

Committee of Adjustment Application to Planning Department

Complete Application

A complete Committee of Adjustment application consists of the following:

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

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

5. Completed applications are to be mailed to the attention of **Secretary Treasurer – Committee of Adjustment**: 185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 or email your application committee.of.adjustment@norfolkcounty.ca. Make sure submissions are clearly labelled including address, name, and application type. Failure to do so may impact the timing of your application.

The above listed items are required to ensure that your application is given full consideration. An incomplete or improperly prepared application will not be accepted and may result in delays during the processing of the application. This application must be typed or printed in ink and completed in full.

Please review all of the important information summarised below.

Before your Application is Submitted

A pre-consultation meeting is not usually required for Committee of Adjustment applications; however, discussion with Planning Department staff prior to the submission of an application is **strongly encouraged**. The purpose of communicating with a planner **before** you submit your application is: to review your proposal / application, to discuss potential issues; and to determine the required supporting information and materials to be submitted with your application before it can be considered complete by staff. You might find it helpful to retain the services of an independent professional (such as a registered professional planner) to help you with your application. Information about the Official Plan and Zoning By-law can be found on the County website: www.norfolkcounty.ca/planning

After Your Application is Submitted

Once your payment has been received and the application submitted, in order for your application to be deemed complete all of the components noted above are required.

Incomplete applications will be identified and returned to the applicant. The *Planning Act* permits up to 30 days to review and deem an application complete.

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

If the subject lands are located in an area that is regulated by either the Long Point Region Conservation Authority or by the Grand River Conservation Authority an additional fee will be required if review by the applicable agency is deemed necessary. A separate cheque payable to the Long Point Region Conservation Authority or the Grand River Conservation Authority is required in accordance with their fee schedule at the same time your application is submitted.

Additional studies required as part of the complete application shall be at the sole expense of the applicant. In some instances peer reviews may be necessary to review particular studies and that the cost shall be at the expense of the applicant. The company to complete the peer review shall be selected by the County.

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

Notification Sign Requirements

Planning Department staff may post a notification sign on your property in advance of the public meeting on your behalf. Please keep this sign posted until you have received a notice in the mail indicating that the Secretary Treasurer received no appeals. However, it is the applicant's responsibility to ensure that the sign is correctly posted within the statutory timeframes, according to the *Planning Act*. Failure to post a sign in advance of the public meeting in accordance with statutory requirements will impact the timing of your application at the Committee of Adjustment meeting. Applicants are responsible for removal of the sign following the appeal period. The signs are recyclable and can be placed in your blue box.

Contact Us

For additional information or assistance in completing this application, please contact a planner at 519-426-5870 ext. 1842 or Committee.of.Adjustment@NorfolkCounty.ca



For Office Use Only:

File Number

Related File Number

Pre-consultation Meeting

Application Submitted

Complete Application

Application Fee

Conservation Authority Fee

Well & Septic Info Provided

Planner

Public Notice Sign

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

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

Property Assessment Roll Number: 54504007000

A. Applicant Information

Name of Owner

Vanmeer Farms

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

1400 Bell Mill Sd Rd

Town and Postal Code

Tillsonburg ON N4G 4G9

Phone Number

(519) 688-3362

Cell Number

(519) 521-8801

Email

Greg@vanmeerfarms.com

Name of Applicant

Greg Vermeersch

Address

698 Plawmans Line

Town and Postal Code

Curtland, ON N0S 1E0

Phone Number

Cell Number

(519) 521-8801

Email

Greg@vanmeerfarms.com

Name of Agent

Address

Town and Postal Code

Phone Number

Cell Number

Email

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

☐ Owner

☐ Agent

☐ Applicant

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

B. Location, Legal Description and Property Information

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

Municipal Civic Address:

Present Official Plan Designation(s):

Present Zoning:

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

☐ Yes ☐ No If yes, please specify:

3. Present use of the subject lands:

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

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

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

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

If yes, identify and provide details of the building:

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

9. Existing use of abutting properties:

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

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

C. Purpose of Development Application

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

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

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

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

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

Frontage: _____

Depth: _____

Width: _____

Lot Area: _____

Present Use: _____

Proposed Use: _____

Proposed final lot size (if boundary adjustment): _____

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

Description of land intended to be retained in metric units:

Frontage: _____

Depth: _____

Width: _____

Lot Area: _____

Present Use: _____

Proposed Use: _____

Buildings on retained land: _____

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

Frontage: _____

Depth: _____

Width: _____
Area: _____
Proposed Use: _____

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

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

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

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

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

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

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

D. All Applications: Previous Use of the Property

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

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

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

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

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

E. All Applications: Provincial Policy

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

If no, please explain:

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

If no, please explain:

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

If no, please explain:

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

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

Livestock facility or stockyard (submit MDS Calculation with application)

☐ On the subject lands or ☐ within 500 meters – distance _____

Wooded area

☐ On the subject lands or ☐ within 500 meters – distance _____

Municipal Landfill

☐ On the subject lands or ☐ within 500 meters – distance _____

Sewage treatment plant or waste stabilization plant

☐ On the subject lands or ☐ within 500 meters – distance _____

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

☐ On the subject lands or ☐ within 500 meters – distance _____

Floodplain

☐ On the subject lands or ☐ within 500 meters – distance _____

Rehabilitated mine site

☐ On the subject lands or ☐ within 500 meters – distance _____

Non-operating mine site within one kilometre

☐ On the subject lands or ☐ within 500 meters – distance _____

Active mine site within one kilometre

☐ On the subject lands or ☐ within 500 meters – distance _____

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

☐ On the subject lands or ☐ within 500 meters – distance _____

Active railway line

☐ On the subject lands or ☐ within 500 meters – distance _____

Seasonal wetness of lands

☐ On the subject lands or ☐ within 500 meters – distance _____

Erosion

☐ On the subject lands or ☐ within 500 meters – distance _____

Abandoned gas wells

☐ On the subject lands or ☐ within 500 meters – distance _____

F. All Applications: Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

- | | |
|--|---|
| ☐ Municipal piped water | ☐ 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) | |
-

2. Existing or proposed access to subject lands:

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

Name of road/street:

G. All Applications: Other Information

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

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

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

H. Supporting Material to be submitted by Applicant

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

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

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

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

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

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

I. Transfers, Easements and Postponement of Interest

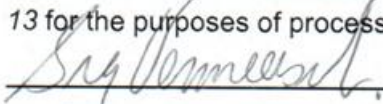
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner for the registration of postponements of any charges in favour of the County.

Permission to Enter Subject Lands

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

Freedom of Information

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P. 13 for the purposes of processing this application.


Owner/Applicant/Agent Signature

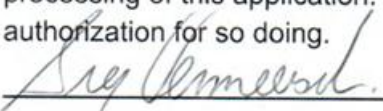
June 18 / 26
Date

J. Owner's Authorization

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

I/We Greg Vermeersch am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Kayla DeLeye 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.


Owner

June 18 / 26
Date

Owner

Date

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

K. Declaration

I, Greg Vermeersch of _____
solemnly declare that:

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

Declared before me at:

City of Hamilton

In Tillsonburg

26th

This 18th day of June

Greg Vermeersch

Owner/Applicant/Agent Signature

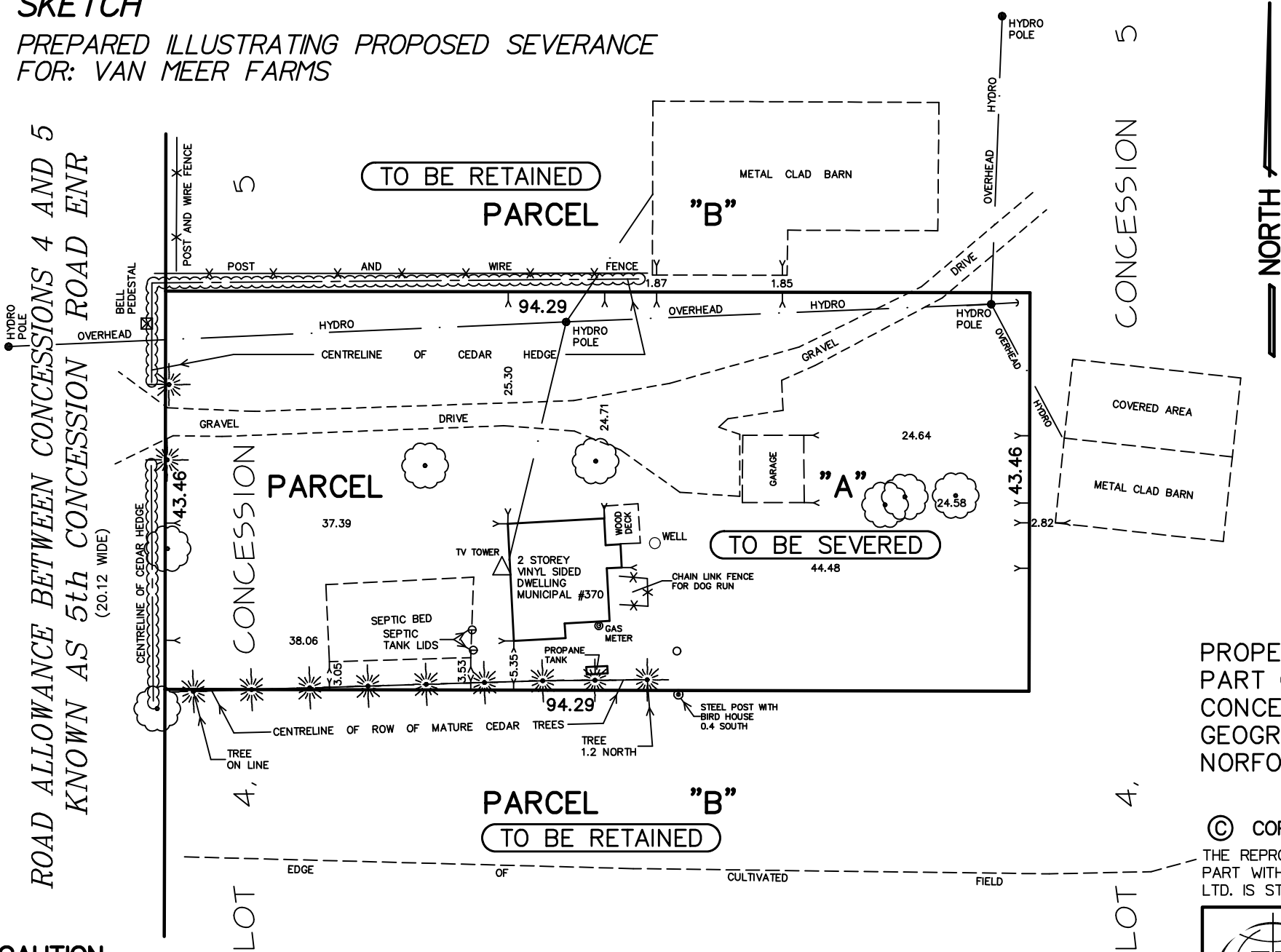
A.D., 20 26 **OLGA BARBARA KWAK,**
a Commissioner, etc., Province of Ontario,
for Nethery Planning Services Inc.
Expires June 20, 2028

Olga Kwak

A Commissioner, etc.

SKETCH

PREPARED ILLUSTRATING PROPOSED SEVERANCE
FOR: VAN MEER FARMS



PARCEL "A"
(TO BE SEVERED)
AREA = 4097.8 SQ. METRES
(1.01 ACRES)

PARCEL "B"
(TO BE RETAINED)
(REMAINDER OF FARM)
AREA = +/- 40.63 HECTARES
(+/- 100.40 ACRES)

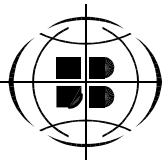
PROPERTY DESCRIPTION:
PART OF LOT 4
CONCESSION 5
GEOGRAPHIC TOWNSHIP OF HOUGHTON
NORFOLK COUNTY

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CAUTION

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK



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SURVEYING
MAPPING
GIS

30 Harvey St., Tillsonburg, ON N4G 3J8
T: (519) 842-3638 F: (519) 842-3639 www.jdbarnes.com

26-53-1343-00SK

WLP	DRAWN
JGD	CHECKED
05/07/26	DATED:
	Ref. No.

Planning Justification Report

Surplus farm dwelling consent application

370 5th Concession Road ENR

Wednesday, June 10, 2026



Planning Justification Report for 370 5th Concession Road ENR, Norfolk County

1.0 INTRODUCTION

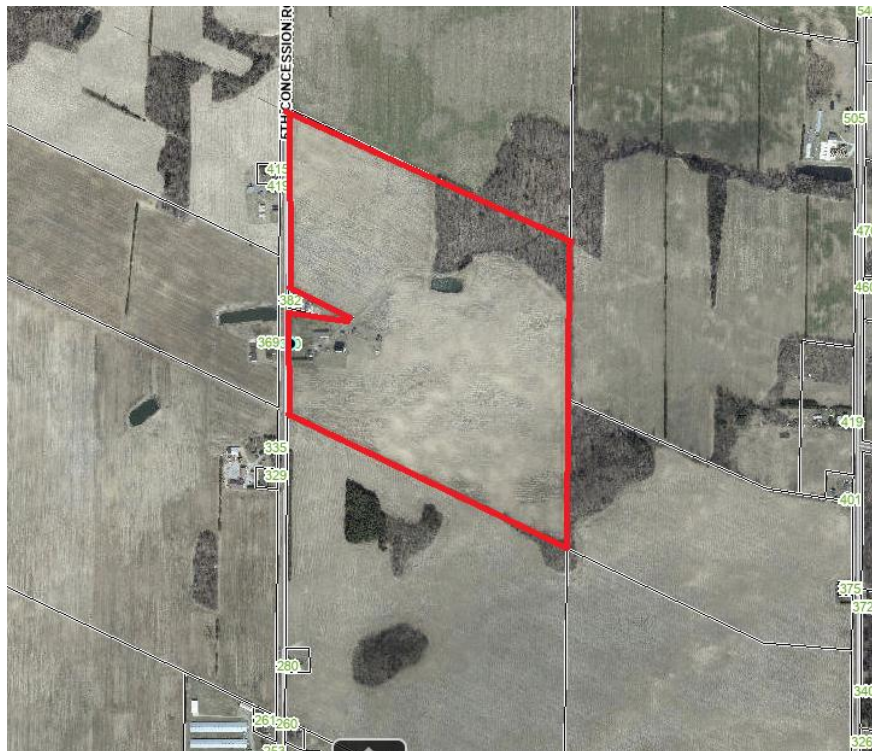
Kayla DeLeye Development Planning (“Agent”) has been retained by Vanmeer Farms (“owner”) to assist in obtaining a surplus farm dwelling consent application for 370 5th Concession Road ENR, Norfolk County, legally described as Houghton Township HGN CON 5 PT LOT 4. The consent application is required as the existing dwelling is surplus to the owner’s needs, and they wish to sever it from their farm as a surplus farm dwelling severance.

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

2.0 SUBJECT LANDS DESCRIPTION

The subject lands (known as Roll # 54504007000) are approximately 40.1 hectares (99.1 acres) and have frontage along 5th Concession Road ENR in the geographic township of Houghton, approximately 2 kms southwest of Cultus. The subject lands contain one (1) single detached dwelling and several accessory residential and agricultural buildings. The surrounding lands include agricultural and rural residential uses. The subject lands are classified as prime agricultural lands and are comprised of Class 1 through 2 soils. See the property location shown on Map 1 below.

Map 1: Location of Subject Lands

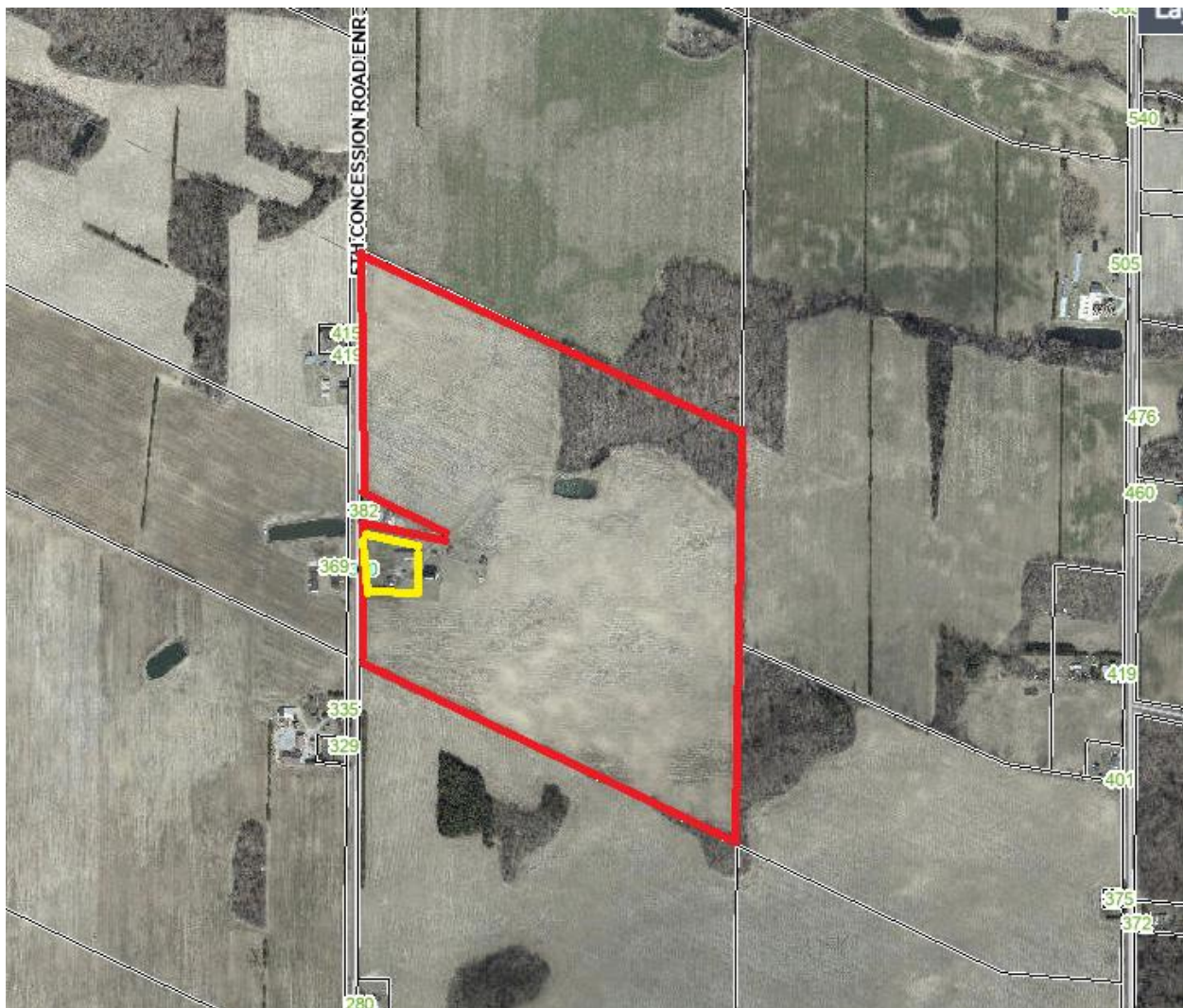


The dwelling addressed at 370 5th Concession Road ENR is proposed to be severed through a farm dwelling severance. The proposed new rural residential lot would measure 94.29 metres by 43.46 metres and have an area of 4097.8 square metres (1.01 acres).

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

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

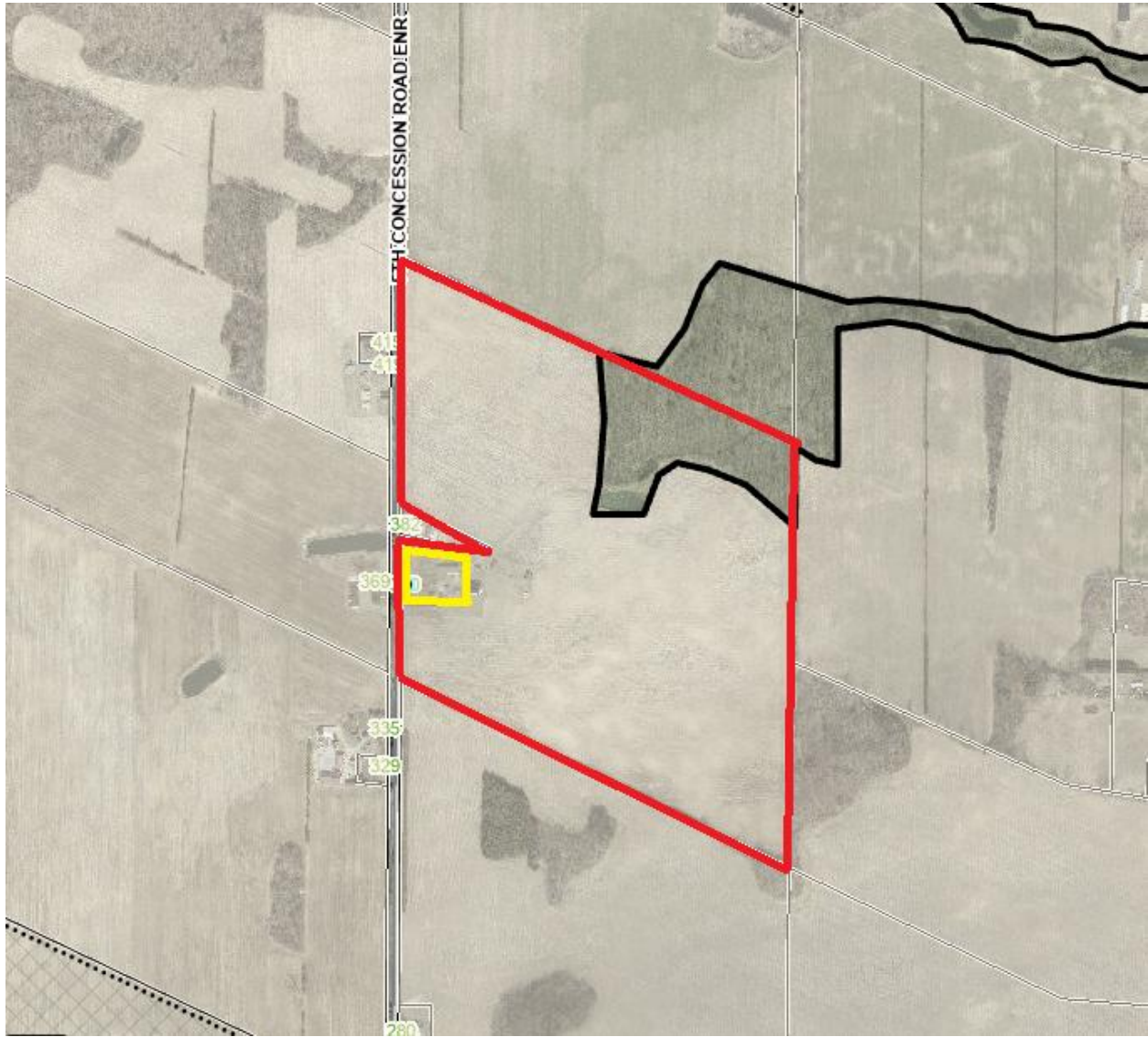
Map 2: Proposed Severed Lands



Official Plan Designation & Zoning By-law Provisions

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

Map 3: Farm Parcel with Official Plan Designation and Zoning



3.0 PROPOSED DEVELOPMENT

The owners are proposing a surplus farm dwelling severance.

Map 4 & 5: Survey Sketch of the Proposed Severed Lands

The subject lands consist of an area of 4097.8 square metres (1.01 acres). The retained farm parcel would maintain an area of approximately 40.6 hectares (100.32 acres).

4.0 LAND USE PLANNING POLICY FRAMEWORK & ANALYSIS

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

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

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

4.1 PROVINCIAL PLANNING STATEMENT, 2024 FRAMEWORK & ANALYSIS

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

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

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

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

The subject lands are considered prime agricultural lands in the PPS. "Prime agricultural lands" are defined in the PPS as "specialty crop areas and/or Canada Land Inventory Class 1, 2, and 3 lands, as amended from time to time, in this order of priority for protection." The lands are also part of a "prime agricultural area", which is defined as

“areas where prime agricultural lands predominate. This includes areas of prime agricultural lands and associated Canada Land Inventory Class 4 through 7 lands, and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture. Prime agricultural areas may be identified by a planning authority based on provincial guidance or informed by mapping obtained from the Ontario Ministry of Agriculture, Food and Agribusiness and the Ontario Ministry of Rural Affairs or any successor to those ministries.”

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

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

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

The proposed new lot will be limited to a minimum lot size 4097.8 square metres (1.01 acres) to accommodate the use and appropriate private sewage (septic system) and water services (private well).

The 2024 PPS permits the severance of one (1) new residential lot per farm consolidation. The subject lands contain one (1) single detached dwelling. Once the proposed farm dwelling severance is complete, the retained lands will be rezoned to prohibit a single detached use on the retained farm.

The proposed farm dwelling severance is proposing the severance of a dwelling that is surplus to the owner’s needs. The owner owns a second farm within Norfolk County (684 1st Concession STR, Courtland Ontario N0J 1E0), also registered to Vanmeer Farms that the retained farm will consolidate to. A certificate of ownership along with the articles of incorporation have been included in the submission of this application.

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

4.2 NORFOLK COUNTY OFFICIAL PLAN FRAMEWORK & ANALYSIS

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

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

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

The subject lands are designated “Agricultural” and “Hazard Lands” in the NCOP. The proposed severance is approximately 250 metres from the Hazard lands, therefore a policy analysis of the Hazard Lands designation will not be included in this report.

Section 7.2 of the OP dictates the policies of the Agricultural designation. The retained farmlands will continue to be used for agricultural purposes including the farming of crops.

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

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

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

- i) the assembly or disassembly of agricultural lots for agriculture uses including agriculturally related boundary adjustments which do not result in the creation of a

new lot, subject to the policies of Section 7.2.4 (Agricultural Designation - Agricultural Lot Size Policies);

ii) agriculture-related commercial and industrial uses in accordance with the policies of Section 7.2.2(Agricultural Designation – Land Use Policies);

iii) agriculture-related commercial, institutional and industrial uses existing prior to August 24, 1978, provided the retained parcel of land is not considered a vacant lot, and subject to the policies of this Plan;

iv) infrastructure and utilities, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way;

v) a currently habitable farm dwelling surplus to a farming operation as a result of the consolidation of farm properties located within Norfolk County and adjacent municipalities, subject to the policies of Sections 7.2.3(b) and (c);

vi) technical reasons including minor boundary adjustments, corrections of deeds, quit claims, easements or rights-of-way, or other purposes that do not create an additional separate lot, and which do not change the lot configuration such that a non-agricultural lot is created which would not be in conformity with the policies of this Plan.

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

Policy	Conformity?		Explanation
7.2.3. b) As a condition of the approval of a consent granted under Section 7.2.3 a) v), the County shall ensure that the land is zoned in the Zoning By-law such that no new residential dwelling shall be permitted on the retained agricultural lot. No consent shall be granted unless it is demonstrated that the severed lot will not adversely affect the operation or viability of the farm operation on the retained lot or any adjacent land.		Yes	The subject lands contain one (1) single detached dwelling. Once the proposed farm dwelling severance is complete, the retained farmlands will be rezoned to prohibit a single detached use. The proposed severed lot is arranged in a manner to have minimal effect on the retained farm parcel. The surplus lot is aligned with other adjacent rural residential lots.
c) Further to Sections 7.2.3(b), a consent to sever a currently habitable dwelling shall be subject to the following criteria:			

i) the habitable dwelling shall be at least 10 years old at the date of application for a severance;		Yes.	The existing surplus farm dwelling was constructed 20+ years ago.
ii) the severed lot shall be of an appropriate size for the intended residential use, which shall be determined in the Zoning By-law, and shall minimize the amount of agricultural land removed from active production;		Yes	The proposed new lot will be limited to a minimum lot size (4097.8 square metres (1.01 acres)) to accommodate the use and appropriate private sewage (septic system) and water services (private well).
iii) the severed lot shall be serviced by approved water supply and wastewater treatment facilities to be situated on the lot to be created;		Yes	The surplus farm dwelling is serviced by an appropriate private sewage (septic system) and water services (private well).
iv) subject to the appropriate policies of this Plan, the severed lot shall be an appropriate distance from existing pits and quarries, waste disposal sites, and other potential land use conflicts;		Yes	The proposed new lot is not near any local quarries.
v) both the severed and retained lots shall be situated with frontage and safe and direct separate access onto a permanently maintained public road. Preference shall be given to locations on roads other than Provincial Highways or arterial roads;		Yes	The proposed new lot will have access onto 5 th Concession Road ENR. The retained farm will continue to have access onto 5 th Concession Road ENR.
vi) potential impacts of the consent on cultural heritage resources shall be assessed and mitigated where necessary;		Yes	No impacts are created to any cultural heritage resources as a result of the proposed surplus farm dwelling severance.
vii) the severed lot shall comply with the minimum distance separation formulae;		Yes	There are no livestock operations within 500+ metres of the proposed surplus farm dwelling severance. No MDS issues are created through the creation of the new lot.

viii) the severed lot shall not be permitted within Provincially Significant Features. Consents adjacent to Provincially Significant Features, or within or adjacent to Natural Heritage Features, shall be supported by an EIS, prepared in accordance with the policies of Section 9.7.1 (Environmental Impact Study).		Yes	There are no Provincially Significant Features near the proposed severance. No EIS is required.
ix) Severances to separate Accessory Residential Dwellings from the farm property will not be permitted. [3-OP-2020, Amendment 124]		Yes	No ARUs are proposed to be severed as part of this consent application.

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

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

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

The current zoning of the subject lands is Agricultural (A) and Hazard Lands (HL) in the NCZB. The proposed surplus severance is approximately 250 metres from the Hazard lands, therefore a policy analysis of the Hazard Lands zone will not be included in this report.

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

Provision	Requirement	Provided	Comment
Minimum lot area	40 ha (98.84 ac)	(Retained): 40.6 hectares (100.3 acres), (Severed) 4097.8 square metres (1.01 acres)	Complies
Minimum lot frontage	30 m (98.4 ft)	Retained: 30+ m Severed: 43.46 m	Complies
Minimum front yard	13 m (42.65 ft)	37.39 m (existing)	Complies

Minimum exterior side yard	13 m (42.65 ft)	N/A	Complies
Minimum interior side yard	3 m (9.84 ft)	5.35 m	Complies
Minimum rear yard	9 m (29.53 ft)	44.48 m	Complies
Minimum separation between a farm processing facility and a dwelling on an adjacent lot	30 m (98.4 ft)	n/a	n/a
Maximum building height	11 m (36.10 ft)	6 m	Complies

The subject application complies with the Norfolk County Zoning By-Law.

5. CONCLUSION

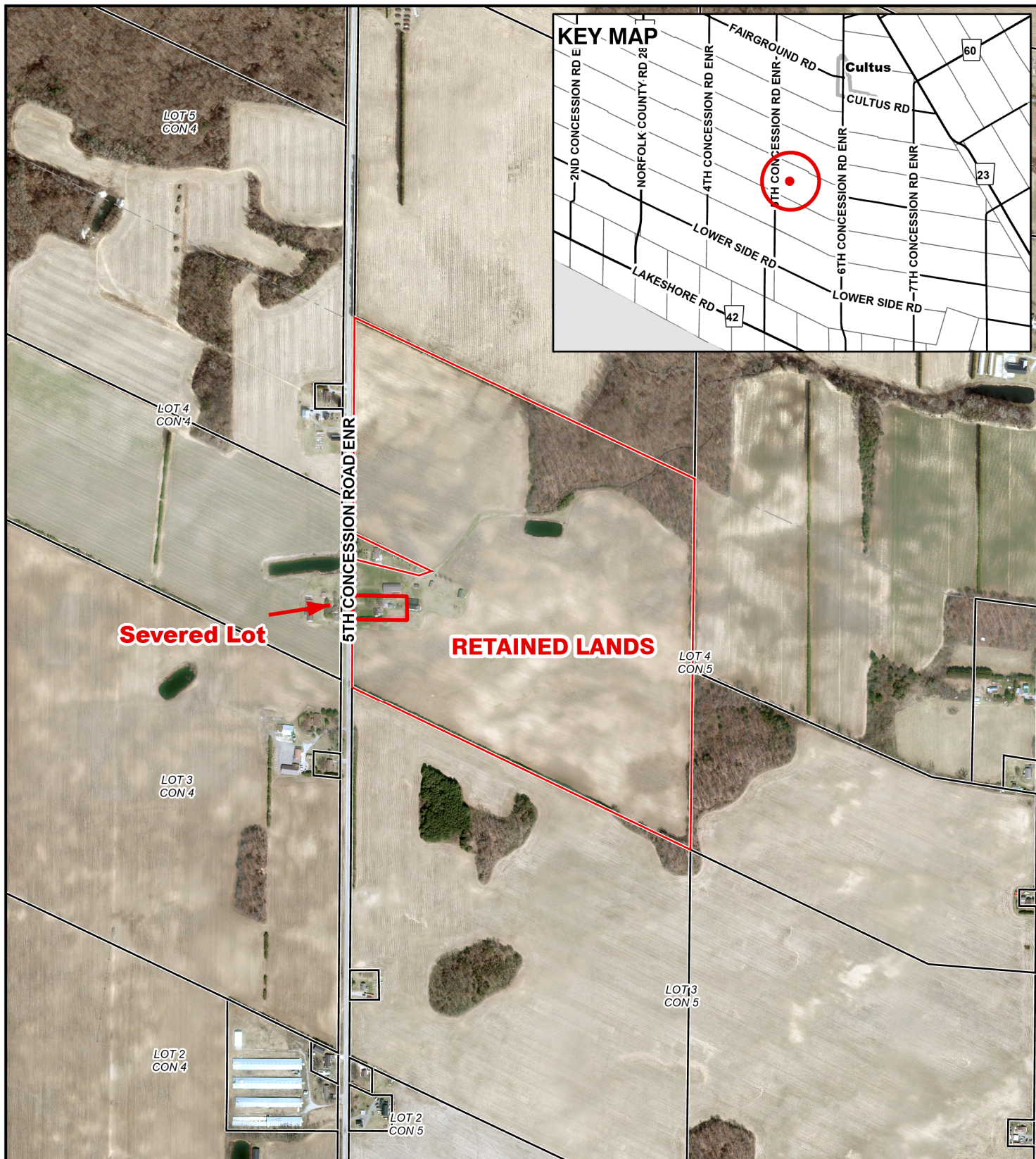
It is my professional opinion that this planning application for a surplus farm dwelling severance represents good planning and should be approved as the planning justification has confirmed:

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

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

Prepared and submitted by:

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

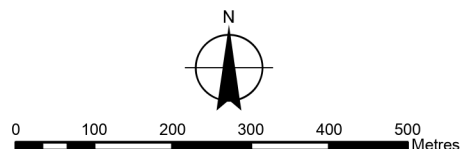


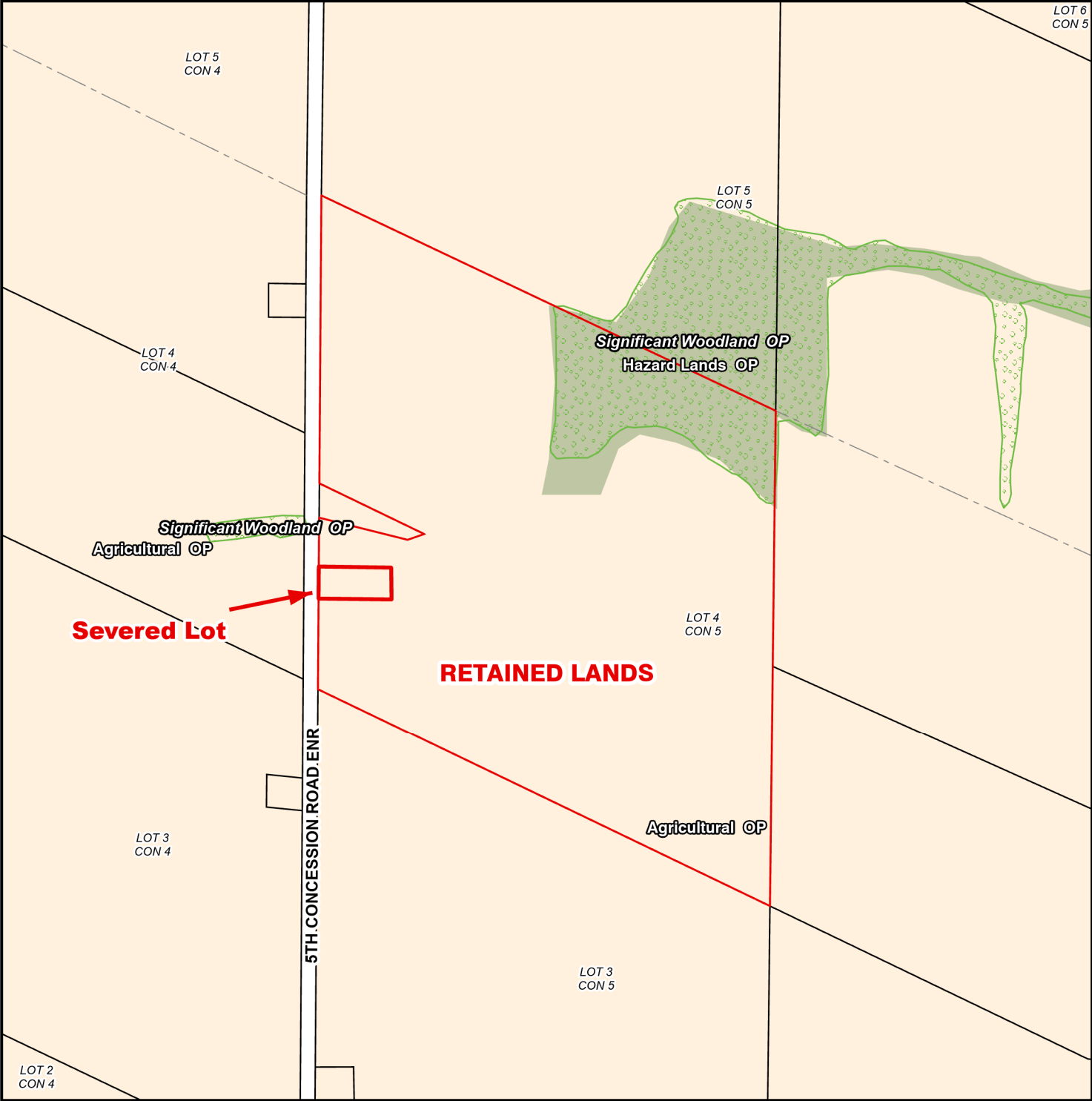
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- Subject Lands
- Lands Owned

7/14/2026

2025 Air Photo





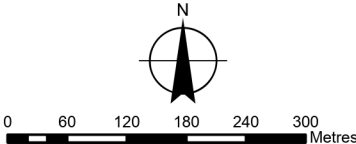
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- Subject Lands
- Lands Owned

Official Plan Designations

- Agricultural
- Hazard Lands
- Significant Woodland

7/14/2026

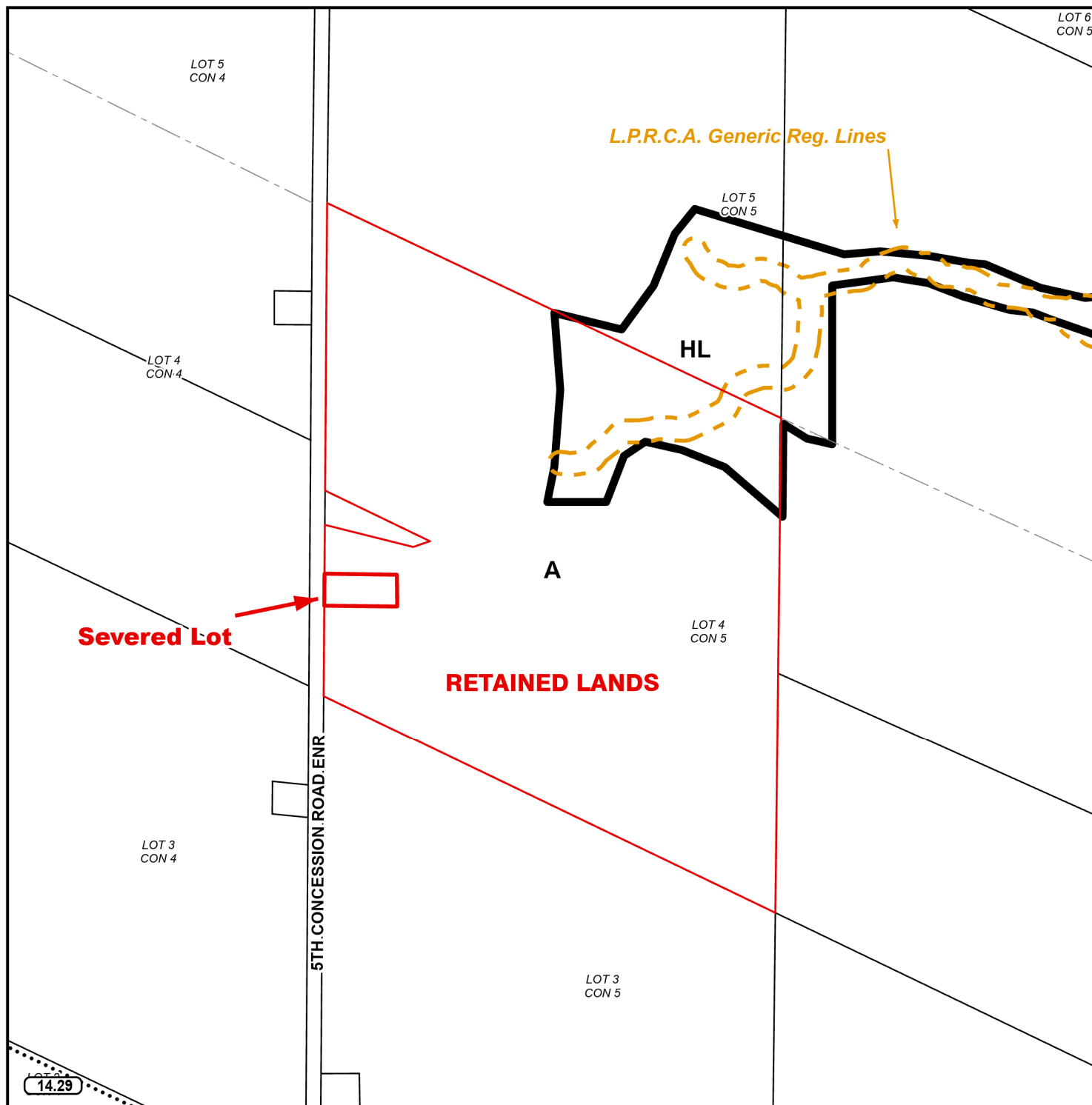


MAP C

ZONING BY-LAW MAP

Geographic Township of HOUGHTON

BNPL2026166



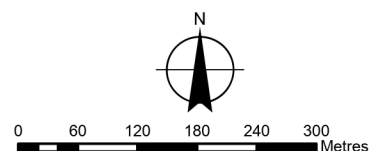
LEGEND

- Subject Lands
- Lands Owned
- LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

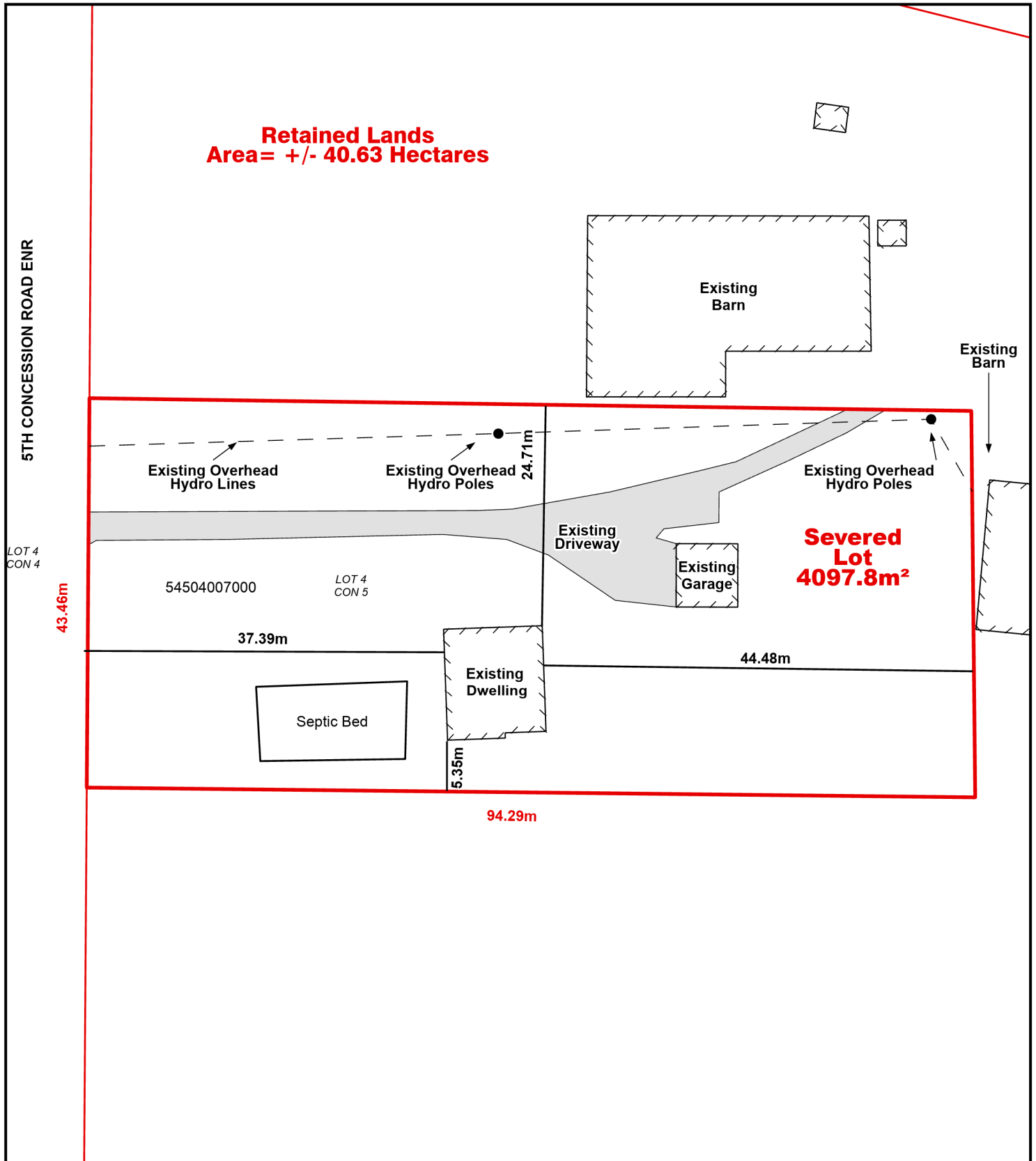
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- (H) - Holding
- A - Agricultural Zone
- HL - Hazard Land Zone



CONCEPTUAL PLAN

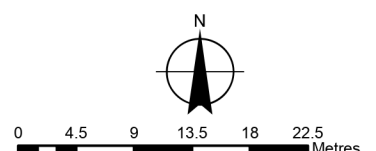
Geographic Township of HOUGHTON



Legend

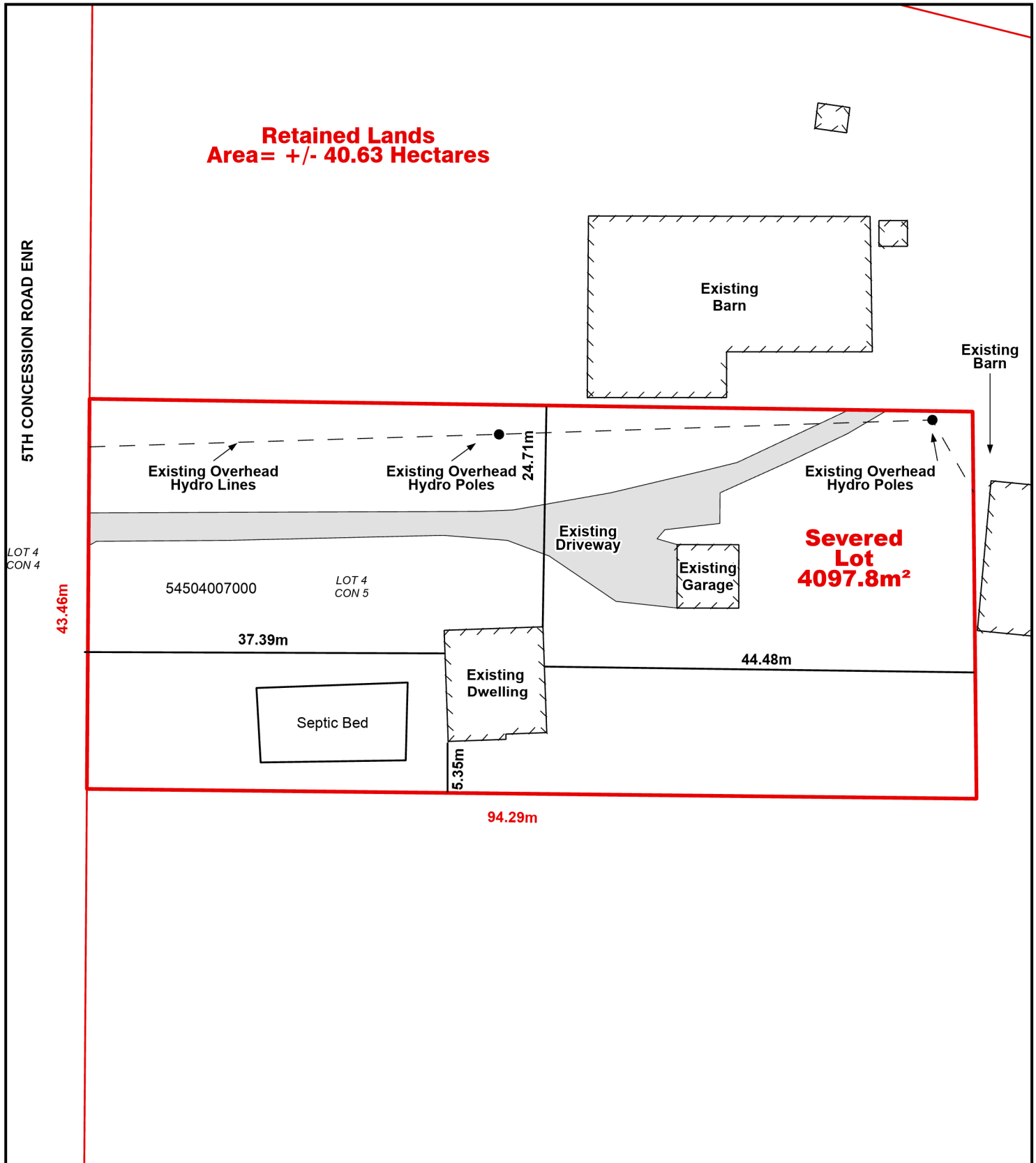
- Subject Lands
- Lands Owned

7/14/2026



CONCEPTUAL PLAN

Geographic Township of HOUGHTON



Legend

- Subject Lands
- Lands Owned

7/14/2026

