



vallee

*Consulting Engineers,
Architects & Planners*

July 09, 2026

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

Attention: Alisha Cull BES, MCIP, RPP, Ec.D. | Acting Director of Planning Services
Reference: 3039 Norfolk County Road 23
Surplus Farm Dwelling Severance
Our Project 25-097

Please accept this package as our formal submission for a Surplus Farm Dwelling Severance application for the property at 3039 Norfolk County Road 23 on behalf of Anne Jenkins.

Included in this submission are the following documents:

1. Signed Norfolk County consent application form.
2. Planning Brief prepared by G. Douglas Vallee Limited, dated July 09, 2026.
3. Severance Sketch prepared by Jewitt and Dixon, dated July 3rd, 2026.
4. Norfolk County Septic System Inspection Report PRSEP20230798 dated April 10th, 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

H:\Projects\2025\25-097 Jenkins Surplus Dwelling\Planning\Severance\3039 Norfolk County Road 23\0. Cover Letter.docx

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: _____

A. Applicant Information

Name of Owner _____

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

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

Name of Authorized Applicant _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____



Name of Authorized Agent

Address

Town and Postal Code

Phone Number

Cell Number

Email

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

☐ Owner

☐ Agent

☐ Applicant

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

B. Location, Legal Description and Property Information

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

Municipal Civic Address: _____

Land acquisition date (if known): _____

Present Official Plan Designation(s): Agriculture, Hazard Lands

Present Zoning: _____

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

☐ Yes ☐ No

If yes, please specify:

3. Present use of the subject lands:

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

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

5. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being architecturally and/or historically significant?

Yes ☐ No ☐

If yes, identify and provide details of the building:

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

7. Existing use of abutting properties:

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

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

☐ Yes ☐ No

If yes, describe the easement or restrictive covenant and its effect:

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

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

Number of new lots to be created (not including retained lot): _____

Please provide a separate table if more than one severed lot is being proposed.

i. Boundary Adjustment

1. Proposed final lot size and frontage of the benefitting lot _____

2. Identify the assessment roll number and property owner of the lands to which the lands will be conveyed:



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

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

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

Owners Name: _____

Roll Number: _____

Total Acreage: _____

Workable Acreage: _____

Existing Farm Type: (for example: corn, orchard, livestock) _____

Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built _____

Date of Land Purchase: _____

Owners Name: _____

Roll Number: _____

Total Acreage: _____

Workable Acreage: _____

Existing Farm Type: (for example: corn, orchard, livestock) _____

Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built _____

Date of Land Purchase: _____



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

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

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

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

D. Previous Use of the Property

1. Has there been an industrial or commercial use on the subject lands or adjacent lands?

☐ Yes ☐ No ☐ Unknown

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

2. Is there reason to believe the subject lands may have been contaminated by former uses on the site or adjacent sites?

☐ Yes ☐ No ☐ Unknown

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

☐ Yes ☐ No

E. Provincial Policy

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

☐ Yes ☐ No

If you answered no, please explain:

2. It is the owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement ?

☐ Yes ☐ No

If you answered no, please explain:

3. Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection?

☐ Yes ☐ No

If you answered no, please
explain: _____

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

Livestock facility or stockyard

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

Significant Woodland

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

Municipal Landfill

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

Sewage treatment plant or waste stabilization plant

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

Provincially Significant Wetland or other environmental feature

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

Floodplain

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

Rehabilitated mine site

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

Non-operating mine site within one kilometre

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

Active mine site within one kilometre

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

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

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

Active railway line

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

Seasonal wetness of lands

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

Erosion

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

Abandoned gas wells

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

F. Servicing and Access

Indicate what services are available or proposed:

Water Supply

- | | |
|--|---|
| ☐ Municipal piped water | ☐ 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:

G. Other Information

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

H. Supporting Material to be submitted by Applicant

In order for your application to be considered complete, folded hard copies and an electronic version of the site plan drawings, additional plans, studies and reports will be required in addition to a sketch plan in accordance with [Ontario regulation 197/96](#).

i) Sketch in Metric Units

A sketch showing the following, in metric units:

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

ii) Technical studies

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

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



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



I. Transfers, Easements and Postponement of Interest

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

Permission to Enter Subject Lands

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

Freedom of Information

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

<u>Carol Anne Jenkins</u>	<u>May 12th, 2026</u>
Owner/Applicant/Agent Signature	Date

J. Owner's Authorization

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

I/We Carol Anne Jenkins 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.

<u>Carol Anne Jenkins</u>	<u>May 12th, 2026</u>
Owner	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, Carroll Anne Jenkins of Norfolk

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

Carroll Anne Jenkins

Owner/Applicant/Agent Signature

In Norfolk County

This 12th day of May

A.D., 20 26

[Signature]

A Commissioner, etc.

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

SKETCH SHOWING
PROPOSED SEVERANCE

FOR:

Anne Jenkins
#3039 Norfolk County Road 23

SCALE: 1 : 500



JULY 3, 2026

METRIC NOTE:

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

CAUTION:

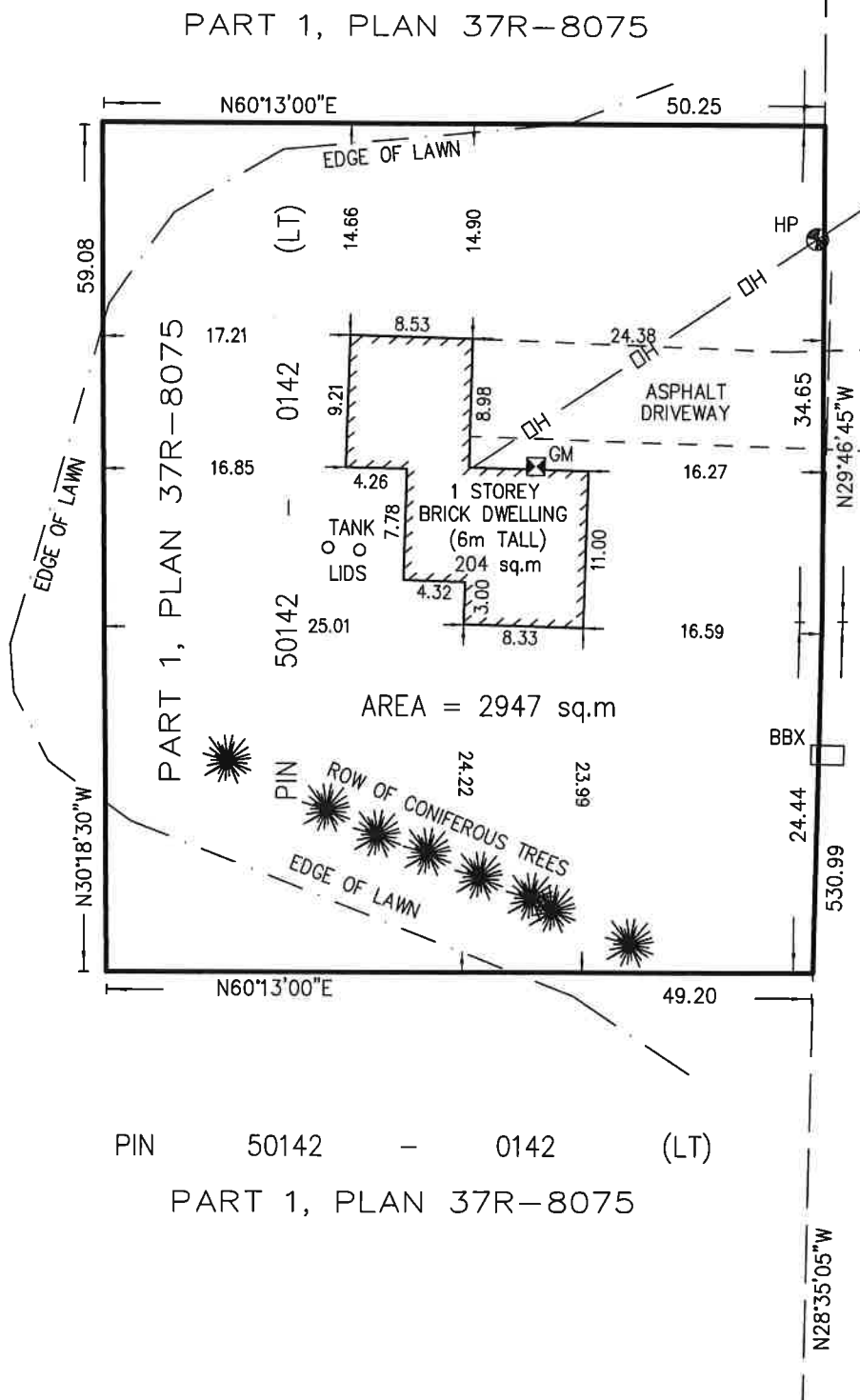
THIS IS NOT A PLAN OF SURVEY AND SHALL NOT
BE USED FOR PURPOSES OTHER THAN THE
PURPOSE INDICATED IN THE TITLE BLOCK.



LOT 141
CONCESSION SOUTH OF TALBOT ROAD

PIN 50142 - 0142 (LT)

PART 1, PLAN 37R-8075



COUNTY ROAD 23

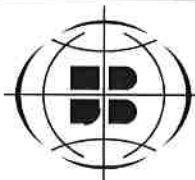
ROAD ALLOWANCE BETWEEN THE GEOGRAPHIC TOWNSHIPS OF MIDDLETON AND HOUGHTON



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IS STRICTLY PROHIBITED.

PROPERTY DESCRIPTION:

PART OF LOT 141, CONCESSION
SOUTH OF TALBOT ROAD
TOWNSHIP OF HOUGHTON
NORFOLK COUNTY



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

SURVEYING
MAPPING
GIS

650 Ireland Rd., Simcoe, ON N3Y 4K2
T: (519) 426-0842 www.jdbarnes.com

DRAWN BY:

J.L.M.

CHECKED BY:

K.S.H.

REFERENCE NO.:

26-54-595-00

DATED:

JULY 3, 2026



**Surplus Farm Dwelling Severance |
Planning Brief**

3039 Norfolk County Road 23

Date: July 9, 2026

Project: 25-093



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*Consulting Engineers,
Architects & Planners*

Surplus Farm Dwelling Severance | Planning Brief
3039 Norfolk County Road 23

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Surplus Farm Dwelling Severance | Planning Brief

3039 Norfolk County Road 23

Introduction

G. Douglas Vallee Limited has been retained Anne Jenkins, property owner of 3039 Norfolk County Road 23, to submit a formal application for a Surplus Farm Dwelling Severance as a result of consolidation for the above noted address.

Context

As shown in figure 1, the Subject Lands are approximately 51.41ha and are located on the west side of Norfolk County Road 23, south of Colonel Talbot Road. There is one dwelling and one irrigation pond located on the northern side of the parcel. The lands are zoned and designated as agriculture and hazard lands. The hazard lands are located on the southeastern portion of the Subject Lands (approximately 0.2ha), encompassing a portion of the Jenkins Drain and is within the regulation limits of the LPRCA. Approximately 0.91ha of the northern portion of the Subject Lands are within a PSW Adjacent layer. Lastly, there is approximately 28.4ha of active farmland and approximately 23.74ha of significant woodlands located on the parcel.

The surrounding land uses are primarily agricultural (figure 2). A residential lot abuts the northern portion of the subject lands, where the property owner resides, there is also one residential parcel opposite of the Subject Lands across Norfolk County Road 23.

Proposal

The client is submitting a Consent Application to conduct a Surplus Farm Dwelling Severance at 3039 Norfolk County Road 23. The proposed surplus farm dwelling severance resulting from consolidation will create an approximately 0.29ha lot inclusive of one dwelling, private septic system, and well. Part 1 and Part 2 have sufficient frontage along a maintained public road. The proposed severance seeks to sever approximately 240m² of farmland in active production, which is the minimum amount required to support the residential use. The amount removed is not significant and avoids the creation of an irregularly shaped lot. There appears to be no constraints associated with this severance.

Supporting Documents

Onsite Sewage Evaluation

It has been confirmed by the property owner that a new septic system was installed in 2023. A final inspection was conducted by the Norfolk County Building Department on April 13th, 2026. As such a Norfolk County Building Department Final Inspection Report PRSEP20230798, conducted on April 10, 2026 by Josh Evans, has been included in place of an Onsite-Sewage Evaluation Form.

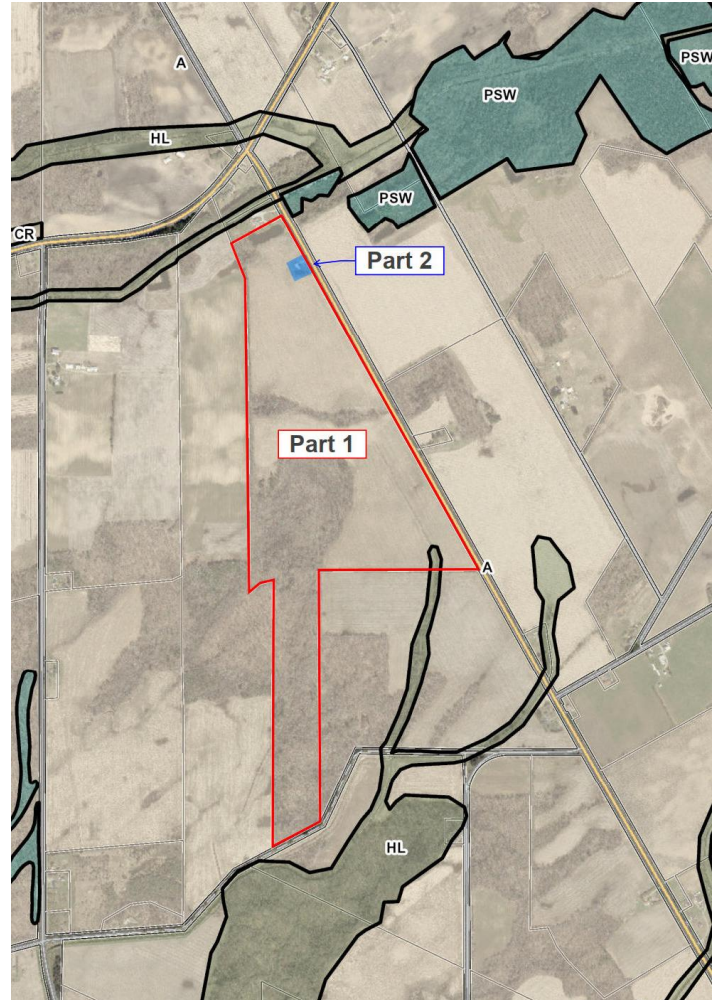


Figure 1 – Subject Lands

Surplus Farm Dwelling Severance | Planning Brief

3039 Norfolk County Road 23

Provincial Planning Statement 2024 (PPS)

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

The Subject Lands are located in a prime agricultural area as defined by the PPS 2024. Section 4.3.3.1(c) of the PPS permits the creation of one new residential lot per farm consolidation for a residence surplus to an agricultural operation, provided that the lot is limited to the minimum size needed to support the use and appropriate servicing, and that new residential uses are prohibited on the retained lands. The proposed severance meets these criteria. The lot is sized to accommodate the existing dwelling and associated private well and septic servicing. It is anticipated that a special provision to prevent the construction of a new dwelling on the retained lands will be applied by the County.

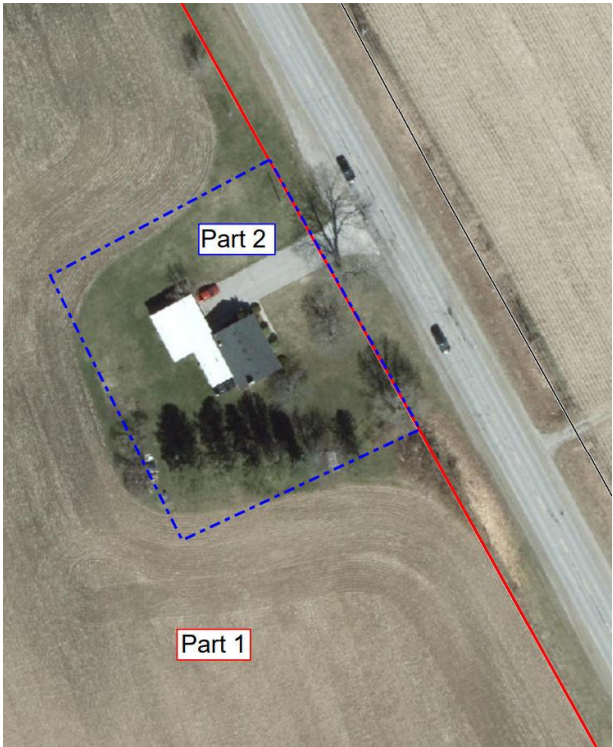


Figure 2 – Surrounding Context

Norfolk County Official Plan

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

Section 7.2.3(c) outlines conditions of approval for a consent granted under Section 7.2.3(a)(v). It states the County shall ensure the land is zoned such that no new residential dwelling will be permitted on the retained agricultural lot, and that the severed lot will not adversely affect any retained or adjacent farm operation or its viability. Criteria found under Section 7.2.3 can be found in Table 1 below:

Table 1 – 7.2.3 Agricultural Lot Creation and Lot Adjustment Policies		
Policy	Comment	Complies
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	The dwelling has been surplus to the farming operation for decades and the requested severance removes the minimum amount of agricultural land necessary to support the use. As such, the requested severance does not adversely impact the agricultural operations of the retained lands or adjacent lands	✓

Surplus Farm Dwelling Severance | Planning Brief

3039 Norfolk County Road 23

that the severed lot will not adversely affect the operation or viability of the farm operation on the retained lot or any adjacent land.		
c) 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;	The dwelling was constructed decades ago as indicated by the County Gis which depicts the building as early as its 2002 Base Map Layer.	✓
ii. the severed lot shall be of an appropriate size for the intended residential use, which shall be determined in the Zoning By-law, and shall minimize the amount of agricultural land removed from active production;	The lands to be severed total approximately 0.29ha. The proposed lot size is the minimum lot size necessary to support the use as prescribed by the PPS and Official Plan including the private septic system and well as seen on the severance sketch including with this application. The current proposed configuration provides a lot that: - Removes approximately 240m² of farmland from active production which is the minimum amount of agricultural land necessary to support the use. - Is in keeping with the configuration of residential lots in the surrounding area; - Is appropriate for the residential use and servicing needs associated with the dwelling;	✓
iii. the severed lot shall be serviced by approved water supply and wastewater treatment facilities to be situated on the lot to be created;	A private septic system and a well are present. The building department inspection report included with this submission confirms the existing septic system is in working order.	✓
iv. subject to the appropriate policies of this Plan, the severed lot shall be an appropriate distance from existing pits and quarries, waste disposal sites, and other potential land use conflicts;	N/A	✓
v. both the severed and retained lots shall be situated with frontage and safe and direct separate access onto a permanently maintained public road. Preference shall be given to locations on roads other than Provincial Highways or arterial roads;	Both the severed and retained lots have sufficient frontage along a maintained public road.	✓
vi. potential impacts of the consent on cultural heritage resources shall be assessed and mitigated where necessary;	This application does not pose to create potential impacts as the use is existing and there are no cultural heritage resources located on the subject lands.	✓



Surplus Farm Dwelling Severance | Planning Brief

3039 Norfolk County Road 23

vii. the severed lot shall comply with the minimum distance separation formulae;	Complies. See the MDS section below.	✓
viii. The severed lot shall not be permitted within provincially significant features. Consents adjacent to provincially significant features, or within or adjacent to natural heritage features, shall be supported by an environmental impact study (EIS), prepared accordingly with the policies of Section 9.7.1	The proposed severance is not within or adjacent to any provincially significant features.	✓
ix. Severances to separate Accessory Rental Dwellings from the farm property will not be permitted [3-OP-2000, Amendment 124]	N/A	✓

MDS

Section 7.2.3(c)(vii) of the Official Plan requires that all surplus farm dwelling severances comply with the minimum distance separation formulae. A desktop analysis of the surrounding area has confirmed that there appears to be one livestock operation approximately 740m away from the proposed severance at 120 Howards Road, which appears to be a horse farm.

As per Guideline #9 of the MDS guidelines, where the existing dwelling to be severed and the nearby livestock facility or anaerobic digester are located on separate lots prior to the consent, an MDS I setback is not required for the consent application (or associated rezoning) unless otherwise required by a municipal official plan policy. This is because a potential odour conflict may already exist between those surrounding livestock facilities or anaerobic digesters and the existing dwelling. As such, MDS calculations are not required.

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

Table 1 – 3.36 Surplus Farm Dwelling Severance

In addition to other provisions set out in this By-Law, where the Committee of Adjustment has approved the severance of a surplus farm dwelling lot (the “severed lot”) from an agricultural property (the “retained lands”) as a result of farm consolidation, the following provisions shall apply:

Policy	Comment	Complies
a) Notwithstanding the permitted uses in the Agricultural Zone (A), a single detached dwelling and home occupation shall not be permitted on the retained lands;	Noted. It is understood that a special zoning provision prohibiting the construction of a dwelling will be applied by the County to the balance of the lands should this application be approved.	✓
b) Any existing accessory buildings and structures existing on the severed lot at the time of severance, shall be deemed to be granted relief from the applicable building height and accessory building or structure lot coverage regulations existing at the time	This severance does not seek to include any accessory buildings	✓



Surplus Farm Dwelling Severance | Planning Brief

3039 Norfolk County Road 23

of severance and relief from the usable floor area regulation to a maximum of 200 square metres;		
c) Any existing residential dwelling on the severed lot shall be deemed to be granted relief from the front yard setback, interior side yard or exterior side yard setback provisions where a non-conformity exists at the time of severance;	None created.	✓
d) Any new zoning deficiencies created by the severance of the severed lot, excluding those matters set out in paragraphs (b) and (c) above, shall require zoning relief through the approval of a planning application;	None created.	✓
e) For any lands that are subject to the provisions of this Subsection, a Special Provision of 14.898 shall be added to the appropriate Zoning By-Law map schedule to reference this General Provision and its applicability. These amendments may be permitted from time to time without further notice being required. [1-Z-2016]	Noted.	✓

Discussion

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

This surplus farm dwelling severance application seeks to establish a 0.29ha residential lot resulting from consolidation. The dwelling, constructed over ten years ago, has been surplus to the farming operation since the property was acquired. The severance contains an existing dwelling, attached garage, septic system, and water well. The septic system was recently installed and is in proper working order, as confirmed by the Norfolk County Building Department Inspection Report included with this submission.

The severance represents the minimum size required and removes the minimum amount of agricultural land necessary to support the existing use, has sufficient frontage, and is in keeping with the residential lots in the surrounding area.

As such a decision by the Committee of Adjustment to approve the Surplus Farm Dwelling Severance at 3039 Norfolk County Road 23 would be consistent with the PPS, Norfolk Official Plan and Zoning By-law.



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3039 Norfolk County Road 23

Summary

The applicant is seeking a Surplus Farm Dwelling Severance on an agricultural parcel municipally known as 3039 Norfolk County Road 23. The intent of this application is to sever approximately 0.29ha from a 51.41ha parcel. Parts 1 and 2 would have sufficient frontage. It is understood that the retained farm parcel will be rezoned by the County to include a special provision prohibiting the construction of a new dwelling.

As outlined in this report, the proposed surplus farm dwelling severance complies with applicable local and provincial policies. Accordingly, a decision by the Committee of Adjustment to approve this application at 3039 Norfolk County Road 23, is consistent with the policies of the Provincial Policy Statement, the Norfolk County Official Plan and Zoning By-law.

Brief prepared by:



James Canzano, BA Spec Hons
Planner

G. DOUGLAS VALLEE LIMITED

2 Talbot Street North, Simcoe Ontario, N3Y 3W4

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Norfolk County Building Department

Inspection Report

PRSEP20230798

Inspection Date: April 10, 2026
Address: 3039 NORFOLK COUNTY ROAD 23

Building Inspector: Josh Evans
Inspection: Septic Final Inspection
Inspection Outcome: **Passed**

Deficiencies / Comments / Notes:

Met Anne onsite at time of inspection

1. Grass growing on bed
2. No outstanding documents

Septic permit complete; OK to close permit

Josh Evans
Building Inspector 1
(226) 667-3655 Ext. 8214
josh.evans@norfolkcounty.ca

Upcoming / Remaining Inspection(s)

Inspection Requests:

Phone: 519-426-5870 | 226-NORFOLK ext. 4677 (INSP) and leave a message
Email: inspections@norfolkcounty.ca
Portal: permits.norfolkcounty.ca/CityViewPortal/

Please include your name, civic address, permit number, type of inspection and the date of the inspection request. Inspection requests must be in by 3:00pm, 1-2 days in advance to be conducted. The inspector will contact you prior to the inspection to setup an approximate time.

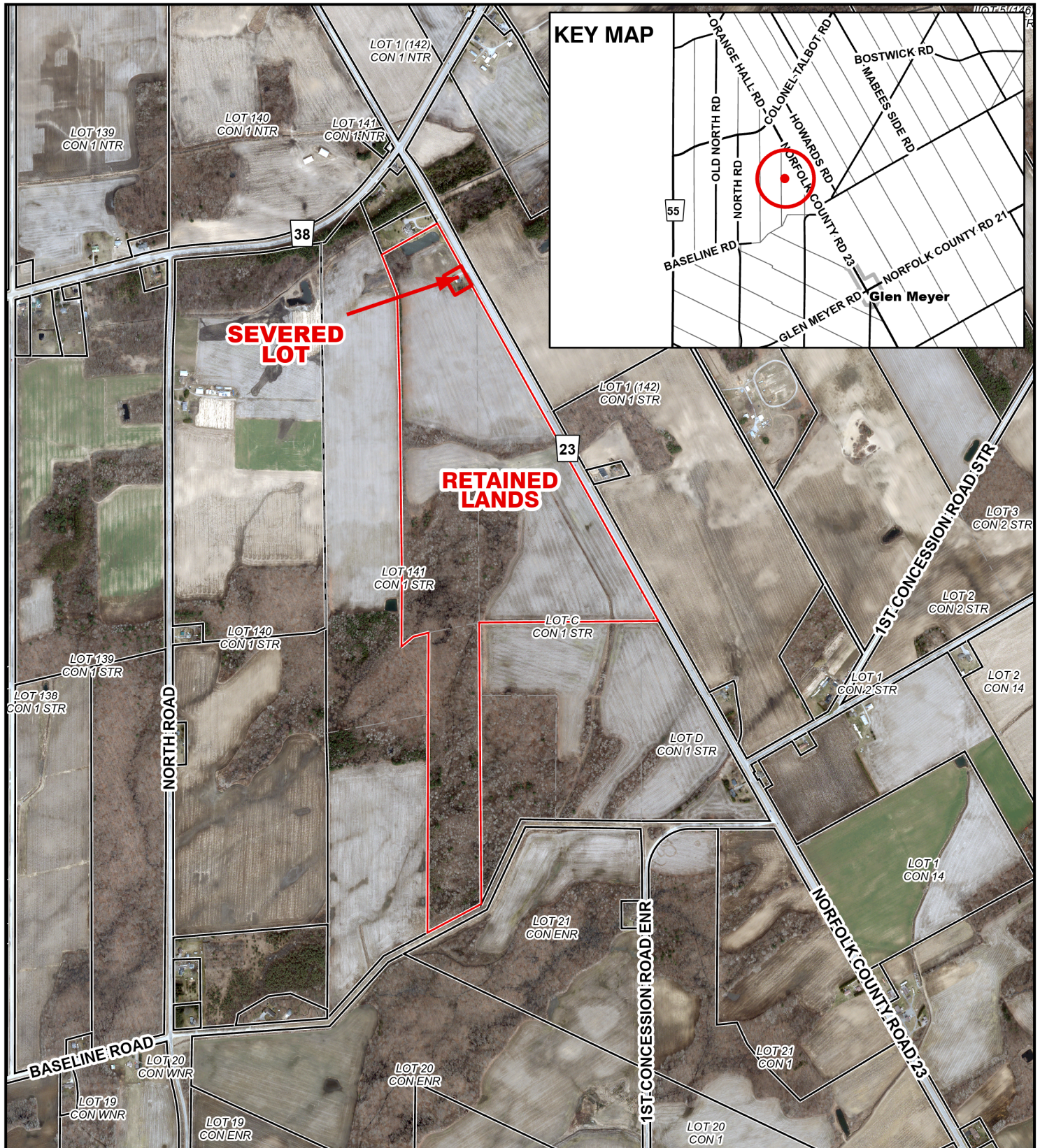
Website:

www.norfolkcounty.ca/business-building-and-development/building-and-renovating/

Community and Development Services- Building Department12 Gilbertson Drive, Simcoe,
Ontario, Canada, N3Y 4N5 - 519-426-5870 | 226-NORFOLK Extension 6016

CONTEXT MAP

Geographic Township of HOUGHTON

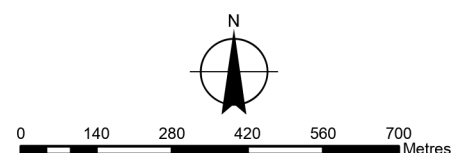


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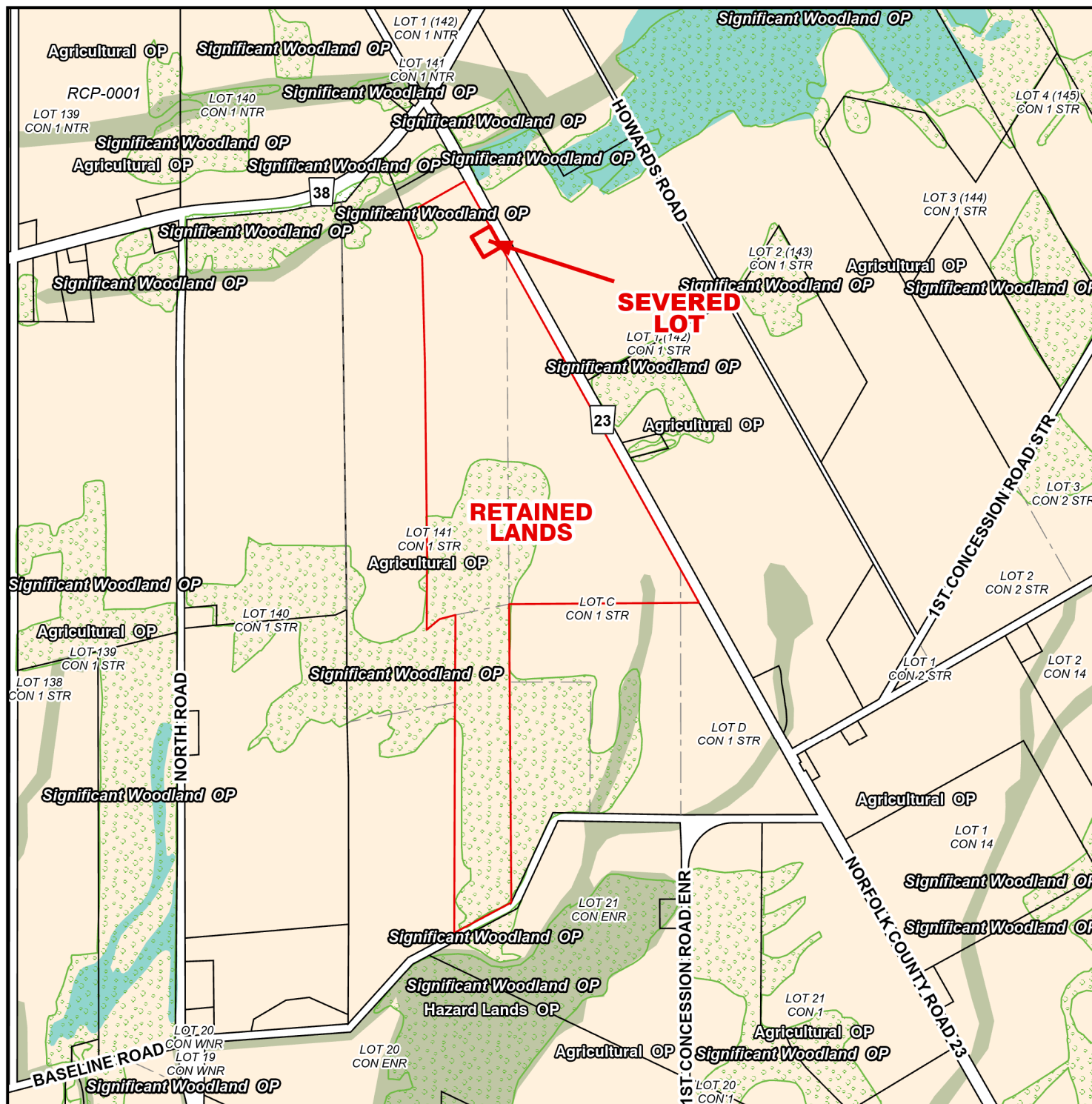
- Subject Lands
- Lands Owned

2025 Air Photo

8/13/2026



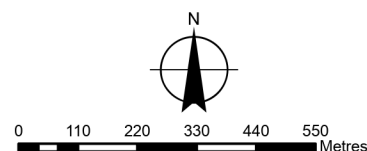
Geographic Township of HOUGHTON



8/13/2026

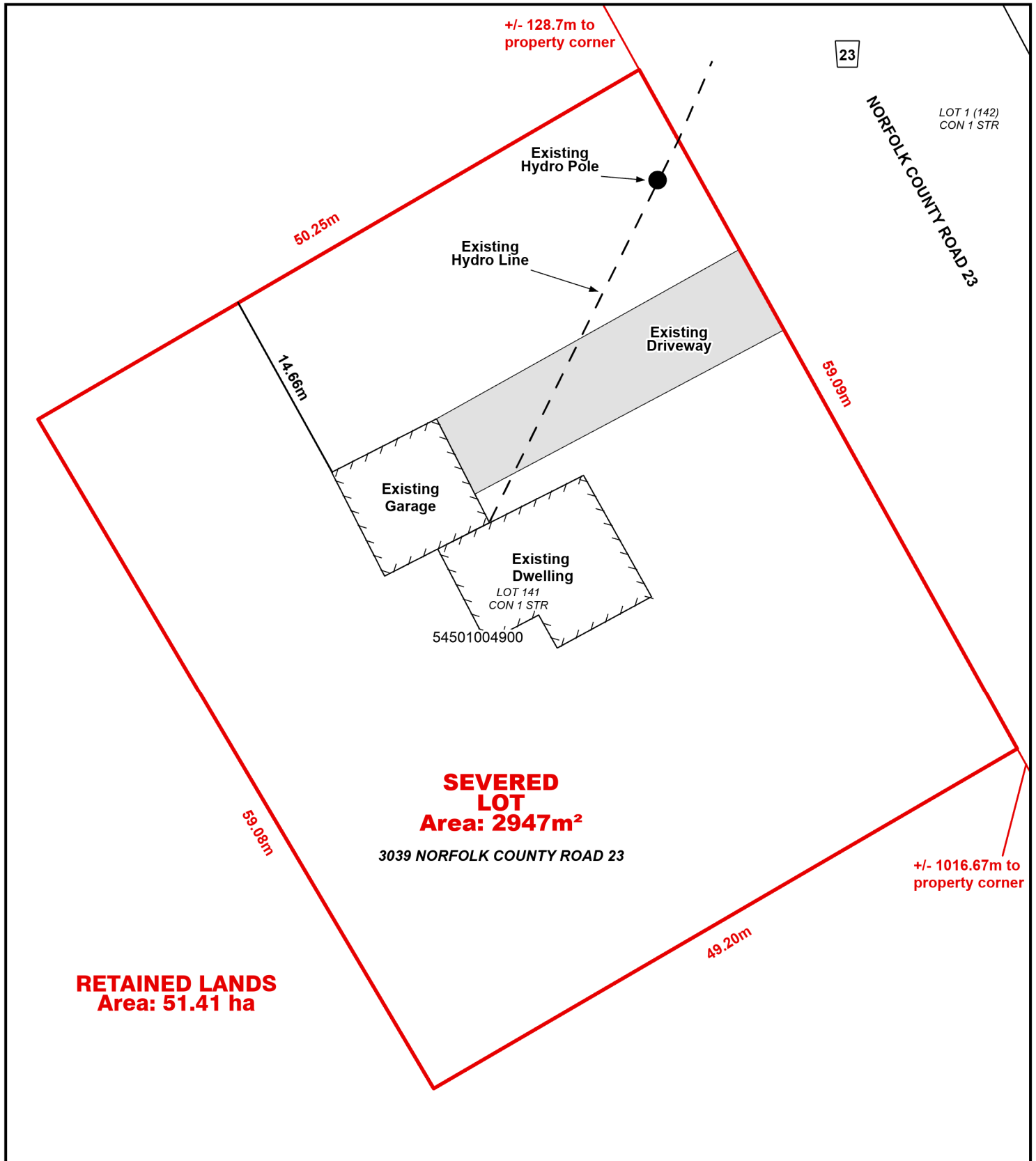
- ☐ Subject Lands
- ☐ Lands Owned

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



CONCEPTUAL PLAN

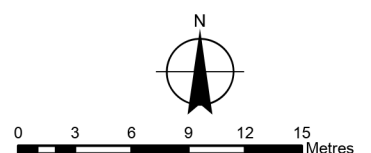
Geographic Township of HOUGHTON



Legend

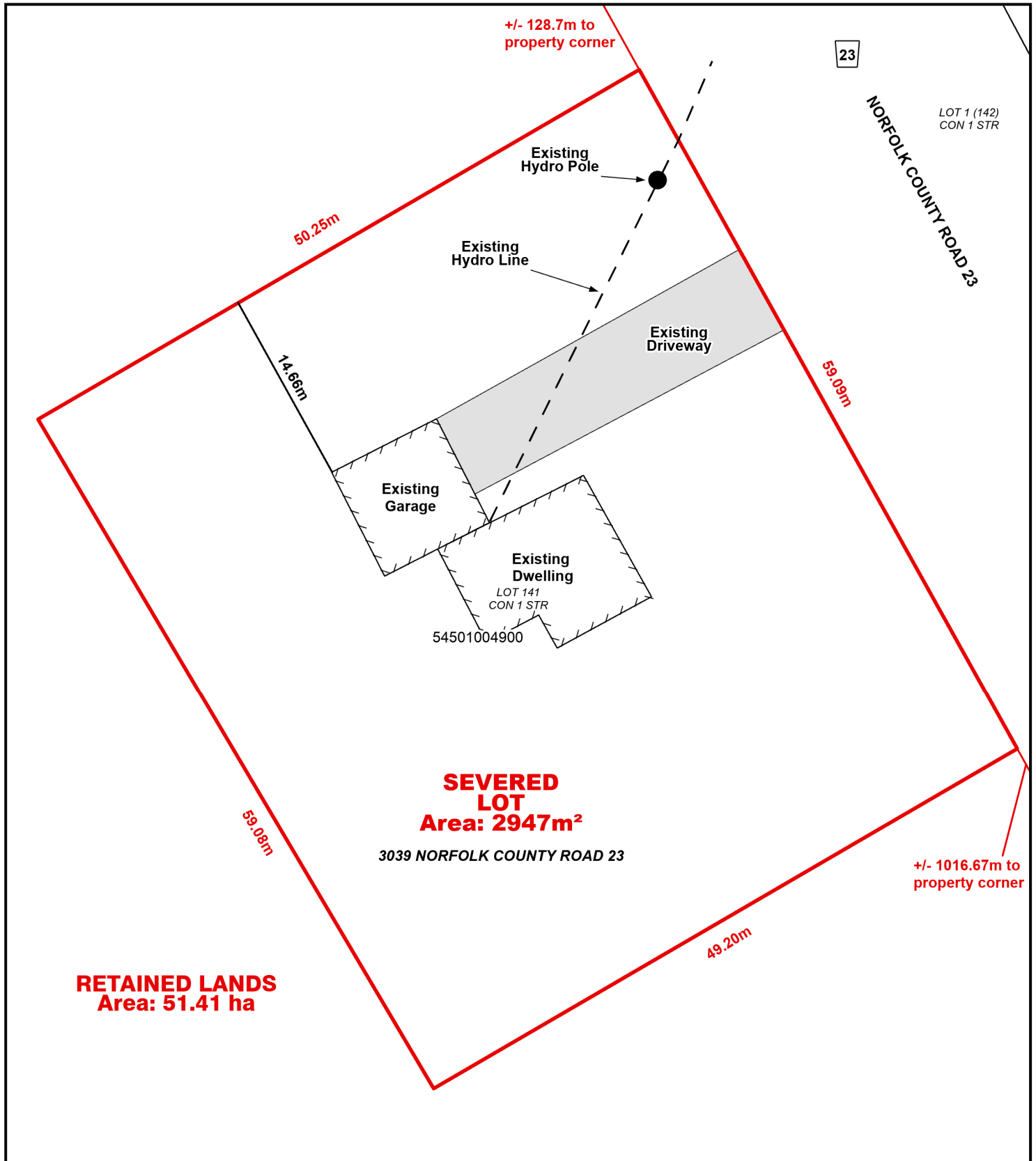
- Subject Lands
- Lands Owned

8/13/2026



CONCEPTUAL PLAN

Geographic Township of HOUGHTON



Legend

- Subject Lands
- Lands Owned

8/13/2026

