

**For Office Use Only:**

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

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**Check the type of planning application(s) you are submitting.**

- Consent/Severance/Boundary Adjustment
- Surplus Farm Dwelling Severance and Zoning By-law Amendment
- Minor Variance
- Easement/Right-of-Way

**Property Assessment Roll Number:** \_\_\_\_\_

**A. Applicant Information**

**Name of Owner** \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

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

Email \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

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

Email \_\_\_\_\_

**Name of Agent** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Town and Postal Code \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Cell Number \_\_\_\_\_  
 Email \_\_\_\_\_

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

Owner                       Agent                       Applicant

Names and addresses of any holder of any 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):

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

Municipal Civic Address: \_\_\_\_\_

Present Official Plan Designation(s): \_\_\_\_\_

Present Zoning: \_\_\_\_\_

2. Is there a special provision or site specific zone on the subject lands?

Yes  No If yes, please specify:

\_\_\_\_\_

3. Present use of the subject lands:

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

4. Please describe **all existing** buildings or structures on the subject lands and whether they are to be retained, demolished or removed. If retaining the buildings or structures, please describe the type of buildings or structures, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

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

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

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7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being architecturally and/or historically significant? Yes  No

If yes, identify and provide details of the building:

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

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9. Existing use of abutting properties:

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

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

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**C. Purpose of Development Application**

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

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

	Existing	Permitted	Provision	Proposed	Deficiency
Lot frontage					
Lot depth					
Lot width					
Lot area					
Lot coverage					
Front yard					
Rear yard					
Height					
Left Interior side yard					
Right Interior side yard					
Exterior side yard (corner lot)					
Parking Spaces (number)					
Aisle width					
Stall size					
Loading Spaces					
Other					

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

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

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

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

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

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

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

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

Proposed final lot size (if boundary adjustment): \_\_\_\_\_

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

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Description of land intended to be retained in metric units:

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

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

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

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

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

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

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

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

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

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

Width: \_\_\_\_\_  
Area: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_

**5. Surplus Farm Dwelling Severances Only:** List all properties in Norfolk County, which are owned and farmed by the applicant and involved in the farm operation

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_  
Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_  
Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_  
Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_  
Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_  
Date of Land Purchase: \_\_\_\_\_

**Note: If additional space is needed please attach a separate sheet.**

**D. All Applications: Previous Use of the Property**

1. Has there been an industrial or commercial use on the subject lands or adjacent lands?  Yes  No  Unknown

If yes, specify the uses (for example: gas station, or petroleum storage):

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

2. Is there reason to believe the subject lands may have been contaminated by former uses on the site or adjacent sites?  Yes  No  Unknown

3. Provide the information you used to determine the answers to the above questions:

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

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

**E. All Applications: Provincial Policy**

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

If no, please explain:

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2. It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement subsection 2.1.7?  Yes  No

If no, please explain:

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3. Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection?  Yes  No

If no, please explain:

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Note: If in an area of source water Wellhead Protection Area (WHPA) A, B or C please attach relevant information and approved mitigation measures from the Risk Manager Official.

4. All Applications: Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified? Please check boxes, if applicable.

**Livestock facility or stockyard** (submit MDS Calculation with application)

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Wooded area**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Municipal Landfill**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Sewage treatment plant or waste stabilization plant**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Provincially significant wetland (class 1, 2 or 3) or other environmental feature**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Floodplain**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Rehabilitated mine site**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Non-operating mine site within one kilometre**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Active mine site within one kilometre**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

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

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Active railway line**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Seasonal wetness of lands**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Erosion**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Abandoned gas wells**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**F. All Applications: Servicing and Access**

1. Indicate what services are available or proposed:

Water Supply

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

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Sewage Treatment

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

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Storm Drainage

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

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2. Existing or proposed access to subject lands:

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

Name of road/street:

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**G. All Applications: Other Information**

1. Does the application involve a local business?  Yes  No

If yes, how many people are employed on the subject lands?

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2. Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

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## H. Supporting Material to be submitted by Applicant

In order for your application to be considered complete, folded hard copies (number of paper copies as directed by the planner) and an **electronic version (PDF) of the site plan drawings, additional plans, studies and reports** will be required, including but not limited to the following details:

1. Concept/Layout Plan
2. All measurements in metric
3. Existing and proposed easements and right of ways
4. Parking space totals – required and proposed
5. All dimensions of the subject lands
6. Dimensions and setbacks of all buildings and structures
7. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
8. Names of adjacent streets
9. Natural features, watercourses and trees

In addition, the following additional plans, studies and reports, including but not limited to, **may** also be required as part of the complete application submission:

- On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- Environmental Impact Study
- Geotechnical Study / Hydrogeological Review
- Minimum Distance Separation Schedule
- Record of Site Condition

Your development approval might also be dependent on Ministry of Environment Conservation and Parks, Ministry of Transportation or other relevant federal or provincial legislation, municipal by-laws or other agency approvals.

**All final plans must include the owner's signature as well as the engineer's signature and seal.**



**I. Transfers, Easements and Postponement of Interest**

The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner to undertake 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. The owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner to undertake 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.

*Mandy Hobley*  
Owner/Applicant/Agent Signature

Feb 4/2026  
Date

**J. Owner's Authorization**

If the authorized 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 CINDY HOCKLEY am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Kayla Deeye 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.

*Mandy Hobley*  
Owner

Feb. 4/26  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

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

**K. Declaration**

I, \_\_\_\_\_ of \_\_\_\_\_

solemnly declare that:

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

Declared before me at:

\_\_\_\_\_

\_\_\_\_\_

Owner/Applicant/Agent Signature

In \_\_\_\_\_

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

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

\_\_\_\_\_

A Commissioner, etc.

**SKETCH SHOWING  
PROPOSED SEVERANCE**

FOR:

**CINDY HOCKLEY  
915 WINDHAM EAST  
QUARTER LINE ROAD**

SCALE: 1 : 500



JANUARY 14, 2026

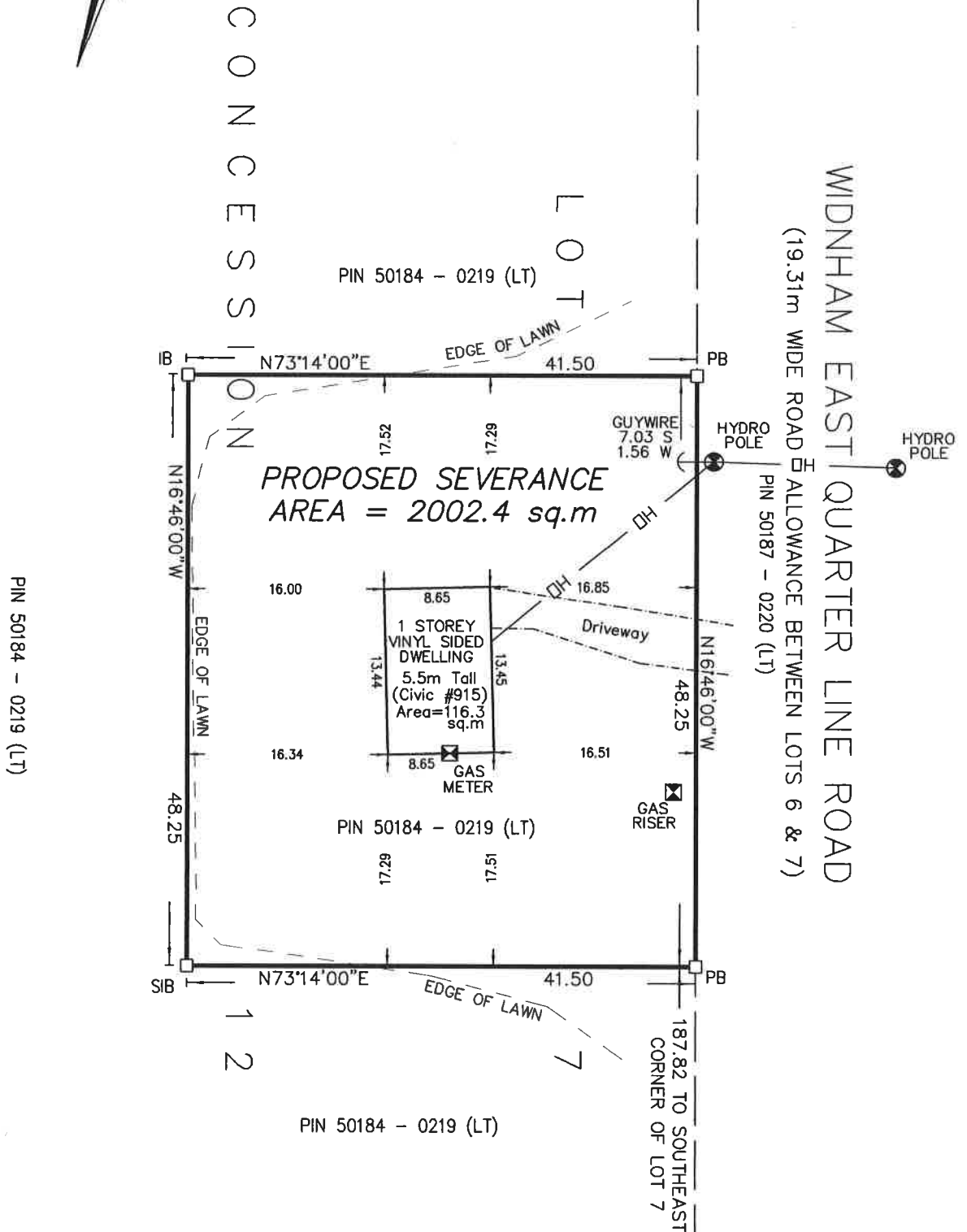


METRIC NOTE:

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

CAUTION:

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



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PROPERTY DESCRIPTION:

PART OF LOT 7  
CONCESSION 12  
TOWNSHIP OF WINDHAM  
NORFOLK COUNTY



**JEWITT AND DIXON**  
ONTARIO LAND SURVEYORS  
A Division of Kim Husted Surveying Ltd.

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DRAWN BY: J.L.M.	CHECKED BY: K.S.H.	REFERENCE NO.: 25-54-486-00
DATED:		JANUARY 14, 2026

**Planning Justification Report**

Surplus farm dwelling consent application

915 Windham East Quarter Line Road

Friday, December 12, 2025



# Planning Justification Report for 915 East Quarter Line Road, Norfolk County

## 1.0 INTRODUCTION

Kayla DeLeye Development Planning (“Agent”) has been retained by Cindy Hockley (“owner”) to assist in obtaining a surplus farm dwelling consent application for 915 East Quarter Line Road, Norfolk County, legally described as Township of Windham Concession 12 Part Lot 7. The consent application is required as the existing dwelling is surplus to the owner’s needs, and they wish to sever it from their farm as a surplus farm dwelling severance.

This report aims to provide details and justification regarding the surplus farm dwelling severance and provide an overview of the planning merits associated with this planning application.

## 2.0 SUBJECT LANDS DESCRIPTION

The subject lands (known as Roll # 49102253000) are approximately 20.23 hectares (50 acres) and have frontage along Windham East Quarter Line Road in the geographic township of Windham, approximately 1.35 kms west of Simcoe. The subject lands contain two (2) single detached dwellings and several small agricultural out-buildings. Most of the lands surrounding the subject property are in agricultural production. The subject lands are classified as prime agricultural lands and are comprised of Class 2-4 soils. See the property location shown on Map 1 below.

**Map 1: Location of Subject Lands**



One of the dwellings addressed at 915 Windham East Quarter Line Road is proposed to be severed through a farm dwelling severance. The proposed new rural residential lot would measure 48.25 metres (158.3 ft) by 41.5 metres (136.2 ft) and have an area of 2002.4 square metres (0.5 acres).

The proposed severed lands would be sized appropriately to accommodate a septic tank and septic tile bed. There is also enough space to accommodate a private well for water supply.

The dwelling is serviced by an existing driveway which would remain unchanged. Map 2 below roughly outlines the proposed surplus farm dwelling severance.

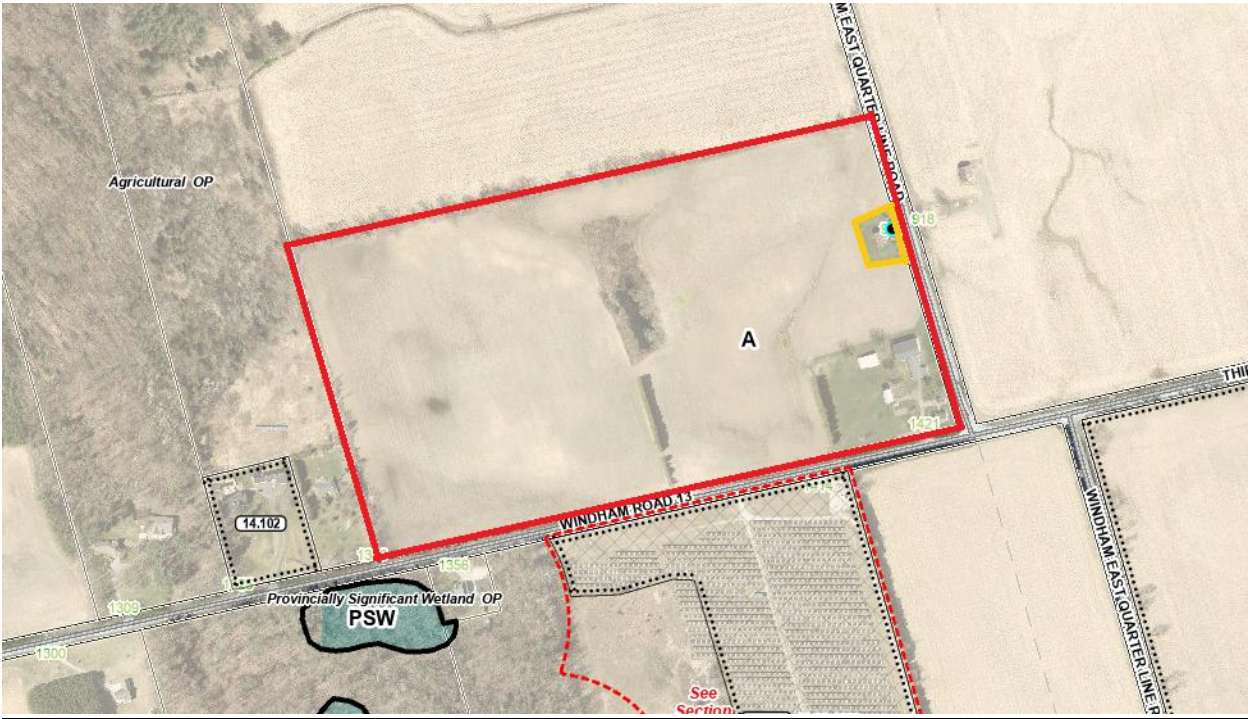
**Map 2: Proposed Severed Lands**



Official Plan Designation & Zoning By-law Provisions

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

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



**3.0 PROPOSED DEVELOPMENT**

The owners are proposing a surplus farm dwelling severance.

**Map 4: Survey Sketch of the Proposed Severed Lands**



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.”

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

The proposed new lot will be limited to a minimum lot size (2002.4 square metres (0.5 acres) to accommodate the use and appropriate private sewage (septic system) and water services (private well).

The 2024 PPS permits the severance of one (1) new residential lot per farm consolidation. The subject lands contain two (2) single detached dwellings. Once the proposed farm dwelling severance is complete, there will remain one (1) single detached dwelling on the retained farm, which will not be permitted to be severed in the future. No additional rezoning applications are required to prohibit a single detached use on the retained farm to continue to permit the existing second dwelling.

The proposed farm dwelling severance is proposing the severance of a dwelling that is surplus to the owner’s needs. The owner owns a second farm within Norfolk County located at 1837 St. John’s Road, also registered to Cindy Hockley.

It is my professional opinion that the proposed surplus farm dwelling severance is consistent with policy 4.3.3.1 c 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.

All the subject lands are designated “Agricultural” in the NCOP. Section 7.2 of the OP dictates the policies of the Agricultural designation. The retained farmlands will continue to be used for agricultural purposes including the farming of crops.

Section 7.2.3 of the Norfolk County Official Plan contains policies around agricultural lot creation and lot adjustment.

Consent to sever land may be considered for the following purposes:

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.

A full analysis of Section 7.2.3 b), and c) are provided in the following chart:

Policy	Conformity?		Explanation
7.2.3. b) 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.		Yes	<p>The subject lands contain two (2) single detached dwellings. Once the proposed farm dwelling severance is complete, there will remain one (1) single detached dwelling on the retained farm, which will not be permitted to be severed in the future. No additional rezoning applications are required to prohibit a single detached use on the retained farm to continue to permit the existing second dwelling.</p> <p>The proposed severed lot is arranged in a manner to have minimal effect on the retained farm parcel. A hedge row could be planted that would help to delineate the severed lot from the farm.</p>
c) Further to Sections 7.2.3(b), a consent to sever a currently habitable dwelling shall be subject to the following criteria:			
i) the habitable dwelling shall be at least 10 years old at the date of application for a severance;		Yes.	The existing surplus farm dwelling was constructed 60+ years ago.
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;		Yes	The proposed new lot will be limited to a minimum lot size (2002.4 square metres (0.5 acres) to accommodate the use and appropriate private sewage (septic system) and water services (private well).
iii) the severed lot shall be serviced by approved water		Yes	The surplus farm dwelling is serviced by an appropriate private sewage

supply and wastewater treatment facilities to be situated on the lot to be created;			(septic system) and water services (private well).
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;		Yes	The proposed new lot is approximately 1.35 kms from the nearest existing quarry.
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;		Yes	The proposed new lot will have access onto Windham Quarter Lin Road. The retained farm will continue to have access onto Windham Quarter Lin Road.
vi) potential impacts of the consent on cultural heritage resources shall be assessed and mitigated where necessary;		Yes	No impacts are created to any cultural heritage resources as a result of the proposed surplus farm dwelling severance.
vii) the severed lot shall comply with the minimum distance separation formulae;		Yes	There is a livestock (chickens) operation within 500+ metres of the proposed surplus farm dwelling severance (approximately 434 metres). Given the overall distance, no MDS issues are created through the creation of the new lot.
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).		Yes	There are no Provincially Significant Features within 500+ metres of the proposed severance. The feature is also located on the other side of a local road. No EIS is required.  It should be noted; the proposed severance is located within a WHPA D source water protection zone. WHPA D is the lowest vulnerable source water protection zone. Furthermore, the proposed severance is for a residential lot, where the dwelling

			already exists. No further vulnerabilities are being created or imposed on the WHPA D zone.
ix) Severances to separate Accessory Residential Dwellings from the farm property will not be permitted. [3-OP-2020, Amendment 124]		Yes	No ARUs are proposed to be severed as part of this consent application.

The proposed surplus farm dwelling severance is in conformity to the Norfolk County Official Plan.

### 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) in the NCZB.

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

Provision	Requirement	Provided	Comment
Minimum lot area	40 ha (98.84 ac)	(Retained): 20 hectares (49.42 acres), (Severed) 2002.4 sq m (0.5 acres)	Complies- legal non conforming status
Minimum lot frontage	30 m (98.4 ft)	Retained: 30+ m Severed: 48.25 m	Complies
Minimum front yard	13 m (42.65 ft)	16.51 m (existing)	Complies (legal non-complying)
Minimum exterior side yard	13 m (42.65 ft)	N/A	Complies
Minimum interior side yard	3 m (9.84 ft)	17.29 m	Complies
Minimum rear yard	9 m (29.53 ft)	16 m	Complies
Minimum separation between a farm processing facility and a dwelling on an adjacent lot	30 m (98.4 ft)	n/a	n/a

Maximum building height	11 m (36.10 ft)	5.5 m	Complies
-------------------------	-----------------	-------	----------

The subject application complies with the Norfolk County 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*;
3. Conformity and compliance to the *Norfolk County Zoning By-law*;

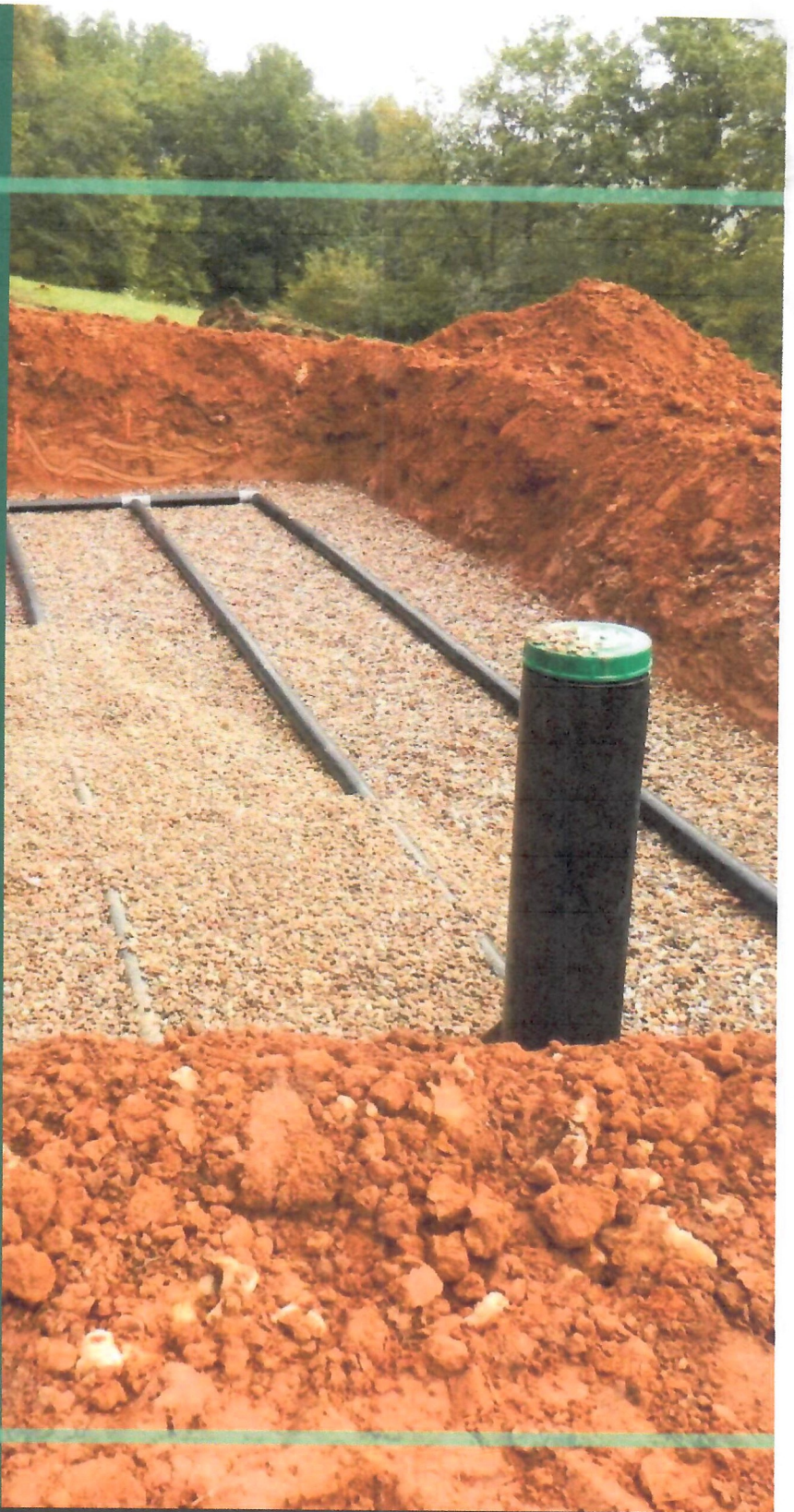
The agent looks forward to the expeditious processing of the subject application. Please do not hesitate to contact the undersigned should you have any questions related to this application.

Prepared and submitted by:

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

**Existing**  
On-Site Sewage  
System

Evaluation  
Form



Norfolk County Building Department  
Community Development Division  
185 Robinson Street, Suite 200 Simcoe, Ontario, N3Y 5L6  
[norfolkcounty.ca](http://norfolkcounty.ca)



# Evaluation of On-Site Sewage Systems

## INSTRUCTIONS

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

### Collection of Personal Information.

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

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

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

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

**Community Development Division- Building Department**

185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 • 519-426-5870 Ext. 6016

Property Information	
Municipal Address	915 WINDHAM EAST QUARTER LINE - SIMCOE, ON
Assessment Roll Number	
Date of Evaluation	NOVEMBER 17/2025

Evaluators Information		
Evaluators Name:	ED DOVE	
Company Name:	STEALTH ENVIRONMENTAL INC.	
Address:	1809 8TH CONCESSION ROAD - LANGTON, ON	
Phone:	519-426-7108	
Email	EdDove@stealthenvironmental.ca	
BCIN #	38259	
Purpose of Evaluation	<input type="checkbox"/> Consent <input type="checkbox"/> Zoning <input type="checkbox"/> Minor Variance	<input 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 checked="" type="checkbox"/> Agricultural

Gross building area: (m <sup>2</sup> ):	850 ft <sup>2</sup>
Number of bedrooms:	2
Number of fixture units:	10
Daily Design Flow: (Litres)	1,100 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)	ESTIMATED 10
Site slope	<input checked="" type="checkbox"/> Flat <input 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 + 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):		
<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	8 FT	20 FT	20 FT
Distance to bodies of water	N/A	N/A	N/A	70 FT
Distance to nearest well	> 50 FT	> 50 FT	> 50 FT	> 50 FT
Distance to proposed property lines	Front: 60 FT Rear: 40 FT	Left: 60 FT Right: 70 FT	Front: 20 FT Rear: 15 FT	Left: 15 FT Right: 70 FT

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

A) Residential Occupancy		(Q) Litres	Total
Number of Bedrooms	1 Bedroom	750	
	2 Bedrooms	1100	1,100
	3 Bedrooms	1600	
	4 Bedrooms	2000	
	5 Bedrooms	2500	
Subtotal (A)			

B) Plus Additional Flow for:		Quantity	(Q) Litres	Total
<b>Note:</b> Use the largest additional flow calculation to determine Daily Design Flow (Q). If none apply Subtotal (B) is zero.				
Either	Each bedroom over 5		500	
Or	Floor space for each 10m <sup>2</sup> over 200m <sup>2</sup> up to 400m <sup>2</sup>		100	
	Floor space for each 10m <sup>2</sup> over 400m <sup>2</sup> up to 600m <sup>2</sup>		75	
	Floor space for each 10m <sup>2</sup> over 600m <sup>2</sup>		50	
Or	Each Fixture Unit over 20 fixture Units (Total of Worksheet B - 20 = Quantity)		50	
Subtotal (B)				0
Subtotal A+B=Daily Design Flow (Q)				1,100

## 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		=	
Other:					
Total Number of Fixture Units:					10

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	
<b>Daily Design Flow (Q)</b>			

### 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
<b>Daily Design Flow (Q)</b>			

## 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	1,100 X 2 =	2,200 L
<b>All Other Occupancies</b>	X 3 =	
<b>Holding Tank</b>	X 7 =	

There is an existing 3,600 L concrete septic tank

# Worksheet E: Leaching Bed Calculations (Class 4)

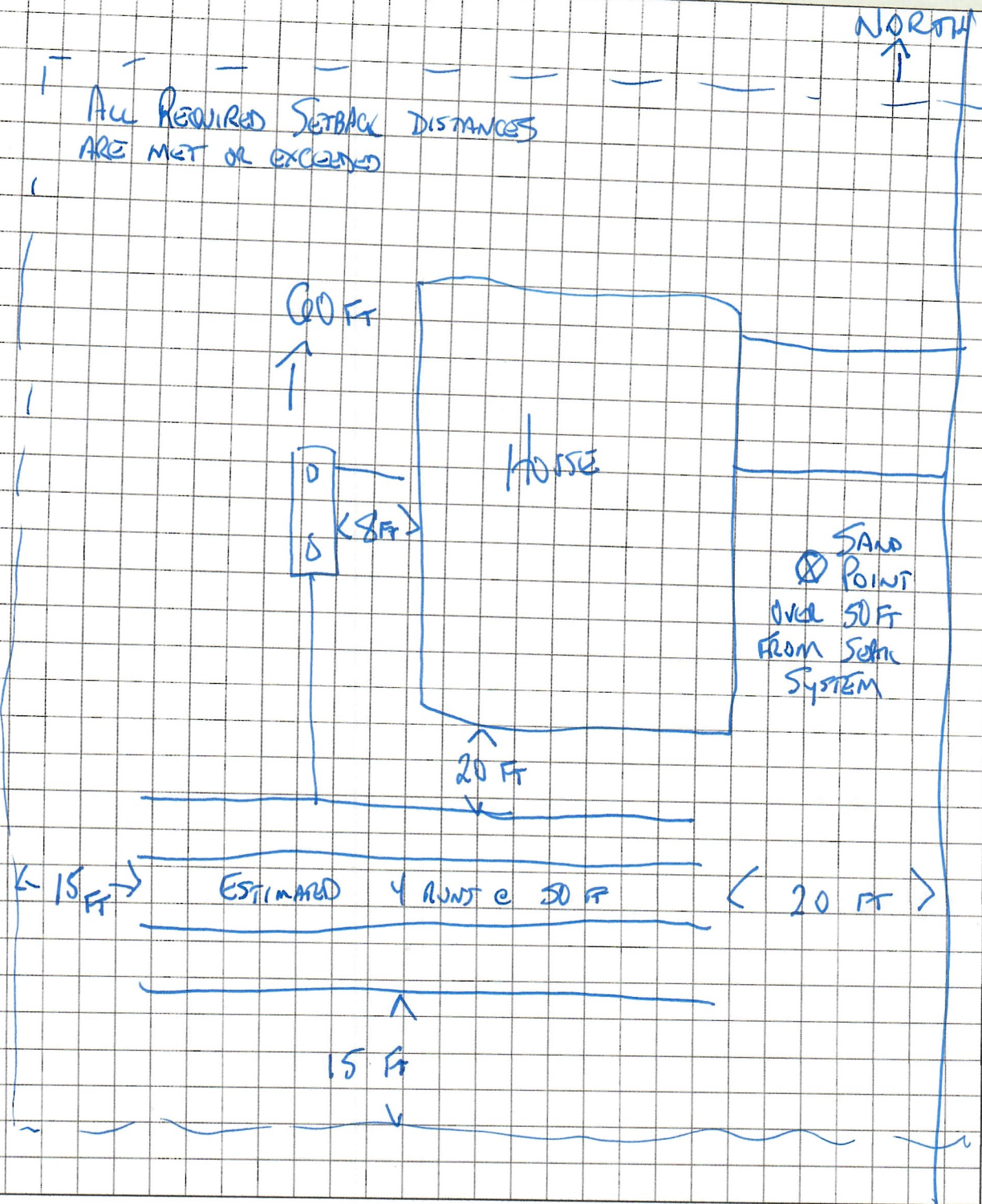
Complete One of A, B, C, D, E, F	
<input checked="" type="checkbox"/> <b>A. Absorption Trench</b>	
Total length of distribution pipe	Conventional $(Q \times T) \div 200 =$ <u>ESTIMATED 200 FT</u> m Type I leaching chambers $(Q \times T) \div 200 =$ _____ m Type II leaching chambers $(Q \times T) \div 300 =$ _____ m Configured as: <u>4</u> runs of <u>50 FT</u> Total: _____ m
<input type="checkbox"/> <b>B. Filter Bed</b>	
<b>Effective Area</b> If $Q \leq 3000$ litres per day use $Q \div 75$ If $Q > 3000$ litres per day use $Q \div 50$ Level II-IV treatment units, use $Q \div 100$ <b>Distribution Pipe</b> Contact Area = $(Q \times T) \div 850$ Mantel (see Part 1)	<b>Effective area:</b> _____ (Q) $\div$ _____ (75, 50, or 100) = _____ m <sup>2</sup> Configured as: _____ m x _____ m Number of beds _____  Number of runs: _____ Spacing of runs: _____ m Contact Area: ( _____ (Q) X _____ (T)) $\div$ 850 = _____ m <sup>2</sup>
<input type="checkbox"/> <b>C. Shallow Buried Trench</b>	
Percolation time (T) of soil in minutes: 1 < T $\leq$ 20 20 < T $\leq$ 50 50 < T < 125	Length of distribution pipe (metres) 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	
<input type="checkbox"/> <b>D. Advance Treatment System</b>	
Provide description of system.	
<input type="checkbox"/> <b>E. Type A Dispersal Bed</b>	
<b>Stone Layer</b> If $Q \leq 3000$ litres per day, use $Q \div 75$ If $Q > 3000$ litres per day, use $Q \div 50$ <b>Sand Layer</b> 1 < T $\leq$ 15 use $(Q \times T) \div 850$ T > 15 use $(Q \times T) \div 400$	Stone Layer = _____ (Q) $\div$ _____ (75 or 50) = _____ m <sup>2</sup>  Sand Layer = ( _____ (Q) x _____ (T)) $\div$ (850 or 400) = _____ m <sup>2</sup>
<input type="checkbox"/> <b>F. Type B Dispersal Bed</b>	
Area = $(Q \times T) \div 400$ <b>Linear Loading Rate (LLR)</b> T < 24 minutes, use 50 L/min If T $\geq$ 24 minutes, use 40 L/min	Area = ( _____ (Q) x _____ (T)) $\div$ 400 = _____ m <sup>2</sup> Pump chamber capacity = _____ L Length (Q $\div$ LLR) = _____ m Bed configuration = _____ m x _____ m = _____ m <sup>2</sup> Number of Beds = _____
<b>Distribution Pipe</b>	Configured as: _____ runs of _____ m Total: _____ m



# Worksheet G: Septic Plot Plan

Please provide the following information on this work sheet:

1. Location of sewage system and its components (e.g. tank, leaching bed, pump chamber)
2. Location of all buildings, pools and wells on the property and neighbouring properties
3. Locate and show minimum clearances for treatment units and distribution piping of items. Ontario Building Code, Division B, Table 8.2.1.6.A. and 8.2.1.6.B.
4. Location of property lines, easements, and utility corridors.



## Overall System Rating

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

Additional Comments: SYSTEM IS IN GOOD WORKING ORDER AND IN A GOOD STATE OF REPAIR AT THE TIME OF EVALUATION

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, EA DOVE declare that this site evaluation is accurate as of the date of inspection. No determination of future performance can be made due to unknown conditions, future water usage over the life of the system, abuse of the system and/or inadequate maintenance, all of which 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: November 17/2025

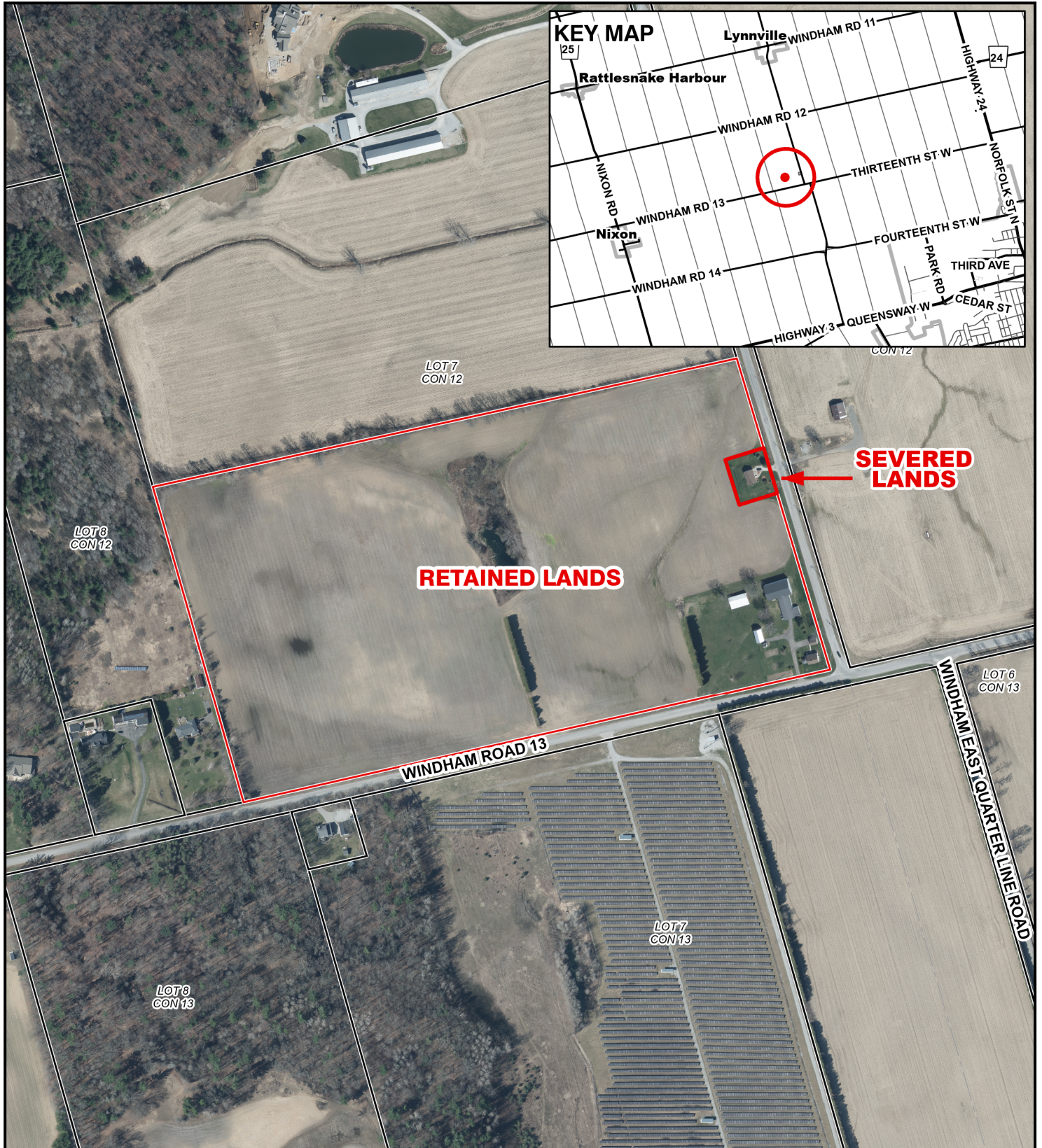
## Building Department Review

Comments:

Building Inspectors Name:

Building Inspector Signature:

Date:

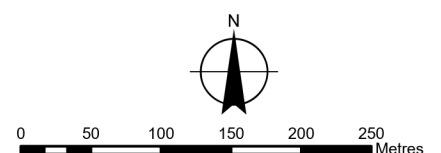


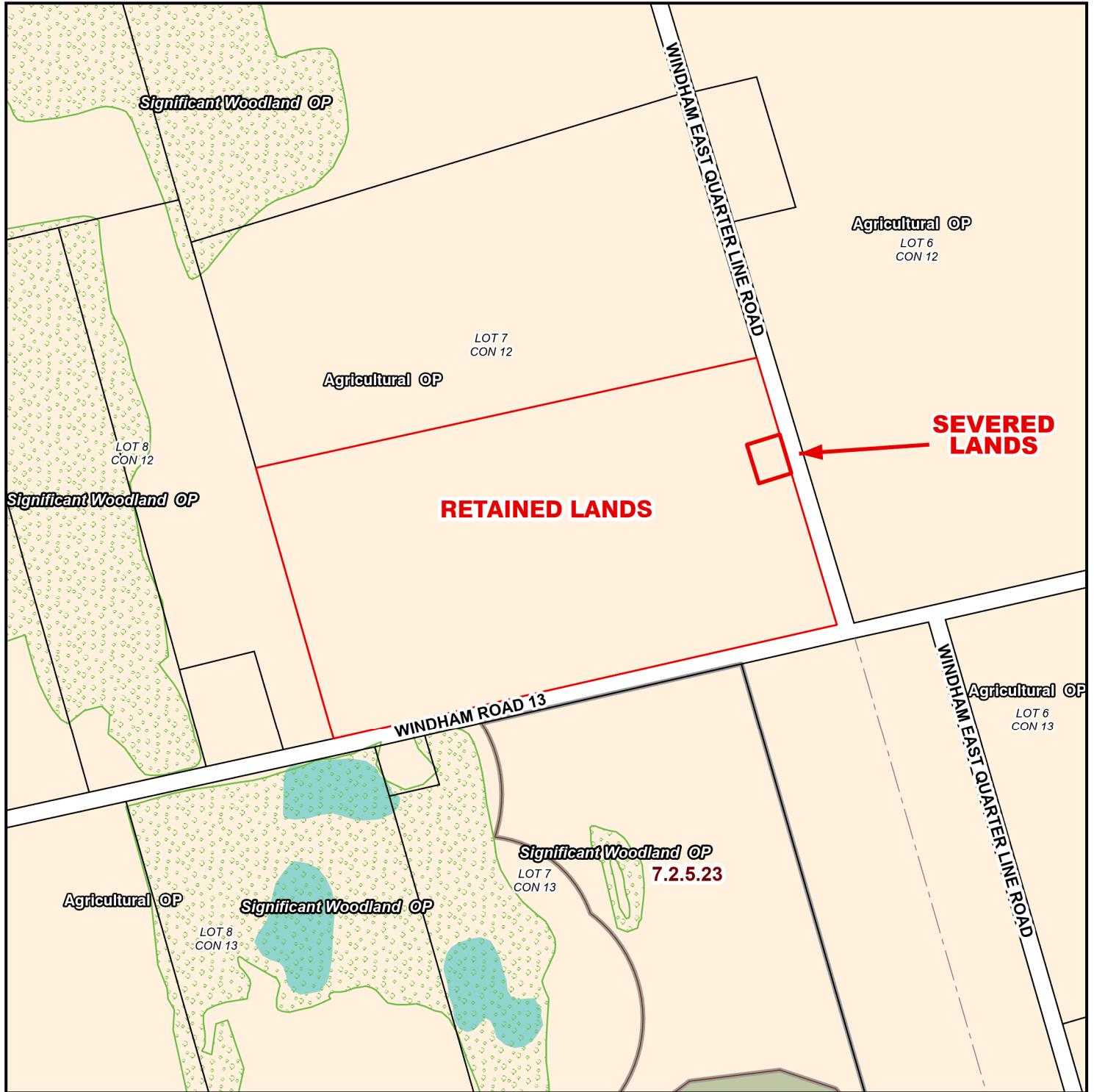
**Legend**

- Subject Lands
- Lands Owned



3/11/2026

2020 Air Photo









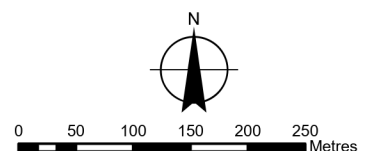
**Legend**

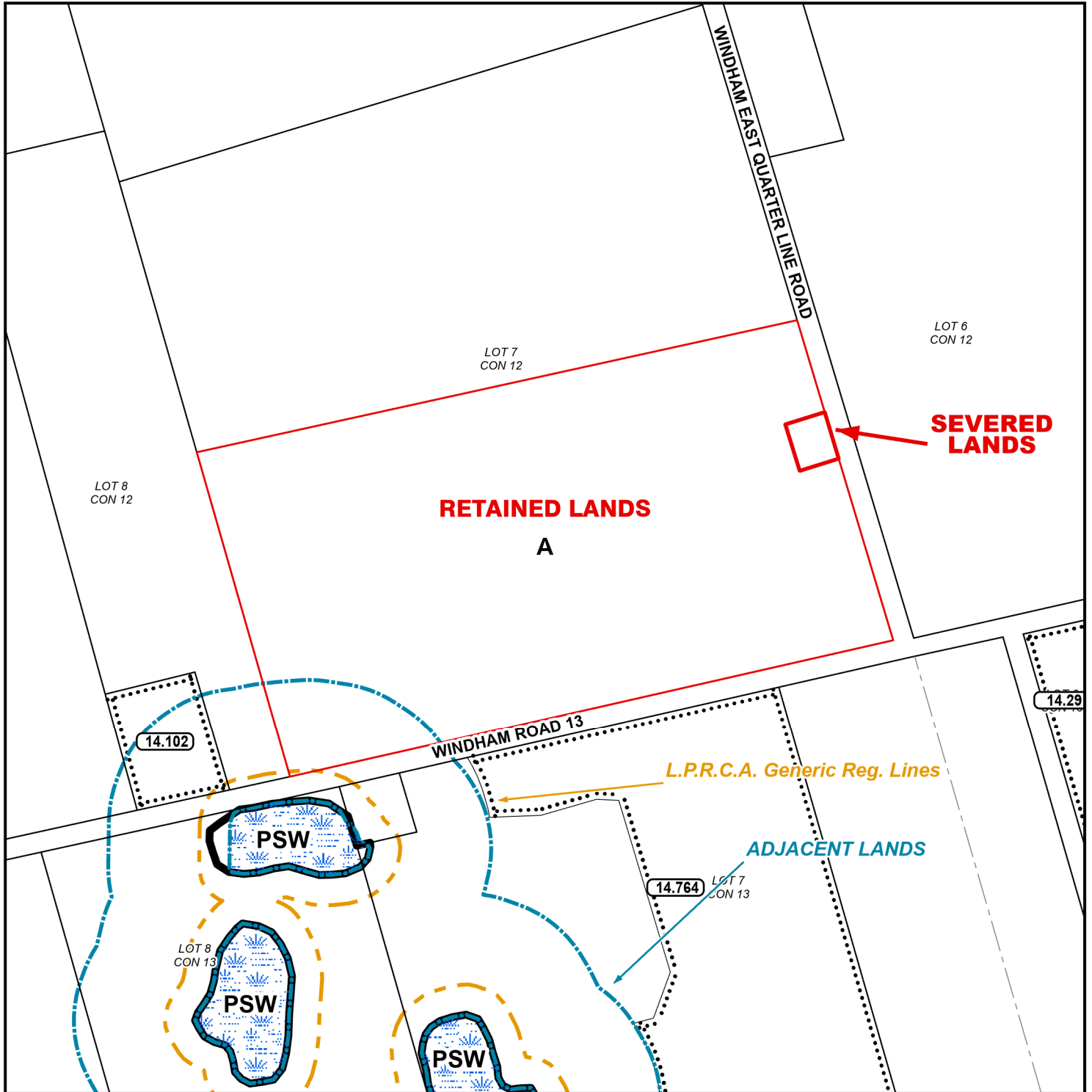
-  Subject Lands
-  Lands Owned

**Official Plan Designations**

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

3/11/2026





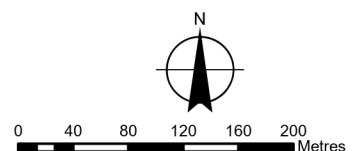
**LEGEND**

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

ZONING BY-LAW 1-Z-2014

- (H) - Holding
- A - Agricultural Zone
- PSW - Provincially Significant Wetland Zone

3/11/2026



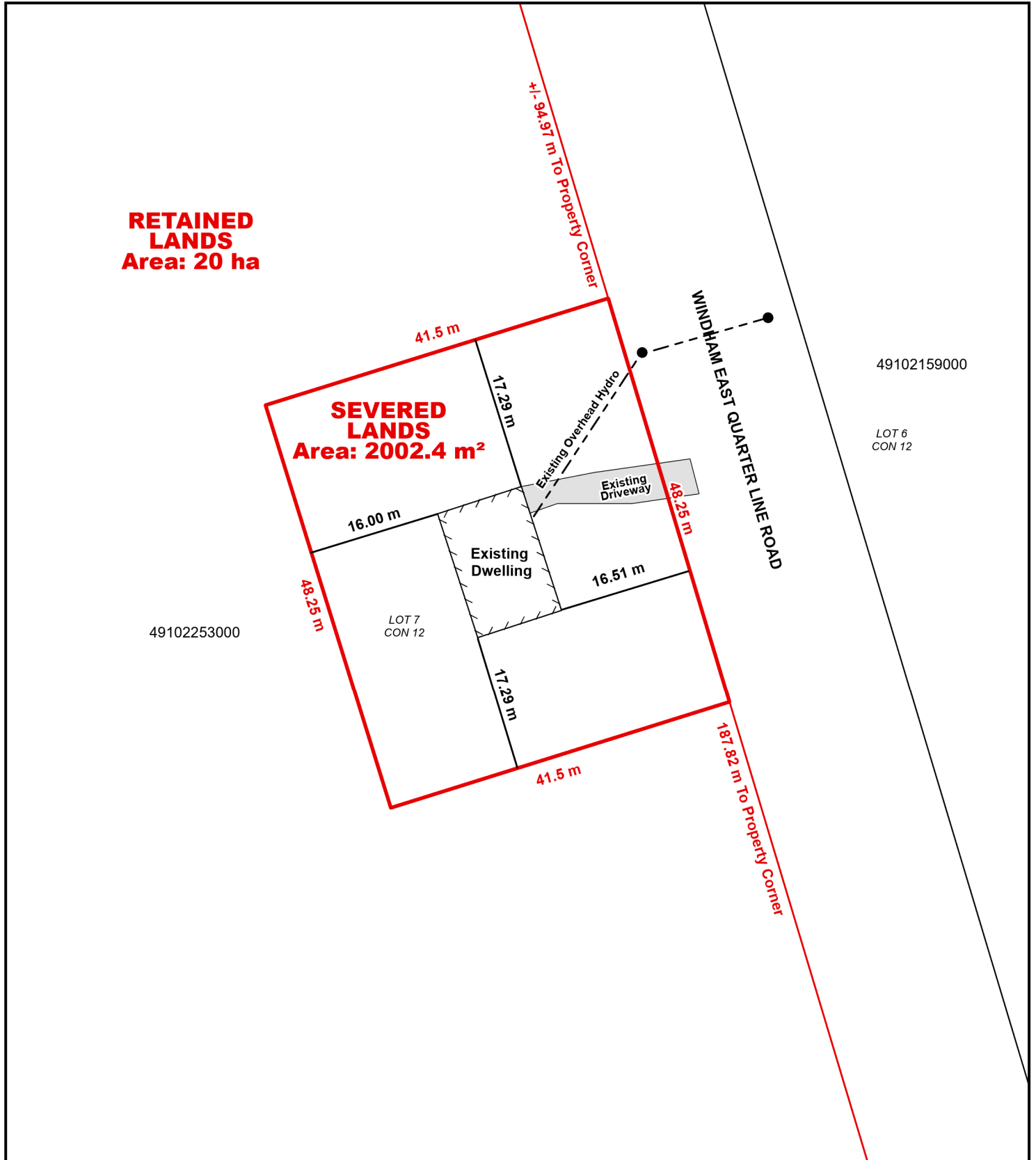
# MAP D

## CONCEPTUAL PLAN

Geographic Township of WINDHAM

BNPL2026024



ANPL2026052



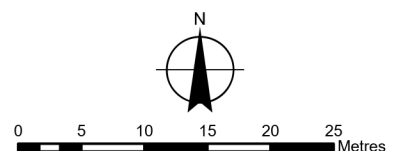
**RETAINED  
LANDS  
Area: 20 ha**

**SEVERED  
LANDS  
Area: 2002.4 m<sup>2</sup>**

### Legend

-  Subject Lands
-  Lands Owned

3/11/2026



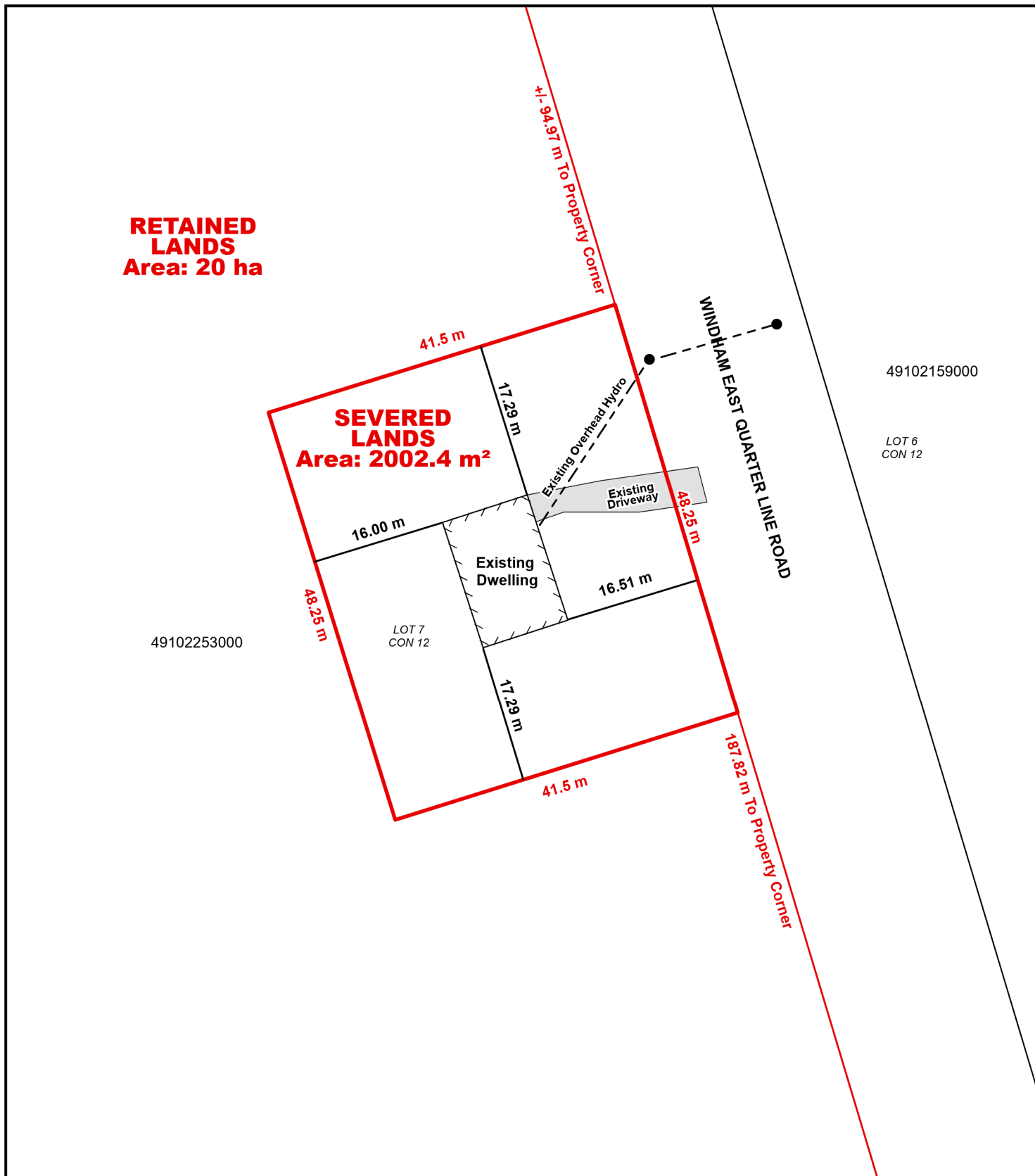
# LOCATION OF LANDS AFFECTED

## CONCEPTUAL PLAN

Geographic Township of WINDHAM

BNPL2026024

ANPL2026052



### Legend

-  Subject Lands
-  Lands Owned

3/11/2026

