

Committee of Adjustment Application for Consent

Complete Application

The application must be completed by the owner or authorized agent. If the application is being submitted by an agent, the owner's written authorization is required. If the lands subject to this application are owned by more than one owner, the authorization of all owners is required. Submission of this application constitutes consent for authorized municipal staff to inspect the subject lands.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety and welfare of future residents. Sufficient studies for the completion of the application should be carried out prior to submission and should be reflected in the application form.

Before the application is submitted

A pre-consultation meeting is not required for Committee of Adjustment applications; however, further information can be provided by Planning Department staff prior to the submission of an application. The purpose of communicating with a planner before you submit your application is: to review the proposal / application, to discuss potential issues; and to determine the required supporting information and materials to be submitted with your application before it can be considered complete by staff.

Online Application Process

All applications must be submitted online via the County's CityView Portal. The portal can be accessed here: [Welcome - CityView Portal](#). The applicant will submit the materials required as part of a complete application. Once the County confirms receipt of a complete application, the applicant will be contacted and provided further direction for payment options.

User Fees

The planning application fee will be determined when the application can be deemed complete according to Norfolk County Community Planning user fees: [User Fees | Norfolk County](#)

Cash, debit, credit or cheque payable to Norfolk County in the amount set out in the user fees By-Law that will be accepted and deposited once the application has been deemed complete.

If the subject lands are located in an area that is regulated by either the Long Point Region Conservation Authority or by the Grand River Conservation Authority an additional fee will



be required if review by the applicable agency is deemed necessary. A separate cheque payable to the Long Point Region Conservation Authority or the Grand River Conservation Authority is required in accordance with their fee schedule at the time of submission.

Grand River Conservation Authority

[Plan Review fees | Grand River Conservation Authority](#)

Long Point Region Conservation Authority

[Planning Fees - Long Point Region Conservation Authority](#)

After the application is submitted

In order for the application to be deemed complete, all of the components noted above are required. The *Planning Act* permits up to 30 days to review and deem an application complete.

Once the application has been deemed complete by the Planning Department, it is then circulated to public agencies and County departments for review and comment. A sign is provided that is required to be posted on the subject lands summarizing the application and identifying the committee meeting date. The comments received from members of the community will be included in the planning report and given consideration.

Additional studies required as part of the complete application shall be at the sole expense of the applicant. Any required peer reviews shall be at the expense of the applicant. The peer reviewer shall be selected by the County.

If the application is withdrawn prior to the circulation to commenting agencies, the entire original fee will be refunded. If withdrawn after the circulation to agencies, half the original fee will be refunded. No refund is available after the public meeting and/or approval of application.

Notification Sign Requirements

Planning Department staff may post a notification sign on your property in advance of the public meeting on your behalf. Please keep this sign posted until you have received a notice in the mail indicating that the Secretary Treasurer received no appeals.

It is the applicant's responsibility to ensure that the sign is correctly posted within the statutory timeframes, according to the *Planning Act*. Failure to post a sign in advance of the public meeting in accordance with statutory requirements will impact the timing of the Committee of Adjustment meeting. Applicants are responsible for removing the sign following the appeal period. The signs are recyclable and can be placed in your blue box.

Contact Us

For additional information or assistance in completing this application, please contact a planner at 519-426-5870 ext. 8159 or coa@norfolkcounty.ca

**For Office Use Only:**

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

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: 49307017410**A. Applicant Information****Name of Owner** John & Lillian Wiggers

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	<u>188 Charlotteville West Quarter Line Road</u>
Town and Postal Code	<u>Forestville, N0E 1P0</u>
Phone Number	<u>519.688.5018</u>
Cell Number	_____
Email	<u>jgwiggers60@gmail.com</u>

Name of Authorized Applicant Same as owner

Address	_____
Town and Postal Code	_____
Phone Number	_____
Cell Number	_____
Email	_____



Name of Authorized Agent G. Douglas Vallee Limited c/o James Canzano
Address 2 Talbot Street North,
Town and Postal Code Simcoe N3Y 3W4
Phone Number 519.426.6270x1009
Cell Number _____
Email jamescanzano@gdvallee.ca

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):

CHARLOTTEVILLE CON A PT LOT 7

Municipal Civic Address: 188 Charlotteville West Quarter Line Road

Land acquisition date (if known): June 8th, 2010

Present Official Plan Designation(s): Hamlet, Agriculture, Hazard Lands, Provincially Significant Wetlands

Present Zoning: Hamlet, Agriculture, Hazard Lands, Provincially Significant Wetlands

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:
Residential

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	<u>0</u>	<u>1 Dwelling, 3 accessory buildings</u>
Number of Storey(s) for Existing Buildings/Structures	<u>0</u>	<u>2</u>
Number of Proposed Buildings/Structures	<u>0</u>	<u>0</u>
Number of Storey(s) for Proposed Buildings/Structures	<u>0</u>	<u>0</u>
Number of Dwelling Units per lot	<u>0</u>	<u>1</u>

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:
Decades

7. Existing use of abutting properties:

Residential, Agriculture

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.)	4000m ²	1,897m ²	223,103m ²
Lot frontage (m)	30m	46.6m	>30m
Lot depth (m)			
Front Yard Setback (m)	6m	N/A	N/A
Left Side Yard Setback (m)	6m	N/A	N/A
Right Side Yard Setback (m)	9m	N/A	N/A
Rear Yard Setback (m)	9m	N/A	N/A
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): 1
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):

The subject lands were used as a sand pit in the 60's as indicated by the property owner

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 | ☐ Communal wells |
| ☒ Individual wells | ☐ Other (describe below) |

Sewage Treatment

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

Storm Drainage

- | | |
|---|--|
| ☐ Storm sewers | ☒ Open ditches |
| ☐ Other (describe below) | |

Existing or proposed access to subject lands:

- | | |
|--|---|
| ☒ Municipal road | ☐ Provincial highway |
| ☐ Unopened road | ☐ Other (describe below) |

Name of road/street:

188 Charlotteville West Quarter Line Road

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.

Please see Cover Letter and Planning Justification Report for
ZNPL2026013 for more information

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.

J. 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 disclose the registration of all transfer(s) of land and/or 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.

K. 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.

L. 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.

John Wiggers/Lillian Wiggers
Owner/Applicant Signature

2026.06.04

Date

M. Owner's Authorization

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

I/We John Wiggers Lillian Wiggers 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 James Canzano 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.

John Wiggers
Owner

2026.06.04

Date

Lillian Wiggers
Owner

2026.06.04

Date



M. Declaration

I, JOHN WIGGERS Lillian Wiggers 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

John Wiggers / Lillian Wiggers

Owner/Authorized Applicant Signature

In Norfolk County

This 4th day of June

A.D., 2026

[Signature]

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



vallee

*Consulting Engineers,
Architects & Planners*

June 25th, 2026

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

Attention: Alicia Cull BES, MCIP, RPP, Ec.D. | Director of Planning Services
Reference: 188 Charlotteville West Quarter Line Road
Severance
Our Project 24-158

Introduction

G. Douglas Vallee Limited is acting as agent on behalf of John and Lillian Wiggers, owners of the lands municipally known as 188 Charlotteville West Quarter Line Road, in submitting an application for consent to sever a 0.19 ha parcel from the subject lands.

This application follows recently approved Zoning By-law Amendment Application ZNPL2026013, which rezoned Part 1 from Agriculture (A) to Hamlet Residential (RH) and recognized a reduced lot area through Special Provision 14.1117, as amended by By-law 2026-26, enacted by Norfolk County Council on May 26, 2026. As the zoning amendment has now been approved, please accept the enclosed consent application and supporting materials for the County's review and consideration. Included with this application are the following documents:

1. Signed Norfolk County Consent application form
2. Planning Justification Report prepared by G. Douglas Vallee Limited, dated June 25th, 2026
3. Functional Servicing Report prepared by G. Douglas Vallee Limited, dated January 21st, 2026
4. Hydrogeological Assessment, prepared by Wilson and Associates dated December 15th, 2016
5. Preliminary Survey prepared by Kim Husted Surveying LTD, dated June 5th, 2025
6. Topographical Survey prepared by Kim Husted Surveying LTD, dated June 24th, 2025
7. Norfolk County By-law 2026-26, enacted May 26th, 2026
8. ZNPL2026013 Council Report, dated May 26th, 2026

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



Consent Application | Planning Brief

188 Charlottesville West Quarter Line Road

Date: June 25, 2026

Project: 24-158



vallee
*Consulting Engineers,
Architects & Planners*

Table of Contents

Introduction 1

Context..... 1

Proposal..... 2

Supporting Documents..... 3

 Hydrogeological Assessment3

 Septic Design3

 Archeological Assessment.....3

 Traffic Impact Brief3

 FSR.....3

Planning Review..... 4

 Provincial Planning Statement 2024 (PPS).....4

 Norfolk County Official Plan.....4

 Norfolk County Zoning By-law 1-Z-201411

Discussion11

Summary.....12

Introduction

On behalf of John Wiggers (“the client”), G. Douglas Vallee Limited is making application to sever a 0.19ha parcel from the subject lands (Part 1) at 188 Charlotteville West Quarter Line Road (the “Subject Lands”) within the Hamlet of Forestville. The intent of this Consent application is to facilitate infill development within the hamlet boundary of Forestville. As the Consultant, G. Douglas Vallee Limited has been retained by the client to provide professional planning and engineering services in consideration of the proposed development through the preparation of a Planning Brief. The purpose of this Planning Brief is to evaluate the proposed severance in consideration of Provincial and local policy.

This application:

- Proposes an appropriate form of infill development within a hamlet;
- Is consistent with the Provincial Planning Statement 2024 and Norfolk County Official Plan;
- Maintains the intent and purpose of the Norfolk County Zoning By-law 1-Z-2014;
- Represents good planning.

Context

The subject lands are located on the east side of Charlotteville West Quarter Line Road, between Charlotteville Road 1 and Front Road, with approximately 46.61m of frontage. The property is approximately 22.5ha in area and is zoned Agriculture, Hazard Lands, Provincially Significant Wetland, and Hamlet Residential under the Norfolk County Zoning By-law. Under the Official Plan, the lands are designated Agriculture, Hazard Lands, and Hamlet, and are also within the Lakeshore Special Policy Area. Policy 11.3.2.2(f) of the Lakeshore Special Policy Area confirms that Forestville does not have a direct relationship with the lakeshore; accordingly, the Lakeshore Special Policy Area Community Design Guidelines do not apply to the subject lands. Additionally, approximately 22.2m² of the northern portion of Part 1 is within a Provincially Significant Wetland (PSW) adjacent layer (Figure 3).

As seen in the Survey prepared by Kim Husted Surveying LTD, a minor parcel encroachment in the form of existing fencing and a propane tank were observed along the shared lot lines of Part 1 of the subject lands and 228 Charlotteville West Quarter Line Road. These appear to be limited to the lot line and do not materially affect the proposed lot configuration or its development potential.

Furthermore, a Topographical Survey prepared by Kim Husted has determined that the frontage of Part 1 is approximately 1.9m away from the paved portion of Charlotteville West Quarter Line Road on the north side of the parcel and approximately 2.2m away on the southern portion. A Survey Completed by Kim Husted depicting



Figure 1 – Subject Lands

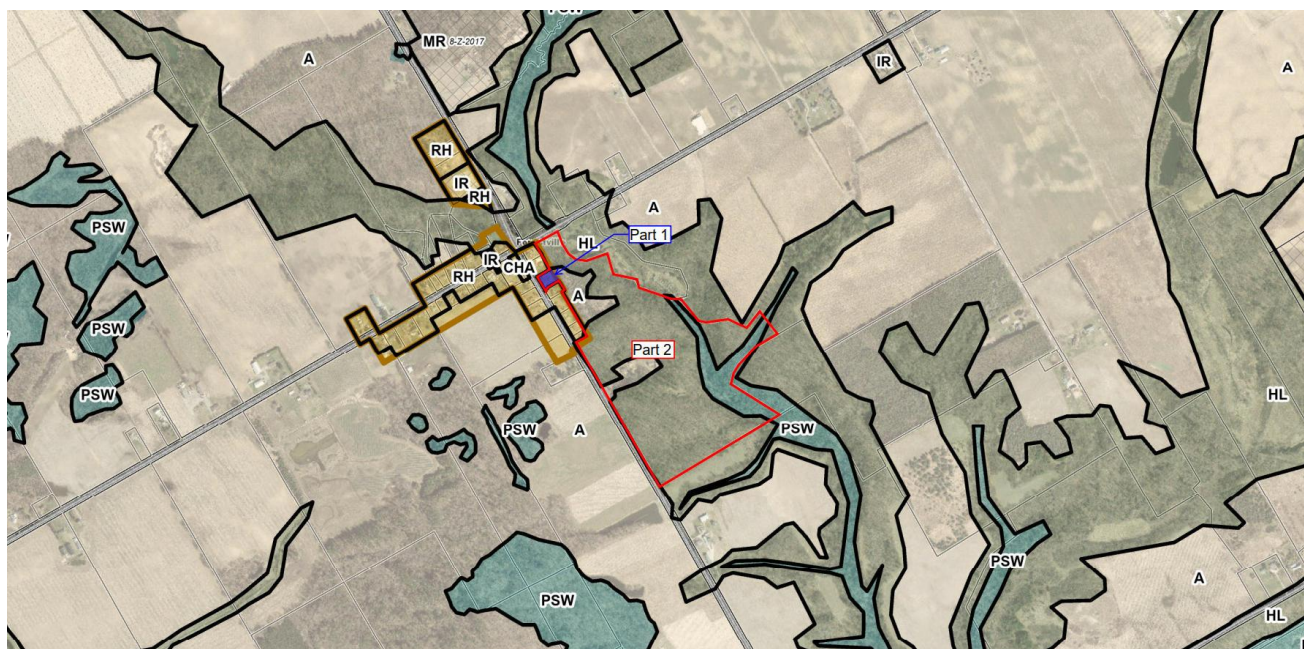


Figure 2 – Surrounding Context

the location of the paved road from the lot can be seen in Appendix F.

The surrounding land uses include agricultural uses to the north, west and east; as well as residential uses to the west of the subject lands within the hamlet boundary. The subject lands border the eastern edge of Forestville, with approximately 0.19 ha located within the hamlet (Figure 3). The lands are adjacent to seven residential lots within the hamlet and one residential lot to the west, which lies outside the hamlet boundary.

Proposal

The property owner is proposing a 0.19 ha severance of Part 1 of the subject lands. This application follows recently approved Zoning By-law Amendment Application ZNPL2026013, which rezoned Part 1 from Agriculture (A) to Hamlet Residential (RH) and recognized a reduced lot area through Special Provision 14.1117, as amended by By-law 2026-26, enacted by Norfolk County Council on May 26, 2026. The proposed severance will not remove agricultural land from active production and is intended to facilitate infill development within the established hamlet boundary.



Figure 3 – Proposed Severance

Supporting Documents

The following supporting studies have been completed to confirm the technical appropriateness of the development:

- Plan of Survey completed by Kim Husted Surveying LTD, dated June 5th, 2025;
- Topographic Survey completed by Kim Husted Surveying LTD, dated June 24th, 2025;
- Archaeological Assessment, waived by Tierra Henhawk of Six Nations (Appendix D);
- Traffic Impact Brief, waived by Alisha Cull (Appendix E, which also contains the Conditions of Consent);
- Hydrogeological Assessment prepared by Wilson Associates, dated December 15th, 2016; and
- Grading Plan Completed by G. Douglas Vallee Limited, dated January 21, 2026
- Functional Servicing Report, prepared by G. Douglas Vallee Limited, dated January 21, 2026

These materials were submitted to include the information and material required under Section 34 (10.1) 'Zoning' of the Planning Act as part of a complete application for application number ZNPL2026013.

Hydrogeological Assessment

The Hydrogeological Assessment prepared by Wilson Associates evaluated the proposed lot for the viability to support both a private water well and septic system. The report concluded that based on the findings of the analysis development of the subject lands as a residential lot on an individual well and private sewage disposal system is considered viable, subject to its conclusions, limitations and recommendations outlined in the report. It has also been indicated by County staff that the recommendations of this report be implemented as a condition of consent (Appendix E). For reference, the full list of recommendations is provided on pages 9 and 10 of the report.

Septic Design

The Grading Plan prepared by G. Douglas Vallee Limited for ZNPL2026013 depicts the available area for a septic bed footprint that conforms with OBC setbacks and doesn't require an EIS. Detailed design is to be completed at the time of the building permit application.

Archeological Assessment

As shown in Appendix D, the client demonstrated to the satisfaction of Tierra Henhawk of the Six Nations of the Grand River on March 28th, 2025 that Part 1 had previously been disturbed, with 4–5 feet of topsoil removed in 1960 when it was used as a sand pit. This information was deemed sufficient to confirm that Part 1 has no archaeological potential, and consequently, a Stage 1 assessment was waived.

Traffic Impact Brief

The requirement for a Traffic Impact Brief as part of ZNPL2026013 was waived by County staff, as there are no visibility constraints or obstructions to sightlines from the proposed driveway location onto the adjacent roadway.

FSR

The functional servicing report, prepared by G. Douglas Vallee Limited for ZNPL2026013, indicates that the proposed severed parcel can be adequately serviced. Sanitary servicing will be provided via a private on-site septic system to be designed at the Building Permit stage, and domestic water will be supplied by a drilled well constructed in accordance with Ontario Regulation 903. Stormwater management controls are not required, as post-development drainage will continue to outlet to Forestville Creek, consistent with existing conditions. It is assumed that electrical, gas, and telecommunications services have sufficient capacity to accommodate a single-family dwelling.

Planning Review

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.

Part 1 of the subject lands are located in a settlement area as defined by the PPS 2024. Section 2.3.1 of the PPS directs that settlement areas shall be the focus of growth and development, and that planning authorities shall support intensification and redevelopment to support the achievement of complete communities.

Section 2.1.4 of the PPS requires planning authorities to maintain the ability to accommodate residential growth for a minimum of 15 years and to maintain land with servicing capacity sufficient for at least a three-year supply. The proposed infill lot supports these objectives by making efficient use of designated residential land within the existing Hamlet Area that has been confirmed by a hydrogeological report that the severed lands can be supported by private servicing.

Section 2.2 of the PPS encourages a range of housing options and densities to meet the needs of current and future residents. The creation of one new single detached lot within the established fabric of Forestville is consistent with this policy direction.

The proposed applications are consistent with the PPS 2024.Norfolk County Official Plan

Norfolk County Official Plan

The Subject Lands are designated Hamlet Residential in accordance with Schedule B-10 of the Norfolk County Official Plan (NCOP). Section 7.5 of the NCOP establishes the policies applicable to the Hamlet Designation which permits low density, privately serviced residential dwellings within hamlet areas and encourages development through infilling.

Section 7.5.2 outlines conditions of approval for development applications within the Hamlet designation. Criteria for approval under Section 7.5.2 can be found in Table 1 below:

Table 1 – 7.5.2 Hamlet Designation		
Policy	Comment	Complies
b) Designation of a Hamlet Area does not mean that the Hamlet Area is suitable for further development. The following criteria shall be addressed in the review of development applications within designated Hamlet Area boundaries:		✓
i. availability of potable water;	A hydrogeological study, prepared by Wilson Associates, confirms the proposed lot can be supported by private well and septic servicing.	✓
ii. a servicing feasibility study has been completed in accordance with the Ministry of the	A Hydrogeological Study prepared by Wilson Associates, in accordance with applicable Ministry of the Environment, Conservation and Parks	✓

Environment and Climate Change guidelines which demonstrates that the proposal's impact on ground and surface water will be within acceptable limits	guidelines, confirms that the proposed lot will not have a negative impact on groundwater or surface water resources and that impacts will remain within acceptable limits provided the recommendations of the report are adhered to. In addition, a Functional Servicing Study prepared by Vallee in support of Application ZNPL2026013 demonstrates that a legal and adequate outlet is available to service the proposed development.	
iii. the proposed servicing will be appropriate for the proposed densities and land uses;	The proposed private servicing is appropriate for the low-density residential development facilitated by this application and is consistent with the existing servicing character of Forestville, where municipal water and wastewater services are not available.	✓
iv. the pattern of new development will be a logical extension of the existing built-up area	This application seeks to facilitate infill development of an underutilized portion of land within the built-up area of a hamlet which is encouraged by Section 7.5 of the NCOP.	✓
v. the available community facilities, such as community centres, schools, convenience commercial, recreation or cultural facilities can accommodate the proposed development;	The proposed severance is approximately a 10 minute drive from schools located in the Hamlet of Walsh, and a 12 minute drive from services available in Port Rowan according to data available on Google Maps. The creation of one additional residential lot represents negligible demand and can be readily accommodated by existing community facilities without adverse impact.	✓
vi. the area of the proposed development shall not be permitted in Provincially Significant Features or Hazard Lands, identified on Schedules "B" of this Plan	While a Provincially Significant Wetland (PSW) adjacent area is identified on the subject lands, it is limited in extent (approximately 22.2 m ²) and no development, grading, or servicing is proposed within the PSW adjacent layer. The proposed severance has been designed to fully avoid direct encroachment into these features, and the retained lands will remain zoned Hazard Lands, and agriculture. The proposed infill development is consistent with the previously approved zoning by-law amendment, which established the land use framework for the site. The severance represents implementation of that approval and does not	✓

	introduce negative impacts to the PSW or its ecological functions. A grading and servicing concept prepared by G. Douglas Vallee Limited demonstrates that the septic system and associated works can be located entirely outside the PSW adjacent area, thereby maintaining separation from the natural heritage feature. The LPRCA has also confirmed that a permit is not required for the proposed works based on the current design. On this basis, the proposal maintains avoidance of key natural heritage features and does not result in negative impacts to the PSW or its ecological functions, consistent with the applicable Official Plan policies.	
vii. the area of the proposed development shall not be permitted in or on adjacent land to the Natural Heritage Features identified on Schedule "C" and/or Tables 1 and 2 or on Schedule "G" and Table 6 of the Lakeshore Special Policy Area Secondary Plan, unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions, in accordance with the policies of Section 3.5 (Natural Heritage Systems) and Section 11 (Lakeshore Special Policy Area Secondary Plan) of this Plan	While a Provincially Significant Wetland (PSW) adjacent area is identified on the subject lands, it is limited in extent (approximately 22.2 m²) and no development, grading, or servicing is proposed within the PSW adjacent layer. The proposed severance has been designed to fully avoid direct encroachment into these features, and the retained lands will remain zoned Hazard Lands, and agriculture. The proposed infill development is consistent with the previously approved zoning by-law amendment, which established the land use framework for the site. The severance represents implementation of that approval and does not introduce negative impacts to the PSW or its ecological functions. A grading and servicing concept prepared by G. Douglas Vallee Limited demonstrates that the septic system and associated works can be located entirely outside the PSW adjacent area, thereby maintaining separation from the natural heritage feature. The LPRCA has also confirmed that a permit is not required for the proposed works based on the current design. On this basis, the proposal maintains avoidance of key natural heritage features and does not result in negative impacts to the PSW or its	✓

	ecological functions, consistent with the applicable Official Plan policies.	
viii. The area of the proposed development shall not be located within, and will not have a negative impact on, a Natural Resource Area identified on Schedule "J" to this Plan. Mineral Aggregate operations shall be protected from development and activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety or environmental impact. Existing mineral aggregate operations shall be permitted to continue without the need for Official Plan Amendment, rezoning or development permit under the Planning Act. When a licence for extraction or operations ceases to exist, development may be permitted if it is demonstrated that	A review of Schedule J7 of the Official Plan confirms that Part 1 is located within an identified active petroleum pool in the community of Forestville. A desktop review of available Ministry of Natural Resources and Forestry (MNRF) well data indicates that there are no active or inactive petroleum or natural gas extraction operations within 500m of the subject property. Accordingly, approval of the proposed severance will not interfere with or restrict access to any existing petroleum or natural gas infrastructure. Furthermore, as Part 1 is situated within the established Hamlet boundary, the proposed severance does not constrain or preclude future extraction activities should resource development occur in the broader area.	✓
d) Additional residential development within a Hamlet Area shall be encouraged to occur through infilling or in-depth development. Provision shall be made at appropriate locations to provide access from the main road to an additional tier of lots behind existing development. The County shall strongly discourage linear development along roads	This application seeks to facilitate the infill development of underutilized land within the hamlet boundary of Forestville along Charlotteville West Quarter Line Road.	✓

Section 9.6.3.2 outlines conditions of approval for Consent Applications by the Committee of Adjustment. Criteria for approval under Section 9.6.3.2 can be found in Table 2 below:

Table 2 – 9.6.3.2 General Consent to Sever Land Policies

Applications for consent to sever land shall be considered on the basis of the policies of this Section, the underlying land use designation and the associated policies of this Plan. The Committee of Adjustment shall deal with all applications for consent in accordance with the relevant provisions of the Planning Act. The decisions of the Committee of Adjustment shall also be consistent with prevailing Provincial policy. In addition to the specific land division and consent policies associated with the underlying land use designation, the following policies shall apply to applications for consent:

Policy	Comment	Complies
Section 9.6.3.2 a) directs that a plan of subdivision is the preferred method of land division, and that consent shall not be approved where more than three lots are created, a new public road is required, or the extension of municipal services is required. The proposed severance creates only one new lot, requires no new public road, and requires no extension of municipal water or wastewater services. A plan of subdivision is therefore not necessary, and consent is the appropriate vehicle for the proposed lot creation.		Complies
c) If a plan of subdivision is not deemed necessary, regard shall be had to the other policies within this Plan and to the following criteria when considering an application for consent:		
i. consents shall only be granted when the land fronts onto an existing, assumed public road that is maintained on a year-round basis;	The proposed severance seeks to create a lot with frontage onto Charlotteville West Quarter Line Road. Charlotteville West Quarter Line Road is an existing, assumed public road maintained on a year-round basis. The paved travelled surface lies approximately 1.9 to 2.2 m within the road allowance, which does not affect the legal frontage of the proposed lot.	
ii. consents shall have the effect of infilling in existing areas and not extending existing development;	The requested severance seeks to facilitate infill development on underutilized land within the hamlet of Forestville.	
iii. creation of the lot does not compromise the long-term use of the remaining land or retained parcel; and	The requested severance will not interfere with the function of the retained lands as they are primarily hazard lands and are not actively farmed. The retained lands function as the primary residence of the property owner.	
iv. consents may be considered for large parcels, where future development of the large parcels is to proceed by plan of subdivision.	N/A	
d) The size of any parcel of land created by consent should be appropriate for the use proposed, considering the level of services available, the soil conditions, and other factors. No parcel shall be created which does not conform to the	A hydrogeological study, prepared by Wilson Associates, confirms the proposed lot can be supported by private well and septic servicing	
e) A hydrogeological study to confirm soil conditions and suitability for potential future private services may be	A hydrogeological study, prepared by Wilson Associates, confirms the proposed lot can be supported by private well and septic servicing	

required where the retained or severed parcel(s) is(are) sufficiently large to accommodate subsequent lots provisions of the Zoning By-law, except where a minor variance has been secured, in accordance with Section 9.6.3.1 (Minor Variances) of this Plan.	and the undersized lot has been recognized by Special Provision 14.1117.	
f) Consents for building purposes shall not be permitted under the following circumstances:		
i. the land is located within any Natural Heritage Features, as defined by this Plan, and a suitable building site cannot be found through the evaluation completed in an Environment Impact Study	While a Provincially Significant Wetland (PSW) adjacent area is identified on the subject lands, it is limited in extent (approximately 22.2 m²) and no development, grading, or servicing is proposed within the PSW adjacent layer. The proposed severance has been designed to fully avoid direct encroachment into these features, and the retained lands will remain zoned Hazard Lands, and agriculture. The proposed infill development is consistent with the previously approved zoning by-law amendment, which established the land use framework for the site. The severance represents implementation of that approval and does not introduce negative impacts to the PSW or its ecological functions. A grading and servicing concept prepared by G. Douglas Vallee Limited demonstrates that the septic system and associated works can be located entirely outside the PSW adjacent area, thereby maintaining separation from the natural heritage feature. The LPRCA has also confirmed that a permit is not required for the proposed works based on the current design. On this basis, the proposal maintains avoidance of key natural heritage features and does not result in negative impacts to the PSW or its ecological functions, consistent with the applicable Official Plan policies.	
ii. the land is located in a floodplain	The subject lands are not located in a floodplain.	

iii. the land is located on or within 500 metres of a Bedrock Resource Area, 300 metres of a Sand and Gravel Resource Area, or 75 metres of mineral or petroleum resource deposits or an active petroleum well, as identified in the Oil, Gas and Salt Resources Library of the Ministry of Natural Resources and Forestry;	A review of Schedule J7 of the Official Plan confirms that Part 1 is located within an identified active petroleum pool in the community of Forestville. A desktop review of available Ministry of Natural Resources and Forestry (MNRF) well data indicates that there are no active or inactive petroleum or natural gas extraction operations within 500m of the subject property. No mineral or petroleum resource deposit or active petroleum well is located within 75 metres of the subject lands; the proposed lot therefore satisfies the 75 metre setback under this criterion. Accordingly, approval of the proposed severance will not interfere with or restrict access to any existing petroleum or natural gas infrastructure. Furthermore, as Part 1 is situated within the established Hamlet boundary, the proposed severance does not constrain or preclude future extraction activities should resource development occur in the broader area.	
iv. Provincial or County transportation objectives, standards or policies cannot be maintained; or	County staff waived the requirement for a Traffic Impact Brief for ZNPL2026013, as there are no visibility constraints or sightline obstructions associated with the proposed driveway access. Accordingly, the proposal is not expected to impact transportation operations or safety, and County transportation standards and policies can be maintained.	
v. the created and retained parcels cannot be provided with an adequate level of service.	A hydrogeological study, prepared by Wilson Associates, confirms the proposed lot can be supported by private well and septic servicing and the undersized lot has been recognized by Special Provision 14.1117 under the Zoning By-law through application ZNPL2026013.	
g) On the granting of an application for consent, conditions may be imposed on the severed and retained parcels	Noted.	
h) Compliance with the Minimum Distance Separation Formulae shall be required subject to the policies of Section 7.2 (Agricultural Designation)	No livestock facilities exist within the relevant Minimum Distance Separation (MDS I) setback of the subject lands. Accordingly, compliance with the Minimum Distance Separation Formulae is not required.	

i) Subject to the specific policies of this Plan, consents may be permitted for the purposes of making lot boundary corrections, for the purposes of granting easements, for conveyances and consolidations, and other such administrative or technical matters, provided that such matters are minor in nature. The County shall support the consolidation of undersized lots.	N/A	
---	-----	--

As demonstrated by the above policy compliance tables, a decision by the Committee of Adjustment to approve the requested severance is consistent with the Norfolk County Official Plan.

Norfolk County Zoning By-law 1-Z-2014

The Subject Lands are zoned Hamlet Residential (RH) under the Norfolk County Zoning By-law 1-Z-2014, as amended by application ZNPL2026013, passed by Norfolk County Council on May 26, 2026. Furthermore, Special Provision 14.1117 of the RH Zone recognizes a reduced lot area of 1,897 m² on the subject lands, where the minimum lot area otherwise required in the RH Zone is 0.4 ha (4,000 m²). Compliance with the lot area standard is achieved by virtue of Special Provision 14.1117 as part of the application.

As illustrated on the severance sketch prepared by Kim Husted Surveying Ltd., Part 1 is an irregularly shaped parcel with a registered area of 0.190 ha (1,897 m²), approximately 46.616 m of frontage on Charlotteville West Quarter Line Road and a maximum lot depth of approximately 45.512 m. The precise location and setbacks of the proposed dwelling will be established through the detailed design stage, should the application be approved. The proposed lot provides sufficient area to accommodate a single detached dwelling and private servicing while maintaining compliance with Section 5.7.2 of the Zoning By-law. The retained lot remains in the Hazard Land and Agricultural Zones with sufficient frontage onto a maintained road. As such, both the severed lot and the retained lot comply with the provisions of the Norfolk County Zoning By-law. No additional zoning relief is required. A decision by the Committee of Adjustment to approve the requested severance would therefore be consistent with the Norfolk County Zoning By-law.

Discussion

As demonstrated in the policy and zoning compliance tables above, the requested severance satisfies the applicable criteria of the Provincial Planning Statement (PPS), the Norfolk County Official Plan, and the Norfolk County Zoning By-law for the creation of a residential lot within the Hamlet Residential Zone and the settlement boundary of Forestville. The intent of these policy frameworks is to support appropriate infill development within established hamlet boundaries where existing infrastructure and land use patterns can accommodate growth. The application is made under Section 53 of the Planning Act, and in granting consent the Committee of Adjustment shall have regard to the criteria of Section 51(24) of the Planning Act, which are addressed through the policy and zoning analysis above.

The proposed severed parcel, having an area of approximately 0.19 ha, is of sufficient size to accommodate the intended residential use, including private water and wastewater servicing. No development is proposed within the adjacent Provincially Significant Wetland (PSW) adjacent layer located on Part 1, and the proposed lot can be developed in accordance with applicable setback requirements from neighbouring wells as prescribed by the Ontario Building Code.

In addition, Special Provision 14.1117, approved through Zoning By-law Amendment Application ZNPL2026013, recognizes and permits the reduced lot area within the Hamlet Residential Zone. The hydrogeological assessment submitted in support of this application concludes that the reduced lot area can be adequately serviced by private systems, subject to the recommendations and conditions contained within the report.

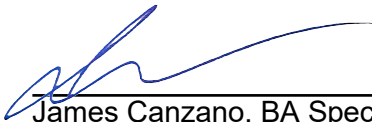
As such, the proposed severance of Part 1 from the subject lands represents appropriate infill development within the Forestville Hamlet Boundary and is consistent with the PPS, Norfolk County Official Plan, and Zoning By-law.

Summary

The applicant is seeking to sever Part 1 from the subject lands to create a 0.19ha residential lot at 188 Charlotteville West Quarter Line Road to facilitate infill development of a privately serviced lot. Under application ZNPL2026013, the reduced lot area was recognized by Special Provision 14.1117 and Part 1 was rezoned from Agriculture to Hamlet Residential as amended by By-law 2026-26, enacted by Norfolk County Council on May 26, 2026.

As demonstrated in this brief, a decision by the Committee of Adjustment to approve the requested severance would be consistent with the policies of the PPS, Norfolk County Official Plan, and Zoning By-law.

Prepared by:



James Canzano, BA Spec Hons
Planner

G. DOUGLAS VALLEE LIMITED

2 Talbot Street North, Simcoe Ontario, N3Y 3W4

H:\Projects\2024\24-158 188 Charlotteville West Quarter Line Road - Severance\Planning\Phase 3 Severance\2026.06.17 Planning Brief.docx





vallee

*Consulting Engineers,
Architects & Planners*

January 21, 2026

John Wiggers
188 Charlotteville Quarter Line Road
St. Williams, ON N0E 1P0

**Reference: Functional Servicing Report
Wiggers Severances
Forestville – Norfolk County
Project No. 24-158**

Introduction

G. Douglas Vallee Limited (Vallee) has been retained by John Wiggers (the 'Owner') to prepare a Functional Servicing Report in support of a Zoning By-Law Amendment (ZBA) subsequent Severance Application property at 188 Charlotteville West Quarter Line Road in the hamlet of Forestville, Norfolk County. The property is legally described as Part of Lot 7, Concession A Geographic Township of Charlotteville in Norfolk County and is located on the east side of Charlotteville West Quarter Line Road and south of Charlotteville Concession Road 1. The lands within the subject property that are being proposed for severance (the 'Site') is own in Figure 1 below.



Figure 1 – Site Location

The 188 Charlotteville West Quarter Line Road property is predominantly an undeveloped woodlot with an existing dwelling and accessory structures occupying the property. The Site is approximately 22.5 ha (55.6 ac) in area.

The proposed severance application would create 2 new lots (1 severed, 1 retained). Part 1 of the draft Reference Plan prepared by Kim Husted Surveying Limited describes the 0.19 ha parcel to be severed from the lands. The severed lot would have 44.62m of frontage on Charlotteville West Quarter Line Road.

This report presents the functional servicing for a Zoning By-Law Amendment application and subsequent severance application, including sanitary servicing, storm servicing, domestic water supply, and proposed utilities. The proposed servicing and grading design for the severances are shown on the Grading Plan enclosed in Appendix A.

Topography and Grading Design

Topographic survey was completed on the Site by Kim Husted Surveying Limited on June 24, 2025. The Site has a 2.4m high 4:1 slope at along the frontage of the proposed severance. Beyond the toe of the slope to the east within the Site, the proposed severance parcel is relatively flat with elevations generally ranging from 213.7 to 210.65.

A Preliminary Grading Plan has been prepared in support of the ZBA application and subsequent severance application. The proposed dwelling shown on the Preliminary Grading Plan is a conceptual design to demonstrate a functional grading design. Floor plans for the proposed dwelling are not currently available and detailed grading design can be completed at the time of Building Permit Application. Existing surface runoff from the severed parcel drains to the northeasterly corner of the parcel. Detailed grading design will be able to be completed in accordance with Norfolk County's Design Guidelines.

Sanitary Servicing

The Site does not have access to municipal sanitary services. Therefore, an on-site septic system is required for a single-family residential dwelling. A Hydrogeological Assessment dated December 15, 2016 was completed by Ian Wilson Associates Limited (Wilson Associates) to assess the feasibility of a proposed septic system on the Site.

The Hydrogeological Assessment concludes that a septic bed footprint with a contact area of 267m² plus 267m² reserve area (534m² total) is required to provide sanitary service for a standard 3-bedroom single-family dwelling on the severed parcel. As shown on the Grading Plan, only 405m² is available for a septic system that is in conformance with OBC setbacks. As stated in the Hydrogeological Assessment, the use of alternative designs, such as a filter bed, can reduce the required area for the tile bed to as little as 85m². Therefore, it is assumed that the available 405m² area is sufficient for a septic system on the Site.

Detailed design of septic systems by a specialty designer will be required at the time of Building Permit Applications for the severed lot.

Water Servicing

The Site does not have access to municipal water services. A Hydrogeological Assessment dated December 15, 2016 was completed by Ian Wilson Associates Limited (Wilson Associates) to assess the viability of servicing the proposed severance with a drilled domestic water supply wells.

The Feasibility Study reviewed well records of twenty-one (21) existing nearby wells that had reported pumping rates of 9 to 91 gallons per minute (GPM) or 34 to 344 litres/minute.

The MECP Guideline D-5-5 Private Wells: Water Supply Assessment specifies the minimum requirements for pump test rates and well yields. The Guideline states that regardless of number of bedrooms in a proposed dwelling, the well yield shall not be less than 13.7 litres/minute. As noted in the Hydrogeological Assessment, nearby existing wells yield on average 27 litres/minute.

The Hydrogeological Assessment summarizes chemical testing results from a sample of water that was collected from a nearby domestic water well. The test results concluded that the chemical quality of water is acceptable from a well drilled to the intermediate overburden aquifer.

Storm Drainage

The Site is mainly forested and slope towards the northeast. The forested land and northeasterly surface drainage extends beyond the proposed severance within the Lands to be Retained towards an existing slope approximately 8m in height. Forestville Creek is located at the toe of the existing slope and flows southward. The limits of the proposed severance are approximately 33m from the existing top of slope and 70m from Forestville Creek. As shown on the Grading Plan enclosed in Appendix A, the Long Point Region Conservation Authority (LPRCA) Regulation Limit encroaches onto the proposed severance lands by 85m².

The Grading Plan demonstrates how lot grading for a proposed single-family dwelling on the Site can be achieved. Lot grading can be achieved without the need for any constructed drainage infrastructure. The front yard of a proposed single-family dwelling would drain west towards the municipal roadway. The remainder of the lot would drain to the east/northeast towards Forestville Creek which follows pre-development drainage flow paths. Drainage directed towards the municipal roadway will flow northward to the intersection of Charlotteville West Quarter Line Road and Charlotteville Concession Road 1, then will drain eastward along Charlotteville Concession Road 1 until outletting to Forestville Creek. Therefore, any run-off directed towards the municipal roadway will ultimately drain to the same receiving watercourse as the pre-development condition.

The Site has an area of 0.19 ha and drains towards Forestville Creek. The Ontario Watershed Information Tool (OWIT) was used to analyze the drainage characteristics of the Forestville Creek drainage area to provide context and scale when compared to the proposed lands to be severed. OWIT output figures are enclosed in Appendix B. OWIT analysis determined that the drainage area to Forestville Creek that is upstream of the subject lands is 1415 ha. Therefore, the Site comprises 0.013% of the upstream Forestville Creek drainage area. Increased run-off generated from the construction of a single-family dwelling on the proposed lands to be severed will be negligible in the context of the surrounding area.

In addition to the topographic survey completed by Kim Husted Surveying, the Ontario Digital Terrain Model (LiDAR Derived) was reviewed by Vallee to understand topography in the vicinity of the subject lands. Based on this review, it has been determined that drainage from the construction of a single-family dwelling on the proposed lands to be severed will have no negative impact on the neighbouring properties.

Based on the OWIT analysis, regional development context, and no negative impacts to neighbouring lands caused by development, stormwater management controls are not necessary and/or would be impractical to implement on the subject lands.

It should be noted that detailed grading design will be completed at the time of Building Permit Application. The grading design presented on the plan enclosed in this report is for conceptual purposes only.

Utilities

The subject lands are within the service area of Bell, Rogers, Enbridge Gas, and Hydro One. It is assumed that all existing utilities have the capacity to service the proposed severance.

Conclusions and Recommendations

The functional servicing design for the proposed Zoning By-Law Amendment Application and subsequent Severance Application can be summarized as follows:

- Sanitary service can be provided for a proposed single-family dwelling within the Site by an on-site septic system, which will be designed by others at the time of Building Permit application.
- Domestic water service can be provided to a proposed single-family dwelling by constructing a drilled well in accordance with O.Reg. 903.
- Stormwater management controls are not required for the proposed severance.
- Post-development surface run-off will drain to Forestville Creek, which matches the pre-development drainage outlet.
- Electrical, gas, and telecommunication utilities are assumed to have sufficient capacity to service a proposed single-family dwelling on the severed parcel.

It is recommended that this report be provided to Norfolk and Long Point Conservation Authority in support of the Zoning By-Law Amendment Application and subsequent Severance Application for the proposed development.

We trust that this information is complete and sufficient for submission. Should you have any questions or require further information please contact the undersigned.

Respectfully submitted,



Cameron Cluett, P.Eng.
G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects and Planners



H:\Projects\2024\24-158 188 Charlotteville West Quarter Line Road - Severance\Design\24-158 FSR.docx

Encl.

Appendix A – Drawings

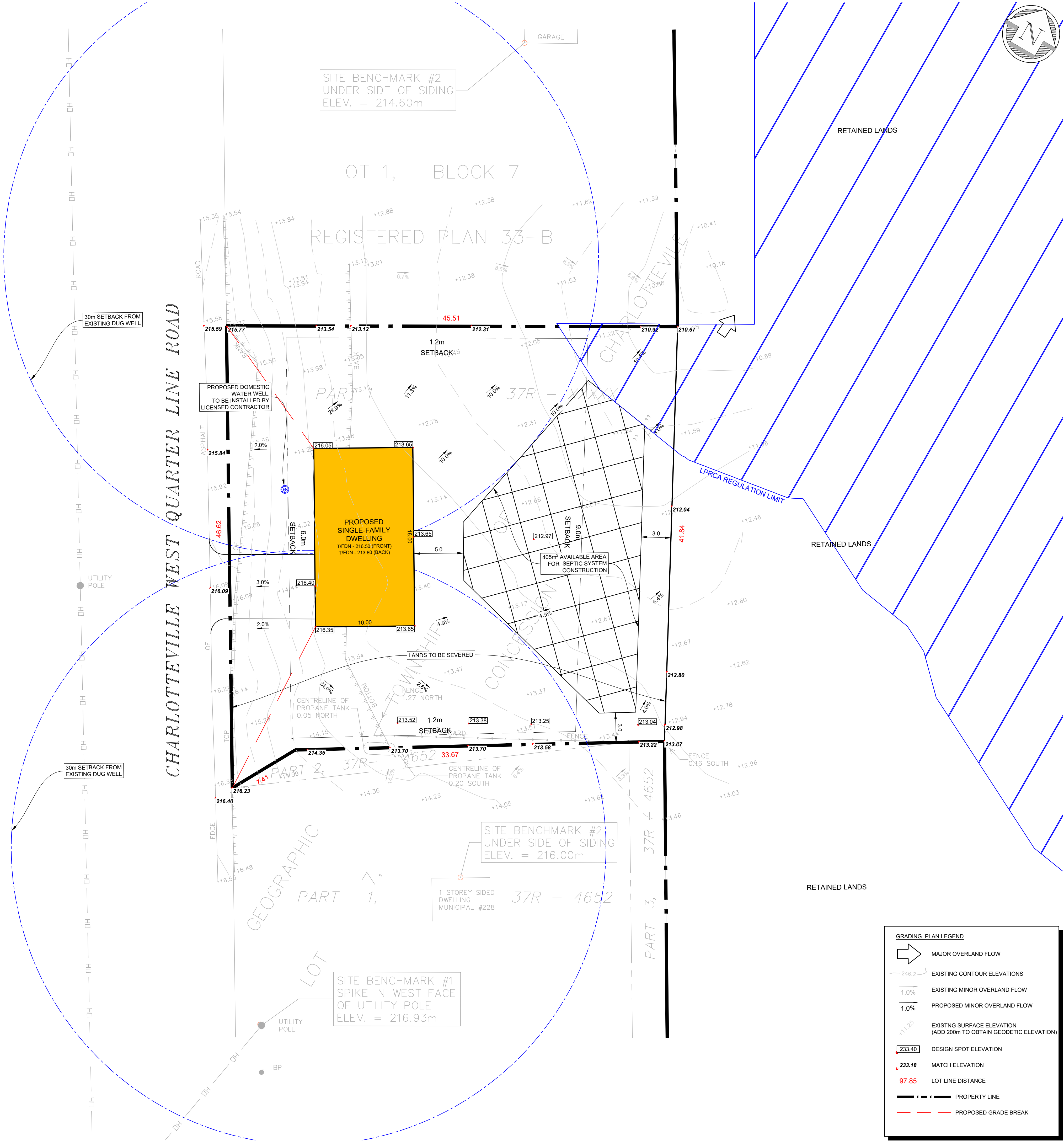
– Grading Plan – Rev 0 (C100), G. Douglas Vallee Ltd., 2026.01.21

Appendix B – Ontario Watershed Information Tool (OWIT) Figures

- Figure B-1 – Forestville Creek Drainage Area (Upstream of Subject Lands)
- Figure B-2 – Forestville Creek Drainage Area (Upstream of Subject Lands)
- Figure B-3 – Forestville Creek Drainage Area (Total Drainage Area)

APPENDIX A

Wiggers Severances Drawing C100 (Rev 0) – Grading Plan
(G. Douglas Vallee Limited, 2026.01.21)

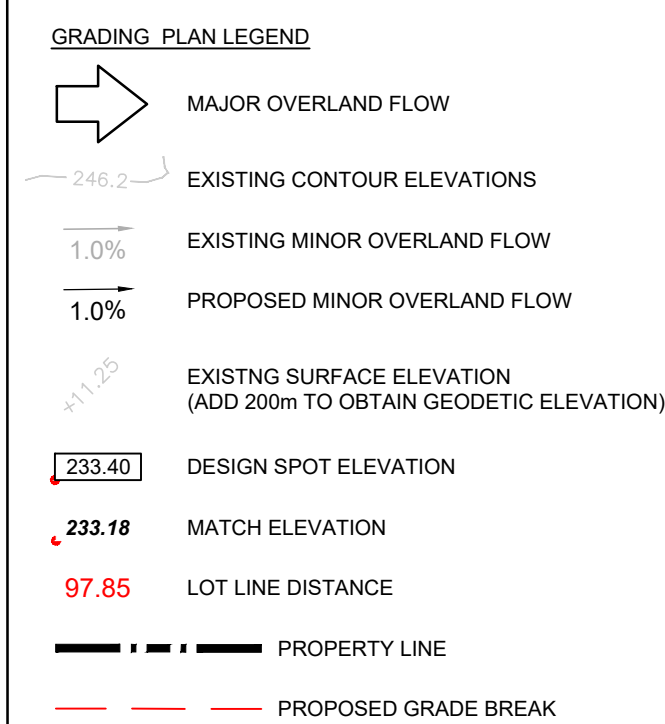


EROSION CONTROL NOTES

1. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR DESIGNING AND PROVIDING ALL SEDIMENT CONTROL MEASURES AS MAY BE REQUIRED TO PROTECT THE WORK SITE OR THE ADJACENT LANDS, REGARDLESS OF THE SOURCE OR ORIGIN OF EROSION OR SEDIMENTS. IF THE ENGINEER IS NOT SATISFIED WITH THE EXTENT OF THE MEASURES TAKEN, THE ENGINEER MAY DIRECT THAT ADDITIONAL CONTROLS BE PUT IN PLACE. THE ENGINEER'S REQUIREMENTS FOR SEDIMENT AND EROSION CONTROL SHALL BE CONSIDERED ABSOLUTE MINIMUMS. THE ULTIMATE RESPONSIBILITY TO ENSURE THAT THE MEASURES ARE ADEQUATE SHALL LIE SOLELY ON THE CONTRACTOR. ANY DAMAGE RESULTING FROM FAILURE OF THESE MEASURES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
2. PROTECT ALL EXPOSED SURFACES AND CONTROL ALL RUNOFF DURING CONSTRUCTION.
3. ALL EROSION CONTROL MEASURES TO BE IN PLACE UNTIL RESTORATION IS COMPLETE.
4. MAINTAIN EROSION CONTROL MEASURES DURING CONSTRUCTION.
5. ALL COLLECTED SEDIMENT TO BE DISPOSED OF AT AN APPROVED LOCATION.
6. MINIMIZE AREA DISTURBED DURING CONSTRUCTION.
7. ALL DEWATERING, TO BE DISPOSED OF IN AN APPROVED SEDIMENTATION BASIN.
8. PROTECT ALL CATCHBASINS, MANHOLES AND PIPE ENDS FROM SEDIMENT INTRUSION WITH GEOTEXTILE (TERRAFIX 270R OR APPROVED EQUIVALENT).
9. KEEP ALL SUMPS CLEAN DURING CONSTRUCTION.
10. PREVENT WIND-BLOWN DUST.
11. STOCK PILE TO BE ENCLOSED WITH EROSION CONTROL SILT FENCE.

GENERAL NOTES

1. PRIOR TO THE COMMENCEMENT OF CONSTRUCTION, ALL BENCHMARKS, ELEVATIONS, DIMENSIONS, AND GRADES MUST BE CHECKED BY THE CONTRACTOR AND ANY DISCREPANCIES REPORTED TO THE ENGINEER.
2. AT LEAST TWO DIFFERENT BENCHMARKS MUST BE REFERRED TO AT ALL TIMES.
3. CONTRACTOR TO ENSURE THAT HOUSE FOUNDATION IS PLACED ON SUITABLE, DRY SOIL.
4. FINAL GRADES SHALL BE INSPECTED AND CERTIFIED BY A CONSULTING ENGINEER OR ONTARIO LAND SURVEYOR. CERTIFICATION SHALL INCLUDE AN AS-CONSTRUCTED LOT GRADING PLAN, A LOT GRADING CERTIFICATE AND A FOUNDATION CONTROL CERTIFICATE. THE BUILDER SHALL ENSURE THAT THE REQUIRED INSPECTIONS ARE CARRIED OUT IN ACCORDANCE WITH COUNTY REQUIREMENTS.
5. ALL DISTANCES AND ELEVATIONS ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
6. BUILDER TO CONFIRM BOTTOM OF FOOTING ELEVATION AND TOP OF FOUNDATION ELEVATION PRIOR TO COMMENCEMENT OF CONSTRUCTION.
7. ENTRANCE PERMIT REQUIRED BY NORFOLK COUNTY PRIOR TO ANY WORK ON THE ROAD ALLOWANCE.
8. IN ACCORDANCE WITH THE ONTARIO BUILDING CODE, AT LEAST 0.15m OF FOUNDATION WALL MUST REMAIN EXPOSED.
9. SITE SPECIFIC SEPTIC SYSTEM DESIGN IS REQUIRED AT TIME OF BUILDING PERMIT.
10. SEPTIC SYSTEM LOCATION SHALL ADHERE TO REQUIRED OBC SETBACKS, INCLUDING 30m SETBACK FROM EXISTING DUG WELLS ON NEIGHBOURING PROPERTIES.
11. SEPTIC SYSTEM SHALL BE LOCATED BEYOND THE LPRCA REGULATION LIMIT UNLESS SUPPORTED BY AN ENVIRONMENTAL IMPACT STUDY AND CONSERVATION AUTHORITY PERMIT.



REV. No.	DATE	REVISION
0	2026.01.21	ISSUED FOR ZBA APPLICATION

NOTE:
THE CONTRACTOR IS CAUTIONED THAT ALL OF THE EXISTING UTILITIES ARE NOT INDICATED ON THIS DRAWING. THE CONTRACTOR MUST ARRANGE FOR LOCATES FROM EACH AREA UTILITY COMPANY PRIOR TO ANY CONSTRUCTION OR EXCAVATION. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES INCLUDING THOSE NOT INDICATED ON THIS DRAWING. G. DOUGLAS VALLEE LTD. CANNOT ACCEPT RESPONSIBILITY FOR DAMAGE TO ANY EXISTING UTILITY WHICH MAY OR MAY NOT BE INDICATED ON THIS DRAWING.

ALL WORK, MATERIALS AND PROCESSES TO CONFORM TO NORFOLK COUNTY STANDARDS AND SPECIFICATIONS

SURVEY INFORMATION
LEGAL DESCRIPTION: PART OF LOT 7, CONCESSION A, GEOGRAPHIC TOWNSHIP OF CHARLOTTEVILLE, NORFOLK COUNTY

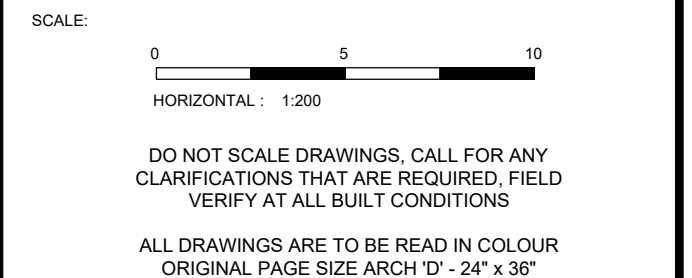
TOPOGRAPHIC SURVEY COMPLETED BY KIM HUSTED SURVEYING, A DIVISION OF J.D. BARNES LIMITED, DATED JUNE 24, 2025.

BENCHMARKS
ELEVATIONS ARE REFERRED TO CANADIAN GEODETIC DATUM 1928, GEOID MODEL HT2_2010v70, REFERENCE FRAME NAD83 (CSRS) (2011.0).

SITE BENCHMARKS
BM #1: SPIKE SET IN WEST FACE OF UTILITY POLE LOCATED ON THE EAST SIDE OF THE ROAD ALLOWANCE SOUTH OF THE SUBJECT PROPERTY. ELEV: 216.93
BM #2: UNDERSIDE OF SIDING OF DWELLING (MUN. NO. 228) LOCATED SOUTH OF THE SUBJECT PROPERTY. ELEV: 216.00
BM #3: UNDERSIDE OF SIDING OF GARAGE (MUN. NO. 246) LOCATED NORTH OF THE SUBJECT PROPERTY. ELEV: 214.60

PRIOR TO THE COMMENCEMENT OF CONSTRUCTION, ANY BENCHMARK DISCREPANCIES TO BE REPORTED TO THE ENGINEER.

OWNER INFORMATION
JOHN WIGGERS
188 CHARLOTTEVILLE WEST QUARTER LINE ROAD
ST. WILLIAMS, ON N0E 1P0



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

Stamp
PRELIMINARY
NOT TO BE USED
FOR CONSTRUCTION

Project Title
WIGGERS SEVERANCE
188 CHARLOTTEVILLE WEST QUARTER LINE
ST. WILLIAMS, NORFOLK COUNTY

Drawing Title
GRADING PLAN

Designed by: CJC
Drawn By: CJC

Checked by: JTI
Date Started: 2025.12.09

Drawing Scale: 1:200
Drawing No. **C100**

Project No. **24-158**

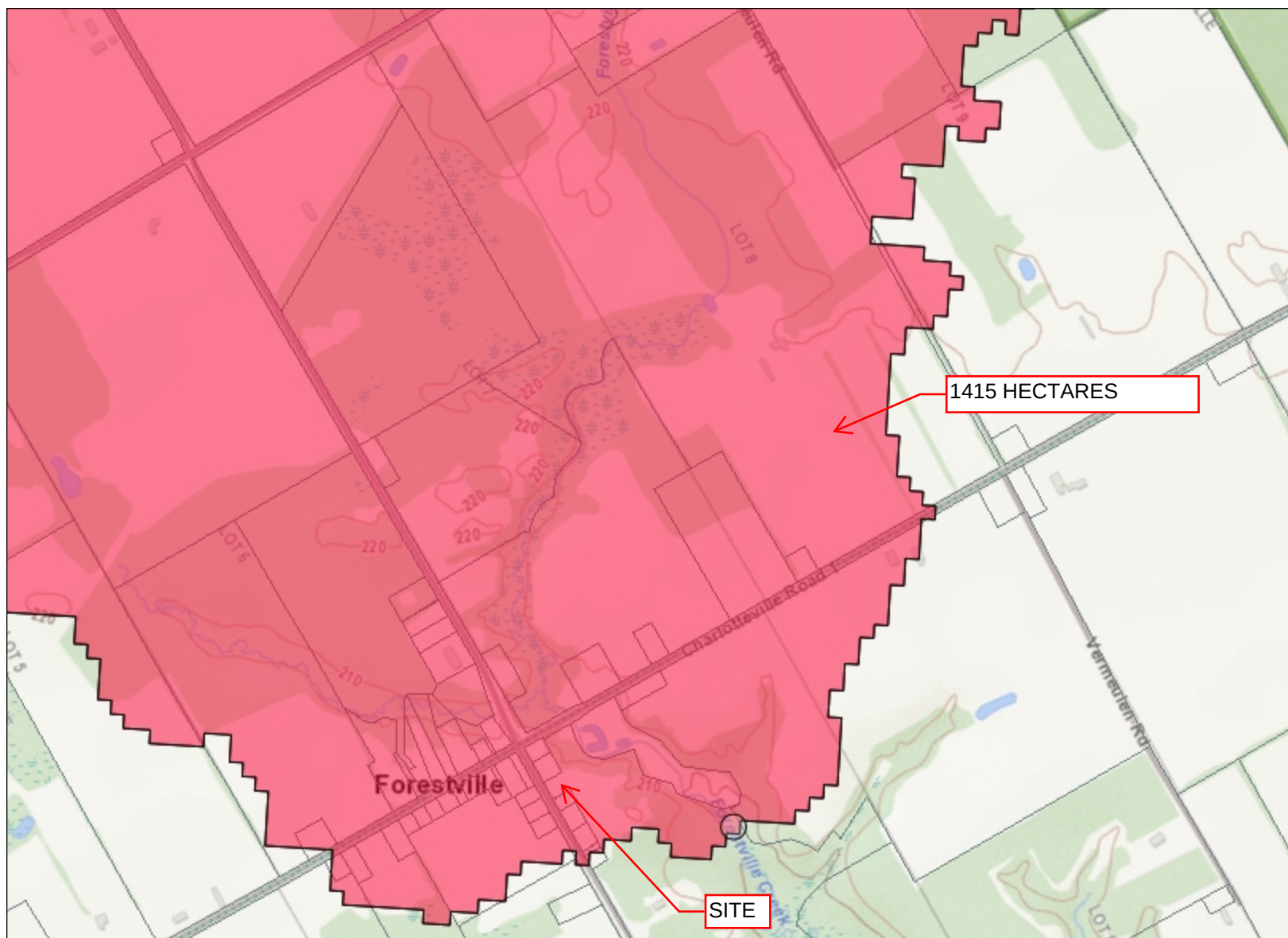
APPENDIX B

Ontario Watershed Information Tool (OWIT) Figures

Figure B-1 – Forestville Creek Drainage Area (Upstream of Subject Lands)

Figure B-2 – Forestville Creek Drainage Area (Upstream of Subject Lands)

Figure B-3 – Forestville Creek Drainage Area (Total Drainage Area)



Legend

- Assessment Parcel
- Secondary Watershed
- Tertiary Watershed
- Quaternary Watershed
- Great Lakes - St. Lawrence Basin
- Hudson - James Bay Basin
- Nelson River Basin
- ⊕ Hydrometric Monitoring Station
- ⊗ Diversions
- Y Waterbody Outlet
- ▲ Conservation Authority Dam
- ▲ Provincial Dam
- ▲ Federal Dam
- ▲ OPG Dam
- ▲ Other Dam
- Virtual Flow Segment

Land Cover Compilation

- Other
- Cloud/Shadow
- Clear Open Water
- Turbid Water
- Shoreline
- Mudflats
- Marsh
- Swamp
- Fen
- Bog
- Heath
- Sparse Treed
- Treed Upland
- Deciduous Treed
- Mixed Treed
- Coniferous Treed
- Plantations - Treed Cultivated
- Hedge Rows
- Disturbance
- Open Cliff and Talus
- Alvar
- Sand Barren and Dune
- Open Tallgrass Prairie
- Tallgrass Savannah
- Tallgrass Woodland
- Sand/Gravel/Mine
- Tailings/Extraction
- Bedrock
- Community/Infrastructure
- Agriculture and Undifferentiated Rural Land Use

0.7 0 km 0.34 0.7

Scale: 1 : 13,270

Projection: Web Mercator

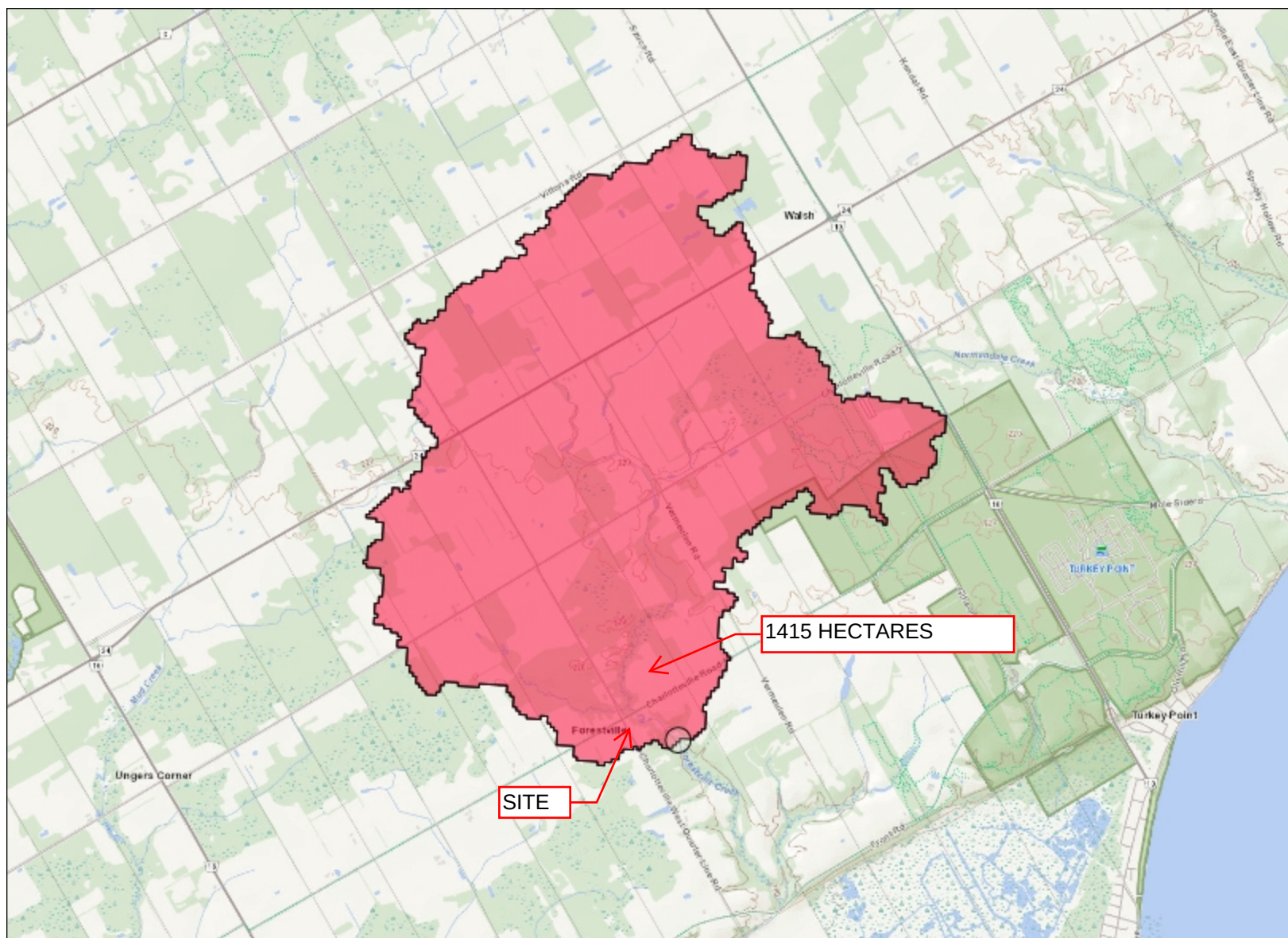


The Ontario Ministry of Natural Resources shall not be liable in any way for the use of, or reliance upon, this map or any information on this map. This map should not be used for: navigation, a plan of survey, routes, nor locations. THIS IS NOT A PLAN OF SURVEY.

Imagery Copyright Notices: Ontario Ministry of Natural Resources; NASA Landsat Program; First Base Solutions Inc.; Aéro-Photo (1961) Inc.; DigitalGlobe Inc.; U.S. Geological Survey.

© Copyright for Ontario Parcel data is held by King's Printer for Ontario and its licensors and may not be reproduced without permission.





Legend

- Assessment Parcel
- Secondary Watershed
- Tertiary Watershed
- Quaternary Watershed
- Great Lakes - St. Lawrence Basin
- Hudson - James Bay Basin
- Nelson River Basin
- Hydrometric Monitoring Station
- Diversions
- Waterbody Outlet
- Conservation Authority Dam
- Provincial Dam
- Federal Dam
- OPG Dam
- Other Dam
- Virtual Flow Segment

Land Cover Compilation

- Other
- Cloud/Shadow
- Clear Open Water
- Turbid Water
- Shoreline
- Mudflats
- Marsh
- Swamp
- Fen
- Bog
- Heath
- Sparse Treed
- Treed Upland
- Deciduous Treed
- Mixed Treed
- Coniferous Treed
- Plantations - Treed Cultivated
- Hedge Rows
- Disturbance
- Open Cliff and Talus
- Alvar
- Sand Barren and Dune
- Open Tallgrass Prairie
- Tallgrass Savannah
- Tallgrass Woodland
- Sand/Gravel/Mine
- Tailings/Extraction
- Bedrock
- Community/Infrastructure
- Agriculture and Undifferentiated Rural Land Use

2.6 0 km 1.30 2.6

Scale: 1 : 51,052

Projection: Web Mercator

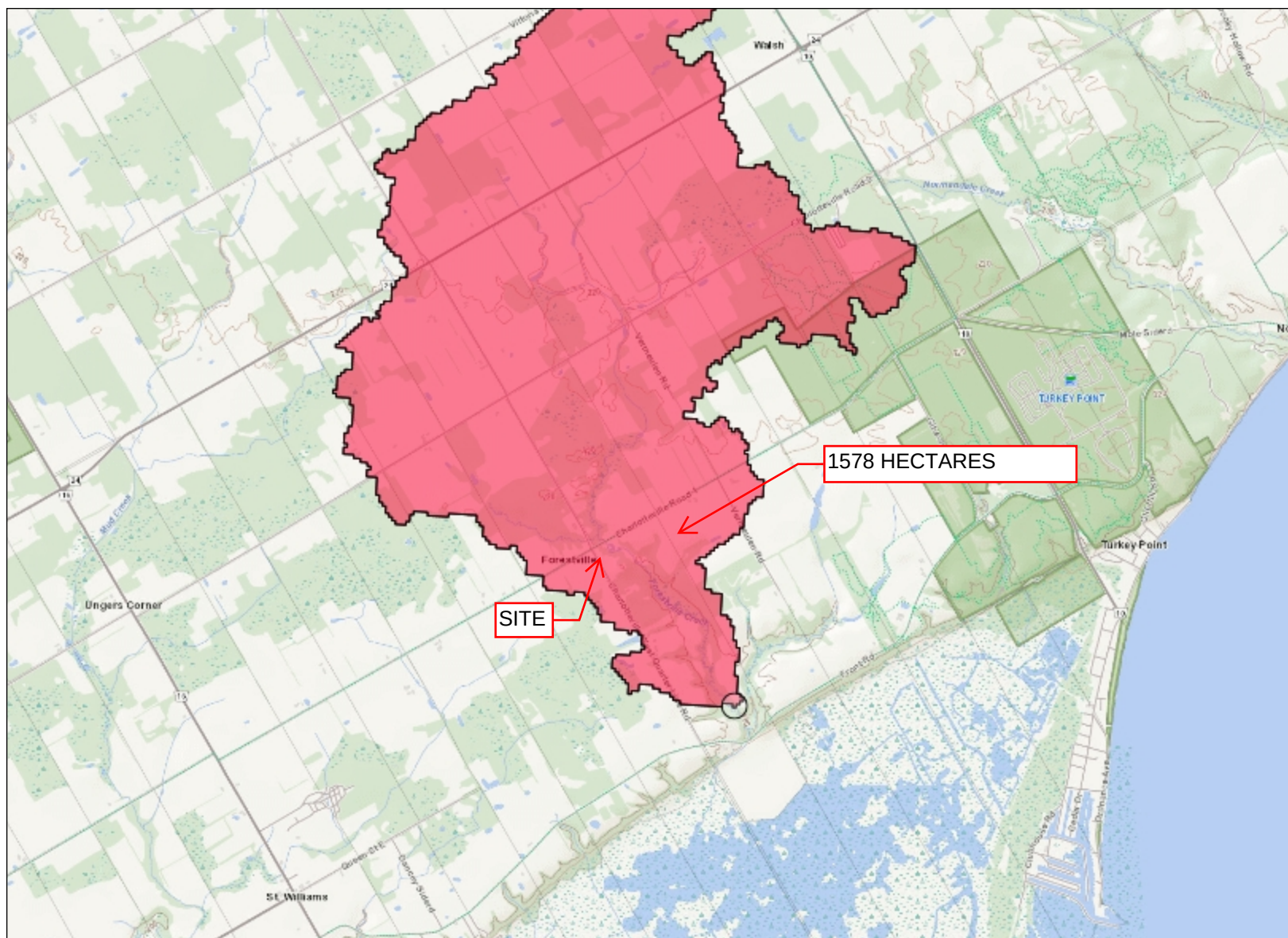


The Ontario Ministry of Natural Resources shall not be liable in any way for the use of, or reliance upon, this map or any information on this map. This map should not be used for: navigation, a plan of survey, routes, nor locations. THIS IS NOT A PLAN OF SURVEY.

Imagery Copyright Notices: Ontario Ministry of Natural Resources; NASA Landsat Program; First Base Solutions Inc.; Aéro-Photo (1961) Inc.; DigitalGlobe Inc.; U.S. Geological Survey.

© Copyright for Ontario Parcel data is held by King's Printer for Ontario and its licensors and may not be reproduced without permission.





Legend

- Assessment Parcel
- Secondary Watershed
- Tertiary Watershed
- Quaternary Watershed
- Great Lakes - St. Lawrence Basin
- Hudson - James Bay Basin
- Nelson River Basin
- Hydrometric Monitoring Station
- ✶ Diversions
- Y Waterbody Outlet
- ▲ Conservation Authority Dam
- ▲ Provincial Dam
- ▲ Federal Dam
- ▲ OPG Dam
- ▲ Other Dam
- Virtual Flow Segment

Land Cover Compilation

- Other
- Cloud/Shadow
- Clear Open Water
- Turbid Water
- Shoreline
- Mudflats
- Marsh
- Swamp
- Fen
- Bog
- Heath
- Sparse Treed
- Treed Upland
- Deciduous Treed
- Mixed Treed
- Coniferous Treed
- Plantations - Treed Cultivated
- Hedge Rows
- Disturbance
- Open Cliff and Talus
- Alvar
- Sand Barren and Dune
- Open Tallgrass Prairie
- Tallgrass Savannah
- Tallgrass Woodland
- Sand/Gravel/Mine
- Tailings/Extraction
- Bedrock
- Community/Infrastructure
- Agriculture and Undifferentiated Rural Land Use

2.6 0 km 1.30 2.6

Scale: 1 : 51,062

Projection: Web Mercator



The Ontario Ministry of Natural Resources shall not be liable in any way for the use of, or reliance upon, this map or any information on this map. This map should not be used for: navigation, a plan of survey, routes, nor locations. THIS IS NOT A PLAN OF SURVEY.

Imagery Copyright Notices: Ontario Ministry of Natural Resources; NASA Landsat Program; First Base Solutions Inc.; Aéro-Photo (1961) Inc.; DigitalGlobe Inc.; U.S. Geological Survey.

© Copyright for Ontario Parcel data is held by King's Printer for Ontario and its licensors and may not be reproduced without permission.



December 15, 2016

Mr. David Roe, MCIP, RPP
Civic Planning Solutions Inc.
599 Larch Street
Delhi, Ontario
N4B 3A7

Wilson Associates

Consulting Hydrogeologists

Dear Mr. Roe:

COPY

Re: Hydrogeological Assessment
Proposed John Wiggers Residential Lot
Charlottetown West Quarter Line Road
Community of Forestville, County of Norfolk

It is proposed to sever a residential lot from an existing 22.6ha (approximate) parcel of land located at 188 Charlottetown West Quarter Line Road within part of Lot 7, Concession A, Geographic Township of Charlottetown. Figure 1 shows the location of the proposed lot and the existing property.

It is proposed to service the lot with an individual drilled water wells and an individual subsurface sewage disposal system. No municipal water and sewage is locally available.

To support the severance, a hydrogeological study was conducted involving the following:

- Exploratory test holes were completed on and adjacent to the proposed lot to collect representative soil samples for percolation rate analyses and to identify shallow groundwater conditions.
- Representative water samples were collected from an adjacent water supply well to characterize aquifer quality. Recent water quality analyses undertaken by the applicant for the existing water supply well on the lands to be retained are also considered.
- A review of water well records to provide comment regarding aquifer conditions and groundwater supply potential.
- Sewage system impact potential under current Ministry of the Environment and Climate Change Procedure D-5-4.

At the request of Civic Planning Solutions Inc., the above hydrogeologic investigative requirements were addressed through a test hole and groundwater sampling program conducted November 7, 2016 and a subsequent background hydrogeologic analysis. This report provides a summary of the background hydrogeologic information, aquifer potential, aquifer water quality, the results of the soils suitability study and comment regarding sewage impact potential.

SITE SETTING, GEOLOGY AND HYDROGEOLOGY

The proposed lot is located within the southeast portion of the Community of Forestville, on the east side of Charlotteville West Quarter Line Road, approximately 85m south of Charlotteville Road 1. The proposed lot is generally square-shaped, and has a frontage along Charlotteville West Quarter Line Road of about 47m and a depth of about 43m.

The subject lands are mainly forested and exhibit a relatively steep slope to the east and northeast towards Forestville Creek. Overall relief on the site is about 3m, while the overall fall to Forestville Creek is about 5m from the east side of the proposed severance (about 67m from the Creek). Lands to the north and south of the lot along Charlotteville West Quarter Line Road are occupied by residential lots. Lands further to the west are in agricultural use, while lands to the east are the undeveloped lands of the Forestville Creek valley.

The site is located within the Norfolk Sand Plain physiographic region of southern Ontario. According to the Ontario Geological Survey Map P.2616 "Quaternary Geology of the Long Point Area", the upper overburden consists of glaciolacustrine deposits of fine to medium sand overlying glaciolacustrine deposits of clayey silt to very fine sandy silt.

Although no nearby water wells are reported to have been drilled through the entire overburden, deeper wells in the broader area report the overburden to be in the range of 90m deep, with only the upper ± 30 m containing granular deposits. Local well records mainly report the upper overburden to consist of a thin veneer of sand overlying a fine-grained deposit described as clay or silt. The fine-grained deposit is typically reported to terminate at a depth of about 6 to 9m, and is underlain by intermediate-depth granular deposits. The lower ± 60 m of the overburden is reported by more distant well records to consist of fine-grained deposits of clay or hardpan.

The bedrock beneath the site consists of limestone of the Dundee Formation.

Virtually all local groundwater supplies are obtained from the granular deposits of the upper 10 to 20m of the overburden. The lower overburden typically provides little to no potential for groundwater supply due to its fine-grained character, and the bedrock is rarely utilized due to the expense of deep drilling and the potential of obtaining aesthetically poor-quality water.

Shallow groundwater on the site will follow local drainage patterns, flowing generally southwest-to-northeast across the proposed lot to the nearby Forestville Creek.

WELL POTENTIAL ANALYSIS

To establish well yield and basic water quality probabilities, up-to-date Ministry of the Environment and Climate Change (MOECC) records for water wells located within approximately 500 metres of the proposed lot were reviewed. The MOECC water well record database contains the records for 21 water wells within the review area. Any records for geotechnical monitors and records for well modifications are not included in this summary. The water well records used in the preparation of the review are attached.

The following summarizes the reported well record information within the review area.

Number of wells:	21
Drilled Construction:	8
Dug/Bored Construction:	8
Sandpoint Construction:	5
Unknown Construction:	0
Completed in Overburden:	19 (100%)
Completed in Bedrock:	0

The following summarizes the reported well performance data.

	Maximum	Minimum	Average
Well Depth (m)	22.9	6.1	14.8
Test Rate (L/min)	91	9	27
Test Period (Hours)	24.5	1	7.3

Reported Water Quality:

Fresh:	19 or 90% (no objectionable tastes or odours)
Sulphurous:	none
Mineralized/Saline:	none
Quality Not Reported:	1 or 5%
Dry Well:	1 or 5% (sand too fine-grained)

The average well within about 500 metres of the proposed lot is of drilled or dug/bored construction, completed in the intermediate overburden aquifer to a depth of 14.8 metres and yields 27 litres of fresh-quality water per minute over an average period of 7.3 hours. This average yield exceeds the maximum water demand of a normal four bedroom home specified by the Ministry of the Environment and Climate Change (i.e. 18L/min without inline storage).

It is generally observed from the water well record data that the intermediate overburden aquifer typically consists of fine sand, and where well contractors have not utilized fine sand well construction techniques (i.e. gravel packed screens, extended fine screens, etc...), lower yield or extended sand production may occur.

It should be noted that the above summary and analysis is based solely on information contained in the Ministry of the Environment and Climate Change water well record database as reported by drilling contractors and is not subject to quality control, however the overall analytical summary is favourable.

WATER QUALITY

Bacteriological Water Quality:

A sample of untreated groundwater was collected from the bored well located at the adjacent property at 228 Charlotteville West Quarter Line Road on November 15, 2016 by the applicant and submitted to Maxxam Analytics Inc. for bacteriological analysis. A sample was unable to be collected during the Wilson Associates site visit on November 7, 2016 as no resident was home at the time of the visit. The samples were collected in laboratory-supplied bottles, stored in an ice-packed cooler and submitted to the laboratory under chain of custody. The laboratory analytical report is included with the water chemistry results, which is attached.

The laboratory reported no detectable Total Coliform, E.Coli or background bacteria in the sample collected from the neighbouring well.

The depth of the neighbouring bored well is unknown, and no well record appears to exist in the MOECC water well record database. Based on the site setting, it is assumed that the bored well will be completed in the intermediate overburden aquifer to a depth of about 10 to 14m.

Chemical Analysis:

A sample of untreated groundwater was collected from the bored well located at the adjacent property at 228 Charlotteville West Quarter Line Road on November 15, 2016 by the applicant and submitted to Maxxam Analytics Inc. for chemical analysis. As above, a sample was unable to be collected during the Wilson Associates site visit on November 7, 2016 as no resident was home at the time of the visit. The samples were collected in laboratory-supplied bottles, stored in an ice-packed cooler and submitted to the laboratory under chain of custody.

The water from the adjacent well is slightly alkaline, with a pH value of 8.08. The water from the well is moderately hard, with a hardness value of 290 mg/L as CaCO₃, which is typical of groundwater in the region.

The sodium content of the water at 47mg/L is well below the Ontario Drinking Water Quality Standard (ODWQS) of 200mg/L, but is above the level at which the ODWQS's advise that physicians for persons on sodium-restricted diets should be advised (20mg/L).

All other chemical parameters determined were at acceptable levels under the Ontario Drinking Water Quality Standards.

The nitrate content of the water from the neighbouring well is relatively low at 1.02mg/L, well below the ODWQS of 10mg/L, indicating little impact from local agricultural practices or sewage systems. While the sodium and chloride contents are below applicable ODWQS's, the levels

are slightly higher than common for groundwater in the region, suggesting a minor impact from nearby road salting.

A copy of the analytical report is attached.

Historical Bacteriological and Chemical Analysis of Water From On-Site Well:

A sample of untreated groundwater was collected from the bored well located at the house on the lands to be retained at 188 Charlotteville West Quarter Line Road on April 8, 2015 by the applicant and submitted to Maxxam Analytics Inc. for bacteriological and chemical analysis. The well record that best matches the well at 188 Charlotteville West Quarter Line Road appears to be MOECC Well No. 47-4704, which is a 7.6m deep bored well completed in 1979.

The laboratory reported no detectable Total Coliform or E.Coli bacteria, and a low and acceptable background bacteria of 92CFU/100mL in the sample collected from the on-site well.

The water from the on-site well is slightly alkaline, with a pH value of 7.76. The water from the well is moderately hard, with a hardness value of 190 mg/L as CaCO_3 , which is typical of groundwater in the region.

The sodium content of the water at 38mg/L is well below the Ontario Drinking Water Quality Standard (ODWQS) of 200mg/L, but is above the level at which the ODWQS's advise that physicians for persons on sodium-restricted diets should be advised (20mg/L).

All other chemical parameters determined were at acceptable levels under the Ontario Drinking Water Quality Standards.

The nitrate content of the water from the on-site well was non-detectable, indicating no impact from local agricultural practices or sewage systems.

A copy of the analytical report is attached.

SOILS INVESTIGATION

Test Holes:

Four 1.8m deep exploratory test holes were excavated within and east of the proposed lot on November 7, 2016. Test Hole 1 was completed as a 5cm-diameter test hole using a portable soil sampling auger and Test Holes 2, 3 and 4 were completed as standard backhoe test pits. The soil profile was logged in each hole and representative soil samples were collected from each identified soil horizon for subsequent classification, analysis and storage. The attached diagram shows the approximate test hole locations. The following table provides a summary of the analytical results for representative soil samples.

Table 1 : Summary of Soil Analytical Data

Test Hole/ Sample	Depth (m)	Grain-Size Distribution				"k" (cm/sec)	T-Time (min/cm)
		Clay %	Silt %	Sand %	Gravel %		
TH1 S1	0.5	0	16	84	0	8×10^{-4}	12
TH2 S2	1.5	17	67	16	0	4×10^{-6}	45

Note: The above coefficients of permeability ("k" values) and T-times (percolation rates) are estimates based on field observation, laboratory grain-size analysis, experience with similar soils and guidelines of the Ontario Building Code.

In summary, the soil profile at the test holes consists mainly of a glaciolacustrine silt with some clay and sand, with a thin veneer of a fine sand with some silt in the highest western periphery of the site. The glaciolacustrine silt exhibits a percolation rate in the range of 45 minutes/cm, and the thin western fine sand exhibits a percolation rate in the range of 12 minutes/cm.

The grain-size analysis curves are attached.

The following provides a summary of the test hole logs:

TEST HOLE 1 (at westerly limit of lot)

<u>Depth (m)</u>	<u>Material</u>
0 - 0.2	dark brown topsoil
0.2 - 0.8	red-brown, loose, dry to wet fine SAND with some silt (estimated T-time 12min/cm)
0.8 - 1.8	grey-brown, very compact, wet SILT with some clay and sand (estimated T-time 12min/cm)

TEST HOLE 2 (east part of lot, ±30m from road)

<u>Depth (m)</u>	<u>Material</u>
0 - 0.2	dark brown topsoil
0.2 - 0.3	red-brown, loose, dry fine SAND with some silt (estimated T-time 12min/cm)
0.3 - 1.8	grey-brown, very compact, dry to wet SILT with some clay and sand (estimated T-time 12min/cm)

TEST HOLE 3 (east part of lot, ±45m from road)

<u>Depth (m)</u>	<u>Material</u>
0 - 0.3	dark brown topsoil
0.3 - 1.8	grey-brown, very compact, dry to wet SILT with some clay and sand (estimated T-time 12min/cm)

TEST HOLE 4 (east of lot, ±60m from road)

<u>Depth (m)</u>	<u>Material</u>
0 - 0.3	dark brown topsoil
0.3 - 1.8	grey-brown, very compact, dry SILT with some clay and sand (estimated T-time 12min/cm)

Shallow Groundwater Conditions:

Emergent groundwater was observed in Test Holes 1, 2 and 3 as follows:

- Test Hole 1: Emergent groundwater observed at 0.4m below grade
- Test Hole 2: Emergent groundwater observed at 1.7m below grade
- Test Hole 1: Emergent groundwater observed at 1.2m below grade
- Test Hole 1: Hole dry to 1.8m

Septic System Design:

Under the Ontario Building Code, for a Class 4 sewage disposal system to operate effectively, the leaching bed must be located in soil with a percolation rate (T-time) of between 1 and 50 minutes per centimetre and the base of the absorption trenches must be situated at least 0.9m above the high ground water table, bedrock or a soil with a permeability of greater than 50 minutes per centimetre. To achieve a normal, in-ground installation, the high groundwater table, rock or soil with a permeability of greater than 50 min/cm must be situated at least 1.5 to 1.8 metres below grade.

Based on the easterly slope of the lot, a sewage system is most likely to be constructed within the eastern half of the lot. The base of tile trenches in the eastern half of the lot should be set no lower than 0.3m below current grade due to observed watertable conditions. A design T-time of 45min/cm should be assumed, as applicable to the selected tile bed design.

A standard fill-based sewage disposal system will require a contact area of 267m^2 , including the 15m downslope mantle area, for a standard 3-bedroom home with a design sewage flow of 1,600L/day. The use of alternative designs, such as a filter bed, can reduce the required area for the tile bed to as little as 85m^2 .

It is understood that the County requires that a full sewage system reserve area be utilized in lot design, and as such, the rear (east) yard of the proposed lot with a standard 3-bedroom home will require a contact area (primary plus reserve) of 534m^2 (or 170m^2 for a filter bed with reserve) plus a 5m setback from the house, a 3m setback from all property lines, a setback of 30m from the neighbouring bored well at the northwest corner of the neighbour's lot to the south, and a 15m setback from a recommended drilled well on the proposed lot. Due to the setback requirements of the neighbouring bored well, the sewage disposal area is most likely restricted to the north half or the northeast corner of the proposed lot, and will most likely need to be a filter bed-type installation. It is recommended that a lot design analysis be undertaken to confirm that the disposal area (plus reserve) and all required setbacks from the neighbouring well, a new house, and all property lines can be accommodated.

SEWAGE SYSTEM IMPACT ASSESSMENT

Under the current Ministry of the Environment and Climate Change (MOECC) "Technical Guideline For Individual On-Site Sewage Systems : Water Quality Impact Risk Assessment" (Procedure D-5-4), each proposed development of five lots or greater utilizing individual on-site sewage systems requires an assessment of groundwater impact potential. The purpose of the assessment is to ensure that the discharge from the individual on-site sewage systems will have a minimal effect on groundwater and the present or potential use of adjacent properties. Following the determination of background shallow groundwater nitrate levels, the assessment involves a three-step process, with the need to advance to the next step dependant on the requirements of the previous step. Where the background nitrate content of shallow groundwater exceeds 10 mg/L, additional development cannot normally be supported.

It is noteworthy that the water from the adjacent neighbouring well and the well at 188 Charlotteville West Quarter Line Road further to the south contained low or non-detectable levels of nitrate, indicating a low impact from local agricultural practices and sewage systems.

Under Step 1 of the guideline, for developments where the lot size for each private residence within the development is one hectare or larger (with no lots being less than 0.8ha in area), the risk that the limits imposed by the guideline may be exceeded is considered acceptable with no additional hydrogeologic assessment. As the proposed lot is less than 0.8ha in area, Step 1 of the guideline does not apply.

Step 2 of the guideline is applicable where groundwater resources can be confidently demonstrated to be hydraulically isolated from potential sewage pathways. It is our opinion that the geological setting of the proposed lot provides a setting where groundwater resources can be confidently demonstrated to be hydraulically isolated from potential sewage pathways, as follows:

- Shallow groundwater on the site is perched atop a glaciolacustrine silt which exhibits a permeability in the range of 4×10^{-6} cm/sec. Although Procedure D-5-4 does not define the conditions where hydraulic isolation can be considered to be present, the much more recent 2008 MOECC Design Guidelines for Sewage Works defines soils for a low risk environment as having a permeability of 10^{-5} cm/sec or less, which are present at the proposed lot.
- Shallow groundwater flow will be eastwards towards the nearby Forestville Creek. The Creek provides a hydrogeological barrier to the further lateral movement of an effluent plume to the east.
- There will be no users of groundwater between the proposed lot and the Creek, and based on the low permeability soils and eastward direction of shallow groundwater flow, there is no risk to existing or future water supplies.

As Step 2 of the guideline demonstrates that the proposed lot is in a low risk geological setting, a mass-balance calculation of effluent impact under Step 3 of the guideline is not considered necessary.

CONCLUSIONS AND RECOMMENDATIONS

1. The average well within about 500 metres of the proposed lot is of drilled or bored construction, completed in the intermediate overburden aquifer to a depth of 14.8 metres and yields 27 litres of fresh-quality water per minute over an average period of 7.3 hours. This average yield exceeds the maximum water demand of a normal four bedroom home specified by the Ministry of the Environment and Climate Change (i.e. 18L/min without inline storage).
2. Although bored/bug wells are in use locally, only a drilled well completed in the intermediate overburden aquifer in accordance with Ontario Regulation 903 are recommended as they are generally more secure. As noted above, fine sand well construction techniques (i.e. gravel packed screens, extended fine screens, etc...) may be required.
3. Based on the acceptable bacteriological quality of water from the two water quality analyses included in this report, the bacteriological quality of water from a drilled well completed in the intermediate overburden aquifer will be acceptable.
4. Based on the acceptable chemical quality of water from the two water quality analyses included in this report, the chemical quality of water from a drilled well completed in the intermediate overburden aquifer will be acceptable. The sodium content of the water from a future well will be well below the ODWQS of 200mg/L, but may exceed the level at which physicians for persons on sodium-restricted diets should be notified (20mg/L).
5. The predominant soil profile is a glaciolacustrine silt, which exhibits a percolation rate most in the range of 45 minutes/cm. A thin surface sand is located only within the western periphery of the lot.

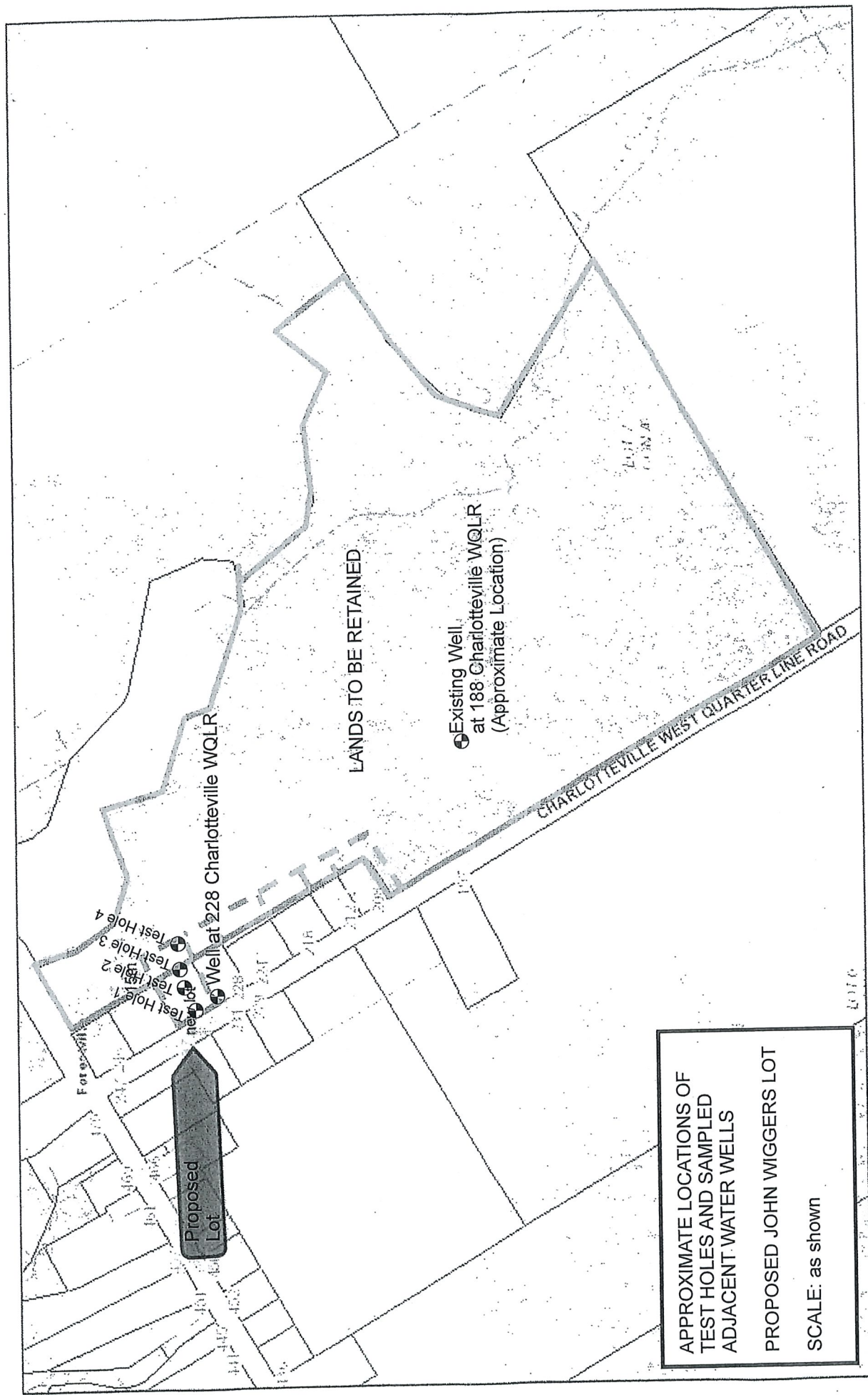
6. Based on the easterly slope of the lot, a sewage system is most likely to be constructed within the eastern half of the lot. The base of tile trenches in the eastern half of the lot should be set no lower than 0.3m below current grade due to observed watertable conditions.
7. Due to the setback requirements from lot lines, the future on-site house, the future on-site well, and the existing neighbouring bored well, the sewage disposal area is most likely restricted to the north half or the northeast corner of the proposed lot, and will most likely need to be a filter bed-type installation. It is recommended that a lot design analysis be undertaken to confirm that the disposal area (plus reserve) and all required setbacks from the neighbouring well, a new house, and all property lines can be accommodated.
8. Under MOECC Procedure D-5-4, the geologic setting of the site is such that groundwater resources can be confidently demonstrated to be hydraulically isolated from potential sewage pathways. As such, a mass-balance (nitrate) impact calculation is not required, as there is no risk of increased nitrate impact to any nearby wells. The future effluent impact will be to lower-permeability soils in the direction of Forestville Creek, and will not impact any local water supply wells.
9. Based on the findings of the preceding analysis, development of the subject land as a residential lot on an individual well and private sewage disposal system is considered viable, subject to the conclusions, limitations and recommendations outlined in this report.

IAN D. WILSON ASSOCIATES LIMITED



Geoffrey Rether, B.Sc., P.Geo.

MAP NORFOLK - Community Web Map



APPROXIMATE LOCATIONS OF
TEST HOLES AND SAMPLED
ADJACENT WATER WELLS

PROPOSED JOHN WIGGERS LOT

SCALE: as shown

May 30, 2016 Client: John Wiggers, 188 Charlotteville W 1/4 Line Road
St. Williams ON N0e 1P0

Property is in the Hamlet of Forestville Norfolk County

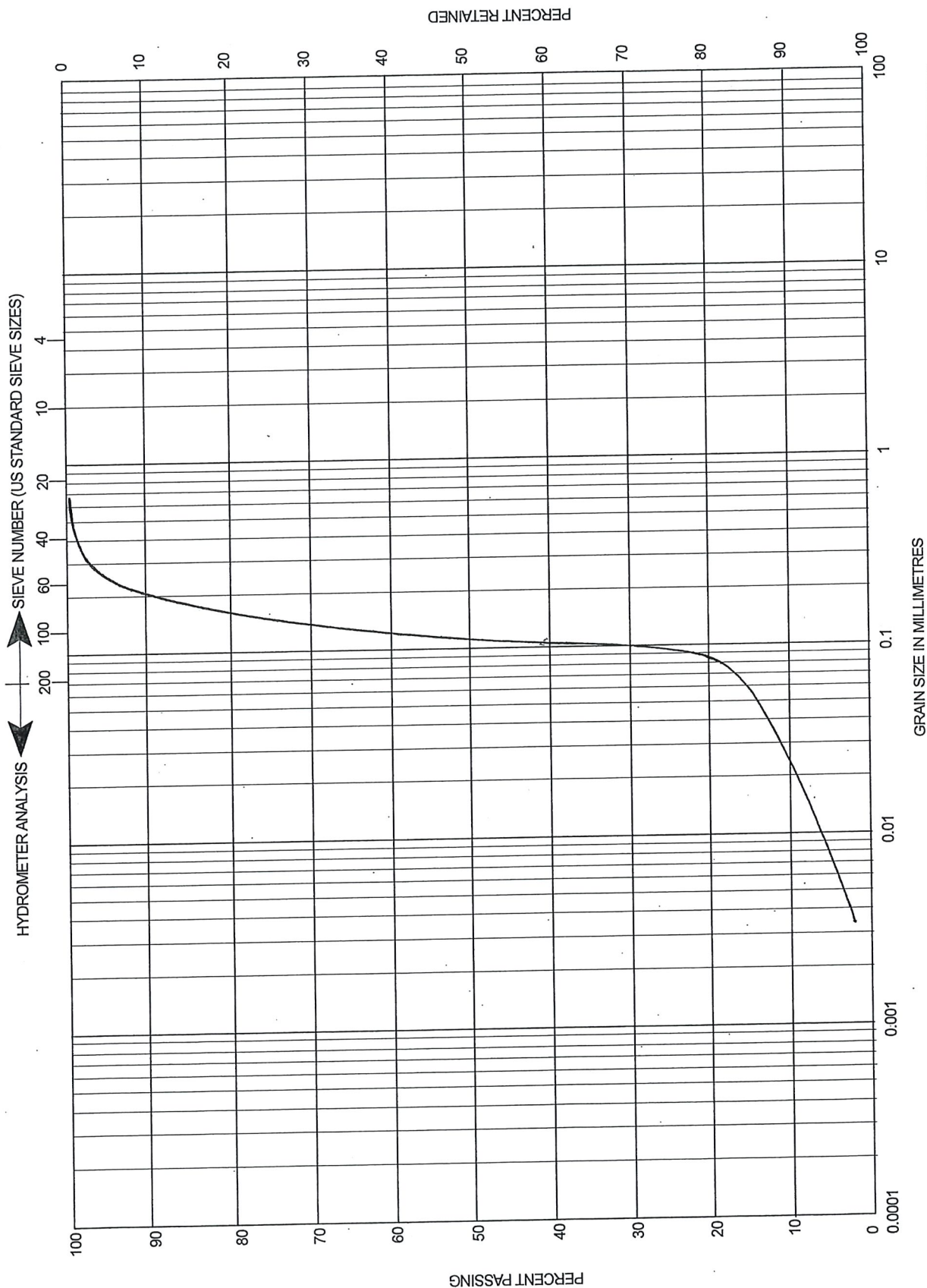
Norfolk GIS

Land Parcels

Plan Lines

GRAIN SIZE DISTRIBUTION CHART

PROJECT / SAMPLE John Wiggers Residential Lot - Test Hole 1, Sample 1

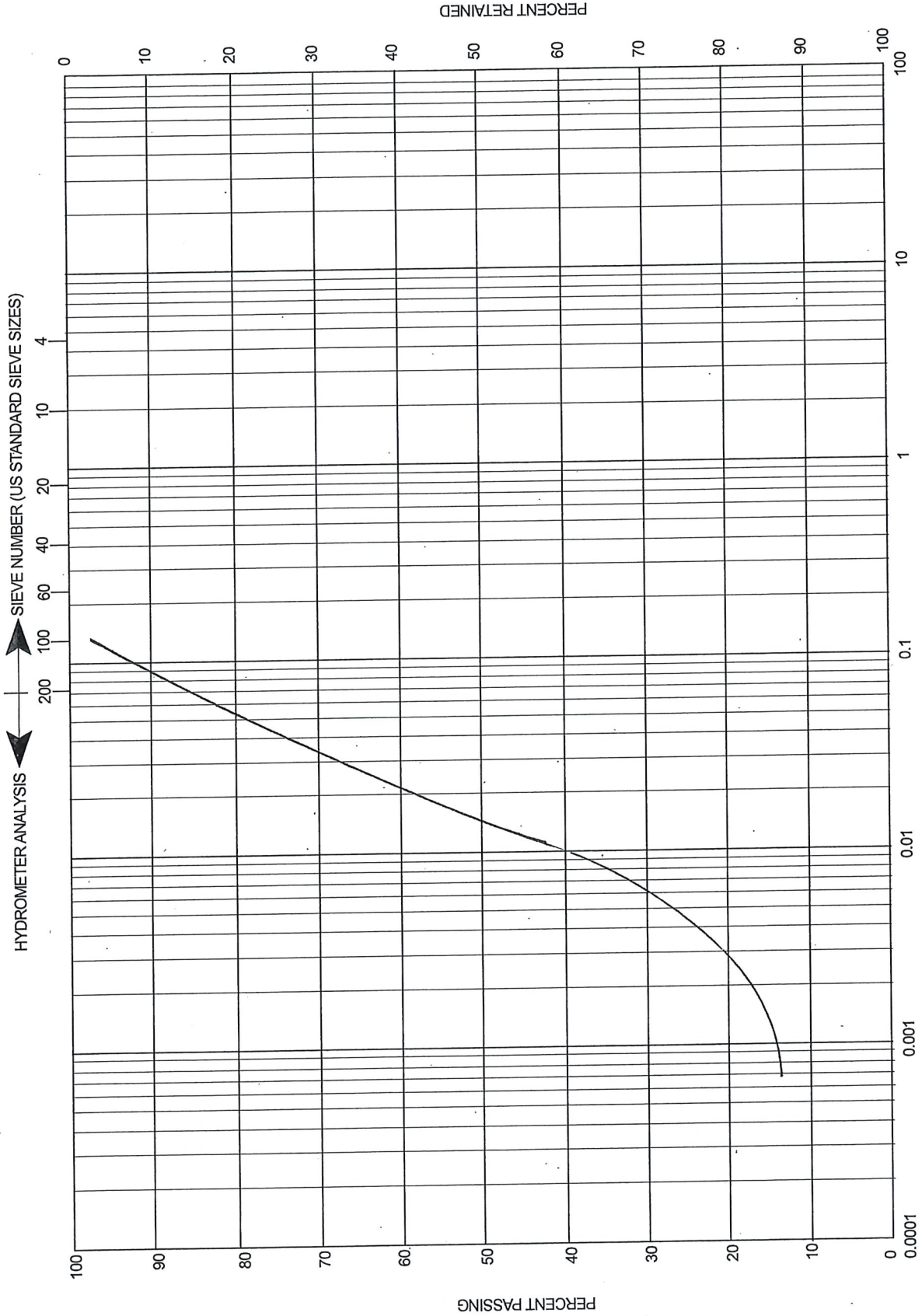


CLAY SIZE	SILT SIZE	SAND SIZE	GRAVEL SIZE	COBBLE SIZE

IAN D. WILSON ASSOCIATES LIMITED

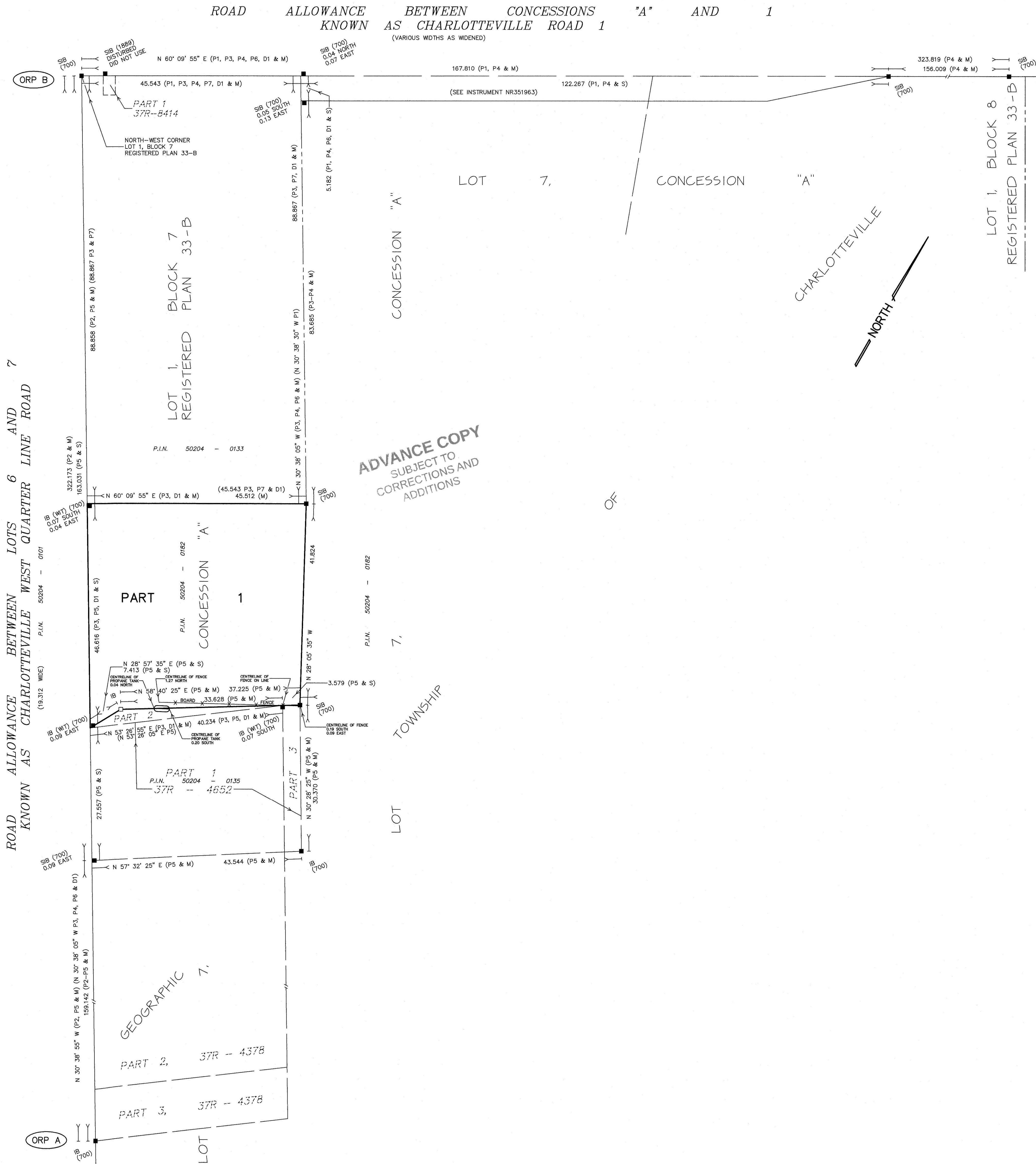
GRAIN SIZE DISTRIBUTION CHART

PROJECT / SAMPLE John Wiggers Residential Lot - Test Hole 2, Sample 2



CLAY SIZE	SILT SIZE	SAND SIZE	GRAVEL SIZE	COBBLE SIZE
-----------	-----------	-----------	-------------	-------------

IAN D. WILSON ASSOCIATES LIMITED



C:\OSOFT\141\Wayne\2025 Work\Ref Plans\25-53-758-00.mxd 6/12/2025 09:40:32

SITE BENCHMARK #2
UNDER SIDE OF SIDING
ELEV. = 214.60m

LOT 1, BLOCK 7

REGISTERED PLAN 33-B

45.51

PART 1

37R -- XXXXX

CONCESSION

TOWNSHIP

CENTRELINE OF
PROPANE TANK
0.05 NORTH

FENCE
1.27 NORTH

BOARD

CENTRELINE OF
PROPANE TANK
0.20 SOUTH

SITE BENCHMARK #2
UNDER SIDE OF SIDING
ELEV. = 216.00m

1 STOREY SIDED
DWELLING
MUNICIPAL #228

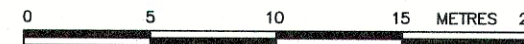
37R -- 4652

SITE BENCHMARK #1
SPIKE IN WEST FACE
OF UTILITY POLE
ELEV. = 216.93m

TOPOGRAPHIC SURVEY

COMPLETED FOR: JOHN WIGGERS
PART 1, 37R--
#188 CHARLOTTEVILLE 1/4 LINE
PT. P.I.N. 50204-0182

SCALE 1:300



METRIC

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 EXCEPT FOR THE
PURPOSE INDICATED IN THE TITLE BLOCK
- DO NOT CONVEY FROM THIS PLAN
- ELEVATION OF EXISTING GROUND WATER TABLE AND SOIL CONDITIONS
NOT DETERMINED
- LOCATION OF UNDERGROUND UTILITIES NOT DETERMINED

NOTES

- (1) - PROPERTY DIMENSIONS ARE AS SHOWN ON DEPOSITED PLAN 37R--
- (2) - SITE BENCHMARK #1 SPIKE SET IN WEST FACE OF UTILITY POLE LOCATED
ON THE EAST SIDE OF THE ROAD ALLOWANCE SOUTH OF THE SUBJECT
PROPERTY HAVING A GEODETIC ELEVATION OF 216.93 metres
 - SITE BENCHMARK #2 UNDER SIDE OF SIDING OF DWELLING, MUNICIPAL #228,
LOCATED SOUTH OF THE SUBJECT PROPERTY HAVING A GEODETIC ELEVATION
OF 216.00 metres
 - SITE BENCHMARK #3 UNDER SIDE OF SIDING OF GARAGE, MUNICIPAL #246,
LOCATED NORTH OF THE SUBJECT PROPERTY HAVING A GEODETIC ELEVATION
OF 214.60 metres
 - ADD 200.00m TO ELEVATIONS SHOWN HEREON TO OBTAIN GEODETIC DATUM
 - ELEVATIONS ARE REFERRED TO CANADIAN GEODETIC DATUM 1928,
GEOID MODEL HT2_2010v70, REFERENCE FRAME NAD83 (CSRS) (2010.0)
- (3) - THIS TOPOGRAPHIC SURVEY WAS COMPLETED FROM FIELD WORK COMPLETED
ON THE 27th DAY OF MAY, 2025
- (4) - IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE SITE
BENCH MARK PRIOR TO CONSTRUCTION.

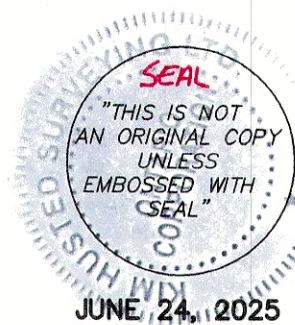
PROPERTY DESCRIPTION:

PART OF LOT 7
CONCESSION "A"
GEOGRAPHIC TOWNSHIP OF CHARLOTTEVILLE
NORFOLK COUNTY

© COPYRIGHT 2025 KIM HUSTED SURVEYING LTD.

THE REPRODUCTION, ALTERATION, OR USE OF THIS REPORT IN WHOLE OR IN
PART WITHOUT THE WRITTEN PERMISSION OF KIM HUSTED SURVEYING
LTD. IS STRICTLY PROHIBITED

 KIM HUSTED SURVEYING LTD. A wholly owned subsidiary of J.D. Barnes Limited 30 Harvey St., Tillsonburg, ON N4G 3J8 T: (519) 842-3638 F: (519) 842-3639 www.jdbarnes.com	SURVEYING MAPPING GIS	
	DWGBY	WP.
	CHKBY	KH.
	DATE	25-06-24
	Ref. No.	25-53-758-00





The Corporation of Norfolk County

By-Law 2026-46

Being a By-Law to Amend Zoning By-Law 1-Z-2014, as amended, for property described as CHARLOTTEVILLE CON A PT LOT 7, Norfolk County, known as 188 Charlotteville West Quarter Line Road.

Whereas Norfolk Council is empowered to enact this By-Law, by virtue of the provisions of Section 34 of the *Planning Act, R.S.O. 1990, CHAPTER P.13*, as amended;

And whereas this By-Law conforms to the Norfolk County Official Plan

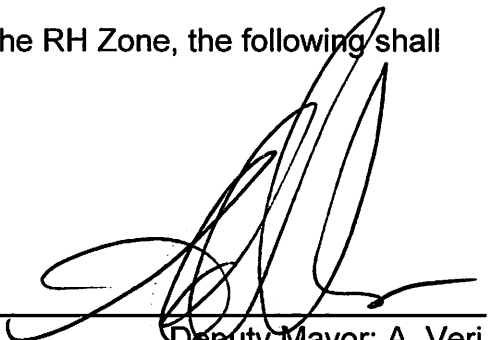
Now therefore the Council of The Corporation of Norfolk County hereby enacts as follows:

1. That Schedule A of By-Law 1-Z-2014, as amended, is hereby further amended by changing the zoning of Part 1 of the subject lands identified on Map A (attached to and forming part of this By-Law) from Agricultural (A) Zone to Hamlet Residential (RH) Zone with special provision 14.1117;
2. That Subsection 14 Special Provisions is hereby further amended by adding 14.1117 as follows:

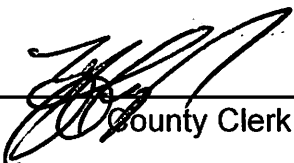
14.1117 In lieu of the corresponding provisions in the RH Zone, the following shall apply:

- a) Minimum *lot area*: 1,897 square metres.

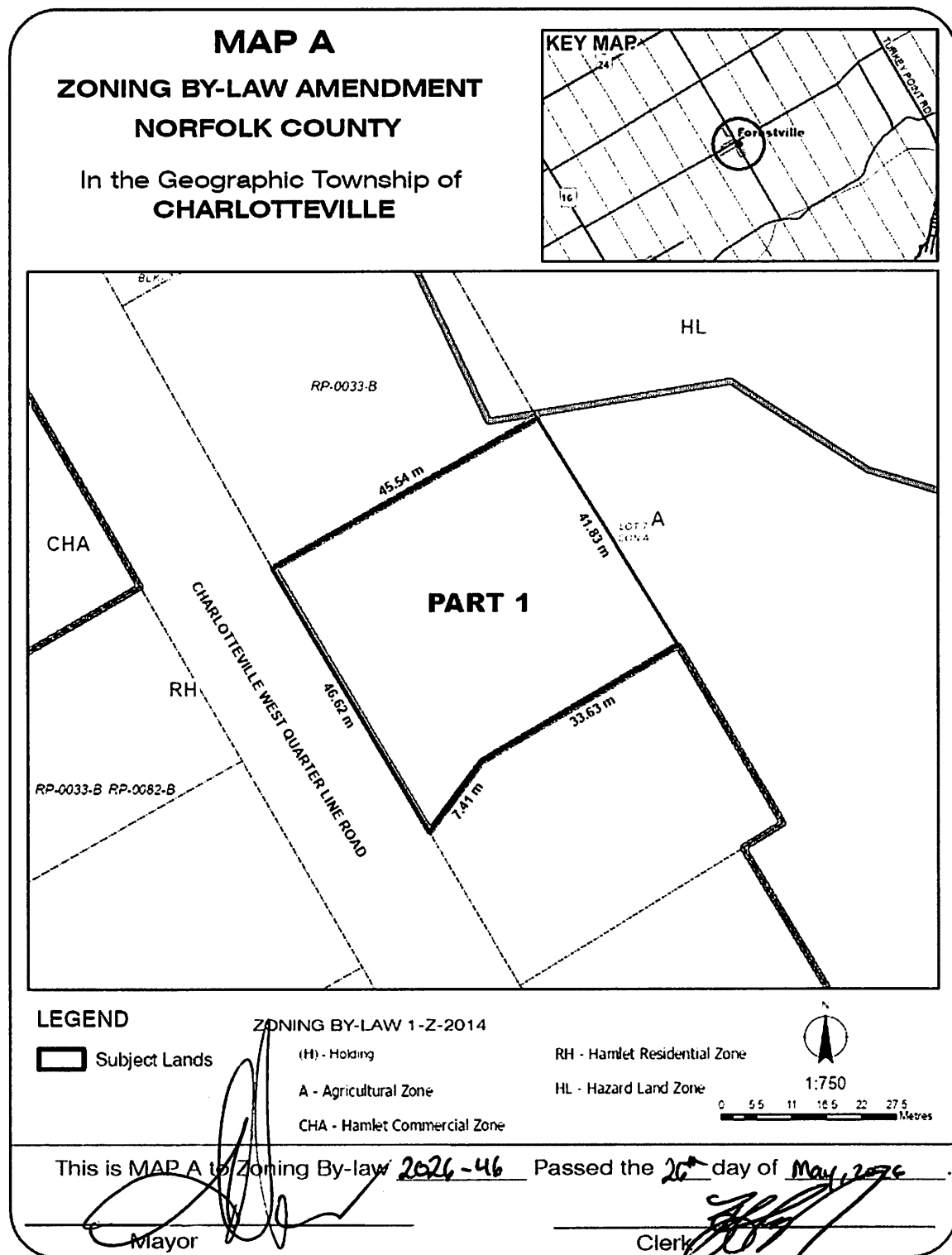
Enacted and passed this 26th day of May, 2026.



Deputy Mayor: A. Veri



County Clerk: Wm. Tigert



**Explanation of the Purpose and Effect of
By-Law 2026-46**

This by-law affects a parcel of land described as CHARLOTTEVILLE CON A PT LOT 7, Norfolk County, known as 188 Charlotteville West Quarter Line Road.

The purpose of this By-law is to change the zoning of the subject lands from Agricultural (A) Zone to Hamlet Residential (RH) Zone and add special provision 14.1117 to create a residential building lot. Special provision 14.1117 is being added to permit an undersized lot (1,897 square metres) in the RH zone.



Working together with our community

Council Meeting – May 26, 2026

Subject: Application ZNPL2026013 to amend the Zoning Bylaw to change the zoning of a parcel of land at 188 Charlotteville West Quarter Line Road
Report Number: CDS-26-060
Division: Community and Development Services
Department: Planning
Ward: Ward 1
Purpose: For Decision

Recommendation(s):

That application ZNPL2026013, for lands described as 188 Charlotteville West Quarter Line Road, Norfolk County to amend the Norfolk County Zoning By-Law 1-Z-2014 from Agricultural (A) Zone to Hamlet Residential (RH) Zone with special provision, **be approved**, as shown in Attachment D to Report CDS-26-060 and;

Further that all public input received for this application was considered as part of the decision, as outlined in staff report CDS-26-060.

Executive Summary:

Purpose of the Report: The purpose of this report is to provide Council with a recommendation pertaining to the proposed Zoning By-Law amendment application.

Background and Context: The applicant is proposing to rezone the subject lands for the creation of a future building lot. A special provision is also proposed to address the undersized lot.

The applicant is proposing to rezone the subject lands from Agricultural (A) Zone to Hamlet Residential (RH) Zone with special provision 14.1117. The special provision includes a reduced lot area for a lot in the Hamlet Residential (RH) Zone.

Key Findings and Analysis: The approval would allow for the creation of a residential building lot in the Hamlet of Forestville.

Options: To approve or refuse the proposed Zoning By-law amendment.

Conclusions: Planning staff are recommending approval of the application.

Discussion -

The purpose of this report is to provide Council with a recommendation concerning the proposed Zoning By-law amendment application.

There were no public concerns or comments associated with this application. There were concerns and issues with this proposal, raised by staff, including:

- Various site conditions mentioned in the submitted hydrological report
- More information may be required at the severance stage
- Discharge pattern of sump pump
- Surface drainage of the lands

Staff Concerns Addressed

The hydrological report noted the presence of a high water table. This will require the design of a special septic system which can be addressed at the building permit stage.

At the severance stage, the County can ask for confirmation that the sump pump will discharge to the rear of the property. This is intended to mitigate any undesired extension of the sump line to the ditch line which can pose challenges for future ditching and/or issues with highly active sump pumps discharging onto County lands. The sump discharge should be afforded the opportunity to infiltrate back into the lot lands.

For the benefit of the severed lands, a letter of acceptance must be secured from the owner indicating that the severed lands will be permitted to drain across the remnant parcel to Forestville Creek. This can be included as a condition of consent.

Site Context:

The subject lands are 0.19 hectares in size and are part of a larger 22.5 hectare parcel. The portion of the land to be rezoned is gently sloped and currently vacant.

Surrounding land uses:

North – residential, woodland
South – residential
East – agricultural, woodland
West – residential



Figure 1: Subject Lands

Proposal Summary:

The applicant is proposing to rezone the subject lands from Agricultural Zone (A) to Hamlet Residential Zone (RH) with a special provision. The special provision is proposed to include a reduction in required lot area in the Hamlet Residential (RH) Zone.

The following studies were completed in support of the subject application:

- Plan of Survey, June 2025 (Kim Husted Surveying Ltd.)
- Topographic Survey, June 2025 (Kim Husted Surveying Ltd)
- Hydrogeological Assessment, December 2016 (Ian D. Wilson Associates Ltd)
- Grading Plan, January 2026 (G. Douglas Vallee Limited)
- Functional Servicing Report, January, 2026 (G. Douglas Vallee Limited)
- Planning Justification Report, January 2026 (G. Douglas Vallee Limited)

Technical Comments / Analysis:

Technical comments were submitted by various Norfolk County departments. The main concerns centered around the high water table, placement of septic system, and surface drainage of the land.

The applicant will be required to submit documentation that the septic system will be a specific type (as noted in the Hydrogeological Report). The applicant will also ensure that the sump pump will drain to the rear of the property. Confirmation from the owner will also be required to ensure that surface drainage goes to the rear of the remnant parcel into Forestville Creek.

See Attachment A for the complete technical comments.

Regard for Public Input and Statutory Public Hearing Committee Meeting:

The application was circulated to surrounding addresses within 120 metres of the subject lands. The Statutory Public Meeting for the development application was held at the April 8th, 2026 Public Hearings Committee (of Council).

No public concerns or comments were submitted prior to or at the public meeting.

See Attachment B for the complete public comments.

Planning Considerations:

Consistency with the Provincial Planning Statement – 2024

The Provincial Planning Statement, 2024 (PPS) provides policy direction on matters of provincial interest related to land use planning and development, which is intended to be complemented by local policies addressing local interests. The PPS promotes healthy, livable and safe communities through the efficient use of land throughout the Province of Ontario.

The application is consistent with the settlement area policies of the PPS.

Conformity with the Official Plan

The Norfolk County Official Plan (OP) provides the essential tool to direct future growth, development and change in the County and to create the community envisioned by Norfolk's residents. The OP responds to the uncertain nature of the future with clear and resilient principles and policies. It ensures that the planning framework and processes are clearly identified to ensure that Norfolk County remains a healthy, safe and successful community with a rich agricultural base and a strong economy, a diverse natural environment, and a great place to live.

The subject lands are designated Hamlet. The proposed development is permitted in the Hamlet designation. The application was reviewed under the Hamlet land use policies. This proposal conforms to these policies.

See Attachment C for a detailed review of the policy and zoning considerations and planning comments.

Finance Comments:

This application would have a minor positive impact on assessment growth and tax revenues as a result of the change in use from agriculture to residential. The amount of growth is dependent on the assessment of the properties by the Municipal Property Assessment Corporation (MPAC).

Norfolk County would also receive Development Charges for any future development that occurs on the site as per the most recent Development Charges By-law. This would be offset by increased costs as a result of Norfolk County assuming the hamlet infrastructure, amenities and operating costs.

Accounting Services will work with Planning staff to administer the required security deposits of the potential development.

Strategic Plan Linkage:

This report aligns with the 2022-2026 Council Strategic Priority Building Norfolk - Develop the infrastructure and supports needed to ensure complete communities.

Explanation: The proposed development would provide additional housing options for residents of Norfolk County.

Conclusion:

Planning staff are recommending approval of the proposed Zoning By-Law Amendment Application.

Attachment D contains the proposed Zoning By-Law Amendment.

Attachment(s):

Attachment A - Technical Comments
Attachment B - Public Comments
Attachment C - Planning Analysis
Attachment D - Proposed Zoning By-Law Amendment
Attachment E - Planning Justification Report

Approval:

Approved By:

Al Meneses, Chief Administrative Officer

Reviewed by:

Alisha Cull, BES, MCIP, RPP, Ec.D., Acting Director, Planning and Realty Services

Prepared By:

Josh Mueller, BES, CPT, URPT, Planner

ATTACHMENT A

Technical Comments

Building

Building Department has reviewed this application and has NO comments.

Canada Post

Please be advised that Canada Post does not have any comments on this application as this will not affect mail delivery.

GIS

Norfolk GIS has no requirements at this time.

Development Engineering

Development Engineering has reviewed this application and is supportive of the proposed rezoning, noting the following:

1. The new lot to be created through severance would reside within the Hamlet Boundary of Forestville.
2. The Hydrogeological report notes:
 - a. the presence of a high-water table, requires the septic bed area to be perched (no deeper than 0.3m below existing ground grades)
 - b. that a filter bed-type installation is likely required for the septic system
 - c. that a lot design analysis be undertaken to confirm that the disposal area (plus reserve) and all required setbacks from the neighbouring well, a new house, and all property lines can be accommodated. *(Staff are of the understanding that a filter-style septic design will fit within the 405 s.q. m area demonstrated on the G. Douglas Vallee Limited Plan)*
3. At the severance stage, the County may seek:
 - a. **to impose the requirement that any proposed home sump pump discharge to the rear yard area of the home** (not the front yard). This is intended to mitigate any undesired extension of the sump line to the ditch line which can pose challenges for future ditching and/or issues with highly active sump pumps discharging onto County lands. **The sump discharge should be afforded the opportunity to infiltrate back into the lot lands.**
 - b. To secure (for the benefit of the severed lands) **a letter of acceptance from the Owner that the severed lands will be permitted to drain across the remnant parcel to Forestville Creek.** The provided draft grading plan demonstrates this reliance.

The concerns listed above brought forth by the Hydrogeological Study can be addressed at the severance and building permit stage.

The applicant will require a letter from the owner that permits surface drainage across the remnant parcel to flow into Forestville Creek.

A special septic system will be required. Also sump pump will need to discharge on the remnant lands and be allowed to infiltrate back into the lands.

Zoning

Zoning has reviewed the application and has no comments. All deficiencies have been identified in the application.

Long Point Region Conservation Authority

Long Point Region Conservation Authority (LPRCA) staff have had an opportunity to review the application ZNPL2026013 and can provide the following comments based on LPRCA's plan review responsibilities for Norfolk County's consideration.

It is staff's understanding that the submitted application would result in a 1897m² portion of an existing parcel to be re-zoned from A to R(H) to facilitate its future severance and infill development.

Delegated Responsibility from the Minister of Natural Resources, Chapter 5.2 of the Provincial Planning Statement, 2024

Conservation Authorities have been delegated responsibilities from the Ministry of Natural Resources to represent the provincial interests regarding natural hazards encompassed by Chapter 5.2 of the Provincial Planning Statement, 2024 (PPS). The overall intent of *Chapter 5.0 - Protecting Public Health and Safety* of the PPS is to reduce the potential public cost and/or risk to Ontario's residents from natural or human-made hazards. As such, "development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards."

The application is subject to the following subsections of Chapter 5.2 of the Provincial Planning Statement:

5.2.2 Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of:

- b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards; and

5.2.3 Development and site alteration shall not be permitted within:

- c) areas that would be rendered inaccessible to people and vehicles during times of flooding hazards, erosion hazards and/or dynamic beach hazards, unless it has been demonstrated that the site has safe access appropriate for the nature of the development and the natural hazard; and

LPRCA staff can advise that the application is consistent with Section 5.2.2 b) and 5.2.3 c) of the Provincial Planning Statement, 2024.

Permitting under Ontario Regulation 41/24

The subject lands are partially regulated by Long Point Region Conservation Authority under Ontario Regulation 41/24. Permission from this office is required prior to any development activity within the regulated area as defined in the Conservation Authorities Act.

Development activity is defined as:

- the construction, reconstruction, erection or placing of a building or structure of any kind,
- any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure,
- site grading, or
- the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere (Ontario Regulation 41/24)

While the bulk of the proposed work appears to be outside of LPRCAs regulated area, the grading plan provided appears to show that site grading may be proposed within it. If that is the case, then a permit from LPRCA would be required to do such. It would need to be confirmed that no grading would occur within 6 metres of any top of slope/bank.

Mississaugas of the Credit First Nation

Circulated – no comments received.

Six Nations of the Grand River First Nation

Circulated – no comments received.

Fire

Circulated – no comments received.

Attachment B: Public Comments

No public comments were received for this application.

ATTACHMENT C

Planning Analysis

Planning Act

Section 2 of the Planning Act outlines land use matters that are of provincial interest and for which all county planning decisions shall have regard. The provincial interests that apply to development on this site are:

- (h) the orderly development of safe and healthy communities;
- (j) the adequate provision of a full range of housing, including affordable housing;
- (p) the appropriate location of growth and development and

Section 3 of the Planning Act 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”.

Section 34 of the Planning Act permits amendments to the zoning by-law by Councils of local municipalities.

Consistency with the Provincial Planning Statement, 2024

The Provincial Planning Statement, 2024 (PPS) provides policy direction on matters of provincial interest related to land use planning and development, which is intended to be complemented by local policies addressing local interests. The PPS promotes healthy, livable and safe communities through the efficient use of land throughout the Province of Ontario.

The proposed ZBA application is consistent with Section 2.2 of the Provincial Planning Statement. Section 2.2 of the PPS deals with housing:

1. Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:
 - b) permitting and facilitating: all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and all types of residential intensification.

This proposal will result in the creation of a residential building lot.

Section 2.3.3.1 states, “Settlement areas shall be the focus of growth and development.”

The proposed development is located within the Hamlet of Forestville, which is a settlement area. There is established residential development surrounding the proposed new parcel. The proposal is to create a residential building lot.

This application is consistent with the PPS.

Conformity with the Official Plan

The Norfolk County Official Plan (the Plan) provides the essential tool to direct future growth, development and change in the County and to create the community envisioned by Norfolk's residents. This Plan responds to the uncertain nature of the future with clear and resilient principles and policies. It ensures that the planning framework and processes are clearly identified to ensure that Norfolk County remains a healthy, safe and successful community with a rich agricultural base and a strong economy, a diverse natural environment, and a great place to live.

The subject lands are currently designated Hamlet which permits the proposed development.

There are 42 Hamlet Areas located within the County. These Hamlets originated as service centres for the surrounding agricultural areas and as residential centres. The Hamlet Areas represent an alternative to the Urban Areas. These roles shall be encouraged to continue. Hamlet development, in the form of residential, commercial, industrial, recreational and institutional facilities provide important services to the surrounding Rural Area. Hamlet development is a preferred alternative to scattered non-farm development that reduces the impact of development on farming operations in the Rural Area.

The following policies apply to land designated Hamlet. Section 7.5.1 states,

"Subject to the other policies of this Plan, the following policies shall apply in determining uses permitted on land designated Hamlet on Schedule "B".

a) Low density residential dwellings on lots suitably sized to accommodate private servicing systems shall be the main permitted use."

The proposed lot will have 46.61 metres of frontage along a maintained public road (Charlottetown West Quarter Line Road). The necessary supporting studies have been completed to demonstrate that the lot can support private services without causing negative impacts on the natural environment.

Section 7.5.2 states the Land Use policies in the Hamlet Designation:

a) Commercial and industrial uses within the Hamlet Designation shall be of a dry nature, not requiring excessive amounts of water for their operations.

Comment: the proposal will create a residential building lot. No commercial or industrial uses are proposed.

b) Designation of a Hamlet Area does not mean that the Hamlet Area is suitable for further development. The following criteria shall be addressed in the review of development applications within designated Hamlet Area boundaries:

i) availability of potable water;

Comment: potable water will be available via a private well.

ii) a servicing feasibility study has been completed in accordance with the Ministry of the Environment and Climate Change guidelines which demonstrates that the proposal's impact on ground and surface water will be within acceptable limits;

Comment: A hydrogeological study has been completed to demonstrate the lot can support private services without causing negative impacts on the natural environment.

iii) the proposed servicing will be appropriate for the proposed densities and land uses;

Comment: The necessary supporting studies have been completed confirming that the proposed servicing is appropriate for the proposed density and land use.

iv) the pattern of new development will be a logical extension of the existing built-up area;

Comment: There is residential development surrounding the proposed lot. The existing residential development consists of single detached dwellings. The subject lands will create an infill lot.

v) the available community facilities, such as community centres, schools, convenience commercial, recreation or cultural facilities can accommodate the proposed development;

Comment: There are existing community and commercial facilities in the vicinity that can support the proposal.

vi) the area of the proposed development shall not be permitted in Provincially Significant Features or Hazard Lands, identified on Schedules "B" of this Plan;

Comment: the proposed new lot will not be in an area of Provincially Significant Features or Hazard Lands.

- vii) the area of the proposed development shall not be permitted in or on adjacent land to the Natural Heritage Features identified on Schedule “C” and/or Tables 1 and 2 or on Schedule “G” and Table 6 of the Lakeshore Special Policy Area Secondary Plan, unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions, in accordance with the policies of Section 3.5 (Natural Heritage Systems) and Section 11 (Lakeshore Special Policy Area Secondary Plan) of this Plan;

Comment: The application does not propose development in or on land adjacent to natural heritage features.

- viii) the area of the proposed development shall not be located within, and will not have a negative impact on, a Natural Resource Area identified on Schedule “J” to this Plan. Mineral Aggregate operations shall be protected from development and activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety or environmental impact. Existing mineral aggregate operations shall be permitted to continue without the need for Official Plan Amendment, rezoning or development permit under the Planning Act. When a licence for extraction operations ceases to exist, development may be permitted if it is demonstrated that:
 - the extraction resource use would not be feasible; or
 - The proposed land use or development serves a greater long-term public purpose; and
 - issues of public health, public safety and environmental impacts are addressed; and
 - the proposed development is compatible with existing development.

Comment: The subject lands are located within an active petroleum pool. However, the proposed development represents one additional lot in Forestville. Additional impacts on the petroleum resource are anticipated to be negligible.

c) Mobile home parks shall not be permitted.

Comment: a mobile home park is not being established.

d) Additional residential development within a Hamlet Area shall be encouraged to occur through infilling or in-depth development. Provision shall be made at appropriate locations to provide access from the main road to an additional tier of lots behind existing development. The County shall strongly discourage linear development along roads.

Comment: this is a proposed infill development of an underutilized lot along Charlotteville West Quarter Line Road.

e) The conversion of small-scale institutional uses, such as elementary schools and places of worship to other uses permitted in the Hamlet Designation may be permitted without an amendment to this Plan, subject to the conversion being consistent with the policies of this Plan. Where enrolment in a school has declined to the point that there is vacant unused space, this space may be converted to other uses permitted in the Hamlet Designation, subject to the proposed use being compatible with school use of the property and consistent with the policies of this Plan.

Comment: no land use conversion is proposed to take place.

f) Development within the Hamlet Designation shall also be subject to the policies of Section 6.6 (Hamlet Areas) of this Plan.

Comment: the proposed lot is located in an established Hamlet Area, and is compatible with the Hamlet Area policies of Section 6.6 of the Official Plan.

The proposal meets all above criteria required for development in the Hamlet Designation.

Therefore, the proposal is consistent with the policies of the Official Plan.

The subject lands are located within the Lakeshore Special Policy area. There are no policies relevant to the subject application.

Zoning By-law 1-Z-2014 and any Proposed Amendments

The subject lands are currently zoned as Agricultural (A) Zone. The application proposed to rezone a portion of the subject lands to Hamlet Residential (RH) Zone. A special provision is proposed to permit a reduced lot size of 1,897 square metres, where 4,000 square metres is required.

The proposed relief is supportable on the subject lands. The reduced lot size will still be of adequate size to accommodate a dwelling and associated services, as demonstrated by the supporting studies.



The Corporation of Norfolk County

By-Law 2026-xx

Being a By-Law to Amend Zoning By-Law 1-Z-2014, as amended, for property described as CHARLOTTEVILLE CON A PT LOT 7, Norfolk County, known as 188 Charlotteville West Quarter Line Road.

Whereas Norfolk Council is empowered to enact this By-Law, by virtue of the provisions of Section 34 of the *Planning Act, R.S.O. 1990, CHAPTER P.13*, as amended;

And whereas this By-Law conforms to the Norfolk County Official Plan.

Now therefore the Council of The Corporation of Norfolk County hereby enacts as follows:

1. That Schedule A of By-Law 1-Z-2014, as amended, is hereby further amended by changing the zoning of Part 1 of the subject lands identified on Map A (attached to and forming part of this By-Law) from Agricultural (A) Zone to Hamlet Residential (RH) Zone with special provision 14.1117;

2. That Subsection 14 Special Provisions is hereby further amended by adding 14.1117 as follows:

14.1117 In lieu of the corresponding provisions in the RH Zone, the following shall apply:

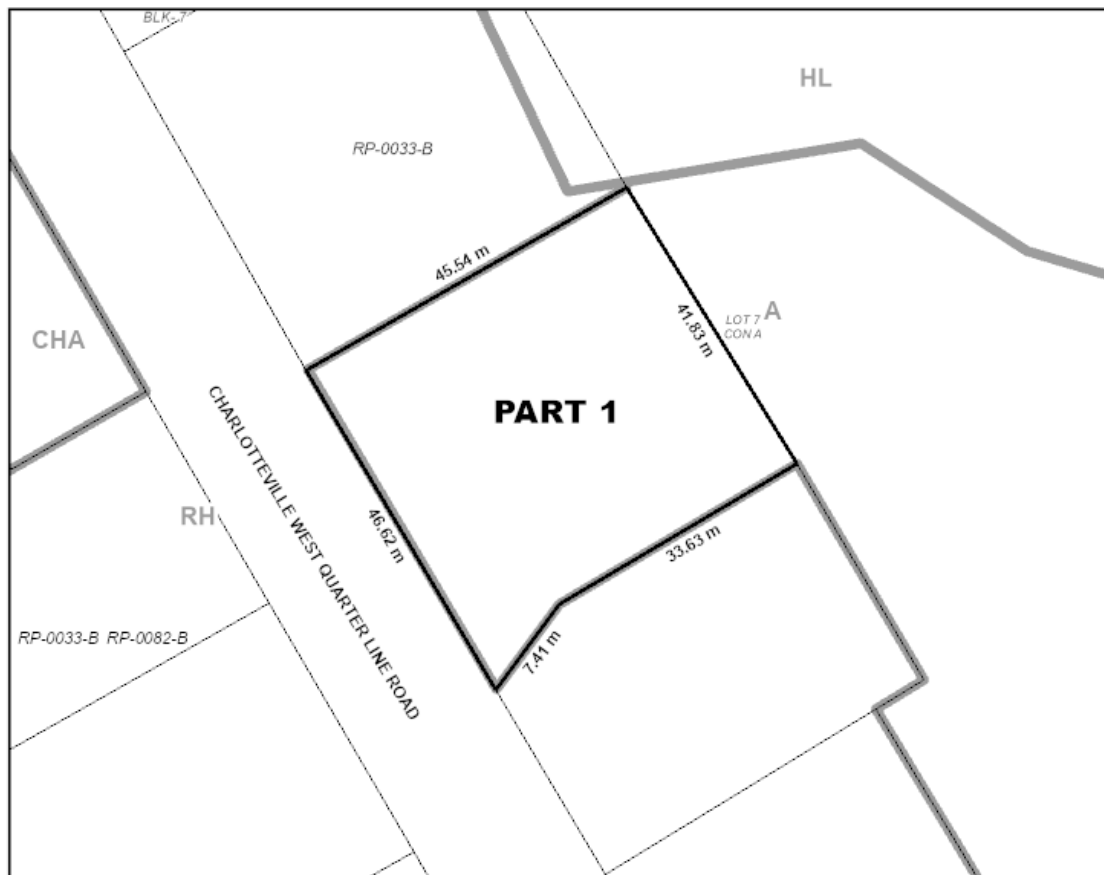
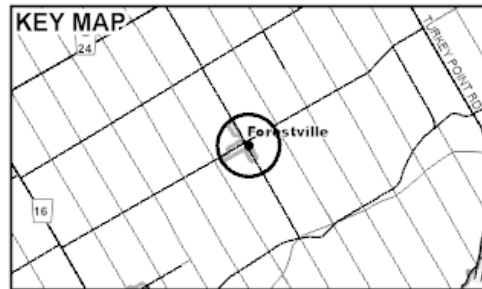
- a) Minimum *lot area*: 1,897 square metres.

Enacted and passed this 26th day of May, 2026.

Deputy Mayor: A. Veri

County Clerk: W. Tigert

MAP A **ZONING BY-LAW AMENDMENT** **NORFOLK COUNTY** In the Geographic Township of **CHARLOTTEVILLE**



LEGEND

Subject Lands

ZONING BY-LAW 1-Z-2014

(H) - Holding

A - Agricultural Zone

CHA - Hamlet Commercial Zone

RH - Hamlet Residential Zone

HL - Hazard Land Zone



1:750

0 5.5 11 16.5 22 27.5 Metres

This is MAP A to Zoning By-law _____ Passed the ____ day of _____.

Mayor

Clerk

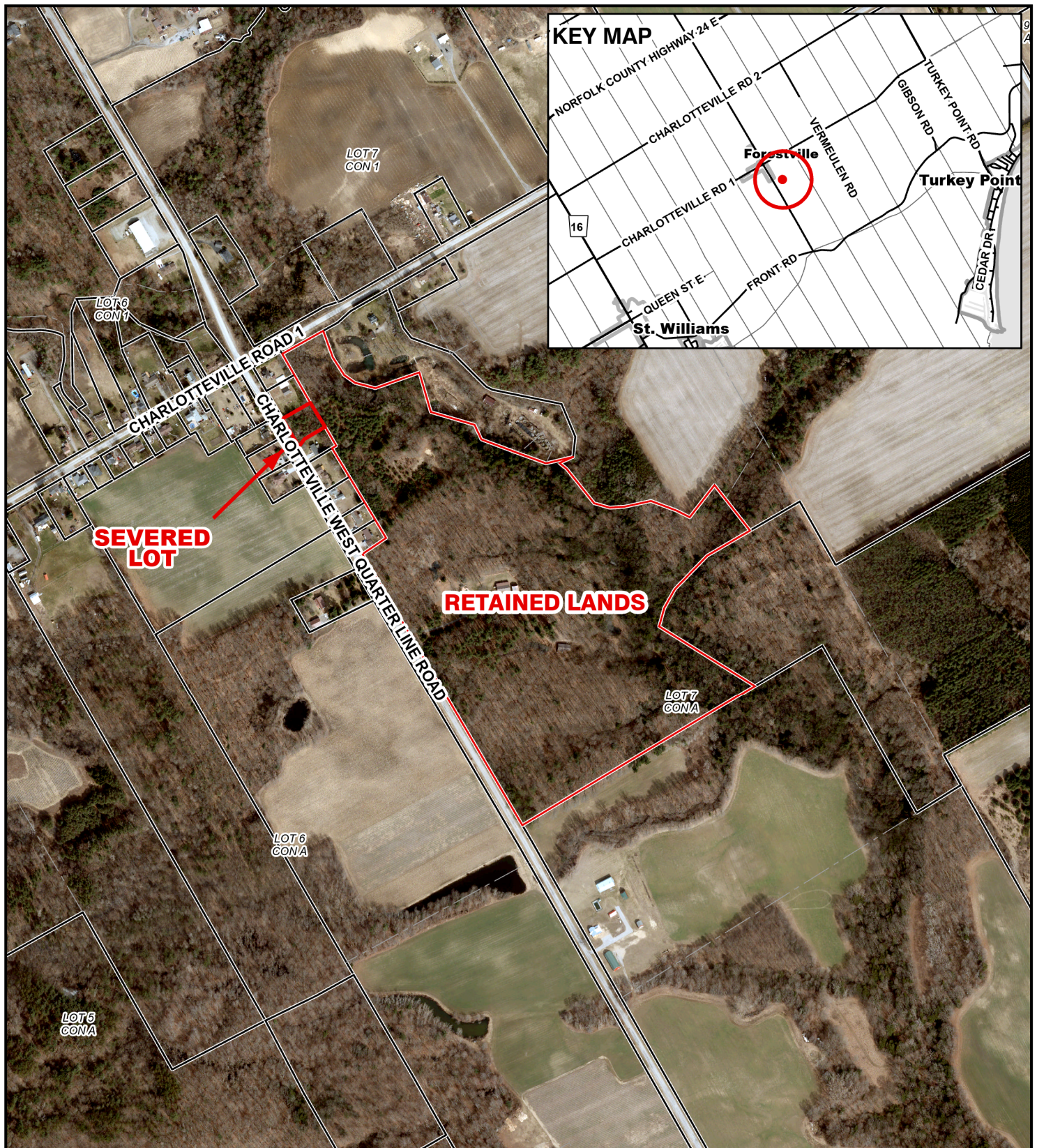
**Explanation of the Purpose and Effect of
By-Law 2026-xx**

This by-law affects a parcel of land described as CHARLOTTEVILLE CON A PT LOT 7, Norfolk County, known as 188 Charlotteville West Quarter Line Road.

The purpose of this By-law is to change the zoning of the subject lands from Agricultural (A) Zone to Hamlet Residential (RH) Zone and add special provision 14.1117 to create a residential building lot. Special provision 14.1117 is being added to permit an undersized lot (1,897 square metres) in the RH zone.

CONTEXT MAP

Geographic Township of CHARLOTTEVILLE

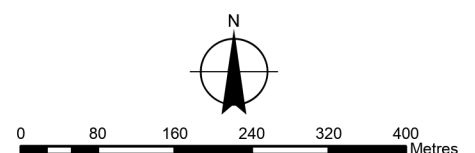


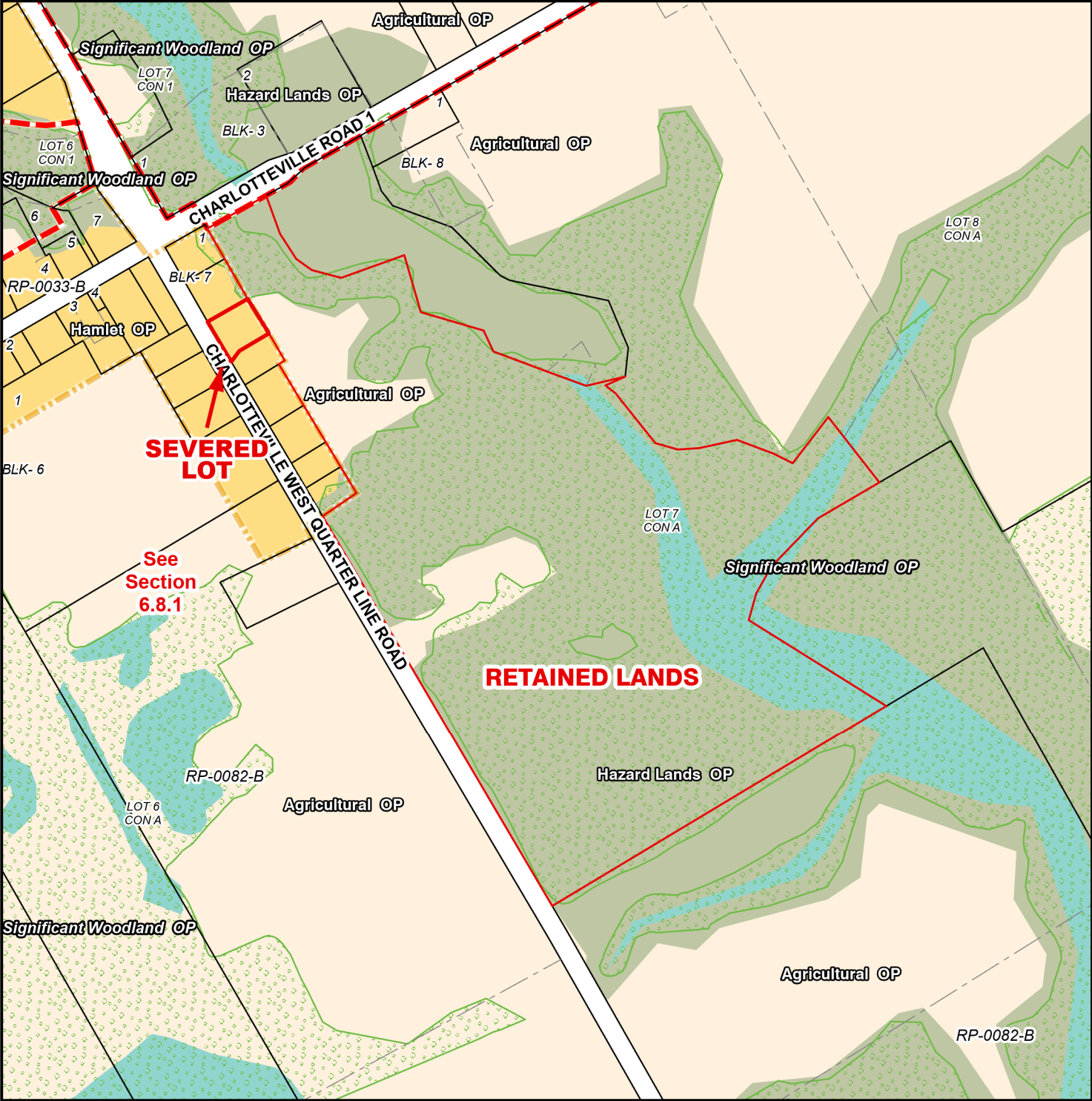
Legend

- Subject Lands
- Lands Owned

7/15/2026

2025 Air Photo





Legend

- Subject Lands
- Lands Owned

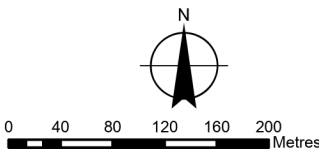
Official Plan Designations

- Agricultural
- Hazard Lands
- Provincially Significant Wetland

- Hamlet

- Special Policy Area
- Hamlet Area Boundary
- Significant Woodland

7/15/2026

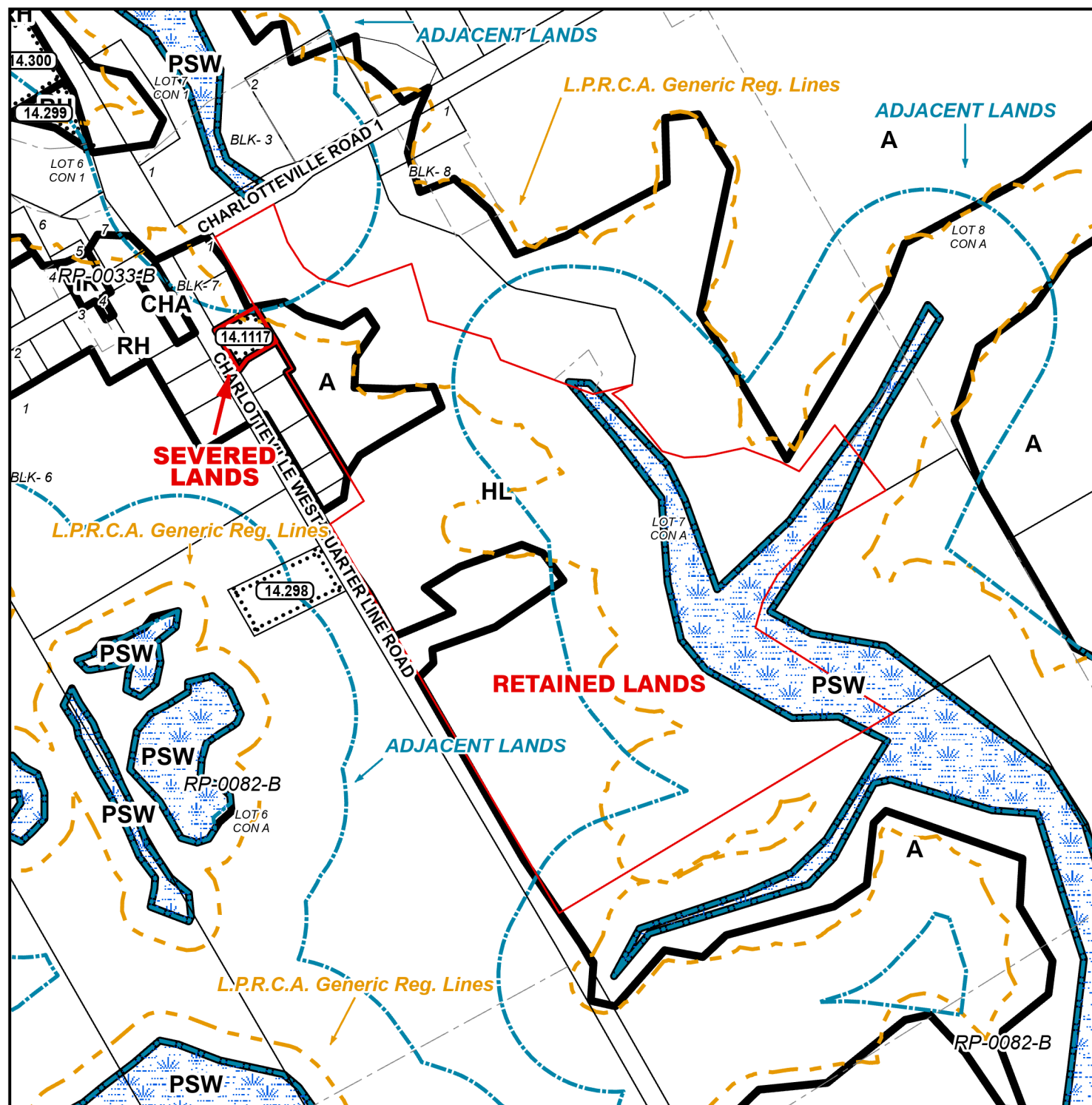


MAP C

ZONING BY-LAW MAP

Geographic Township of CHARLOTTEVILLE

BNPL2026163



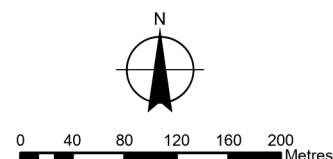
LEGEND

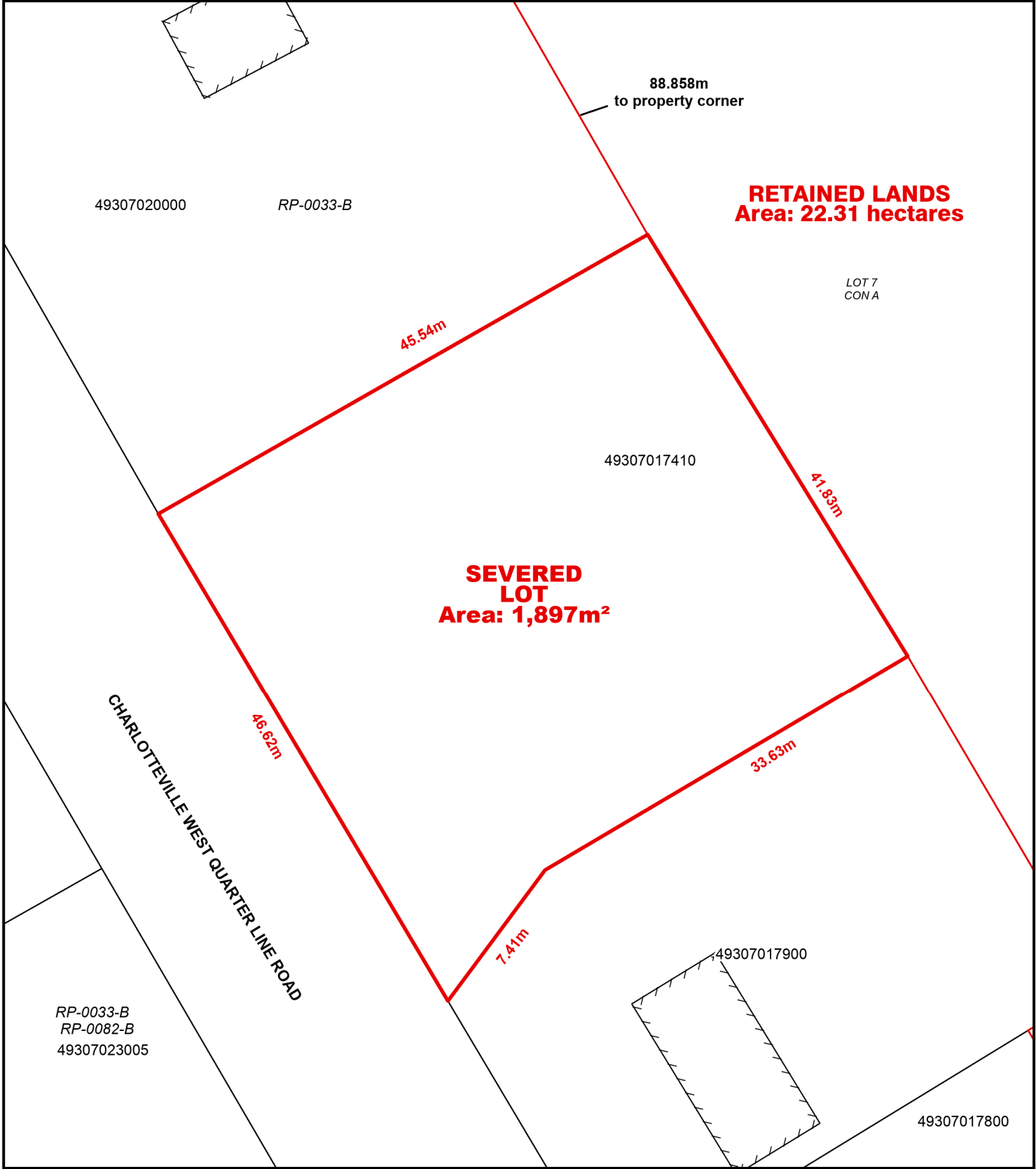
- Subject Lands
- Lands Owned
- Adjacent Lands
- Wetland
- LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

7/15/2026

- (H) - Holding
- A - Agricultural Zone
- CHA - Hamlet Commercial Zone
- RH - Hamlet Residential Zone
- HL - Hazard Land Zone
- PSW - Provincially Significant Wetland Zone
- IR - Rural Institutional Zone





Legend

-  Subject Lands
-  Lands Owned

