

Planning Department Development Application Form

Complete Application

A complete development application consists of the following:

1. A completed, signed, and notarized application form
2. Supporting information adequate to illustrate your proposal as indicated in **Section H** of this application form
3. Written authorization from the registered owner of the subject lands where the applicant is not the owner as per Section N
4. 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.

Pre-Submission Consultation:

Norfolk County requires a Pre-Consultation Meeting for all applications; however, minor applications may be exempted depending on the nature of the proposal. The purpose of a Pre-Consultation Meeting is to provide the applicant with an opportunity to present the proposed application, discuss potential issues, and for the Norfolk County and Agency staff to identify the application requirements. Application requirements, as detailed in the Pre-Consultation Meeting Comments, are valid for one year after the meeting date.

Development Application Process

Once an application has been deemed complete by a Planner, Norfolk County staff will circulate the application to adjacent landowners, public agencies, and internal departments for comment. The time involved in application processing varies depending on its complexity, acceptability to the other agencies, and statutory Planning Act decision time-frames.

Payment is required once your application is deemed complete. Pre-payments will not be accepted.

Norfolk County collects personal information submitted through this form under the Municipal Freedom of Information and Protection Act's authority. Norfolk County will use this information for the purposes indicated or implied by this form. You can direct questions about collecting personal information to Norfolk GIS Services at NorfolkGIS@norfolkcounty.ca.

Additional studies required for the complete application shall be at the applicant's sole expense. Sometimes, peer reviews may be necessary to review particular studies at the applicant's expense. In these cases, Norfolk County staff will select the company to complete the peer review.

Norfolk County will refund the original fee if applicants withdraw their applications before circulation. If Norfolk County must recirculate your drawings, there will be an additional fee. If Norfolk County must do more than three reviews of engineering drawings due to revisions by the owner or failure to revise engineering drawings as requested, Norfolk County will charge an additional fee. Full refunds are only available before Norfolk County has circulated the application.

Notification Sign Requirements

For public notification, Norfolk County will provide you with a sign to indicate the intent and purpose of your development application. It is your responsibility to:

1. Post one sign per frontage in a conspicuous location on the subject lands.
2. Ensure one sign is posted at the front of the subject lands at least three feet above ground level and not on a tree.
3. Notify the Planner when the sign is in place.
4. Maintain the sign until the development application is finalized and, after that, remove it.

Contact Us

For additional information or assistance completing this application, please contact a Planner at 519-426-5870 or 519-875-4485 extension 1842 or planning@norfolkcounty.ca. Please submit the completed application and fees to the attention of the Planning Department at 185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6.

For Office Use Only:	SPPL2024156		
File Number	_____	Public Notice Sign	_____
Related File Number	_____	Application Fee	1,373.00
Pre-consultation Meeting	Feb. 8, 2024	Conservation Authority Fee	Yes - required
Application Submitted	May 6, 2024	Well & Septic Info Provided	No
Complete Application	May 17, 2024	Planner	Hanne Yager

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

- ☐ Official Plan Amendment
- ☐ Zoning By-Law Amendment
- ☐ Temporary Use By-law
- ☐ Draft Plan of Subdivision/Vacant Land Condominium
- ☐ Condominium Exemption
- ☒ Site Plan Application
- ☐ Extension of a Temporary Use By-law
- ☐ Part Lot Control
- ☐ Cash-in-Lieu of Parking
- ☐ Renewable Energy Project or Radio Communication Tower

Please summarize the desired result of this application (for example, a special zoning provision on the subject lands to include additional use(s), changing the zone or official plan designation of the subject lands, creating a certain number of lots, or similar)

Property Assessment Roll Number: _____

A. Applicant Information

Name of Owner

Address

Town and Postal Code

Phone Number

Cell Number

Email

Name of Applicant

Address

Town and Postal Code

Phone Number

Cell Number

Email

Name of Agent

Address

Town and Postal Code

Phone Number

Cell Number

Email

Unless otherwise directed, Norfolk County will forward all correspondence and notices regarding this application to both 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 corresponding number:

3. Present use of the subject lands:

4. Please describe **all existing** buildings or structures on the subject lands and whether they will 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 the 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: 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.

1. Please explain what you propose to do on the subject lands/premises which makes this development application necessary:

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

3. Does the requested amendment alter all or any part of the boundary of an area of settlement in the municipality or implement a new area of settlement in the municipality? ☐ Yes ☐ No If yes, describe its effect:

4. Does the requested amendment remove the subject land from an area of employment? ☐ Yes ☐ No If yes, describe its effect:

5. Does the requested amendment alter, replace, or delete a policy of the Official Plan?
☐ Yes ☐ No If yes, identify the policy, and also include a proposed text of the policy amendment (if additional space is required, please attach a separate sheet):

6. 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: _____

7. Description of proposed right-of-way/easement:

Frontage: _____

Depth: _____

Width: _____

Area: _____

Proposed use: _____

8. Name of person(s), if known, to whom lands or interest in lands to be transferred, leased or charged (if known):

9. Site Information**Zoning****Proposed**

Please indicate unit of measurement, for example: m, m² or %

Lot frontage	_____	_____
Lot depth	_____	_____
Lot width	_____	_____
Lot area	_____	_____
Lot coverage	_____	_____
Front yard	_____	_____
Rear yard	_____	_____
Left Interior side yard	_____	_____
Right Interior side yard	_____	_____
Exterior side yard (corner lot)	_____	_____
Landscaped open space	_____	_____
Entrance access width	_____	_____
Exit access width	_____	_____
Size of fencing or screening	_____	_____
Type of fencing	_____	_____

10. Building Size

Number of storeys	_____	_____
Building height	_____	_____
Total ground floor area	_____	_____
Total gross floor area	_____	_____
Total useable floor area	_____	_____

11. Off Street Parking and Loading Facilities

Number of off street parking spaces	_____	_____
Number of visitor parking spaces	_____	_____
Number of accessible parking spaces	_____	_____
Number of off street loading facilities	_____	_____

12. Residential (if applicable)

Number of buildings existing: _____

Number of buildings proposed: _____

Is this a conversion or addition to an existing building? ☐ Yes ☐ No

If yes, describe: _____

Type	Number of Units	Floor Area per Unit in m2
Single Detached	_____	_____
Semi-Detached	_____	_____
Duplex	_____	_____
Triplex	_____	_____
Four-plex	_____	_____
Street Townhouse	_____	_____
Stacked Townhouse	_____	_____
Apartment - Bachelor	_____	_____
Apartment - One bedroom	_____	_____
Apartment - Two bedroom	_____	_____
Apartment - Three bedroom	_____	_____

Other facilities provided (for example: play facilities, underground parking, games room, or swimming pool):

13. Commercial/Industrial Uses (if applicable)

Number of buildings existing: _____

Number of buildings proposed: _____

Is this a conversion or addition to an existing building? ☐ Yes ☐ No

If yes, describe:

Indicate the gross floor area by the type of use (for example: office, retail, or storage):

Seating Capacity (for assembly halls or similar): _____

Total number of fixed seats: _____

Describe the type of business(es) proposed: _____

Total number of staff proposed initially: _____

Total number of staff proposed in five years: _____

Maximum number of staff on the largest shift: _____

Is open storage required: ☐ Yes ☐ No

Is a residential use proposed as part of, or accessory to commercial/industrial use?

☐ Yes ☐ No If yes please describe:

14. Institutional (if applicable)

Describe the type of use proposed: _____

Seating capacity (if applicable): _____

Number of beds (if applicable): _____

Total number of staff proposed initially: _____

Total number of staff proposed in five years: _____

Maximum number of staff on the largest shift: _____

Indicate the gross floor area by the type of use (for example: office, retail, or storage):

15. Describe Recreational or Other Use(s) (if applicable)

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. 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. 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. 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. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

- | | |
|--|---|
| <input type="checkbox"/> Municipal piped water | <input type="checkbox"/> Communal wells |
| <input type="checkbox"/> Individual wells | <input type="checkbox"/> Other (describe below) |
-

Sewage Treatment

- | | |
|---|---|
| <input type="checkbox"/> Municipal sewers | <input type="checkbox"/> Communal system |
| <input type="checkbox"/> Septic tank and tile bed in good working order | <input type="checkbox"/> Other (describe below) |
-

Storm Drainage

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Storm sewers | <input type="checkbox"/> Open ditches |
| <input type="checkbox"/> Other (describe below) | |
-

2. Existing or proposed access to subject lands:

- | | |
|---|---|
| <input type="checkbox"/> Municipal road | <input type="checkbox"/> Provincial highway |
| <input type="checkbox"/> Unopened road | <input type="checkbox"/> Other (describe below) |

Name of road/street: _____

G. 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 properly named 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. Key map
4. Scale, legend and north arrow
5. Legal description and municipal address
6. Development name
7. Drawing title, number, original date and revision dates
8. Owner's name, address and telephone number
9. Engineer's name, address and telephone number
10. Professional engineer's stamp
11. Existing and proposed easements and right of ways
12. Zoning compliance table – required versus proposed
13. Parking space totals – required and proposed
14. All entrances to parking areas marked with directional arrows
15. Loading spaces, facilities and routes (for commercial developments)
16. All dimensions of the subject lands
17. Dimensions and setbacks of all buildings and structures
18. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
19. Gross, ground and useable floor area
20. Lot coverage
21. Floor area ratio
22. Building entrances, building type, height, grades and extent of overhangs
23. Names, dimensions and location of adjacent streets including daylighting triangles
24. Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs
25. All exterior stairways and ramps with dimensions and setbacks
26. Retaining walls including materials proposed
27. Fire access and routes
28. Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
29. Location of mechanical room, and other building services (e.g. A/C, HRV)
30. Refuse disposal and storage areas including any related screening (if indoors, need notation on site plan)
31. Winter snow storage location

32. Landscape areas with dimensions
33. Natural features, watercourses and trees
34. Fire hydrants and utilities location
35. Fencing, screening and buffering – size, type and location
36. All hard surface materials
37. Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
38. Business signs (make sure they are not in sight lines)
39. Sidewalks and walkways with dimensions
40. Pedestrian access routes into site and around site
41. Bicycle parking
42. Architectural elevations of all building sides
43. All other requirements as per the pre-consultation meeting

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:

- ☐ Zoning Deficiency Form
- ☐ On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- ☐ Architectural Plan
- ☐ Buildings Elevation Plan
- ☐ Cut and Fill Plan
- ☐ Erosion and Sediment Control Plan
- ☐ Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- ☐ Landscape Plan
- ☐ Photometric (Lighting) Plan
- ☐ Plan and Profile Drawings
- ☐ Site Servicing Plan
- ☐ Storm water Management Plan
- ☐ Street Sign and Traffic Plan
- ☐ Street Tree Planting Plan
- ☐ Tree Preservation Plan
- ☐ Archaeological Assessment
- ☐ Environmental Impact Study

- ☐ Functional Servicing Report
- ☐ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Schedule
- ☐ Noise or Vibration Study
- ☐ Record of Site Condition
- ☐ Storm water Management Report
- ☐ Traffic Impact Study – please contact the Planner to verify the scope required

Site Plan applications will require the following supporting materials:

1. Two (2) complete sets of the site plan drawings folded to 8½ x 11 and an electronic version in PDF format
2. Letter requesting that the Holding be removed (if applicable)
3. A cost estimate prepared by the applicant's engineer
4. An estimate for Parkland dedication by a certified land appraiser
5. Property Identification Number (PIN) printout

Standard condominium exemptions will require the following supporting materials:

- ☐ Plan of standard condominium (2 paper copies and 1 electronic copy)
- ☐ Draft condominium declaration
- ☐ Property Identification Number (PIN) printout

Your development approval might also be dependent on 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. Development Agreements

A development agreement may be required prior to site plan approval, subdivision and condominium applications. Should this be necessary for your development, you will be contacted by the agreement administrator with further details of the requirements including but not limited to insurance coverage, professional liability for your engineer, additional fees and securities.

J. Transfers, Easements and Postponement of Interest

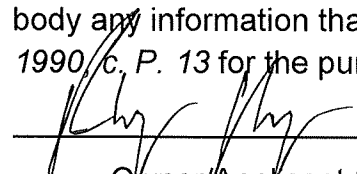
The owner acknowledges and agrees that if required, it is their solicitor's responsibility on behalf of the owner, to disclose the registration of all transfer(s) of land and/or easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's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



Owner/Applicant Signature



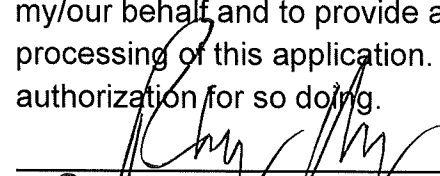
Date

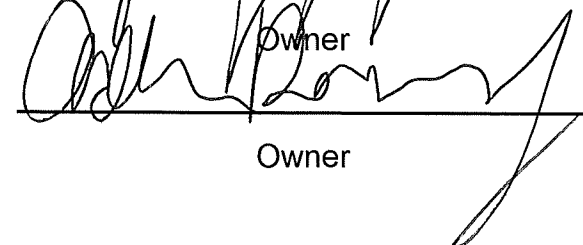
M. Owner's Authorization

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.

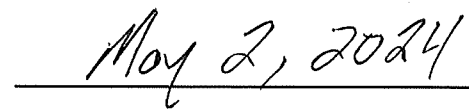
I/We Rhyus & Andrea Reeves am/are the registered owner(s) of the lands that is the subject of this application.

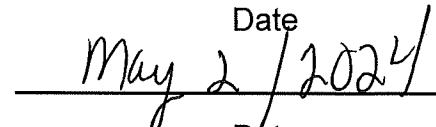
I/We authorize Mary Elder of Elder Plans Inc. to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.



Owner


Owner



Date


Date

N. Declaration

I, Mary Elder 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

Mary Elder
Owner/Applicant Signature

In Norfolk County

This 17th day of May

A.D., 2024

[Signature]
A Commissioner, etc.

Jodi Lynn Pfaff-Schimus, a
Commissioner, etc., Province of Ontario.
for the Corporation of Norfolk County.
Expires March 1, 2025.



Pre-Consultation Meeting Notes


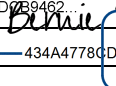
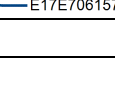
Date: December 20, 2023
Description of Proposal: Forestry Farm School
Property Location: 1353 Charlotteville Road 8
Roll Number: 331049304012900

Please read all the information in this document on the requirements for future development planning applications. As a result of the information shared at the pre-consultation meeting dated December 20, 2023, the following applications and qualified professional documents/reports are required as part of a complete application. Please include all listed items with the application to ensure a complete application. The County reserves the right to change, reduce or add requirements for a complete application, particularly if the submission does not match the proposal as reviewed during the pre-submission consultation meeting.

Please note that various fees are associated with each application, and there are also costs for qualified professionals retained to complete various documents/reports. All requirements identified are minimum and determined as of the date of the pre-consultation meeting, with the information available at that time. As the proposal proceeds, more information is made public, additional applications, studies, reports, etc., may be required. The information in this document is applicable for a maximum of one (1) year from the meeting date.

Before you submit your application, please contact the assigned Planner to confirm submission requirements and the applicable fee. Fees will not be accepted until the submission has been reviewed and confirmed by the Planning Department.

As part of a complete application, a signed version of these meeting notes is required.

Proponent / Agent Name	Signature:	Date
Rhyus Reeves	 DocuSigned by: 82146D09D0B9462...	5/16/2024 12:00 PM EDT
Bernie Solymar	 DocuSigned by: 434A4778CDDC4F...	5/16/2024 12:11 PM EDT
Mary Elder	 E17E70615731401...	5/16/2024 12:17 PM EDT

Privileged Information and Without Prejudice

Table of Contents

Pre-Submission Consultation Meeting Notes..... 1

Attendance List..... 1

Table of Contents 2

 Proposal Summary 2

List of Application Requirements* and General Comments 3

 Planning Department 3

 Planning Comments..... 4

 Development Engineering..... 6

 Agreements..... 8

 Conservation Authority..... 9

 Long Point Regional Conservation Authority..... 9

 Building 10

 Corporate Support Services – Realty Services 13

 Fire Department 14

Appendix A: Planning Reference Materials..... 15

 Provincial Policy Statement, 2020..... 15

 Norfolk County Official Plan 15

 Norfolk County Zoning By-Law 1-Z-2014 15

Proposal Summary:

We will be providing open space and our woods for Nature’s Calling Environmental Education, a charitable organization with a mission to connect children and nature to operate their Norfolk Forest School, a registered private school.

A 32’ x 24 school portable will be set-u in the field. The structure will be set on deck blocks. This means that the portable can be readily removed, with no permanent components, if ever required.

We will provide hydro to the site. A year-round porta-potty trailer will be placed near the building, along with a 8’ x 20’ sea can for the organization’s storage needs (learning supplies and materials). Other than that, only a pollinator garden, sand box, and fire pit will be installed.

The forest school operates from September through June with no more than 18 children and 3 staff per day. A small parking area will be designated for staff (4 spaces) in the front field as well as a drop off/pick up zone (10 spaces for parents).

Privileged Information and Without Prejudice
List of Application Requirements* and General Comments

Planning Department

Planning application(s) required to proceed		Required
Official Plan Amendment Application		
Zoning By-law Amendment Application		
Site Plan Application – On-Farm Diversified Use		X
Draft Plan of Subdivision Application		
Draft Plan of Condominium Application		
Part Lot Control Application		
Consent / Severance Application		
Minor Variance Application		
Removal of Holding Application		
Temporary Use By-Law Application		
Other -		
Planning requirements for a complete application The items below are to be submitted as part of the identified Planning Application(s). ** electronic/PDF copies of all plans, studies and reports are required**	Required at OPA/ Zoning Stage	Required at Site Plan Stage
Agricultural Impact Assessment		
Air Treatment Control Study		
Archeological Assessment		
Contaminated Site Study		
Dust, Noise and Vibration Study		
Elevation Plan		
Environmental Impact Study (Scoped)		X
Geotechnical Study		
Heritage Impact Assessment		
Hydrogeological Study		
Landscaping Plan		
Market Impact Analysis		
Minimum Distance Separation Schedule		X**
MOE D-Series Guidelines Analysis		
Neighbourhood Plan		
Odour Mitigation Plan		
Parking Assessment		
Planning Justification Report/Impact Analysis		X
Photometrics (Lighting) Plan		

Privileged Information and Without Prejudice

Record of Site Condition		
Restricted Land Use Screening Form		
Site Plan/Drawing		X
Topographical Study		
Other: Farm Business Registration Number		X***
Other:		
Additional Planning Requirements		Required
Development Agreement		X (TBD)
Parkland Dedication/Cash-in-lieu of Parkland		X (TBD)

* Any changes to a proposal may necessitate changes to Planning Department submission requirements. Reports and studies are subject to peer review.

** In accordance with 7.2.2.p) of the Official Plan where applicable.

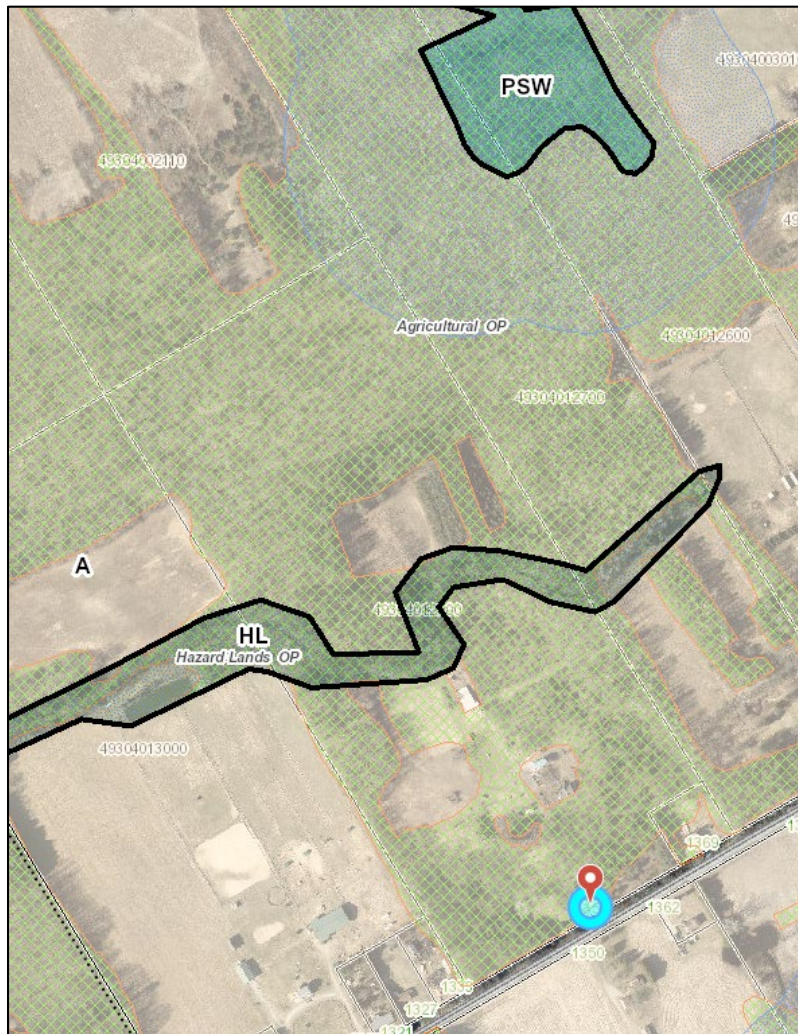
*** FBR must be in good standing (active) and associated with the current *farm operation* associated with the subject lands.

Summary of Fees, Forms, and other information pertaining to the Planning process can found by visiting <https://www.norfolkcounty.ca/government/planning/>

See Appendix A for additional information

Planning Comments

The subject lands are designated Agricultural and Hazard Lands in Norfolk County's Official Plan. A majority of the subject lands also intersect with three Natural Heritage Features as identified by section 3.5. of Norfolk County's Official Plan: significant woodlands, Species at Risk, and lands adjacent to a Provincially Significant Wetland. The subject lands are also zoned Agricultural and Hazard Lands in the Zoning By-Law of Norfolk County.



The following documents are required to be submitted as part of a complete site plan application:

- Planning Justification Brief (outlining how proposal meets requirements for On Farm Diversified Uses per the PPS, Official Plan and Zoning By-Law)
- Environmental Impact Statement (Scoped)
- Site Plan (prepared and stamped by a qualified professional – see Appendix A for list of typical items to be include on a Site Plan).

- Number and types of vehicles expected to be serviced daily
- The expected number of employees, clients, children to be on site
- The period of time (hours and days) activity will take place

- Zoning Table
- Area of proposed *on-farm diversified uses* vs. and remaining lands

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- Location of parking for the proposed use (dimensions, access aisles, accessible parking, signage)
- Dimensions of existing and proposed snow storage, garbage disposal, outdoor storage
- Proposed visual buffering (e.g. landscaping, privacy fencing) between proposed use and adjacent residential lot located south of the proposed location (1369 Charlotteville Road).

Staff note a pre-consultation was held on June 21, 2023 for Nature's Calling proposing a similar development on a separate site (1271 Charlotteville Road 8).

Endangered and threatened species and their habitat are protected under the provinces Endangered Species Act, 2007 (ESA), O. Reg. 242/08 & O. Reg. 830/21. The Act prohibits development or site alteration within areas of significant habitat for endangered or threatened species without demonstrating that no negative impacts will occur. The Ministry of Environment, Conservation and Parks provides the service of responding to species at risk information requests and project screenings. The proponent is responsible for discussing the proposed activity and having their project screened with MECP (Ministry of Environment, Conservation and Parks).

Please be advised that 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.

Assigned Planner:

Hannelore Yager, MscPl.
Planner
Ext. 8095
Hannelore.yager@norfolkcounty.ca

Development Engineering

Development Engineering requirements to proceed The below requirements are to be submitted as part of the Formal Development Planning application.	Required at OPA/ Zoning Stage	Required at Site Plan Stage	Potentially Required (See Notes Section)
General Requirements			
Concept Plan		X	
Lot Grading Plan		X	
Siltation and Erosion Control Plan		X	
General Plan of Services		X	
Geotechnical Report			X
Functional Servicing Brief		X	

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Storm Water Servicing Requirements – Section 7.0 and Section 8 Norfolk County Design Criteria and ISMP Section 4.0			
Storm Water Management Design Report (including calculations)		X	
Establish/Confirm Legal and Adequate Outlet		X	
Anticipated Flow/Analysis to Receiving Collection System		X	
Municipal Drainage		X	
Transportation Requirements – Section 6.0 Norfolk County Design Criteria, ISMP Section 5.0, Section 6.0 and Appendix J			
Traffic Impact Study		X	
Improvements to Existing Roads & Sidewalk (urbanization, pavement structure, widening sidewalk replacement, upgrades, extension and accessibility)		X	

General Notes:

1. Securities are to be provided in the amount of 10% of site works and 100% of works within the right-of-way. This is to be provided in a security schedule. A copy of Norfolk County's template can be provided. This can be provided at time of Site Plan.
2. All reports and drawings are to be signed and stamped by a Professional Engineer (P. Eng) and adhere to Norfolk County's Design Criteria and Integrated Sustainable Master Plan (ISMP). A copy of these criteria is available upon request.
3. Recommendations from all reports (FSR, SWM, TIS, Modelling, etc.) must be incorporated into the design and be constructed at the developer's expense.
4. All applicable permits and inspections to be issued by Public Works
5. As per Norfolk County By-Law 2016-32, only one entrance is permitted per residential lot.

Required at Site Plan Stage:

6. Concept Plan;
7. Lot Grading Plan and General Plan of Services drawing can be shown on one engineering plan as long as it's legible for review.
8. A Functional Servicing Brief will be required. The FSR will explain the type of sanitary and water services required for this development and explain how each service will meet the Norfolk County Water and Wastewater requirements.
 - a. From the submission there was a comment about a year-round porta-potty trailer. The FSR should also explain what the clean water requirements for hand

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washing are and how this will be satisfied. This must be explained in an FSR.

9. A Stormwater Management Brief (SWM) is to be completed as per Norfolk County Design Criteria Section 7.0 and comply with Section 4.0 of the ISMP. The overall SWM shall include confirmation of Legal and Adequate outlet.
 - a. Development Engineering is aware that this property drains into the “Clark Watershed” Municipal Drain and that the drain travels through this property. As a result, any changes to the Municipal Drain for additional culverts or drainage area changes due to Intensification or increased flows will require Drainage Act compliance. For questions or concerns pertaining to the Drainage Act please contact Bill Mayes, Drainage Superintendent, Norfolk County, bill.mayes@norfolkcounty.ca
10. A Traffic Impact Study should be required with every planning application. However, as this development is small in nature, ask that you complete a Traffic Impact Brief. Hence, as per Norfolk County’s ISMP Appendix J - TIS Guidelines, a Traffic Impact Brief can be prepared based on the following sections of the Appendix J - TIS Guidelines:
 - a. Section A1.3 – Existing Conditions;
 - b. Section A1.4 – Study Area;
 - c. Section A1.5 – Development Land Use Type & Site Plan;
 - d. Analysis:
 - i. Sightlines;
 - e. Conclusions and Recommendations
11. All entrances are to be shown on the plans. Entrances must conform to Norfolk County Design Criteria and By-law 2016-32 and encompass any recommendations from the Traffic Impact Brief.
12. All entrances are to be paved on municipal property as a minimum. And be designed to accommodate Emergency Vehicle access to service this type of proposal.
13. All internal Roadways are to meet NCDC Section 16.5.02 Internal Roadway Design. This will also support the needs of Emergency Vehicles

Brett Hamm
Junior Development Technologist
Brett.Hamm@norfolkcounty.ca

Agreements

If performance securities are required as part of your planning application approval, the Owner will be required to enter into a development agreement with the County that will be registered on title to the subject lands, at their expense. If required, the additional requirements for a development agreement could include, but are not limited to the

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following:

- Engineering drawing review
- Engineer's schedule of costs for the works
- Clearance letter and supporting documentation to support condition clearance
- User fees and performance securities
- Current property identification number (PIN printout) (can be obtained by visiting <https://help.onland.ca/en/home/>)
- Owner's commercial general liability Insurance to be obtained and kept in force during the terms of the agreement
- Postponement of interest. If there are mortgages / charges on your property identifier, your legal representative will be required to obtain a postponement from your bank or financial institution to the terms outlined in your development agreement
- Transfers and / or transfer easements along with registered reference plan

Annette Helmig
 Agreement and Development Coordinator
Annette.Helmig@norfolkcounty.ca

Conservation Authority

Long Point Regional Conservation Authority

Conservation Authority requirements to proceed	May be Required	Required
Conservation Authority Permit	X	

Site Characteristics

The subject property is subject to flooding hazards associated with a municipal drain in the northern portion of the property.

Ontario Regulation 178/06

The subject lands are regulated by Long Point Region Conservation Authority under Ontario Regulation 178/06. Permission from this office is required prior to any development within the regulated area.

Development 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,

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- site grading, or
- the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere (Conservation Authorities Act, R.S.O. 1990, c. 27, s. 28 (25))

All development must be located outside of Norfolk County's Hazard Land Zoning, including the sea-can and portable washroom.

Current Planning Application Fees (2023)

Pre-consultation Fee - \$339

Zoning By-Law Amendment- \$514.15*

Variance- \$514.15*

Site Plan Control- \$514.15* * Accompanied by 1 technical report- \$813.60, Accompanied by 2 technical reports- \$1,615.90

LPRCA fees, applications, and helpful resources can be found can be found by visiting <https://lprca.on.ca/planning-permits/planning-fees/>

Sincerely,

Isabel Johnson, Resource Planner

ijohnson@lprca.on.ca

Isabel Johnson, Resource Planner

ijohnson@lprca.on.ca

Building

Zoning Administrator:

1. Farm consists of chickens, apples and berries. Will be expanding to garlic and bees in 2024.
- Proposing on-farm diversified use for a nature school through Nature's Calling Environmental Education (NCEE)
2. Proposed use must comply with section 12.3 of the Norfolk Count Zoning Bylaw

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12.3 On-Farm Diversified Use

12.3.1 Any *on-farm diversified use* shall be subject to the following provisions:

- a) an *on-farm diversified use* shall only be permitted on an existing farm operation;
- b) no *on-farm diversified use* shall exceed a combined total of one (1) hectare;
- c) the gross floor area of all buildings used for an *on-farm diversified use* shall not exceed 20 percent of the acceptable land area, as calculated in 12.3.1 b);
- d) the land area and the area of existing buildings used for an *on-farm diversified use* may be discounted at the rate of 50 percent. Where an *on-farm diversified use* uses the same footprint as a demolished building, the land area for the use may be similarly discounted by 50 percent;
- e) 100 percent of the area needed for a parking space and outdoor storage for the *on-farm diversified use* will be included in the area calculation.
- f) where an *on-farm diversified use* uses an existing farm laneway, or parking area, the area of the laneway or parking area will not be included in the area calculations. [34-Z-2019]

3. Parking to comply with section 4.0 of the Norfolk County Zoning Bylaw

- Number of spaces okay as they comply with section 4.9(pp)
- Ensure 1 Type A accessible parking space provided as per section 4.3.3
- Ensure spaces are dimensioned on site plan as per section 4.1.3 and 4.3.1

4. Any proposed lighting to comply with section 3.16 of the Norfolk County Zoning Bylaw

5. Zoning table to be provided on site plan

Hayley Stobbe
 Zoning Administrator
 Extension 1060
Hayley.stobbe@norfolkcounty.ca

Building Inspector:

The proposed construction is considered an A2 assembly type occupancy for the portable classroom as defined by the Ontario Building Code (OBC). You will need to retain the services of an Architect and a Professional Engineer to complete the design documentation for this application.

The Designer will need to provide a Part 3 Building Code matrix. This matrix represents selected elements from your detailed code analysis and presents a quick overview to the municipal building official of the key OBC factors concerning your design. The matrix will identify OBC review items such as occupant loads, fire separations, project description, building size, building classification, fire alarms, type of construction, barrier free requirements, plumbing fixture requirements and spatial separations.

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The Designers calculated occupant load will determine the number of required water closets and lavatories as per OBC Subsection 3.7.4. Plumbing Facilities.

SB10 Energy Efficiency forms will need to be completed by your Designer, this will address insulation of the building envelope, HVAC systems and lighting.

The Designer will need to include review of OBC Section 3.9. Portable Classrooms.

The Design will need to comply with OBC Subsection 3.1.19. Above Ground Electrical Conductors, depending on the voltage, the clearances to the building will vary. Deck blocks are not designed to support a building, only a floating deck up to maximum clearance of 24" from grade to underside of floor joists.

The Sea Container used as storage will require a building permit and is to be anchored to the ground.

A Class 4 type sewage system requires a septic permit and a qualified individual with a BCIN# for On-Site Sewage Systems would be required to complete the design for any proposed new septic system. The septic system must be sized for the proposed flow and all OBC Part 8 clearances will be required. Municipal septic permits/inspections are for the sum of all septic systems on the property up to a flow of 10,000L, above which requires MOE approvals.

Fire departments serving remote or rural areas often have to respond to a fire with a transportable water supply of sufficient volume for approximately 5 to 10 minutes when using one or two 38 mm hose lines. This would provide minimal hose streams allowing immediate search and rescue operations in small buildings with simple layouts but limited fire suppression capabilities, especially if a fire is already well-established.

In order for the proposed buildings to not require an on-site water supply the buildings must comply with OBC Sentence A-3.2.5.7. and it must be shown that the fire department can respond with a transportable water supply of sufficient quantity to allow them to conduct an effective search and evacuation of the building, determined on the basis of other guidelines or standards (such as, NFPA 1142, "Standard on Water Supplies for Suburban and Rural Fire Fighting").

The applicable law checklist is included in the minutes and will need to be completed at time of permit application, note that the Ministry of Education is listed.

Signs proposed due to development will require a permit as part of Norfolk's Sign Bylaw and may need a Building Permit according to the OBC.

Items for Site Plan

Site plan drawings need to have enough detail, to determine compliance with the code

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references listed.

- 1) Indicate location of access route and access route design [OBC 3.2.5.4 to 3.2.5.6]...MAYBE REQUIRED
- 2) Revised fire water pond design and calculations. [OBC 3.2.5.7]..... MAYBE REQUIRED
- 3) Location and specifications of exterior lighting. Lighting to be included in SB-10 report – energy efficiency
- 4) Indicate barrier free path of travel from parking area to building entrance. Construction of curb cuts and location of tactile attention indicators is required. [OBC 3.8.1.3, & 3.8.3.2]
- 5) Location of revised septic system (if required)
- 6) Provide building elevations and cross section, showing building massing, location of proposed entrances and exits, barrier free controls, exterior lighting locations, and exterior signage. [Planning Act 41(4).2]

Items for Building Permit

“-Industrial Commercial Institutional (ICI)”, “Septic System Application” & “Applicable Law Checklist” Step by Step Guide Building Permit Package has been attached to the minutes herein, this contains information on drawing requirements, designers, forms, contact information for Building Department etc.

If you have any questions on the building permit process or plans required, please contact permits@norfolkcounty.ca or 226-NORFOLK (226-667-3655) ext. 6016

Jonathan Weir
Building Inspector

Extension 1832
jonathan.weir@norfolkcounty.ca

Corporate Support Services – Realty Services

If you are required to enter into a Development Agreement, this Agreement will be registered on title to your property. Any Lenders who have mortgages registered on title will need to postpone their interest to the Agreement so that the Development Agreement will stand in first priority.

Alisha O'Brien, Generalist,
Realty Services
realty.services@norfolkcounty.ca

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Fire Department

Norfolk County Fire has the following comments for this proposal:

- A proper driveway and turn around facilities are to be provided to the school area- this driveway shall be able to accommodate the size and weight of standard fire department apparatus and other emergency vehicles
- Contact the Fire Department for more information on burn permits when required

Katie Ballantyne
Community Safety Officer
Katie.Ballantyne@norfolkcounty.ca

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Appendix A: Planning Reference Materials

Following is a summary of some land use planning reference materials. It is the requirement of the applicant to ensure compliance with applicable legislation, policies and regulations.

Provincial Policy Statement, 2020

<https://www.ontario.ca/page/provincial-policy-statement-2020>

Norfolk County Official Plan

<https://www.norfolkcounty.ca/government/planning/official-plan/>

Section 9.6.1 outlines requirements in relation to requests to amend the Official Plan.

Section 9.6.2 outlines requirements in relation to requests to amend the Zoning By-law.

It is the responsibility of the proponent to review and ensure relevant Official Plan policies are addressed in any future development application.

Norfolk County Zoning By-Law 1-Z-2014

<https://www.norfolkcounty.ca/government/planning/new-zoning-by-law/>

The provisions of the Norfolk County Zoning By-Law shall apply to all lands within the boundaries of Norfolk County. No land, building or structure shall be used, erected, or altered in whole or in part except in conformity with the provisions of this By-Law. No land, building or structure shall be used or occupied except for uses that are specifically identified in the By-Law as permitted uses by the relevant zoning category.

It is the responsibility of the proponent to review and ensure relevant Zoning By-law provisions are addressed in any future development application



APPLICABLE LAW CHECKLIST

The Building Code Act prohibits the issuance of a building permit if the proposed construction or demolition will contravene an applicable law as defined by the Building Code. The questions below will help you to determine if an applicable law applies to your project. No timeframe for building permit review can be established until all required applicable law approvals are completed and the approval documents are submitted to the Building Division.

If the answer is **YES** to any question, the relevant approval documents must be submitted with this permit application. Where any required approval has **NOT** been obtained, the agencies listed on the back of this form must be contacted to obtain approval, and the declaration on the bottom of this form must state accordingly.

Property Address: _____ **Permit Number (office use)** _____

Zoning By-Laws – Norfolk County Planning Department	YES	NO
Is/was relief required to permit a minor zoning variance in your proposal?		
Is/was rezoning required to permit the proposed building or land use?		
Is a land division or subdivision required and not yet fully completed?		
Are municipal services required but not yet completed or available?		

Planning Approval - Norfolk County Planning Department	YES	NO
Is this property regulated by Site Plan Control under Section 41 of the Planning Act?		

Heritage - Norfolk County Heritage and Culture Department	YES	NO
Are you demolishing a building that is listed on the County's heritage inventory?		
Is the building designated or in the process of being designated?		
Is the property located in a heritage district or study area?		

Construction and Fill Permits – Long Point Regional or Grand River Conservation Authority	YES	NO
Is the property located within a regulated area (i.e. abutting a ravine, watercourse, wetland, or shoreline)?		

Building and Land Use Permits - Ontario Ministry of Transportation	YES	NO
Is the property within 45m of a highway or 180 m from any highway intersection?		
Is the property within 395m of a controlled highway intersection? (applies to Sign Permits)		
Is this a major traffic generating project located within 800m of a highway?		

Clean Water Act – Public Works	YES	NO
Is the property located within a Source Water Protection regulated area?		
If yes: does a Water Source Protection Plan restrict the land use you are proposing? (s.59 screening form may be required)		

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Agriculture and Farms - Ontario Ministry of Agriculture and Food	YES	NO
Is this a farm building that will house animals or manure?		
Is this a milk processing plant?		

Crown Lands Work Permit – Ministry of Natural Resources	YES	NO
Are you proposing to construct or place a structure or combination of structures that are in physical contact with more than 15 square meters of shore lands?		
Are you proposing to build on Crown Land?		

Electrical Conductor Clearances - Electrical Safety Authority	YES	NO
Are any overhead power lines located above or within 5.5 metres of the proposed building?		

Environmental Approvals - Ministry of Environment, Conservation, Parks	YES	NO
Is a Record of Site Condition required to be filed because of a change to more sensitive land use? Is the property a former waste disposal site?		
Is this project a major industrial, commercial, or government project?		
Is this a renewable energy project?		
Does this property have a Certificate of Property Use under the Environmental Protection Act?		

Child Care Centres - Ministry of Education	YES	NO
Is a daycare proposed in any part of the building?		

Seniors Centres - Ministry of Children, Community and Social Services	YES	NO
Is this a seniors project where Ontario Government funding is being sought?		

Long Term Care Centres – Ministry of Health & Long Term Care	YES	NO
Construction, alteration or conversion of building used for a nursing home?		

Education Act - Ministry of Education	YES	NO
Is the project being carried out on the property of an educational facility?		
If so, is any or all building on the property being fully or partially demolished?		

DECLARATION – I have considered the list of applicable laws in the Ontario Building Code as described above, and do hereby declare that:

	None of these applicable law approvals apply to this project
	Applicable laws checked 'yes' apply to this project, and approval documents are submitted with this application.
	Applicable laws checked 'yes' apply to this project; however, all approval documents have not yet been obtained

The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation, or partnership with respect to this application (if applicable).

Name: _____ Signature: _____ Date: _____

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Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **NOT** administered by the Building Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application. The Building Department is required by law to prioritize applications that are fully complete in terms of applicable law approvals and document submissions. Building permit documents must be consistent with applicable law approvals. If you answer yes to any of the following question please reach out to these agencies for approvals.

Zoning and Planning – Community Services Division – Norfolk County

Zoning 519-426-5870 ext. 6064 or zoning@norfolkcounty.ca

Planning 519-426-5870 ext. 1842 or planning@norfolkcounty.ca

Planning Act, s.34, 34(5), 45, and Part VI

Zoning By-laws restrict such things as land use, lot size, building size, and setbacks. If your project does not comply with any part of the Zoning By-law, a minor variance or rezoning must be obtained before any building permit can be issued. Zoning By-laws also restrict the issuance of permits until any associated land division, subdivision, or municipal servicing is complete.

Planning Act, s.41

Site Plan Approval applies to commercial, industrial, institutional, multi-residential and intensive livestock site plans. The site plan agreement must be registered before site plans will be approved.

Conservation Authority Permits

Grand River Conservation Authority (GRCA) 1-866-900-4722 or grca@grandriver.ca

Long Point Regional Conservation Authority (LPRCA) 1-888-231-5408 or conservation@lprca.on.ca

Conservation Authorities Act s. 28 (1)(c), regulation 166/06

Development within certain conservation regulated areas requires a construction and fill permit from the conservation authority before any building permit can be issued. GRCA or LPRCA will confirm if your property falls within their jurisdiction.

Highway Corridor Building & Land Use Permits

Ministry of Transportation (MTO) 1-800-268-4686 or

www.mto.gov.on.ca/english/highway-bridges/highway-corridor-management/index.shtml

Public Transportation and Highway Improvement Act, s.34, 38

Ministry authorization is required for construction of all buildings within certain distances of a highway or intersection. The requirement for Ministry authorization extends to 800m from a highway where development will generate major traffic, such as a shopping centre.

Environmental Approvals

Ministry of the Environment, Conservation and Parks (MECP) 1-800-461-6290 or www.ontario.ca

Environmental Protection Act s. 46, 47.3, 168 and the Environmental Assessment Act s 5.

Ministry of Environment approvals are required where a property of industrial or commercial use is changed to more sensitive residential or parkland use, for major government, industrial and commercial projects where defined by regulation, properties formerly used for landfill or waste disposal, or renewable energy projects.

Electrical Conductor Clearances

Electrical Safety Authority 1-877-372-7233 or www.esasafe.com

Subsection 3.1.19. of the Ontario Building Code prohibits buildings being located beneath or within a certain minimum distances of overhead electrical conductor wires, other than the power feed to the building.

Source Water Protection – Environmental and Infrastructure Services – Norfolk County

Environmental Services – Stephanie Davis- Manager, Water & Wastewater Compliance- 519-426-5870 ext. 8037 or Stephanie.Davis@norfolkcounty.ca

Cambium Inc. Racheal Doyle – sourcewaterprotection@cambium-inc.com

Clean Water Act s. 59

Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated Risk Management Official

Agriculture and Farms

Ministry of Agriculture Food and Rural Affairs 1-877-424-1300 or www.omafra.gov.on.ca

Nutrient Management Act 2002 s.11 reg 267/03, Milk Act s.14

Buildings or structures that house animals or store manure may trigger a requirement for a nutrient management strategy approved by the Ministry. The Ministry must determine that a milk processing plant is necessary and authorize it before a building permit can be issued.

Child Care Centres

Ministry of Education (905) 895-9192 or www.ontario.ca

Child Care and Early Years Act, s. 14 reg 137/15

Ministry plan approval is required if a new building is proposed to be used as a day nursery, an existing building is proposed to be used, altered or renovated for a day nursery, or if an existing day nursery is altered or renovated.

Seniors Centres

Ministry of Children, Community and Social Services 1-888-789-4199 or www.mcscs.gov.on.ca

Elderly Persons Centres Act s. 6 of reg 314

Reports must be submitted to the Minister and approval obtained for all seniors centres to which government funding applies.

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Long Term Care Homes

Ministry of Health & Long Term Care 1-800-387-5559 or www.health.gov.on.ca

Nursing Home Act s. 4, 5 reg 832

Homes for the Aged & Rest Homes Act s. 14

The Long Term Health Care Act is designed to help ensure that residents of long-term care homes receive safe, consistent, high-quality, resident-centred care.

Education

Ministry of Education (905) 895-9192 or www.ontario.ca

Education Act s. 194

The board shall obtain approval from the Minister for the demolition of any buildings located on a school site regulated by the Education Act. App

Crown Lands Works Permits

Ministry of Natural Resources www.ontario.ca/page/crown-land-work-permits

Ontario Regulation 239/13 s. 2, s. 5

Ministry approval is required to construct a building on crown lands or to construct or place a structure along shorelines.

INDUSTRIAL COMMERCIAL INSTITUTIONAL

Building Permit Package

A step by step guide for
making a building permit
application



Norfolk County Building Department
Community Development Division
185 Robinson Street, Suite 200 Simcoe, Ontario, N3Y 5L6
norfolkcounty.ca



Industrial, Commercial, Institutional Large Residential Permit Package

Building permits help protect you, your home, and the interests of your community by making sure the project is structurally sound and follows the Ontario Building Code, municipal zoning and other applicable laws.



There are multiple steps to the building permit process. The purpose of this permit package is to highlight these steps and provide guidance to the building permit process.

STEP 1: Applicable Law.

Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **NOT** administered by the Building Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application.

An Applicable Law Checklist is required as part of a complete application. Agency contacts are attached with this form. Our community mapping has many of these layers mapped to help you determine if additional approvals are required for your application.

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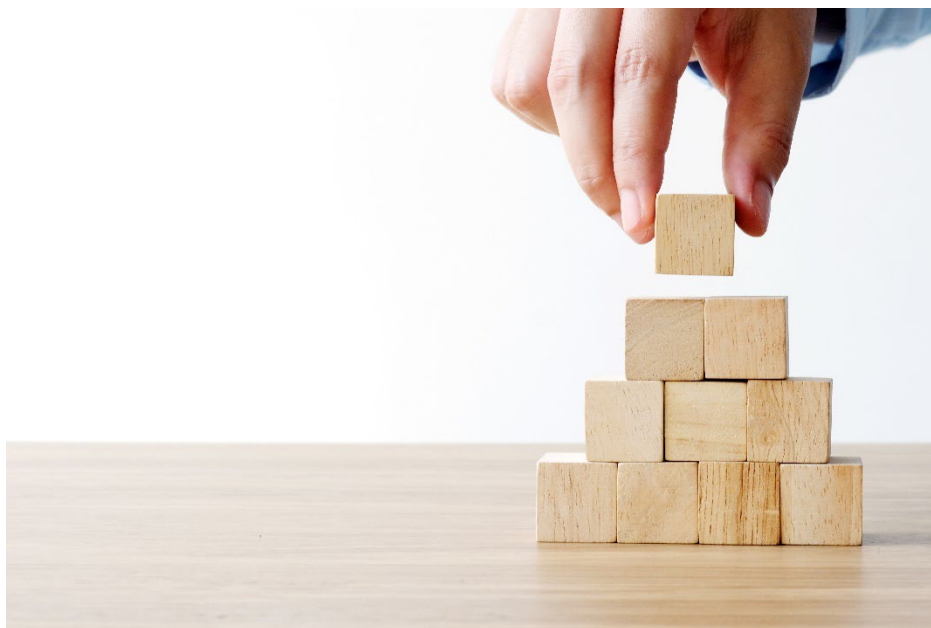
Pre-consultation meeting – Site plan approval.

Most industrial, commercial and institutional buildings are located on properties where a site plan approval is required through the Planning Act. Before you submit a planning application, please contact our office about the necessity of a pre-consultation meeting.

These confidential meetings are hosted by the Planning Department with staff from various departments (and agencies, as applicable) who will provide valuable feedback on your proposal and outline what will be required as part of a complete planning application. After the meeting, you will receive a detailed summary of the meeting which will summarize the feedback from each department. The document will also include a clear list of what you need to submit as part of a complete planning application form.

To request a pre-consultation meeting, please email the Planning Department at precon@norfolkcounty.ca. You can also call us at (519) 426-5870 ext. 1842.

For more information on the process, please see the [Norfolk County Planning Website](#).



Site Plan Control.

Site Plan Control is a tool utilized by the County to ensure that specific development proposals meet the Official Plan and Zoning By-law objectives. Essentially, site plans approved under this process are very detailed and outline precisely how a particular property will be developed. Site Plan Approval is typically the last planning approval necessary before the Building Permit process.

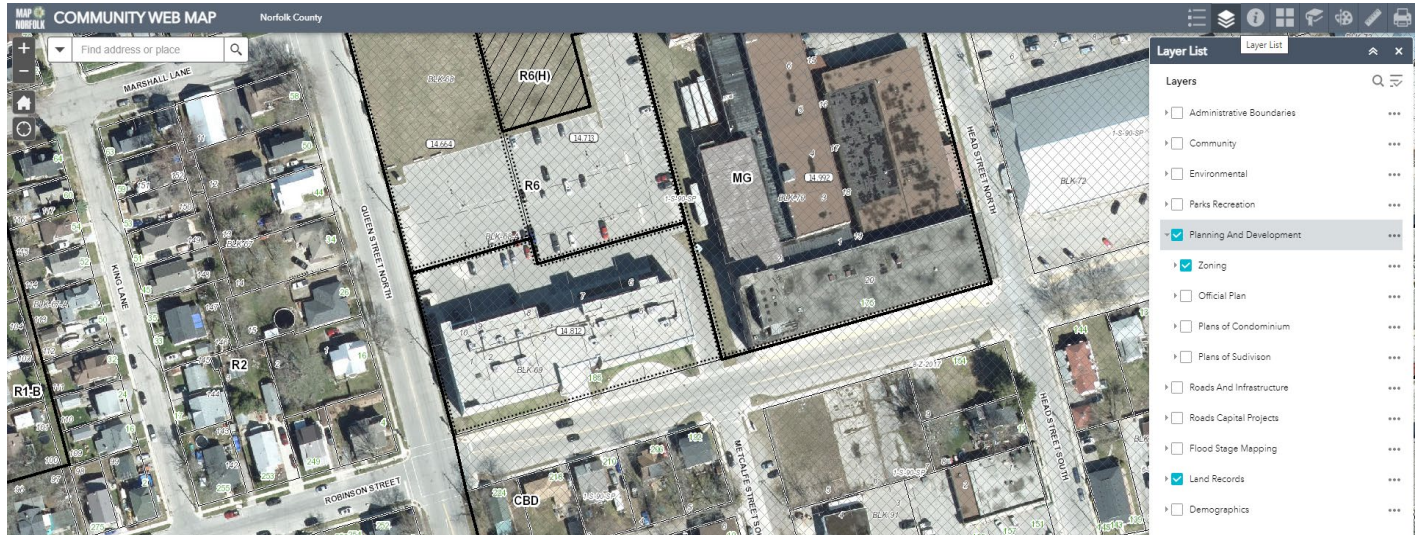
A Site Plan Agreement is sometimes required for more complicated developments. Where a property has site plan control designation, but the proposed construction is deemed minor in nature, the applicant will need to provide a site plan waiver from the Planning Department as part of an Applicable Law review.

Community Development Division - Building Department

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Zoning Requirements.

Finding the zoning associated with your property is easy with our [GIS Community Web Map](#), position over your property and turn on the zoning layer by clicking layer list, planning, zoning. [Norfolk County Zoning Bylaw](#) is available online.



To confirm your project conforms to the Zoning By-law you will need to provide a plot plan indicating:

- ☐ Property lines and lot dimension,
- ☐ Location of building and all other structures on the lot,
- ☐ Location of all steps and landings,
- ☐ Distance from dwelling to property lines,
- ☐ Parking spots with dimensions,
- ☐ Location of septic system.

If your proposed building / structure does not comply with the zoning requirements, a planning application will be required. Zoning and Planning approval is required as part of a complete permit application.

Planning Department: planning@norfolkcounty.ca or 519-426-5870 ext. 1842.

Zoning: zoning@norfolkcounty.ca or 519-426-5870 ext. 1000.



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Lot Grading.

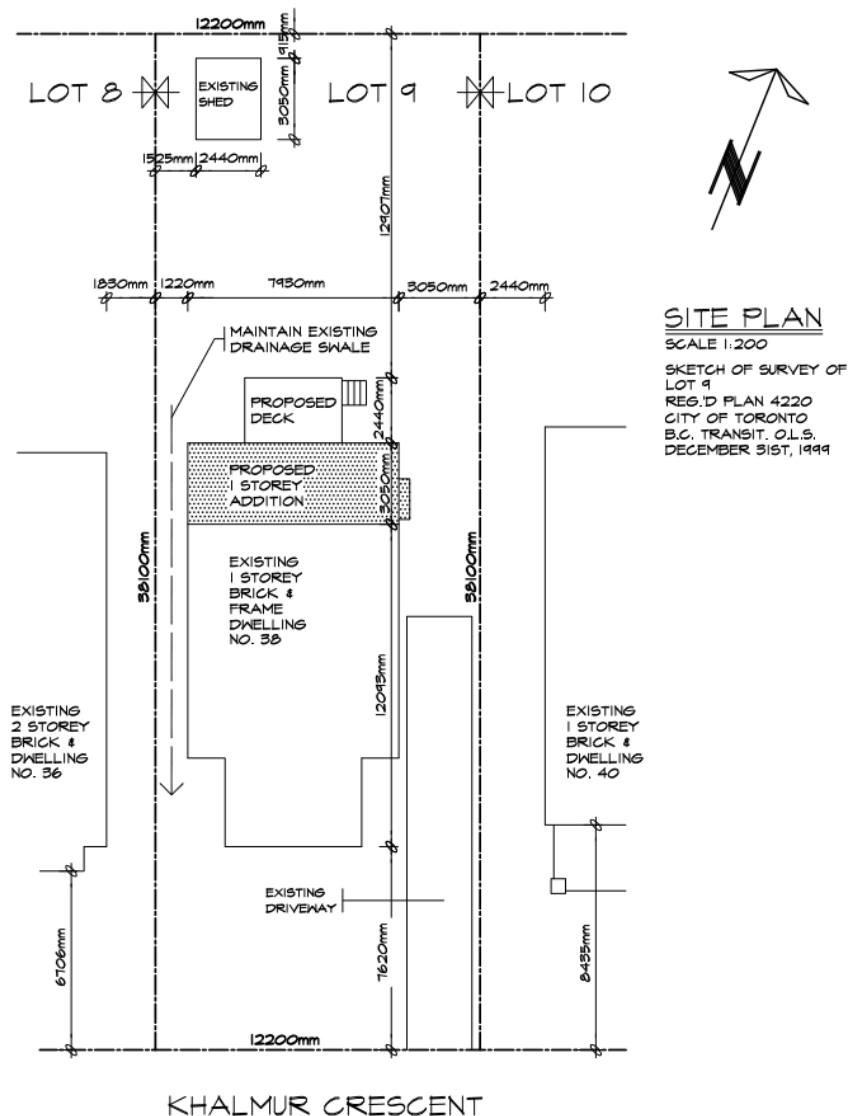
Where a property has been issued a site plan waiver, and the footprint of the building is increasing in size, a lot grading is required.

Proposed grading plans and lot grading form shall be submitted with all building permit applications, under [Norfolk County Grading and Drainage By-law.](#)

Proposed grading plans needs to identify:

- ☐ all surface features;
- ☐ existing and proposed structures;
- ☐ changes in grade and slopes in percent between such changes; and
- ☐ include sufficient information regarding adjacent properties to confirm conformance with this By-Law with respect to drainage onto those properties.

An exemption may be considered for a lot in a rural area (complete form, fee applies)



STEP 2: Preparing your application.

A building permit application consists of many documents. The forms attached are to be completed, signed, and dated.

Who can design the building?

There are many factors to determine who can complete drawings and design documents for these types of buildings. Your design team can be made up of qualified individuals with a Building Code Identification number (BCIN), an architect, and/or Professional Engineers. If you are unsure what qualifications a designer needs for your specific project, reach out to a building inspector for more information.

Building Department staff cannot make recommendation on a specific designer or design company.

Drawings and Documents.

Drawings are to be legible and to scale. Use a ruler or computer aided drafting (CAD) software to complete your drawings. Provide enough information and detail to ensure compliance with the Ontario Building Code.

The [Ontario Building Code](#) is available online under the 'regulations under this act' tab.

Building Department staff are not permitted by law to provide design advice. It is the responsibility of the property owner or authorized agent to complete a design that meets the requirements of the Ontario Building Code (OBC) and the Building Code Act (BCA).

Building Permits – Application Checklist.

Completed Forms.

- ☐ Building Permit Application Form.
- ☐ Signed Commitment to General Review.
- ☐ Property Owner Consent Form, if application is not completed by the property owner,
- ☐ Applicable Law Checklist and supporting documents.
- ☐ Lot grading form (projects with a site plan waiver).

Required Documents.

- ☐ Approved Site Plan approval plot plan.
- ☐ Drawings of the building.
 - Architectural,
 - Structural,
 - Electrical,
 - Mechanical,
 - Plumbing.
- ☐ Building Code Matrix.
- ☐ Completed SB-10 report (energy efficiency).

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- ☐ Septic System or Sewage Works.
 - Sewage system is under 10,000 litres/day daily design flow for the whole site. (separate application through Norfolk County)
 - Sewage Works is over 10,000 litres/day daily design flow for the whole site. ECA to be obtained from The Ministry of Environment, Conservation, Parks.
Contact: *Christopher O'Connor*.
Phone: 1-800-668-4557, Cell: 905-515-9618
Email: Chris.O'Connor2@ontario.ca

Fees.

- ☐ Building Permit fee.
- ☐ Plumbing fee.
- ☐ Occupancy fee.
- ☐ Civic address (where applicable).
- ☐ Water / Sanitary / Storm Connection Permit (where applicable).
- ☐ Development charges (if applicable).

Septic Permits - Application Checklist.

Completed Forms.

- ☐ Building Permit Application Form.
- ☐ Schedule 1: Designer Information.
- ☐ Schedule 2: Sewage System Installer Information.

Required Documents.

- ☐ Septic System Permit Application Information Package / Worksheets.
- ☐ Percolation time ('T' time) report from a licensed testing agency.

Fees.

- ☐ Septic Permit fee.

STEP 3: Applying.

Online Portal: Visit [Norfolk Permits Portal](#) and make your application online.



Building Department

[Apply for a Building Permit](#)
[Status and Fees](#)

In Person: Visit our service counter located at 185 Robinson Street, Suite 200 Simcoe Ontario.

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.

Step 4: Plans Review.

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are check for compliance with zoning by-law and the building code.

Step 5: Inspections

Once you have obtained a building permit, a building inspector needs to attend your site at several milestones in the construction process. For more information, please check the inspection section of Norfolk County's Building Department website. Once all inspections are complete and passed your permit is closed.

Need Help? If you have any question on the building permit process or plans required, please contact permits@norfolkcounty.ca or 519-426-5870 ext. 6016

Updated October 2022

Community Development Division - Building Department

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SEWAGE SYSTEMS SEPTIC

Septic Permit Package

A step by step guide for
making a septic permit
application



Norfolk County Building Department
Community Development Division
185 Robinson Street, Suite 200 Simcoe, Ontario, N3Y 5L6
norfolkcounty.ca



Septic System Permit Application Permit Package / Worksheets

A septic permit is required to install a new septic system, repair or replace any part of the septic system. The daily design flow needs to be 10,000 litres/day or below for the whole site.

Sewage Works is required if the daily design flow exceed 10,000 litres/day for the whole site. An Environmental Compliance Certificate (ECA) is required from the Ministry of Environment, Conservation and Parks (MECP) for a sewage works. [Environmental Compliance Approval process can be found online.](#)

Ministry of Environment, Park and Conservation keep [well records](#).

NEW CONSTRUCTION AND FULL SYSTEM REPLACEMENTS

A COMPLETE SEPTIC SYSTEM APPLICATION INCLUDES:

Completed Forms.

- ☐ Application to Construct or Demolish,
- ☐ Schedule 1: Designers Information signed by system designer,
- ☐ Schedule 2: Septic System Installers Information signed by the applicant,
- ☐ Applicant Authorization Form if applicant is not the property owner.

Required Documents.

- ☐ Septic work sheets, plot plan and system cross section,
- ☐ Percolation time ('T' time) from a licensed soil testing agency,
- ☐ Building Material Evaluation Commission (BMEC) or CAN/ BNQ "Onsite Residential Wastewater Treatment Technologies" approvals (if applicable).

Fees.

- ☐ Septic Permit Fee.

BUILDING ADDITIONS, RENOVATIONS AND CONSTRUCTION THAT AFFECT THE SEWAGE DISPOSAL SYSTEM

Renovations to existing buildings may reduce the performance level of the sewage system in the following situations

- The number of bedrooms in a dwelling are increased,
- If the proposed construction exceeds 15% of the gross area of the dwelling unit,
- New plumbing fixtures are added to the dwelling, or
- If the addition, expansion, alteration or change proposed encroaches on the sewage system or any of its components.

If any of the above apply, applicants must submit a completed septic application to Norfolk County Building Department for approval to renovate.

Collection of Personal Information.

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

Questions about the collection of personal information through this form may be directed to: Norfolk County's Chief Building Official, 185 Robinson Street, Simcoe, ON N3Y 5L6, 519-426-5870 ext. 2218, Information and Privacy Coordinator, 50 Colborne Street South, Simcoe ON N3Y 4H3, 519-426-5870 ext. 1261, or The contact names of the form being submitted.

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Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:		<input type="checkbox"/> Owner or	<input type="checkbox"/> Authorized agent of owner	
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		
D. Owner (if different from applicant)				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p>_____</p> <p>Date Signature of applicant</p>				

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

A. Project Information

B. Individual who reviews and takes responsibility for design activities

C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]

Description of designer's work

D. Declaration of Designer

Basis for exemption from registration and qualification: _____

Date Signature of Designer

Page 3 of 4

Page 4 of 4

Septic Permit System Summary / Overview					
Applicable Law Documents Attached (check all applicable)		<input type="checkbox"/> Conservation Authority Approval <input type="checkbox"/> Source Water Protection <input type="checkbox"/> Construction in Hazard Lands		<input type="checkbox"/> Site Plan Approval <input type="checkbox"/> Minor Variance <input type="checkbox"/> Grading Plan (raised beds)	
Total Number of Bedrooms _____		Total Number of Fixture Units _____			
Total Finished Floor Area _____m ² _____sq.ft		Daily Design Flow (Q) (litre/day) _____			
<input type="checkbox"/> Residential (dwelling)		<input type="checkbox"/> Camp for the Housing of Workers		<input type="checkbox"/> Other occupancy (Identify) _____	
Water Supply: <input type="checkbox"/> Municipal <input type="checkbox"/> Dug Well <input type="checkbox"/> Drilled well <input type="checkbox"/> Shallow Well Point <input type="checkbox"/> Other: _____		Type of Native Soil: _____ <input type="checkbox"/> Soils Analysis attached Percolation rate ('T' time): _____ Depth to water table: _____ Slope of land in tile bed area _____%		Type of Imported Fill: _____ <input type="checkbox"/> Soils Analysis attached Percolation rate ("t" time): _____	
Class of System		<input type="checkbox"/> Class 2 – Greywater <input type="checkbox"/> Class 4 – Leaching Bed System <input type="checkbox"/> Class 5 – Holding Tank			
System Components (Complete all that apply)		<input type="checkbox"/> Septic tank capacity (L) _____ <input type="checkbox"/> Pump capacity (L) _____ <input type="checkbox"/> Distribution Box <input type="checkbox"/> Other (please specify) _____ <input type="checkbox"/> Advance Treatment Unit capacity: (L) _____ Manufacture and Model _____			
Method of Distribution Pipe Detection		<input type="checkbox"/> magnetic means <input type="checkbox"/> tracer wire (14 gauge TW solid copper light coloured plastic coated) <input type="checkbox"/> other means (please specify) _____			
Complete A, B, C, D, E, or F – Class 4 Systems Only					
A. ABSORPTION TRENCH <input type="checkbox"/> In- ground <input type="checkbox"/> Raised <input type="checkbox"/> Distribution pipe <input type="checkbox"/> Leaching chambers <input type="checkbox"/> Type I <input type="checkbox"/> Type II Length of pipe _____m <input type="checkbox"/> Mantel Required Mantel Area _____m ²		B. FILTER BED <input type="checkbox"/> In- ground <input type="checkbox"/> Raised Effective Area: _____m ² Contact Area: _____m ² <input type="checkbox"/> Distribution pipe <input type="checkbox"/> Leaching chambers <input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Mantel Required Mantel Area _____		C. SHALLOW BURIED TRENCH Type: _____ Length of chamber: _____m	
D. ADVANCE TREATMENT SYSTEM (BMEC & CAN/BNQ) <input type="checkbox"/> BMEC authorization provided <input type="checkbox"/> CAN/BNQ authorization provided <input type="checkbox"/> Service agreement provided Mantel area: _____m ² Stone layer area: _____m ² Sand layer area: _____m ² <input type="checkbox"/> System specifications provided <input type="checkbox"/> Manufacturer's installation manual provided		E. TYPE A DISPERSAL BED <input type="checkbox"/> In- ground <input type="checkbox"/> Raised Length of pipe _____m Mantel Area _____m ² Stone layer area: _____m ² Sand layer area: _____m ²		F. TYPE B DISPERSAL BED <input type="checkbox"/> In- ground <input type="checkbox"/> Raised Stone layer area _____m ² Linear loading rate <input type="checkbox"/> 40 L/m <input type="checkbox"/> 50 L/m	

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

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

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

Worksheet B: Dwellings Fixture Unit Count

Fixtures	Units	How Many?	Total
Bath group (toilet, sink, tub or shower) with flush tank	6.0	X	=
Bathtub only(with or without shower)	1.5	X	=
Shower stall	1.5	X	=
Wash basin / Lavatory (1.5 inch trap)	1.5	X	=
Water closet (toilet) tank operated	4.0	X	=
Bidet	1.0	X	=
Dishwasher	1.0	X	=
Floor Drain (3 inch trap)	3.0	X	=
Sink (with/without garbage grinder, domestic and other small type single, double or 2 single with a common trap)	1.5	X	=
Domestic washing machine	1.5	X	=
Combination sink and laundry tray single or double (installed on 1.5 inch trap)	1.5	X	=
Other:			
Total Number of Fixture Units:			

1. Refer to Ontario Building Code Division B Table 7.4.9.3 for a complete listing of fixture types and units.
2. Where the laundry waste is not more than 20% of the total daily design flow, it may discharge to the sewage system. OBC 8.1.3.1(2)
3. Sump pumps are not to be connected to the sewage system. Connection to sewage system may lead to a hydraulic failure of the system.

Worksheet C: Other occupancies types

Camp for the Housing of Workers	Number of Employees	(Q) Litres	Total
Note: building size, number of bedrooms and fixture count are not required for a Camp for the Housing of Workers		250	
Daily Design Flow (Q)			

Other Occupancy Daily Design Flow Calculation (Q)

To calculate the daily design flow for occupancies, please refer to Ontario Building Code Division B – Part 8 Table 8.2.1.3.B

Establishment	Operator Example: number of seats, per floor area, number of employees/students	Volume Litres	Total
Daily Design Flow (Q)			

Work Sheet D: Septic Tank Size

Minimum septic tank size permitted by the Ontario Building Code is 3600 litres.

Occupancy type	Daily Design Flow (Q)	Minimum tank size (L)
Residential Occupancy house, apartment, camp for housing of workers	x 2 =	
All Other Occupancies	x 3 =	

Worksheet E: Leaching Bed Calculations (Class 4)

Part 1: Complete All

Type of leaching bed (select one)

- ☐ A. Absorption trench
 ☐ B. Filter Bed
 ☐ C. Shallow Buried Trench
☐ D. Advance Treatment System
 ☐ E. Type A Dispersal Bed
 ☐ F. Type B Dispersal Bed

Percolation rate of native soil (T):

Name of licensed testing agency:

- ☐ In ground system
☐ Raised Bed system

Height raised above original grade (metres)

Mantel (if applicable) ☐ Imported ☐ Native Soil

Q/loading rate = _____ m² Configured as: _____ m X _____ m

Part 2: Complete One of A, B, C, D, E, F

☐ A. Absorption Trench

Total length of distribution pipe

Conventional $(Q \times T) \div 200 =$ _____ m

Type I leaching chambers $(Q \times T) \div 200 =$ _____ m

Type II leaching chambers $(Q \times T) \div 300 =$ _____ m

Configured as: _____ runs of _____ m Total: _____ m

☐ B. Filter Bed

Effective Area

If $Q \leq 3000$ litres per day use $Q \div 75$

If $Q > 3000$ litres per day use $Q \div 50$

Level II-IV treatment units,
use $Q \div 100$

Distribution Pipe

Contact Area = $(Q \times T) \div 850$

Mantel (see Part 1)

Effective area: _____ (Q) \div _____ (75, 50, or 100) = _____ m²

Configured as: _____ m x _____ m

Number of beds _____

Number of runs: _____ **Spacing of runs:** _____ m

Contact Area: $(\text{_____ (Q)} \times \text{_____ (T)}) \div 850 =$ _____ m²

☐ C. Shallow Buried Trench

Percolation time
(T) of soil in
minutes:

$1 < T \leq 20$

$20 < T \leq 50$

$50 < T < 125$

Length of
distribution pipe
(metres)

$Q \div 75$ metres

$Q \div 50$ metres

$Q \div 30$ metres

(L) = _____ (Q) \div _____ (75, 50, 30) = _____ m

Configured as: _____ runs of _____ m Total: _____ m

☐ D. Advance Treatment System

Provided BMEC or CAN/BNQ approval, and manufacturer's system design documentation.

☐ E. Type A Dispersal Bed

Stone Layer

If $Q \leq 3000$ litres per day, use $Q \div 75$

If $Q > 3000$ litres per day, use $Q \div 50$

Sand Layer

$1 < T \leq 15$ use $(Q \times T) \div 850$

$T > 15$ use $(Q \times T) \div 400$

Stone Layer = _____ (Q) \div _____ (75 or 50) = _____ m²

Sand Layer = $(\text{_____ (Q)} \times \text{_____ (T)}) \div (850 \text{ or } 400) =$ _____ m²

☐ F. Type B Dispersal Bed

Area = $(Q \times T) \div 400$

Linear Loading Rate (LLR)

$T < 24$ minutes, use 50 L/min

If $T \geq 24$ minutes, use 40 L/min

Area = $(\text{_____ (Q)} \times \text{_____ (T)}) \div 400 =$ _____ m²

Pump chamber capacity = _____ L

Length $(Q \div \text{LLR}) =$ _____ m

Bed configuration = _____ m x _____ m = _____ m²

Number of Beds = _____

Distribution Pipe

Configured as: _____ runs of _____ m Total: _____ m

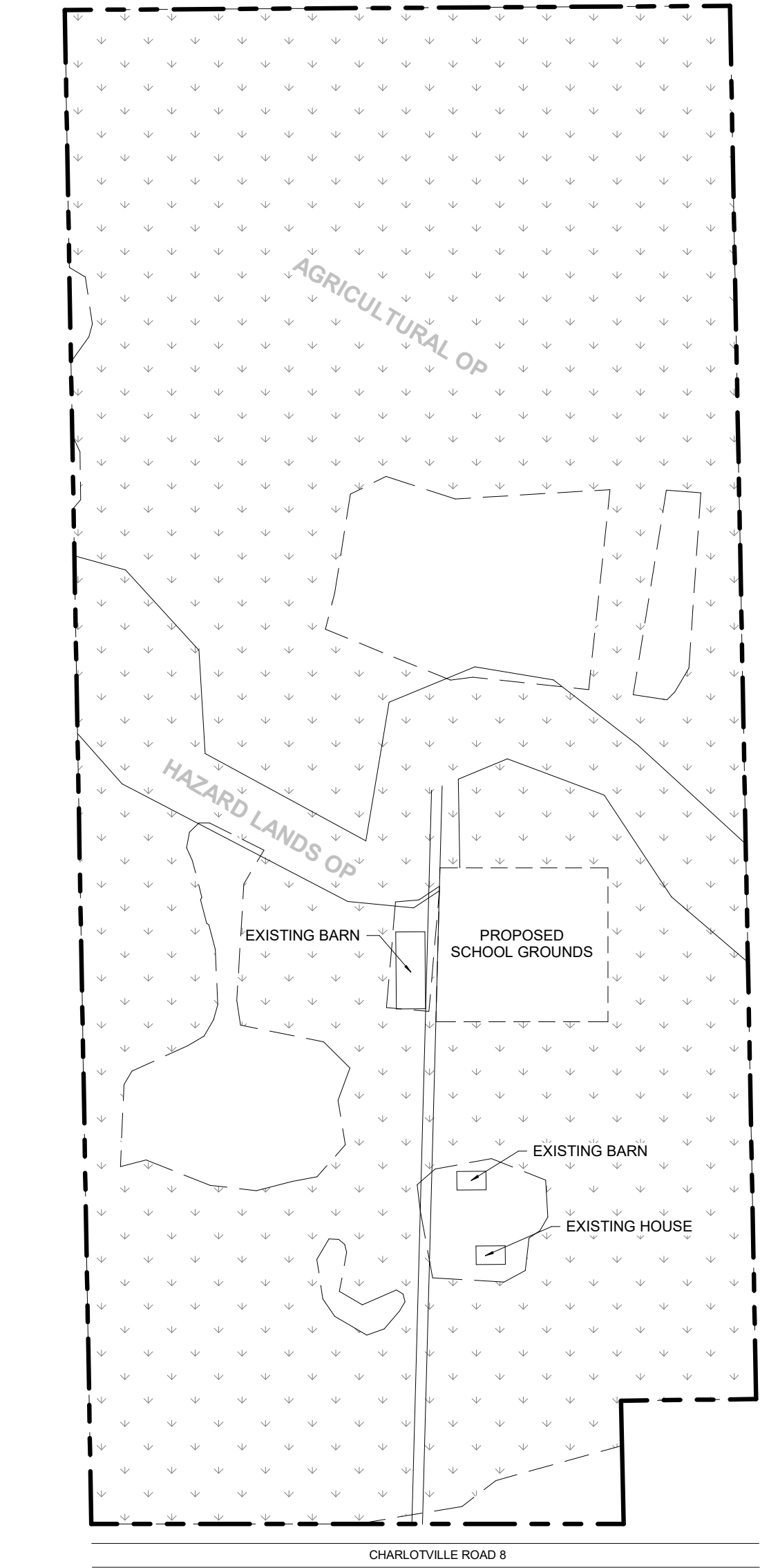
Worksheet F: Cross Sectional Drawings

Subsoil Investigation – Test pit 1. Soil sample to be taken at a depth of 2. Test pit to be a minimum 0.9m		
Indicate level of rock and ground water level below original grade.	<div><div></div>Original grade</div> <div><div></div>0.5m</div> <div><div></div>1.0m</div> <div><div></div>1.5m</div>	Soil and subgrade investigation. Indicate soil types

Cross sectional drawings are required for all septic systems 1. Location of existing grade. 2. Measurements to each component, distances to water table 3. Label each septic component.		
<div></div>		

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

This image shows a full page of blank graph paper. The grid consists of small, evenly spaced squares formed by thin black lines. There are no margins, text, or other markings on the page.



2 KEY PLAN
A1.0 SCALE: 1" = 200'-0"

SITE LEGEND

- LOADING SPACE
- SCHOOL USE AREA
- DECIDUOUS TREE / PLANTING
- CONIFEROUS TREE / PLANTING
- 1 25 PARKING SPACE TAGS
- B.F. REQUIRED EXIT DOOR / BARRIER FREE ENTRANCE
- UNOBSTRUCTED FIRE FIGHTER ACCESS DOOR/WINDOW/PANEL
- BARRIER FREE PARKING SPACE
- OVERHEAD DOOR
- EXTERIOR BUILDING LIGHT
- PROPERTY LINE
- ZONING REQUIREMENT SETBACKS
- FIRE TRUCK ROUTE
- FIRE HOSE LINE
- FENCE LINE
- DRILLED WELL
- DRY/MUNICIPAL FIRE HYDRANT

SITE NOTES

NOTE:
FIRE ROUTE ACCESS REQUIRES FIRE PERSONNEL ACCESS AS REQUIRED BY PART 9 OF THE OBC.
ANY SITE FENCING TO BE CONFIRMED WITH OWNER PRIOR TO CONSTRUCTION.
YARD LIGHTING LOCATION AND ORIENTATION TO BE INSTALLED TO NOT INTERFERE WITH TRAFFIC ON COUNTY ROADS PLUS MINIMIZE INTERFERENCE ON NEIGHBORING PROPERTIES.

ZONING:
AGRICULTURAL (A) ZONE
*REFER TO ZONING INFO TABLE FOR DETAILS

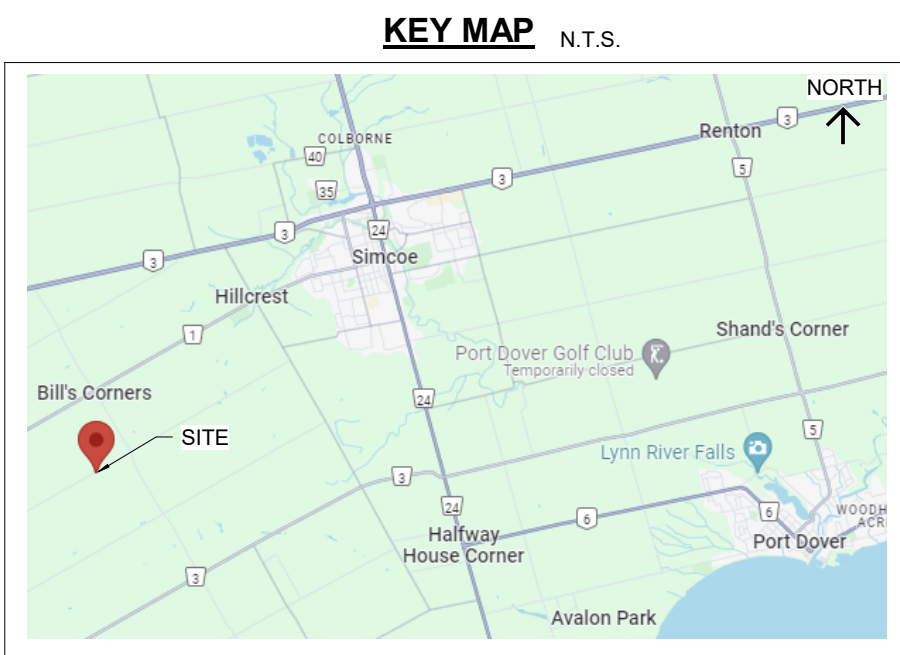
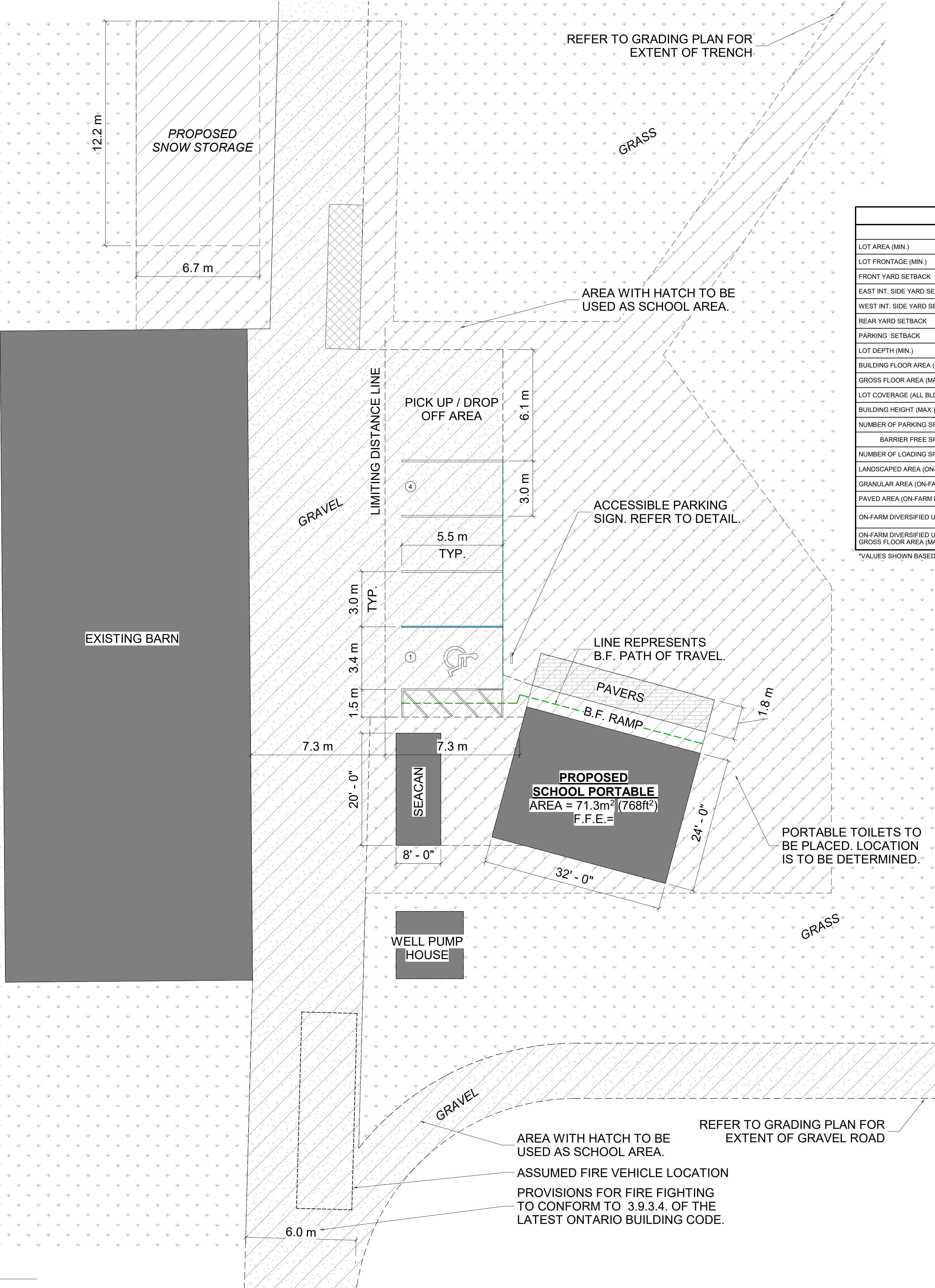
OFFICIAL PLAN:
AGRICULTURAL (A)
HAZARD LANDS (HL)

PARKING:
*REFER TO TABLE 5-4 OF THE ZONING BYLAW

TOTAL REQUIRED PARKING SPACES (4.9 uu)
OTHER NON-RESIDENTIAL USES PROPOSED = 3 SPACES

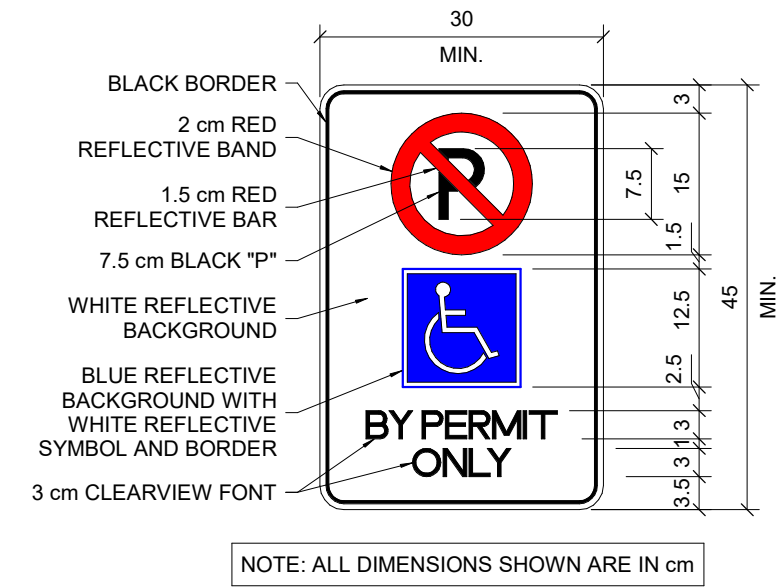
TOTAL BARRIER FREE PARKING SPACES (4.3.2)
REQUIRED PARKING SPACES (1-25) TYPE A = 1 SPACE
PROPOSED = 1 SPACE

1 SITE PLAN
A1.0 SCALE: 1" = 10'-0"



ZONING BY-LAW INFORMATION TABLE			
	ZONING BY-LAW	EXISTING	PROPOSED
LOT AREA (MIN.)	40 ha (98.8 ac)	21 ha (51.9 ac)	21 ha (51.9 ac)
LOT FRONTAGE (MIN.)	30 m	245 m	245 m
FRONT YARD SETBACK	13 m	119.2 m	119.2 m
EAST INT. SIDE YARD SETBACK	3 m	114.2 m	114.2 m
WEST INT. SIDE YARD SETBACK	3 m	170.8 m	163 m +/-
REAR YARD SETBACK	9 m	535.1 m	425 m +/-
PARKING SETBACK	4.5 m	N/A	N/A
LOT DEPTH (MIN.)	NO PROVISIONS	696.0 m	696.0 m
BUILDING FLOOR AREA (OFD ONLY)	NO PROVISIONS	N/A	86.17 m²
GROSS FLOOR AREA (MAX.) (OFD ONLY)	0.2 ha (2 000m²)	N/A	86.17 m²
LOT COVERAGE (ALL BLDGS)	NO PROVISIONS	3.3 %	3.8 %
BUILDING HEIGHT (MAX.)	11.0 m	3.0 m	3.0 m
NUMBER OF PARKING SPACES	4.9 uu	N/A	3
BARRIER FREE SPACES	4.3.2	N/A	1
NUMBER OF LOADING SPACES	NO PROVISIONS	N/A	N/A
LANDSCAPED AREA (ON-FARM DIVERSIFIED)	NO PROVISIONS	N/A	478 m² +/-
GRANULAR AREA (ON-FARM DIVERSIFIED)	NO PROVISIONS	N/A	579 m² +/-
PAVED AREA (ON-FARM DIVERSIFIED)	NO PROVISIONS	N/A	35 m² +/-
ON-FARM DIVERSIFIED USE AREA (MAX.)	2% OF FARM AREA TO A MAX. 1ha.	N/A	0.29 ha +/- (0.13%)
ON-FARM DIVERSIFIED USE GROSS FLOOR AREA (MAX.)	20% OF ACCEPTABLE LAND AREA	N/A	86.17 m² (2.05%)

*VALUES SHOWN BASED ON NORFOLK COUNTY BY-LAW 1-Z-2014

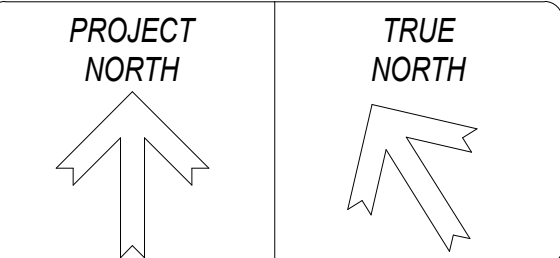


3 ACCESSIBLE PARKING SIGN DETAIL
A1.0 SCALE: N.T.S.

NOTES:
PLEASE READ NOTE PAGE AT BEGINNING OF DRAWING SET FOR ALL NOTES REGARDING THIS PROJECT

NO	DATE	DESCRIPTION
1	2024 05 06	ISSUED FOR SPA

NOTES:
1. APPLICANT: NATURES CALLING ENVIRONMENTAL EDUCATION
ADDRESS: 1353 CHARLOTTVILLE ROAD 8 SIMCOE, ONTARIO N3Y 4K5
2. LEGAL INFORMATION
LEGAL DESCRIPTION:
PART OF LOT 17 CONCESSION 8 GEOGRAPHIC TOWNSHIP OF CHARLOTTEVILLE TOWNSHIP OF CHARLOTTEVILLE COUNTY OF NORFOLK



PROFESSIONAL ENGINEER'S SEAL
STONECREST ENGINEERING INC.
EST. 1995
STRATFORD, ONTARIO, CANADA
PH: (519)-625-8025

CONTRACTOR TO CHECK ALL DIMENSIONS AND ELEVATIONS AND REPORT ANY DISCREPANCIES TO THE ENGINEER BEFORE PROCEEDING WITH THE WORK
DO NOT SCALE THE DRAWINGS

CLIENT:
NATURES CALLING ENVIRONMENTAL EDUCATION
LOCATION:
1353 CHARLOTTVILLE ROAD 8, SIMCOE, ONTARIO
PROJECT TYPE:
FORESTRY FARM SCHOOL
PROJECT STATUS AND VERSION:
CONSTRUCTION DRAWINGS

DRAWN BY:
M.W. / I.E.
PAGE DESCRIPTION:
SITE PLAN
SCALE:
AS NOTED
FILE:
8549
PAGE NUMBER:
1

1.0 Introduction

The purpose of this report is to provide planning rationale for an on-farm diversified use located on a farm south west of Simcoe in Charlotteville Township.

The subject lands are located at 1353 Charlotteville Road 8 and, in the Norfolk County Official Plan, are designated Agricultural with some Hazard Land along a municipal drain. The wooded areas are Significant Woodlands in the Official Plan. The subject lands are also zoned "Agricultural" and "Hazard Land" in the Norfolk County Zoning By-Law 1-Z-2014.

This report includes a review of relevant sections of the Provincial Policy Statement 2020, the Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas, the Norfolk County Official Plan and Norfolk County Zoning By-Law 1-Z-2014.

2.0 Site description and neighbouring land uses

The subject lands are an area previously used as part of an orchard on an agricultural property which has a dwelling and farm structures. The farm produces apples, berries, garlic, maple syrup and some personal chickens. Bee keeping is to be added this year. There are three rural residential lots and a horse farm to the west of the subject lands. There is one rural residential lot to the south and one to the east. Generally, the farm parcels in this area are just under 50 acres in size and much of the land is wooded.

3.0 Development Proposal

The proposed on-farm diversified use is a forest and farm school. Andrea is part of the school staff. The farm is providing open space for Nature's Calling Environmental Education (NCEE), a charitable organization with a mission to connect children and nature to operate their Norfolk Forest and Farm School, a registered private school, and Eco-Explorer Summer Camps. A school portable is to be used for shelter as needed but most activity will be outdoors. A washroom facility, acceptable to the County, will be utilized. An existing on-site private well will be utilized for potable water.

4.0 Policy Review

4.1 Provincial Policy Statement (2020)

The Provincial Policy Statement guides land uses planning for the entire province and the policies are to be read in their entirety. Decisions regarding land use planning matters are to be consistent with the Provincial Policy Statement. The following is a review of pertinent policies for this development proposal.

Provincial Policy Statement	Comments
2.3.3.1 In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses. Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural	Norfolk County in both its Official Plan and Zoning By-law have set out criteria for on-farm diversified uses that cover the criteria listed in the PPS and the Guidelines on Permitted Uses. These will be examined

operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives	under those document discussions set out below.
---	---

Operating an on-farm diversified use is permitted in the agricultural policies of the PPS. The proposal is consistent with Provincial Policy.

4.2 Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas

These Guidelines were developed to provide further clarification on the Agricultural policies in the Provincial Policy Statement. It is a helpful guide outlining how to classify On-Farm Diversified Uses.

Guidelines	Comments
2.3 Examples of uses that would typically NOT be on-farm diversified uses because they would not meet PPS definitions or criteria include: • institutional uses (e.g., churches, schools, nursing homes, cemeteries) ⁶	Despite typically not being considered an on-farm diversified use, a forest and farm school is not the typical institutional indoor classroom. A forest school utilizes the natural environment as the classroom to immerse small numbers of students in the rhythms of nature through youth lead curiosity and exploration. The many benefits of this type of learning are best achieved in natural settings. One of the owners of this farm property will be part of the staff with this school.

Operating a forest and farm school on a farm property near a wooded area as an on-farm diversified use is an acceptable use as it does not offend efforts to keep agricultural lands growing crops. The owner will continue to grow apples, berries and garlic and produce maple syrup. Agricultural uses on neighbouring farm parcels are not impacted by this on-farm diversified use.

4.3 Norfolk County Official Plan

The County Official Plan contains policy to achieve the vision "*Norfolk County strives to balance a commitment to the land and emerging opportunities for growth and development*". One of the objectives in striving to achieve a strong diversified economy is to "*ensure the continued economic strength of agriculture and the viability of farm operations by protecting agricultural activities and the agricultural land base from the intrusion of incompatible uses and providing opportunities for small-scale business opportunities that are secondary to farm operations.*"

The Agricultural section of the Plan contains policies regarding permitted uses and on-farm diversified uses are permitted when criteria are met.

Norfolk County Official Plan 7.2.1 Permitted Uses	Timmerman farm responses
<p>h) The following uses may also be permitted, provided these uses do not conflict with existing farming operations, or with any policies related to Provincially Significant Features or Natural Heritage Features:</p> <p>iii) On-farm diversified uses, subject to the policies of Section 7.2.2 (Agricultural Designation – Land Use Policies);</p>	
7.2.2 Land Use Policies	
<p>b) On-farm diversified uses comprise a gainful occupation conducted in whole or in part of an accessory building (shed or farm building) by a member of the farm family. On-farm diversified uses shall be subject to all of the following policies:</p>	
<p>i) the use is located on a parcel of land which has an existing farm operation established on it;</p>	<p>An existing farm is established on this farm parcel with the production of apples, berries, garlic and production of maple syrup. A Farm Business Registration number will be provided.</p>
<p>ii) the use is secondary to the principal agricultural use of the property;</p>	<p>The production of food crops is the principal agricultural use, the forest and farm school will be secondary</p>
<p>iii) the use is limited in area, as outlined in Section 7.2.2 c);</p>	<p>details on the limited area are outlined under section 7.2.2 c) below and on the site plan.</p>
<p>iv) the use may include, but is not limited to, home occupations, home industries, agri-tourism uses including overnight tourist accommodation and uses that produce value-added agricultural products, including those that use crops from other producers;</p>	<p>This policy is states "may include, but not limited to". The operation of a forest and farm school requires a woodlot to best achieve its student learning goals. Due to the need to immerse the students in nature a farm location which is near the farm's wooded area is appropriate.</p>
<p>v) the use is compatible with, and will not hinder, surrounding agricultural operations;</p>	<p>The proposed use is well separated from other agricultural operations. No compatibility issues are anticipated with surrounding agricultural operations. MDS calculations show the proposed school is further from the horse barn and manure than the minimum required distance.</p>
<p>vi) the use is appropriate to available rural services and infrastructure;</p>	<p>The property is served by a local road. Potable water will be sourced from an existing on-site private well. Appropriate private septic treatment is planned. Minimal hydro is needed and provided through the existing system. For the proposed use, this is appropriate.</p>
<p>vii) the use maintains the agricultural/rural character of the area;</p>	<p>The wooded area/rural character of the farm is being maintained as much as possible. The portable classroom is set behind the farm dwelling so it is well back from the road and</p>

	will not detract from the agricultural/rural character of the area.
viii) the use meets all applicable environmental standards; and	Any environmental standards will be met by the owner. No impacts on adjacent natural heritage features or their functions are anticipated (See the attached Scoped Environmental Impact Study)
ix) outside storage areas, associated with the on-farm diversified use shall be included in the limited area calculations outlined in Section 7.2.2 c). Outside storage areas shall be screened from the road and residential buildings on adjacent properties.	One shipping container is proposed for storage. It will not be visible from the road and has been included in the area calculations.
7.2.2 c) On-farm diversified uses shall be limited in size in accordance with the following policies:	
i) the acceptable area occupied by an on-farm diversified use is up to 2% of a farm parcel to a maximum of 1 ha (10,000m ²); 100% of the area needed for parking and outdoor storage for the on-farm diversified uses will be included in the area calculation;	The farm is 21 ha (51.9 ac). Two percent of that is 0.42 ha. The OFDU will occupy 0.29 ha which is 0.13% of the farm parcel. This is less than 2% of the farm parcel. Both the area and the percentage limits are met.
ii) the gross floor area of buildings used for on-farm diversified uses is limited to an approximate 20% of the acceptable land area, as calculated in 7.2.2 c) i);	The classroom building is 71.31 sq m and the storage container is 14.86 sq m. The total floor area for all buildings is 86.17 sq m. As a percentage of the acceptable area (4200 sq m) the gross floor area of the buildings is 2.05% so well within the maximum permitted floor area.
iii) the land area and the area of existing buildings used for on-farm diversified uses may be discounted at the rate of 50%. Where the on-farm diversified use occupies the same footprint as a demolished building, the land area for the use may be similarly discounted by 50%;	Not applicable as the portable classroom is a new building.
iv) where the on-farm diversified use uses an existing farm laneway, the area of the laneway will not be included in the area calculations;	There is an existing farm laneway which will be used for access to the on-farm diversified use. It has not been included in the area calculations.
v) 100% of the area needed for parking and outdoor storage for the on-farm diversified uses will be included in the area calculation;	Yes, the parking area (3 vehicles plus one barrier free space and 2 drop off spaces) are included in the area calculations.
vi) If more than one on-farm diversified use is proposed on a single property, the combined area of all on-farm diversified uses shall be within the land area and building area requirements	This is the only on farm diversified use.

vii) On-farm diversified uses that are proposed to grow beyond the area limits, either incrementally or otherwise, will not be permitted and will be encouraged to locate in areas of the County appropriately designated for the use;	No growth is anticipated.
viii) On-farm diversified uses will be subject to site plan control, where warranted and appropriate (e.g. for those uses requiring outdoor storage areas, visitor parking and/or a new farm access, etc.), in accordance with the policies of Section 9.6.5 (Site Plan Control).	It is understood site plan control is likely warranted due to student drop off and pick up.
ix) Severances to separate the on-farm diversified uses from the farm property will not be permitted.	It is understood that the on-farm diversified use cannot be separated by severance from the farm property.
3.5.2 Natural Heritage Features – Significant Woodlands EIS demonstrates there will be no negative impacts on the natural features of the woodlands and the ecological functions that sustain them. Section 9.7.1.2 Scoped Environmental Impact Study , outlines the components of the study.	A Scoped EIS has been submitted as part of a complete application. No negative or adverse direct impacts, incidental impacts, or cumulative effects caused by the proposed or previous development are expected.

All of the criteria set out in policy for an on-farm diversified uses and size restrictions are met with this proposal. In order to immerse students in nature a farm location with a woodlot is ideal. The rural character is maintained and there are no apparent compatibility issues. Size restrictions have been met. The Scoped Environmental Impact Study supports the proposal, does not anticipate any negative impacts on any natural heritage features or functions and provides recommendations for mitigation measures to protect the natural environment.

4.4 Norfolk County Zoning By-Law 1-Z-2014

The Norfolk County Zoning By-law regulates the use of lands, the frontage and depth of a parcel of land, the proportion of land occupied by a building or structure, the erection, use, height, bulk, size, floor area, spacing and location of building and structures, and the provision of parking facilities.

Norfolk County Zoning By-Law	Comments
Site is currently zoned Agricultural with some Hazard Land along the Clark Drain.	
On-Farm Diversified Uses are listed as a permitted use and defined as use(s) that are	The forest and farm school is secondary to the main farm operation and the area the school will utilize is limited.

secondary to the principal agricultural use of the property, and are limited in area.	
<p>12.3.1 Any on-farm diversified use shall be subject to the following provisions:</p> <p>a) an on-farm diversified use shall only be permitted on an existing farm operation;</p> <p>b) no on-farm diversified use shall exceed a combined total of one (1) hectare;</p> <p>c) the gross floor area of all buildings used for an on-farm diversified use shall not exceed 20 percent of the acceptable land area, as calculated in 12.3.1 b);</p> <p>d) the land area and the area of existing buildings used for an on-farm diversified use may be discounted at the rate of 50 percent. Where an on-farm diversified use uses the same footprint as a demolished building, the land area for the use may be similarly discounted by 50 percent;</p> <p>e) 100 percent of the area needed for a parking space and outdoor storage for the on-farm diversified use will be included in the area calculation.</p> <p>f) where an on-farm diversified use uses an existing farm laneway, or parking area, the area of the laneway or parking area will not be included in the area calculations.</p>	<p>a) The Reeves farm is an existing farm operation;</p> <p>b) As shown on the site plan the on-farm diversified use occupies 0.29 ha;</p> <p>c) the total ground floor area of all buildings as shown on the site plan is 86.16 sq m. This is 2.05% of the acceptable 1 ha land area set out in 12.3.1 b);</p> <p>d) as the school portable is considered new construction, this section does not apply;</p> <p>e) As illustrated on the site plan, the parking spaces are within the area calculation. One shipping container used for storage is planned;</p> <p>f) An existing driveway or parking area is not being utilized; therefore, this section does not apply.</p>
4.9 Parking space requirements:	
<p><i>“Parking will be as per section 4.0 section 4.9(pp), parking 1.5 spaces per classroom”</i></p> <p>- as stated in the pre-consultation minutes but sect 4.9 uu) appears to be more applicable and consistent with the other forest school.</p>	<p>4 parking spaces are provided with one of those designated and sized for accessible parking. Two spaces for drop off and pick up of students is also provided. This number of parking spaces better suits the needs for students and staff.</p>
<p>3.39 Shipping Containers</p> <p>Any <i>shipping container</i> shall be subject to the following provisions:</p> <p>a) a <i>shipping container</i> shall be <i>permitted</i> in all and Agricultural Zone (A) Zones as accessory to a <i>permitted use</i>; [66-Z-2018]</p> <p>b) a <i>shipping container</i> placed on a property, shall be considered a <i>structure</i> and except within the Agricultural (A) Zone, shall be subject to Site Plan Control;</p> <p>A <i>shipping container</i> shall not contravene any Zone provisions for the Zone in which the <i>shipping container</i> is located. [15-Z-2017]</p>	<p>A shipping container is permitted in the Agricultural zone. The proposed location of the container does not contravene any Zone provisions.</p>

The limitations set out in the Norfolk County Zoning By-law provisions for on-farm diversified uses are met with this proposal for a private forest and farm school. Adequate access and parking can be provided.

5.0 Review Summary

Although not typically thought of as an on-farm diversified use, a forest and farm school needs to be located in as natural a setting as possible in order to best achieve its goals. An existing farm operation with a wooded area and where there are minimal compatibility issues is an appropriate location for such a school.

The proposal is consistent with Provincial Policy, does not offend the policies of the Norfolk Official Plan and meets the limitations set out in the Norfolk County Zoning By-law 1-Z-2014.

The proposed on-farm diversified use is in the public interest and is good planning.

Respectfully submitted,

Mary Elder MCIP RPP

Minimum Distance Separation I

Worksheet 1

Prepared By: Mary Elder, Elder Plans

Description: on-farm diversified use NCEE

Application Date: Thursday, May 2, 2024

Municipal File Number:

Proposed Application: New or expanding zone or designation for an institutional use outside of a settlement area
Type B Land Use

Applicant Contact Information

Rhyus and Andrea Reeves
1353 Charlotteville Road 8
, ON, Canada

Location of Subject Lands

County of Norfolk
CHARLOTTEVILLE, Concession: 8, Lot: 17
Roll Number: 331049304012900

Calculation Name: *Farm 1*

Description: horse farm to west

Farm Contact Information

Bernie Solymar

Location of existing livestock facility or anaerobic digester

County of Norfolk
CHARLOTTEVILLE, Concession: 8, Lot: 17
Roll Number: 331049304013000
Total Lot Size: 18.79 ha

The barn area is an estimate only and is intended to provide users with an indication of whether the number of livestock entered is reasonable.

Manure Type	Type of Livestock/Manure	Existing Maximum Number	Existing Maximum Number (NU)	Estimated Livestock Barn Area
Solid	Horses, Medium-framed, mature; 227 - 680 kg (including unweaned offspring)	11	11.0	255 m ²

Existing Manure Storage: V4. Solid, outside, no cover, 18-30% DM, with covered liquid runoff storage

Design Capacity (NU): 11.0

Potential Design Capacity (NU): 22.0

Factor A (Odour Potential)	Factor B (Size)	Factor D (Manure Type)	Factor E (Encroaching Land Use)	Building Base Distance F' (minimum distance from livestock barn)	(actual distance from livestock barn)
0.7	X 204	X 0.7	X 2.2	= 220 m (721 ft)	245 m (804 ft)

Storage Base Distance 'S'	(actual distance from manure storage)
(minimum distance from manure storage)	220 m (721 ft)
	235 m (771 ft)

Preparer Information

Mary Elder
Elder Plans
32 Miller Cres
Simcoe, ON, Canada N3Y 4R1
Phone #1: 519-429-4933
Email: Elderplans2018@gmail.com

Signature of Preparer:

Mary Elder

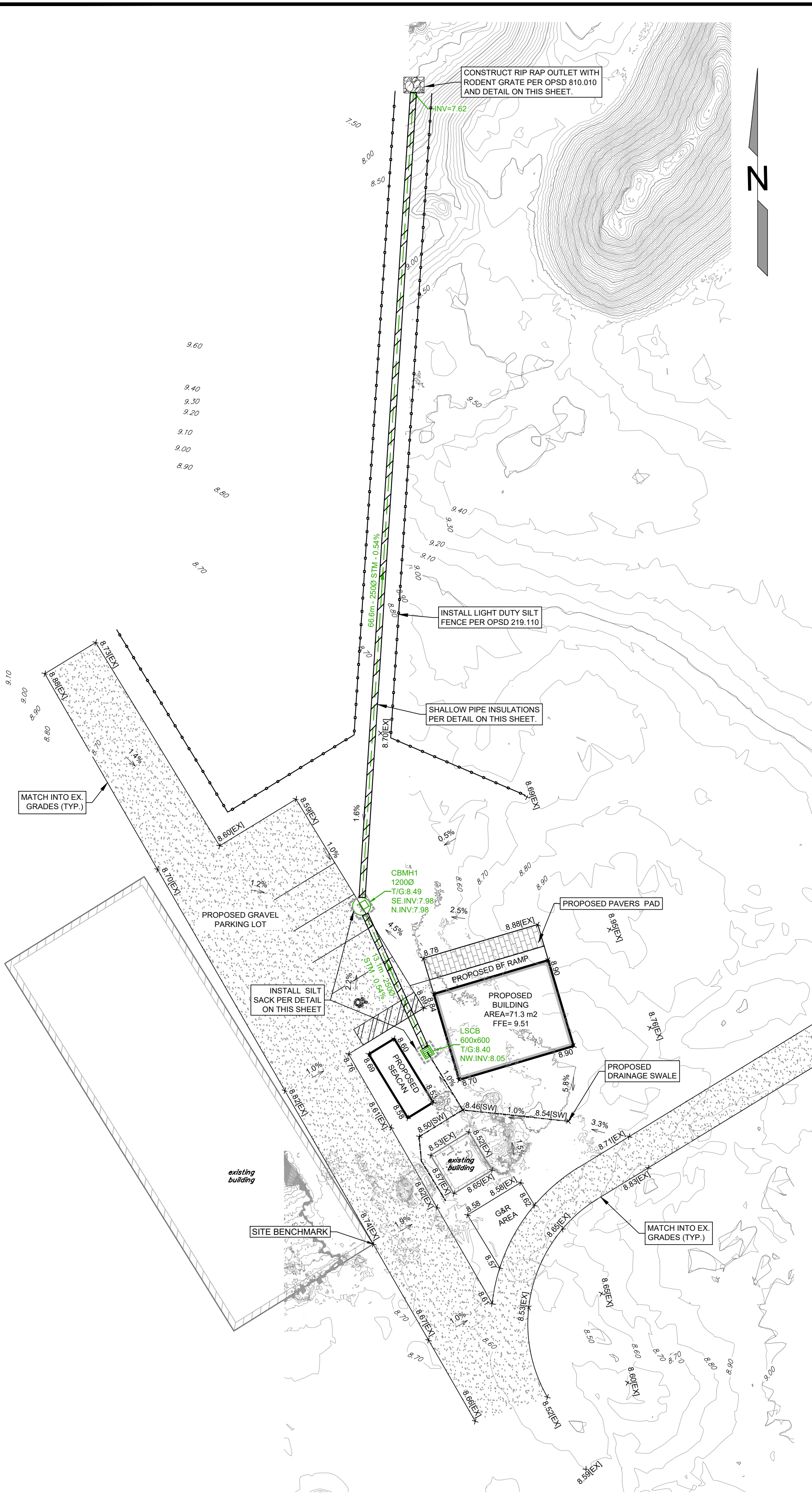
Date:

May 2, 2024

NOTE TO THE USER:

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has developed this software program for distribution and use with the Minimum Distance Separation (MDS) Formulae as a public service to assist farmers, consultants, and the general public. This version of the software distributed by OMAFRA will be considered to be the official version for purposes of calculating MDS. OMAFRA is not responsible for errors due to inaccurate or incorrect data or information; mistakes in calculation; errors arising out of modification of the software, or errors arising out of incorrect inputting of data. All data and calculations should be verified before acting on them.

10-1-2024 10:00 AM C:\Users\mca\OneDrive\Documents\Projects\Forestry\2024-04-26\GE24-0792-1\CD\01.dwg By: mca/2024-04-26 10:00 AM



LEGEND

EX. BUILDING

EX. CONTOURS

EXISTING ELEVATION 360.00

PROPOSED BUILDING

PROPOSED ELEVATION 360.00

PROPOSED SWALE 0.2%

PROPOSED STORM SEWER XXXm - mmØ STM - X.XX%

PROPOSED STORM STRUCTURE CBMH LSCB

PROPOSED PIPE INSULATION

PROPOSED GRAVEL

PROPOSED CONCRETE

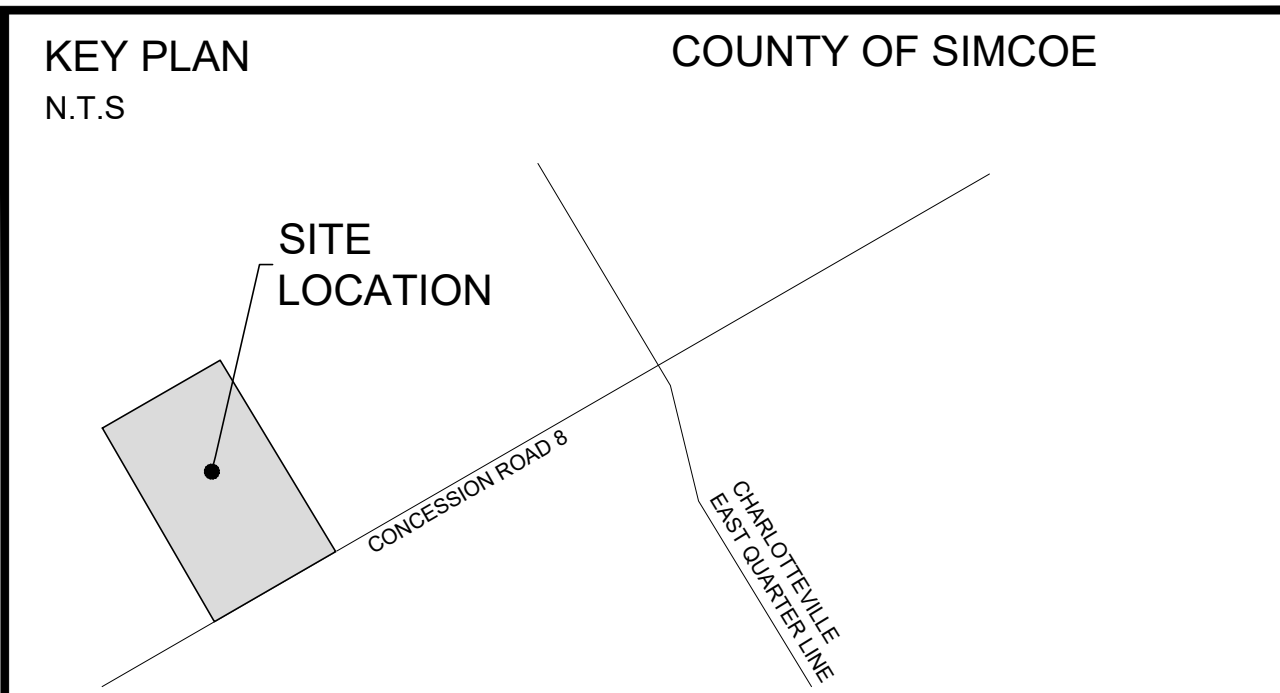
PROPOSED PARKING LINE

PROPOSED LIGHT DUTY SILT FENCE

PROPOSED SILT SACK

1. GENERAL NOTES
- 1.1. THE WORK PROPOSED, UNLESS OTHERWISE NOTES IS TO CONFORM TO THE APPLICABLE OPSS AND OPSD DOCUMENTS.
- 1.2. THE PLAN IS NOT TO BE WHOLE OR PARTLY REPLICATED WITHOUT THE AUTHORIZATION OF GRIT ENGINEERING INC.
- 1.3. ALL CONSTRUCTION WORK TO BE COMPLETED IN ACCORDANCE WITH ALL APPLICABLE (MOST RECENT) STANDARDS.
- 1.4. THIS PLAN PREPARED BY GRIT ENGINEERING INC. IS NOT TO BE USED FOR CONSTRUCTION UNTIL SIGNED BY THE ENGINEER AND ACCEPTED BY THE APPROVING AGENCY.
- 1.5. CHANGES TO THE DRAWING ARE NOT PERMITTED UNTIL REVIEWED AND APPROVED BY THE ENGINEER AND ACCEPTED BY THE APPROVING AUTHORITY.
- 1.6. THE CONTRACTOR TO VERIFY THAT THE DRAWINGS BEING USED FOR THE CONSTRUCTION ARE THE MOST RECENT APPROVED VERSION.
- 1.7. THE CONTRACTOR TO OBTAIN ALL REQUIRED PERMITS, UTILITY LOCATES AND CLEARANCE REQUIREMENTS PRIOR TO THE START OF CONSTRUCTION.
- 1.8. THE CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS, WHICH INCLUDE BUT NOT LIMITED TO LOCATIONS AND ELEVATIONS OF BENCHMARKS, AND EXISTING SERVICING AND FEATURES. CONTRACTOR TO REPORT ALL DISCREPANCIES TO APPROVING ENGINEER PRIOR TO PROCEEDING.
- 1.9. THE CONTRACTOR TO ASSUME ALL LIABILITY FOR DAMAGE TO EXISTING FEATURES AND STRUCTURES.
- 1.10. THE CONTRACTOR TO ASSUME ALL COSTS ASSOCIATED WITH THE TEMPORARY SUPPORT OF EXISTING UNDERGROUND AND ABOVE GROUND UTILITIES.
- 1.11. ALL UNDERGROUND SERVICES ARE TO BE CONSTRUCTED IN FULL COMPLIANCE WITH THE ONTARIO PROVINCIAL BUILDING CODE (PART 7, PLUMBING), THE ONTARIO PROVINCIAL STANDARD SPECIFICATIONS (OPSS) AND THE REQUIREMENTS OF THE LOCAL MUNICIPALITY; WHICH CODES AND REGULATIONS SHALL SUPERSEDE ALL OTHERS.
- 1.12. FOLLOWING COMPLETION OF PROPOSED WORKS AND PRIOR TO OCCUPANCY INSPECTION, ALL STORM AND SANITARY SEWERS ARE TO BE FLUSHED, AND ALL CATCHBASIN AND CATCHBASIN MANHOLE SUMPS ARE TO BE CLEANED OF DEBRIS AND SILT.
- 1.13. THE CONTRACTOR IS RESPONSIBLE FOR ALL TRAFFIC AND SAFETY MEASURES THROUGH THE DURATION OF CONSTRUCTION, WHICH INCLUDES BUT NOT LIMITED TO THE INSTALLATION AND REMOVAL OF ALL NECESSARY SIGNALS, DELINEATORS, MARKERS, AND BARRIERS PER THE APPROVING AGENCY STANDARDS.
- 1.14. THE CONTRACTOR IS TO ASSUME ALL LIABILITY FOR DAMAGE TO ALL ABOVE GROUND AND BELOW GROUND INFRASTRUCTURE, UTILITIES AND STRUCTURES THAT MAY NOT BE ILLUSTRATED ON THIS DRAWING.
- 1.15. THE CONTRACTOR TO MAINTAIN A 'CONFINED TRENCH CONDITION' IN ALL SEWER AND SERVICE TRENCHES.

2. STORM SEWER SERVICING
- 2.1. PIPE BEDDING FOR RIGID AND FLEXIBLE PIPE TO BE IN ACCORDANCE WITH OPSS PROV 410, OPSS MUNI 410 AND LOCAL MUNICIPAL STANDARDS.
- 2.2. TRENCH BACKFILL FOR RIGID AND FLEXIBLE PIPE TO BE IN ACCORDANCE TO OPSS PROV 401, OPSS MUNI 401 AND LOCAL MUNICIPAL STANDARDS. TRENCH BACKFILL TO BE PLACED IN MAXIMUM 300mm LIFTS AND COMPACTED TO MINIMUM 95% STANDARD PROCTOR DENSITY.
- 2.3. FLEXIBLE STORM SEWERS:
- 2.3.1. 200-600mmØ - POLYVINYL CHLORIDE (PVC) PIPE DR35 ASTM-D3034, RIBBED PVC SEWER PIPE CSA B182.4-4000 ASTM-F774 WITH INTEGRAL BELL AND SPIGOT UTILIZING FLEXIBLE ELASTOMERIC SEALS.
- 2.3.2. 200-600mmØ - HDPE CSA B182.8 (320 kPa) WITH INTEGRAL BELL AND SPIGOT.
- 2.4. STORM SEWERS TO BE INSTALLED TO MINIMUM 1.5m DEPTH FROM FINISH GRADE TO OVERT OF PIPE, WHERE COVER TO TOP OF PIPE IS DEFICIENT, CONTRACTOR SHALL INSTALL INSULATION AS PER DETAIL THIS SHEET OR APPROVED EQUIVALENT.
- 2.5. STORM MAINTENANCE HOLE STRUCTURES TO BE INTERNALLY BENCHED PER OPSD 701.021 AS COMPLETE WITH ALUMINUM STEPS AT 300mm CENTRES AS PER OPSD 701.010 AND IN ACCORDANCE TO THE FOLLOWING
- 2.6. STORM SINGLE CATCHBASIN STRUCTURES TO BE 600mm SQUARE PRECAST AS PER OPSD 705.010 COMPLETE WITH MINIMUM 600mm DEEP SUMP AND GRATE AS PER OPSD 400.020.
- 2.7. STORM MAINTENANCE HOLE, CATCHBASIN MAINTENANCE HOLE AND CATCHBASIN, FRAMES, GRATES, CASTINGS AND LIDS TO BE QUALITY GREY IRON ASTM A48 CLASS 30B.
3. EROSION AND SEDIMENT CONTROL
- 3.1. PRIOR TO THE START OF ANY CONSTRUCTION THE CONTRACTOR IS TO INSTALL THE EROSION AND SEDIMENT CONTROLS IN ACCORDANCE TO THE APPROVED PLAN.
- 3.2. NO ALTERNATE EROSION AND SEDIMENT CONTROLS ARE PERMITTED WITHOUT APPROVAL FROM THE ENGINEER AND APPROVING AUTHORITY.
- 3.3. AS CONSTRUCTION PROGRESSES, ADDITIONAL EROSION AND SEDIMENT CONTROLS MAY BE REQUIRED. THE ADDITIONAL MEASURES AS SPECIFIED BY THE ENGINEER AND APPROVING AUTHORITY WILL BE REQUIRED TO BE INSTALLED BY THE CONTRACTOR.
- 3.4. REGULAR MAINTENANCE, REPAIRS AND REPLACEMENT IS REQUIRED TO BE PERFORMED BY THE CONTRACTOR ON ALL EROSION AND SEDIMENT CONTROLS TO ENSURE PROPER FUNCTIONING UNTIL DEVELOPMENT IS COMPLETE AND FINISHED HARD SURFACE MATERIALS AND VEGETATION IS STABILIZED WITH MATURE GROWTH.
- 3.5. CONTRACTOR TO REMOVE ALL EROSION AND SEDIMENT CONTROLS WHEN DEVELOPMENT IS COMPLETE AND FINISHED HARD SURFACE MATERIALS AND VEGETATION IS STABILIZED WITH MATURE GROWTH.
- 3.6. EROSION CONTROL FENCING TO BE INSTALLED AROUND THE BASE OF ALL STOCKPILES. ALL STOCKPILES TO BE KEPT 2.5m MINIMUM FROM PROPERTY LINE.
- 3.7. EROSION PROTECTION TO BE PROVIDED AT ALL STORM AND SANITARY STRUCTURES.
- 3.8. THE CONTRACTOR IS TO CLEAN ALL ROADWAYS AND SIDEWALKS OF SEDIMENTS RESULTING FROM CONSTRUCTION TRAFFIC FROM THE SITE EACH DAY.
- 3.9. ALL COLLECTED SEDIMENT TO BE DISPOSED OF AT AN APPROVED LOCATION IN CONFORMANCE TO THE MECP EXCESS SOIL REGULATION.
- 3.10. KEEP ALL SUMPS CLEAN DURING CONSTRUCTION
- 3.11. PROTECT ALL PIPES ENDS FROM SEDIMENT INTRUSION WITH PIPE CAPS
- 3.12. PREVENT WINDBLOWN DUST DURING CONSTRUCTION WITH AN ACCEPTABLE DUST SUPPRESSANT
4. INSPECTION AND CERTIFICATION
- 4.1. GRIT ENGINEERING INC. REQUIRES A MINIMUM OF 48 HOURS NOTICE PRIOR TO THE REQUIRED INSPECTION BE REQUESTED. INSPECTIONS ARE REQUIRED TO VERIFY PIPE INSTALLATION (MATERIALS, SIZE, LOCATION AND ELEVATION), STRUCTURE PLACEMENT, SURFACE MATERIAL AND FINISHED GRADING
- 4.2. CONSTRUCTION WORKS WITHIN THE PUBLIC RIGHT-OF-WAY REQUIRE FULL TIME INSPECTION.
- 4.3. CONSTRUCTION WORKS WITHIN PRIVATE LANDS ARE REQUIRED ON A PART TIME AND AS NEEDED BASIS.
- 4.4. FAILURE TO COMPLY WITH GRIT ENGINEERING INC. INSPECTION REQUIREMENTS, WILL RESULT IN ADDITIONAL CONSTRUCTION INSPECTION AND VERIFICATION AT THE EXPENSE OF THE CONTRACTOR.



CONTRACTOR NOTES:
CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY ERRORS TO THE ENGINEER PRIOR TO COMMENCEMENT OF WORK.

ALL DRAWINGS SHALL REMAIN THE PROPERTY OF THE ENGINEER AND SHALL NOT BE REUSED WITHOUT THE ENGINEER'S WRITTEN PERMISSION. DRAWING SHOULD NOT BE SCALED FOR DIMENSIONS PURPOSES.

BENCHMARK (GEODETIC)

ELEVATION:

BENCHMARK (SITE)
ELEVATION DERIVED FROM SOUTH EASTERLY CORNER OF EXISTING BARN, APPROXIMATELY 15.0M WEST OF PROPOSED BUILDING.

ELEVATION: ±8.74

No.	ISSUED DESCRIPTION	DATE (YYYY-MM-DD)
1	ISSUED FOR APPROVAL	2024-04-09
2	REISSUED FOR APPROVAL	2024-04-26
3		
4		
5		
6		



FORESTRY FARM SCHOOL

PROJECT INFORMATION: 1353 CHARLOTTEVILLE ROAD 8, SIMCOE, ONTARIO

NATURES CALLING ENVIRONMENTAL EDUCATION

CLIENT INFORMATION: 1353 CHARLOTTEVILLE ROAD 8, SIMCOE, ONTARIO

DRAWING NAME:

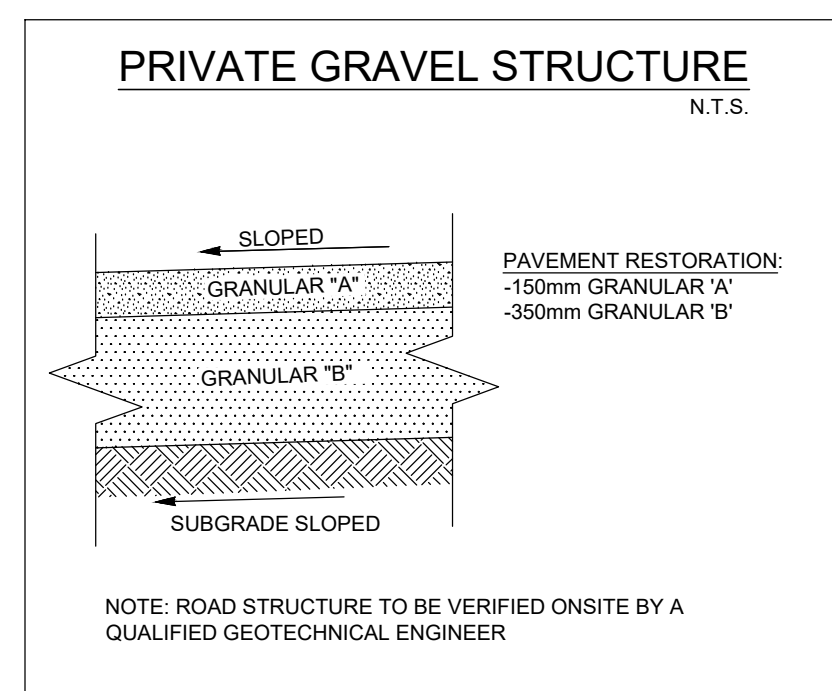
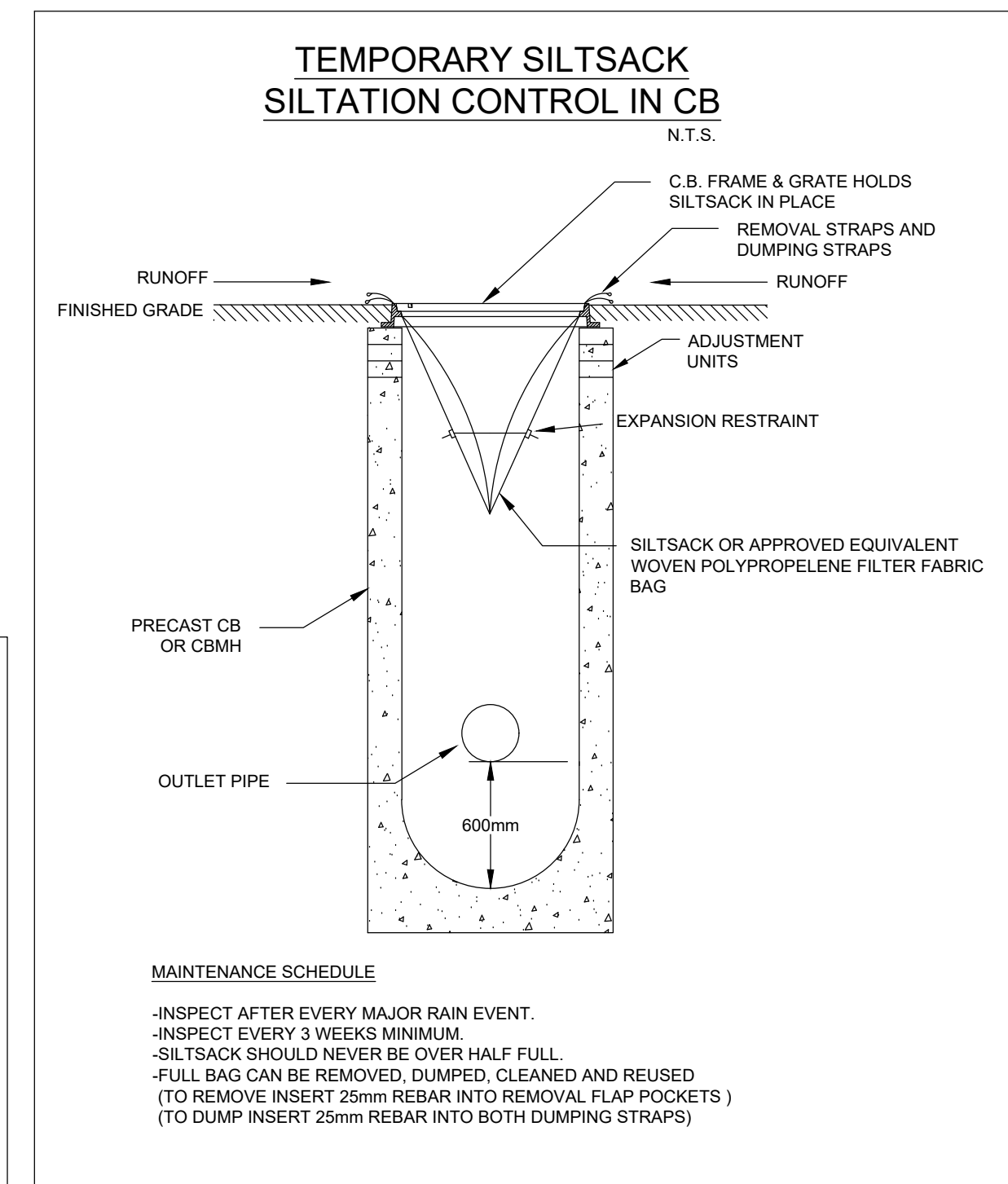
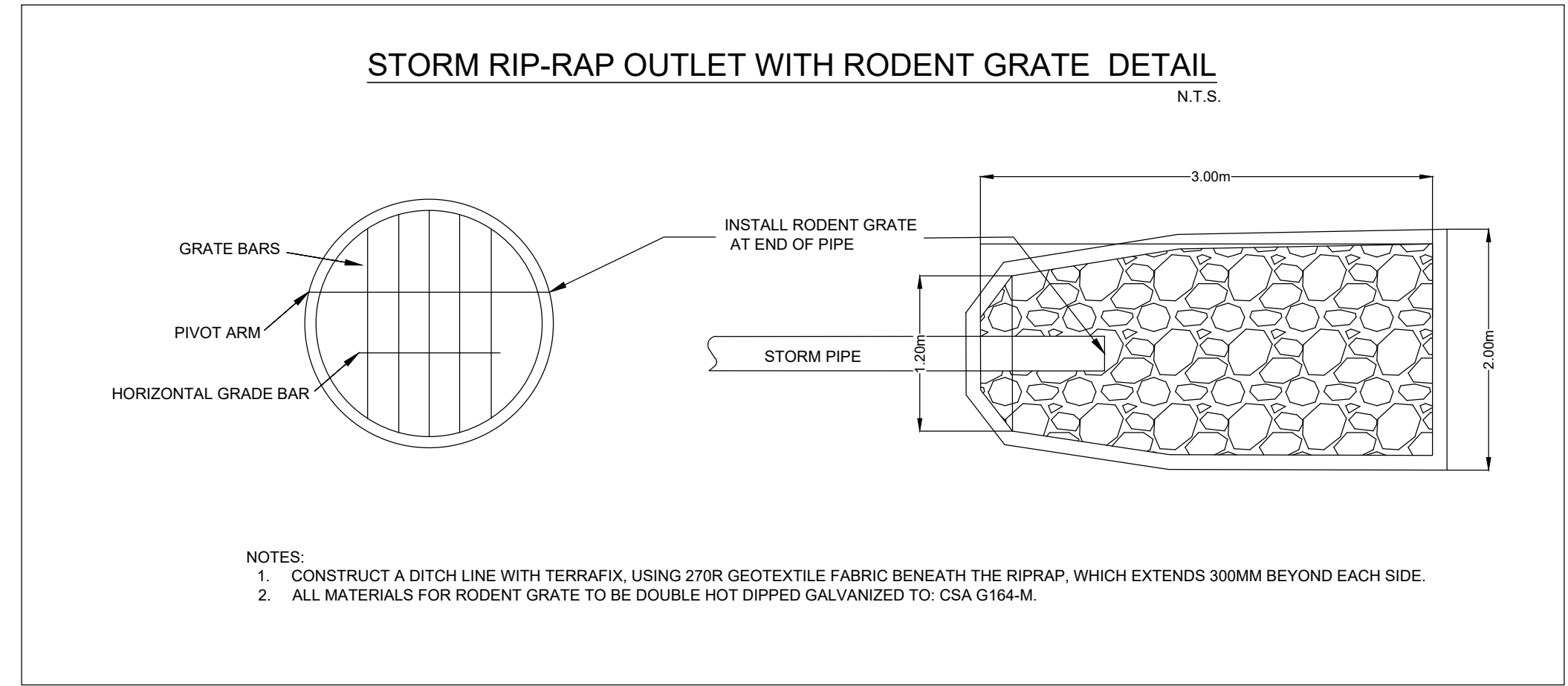
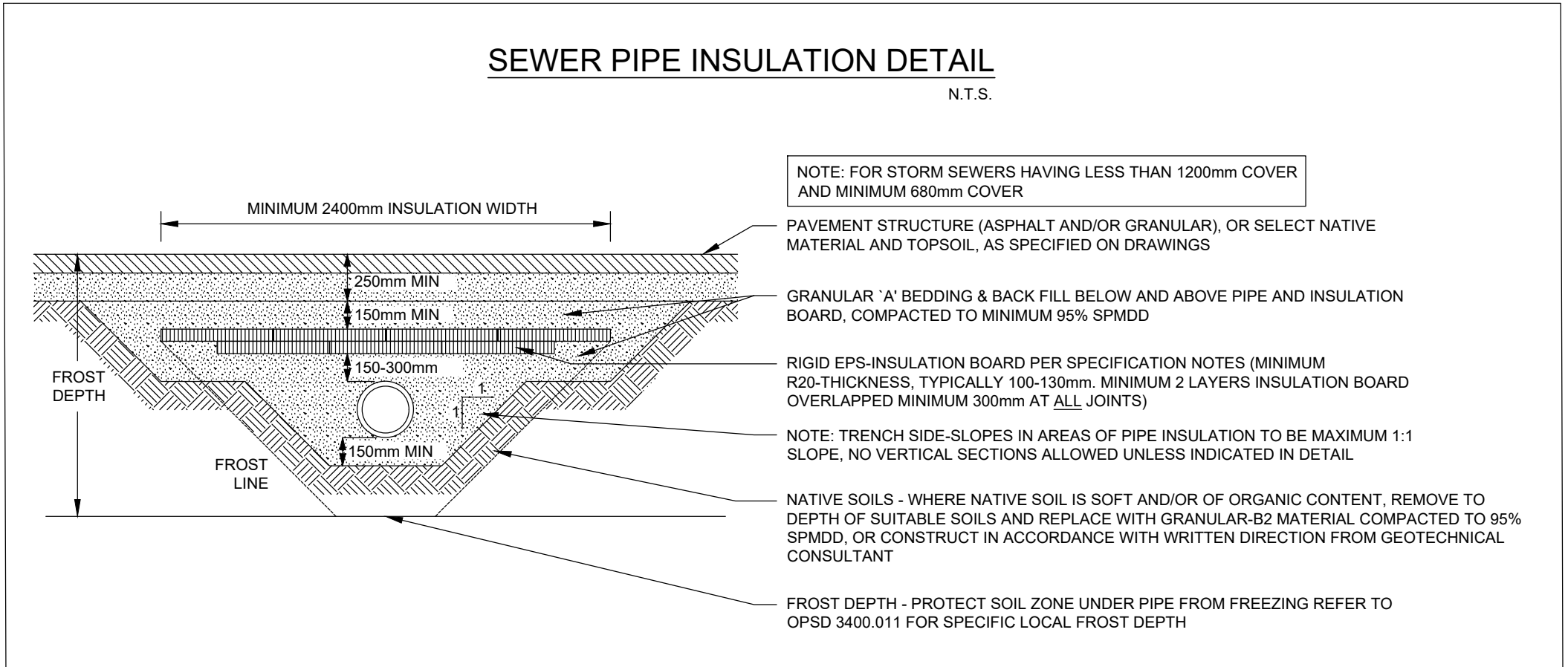
SITE GRADING, NOTES & DETAILS PLAN

PROJECT No: **GE24-0792-1**

DRAWING No: **C300**

SCALE: 1 : 250 METRIC

SHEET SET No: 1 of 1





April 09, 2024

GE23-0792-1-CIV-SWM-LTR

**Stormwater Management Letter
Forestry Farm School
1353 Charlotteville Road 8, Site Plan Development**

GRIT Engineering Inc. (GRIT) was retained by Stonecrest Engineering Inc. to provide the engineering review for the proposed development project to satisfy Site Plan Approval (SPA) requirements set forth by Norfolk County.

The subject site is located at 1353 Charlotteville Road 8, Simcoe, Ontario and is approximately 20.31 hectares in size. The site is bounded by Charlotteville Road 8 to the south and existing residential (Agricultural Zone, A) to the East, North and West.

This Stormwater Management (SWM) letter will provide the necessary background and existing information to address the site plan approval requirements for the subject site and is to be read in conjunction with all other submitted documents, including engineering design drawings, provided separately.

Existing Site Condition

Existing Site Characteristics

In the existing condition, the site is comprised of one (1) building, four (4) detached structures, Gravel driveway to serve the site and landscaped areas. The following table provides the existing site characteristic summary.

Table 1 – Existing Site Characteristics

Description	Area (m ²)	Percent Impervious (%)	Runoff Coefficient
Building	908.00	100	0.90
Asphalt/Gravel/Concrete	906.00	100	0.90
Grass/Trees	201,325.00	10	0.20
Total	203,139.00	10.8%	0.21

Stormwater Minor/Major Flow

Based on a review of the existing drainage pattern, the site is comprised of an existing agricultural field. The site stormwater flows overland to a low point +/-13.0m to the west of the existing barn. There is no existing outlet for this low point and the water appears to infiltrate into the ground.

Proposed Site Condition

Proposed Site Characteristics

In the proposed condition, the site will be comprised of one (1) building, concrete sidewalk, gravel parking area to serve the site, one (1) landscape catch basin and one (1) new storm catch basin maintenance hole with lead. The following table provides the proposed site characteristic summary.

Table 2 – Proposed Site Characteristics

Description	Area (m ²)	Percent Impervious (%)	Runoff Coefficient
Building	979.0	100	0.90
Asphalt/Gravel/Concrete	1,7870	100	0.90
Grass/Trees	200,373.0	10	0.20
Total	203,139.0	11.1%	0.21

Stormwater Minor/Major Flow

In the proposed condition, stormwater flows follow the existing drainage patterns and generally match the existing site conditions. The site will continue to drain towards the low point surveyed to the catch basin maintenance hole. The drainage from the building and parking area will be directed towards the new catch basin maintenance hole and landscape catch basin that will outlet to the northern existing pond.

The post development condition is calculated to increase in imperviousness from 10.8% to 11.1%. Due to the proposed change to be minor in nature, no formal quantity or quality controls are proposed for the site.

Erosion & Sedimentation Control

Erosion and sediment controls are proposed for the site design as illustrated on GRIT Engineering Drawing C300. The proposed measures include erosion and sediment control fencing and a sediment silt sack to be placed in the proposed catch basin maintenance hole and landscape catch basin. These measures are to be implemented, maintained, and removed per the Erosion and Sediment Control notes on GRIT Engineering Drawing C300. Controls are not to be removed until development is complete with final surface and vegetation has stabilized with mature growth.



Conclusion

The stormwater management requirements for quantity and quality controls are based on the best management practices and are summarized in the section above. This letter along with the engineering drawings, provided separately, demonstrate compliance with the standard stormwater management best management practices. We trust that this letter satisfies the County's requirements. If there are any questions regarding this letter, please do not hesitate to contact our office.



Statement of Conditions and Limitations

This document was prepared for Stonecrest Engineering Inc. (the Client) and the Norfolk County and has been prepared in a manner consistent with the level of care and skill ordinarily exercised by other members of the engineering profession currently practicing in the same or similar locality, under the same or similar conditions, subject to the time limits and financial, physical, or other constraints applicable to the Services.

The recommendations and conclusions provided in this document are applicable only to the specific site, development, design objectives, and purposes that are described in the text and are based on the information that was available and provided to GRIT Engineering Inc. at the time this document was prepared. This document is not intended to be exhaustive in scope and it shall be recognized that the passage of time may alter the opinions, recommendations, and conclusions that are contained in this document. The design is limited to the documents reference and any other drawings or documents prepared by GRIT Engineering Inc. provided separately. GRIT Engineering Inc. accepts no responsibility or liability for the accuracy of any information provided by others.

The information, opinions, conclusions, and recommendations expressed in the document, or any portion thereof, are for the sole benefit of the Client. The document may not be used by a third party without the expressed written consent of GRIT Engineering Inc. and the Client. Any third-party use of the document without express written consent denies any claims in Contract, Tort, and/or any other cause of action in law against GRIT Engineering Inc. and the Client.

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Any referenced benchmarks or other known elevations provided in this document should be verified by a registered surveyor prior to use for any other purposes such as planning, development, layout, and/or construction.

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Yours respectfully,

GRIT Engineering Inc.



Avihay Zalizky, P. Eng.
Civil Design Engineer

Scoped Environmental Impact Study

1353 Charlotteville Road 8, Simcoe ON
Part of Lot 17, Concession 8, Charlottville
Rhyus Reeves / Bernie Solymor

April 2024

1.0 INTRODUCTION

This Scoped Environmental Impact Assessment (SEIS) was prepared on behalf of Bernie Solymor (the proponent) relating to the property 1353 Charlotteville Road 8, Simcoe ON. This property is legally described as part of Lot 17, Concession 8, Charlottville (Figures 1 & 2).

The subject lands are located in Norfolk County ("the municipality"). This Scoped EIS is triggered by an application for Site Plan approval for an on-farm diversified use (forest school) proposal to Norfolk County, as the legal parcel contains lands depicted by the Norfolk County Official Plan (OP) (2023) as Natural Heritage.

This EIS is triggered by a land use change and development proposal application to Norfolk County, among lands depicted by the Norfolk County Official Plan (OP) (2023) as Natural Heritage (Schedule "C-4" Natural Heritage, Figure 4).

The Norfolk County Official Plans designate the abandoned orchards, laneways and other previously cleared areas all as Significant Woodlands, which is clearly incorrect as they are not naturally occurring swaths of vegetation (Figure 5).

The proposed development includes the placement of a portable on lands already cleared of abandoned fruit orchards. Site alteration limits are approximately 20+ m outside of the naturally occurring woodland to accommodate a forest school. This setback exceeds the 10 m Significant Woodland buffer identified in the OP.

Vroom + Associates biologist Dave Jolly (EarthQuest) attended the site March 28th, 2024 to review its attributes in relation to the work program required by the regulatory groups, based on our experience within this jurisdiction and others.

The Long Point Region Conservation Authority (LPRCA) regulates a portion of the legal parcel as a tributary of Young's Creek runs from east to west on-site. This watercourse is approximately 18 m from the edge of the Forest School lands. Based on the Norfolk County community web map and LPRCA regulation limit layer, the proposed site alteration will occur outside of the LPRCA regulation limits (Figure 5). Additionally, there are no wetlands or shorelines present on-site.

The Ministry of the Environment, Conservation, and Parks (MECP) regulates the Endangered Species Act (2007), which protects species at risk from harm, kill, or interfering with their habitat if they are classified by COSSARO (Committee on the Status of Species at Risk in Ontario) as Endangered or Threatened. The MECP protocol consists of conducting our own screening and submitting an Information Gathering Form (IGF) if a project is likely to contravene the ESA and require permitting.

For the reasons discussed in this report, it is our opinion that the proposed minimal development on-site within already cleared areas causes no concern of negative or unalterable impacts on the Natural Heritage features in the adjacent lands. We provide mitigation recommendations for indirect impacts in Section 4 of this report.

1.2 Property Description and Proposed Alteration

The lands designated for the use of the Forest School must be no more than 0.39 ha in size in accordance with Section 7.2.2 c) of the Official Plan. The forest school lands are located within the central part of the 19.86 ha legal parcel. Currently, the development envelope contains lands that have already been cleared and graded.

Although Norfolk County Official Plan Schedule "C-4" mapping states the lands are Significant Woodlands (Figures 4&5), they were historically an old fruit orchard and not naturally occurring vegetation for over two decades according to aerial photographs.

According to the Norfolk County OP (2023), Schedule "B-6" Land Use Plan, the primary land use of the legal parcel is designated "Agricultural" with "Hazard Lands" surrounding the watercourse, as previously noted (Figure 3).

The proposed development for the Forest School includes placement of a portable for use as a classroom within lands already cleared of vegetation.

We have been informed that Norfolk County has requested that this Scoped Environmental Impact Study (Scoped EIS) be completed as part of the application to ensure there will be no negative or adverse effects on the natural heritage features resulting from the proposed on-farm diversified use (forest school).

1.1.1 Activities Associated with the Proposal with Environmental Impacts: Tree-Cutting and Removal of Vegetation, Grading, Post Development Activities

No vegetation removal is required as the lands have already been cleared of the abandoned fruit orchard. Additionally, the lands have been previously graded as well.

1.2 Planning Considerations

1.2.1 Federal Considerations

The Department of Fisheries and Oceans Canada (DFO) is responsible for conserving, managing, and protecting fish and fish habitat. DFO is given authority to achieve this under the Federal Fisheries Act, 2019. Fish habitat as defined in the Fisheries Act 2019 as "water frequented by fish and any other areas on which fish depend directly or indirectly to carry out their life processes, including spawning grounds and nursery, rearing, food supply, and migration"

An open watercourse (Clark Drain) is present within the middle portion of the legal parcel, running from the west to the east, where it terminates within the edge of the eastern 120 m

1353 Charlotteville Road 8, Simcoe
April 2024

Rhyus Reeves **Scoped EIS,**
 Vroom & Associates

study area. According to current Department of Fisheries and Oceans (DFO) aquatic Species at Risk (SAR) mapping, the watercourse does not "contain any critical habitat of aquatic SAR, nor have any SAR been found/are likely to be found" (Figure 5).

The proposed Forest School development is approximately 18 m from this watercourse. No in-water work is required, so a fisheries assessment and DFO involvement are not required for the proposed land use change.

1.3.3 Provincial Considerations

The Provincial Policy Statement (PPS) 2020 states that "Natural Heritage features and areas shall be protected for the long term" (PPS, 2014, 2.1.1). Additionally, Section 2.1.2 states that "The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and groundwater features."

Several stipulations are outlined by the Provincial Policy Statement (PPS, 2020) regarding development within 120 m of a Natural Heritage area. The PPS defines seven natural heritage features where development and site alteration are not permitted in or within 120 m unless it has been demonstrated that there will be no negative impacts on the natural heritage features or their ecological functions. These seven natural heritage features and their applicability to the previous development as well as proposed vegetation removal and land use include:

Table 1: PPS Natural Heritage Features & Proposed Site Alteration

Significant Wetland and Significant Coastal Wetlands	Not present within the study area
Significant Woodlands	On-site
Significant Valleylands	Not Present
Significant Wildlife Habitat (SWH)	To be discussed in this study
Significant area of natural and scientific interest (ANSI's)	Not Present
Fish Habitat	On-site
Habitat of endangered or threatened species	To be discussed in this study

The related PPS stipulations are fully outlined in Appendix A and are discussed in Section 5 of this report.

Our reporting will be consistent with the 2020 Provincial Policy Statement, the Natural Heritage Reference Manual (Ontario Ministry of Natural Resources & Forests ... "MNRF"), and the Ecological Land Classification for Southern Ontario (MNRF... "ELC").

The PPS 2020 states that development and site alteration shall not be permitted in Natural Heritage features and areas or adjacent lands unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.

The Ministry of Environment, Conservation, and Parks (MECP) has taken over the responsibility of the Endangered Species Act (ESA), 2007. The MECP protocol consists of conducting a self-screening and submitting an Information Gathering Form (IGF) if a project is likely to contravene the ESA and require permitting.

1.3.4 Municipal Considerations

The Norfolk County OP, Section 3.5.2, regards adjacent habitats as lands within 120 m of a designated Natural Heritage area. Section 1.3 of the OP (2021) states that its goals include:

"... ensuring the protection, enhancement, diversification and connectivity of Norfolk's Natural Heritage Features, natural heritage functions, and species habitat, as well as the protection of water quality and quantity."

The Norfolk County OP (2021), Section 3.5.1 also states that:

"b) Development and site alteration shall not be permitted on lands adjacent to the natural heritage features and areas, unless the ecological function of the adjacent land has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions that cannot be adequately mitigated."

The Norfolk County OP (2021), Section 3.5.1 also states that:

"a) Development and site alteration shall not be permitted in a Provincially Significant Feature unless in accordance with provincial and federal requirements.

b) Development and site alteration shall not be permitted on lands adjacent to the natural heritage features and areas, unless the ecological function of the adjacent land has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions that cannot be adequately mitigated."

According to the OP Schedule "C-4" Natural Heritage mapping, the lands proposed for the Forest School are designated as Significant Woodland.

The OP states that Natural Heritage areas on-site must be further investigated to demonstrate that the past development, proposed vegetation removal, and proposed land use will not impact these features and/or their functions in a negative or unalterable manner.

In our opinion, the request by Norfolk County can be satisfied with this Scoped EIS.

1.2.5 Conservation Authority Considerations

The Long Point Region Conservation Authority (LPRCA) regulates abiotic factors relating to Natural Hazard lands, wetlands, watercourses, and adjacent lands. On-site areas are designated as Natural Hazard lands in relation to a watercourse present. There are no wetlands present within 120 m. No new alteration is proposed within the watercourse LPRCA-regulated buffer lands. This Scoped EIS may be circulated to the LPRCA should the municipality deem it necessary.

2.0 ABIOTIC ATTRIBUTES

2.1 Soils and Slopes

According to the OMAFRA AgMaps database, there are a variety of soils on-site. A majority of the legal parcel is considered Plainfield Soils. The Soils of the Regional Municipality of Halimand-Norfolk (Vol. 1) states that Plainfield soils consist mainly of eolian fine sand, at least one meter thick with rapid to well drainage. The legal parcel also contains Plainfield Soils - Dune Phase.

Additionally, database sources note the legal parcel also contains Waterin Soils, Brady Soils, and Walsingham Soils. Waterin Soils consist mainly of eolian fine sand, at least one metre thick, with poor to imperfect drainage. Brady Soils consist mainly of lacustrine sand and loamy sand, with imperfect drainage. Walsingham Soils consist mainly of eolian sand at least one metre thick, with imperfect to poor drainage.

The proposed site alteration is set to occur within the Walsingham soils.

The proposed forest school lands are relatively flat, with no significant changes in topographic elevation.

2.2 Hydrology and Groundwater

The subject lands are located within the Long Point Source Protection Area subwatershed. The LPRCA 2023 Watershed Report Card states that this watershed has insufficient data on the groundwater quality conditions and fair surface water quality conditions.

The MECP Source Protection Information Atlas provides the following conditions for the subject lands:

"Source Protection Area: **Long Point**

1353 Charlotteville Road 8, Simcoe
April 2024

Rhyus Reeves **Scoped EIS**,
Vroom & Associates

Wellhead Protection Area: **No**
 Wellhead Protection Area (WHPA-E): **No**
 Intake Protection Zone: **No**
 Issue Contributing Area: **No**
 Significant Groundwater Recharge Area: **Yes**; score is **N/A**
 Highly Vulnerable Aquifer: **Yes** ; score is **6**
 Event Based Area: **No**
 Wellhead Protection Area Q1: **No**
 Wellhead Protection Area Q2: **No**
 Intake Protection Zone Q: **No**"

Ontario Well Records within the southern portion of the subject lands indicated the groundwater is ± 3.04 m below grade. Loam was recorded from 0-0.6 m, followed by 2.44 m of yellow sandy subsoil, terminating 3.06 m of grey sandy subsoil.

As noted above, the database screening demonstrates there potential sensitivities to altered land use in relation to Significant Groundwater Recharge and groundwater interference, as well as Highly Vulnerable Aquifer. Given the depth of the water table, mitigation strategies have been outlined in Section 4 of this report.

3.0 BIOTIC CONSIDERATIONS

The following information and analysis are based on the authors' Spring 2024 site visits, reporting for database, and literature reviews.

The LPRCA 2023 Watershed Report Card states that this watershed has good wetland, riparian zones, and good forest conditions.

3.1 Aquatic Attributes

As mentioned, present on-site is a tributary of Young's Creek. The proponent has informed us that the watercourse dries up seasonally and does not support permanent flow. A minimal vegetation buffer separates the watercourse from the historically agricultural lands.

3.2 Floral Attributes

Vroom + Associates biologist completed floral inventories within the study area on March 28, 2024. Given the limited proposed site alteration within already cleared lands, we do not see a need for a 3-season inventory.

The tablelands where the future Forest School is proposed are and were historically highly disturbed as they were agricultural in use.

According to the MNR Ecological Land Classification (ELC 1998 & 2008), there are four vegetated communities found within the study area (Figure 9). The following communities were identified within the study area:

- _FODM4 Dry-Fresh Deciduous Forest Ecosite (Not Ranked) (3.5+ ha)
 - _FOCM6-2 Dry-Fresh Red Pine Naturalized Coniferous Plantation Type – COMPLEX WITHIN THE FODM4 (Not Ranked) (0.22 ha)
 - _FOC6-4 White Spruce Naturalized Coniferous Plantation Type - COMPLEX WITHIN THE FODM4 (Not Ranked) (0.39 ha)
- _CVR_4 Rural Property (Not Ranked) (4+ ha)

The **FOCM6-2** Ecosite is a cultural community that has naturalized over the years as it has been logged within the last 30 years. Its canopy is dominated by Eastern Red Pine with White Spruce. Trees are primarily 10-24 cm in diameter at breast height (dbh). This community consists of low-quality coniferous woodland with an understory and shrub layer with a mix of native and non-native species. Invasive species include Garlic Mustard and Dames Rocket. Other species present include Common Strawberry, Path Rush, Chokecherry, Black Cherry, and Eastern Bracken Fern.

The **FOC6-4** Ecosite is also a cultural community that has naturalized over the years as it has been logged. Its canopy is dominated by planted and naturally occurring White Spruce. This community is of low-quality due to the monoculture nature of the community. Additionally, the community is young in age with trees typically 10-24 cm dbh with no trees >50 cm dbh.

The **FODM4** Ecosite is a naturally occurring young to mid-age community with trees predominantly <25 cm dbh in size. The canopy includes Shagbark Hickory, Trembling Aspen, Green Ash, White Ash, Northern Red Oak, and Black Oak, primarily with a canopy cover of >60%. This community consists of high quality deciduous woodlands, with a strong understory and shrub layer, with a mix of native and non-native species. Invasive species include Multiflora rose, Common Speedwell, and Common Dandelion. Other species present include White Bear Sedge, Woodland Sedge, Pennsylvania Sedge, Woodland Strawberry, American Black Currant, Shinleaf, Bristly Greenbrier, Zigzag Goldenrod, Eastern Poison Ivy, Highbush Blueberry, Long-spur violet and Wild Riverbank Grape. Twenty-three species were recorded in the FODM4 Ecosite.

Generally, the woodland to the north is low-medium quality among the natural areas within the limited study area. However, further north, we expect higher quality characteristics.

The following background information is provided in relation to the discussion of significant species.

_Any Species at Risk (SAR) listed as endangered (END) or threatened (THR) are protected from killing, harming, or harassment under the provincial Endangered Species Act 2007 (ESA)

_Additionally, their habitat is protected from damage or destruction (ESA, 2007 Section 10.1)

_Species listed as Special Concern, Provincially Rare, and Regionally Rare Species (S1-S3) are not protected under ESA 2007 or the Norfolk County Forest Conservation ByLaw 2006-170

_The Committee on the Status of Species at Risk in Ontario (COSSARO) provides the provincial rankings on species at risk (SAR). The Committee on the Status of Endangered Wildlife in Canada (COSEWIC) provides the federal rankings of SAR.

Recommended by the MECP/MNRF, an NHIC 1km² grid data search was conducted to identify species historically recorded in the general area. According to the NHIC 1 km² mapping, there is only one record of floral SAR in the general area.

Table 2: Floral SAR known to occur in the general area and their likelihood potential on-site

Species	Ranking	Habitat Description	Potential Likelihood
Pumpkin Ash	[COSEWIC: Not Ranked / COSSARO: Not Ranked]	Inhabits a small area of Southern Ontario, near Lake Erie and Ontario, in wet soils that are imperfectly drained, with access to full sun. Destroyed by Emerald ash borer.	Unlikely given the well-drained soils
American Water-Willow	[COSEWIC: THR / COSSARO: THR]	Inhabits areas along the shores and waters of streams, rivers, lakes, ditches and occasionally wetlands. It grows in wet soil and can grow in 1.2m of water. Requires periodic flooding and wave action to reduce competition from other aquatic plants. Typically grows on sub-soil with gravel, sand, or organic matter.	Unlikely given the lack of wetlands

American Chestnut	[COSEWIC: END / COSSARO: END]	Inhabits dryer upland deciduous forests with sandy, acidic to neutral soils. In Ontario, It is only found within the Carolinian Zone between Lake Erie and Huron. Grows alongside Red Oak, Black Cherry, Sugar Maple, American Beech and other deciduous tree species. Grows best in moist to dry, well-drained soil, with tolerance to many soil types.	Known to occur on-site, beyond the study area
Eastern Flowering Dogwood	[COSEWIC: END / COSSARO: END]	Inhabits spaces under tall trees in mid-age to mature deciduous or mixed forests. Commonly found on floodplains, slopes, bluffs and in ravines. Grows best in moist, well-drained soil, with sandy or loamy soils. Partial shade preferred.	Possible, however, none observed.
Smooth Yellow False Foxglove	[COSEWIC: THR / COSSARO: THR]	Inhabits dry, open to semi-open upland oak forests typically with White Oak present, on well-drained soils. Only seven remaining subpopulations in southern Ontario including Norfolk.	Possible in the FODM4 and FODM4 edges, given the presence of Black Oak.
Puttyroot	[COSEWIC: Not Ranked / COSSARO: Not Ranked}	Inhabits neutral soils and can tolerate many soil types, including rocky. Not tolerant to flooding. Prefers well-drained soils in deciduous forests.	Probable within the FOCM6-2, Although not observed during the Spring 2024. This species is best observed in the fall, therefore may still exist.
Autumn Coralroot	[COSEWIC: Not Ranked	Inhabits deciduous or mixed forest habitats in humus rich, well-drained soils.	Probable within the FOCM6-2

	/ COSSARO: Not Ranked]		
Round-leaved Tick Tre-foil	[COSEWIC: Not Ranked / COSSARO: Not Ranked]	Inhabits forests, talus, rocky slopes and woodland, with preference to hillcrests, tops of ridges as well as in oak woods, dry thickets, and openings. Prefers dry, sandy soil in partly shaded areas.	Possible within the FOCM6-2 or FODM4
Palmate Leaved Violet	[COSEWIC: Not Ranked / COSSARO: Not Ranked]	Inhabit areas with wet ground, such as sedge meadows, bogs and fens, wet depressions in limestone barrens, marl pond shores, rocky shores, typically in areas with calcareous bedrock. Typically found in northern Ontario.	Unlikely, given the lack of wetlands

The subject lands are completely clear of vegetation. Therefore, these species have no potential within the proposed development envelope. Targeted flora off-season surveys did not find these species in the naturally occurring woodlands within the limited study area. They could occur elsewhere within the Natural Heritage area, but the proposed development will not directly impact them.

No Species at Risk (SAR) plants are within the proposed development envelopes.

No Provincially Rare Habitat Types were found on or in the study area around the subject property.

ELCs are depicted in Figure 7. Plants per ELC community are provided in Appendix C.

3.3 Faunal Attributes

Faunal inventories were completed by biologist Dave Jolly March 28, 2024 to assess the direct and indirect impacts that may occur as a result of the proposed development. Species presence and rankings are fully described in the attached Appendix D.

Habitat

Given the current and historic anthropogenic disturbances, the tableland within the development envelope does not support any significant faunal habitat, as it is currently completely clear of vegetation.

Faunal habitat is present within the legal parcel and surrounding 120 m study area within the planted and naturally occurring woodlands and watercourse. The habitats extend beyond the study area to the north, east and west.

Interior habitat is defined as habitat more than 100 meters from the edge of the woodland (The Natural Heritage Reference Manual 2010) and is recognized as important for area-sensitive species. Based on the Natural Heritage Area's size and shape, interior habitat is present beyond the study area, outside of the Forest School lands, that could support area-sensitive species or habitat.

We have been informed by the client that the watercourse dries up seasonally, but does provide marginal amphibian habitat in the spring. Additionally, a pond has been constructed on-site for recreational purposes which could be used by herptiles and other species that rely on aquatic habitats in the future.

Significant Species

Birds

An NHIC 1 km² database screening identified the following SAR Birds that have been discovered in the general area in the past:

Table 3: Avian SAR known to occur in the general area and their likelihood potential on-site

Species	Rank	Habitat Description	Likelihood On-site
Wood Thrush	[COSEWIC: THR / COSSARO: SC]	Inhabit mature deciduous and mixed forests. Moist stands of trees with well-developed undergrowth and tall trees for singing perches are sought after. Preference to large forests, with nests built in samplings, trees or shrubs of sugar maple or American beech. Migrating birds to the south.	Probable in the FODM4
Eastern Wood-pewee	[COSEWIC: SC / COSSARO: SC]	Inhabits the mid-canopy layer of forest clearings as well as edges of deciduous and mixed forests. Is found to be most abundant in forest stands	Probable in the FODM4

		intermediate in age with little understory vegetation.	
Red-headed Woodpecker	[COSEWIC: END / COSSARO: END]	Inhabits open woodland and woodland edges. These areas include many dead trees, which are used for nesting and perching. Migrates south for winter, some remain with adequate supply of nuts.	Unlikely within the study area, given a lack of mature snag trees.
Eastern Whip-poor-will	[COSEWIC: THR / COSSARO: THR]	Inhabits areas with a mix of open and forest, such as open woodlands or openings in more mature, deciduous, coniferous, and mixed forests. Can be found within savannahs. Foraging occurs in the open areas and uses forested areas for roosting and nesting. Eggs are laid directly on the woodland floor.	Possible within the FODM4 and open edge areas of the CVR_4

Again, there is no habitat within the development envelope for any species, let alone SAR birds.

In Canada, the Eastern Wood-pewee breeds primarily in mature and intermediate-age deciduous and mixed forests, having an open understory. It is often associated with forests dominated by Sugar Maple (*Acer saccharum*) and is usually associated with forest clearings and edges (COSEWIC, 2012). Although a SAR, this species has no special protection under the ESA (2007). Eastern Wood-pewee is quite widespread in southern Ontario and Norfolk County in particular (Ontario Breeding Bird Atlas, 2007). There is suitable habitat within the legal parcel and 120 m study area.

Eastern Wood-pewee [SC] and Wood Thrush [SC] are urban tolerant and often found in edge habitats in Southern Ontario. We do not anticipate any negative or unalterable impacts on the habitat of this common urban tolerant species from the proposed adjacent Forest School development and land use.

Mammals

Mammals were surveyed as part of 'general' wildlife surveys. These surveys involved general coverage recordings of all species observations and signs (e.g. tracks/trails, scat, burrows, dens, browse, vocalizations). The only mammal observed during site visits was the Eastern Cottontail.

We anticipate the woodland is habitat for many common mammal species. Our only Threatened or Endangered species in range are the American Badger [COSEWIC: END / COSSARO: END] and SAR bats.

The American Badger has no suitable habitat as they prefer open meadows and prairie habitats, and no American Badgers have been observed in the last decade in Norfolk County.

There are four bat species listed as Endangered in Ontario: Small-footed Myotis (*Myotis leibii*), Little Brown Bat (*Myotis lucifugus*), Tri-coloured Bat (*Perimyotis subflavus*), and Northern Myotis (*Myotis septentrionalis*). Given their Endangered status, their habitat is protected under the Endangered Species Act (ESA) 2007. Additionally, Bat Maternity colonies are a type of Significant Wildlife Habitat to be considered under the Provincial Policy Statement (PPS) 2020. According to the 7E Ecoregion SWH criteria Schedule, this habitat includes mature deciduous or mixed stand >10 ha with trees >25 cm diameter at breast height (dbh).

The deciduous woodland surveyed within the limited study area were dominated by trees <25 cm. For this reason, SAR bats are unlikely to occur within the study area. However, there is potential for these species beyond the limited study area within the deciduous forest that continues to the north.

Reptiles, Amphibians and Fish

An NHIC 1 km² database screening identified the following SAR species that have been discovered in the general area in the past:

Table 4: Herptile SAR known to occur in the general area and their likelihood potential on-site

Species	Rank	Habitat Description	Likelihood On-site
Snapping Turtle	[COSEWIC: SC / COSSARO: SC]	Mainly inhabit shallow bodies of water that provide protection via sediment. Nesting occurs early to mid summer in gravelly or sandy areas along streams.	Unlikely within the watercourse within the legal parcel and 120 m study area.
American Brook Lamprey	[COSEWIC: NR / COSSARO: NR]	Inhabit gravel/sandy riffles and creek runs, as well as small to medium sized rivers, typically with strong flow and clear waters.	Unlikely within the watercourse within the legal parcel and 120 m study area.

Eastern Hog Nosed Snake	[COSEWIC: THR / COSSARO: THR]	Inhabit sandy well-drained areas such as beaches and dry forests, where they lay eggs and hibernate.	Potential habitat given the soils are sandy and well-drained, with open areas present.
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Given the watercourse is seasonal in nature it would not provide turtle habitat for basking, foraging, breeding, and overwintering. The tributary is small in width, primarily shallow, and heavily shaded aside from the modified disturbed areas. Turtle-basking surveys were not conducted for this reason. No turtles were observed in site investigations, and the potential for Snapping Turtles [SC/SC] would be transient in nature. A recently constructed pond may provide SAR turtle habitat in the future. However, this does not impact the proposed site alteration, as it was recently constructed.

Regarding SAR snakes known to Norfolk County, there is also potentially suitable habitat for the Eastern Fox Snake, as there are open sandy areas and soils are sandy and well-drained. Additionally the lands are within the known Gray Ratsnake range, which inhabit woodlands as well as may spend time in open areas.

Lepidoptera and Odonata

Observatory surveys were completed on all field visits. No species at risk were observed or are anticipated within the proposed new lot. There is potential for Monarch [END/SC] habitat in the forest edges and watercourse. The presence of Milkweed and proximity to Lake Erie can indicate Monarch Habitat.

Significant Wildlife Habitat

There are no potential Significant Wildlife Habitat (SWH) within the development envelope based on the SWH Guideline for Region 7E and site investigations. There is potential for SWH beyond the limited study area to the north among the FODM4.

4.0 IMPACT ASSESSMENT OF THE PROPOSAL

As previously noted, this SEIS is triggered by provincial, municipal, and conservation authority requirements related to the proposed Forest School development and future land use occurring on or adjacent to the Natural Heritage features noted above (Schedule "C-4" Norfolk County OP, Figure 4).

4.1. Impacts & Mitigation

Vegetation Removal and Significant Woodlands:

Vegetation removal has already been completed for the proposed Forest School structure. The vegetation that was removed included old fruit orchard trees within the previously agricultural lands. No vegetation removal is planned within the Significant Woodlands.

Given there are no further vegetation removals required, vegetation removal timing recommendations for breeding birds or SAR bats are not required for this project.

Setbacks

The proposed development occurs >10 m beyond the FODM4 dripline, and watercourse. No further setbacks are recommended.

Faunal Habitat

Although the vegetation beyond the forest school development area supports diversity and habitat for floral and fauna, as well as offers value to the surrounding natural heritage area, the removal of the old orchard and future land use does not affect the overall function of the adjacent feature. The land use for the Forest School operations is minimal and can be easily mitigated.

Human Encroachment:

With the change in land use being minimal, there is still the potential for the following impacts to occur:

- _Dumping of vegetative waste and/or garbage into adjacent Natural Heritage features
- _Reclamation of land or expansion of Forest School area by placing fill or buildings at beyond current limits
- _Introduction of plant species for landscape purposes that pose a risk of invasive potential into Natural Heritage areas
- _Vegetation and tree removal
- _Creation of trails within adjacent Natural Heritage areas that destroy vegetation, compact soils, and increase the risk of erosion and sedimentation.
- _Alteration to natural light regimes resulting from the residential attendant lighting.

The Forest School is not in operation around the clock; there would be no impact from attendant lighting as we do not anticipate activity during the evenings.

Hydrology:

The subject lands are in an area of sandy soils that support significant groundwater recharge as well as a highly vulnerable aquifer.

Given the limited development footprint among the vast natural areas, the project is not anticipated to cause any negative or unalterable impact to the natural hydrology of the site.

_ Given the minor construction required for Forest School construction and historic disturbance of the subject lands, separation of 15+ m to any woody vegetation or watercourse, and generally flat lands, we do not see the need for a sediment and erosion control plan.

4.2 Mitigation Measures

_Given the potential SAR snake presence on-site based on habitat suitability and location, the

general recommendation is to erect temporary herptile exclusion fencing for targeted SAR snakes at the perimeter of the development envelope until construction is complete. Provincial standards found at the following link: <https://www.ontario.ca/page/reptile-and-amphibian-exclusion-fencing>. (Government of Ontario, Ministry of the Environment, Conservation, and Parks (MECP), 2020)

_All disturbed areas on-site should be immediately re-vegetated with native species in order to stabilize soils and reduce sediment and erosion

ps_No site alteration should occur within the Hazard feature, including grading, vegetation removal, or structures.

_Overall grades sloping towards the natural heritage feature should be maintained to ensure surface flow inputs remain post-construction.

_When grading post-construction, ensure that sheet flow to the adjacent feature is achieved as opposed to channelized or rivulet flow to the adjacent feature, which could result in sediment and erosion.

_Education and stewardship brochures should be provided to these landowners, if different from the client of this report, outlining the significance of Natural Heritage features. These should inform future landowners of the encroachment activities listed (future spread of invasive species, and no dumping of garbage, yard waste, or debris).

4.3 Need, if any, for Enhancement or Compensation

No compensation would be required under the municipal Official Plan given there is no loss of Natural Heritage features. The subject lands were historically agricultural orchards. Additionally, given the proposed use is to create a forest school to educate children on natural areas and foster a connection with nature we don't anticipate typical human disturbance impacts will be a concern with this group. However, we offer the mitigation measures and habitat enhancement recommendations as a reminder.

Additionally, we anticipate the forest school will likely create pedestrian trails among the significant woodland to the north and provide recommendations that further promotes conservation.

_Trail design should ensure the canopy remains intact and avoid depressions that hold water and create habitat for floral and faunal species that rely on these features. Grading and disturbance should be kept to a minimum (1 m treat width).

_Invasive species monitoring and control could be undertaken, including Multiflora Rose (https://www.ontarioinvasiveplants.ca/wp-content/uploads/2020/10/MultifloraRose_BMP.pdf), Garlic Mustard, and Buckthorn.

_Avoid non-native gardening practices within the Forest School lands.

5.0 CONSIDERATIONS & CONCLUSIONS

1353 Charlotteville Road 8, Simcoe
April 2024

Rhyus Reeves **Scoped EIS,**
 Vroom & Associates

5.1 Considerations

Federal Considerations

Given there are no direct impacts on the watercourse, a DFO filing is not required.

Provincial Considerations

We believe the past and proposed development will not contravene the ESA, 2007, nor the PPS, 2020. With reference to Section 2.1.3 of the PPS, the subject lands are not located within the listed Ecoregions.

Section 2.1.4 and 2.1.5 of the PPS are not applicable. Development is proposed within the subject lands with no PSWs, coastal wetlands, or areas of natural and scientific interest (ANSI). In regards to SWH, the proposed development does not impact the potential to support SAR or SWH. There are no Significant Valleylands on-site.

In regards to Section 2.1.6, there will be no direct impact on Fish Habitat.

In regards to Section 2.1.7 of the PPS, avoidance mitigations are proposed in the unlikely event that SAR are present in the development envelope.

With reference to section 2.1.8 of the PPS, we do not anticipate any direct negative or unalterable impacts to the Natural Heritage feature on-site or its ecological functions as the vegetation removed on site is cultural, and the natural heritage features remains fully intact.

Municipal Considerations

The proposed development conforms with the Norfolk County Official Plan 2021.

In reference to the OP, which outlines the requirements for an SEIS, this report is consistent with these requirements (See Appendix B), as demonstrated below:

- a) a site description, description of the application, EIS study boundaries are provided in Section 1.1.
- b) Late March floral inventory is discussed in Section 3.2 and attached as Appendix D. Faunal habitat is discussed in Section 3.3.
- c) ELC classification is provided in Section 3.2
- d) Natural heritage features are initially outlined in Section 1, and those present (Significant Woodland) are described in Section 3.
- e) Significant Wildlife habitat is discussed in Section 3.3
- f&g) impacts and associated mitigation are discussed in Section 4
- h) Conclusions are provided in Section 5.

Conservation Authority Considerations

Natural Hazard lands and watercourse are present within 120 m of the development envelope. No new alteration is proposed within the watercourse LPRCA-regulated buffer lands. This SEIS

may be circulated to the LPRCA should the municipality deem it necessary.

5.2 Conclusions

As noted, this SEIS is triggered by development and site alteration occurring within 120 m of "Natural Heritage" as demonstrated on Norfolk County Official Plan Schedule "C-4". The area in which development is proposed has been previously disturbed and cleared. No Significant Woodlands will be impacted.

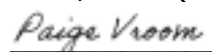
For the reasons outlined in the data presented within this report and the resultant analysis, we believe there are no negative or adverse direct impacts, incidental impacts, or cumulative effects caused by the proposed or previous development. Consequently, given the land use proposal of the site, there is no need for additional information or studies relating to the Natural Heritage component of this application.

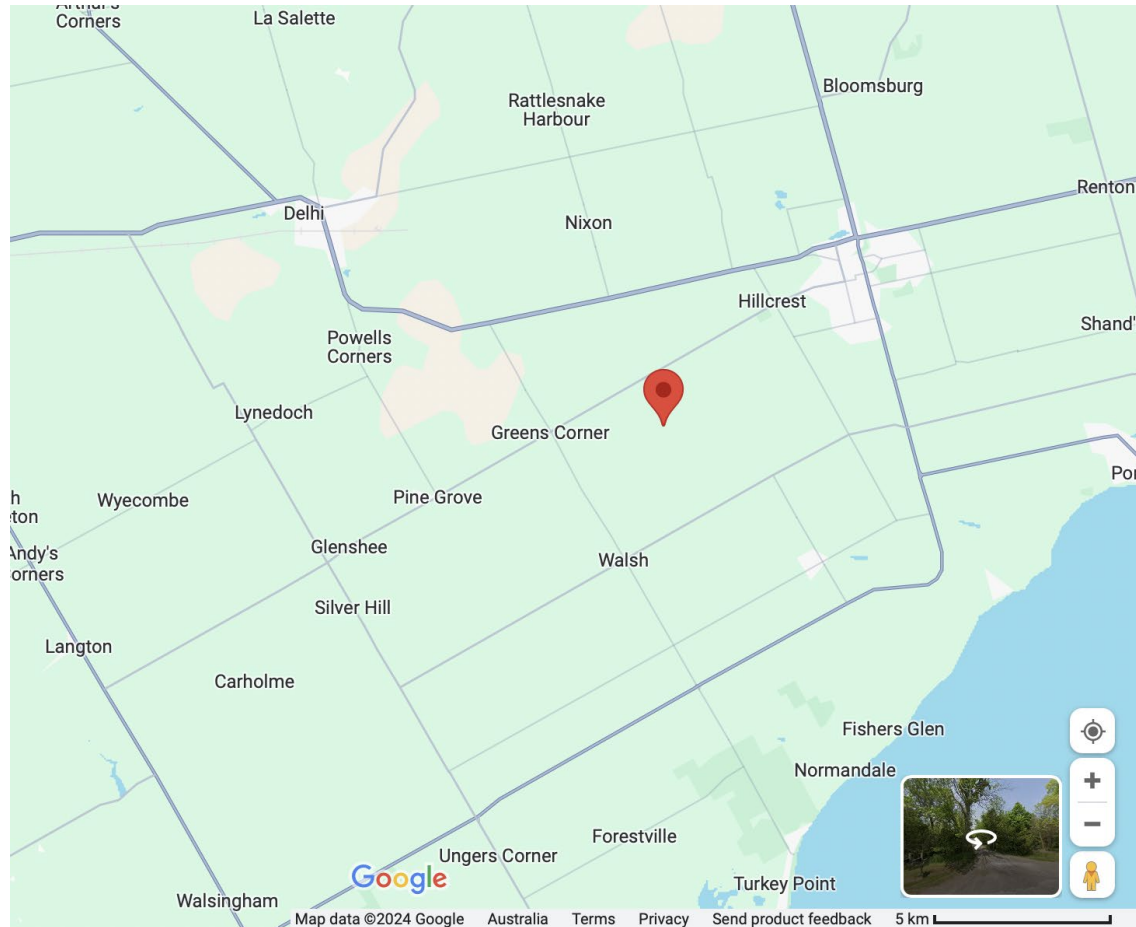
With respect to natural heritage considerations, it is the opinion of the writers that as long as the future development plans follow the recommended mitigation measures in this document, the proposed land use will be consistent with the Provincial Policy Statements 2020 as well as policies of the County and municipality.

Rachel Bauer, B.Sc.



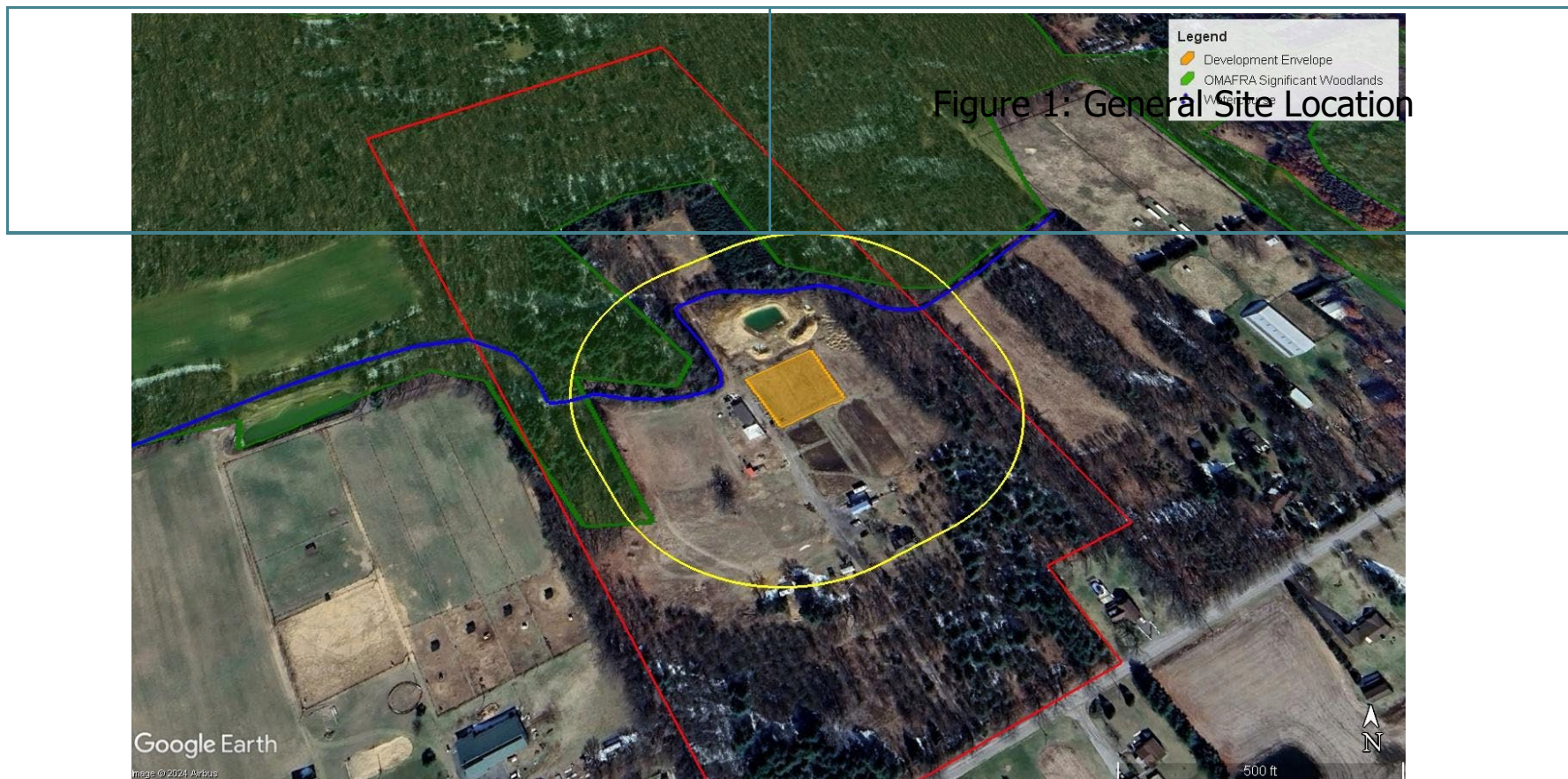
Paige Vroom, M.Sc. (Aquatic)

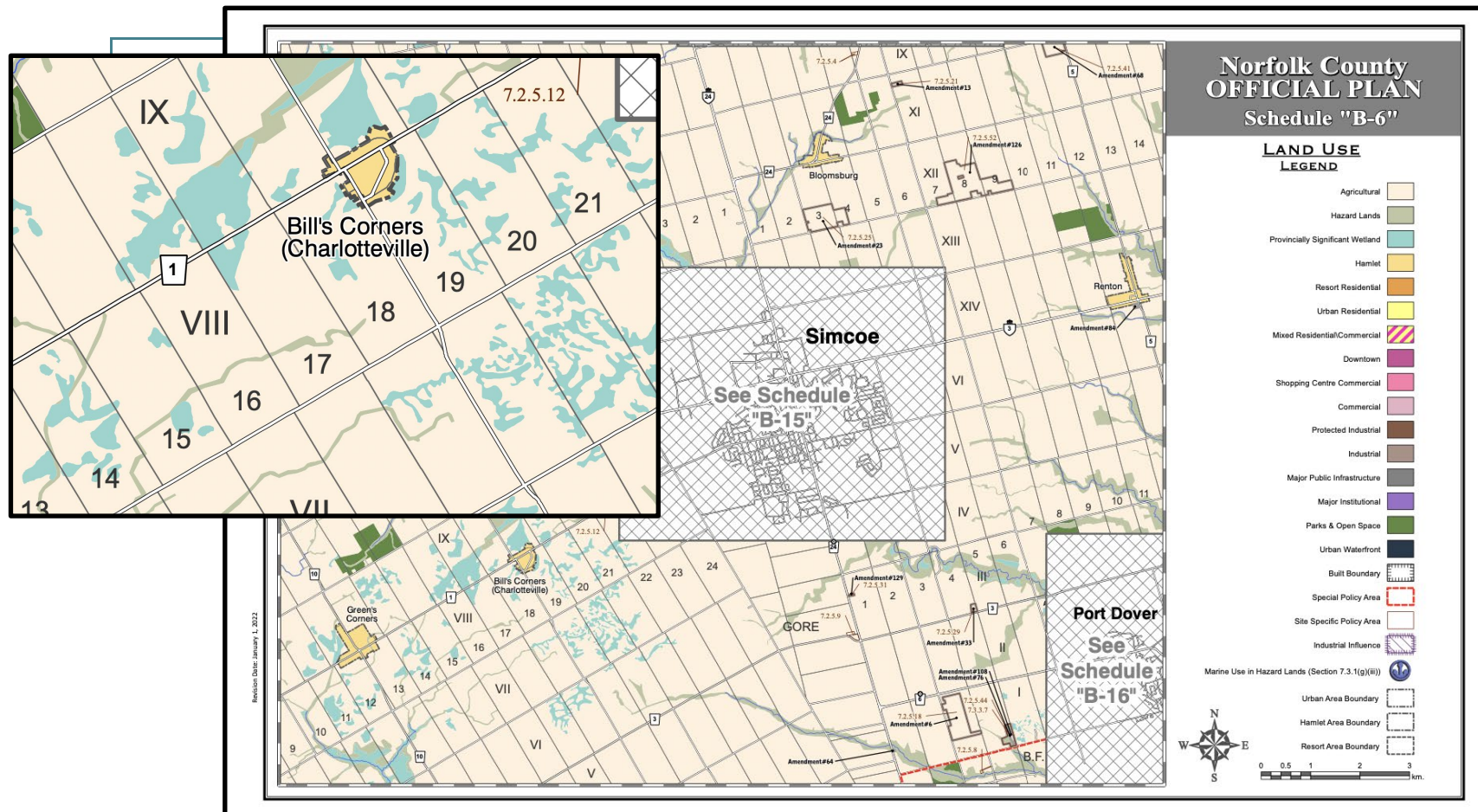




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April 2024

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	<p>Figure 3: Norfolk County Schedule "B-6" Land Use Plan</p>
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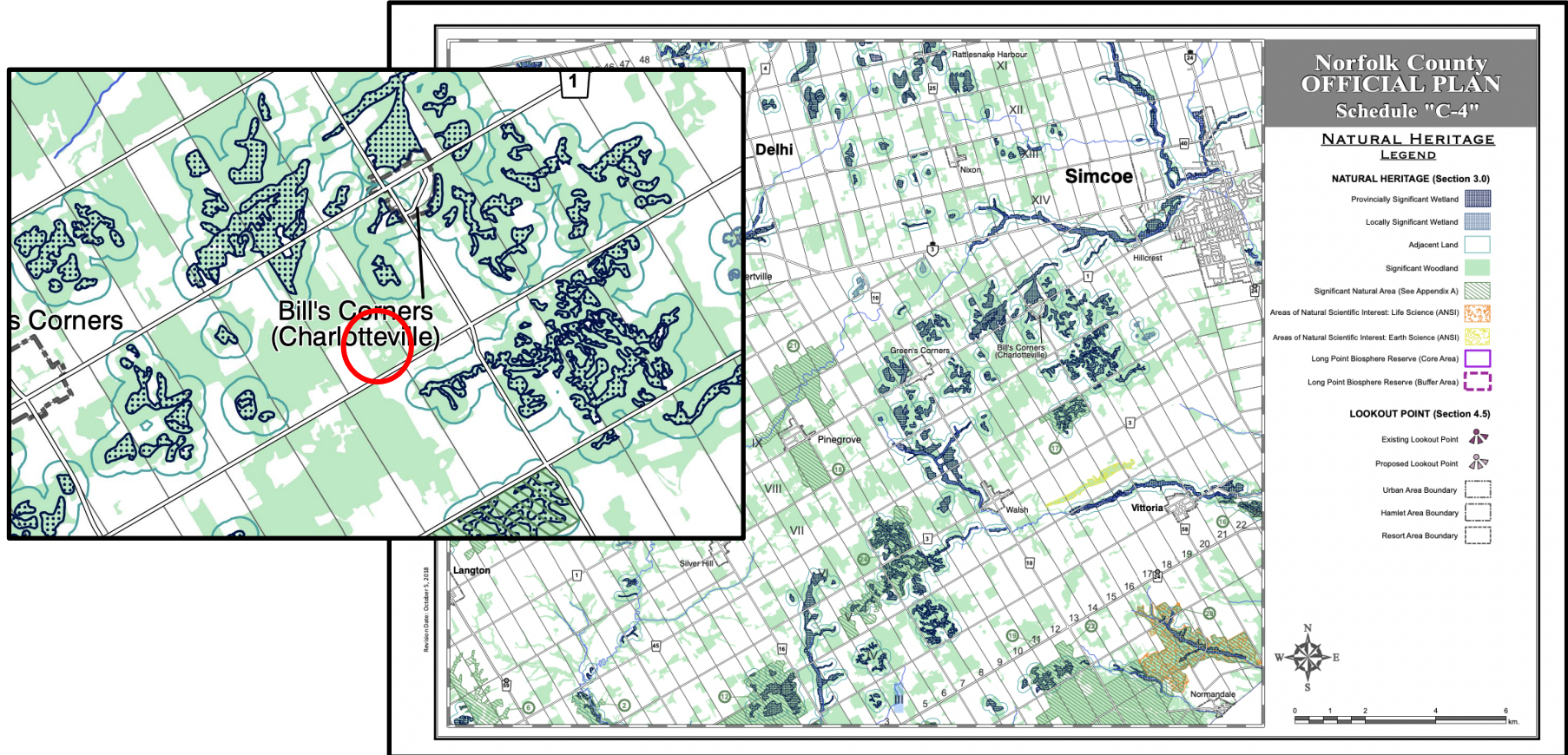


Figure 4: Norfolk County Schedule "C-4"
Natural Heritage



2024-04-11, 11:00:33 p.m.

2 Metre Contours

LPRCA Generic Reg Lines

MNR - Provincially Significant Wetlands

Significant Woodlands

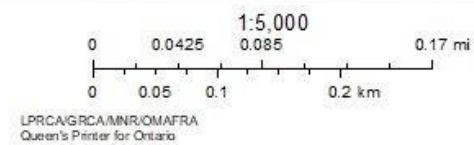
Land Parcels

Civic Address

Plan Lines

Road Labels

DraftPlan



Norfolk GIS
© Norfolk County

Figure 5: Norfolk County GIS Web Map Demonstrating LPRCA Regulation Limits and Significant Woodland Designation

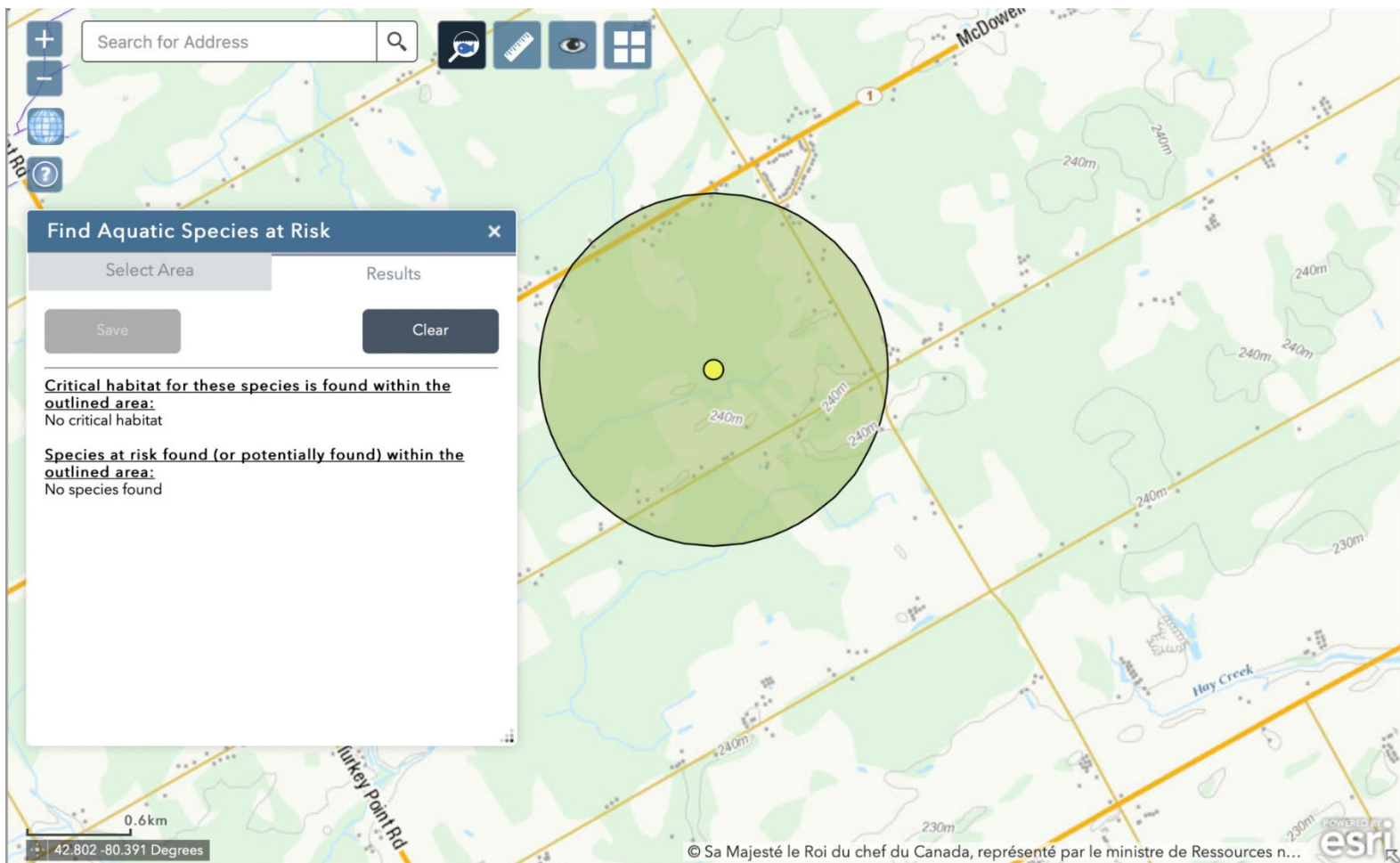


Figure 6: DFO Aquatic SAR Mapping



Figure 7: Ecological Land Classification

FODM4 Dry-Fresh Deciduous Forest Ecosite

FOCM6-2 Dry-Fresh Red Pine Naturalized Coniferous Plantation Type -
INCLUSION

FOC6-4 White Spruce Naturalized Coniferous Plantation Type - INCLUSION
CVR_4 Rural Property



Figure 8: Site Photo – Proposed Development Envelope

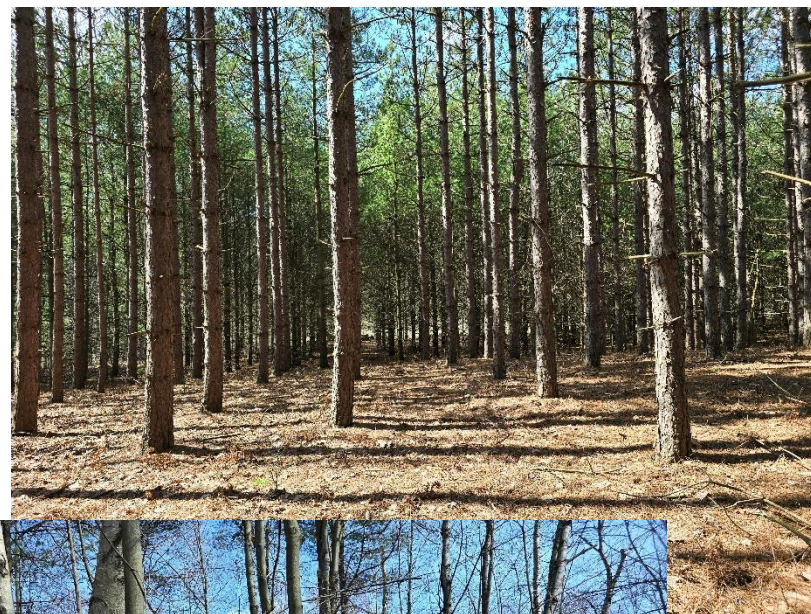


Figure 8: Site Photos Continued

Top Left: Watercourse

Top Right: Pine Plantation

Bottom Left: Pine & Spruce Plantation

Bottom Right: Natural Deciduous Forest Community to the north

Appendix A - PPS 2020 Considerations

The *Provincial Policy Statement (PPS)* 2020, states that:

"2.1.1 Natural features and areas shall be protected for the long term.

2.1.2 The Diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water function and ground water features.

2.1.3 Natural heritage systems shall be identified in Ecoregions 6E & 7E1, recognizing that natural heritage systems will vary in size and form in settlement areas, rural areas, and prime agricultural areas.

2.1.4 Development and site alteration shall not be permitted in:

- a. significant wetlands in Ecoregions 5E, 6E, 7E1; and
- b. significant coastal wetlands.

2.1.5 Development and site alteration shall not be permitted in:

- a. significant wetlands in the Canadian Shield of north Ecoregion 5E, 6E and 7E1;
- b. significant woodlands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Mary's River)¹;
- c. significant valleylands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Mary's River)¹;
- d. significant wildlife habitat
- e. significant areas of natural and scientific interest; and
- f. coastal wetlands in Ecoregions 5E, 6E and 7E1 that are not subject to policy

2.1.4(b) unless it has been demonstrated that there will be no negative impacts on the natural heritage features or their ecological functions.

2.1.6 Development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements.

2.1.7 Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.

2.1.8 Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5, and 2.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological function.

2.1.9 Nothing in policy 2.1 is intended to limit the ability of agricultural uses to continue.”

The PPS 2020 also states the following regarding development within “Hazard Lands”:

“... *development and site alteration* may be permitted in those portions *of hazardous lands and hazardous sites* where the effects and risk to public safety and minor, could be mitigated in accordance with provincial standards, and where all of the following are demonstrated and achieved:

- a) *development and site alteration* is carried out in accordance with *floodproofing standard, protection works standards, and access standards*;
- b) vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies;
- c) new hazards are not created and existing hazards are not aggravated; and
- d) no adverse environmental impacts will result.

Appendix B - Municipal Considerations

Section 3.1 - BACKGROUND

In partnership with the Long Point Region Conservation Authority (LPRCA), the Grand River Conservation Authority (GRCA) and the Province, the County strives to protect the natural environment. It is a priority of this Plan to protect, enhance and restore significant natural features and functions, and to reduce the risk to public safety and property from natural hazards, such as flooding and unstable slopes.

Section 3.2 - GOALS

The following shall be the policy of the County:

- a) The County shall work cooperatively with the Ministry of Natural Resources and Forestry and Conservation Authorities in dealing with land management issues within the watersheds, including those that extend beyond the County boundary.
- b) The County shall encourage the preparation of both watershed and subwatershed management plans to facilitate water resource and land use planning on an ecosystem basis. Council recognizes that development and land use change within the County will also require consideration of other matters such as economic, social and growth management factors that may not be addressed in a watershed or subwatershed plan.
- c) The County shall support the Conservation Authorities in the preparation and implementation of the subwatershed studies.
- d) The County shall support initiatives of the Conservation Authorities and other agencies in identifying strategies to protect groundwater resources.
- e) The County shall support appropriate flood control management programs of the Conservation Authorities.
- f) The County shall encourage the protection and restoration of Natural Heritage Features to improve water quality and quantity.
- g) The County shall encourage the protection of species at risk, either aquatic or terrestrial, and species recovery strategies. The County shall support the implementation of the relevant findings of recovery strategies. Implementation of species recovery strategies may include amendments to this Plan.
- h) The County shall require the use of stormwater management facilities downstream of new developments, where appropriate, to mitigate development impacts on stormwater quantity and quality. The County shall promote naturalized and unfenced stormwater management facilities, constructed with gentle slopes. Applications for development may be required to be supported by a stormwater management study.
- i) Applications for development requiring dewatering or using significant amounts of groundwater or surface water from streams, ponds or Lake Erie may be subject to a holding provision in the Zoning By-law in accordance with Section 9.4.2 (Holding Provision), subject to the County receiving confirmation that a Permit to Take Water has been granted by the Ministry of the Environment and Climate Change. For the purposes of this policy, significant means

water requirements that exceed what would be usually expected to sustain normal farming practices such as those found within the County. Examples of such significant water users may include, but are not limited to, the following: golf course uses and commercial water bottling operations. Approvals may also be required from relevant agencies.

j) Applications for development based on a private water source may be required to submit a detailed hydrogeological study to determine the suitability of the land for groundwater extraction. The hydrogeological study shall be prepared to the satisfaction of the County and the Conservation Authority, in consultation with the Province.

k) The County shall encourage the reduction of water consumption levels through the promotion of the efficient use of water, in cooperation with the private sector and the community, and may specify appropriate water conservation measures within existing and new development.

l) The County encourages sound management practices for agriculture which promote proper storage, use, and application of fertilizers, herbicides and pesticides, and where possible, the reduction of their use.

m) The County shall monitor all active and inactive waste management sites in cooperation with the Ministry of the Environment and Climate Change.

n) The County supports initiatives of agencies to develop standards, regulations and procedures to prevent spillage of toxic materials. It shall support agencies and firms in the development of appropriate methods and capability to deal with spills with due speed and diligence. Additional safety measures for the storage, transportation and use of toxic materials will be encouraged.

Section 3.5 NATURAL HERITAGE

Section 3.5.3 Natural Heritage Systems Strategy

"...This system reinforces the protection, restoration and enhancement of identified Natural Heritage Features and promotes the overall diversity and interconnectivity of Natural Heritage Features and areas. Policies related to the Natural Heritage System Strategy shall be incorporated into this Plan by amendment."

Section 3.5.2 Natural Heritage Features

The Provincial Policy Statement encourages the protection and enhancement of Natural Heritage Features. Schedule "C" identifies some of the significant Natural Heritage Features, being land that represents the legacy of the natural landscape of the area and as a result has important environmental, economic and social value. Natural Heritage Features are not designated by the Plan and are not illustrated on Schedule "B".

The following shall be the policy of the County:

a) Natural Heritage Features identified on Schedule "C" and/or Table 2 to this Plan shall be subject to the policies of the underlying land use designation, as shown on Schedule "B", and the policies of this Section of the Plan.

b) Development or site alteration proposed in, or adjacent to, a Natural Heritage Feature(s), whether illustrated on Schedule "C" or only described in Table 2, shall be subject to the completion of an Environmental Impact Study, in accordance with Section 9.7.1 (Environmental Impact Study) of this Plan. Development or site alteration in, or adjacent to, such features shall not be permitted unless it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions that cannot be adequately mitigated. The extent of adjacent land shall be defined as indicated in Table 2.

c) The County recognizes the importance of endangered and threatened species, and the protection afforded to such species under the Endangered Species Act. It also recognizes the importance of habitat for other Species at Risk, and areas of more specialized wildlife habitat functions. The following shall be the policy of the County:

i) The habitat of endangered species and threatened species are not identified on either Schedules "B" or "C" of this Plan. The identification of habitat for endangered species or threatened species shall be determined in consultation with the Ministry of Natural Resources and Forestry. The County shall develop a protocol to assess when a project is likely to impact endangered or threatened species or their habitat. Where the development is likely to impact endangered or threatened species or their habitat, the proponent will be required to consult with the Ministry of Natural Resources and Forestry and demonstrate that they have met the requirements of the Endangered Species Act.

ii) Adjacent lands to the habitat of endangered species and threatened species shall be delineated in accordance with Table 2 of this Plan.

iii) Development shall not be permitted in areas of habitat of endangered species and/or threatened species, except in accordance with applicable Provincial and Federal requirements. Further, development shall not be permitted on adjacent lands to identified habitat of endangered species and/or threatened species unless the ecological function of the adjacent lands has been evaluated through an Environmental Impact Study, prepared by the proponent, that demonstrates, to the satisfaction of the County, the Ministry of Natural Resources and Forestry and any other agency having jurisdiction, that there will be no negative impacts on the wildlife habitats.

iv) All development applications are to be screened to determine whether they could negatively impact endangered or threatened species or their habitat. Where there is likelihood that a development proposal will impact species at risk or their habitat, the applicant will be required to consult with the Ministry of Natural Resources and Forestry to ensure the requirements of the Endangered Species Act are met. For larger scale development, specific analysis of how any development activities are compatible with the protection of Species at Risk will be required by the County as part of its review process.

v) As outlined in the 'Technical Bulletin: Ministry of Natural Resources and Forestry, Aylmer District Guidance on Identifying Activities/Areas Not Likely to Contravene the Endangered Species Act, 2007 in the County of Norfolk' document the proponent may be required to consult with the Province to

determine if the development is likely to impact species at risk and/or their habitat, and demonstrate that they have had appropriate regard to the requirements of the Endangered Species Act.

Natural Heritage Feature	Boundary Definition	Extent of Adjacent Land	Conditions under which development and site alteration may be permitted
Significant Woodlands.	Based on evaluation criteria established and conducted by Norfolk County, as illustrated on Schedule "C".	Dripline plus 10 metres EIS demonstrates there will be no negative impacts on the natural features of the woodlands and the ecological functions that sustain them.	EIS demonstrates there will be no negative impacts on the natural features of the woodlands and the ecological functions that sustain them.
Significant Valleylands (not included on Schedule "C" to this plan).	Conservation Authority regulatory lines, flood plain mapping or unstable slope mapping where available or the edge of any other associated natural heritage feature, whichever is greater.	Stable top of-bank, determined in consultation with LPRCA or GRCA.	EIS demonstrates there will be no negative impacts on the natural features of the Valleyland and the ecological functions that sustain them. Habitat of endangered species and threatened species As defined by Provincial or Federal authorities.
Habitat of endangered species and threatened species.	As defined by Provincial or Federal authorities.	100 metres.	EIS demonstrates that there will be no negative impacts on the habitat values upon which the species depend directly and indirectly, and any related ecological and hydrological functions.

Significant Wildlife Habitat.	As defined by MNRF, and/or by the County in the future Natural Heritage System Strategy, further to Section 6.4.3 (Natural Heritage System Strategy).	50 metres.	EIS demonstrates there will be no negative impacts on wildlife or their habitat.
Life Science ANSI.	As determined based on the consideration of Ministry of Natural Resources and Forestry's criteria.	120 metres.	EIS demonstrates there will be no negative impacts on the natural features and the ecological or hydrologic functions that sustain them.
Earth Science ANSI.	As determined based on the consideration of Ministry of Natural Resources and Forestry's criteria.	50 metres.	EIS demonstrates there will be no negative impacts on the natural features and the ecological or hydrologic functions that sustain them.
Locally significant wetlands.	Wetland evaluation carried out according to procedures established by Ministry of Natural resources and Forestry.	120 metres .	EIS demonstrates there will be no negative impacts on the natural features and the ecological or hydrologic functions that sustain them.
Locally significant coastal wetlands.	Wetland evaluation carried out according to procedures established by Ministry of Natural Resources and Forestry.	120 metres.	EIS demonstrates there will be no negative impacts on the natural features and the ecological or hydrologic functions that sustain them.
Unevaluated wetlands within the Grand River Conservation Authority's area of jurisdiction, as identified on	Evaluated in accordance with the GRCA's wetland policy.	120 metres.	EIS demonstrates there will be no negative impacts on the natural features and the ecological or

Schedule "D1" (not included on Schedule "C" to this Plan).			hydrologic functions that sustain them.
Watercourses (without mapping or regulations from LPRCA or GRCA).	The top of bank of the watercourse or drain as defined in consultation with the County and LPRCA or GRCA.	Land within 15 metres of the top of bank, or a feature defined by Section 4.3 of this Plan.	EIS demonstrates no negative impacts upon any present natural feature and their sustaining ecological functions.
Fish habitat (not included on Schedule "C" to this Plan).	A setback of 30 metres from the highwater edge of an aquatic habitat or as defined through the EIS.	30 metres from the highwater mark.	EIS indicates there will be no harmful alteration, disruption or destruction of habitat upon which the fishery depends directly and indirectly; or where authorization has been obtained under the Fisheries Act, and that habitat will be fully replaced to provide full compensation for the effects of the development.
Natural Areas, as identified in the Natural Areas Inventory, and including Carolinian Canada sites.	As defined by the County Natural Areas Inventory.	50 metres.	EIS demonstrated there will be no negative impacts on the natural feature and their sustaining ecological functions.

9.7.1 Environmental Impact Study

The following shall apply to circumstances where the policies of this Plan require the preparation of an Environmental Impact Study (EIS).

The EIS required in this Section shall be prepared to the satisfaction of the County, after considering input from the Norfolk Environmental Advisory COmmittee, Long Point Region Conservation Authority, Grand River Conservation Authority and/or the Ministry of Natural Resources and Forestry, where appropriate and/or required. The Ministry of Natural Resources, as required, and Long Point Region or Grand River Conservation Authority may be consulted as to the nature and extent of the physical hazard and/or sensitive features. The Ministry of the Environment and Climate Change, or other appropriate agencies, may also be consulted in this regard.

In consultation with the Norfolk Environmental Advisory Committee, Norfolk County Planning, and the appropriate Conservation Authority where appropriate, a scoped EIS may be prepared for minor planning applications. The nature and scope of a particular development proposal shall serve to define the type of EIS and review criteria to be addressed. Draft Terms of Reference are subject to the approval of NEAC for both full and scoped Environmental Impact Studies.

In circumstances where there is a low likelihood of impact on the natural environment, and/or intervening development between the land subject to the planning application and the feature triggering the EIS requirement, the County, in consultation with the appropriate Conservation Authority where required, may waive the requirement for the EIS. The decision to waive an EIS is at the sole discretion of the Director of Planning.

The County may consider waiving the requirement for the preparation of an Environmental Impact Study where one or more of the following applies:

- a) A development is subject to a duplicate or similar process, such as an environmental assessment (EA) where the EA addresses the same minimum requirements as an EIS;
- b) A development is minor in nature; for example, no new building or structure is proposed;
- c) A building or structure is being renovated or reconstructed on the same or similar footprint;
- d) The site conditions for a development are such that the preparation of an Environmental Impact Study would serve no useful purpose for the protection of natural heritage features in the context of the proposed development. To assist the County in determining the adequacy of the EIS, the County may require a peer review, paid for by the proponent, and may request the review of the Norfolk Environmental Advisory Committee, appropriate Conservation Authority and Ministry of Natural Resources and Forestry.

9.7.1.1 The EIS shall include:

- a) A Proposal Description including a description of the proposed use:
 - i) a description of the study area;
 - ii) current land use, existing land use regulations, and ownership of the subject land and land adjacent to the proposed location;
 - iii) the timing of construction/development, including any phasing of the development;
 - iv) alternative forms the development may take;

v) activities associated with the proposal, and its alternatives that may have environmental impacts (e.g. work on stream banks, tree-cutting, removal of vegetation, earth-moving, excavation and post-construction activities);

vi) a list of relevant reports and supporting studies that have been completed for the site; and

vii) a general map showing main roads, proposed lot lines, building envelopes, laneways, septic systems, wells and waterline locations, the extent of the proposed vegetation removal, surrounding natural heritage features or areas, and other features as requested through the EIS preconsultation.

b) A Biophysical Inventory of the Resource, including:

i) unless specified during the EIS pre-consultation, an explanation and justification of the level of investigation undertaken whether data is gathered from existing sources, or a limited or detailed field inventory is undertaken; and

ii) unless specified in the EIS pre-consultation biophysical inventory, identifying: physical and hydrologic features including:

- soil types and drainage characteristics;
 - overburden and bedrock geology;
 - areas of high water table
 - areas of groundwater recharge and discharge;
 - location and usage of wells; o drainage patterns;
 - basin boundaries and watercourses;
 - existing erosion sites; and
 - areas of shallow soil.
- the environmental significance of the site based on criteria outlined in the current natural areas inventory for the County;
 - the classification of the subject land under the Ministry of Natural Resources Ecological Land Classification for Southern Ontario;
 - the delineation and mapping of wetland boundaries using the Ministry of Natural Resources Ontario Wetland Evaluation System for Southern Ontario;
 - a detailed flora and fauna inventory specific to each Ecological Land Classification unit, including at a minimum:
 - the location of native plant and animal species;
 - physical and hydrologic features;
 - the location of potential linkages to connect woodlands within and adjacent to the proposed development site;
 - current management practices being employed in the area; and
 - the presence of trees 150 years or older;
 - the location and presence of Species at Risk (SAR) as identified federally or provincially;
 - Any other natural features such as hedgerows, windbreaks, isolated tree groupings, wildlife nesting or staging areas, linkages with other natural areas and wildlife corridors; and
 - the reasoning behind the choice of study areas within and adjacent to the proposed development site, and the seasons and times of year of the inventory.

c) An assessment of the impacts of the proposal describing the significance of any negative or positive effects on the surrounding Provincially Significant Features, Natural Heritage Features, functions or areas. Specifically, the assessment should include:

- i) direct on-site effects (e.g. elimination of habitat);
- ii) indirect effects (e.g. sediment transported downstream);
- iii) effects on the significant characteristics of the natural heritage feature, function or area;
- iv) short-term and long-term effects;
- v) secondary effects (e.g. changes to the aesthetic qualities or the educational value of the area, obstructions of greenway connections);
- vi) external effects (e.g. effect on groundwater table);
- vii) effects on the use of natural heritage features, functions, or areas by people (e.g. recreational or educational uses); and
- viii) an explanation of the method used to determine the effects.

d) Identification and evaluation of impact avoidance, enhancement and mitigating measures proposed including, but not limited to:

- i) the assessment of all feasible mitigating measures;
- ii) those effects that can be reduced or eliminated by the various mitigating measures;
- iii) a detailed description of the proposed mitigating measures to eliminate or reduce the negative effects;
- iv) the relative effectiveness of implementing these mitigating measures should be estimated, and the extent of any remaining impacts discussed; and
- v) opportunities for the enhancement of the Natural Heritage Feature, function, or area resulting from positive effects.

e) Recommendations and conclusions based on the above evaluation of impact avoidance, enhancement and mitigating measures shall outline the preferred alternative for impact avoidance, enhancement and mitigation including:

- i) modifications to the concept plan or site plan;
- ii) construction requirements or constraints;

iii) integral components of detailed designs or site plans, such as surface water/stormwater management plan, erosion control plan, tree protection plan, rehabilitation/landscape management plan, or wildlife management plan;

iv) appropriate buffers/setbacks; and

v) other environmental protection measures.

f) Summary consisting of a brief overview of the proposal, the effects on the environment and a statement of opinion from a qualified person on whether or how the development could proceed without negatively impacting the values of the natural heritage feature, function or area

Appendix C - Floral Report and Plant List

Scientific Name	English Common Name	Provincial S-Rank	FODM4	FOCM6-2	FOC6-4	CVR_4
<i>Alliaria petiolata</i>	Garlic Mustard	SNA		X		
<i>Antennaria neglecta</i>	Field Pussytoes	SU				X
<i>Barbarea vulgaris</i>	Yellow Rocket	SE5				X
<i>Carex albursina</i>	White Bear Sedge	S5	X			
<i>Carex blanda</i>	Woodland Sedge	S5	X			
<i>Carex pensylvanica</i>	Pennsylvania Sedge	S5	X			
<i>Carya ovata</i>	Shagbark Hickory	S5	X			
<i>Cerastium fontanum</i>	Common Mouse-ear Chickweed	SE5				X
<i>Daucus carota</i>	Wild Carrot	SE5				X
<i>Elaeagnus angustifolia</i>	Russian Olive	SE3				X
<i>Festuca rubra</i>	Red Fescue	SE5				X
<i>Fragaria vesca</i>	Woodland Strawberry	S5	X			
<i>Fragaria virginiana</i>	Common Strawberry	S5		X		
<i>Fraxinus americana</i>	White Ash	S4	X			
<i>Fraxinus pennsylvanica</i>	Green Ash	S5	X			

<i>Hesperis matronalis</i>	Dame's Rocket	SNA		X		
<i>Juncus tenuis</i>	Path Rush	S5		X		
<i>Panicum dichotomiflorum</i>	Fall Panicum	SE5				X
<i>Parthenocissus inserta</i>	Virgina Creeper	S5	X			
<i>Picea glauca</i> (planted and naturally occurring)	White Spruce	SE5	X		X	
<i>Pinus resinosa</i> (planted and naturally occurring)	Red Pine	S5		X		
<i>Plantago lanceolata</i>	Plantago lanceolata	SNA				X
<i>Plantago major</i>	Common Plantain	S5				X
<i>Plantago rugelii</i>	Rugel's Plantain	S5				X
<i>Poa prantensis</i>	Kentucky Blue Grass	S5				X
<i>Prunus virginiana</i>	Chokecherry	S5		X	X	
<i>Prunus serotina</i>	Black Cherry	S5		X		
<i>Pteridium aquilinum</i>	Eastern Bracken Fern	S5		X		
<i>Pyrola elliptica</i>	Shinleaf	S5	X			
<i>Quercus rubra</i>	Northern Red Oak	S5	X			

<i>Quercus velutina</i>	Black Oak	S5	X			
<i>Ribes americanum</i>	Ribes americanum	S5	X			
<i>Robinia pseudo-acacia</i>	Black Locust	SNA				X
<i>Rosa multiflora</i>	Multiflora Rose	SNA	X			
<i>Rubus allegheniensis</i>	Common Blackberry	S5	X			
<i>Rubus idaeus</i>	Wild Red Raspberry	S5	X			
<i>Rubus occidentalis</i>	Black Raspberry	S5	X			
<i>Smilax tamnoides</i>	Bristly Greenbrier	S5	X			
<i>Solidago flexicaulis</i>	Zigzag Goldenrod	S5	X			
<i>Taraxacum officinalis</i>	Common Dandelion	SE5	X			
<i>Toxicodendron radicans</i>	Eastern Poison Ivy	S5	X			
<i>Vaccinium corymbosum</i>	Highbush Blueberry	S5	X			
<i>Veronica officinalis</i>	Common Speedwell	SE5	X			
<i>Viola rostrata</i>	Long-spur Violet	S5	X			
<i>Vitis riparia</i>	Wild Riverbank Grape	S5	X			
<i>Populus tremuloides</i>	Trembling Aspen	S5	X			

Appendix D - Faunal Report

Faunal Observations for 1353 Charlotteville Road 8, 2024

Dave Jolly - Consulting Biologist

Field Review / Chronology of Field Investigations / Fauna

April 02 - SWH/SAR screening, incidental wildlife

Species Lists

Birds

Common Name	Species Name	Number	PO	Comments
Blue Jay	<i>Cyanocitta cristata</i>	1	1	Vocalized
American Crow	<i>Corvus brachyrhychos</i>	1	1	Vocalized
Turkey Vulture	<i>Cathartes aura</i>	1	1	Fly over

Mammals

Scientific Name	Common Name	Global Rank ¹	Provincial Rank ²	COSEWIC Rank ³	COSSARO Rank ⁴	March 27, 2024	Comments	ELC
<i>Sylvilagus floridanus</i>	Eastern Cottontail	G5	S5			1	Observed	FOCM6-2

Lepidoptera and Odonata

Scientific Name	Common Name	Global Rank ¹	Provincial Rank ²	COSEWIC Rank ³	COSSARO Rank ⁴	March 27, 2024	Comments	ELC
<i>Polygonia comma</i>	Eastern Comma	G5	S5			1	Observed	CVR_4

Species of Conservation Concern

No species considered species of concern were observed during field surveys



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April 4, 2024 (Updated)

Norfolk County
Environmental and Infrastructure Services Division
185 Robinson St., Suite 200
Simcoe, Ontario
N3Y 5L6

Attention: Mr. S. Gradish

Re: Proposed Forestry Farm School
MN 1353 Charlotteville Road 8
Simcoe, Ontario
Norfolk County
Traffic Considerations

Dear Sir:

In response to a request from the owner of the property, Mr. R. Reeves, the owner of the site, our firm has reviewed the traffic impacts of the proposed development to be located at MN 1353 Charlotteville Road 8, in Simcoe, Ontario, Norfolk County.

In support of an application for re-zoning to Norfolk County, the proposal is to install a 24 x 32 ft portable building structure on the site to house a classroom for up to 18 children and 3 staff members for the operation of a registered private school. The proposed site development has been included within Appendix 'A' of this report.

Existing Transportation Network

The subject property is located on the north side of Charlotteville Road 8 in the rural area of Simcoe, Ontario in Norfolk County. The attached aerial photograph and the key plan presented within Figure No. 1, illustrate the existing transportation network in the area.

The site is located in the rural area of Norfolk County with no municipal services on the existing streets (Charlotteville Road 8) in the vicinity of the property. Our firm reached out to Norfolk County and determined that no existing traffic volumes were available for Charlotteville Road 8, and no available traffic counts were obtained or available.

The current zoning for the site is 'Agriculture' with the proposal to rezone the property to allow for the creation of the farm diversified use being the private school. A land use plan illustrating the existing land uses in the area has been included within Appendix 'B' of this report.



Professional Engineers
Ontario



Figure No. 1
Key Plan

Development Proposal

In consideration of the impacts of the traffic generated on the subject property during the peak hours, we have estimated the following trip generations for this site during the peak hours.

Private School

Maximum of 18 Children and associated staff members (3 total)

In this case, this would translate into about 20 +/- peak hour trips relating to this site.

In review of the requirements for the typical TIS report, a full TIS is usually only required when the trip generation exceeds 75 peak hour vehicles generated. As such, a traffic brief is being proposed in support of this application.

Our firm carried out a sampling of the traffic on the abutting Charlotteville Road 8 right-of-way during the am peak period. During a 20min interval, we recorded the following traffic volumes

Eastbound	7 passenger vehicles
Westbound	1 standard pickup truck and 3 passenger vehicles

The site is anticipated to operate without any impact to the existing road network. The addition of up to 20 peak hour trips associated with the development of Charlotteville Road 8 will not have an impact on the existing road infrastructure network.

Site Access

The proposed site plan has been reviewed with consideration of access for the anticipated type of vehicles that will access this site.

In the review of the site plan in conjunction with the road network, the proposed driveway access locations have sufficient site lines on the existing Charlotteville Road 8. The location of the entrance would not have any impact on the operation of the municipal rights-of-way.

We are recommending that some trimming of the vegetation along the road will improve the visibility to the proposed / existing entrance on Charlotteville Road 8.

Conclusions:

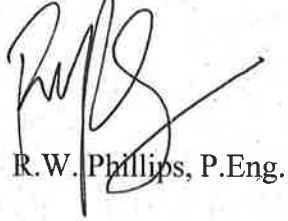
The findings of our analysis of the site complete with considerations of the overall development are as follows:

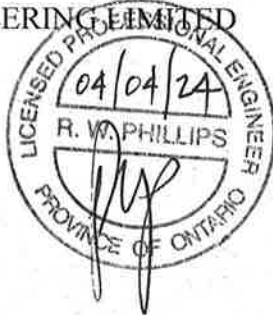
- The development proposal to redevelop the subject property to a forestry farm school on the subject property.
- The access to the site is intended to be a full movement driveway onto Charlotteville Road 8.
- The development is going to generate only a maximum of 20+/- peak pm hour movements as a result of the increased development.
- The anticipated increased traffic from the development would be considered insignificant as it relates to the overall capacity of existing infrastructure in the area.

I trust that this information will be sufficient to allow the re-zoning application to proceed.

Yours truly,

J.H. COHOON ENGINEERING LIMITED


R.W. Phillips, P.Eng.



MAP NORFOLK - Community Web Map



4/2/2024, 8:43:04 PM

Zones 1-Z-2014

- ☐ Zone
- ☒ Zone with Holding Provision

- ☒ Special Provisions
- ☒ Site Plan Control
- ☒ Lakeshore Erosion Prone Areas
- ☐ Land Parcels
- ☐ Civic Address
- ☐ Plan Lines

1:5,000
0 0.0425 0.085 0.17 mi
0 0.05 0.1 0.2 km
Queen's Printer for Ontario
Norfolk GIS