Bros. Excavating LTK
Address:	370 Lynedoch Road, Delhi, Ont.
Phone:	579 582-2069
Email	dbel@kwic.com
BCIN #	16930 & 12191
Purpose of Evaluation	<input 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 <u>Severance</u>
Building Information	<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agricultural

Gross building area: (m ²):	
Number of bedrooms:	3
Number of fixture units:	11.5
Daily Design Flow: (Litres)	1,600
Is the building currently occupied?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If No, how long?

Site Evaluation	
Soil type, percolation time (T)	10
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

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):	500 gal. 2250 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 checked="" 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	27'	39'
Distance to bodies of water	None	None
Distance to nearest well	90'	95'
Distance to proposed property lines	Front: 99' Rear: 135'	Front: 74' Rear: 115'
	Left: 68' Right: 68'	Left: 12.7' Right: 10'

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)	1,600

B) Plus Additional Flow for:		Quantity	(Q) Litres	Total
Note: 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 ² over 200m ² up to 400m ²		100	
	Floor space for each 10m ² over 400m ² up to 600m ²		75	
	Floor space for each 10m ² over 600m ²		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)	1,600

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
Note: 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.

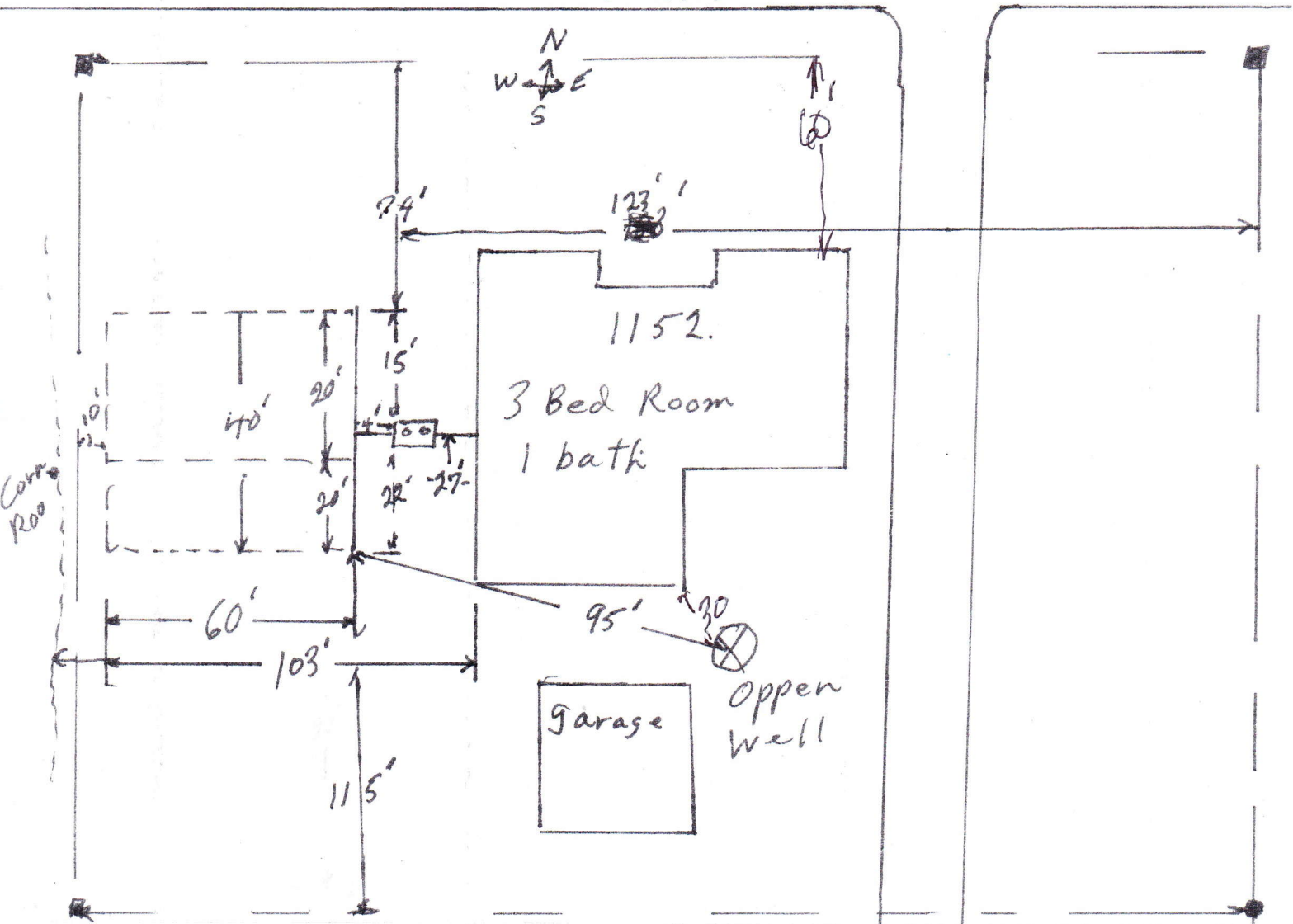
Minimum holding tank size permitted by the Ontario Building Code is 9000 litres.

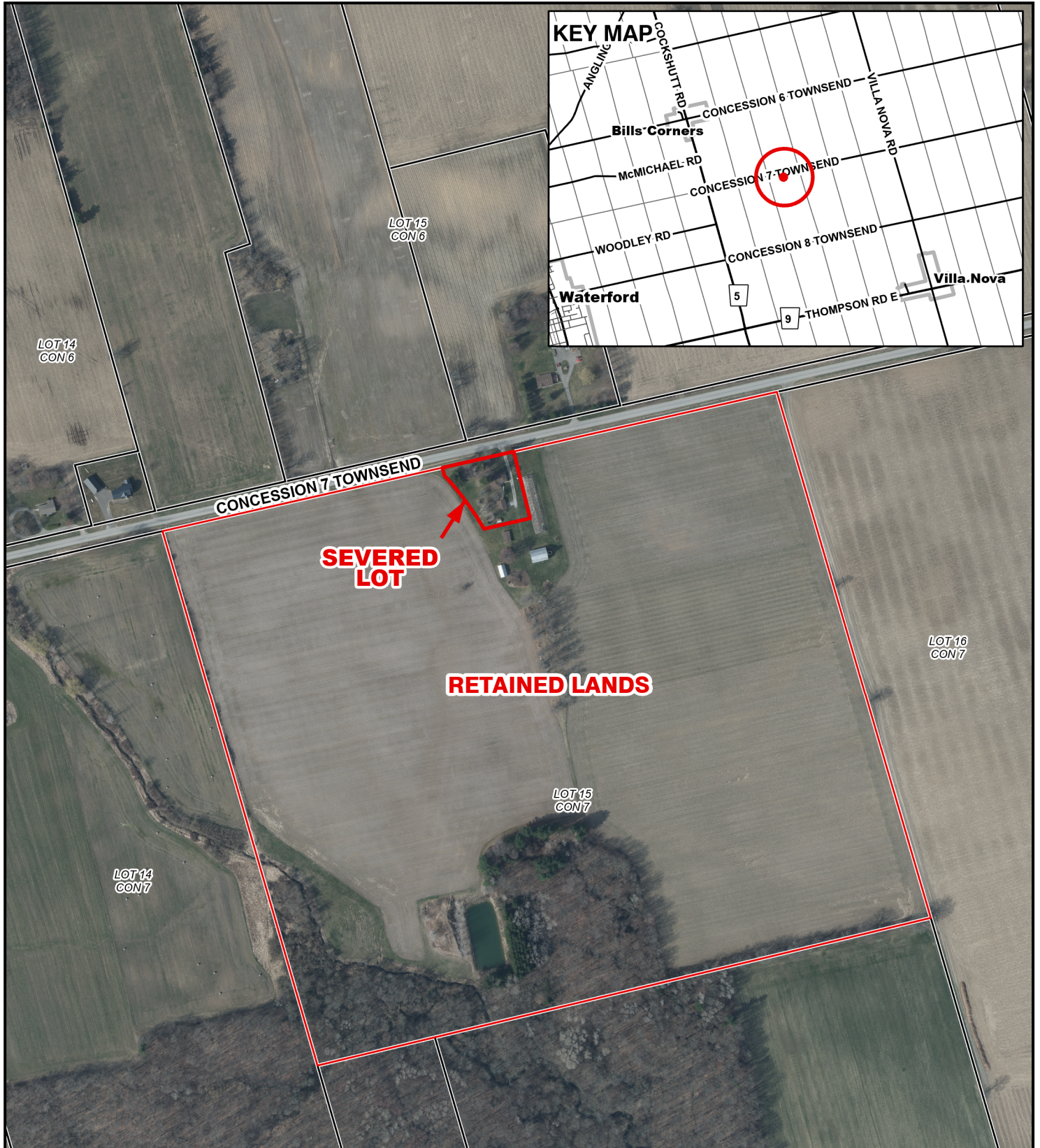
Occupancy type	Daily Design Flow (Q)	Minimum tank size (L)
Residential Occupancy house, apartment, camp for housing of workers	<i>Existing Tank</i> $2250L + 5009L + 1600$	$\times 2 = 3200$
All Other Occupancies		$\times 3 =$
Holding Tank		$\times 7 =$

Worksheet E: Leaching Bed Calculations (Class 4)



Complete One of A, B, C, D, E, F		
<input checked="" type="checkbox"/> A. Absorption Trench		
Total length of distribution pipe	$\text{Conventional } (Q \times T) \div 200 = \frac{1600 \times 10}{200} = 80 \text{ m}$ $\text{Type I leaching chambers } (Q \times T) \div 200 = \text{_____ m}$ $\text{Type II leaching chambers } (Q \times T) \div 300 = \text{_____ m}$ $\text{Configured as: _____ runs of _____ m Total: _____ m}$	
<input type="checkbox"/> 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: (_____ (Q) X _____ (T)) \div 850 = _____ m ²	
<input type="checkbox"/> C. Shallow Buried Trench		
Percolation time (T) of soil in minutes:	Length of distribution pipe (metres)	$(L) = \text{_____} (Q) \div \text{_____} (75, 50, 30) = \text{_____} \text{ m}$ $\text{Configured as: _____ runs of _____ m Total: _____ m}$
1 < T ≤ 20	Q ÷ 75 metres	
20 < T ≤ 50	Q ÷ 50 metres	
50 < T < 125	Q ÷ 30 metres	
<input type="checkbox"/> D. Advance Treatment System		
Provide description of system.		
<input type="checkbox"/> 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 ≤ 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 = (_____ (Q) x _____ (T)) \div (850 or 400) = _____ m ²	
<input type="checkbox"/> F. Type B Dispersal Bed		
Area = $(Q \times T) \div 400$ Linear Loading Rate (LLR) T < 24 minutes, use 50 L/min If T ≥ 24 minutes, use 40 L/min Distribution Pipe	Area = (_____ (Q) x _____ (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 = _____ Configured as: _____ runs of _____ m Total: _____ m	

Con. 7 Townsend.



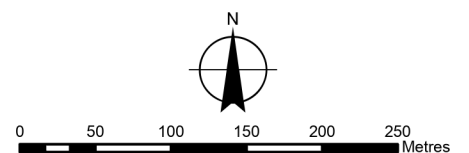


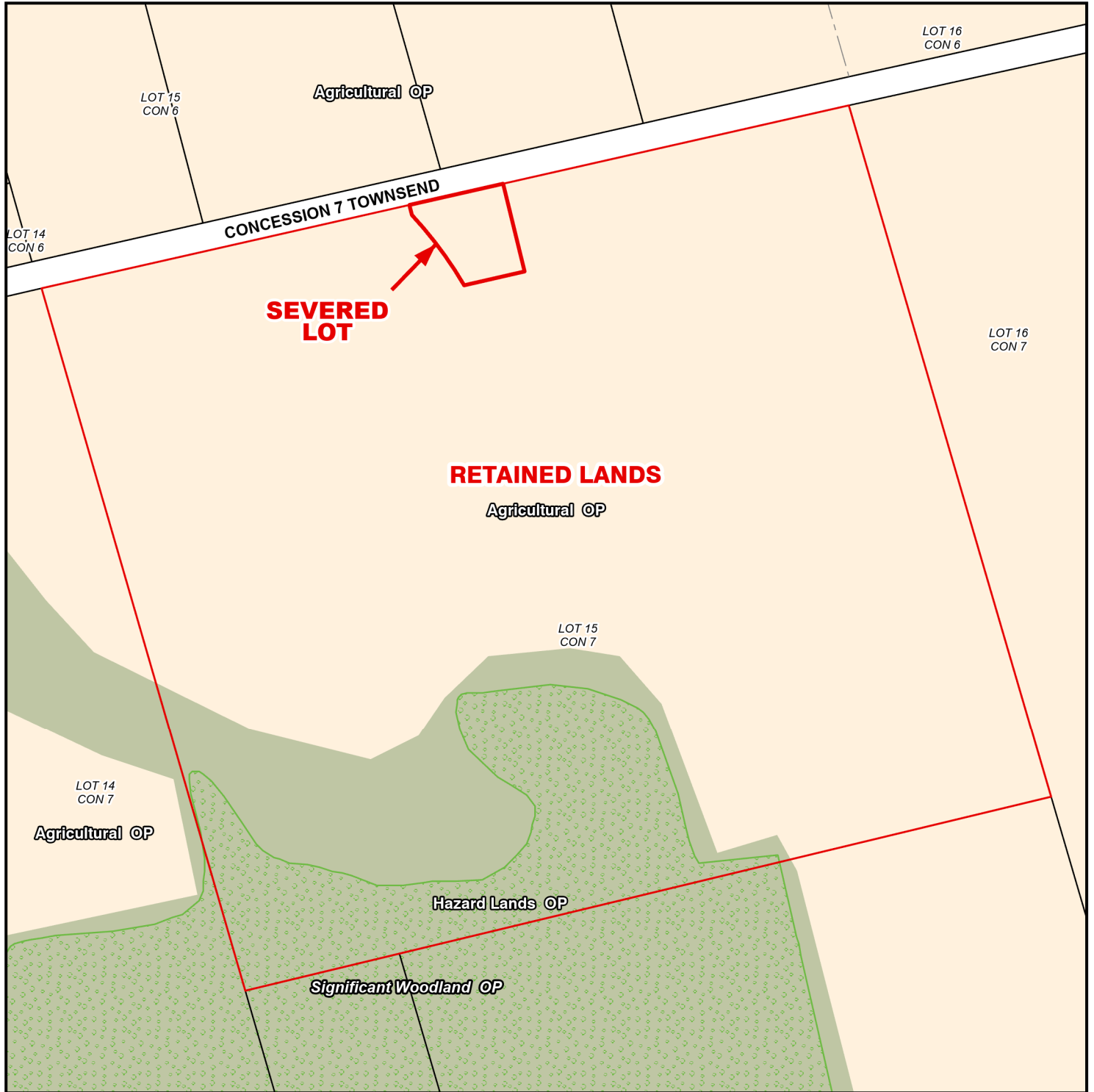
Legend

-  Subject Lands
-  Lands Owned



2/2/2026

2020 Air Photo





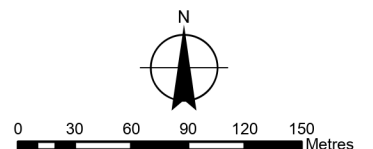
Legend

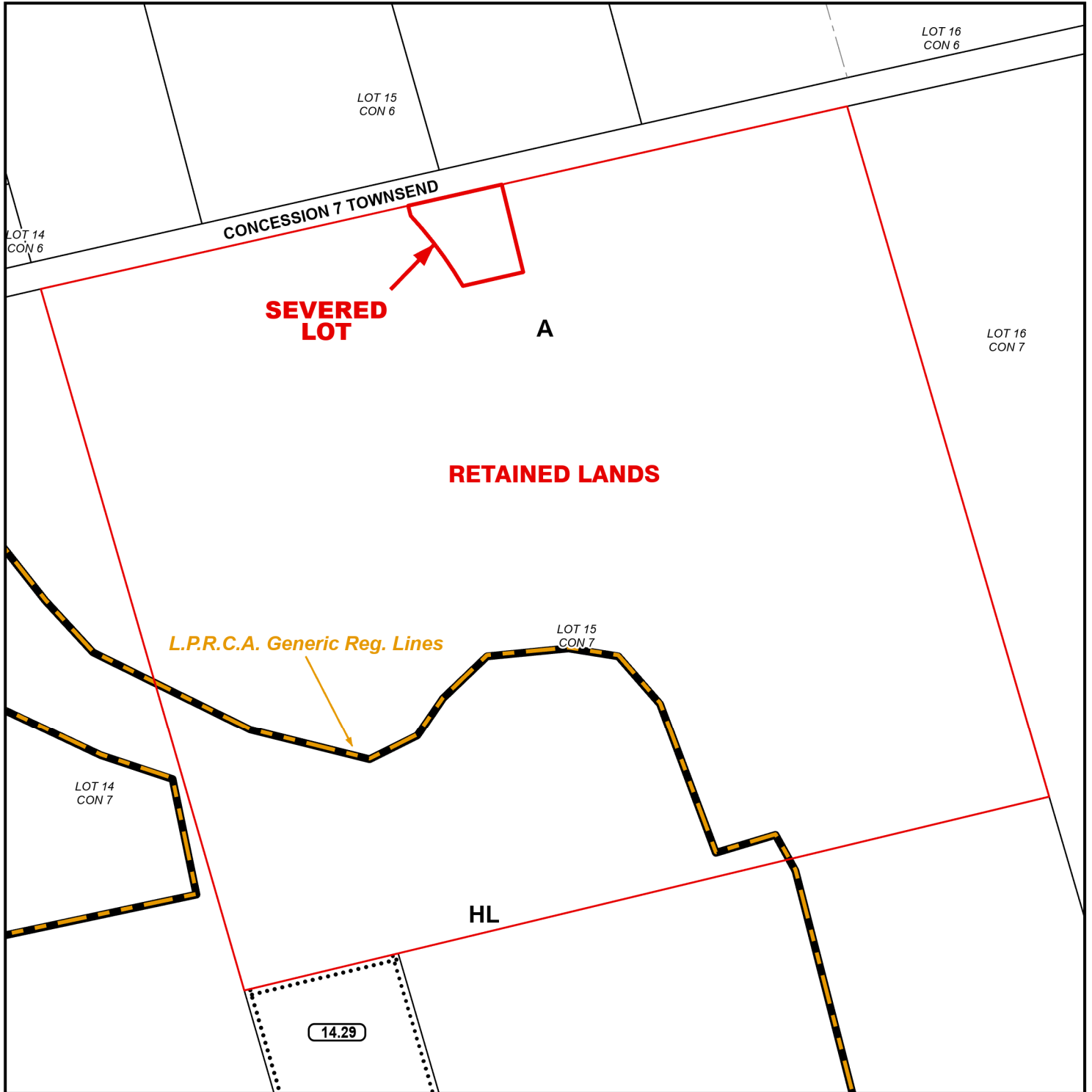
-  Subject Lands
-  Lands Owned

Official Plan Designations

-  Agricultural
-  Hazard Lands
-  Significant Woodland

2/2/2026





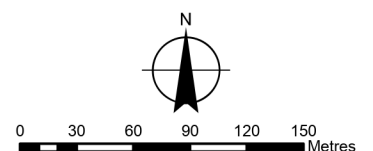
LEGEND

- Subject Lands
- Lands Owned
- LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

2/2/2026

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



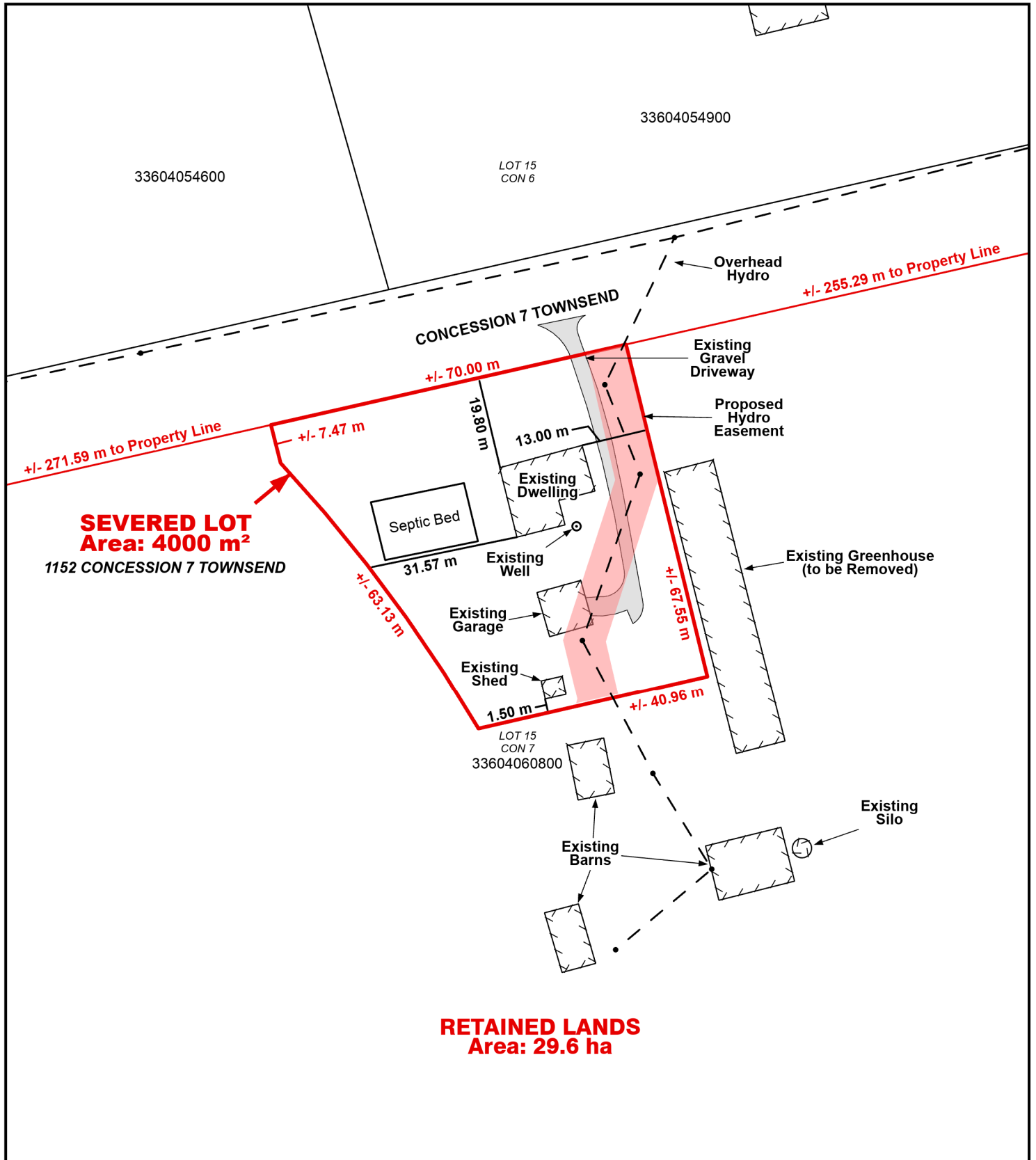
MAP D

CONCEPTUAL PLAN



Geographic Township of TOWNSEND

BNPL2026014

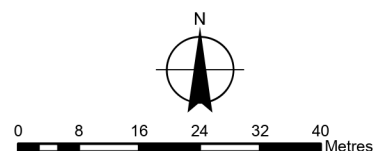
ANPL2026015



Legend

-  Subject Lands
-  Lands Owned

2/2/2026



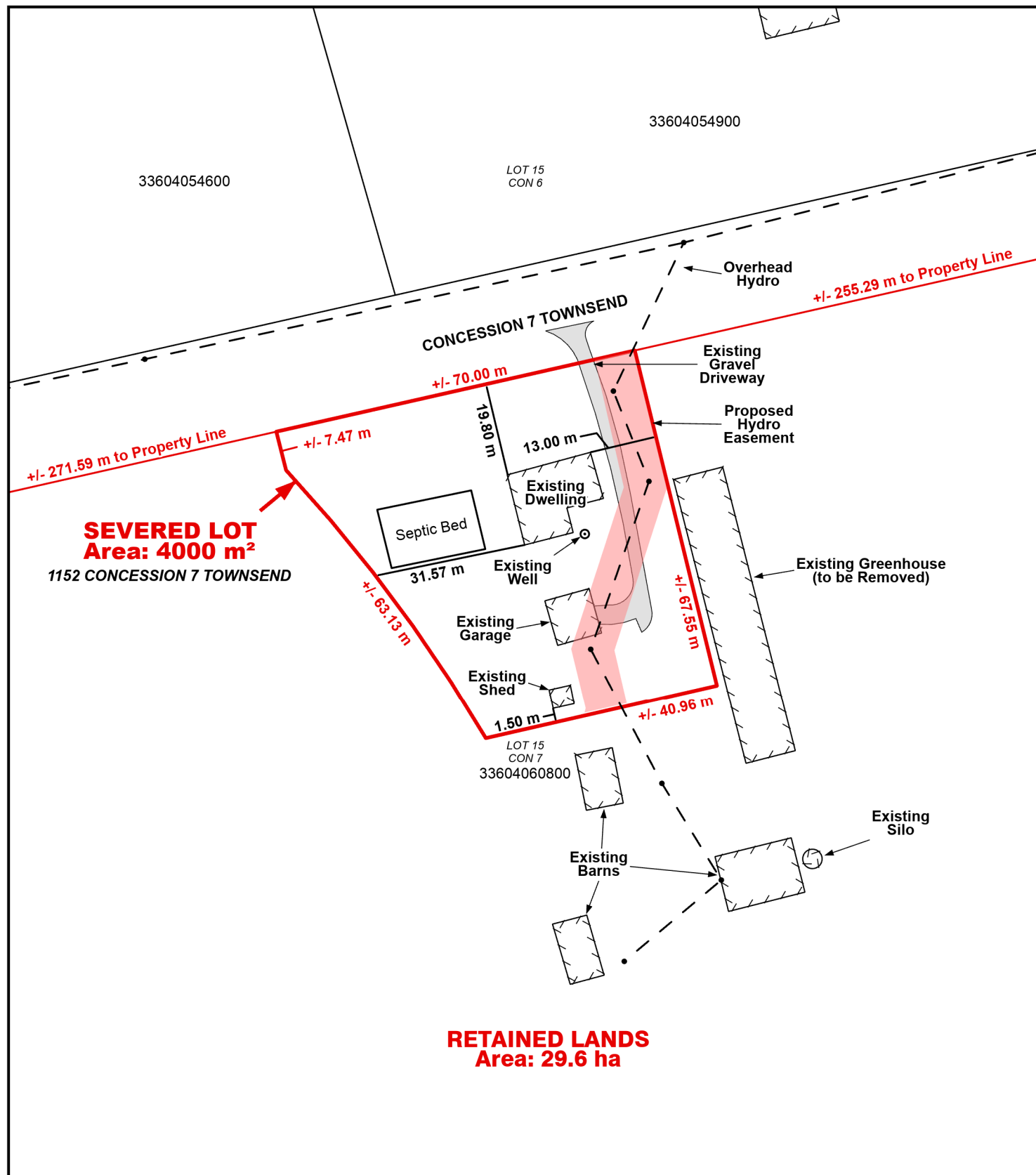
LOCATION OF LANDS AFFECTED

CONCEPTUAL PLAN

Geographic Township of TOWNSEND

BNPL2026014

ANPL2026015



Legend

-  Subject Lands
-  Lands Owned

2/2/2026

