

Development Application for Site Plan Control Approval

Complete Application

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

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety and welfare of future residents. The required technical studies should be carried out prior to submission of the application.

Online Application Process

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

Pre-Consultation Meeting:

Pre-consultation is highly recommended for site plan applications. The purpose of a pre-consultation meeting is to provide the applicant with an opportunity to present the proposed development, discuss opportunities and constraints, and for the County and Agency staff to identify the submission requirements. The requirements, as detailed in the pre-consultation meeting notes, are valid for one year after the meeting date.

User Fees:

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

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

An additional agency plan review fee may apply. Please see below for more information and forward fees directly to the applicable agency, as required:



Grand River Conservation Authority

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

Long Point Region Conservation Authority

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

Development Application Process

Additional studies required for the complete application shall be prepared at the applicant's sole expense. 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.

The County will refund the original fee if applicants withdraw their applications before circulation. If your drawings are recirculated, there will be an additional fee. If more than three reviews of engineering drawings are requested due to revisions by the owner or failure to revise engineering drawings as requested, the County will charge an additional fee.

Contact Us

For additional information or assistance completing this application, please contact a Planner at 519-426-5870 or planning@norfolkcounty.ca.

The information submitted on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (FIPPA) and Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for Norfolk County employees to use for the purpose of preparing and registering a development agreement.

Questions about the collection of personal information through this form may be directed to the Agreement and Development Coordinator or Information and Privacy Coordinator, Corporation of Norfolk County, 50 Colborne Street South, Simcoe ON.

**For Office Use Only:**

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

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

Sea

- ☐ Site Plan – Regular
- ☐ Site Plan – Major
- ☐ Site Plan Minor or Amendment
- ☒ Site Plan for On-Farm Diversified Use

Please describe the proposed development

A site plan approval for 1995 and 1221 Front Road, Norfolk County to accommodate on-farm diversified uses, being overnight accommodation trailers, outdoor wedding ceremony spaces, farm-to-table dining experiences and wine tasting experiences.

Property Assessment Roll Number: 3310493070240000000 and 3310493070239000000

A. Applicant Information

Note: It is the responsibility of the owner to notify the Planner of any changes in ownership or authorized applicant within 30 days of such a change

Registered Owner(s)	Amanda and Nick Vranckx
Address	1195 and 1221 Front Road
Town and Postal Code	N0E 1P0
Phone Number	519-586-2256
Cell Number	519-410-0610
Email	nick@blueberryhill.ca

Name of Authorized Applicant	Nick Vranckx
Address	1178 Front Road



Town and Postal Code St. Williams N0E 1P0

Phone Number 519-586-2256

Cell Number 519-410-0610

Email nick@blueberryhill.ca

Name of Authorized Agent Nethery Planning (c/o Denise Landry)

Address 8 Riding Park Place

Town and Postal Code L9H 0B1

Phone Number 289.902.3903 x 207

Cell Number _____

Email denise@netheryplanning.ca

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

☒ Owner ☒ Agent ☐ Applicant

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

B. Location, Legal Description and Property Information

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

Concession A Part Lot 4, Charlotteville

Municipal address: 1995 and 1221 Front Road, Norfolk County

Date of acquisition of the subject property (if known): _____

Present Official Plan Designation(s): Agricultural, Hazard Lands, and Provincially Significant Wetlands

Present Zoning: Agricultural, Hazard Lands, and Provincially Significant Wetlands

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

☒ Yes ☐ No If yes, please specify the corresponding number:

Special Provisions (14.329 and 14.835)

3. Present use of the subject lands:

Existing farm operation and store

4. Please describe **all existing** buildings **and** structures on the subject lands and whether they will be retained, demolished or removed.

Two barns, one shed, one store all to be retained. See attached site plan.

5. If an addition to an existing building is being proposed, please explain what it will be used for. If new fixtures are proposed, please describe.

Not applicable.

6. Please describe **all proposed** buildings **and** structures/additions on the subject lands.

Four mobile trailers, one converted shipping container, and a small gazebo (less than 10 sm)

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:

four years

9. Existing use of abutting properties:

Agricultural

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:

1. Has the subject property ever been or currently is the subject of a Planning Act application:

- Plan of Subdivision ☐ Yes ☒ No
- Official Plan Amendment ☐ Yes ☒ No
- Zoning Bylaw, or Zoning Order Amendment ☐ Yes ☒ No
- Site Plan ☐ Yes ☒ No
- Consent/Minor Variance ☐ Yes ☒ No

If yes, please indicate the file number and the status of the application _____

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

1. Please provide a review of the zoning by-law compliance for the proposed development

	Zoning by-law Requirement	Proposed
Lot frontage (m)	30 m	
Lot depth (m)		As existing
Lot width (m)		
Lot area (m ²)	40 ha	As existing - 21.92 and 16.37 ha
Lot coverage %		
Front yard (m)	13 m	As existing
Rear yard (m)	9 m	331.03 and 949.14m
Left Interior side yard (m)	3 m	6.25m and 16.33m
Right Interior side yard (m)	3 m	
Exterior side yard (corner lot) (m)		As existing
Landscaped open space %		

Entrance access width (m)	_____	_____
Exit access width (m)	_____	_____
Size of fencing or screening	_____	_____
Type of fencing	_____	_____
Building Size	_____	_____
Number of storeys	_____	_____
Building height (m)	11 m	Sea can - TBD; gazebo 10 m
Total ground floor area (m ²)	_____	_____
Total gross floor area (m ²)	_____	_____
Total usable floor area (m ²)	_____	_____

Off Street Parking and Loading Facilities

Number of off street parking spaces	_____
Number of visitor parking spaces	48
Number of accessible parking spaces	3
Number of off street loading facilities	_____

2. Please provide the following information for **proposed residential use** (if applicable)

Number of buildings existing: _____

Number of buildings proposed: _____

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

If yes, please describe: _____

Number of existing dwelling units per lot: _____

3. Please provide the following information for **proposed 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: _____

4. Please provide the following information for **proposed institutional use** (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):

5. 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):

The site currently operates a store in association with the existing farming operations

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

Please provide the information you used to determine the answers to the above questions:

3. If you answered yes to any of the above questions in Section D, a previous land use inventory showing all known former uses of the subject lands, and/or when applicable, the adjacent lands, is required.

Is the land use inventory of former land uses attached? ☐ Yes ☐ No

E. Provincial Planning Statement

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

☒ Yes ☐ No

If no, please explain:

The OFDUs proposed meet the definition of OFDU in the PPS, as they are agri-tourism related uses

and further supported by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas.

2. Complete the following Environmental Features, Infrastructure and Development Context table as required:

Environmental Features, Infrastructure and Development Context	On-site	Within 500 metres
Class I Industrial Use ¹	<input type="checkbox"/>	<input type="checkbox"/>
Class II Industrial Use ¹	<input type="checkbox"/>	<input type="checkbox"/>

Class III Industrial Use ¹	<input type="checkbox"/>	<input type="checkbox"/>
Landfill site	<input type="checkbox"/>	<input type="checkbox"/>
Sewage treatment plant and waste stabilization plant	<input type="checkbox"/>	<input type="checkbox"/>
Significant wetlands	<input type="checkbox"/>	<input type="checkbox"/>
Significant fish habitat, valley lands, areas of natural and scientific interest, wildlife habitat	<input type="checkbox"/>	<input type="checkbox"/>
Sensitive groundwater recharge areas, headwaters and aquifers	<input type="checkbox"/>	<input type="checkbox"/>
Erosion hazards	<input type="checkbox"/>	<input type="checkbox"/>
Floodplains	<input type="checkbox"/>	<input type="checkbox"/>
Active railway line	<input type="checkbox"/>	<input type="checkbox"/>
Existing and/or planned controlled access highways or freeways	<input type="checkbox"/>	<input type="checkbox"/>
High voltage electric transmission line	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mineral aggregate resource area	<input type="checkbox"/>	<input type="checkbox"/>
Mineral aggregate operations	<input type="checkbox"/>	<input type="checkbox"/>
Existing pits and quarries	<input type="checkbox"/>	<input type="checkbox"/>
Significant built and /or cultural heritage resources	<input type="checkbox"/>	<input type="checkbox"/>
Significant archaeological resources	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous sites ⁴	<input type="checkbox"/>	<input type="checkbox"/>
Source Water Protection (Wellhead Protection Area (WHPA) A, B or C; Issue Contributing Area; Intake Protection Zone	<input type="checkbox"/>	<input type="checkbox"/>

¹ Class 1, 2,3 Industrial Use – Refer to [D-6-1 Industrial Categorization Criteria](#) of the Ministry of the Environment Conservation and Parks

⁴ Hazardous sites - means property or lands that could be unsafe for development and site alteration due to naturally occurring hazards.

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

☐ Yes ☒ No

If no, please explain: _____

F. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

Municipal piped water ☐

Individual wells ☒

Communal wells ☐

Storm Drain

Storm sewers ☐

Open ditches ☒

Other (describe below): ☐

Sewage Treatment

Municipal sewers ☐

Communal system ☐

Septic tank and tile bed in good working order ☒

Other (describe below): ☐

Existing or proposed access to subject lands

Municipal road ☒

Provincial highway ☐

Unopened road ☐

Name of road/street

Front Road

Other (describe below): ☐

G. Other Information

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

If yes, how many jobs are provided 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.

The proposed OFDUs will be temporary and seasonal, and will not require additional servicing.

Please see the attached planning justification report for more information on the proposal.

H. Supporting Material to be submitted by Applicant

1. Site Plan Control applications will require the following supporting materials:

- i. An electronic version in PDF format
- ii. Securities prepared by the applicant's engineer when applicable
- iii. An estimate for Parkland dedication by a certified land appraiser
- iv. Property Identification Number (PIN) and legal description printout provided by the Land Registry Office

2. General required information for the site plan drawings

- ☒ Concept/Layout Plan
- ☒ All measurements in metric
- ☒ Scale, legend and north arrow
- ☒ Legal description and municipal address
- ☒ Development name
- ☒ Drawing title, number, original date and revision dates
- ☒ Owner's name, address and telephone number
- ☒ Engineer's name, address and telephone number
- ☒ Professional engineer's stamp
- ☒ Existing and proposed easements and right of ways
- ☒ Zoning compliance table – required versus proposed
- ☒ Parking space totals – required and proposed
- ☐ All entrances to parking areas marked with directional arrows
- ☐ Loading spaces, facilities and routes (for commercial developments)
- ☒ All dimensions of the subject lands
- ☒ Dimensions and setbacks of all buildings and structures
- ☐ Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
- ☐ Gross, ground and useable floor area
- ☐ Lot coverage
- ☐ Floor area ratio
- ☐ Building entrances, building type, height, grades and extent of overhangs
- ☐ Names, dimensions and location of adjacent streets including daylighting triangles

- ☐ Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs
- ☐ All exterior stairways and ramps with dimensions and setbacks
- ☐ Retaining walls including materials proposed
- ☐ Fire access and routes
- ☐ Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
- ☐ Location of mechanical room, and other building services (e.g. A/C, HRV)
- ☐ Refuse disposal and storage areas including any related screening (if indoors, need notation on site plan)
- ☐ Winter snow storage location
- ☐ Landscape areas with dimensions
- ☐ Natural features, watercourses and trees
- ☐ Floodline boundaries
- ☐ Fire hydrants and utilities location
- ☐ Fencing, screening and buffering – size, type and location
- ☐ All hard surface materials
- ☐ Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
- ☐ Business signs (make sure they are not in sight lines)
- ☐ Sidewalks and walkways with dimensions
- ☐ Pedestrian access routes into site and around site
- ☐ Bicycle parking
- ☐ Architectural elevations of all building sides

All other requirements as per the pre-consultation meeting will apply. All final plans must include the owner's signature as well as the engineer's signature and seal.

3. 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
- ☐ Heritage Impact Assessment
- ☐ Environmental Impact Study
- ☐ Functional Servicing Report
- ☐ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Schedule
- ☐ Noise or Vibration Study
- ☐ Record of Site Condition
- ☐ Stormwater Management Report
- ☒ Traffic Impact Study – please contact the Planner to verify the scope required



I. Development Agreements

A development agreement may be required prior to site plan control 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(s), 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 to undertake 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 purpose 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.

A handwritten signature in black ink, appearing to be "K. K.", written over a horizontal line.

Owner/Authorized Applicant Signature

August 1, 2025

Date



M. Owner's Authorization

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

I/We Amanda and Nick Vranckx am/are the registered and authorized owner(s) of the lands that is the subject of this application.

I/We authorize Nethery Planning (c/o Denise Landry) to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. This shall be your good and sufficient authorization for so doing.



August 1, 2025

Owner


Date
August 1, 2025

Owner

Date

N. Declaration

I, Denise Landry of Nethery Planning

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:

1:30 p.m.



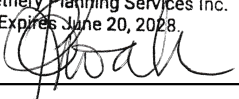
Owner/Authorized Applicant Signature

In Niagara Region

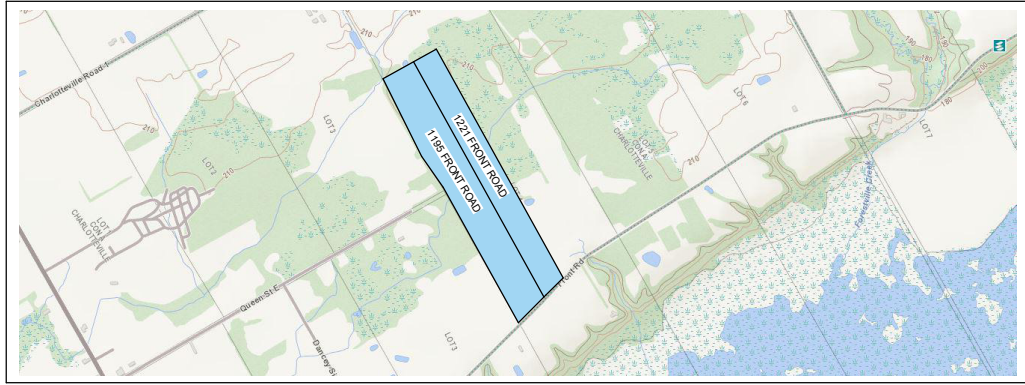
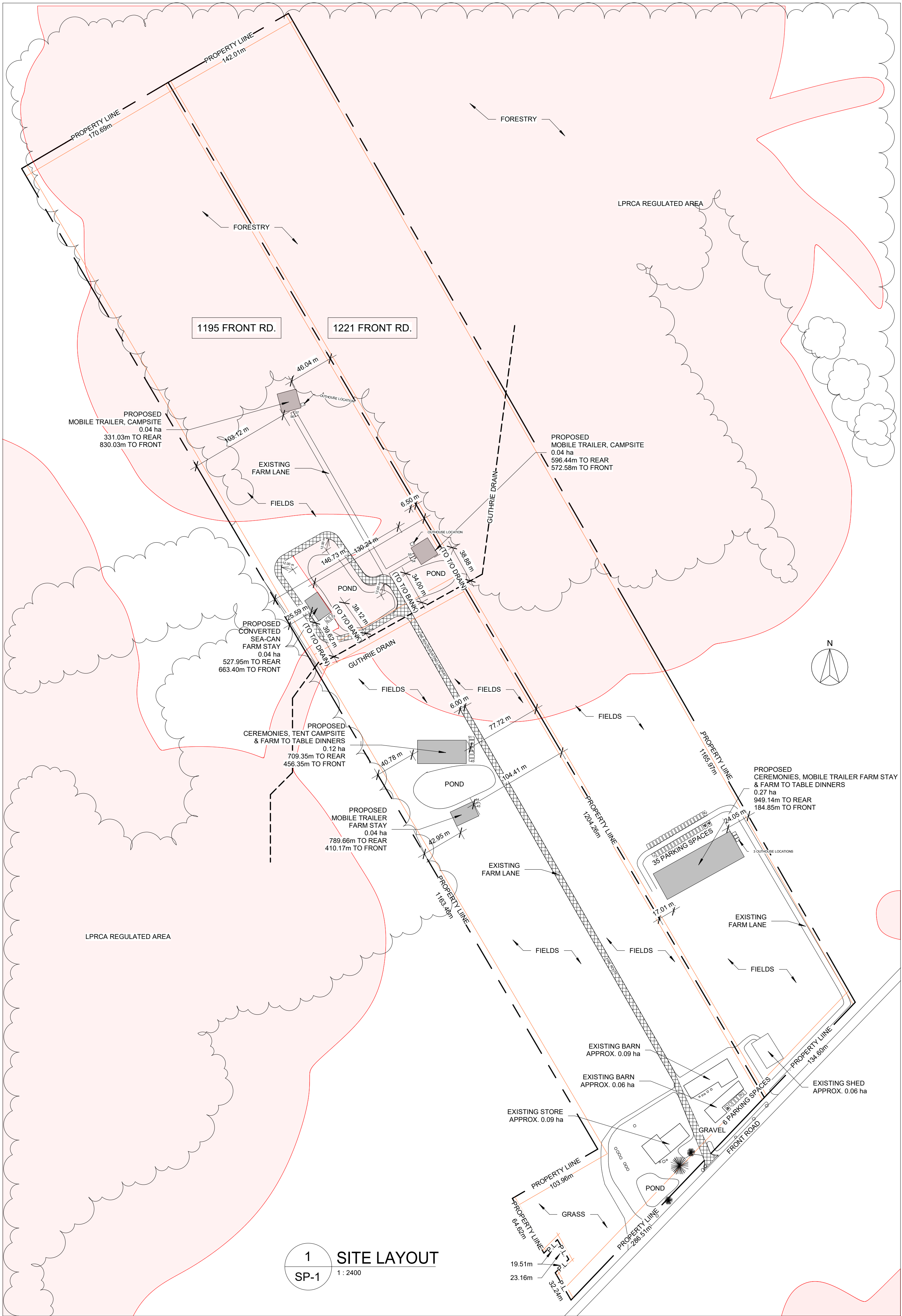
This 14th day of August

A.D., 20 25

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



A Commissioner, etc.



KEY MAP
N.T.S.

1195 FRONT ROAD

LEGAL DESCRIPTION:

LEGAL DESCRIPTION 1
LEGAL DESCRIPTION 2
LEGAL DESCRIPTION 3
LEGAL DESCRIPTION 4

CHARLOTTEVILLE CON A PT LOT
4 PLAN 82B PT LOT 12 RP
37R6700 PT PART 4 AND RP
37R10041 PART 2

ROLL NUMBER: 49307024000

SITE STATS: A	REQUIRED	PROVIDED
SITE AREA:	EXISTING	219218.21m ² /21.92Ha
LOT WIDTH:	-	286.51m
LOT DEPTH:	-	1260.24m
LOT FRONTAGE: INTERIOR & CORNER LOTS:	30m	
FRONT YARD:	13m	UNCHANGED
EXTERIOR SIDE YARD:	13m	N/A
INTERIOR SIDE YARD:	3m	6.25m
REAR YARD:	9m	331.03m
SETBACK FROM COUNTY ROAD:	-	N/A
MAX. BUILDING HEIGHT:	11m	TBD
PARKING: CONVERTED SHIPPING CONT. MOBILE CAMPSITES TENT CAMPSITES WEDDING CEREMONY OUTDOOR DINING ACCESSIBLE	2 PARKING SPACES 4 PARKING SPACES 4 PARKING SPACES 15 PARKING SPACES 4 PARKING SPACES 2 PARKING SPACES	2 PARKING SPACES 4 PARKING SPACES 4 PARKING SPACES 15 PARKING SPACES 4 PARKING SPACES 2 PARKING SPACES *ADDITIONAL 20 PARKING SPACES PROVIDED TO WEDDING & DINING

1221 FRONT ROAD

LEGAL DESCRIPTION:

LEGAL DESCRIPTION 1
LEGAL DESCRIPTION 2
LEGAL DESCRIPTION 3
LEGAL DESCRIPTION 4

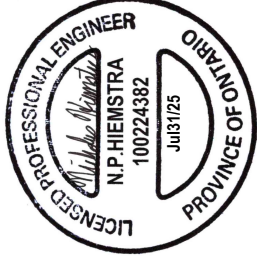
CHR CON A PT LOT 4 RP
37R6700 PART 3
REG
37.99AC FR D

ROLL NUMBER: 49307023900


SITE STATS: A	REQUIRED	PROVIDED
SITE AREA:	EXISTING	153740.08m ² /15.37Ha
LOT WIDTH:	-	134.60m
LOT DEPTH:	-	1204.26m
LOT FRONTAGE: INTERIOR & CORNER LOTS:	20m	
FRONT YARD:	11m	UNCHANGED
EXTERIOR SIDE YARD:	11m	N/A
INTERIOR SIDE YARD:	6m	16.33m
REAR YARD:	11m	949.14m
SETBACK FROM COUNTY ROAD:	-	N/A
MAX. BUILDING HEIGHT:	12m	TBD
PARKING: WEDDING CEREMONY MOBILE TRAILER FARM STAY FARM TO TABLE DINNERS ACCESSIBLE	15 PARKING SPACES 2 PARKING SPACES 4 PARKING SPACES 1 PARKING SPACE (TYPE A)	15 PARKING SPACES 2 PARKING SPACES 4 PARKING SPACES 1 PARKING SPACE (TYPE A)

PROPERTY OWNER INFORMATION:
NAME: NICK AND AMANDA VRANCKX
ADDRESS: 1221 FRONT ROAD, NORFOLK COUNTY, ONTARIO
PHONE NUMBER: (519) 586-2256

DESIGNLOGX
ENGINEERING INC.
AGRICULTURE - COMMERCIAL - CIVIL
P: 905-512-2377
E: office@dxengineering.com



DO NOT SCALE DRAWINGS
ALL DIMENSIONS AND ELEVATIONS TO BE VERIFIED
BY THE ENGINEER
REPORTED TO THE ENGINEER

LEGEND:	0.0%		- DRAINAGE
			- TREELINE
		■	- PROPERTY BAR
		P.E.	- PRINCIPLE ENTRANCE
		0.0	- ELEVATION
		⊗	- CONTROL POINT
			- EXTERIOR LIGHTING
		AP	- SIGNPOST & TYPE

PROJECT STATUS:	
NO:	STATUS:
1	FOR APPROVAL
2	FOR PERMIT
3	FOR PERMIT

Project #:	DL25-004
Drawn by:	D.D.
Checked by:	N.H.

CONTRACTOR NAME & ADDRESS:	TRUE NORTH:
PROJECT NAME & ADDRESS: BLUEBERRY HILL SITE PLAN 1195 & 1221 FRONT RD. NORFOLK COUNTY	TRUE NORTH:
DRAWING TITLE: SITE PLAN	

Date	JAN. 28, 2025
Scale	As indicated

Sheet No.
SP-1



Norfolk County Pre-Consultation Checklist

Please select the type of application required:

- | | |
|--|--|
| <input type="checkbox"/> Official Plan Amendment | <input type="checkbox"/> Draft Plan of Condominium |
| <input type="checkbox"/> Zoning By-law Amendment | <input checked="" type="checkbox"/> Site Plan |
| <input type="checkbox"/> Draft Plan of Subdivision | |

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 June 26, 2024, 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.

1. Property Information and Proposal Summary

Registered owner: Nick Vranckx, nick@blueberryhill.ca

Applicant/agent (if different than owner): N/A

Property address: 1195 and 1221 Front Road

Roll Number: 49307024200, 49307024000

Current Official Plan designation and Zoning: Agricultural, Lakeshore Special Policy Area, Hazard Land and Provincially Significant Wetland.

Proposal: On Farm Diversified Use – 6 seasonal overnight farm stay experience, educational tours, exercise areas with parking. Proposal indicates ceremonies.

2. Assigned File Planner

Name and Title: Fabian Serra, Planner

Phone Number: 519-426-5870 x8046 | 226-NORFOLK

E-mail: fabian.serra@norfolkcounty.ca

3. Required Studies and Plans for Complete Application

Submission Materials	Required?	Notes:
Planning Requirements		
Completed Application Form	<input checked="" type="checkbox"/>	
Concept Plan	<input checked="" type="checkbox"/>	
Draft Plan of Subdivision	<input type="checkbox"/>	
Building Elevations	<input checked="" type="checkbox"/>	
Building Floor Plans and Roof Plans	<input checked="" type="checkbox"/>	
Landscaping Plan	<input type="checkbox"/>	
Minimum Distance Separation Schedule	<input type="checkbox"/>	
Photometrics (Lighting) Plan		
Site Plan and Site Plan Details	<input checked="" type="checkbox"/>	
Survey/Legal Plan	<input checked="" type="checkbox"/>	
Topographical Survey	<input checked="" type="checkbox"/>	
Agricultural Impact Assessment	<input type="checkbox"/>	
Air Treatment Control Study	<input type="checkbox"/>	
Archeological Assessment		
Marine Archeological Assessment	<input type="checkbox"/>	
Draft Official Plan Amendment		
Draft Zoning By-law Amendment		

Submission Materials	Required?	Notes:
Dust, Noise and Vibration Study	<input type="checkbox"/>	Note for Applicants: This report shall be peer reviewed at the owner's expense.
Environmental Impact Study		
Environmental Site Assessment and Record of Site Condition		
Farm Business Registration		
Heritage Impact Assessment	<input type="checkbox"/>	
Land Use Compatibility Study	<input type="checkbox"/>	Note for Applicants: This report shall be peer reviewed at the owner's expense.
Market Impact Analysis		Note for Applicants: This report shall be peer reviewed at the owner's expense.
On-Site Sewage Evaluation	<input type="checkbox"/>	
Parking Plan	<input checked="" type="checkbox"/>	
Planning Justification Report		Not Required for site plan applications or standard draft plan of condominium
Planning Justification Brief/Letter		
Restricted Land Use Screening Form	<input type="checkbox"/>	
Shadow Study	<input type="checkbox"/>	
Urban Design Brief	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	
Engineering Requirements		
Area Rough Grading Plan	<input type="checkbox"/>	
General Plan of Services	<input type="checkbox"/>	
Lighting Plan	<input type="checkbox"/>	
Lot Grading Plan	<input type="checkbox"/>	
Plan and Profile Drawings	<input type="checkbox"/>	
Pavement Marking and Signage Plan	<input type="checkbox"/>	
Siltation and Erosion Control Plan	<input type="checkbox"/>	
Utility Plan	<input type="checkbox"/>	
Capital and Operating Financial Impact Assessment		

Submission Materials	Required?	Notes:
Functional Servicing Report/ Stormwater Management Report	<input checked="" type="checkbox"/>	Required for draft plan of subdivision.
Geotechnical Study	<input type="checkbox"/>	Used for water table verification, storm design, LID design, water balance.
Hydrogeological Study	<input type="checkbox"/>	Used for water table verification, storm design, LID design, water balance.
Water Modelling (County Consultant)	<input type="checkbox"/>	Required for draft plan of subdivision. This report shall be peer reviewed at the owner's expense.
Sanitary Drainage Plan	<input type="checkbox"/>	Plan to include minor system design (storm sewer), storm water controls (storm water management), and proposed major system design (overland flow routes).
Sanitary Design Sheet	<input type="checkbox"/>	
Sanitary Modelling (County Consultant)	<input type="checkbox"/>	Required for draft plan of subdivision. This report shall be peer reviewed at the owner's expense
Storm Water Management Report (including calculations)	<input type="checkbox"/>	Required for draft plan of subdivision. This report shall be peer reviewed at the owner's expense
Storm Water Drainage Plan	<input type="checkbox"/>	
Anticipated Flow/Analysis to Receiving Collection System	<input type="checkbox"/>	Required for draft plan of subdivision.
Traffic Impact and Functional Operations Studies	<input checked="" type="checkbox"/>	Not required for standard draft plan of condominium
Truck Turning Plan	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	
Additional Conservation Authority Requirements		
Conservation Authority Permit	<input checked="" type="checkbox"/>	
Environmental Impact Study	<input checked="" type="checkbox"/>	
Topographic Survey	<input checked="" type="checkbox"/>	
Grading Plan	<input checked="" type="checkbox"/>	
Subwatershed Plan/Study	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	

4. Detailed Comments Pertinent to the Application:

i. Norfolk County Planning and Agreements

Contact Name(s) and Title(s): Fabian Serra, Planner



Planning

- The proposal presented is for 6 overnight seasonal bunkies at the Blueberry Hill estates winery. The concept is for an On Farm Diversified Use.
- The proposed use of ceremonies/weddings is not a permitted use in the Official Plan/Zoning By-law. If this component is proposed, than an Official Plan Amendment and Zoning By-Law amendment to allow the use is required.
- See Official Plan Policies 7.2.2 for the full list of policies/requirements regarding on-farm diversified uses.
- See Zoning By-Law Section 12.3.1 for the full list of zoning provisions as it pertains to on-farm diversified uses.

Site Plan Control:

The proposed development is subject to site plan control under Site Plan Control By-Law 2014-97, and as per the definition of 'development' under section-41 of the Planning Act. A site plan application is required. The following are basic information to be included in a site plan.

Site Statistics: A basic site statistics should be included with the site plan.

Drawing Requirements:

- All measurements must be in metric
- All drawings must be to a standard scale to suit project requirements:
- Surveyed property limits (including bearings and dimensions)
- Location and extent of road widening, daylight triangles, easements and road reserves
- location of existing tree cover
- Existing topography of the land, showing contour lines. Severe slopes are to be clearly illustrated showing both top and bottom of banks approved by the LPRCA
- Indicate existing land uses along property lines

Title Block Information

- Key plan (showing location of subject lands and surroundings)
- North arrow
- Consultant's name and contact information (address, telephone, email)
- Professional stamp, signed and dated
- Date of plan preparation, Revision column (numbered and dated)
- Project name
- Municipal address and legal description and Site Plan File number (once assigned)
- Scale of drawing

Site Plan Details: The following features and elements to be included as appropriate

on site plan:

Site Features:

- Label materials on the plan and/or provide legend (i.e. paving, curbing, sidewalks, depressed curbs, retaining walls, acoustic structures, fencing, signage signs, landscape areas, snow storage areas, etc.)
- Location and details of existing and proposed fencing, including acoustic fencing requirements
- Location of community mailbox locations (approval of Canada Post required)
- Location of garbage collection areas
- Location of on-site snow storage areas

Utilities:

- Location of fire hydrants and transformers
- Location of hydro & gas meters,
- Location of all proposed street signs

Streetscape:

- Location of sidewalks (if any)
- Existing and proposed trees, SOD areas

Vehicular Network

- Curve radii of curbs at all street access points and driveway intersections
- Location of proposed curbing. Provide Ontario Provincial Standard Drawing (OPSD) curb detail
- Location and dimension of designated fire routes (indicate centre-line, road width and centre- line turning radii)
- Location of garbage collection area (if applicable)
- Location of driveways with dimensions and materials.

Parking area

- Layout of parking spaces with dimensions
- “No parking/fire route” and “accessible parking signs”

Accessibility

- Location of accessible spaces complete with signage for each space
- Location of depressed curbs for each accessible space/ group of accessible spaces as appropriate and required
- Accessible routes to accommodate barrier-free paths of travel

Agreements

Wonderful to hear about your proposal. If performance securities are required for your development you will be required to enter into a development agreement with the County. The agreement will be registered on title at the owner's expense. The owner will also be required to secure and keep in force commercial general liability insurance coverage, prior to and during the duration of construction until after a successful site inspection and release of the performance securities. The attached information sheet will assist you with a complete submission if an agreement is required.

All the best on your development.

ii. Norfolk County Building

Contact Name(s) and Title(s): Jonathan Weir, Building Inspector III

Email: jonathan.weir@norfolkcounty.ca

Comments:

The proposed buildings used as overnight farm stays would be considered a Group C residential type of occupancy and would require a Designer with minimum qualifications of Small Buildings with the Ministry to complete the design documentation for this application.

The Designer will need to review OBC Section 9.36 including Subsection 9.36.3. Tourist Accommodation which includes such items as design of rooms/spaces, window and doors, stairs, guards and handrails.

A sea container converted to a residential occupancy will require a Professional Engineer review and the Change of Use addressed.

If the use of portable privies is proposed, the designer will need to provide OBC references and design documentation to support this.

A structure, sewage system or stand-alone plumbing will require a building permit, the BCA definition of a building is:

“building” means,

- (a) a structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto,
- (b) a structure occupying an area of ten square metres or less that contains plumbing, including the plumbing appurtenant thereto,
- (c) plumbing not located in a structure,
- (c.1) a sewage system, or
- (d) structures designated in the building code; (“bâtiment”)

The proposed converted coverall structure could be considered an A2 Assembly type occupancy for a gymnasium or a D Business and Personal Services type occupancy for a health/fitness club as defined by the Ontario Building Code (OBC). Depending on the type of occupancy the required designer will change accordingly.

In regards to the change of use the Designer will need to review Part 10 of the OBC and provide a Part 11 Building Code matrix if compensating construction is required. This matrix will identify OBC review items such as identifying the classification of the existing building in regards to the construction index and the hazard index, determining if the

renovation is basic or extensive, changes in occupant loads, note any compensating construction and list any compliance alternatives used.

Items for Building Permit

“Tent Permit Package”, “Septic Permit Package” & “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

iii. Norfolk County Zoning

Contact Name(s) and Title(s): Andrew Johnston, Building Inspector III

Email: andrew.johnston@norfolkcounty.ca

Comments:

Project Info:

On Farm Diversified use, 6 seasonal overnight stay cabins

Zoning of Property:

Agricultural – (A)

Parking:

- Parking to be represented based off bylaw 1-Z-2014 section 4.0
- Parking to be clearly labelled on drawings

Requests:

- Zoning table required for review

iv. Norfolk County Engineering and Infrastructure Services

Contact Name and Title: Brett Hamm, Jr. Development Technologist

Email: brett.hamm@norfolkcounty.ca

Comments:

General Notes:

1. 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.
2. Recommendations from all reports (FSR, SWM, TIS, Modelling, etc.) must be incorporated into the design and be constructed at the developer’s expense.

Required at Site Plan Stage:

3. Concept Plan

4. As per Norfolk County By-law 2017-04, **a lot grading plan** may be required at time of building permit application.
5. **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.

It was mentioned that a Health Unit Approved system is in place to provide water for these units. Please be sure to describe the extent of this system as well as the plan for waste from the sites.

6. It should be noted that only clean rainfall runoff is permitted to be discharged to the **Guthrie Municipal Drain**, which runs through the site. All setbacks according to Section 3.30 of Norfolk County Zoning By-Law are applicable.

Potentially Required

7. **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

v. Norfolk County Realty Services

Contact Name and Title: Alisha O'Brien, Corporate Services Generalist

Email: realty.services@norfolkcounty.ca

Comments:

If you are required to enter into a Development Agreement, that Agreement will be registered on title to your property. The County will require postponements of any Charges/Mortgages (if any) on title to the County's Agreement. We recommend that you connect with your Lender(s) and/or your solicitors as early in the process as possible to avoid any delays.

vi. Norfolk County Accessibility:

Contact Name and Title: Sam McFarlane, Manager, Accessibility and Special Projects

Email: sam.mcfarlane@norfolkcounty.ca

Comments:

No comments at this time

vii. Norfolk County Fire Services

Contact Name and Title: Katie BALLANTYNE, Community Safety Officer

Email: katie.ballantyne@norfolkcounty.ca

Comments:

Norfolk County Fire Department has the following comments for this proposal:

- Ensure all fire and life safety requirements under the Ontario Building Code and Ontario Fire Code (whichever applies) are complied with
- Adequate access for fire department apparatus is required

viii. Long Point Regional Conservation Authority – Summary of Recommendation

Contact Name and Title: Isabel Johnson, Resource Planner

Email: ijohnson@lprca.on.ca

Comments:

Site Characteristics

The subject properties are subject to flooding and erosion hazards from the Guthrie Drain and contain Provincially Significant Wetlands.

Provincial Policy Statement, 2020, Section 3.1 Natural Hazards

Conservation Authorities have been delegated responsibilities from the Minister of Natural Resources and Forestry to represent the provincial interests regarding natural hazards encompassed by Section 3.1 of the Provincial Policy Statement, 2020 (PPS). The overall intent of Section 3.0 - Protecting Public Health and Safety of the PPS is to reduce the potential public cost or risk to Ontario's residents from natural or human-made hazards. As such, the PPS states "development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards."

The application is subject to the following subsections of section 3.1 of the Provincial Policy Statement:

3.1.1 Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of:
b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards; and

Ontario Regulation 41/24

The subject lands are regulated by Long Point Region Conservation Authority under Ontario Regulation 41/24 due to the flooding and erosion hazards associated with the Drain and the Provincially Significant Wetland. 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,
- 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 shall be setback 15m from the top of bank of the Guthrie Drain, and should be setback 30m from the wetlands. This includes all development as defined above.

From the site plan, the concerning “bunkies”/ “farm stays” are coloured pink, purple and green;

- The dark pink farm stay appears to be within the Provincially Significant Wetland,
- The purple and light green farm stay appear to be within 15m of the drain and the ponds adjacent to the drain.

Current Planning Application Fees (2024)

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 by visiting <https://lprca.on.ca/planning-permits/planning-fees/>

ix. Norfolk County Drainage

Contact Name and Title: Bill Mayes, Drainage Superintendent

Email: bill.mayes@norfolkcounty.ca

Comments:

Drainage Comments - Proposed Bunkie 1195 Front Road (Purple Site) is within setbacks from Municipal Drain.

Setbacks from Municipal Drain apply in accordance with Zoning by-law. Minimum of 9.0 metres from top of bank on an open ditch municipal drain.

x. Mississaugas of the Credit First Nation

Contact Name and Title: Abby Lee LaForme, Consultation Officer

Email: abby.laforme@mncfn.ca

Comments:

The Mississaugas of the Credit First Nation (MCFN), Department of Consultation and Accommodation (DOCA) submit the following comments:

The Mississaugas of the Credit First Nation hereby notify you that we are the Treaty Holders of the land on which the proposal of 6 seasonal bunkies for Front Road Cellars at Blueberry Hill Farm will be taking place. This project is located on the Between the Lakes Treaty No. 3, of 1792.

Therefore, the MCFN Department of Consultation and Accommodation (DOCA) has no comments or concerns at this time. Please note that if the project has any ground disturbance MCFN DOCA requires that we be in receipt of all Environmental Study reports and that a Stage 1 Archaeological Study be conducted on the site to determine its archaeological potential and further that the Stage 1 report be submitted to MCFN DOCA for review. If it is determined that a Stage 2 is required, MCFN DOCA is expected to be involved in the field study with MCFN Field Liaison Representation (FLR) on-site participation. This study will be at the cost of the proponent.

Thank you

5. Notes and Clauses:

1. The purpose of this document is to identify the information required to commence processing a complete application as set out in the Planning Act, R.S.O. 1990, CHAPTER P.13, as amended and the County's Official Plan.
2. Pre-consultation does not imply or suggest any decision whatsoever on behalf of staff or the County to either support or refuse the application.
3. The application should be aware that the information provided is accurate as of the date of the pre-consultation meeting. Should an application not be submitted within a year, and should other policies, by-laws or procedures be approved by the Province, County, or other agencies prior to the submission of a formal application, the applicant will be subject to any new policies, by-laws or procedures that are in effect at the time of the submission of a formal application. **If an application is not submitted within one (1) year, another pre-consultation meeting shall be required, unless an exception is granted in writing by the Director of Planning**
4. It is hereby understood that during the review of the application additional studies or information may be required as a result of issues arising during the processing of the application or the review of the submitted studies.
5. If the County does not have sufficient expertise to review and determine that a study is acceptable, the County may require a peer review. The terms of reference for a peer review is determined by the County and paid for by the applicant.
6. Please note if performance securities are required by the County to secure any internal and external development works, a recommended condition for your planning application approval will be to enter into a development agreement with the County. The agreement will be registered on title to the subject lands, at the owner's expense. The additional requirements for an agreement could include, but are not limited to the 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)
 - Owner's commercial general liability insurance certificate
 - Professional liability insurance certificate
 - Postponement of interest
 - Transfers and / or transfer easements along with registered

reference plan

6. Signatures

Staff Signatures

County Planning Staff :

Date:

Planning Staff Signature:

Applicant/Owner Signature

Owner Name (print):

Applicant Name (Print):

Owner Signature:

Applicant Signature:

Date:

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.

Endangered and Threatened Species:

Endangered and threatened species and their habitat are protected under the provinces Endangered Species Act, 2007 (ESA), O. Reg. 242/08 and 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 the Environment, Conservation and Parks ("MECP") 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.

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

Norfolk County Engineering Design Standards

All applicants must adhere to Norfolk County's Design Criteria when undertaking a development project. Please contact Engineering and Infrastructure Services directly for a copy of Norfolk County's Design Criteria .



REQUIRED INFORMATION

Name of Owner

Property Legal Description

Roll Number

PIN Number

Type and Number of Units

Single Detached

Semi-Detached

Duplex

Triplex

Four-plex

Street Townhouse

Stacked Townhouse

Apartment

Transfer Easements Block Number and Purpose

Transfer Block Number and Purpose

Geotechnical Report prepared for Lands	YES	NO	UNKNOWN
Lands are Within the Source Water Protection Area	YES	NO	UNKNOWN
Lands Contain any Contaminated or Impacted Soil	YES	NO	UNKNOWN
Lands Contain any Natural Watercourse	YES	NO	UNKNOWN
Lands Contain any Wetlands	YES	NO	UNKNOWN
Lands Contain any Archaeological Sites	YES	NO	UNKNOWN
Lands Contain an Existing Well and or Septic Field	YES	NO	UNKNOWN
Species at Risk Branch MECP Screening	YES	NO	UNKNOWN
Lands Contain any Endangered Species	YES	NO	UNKNOWN

OWNER INFORMATION

NAME AND CONTACT

ADDRESS WITH POSTAL CODE

PHONE NUMBER

EMAIL

AGENT INFORMATION

NAME AND CONTACT

ADDRESS WITH POSTAL CODE

PHONE NUMBER

EMAIL

ENGINEER INFORMATION

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

LAWYER INFORMATION

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

INSURANCE PROVIDER INFORMATION

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

FINANCIAL INSTITUTION INFORMATION (IF APPLICABLE)

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

MORTGAGEE INFORMATION (IF APPLICABLE)

NAME AND CONTACT _____

ADDRESS WITH POSTAL CODE _____

PHONE NUMBER _____

EMAIL _____

SPECIES AT RISK SCREENING

The Ontario Endangered Species Act inquiries and Species at Risk screening are now handled by the Ministry of the Environment, Conservation and Parks, specifically the "Species at Risk Branch" and the new e-mail address for handling these inquiries is now SAROntario@ontario.ca.

TRANSFERS, EASEMENTS AND POSTPONEMENT OF INTEREST

The owner acknowledges and agrees that, it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, free and clear of any charges or encumbrances, and/or transfer(s) of easement in favour of the County and/or utilities at no cost to the County. In addition, 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 to the County's agreements.

INSURANCE CERTIFICATES

Prior to the execution of the development agreement, the owner shall at their expense obtain and keep in force, during the term of this development agreement, commercial general liability insurance coverage satisfactory to the County. The owner further acknowledges and agrees that he/she has authorized the County to discuss with their insurance provider the specific insurance requirements of the County for agreement purposes. In addition, the County will require any professionals hired to carry professional liability insurance to provide coverage for acts, errors and omissions arising from their professional services performed.

OWNER'S AUTHORIZATION

I/We _____ am/are the registered owner(s) of the lands that is the subject of this site plan agreement.

I/We authorize our Agent _____ to provide information on my/our behalf and to provide any of my/our personal information necessary for the processing of this site plan agreement. Moreover, this shall be your good and sufficient authorization for so doing.

I/We authorize the Agreement Administrator to provide and receive information on my/our behalf in connection to the insurance coverage, letter of credit and agreement registration of my/our development.

I/We acknowledge that if there are any new charges or mortgage holders on the property they will be added to the development agreement and will be required to postpone their interest on the property to the County's development conformity interest.

Owner Signature

Date

To start your agreement, please return the required supporting information and fees along with the first three pages of this document completed and signed. Provide your payments by the mail or courier to the address below or drop off at ServiceNorfolk customer service desk on the first floor 185 Robinson Street, Simcoe ON N3Y 5L6 Monday to Friday from 9 am to 4 pm. Please make your cheque payable to the Corporation of Norfolk County. If paying by credit card please contact ServiceNorfolk at 519 426-5870 Ext. 4636.

CONTACT FOR FURTHER INFORMATION AND QUESTIONS

Annette Helmig, Agreement and Development Coordinator
Norfolk County, Community Development Division, Planning Department, Agreement Services
185 Robinson Street Suite 200, Simcoe ON N3Y 5L6
226.777.1445
annette.helmig@norfolkcounty.ca

The information submitted on this form is collected under the authority of the *Freedom of Information and Protection of Privacy Act* (FIPPA) and *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) for Norfolk County employees to use for the purpose of preparing and registering a development agreement. Questions about the collection of personal information through this form may be directed to the Agreement and Development Coordinator or Information and Privacy Coordinator, Corporation of Norfolk County, 50 Colborne Street South, Simcoe ON N3Y 4H3.

DOCUMENTATION AND FEES REQUIRED

Owner's agreement authorization

Postponement of interest from mortgagee / chargee (if applicable)

Current parcel register (property identifier or PIN printout)

Owner's commercial general liability certificate of insurance

Construction estimates (100% for external works and landscaping with 10% of internal works)

Professional liability insurance for surveyor and / or engineer

Final reference plan for any easements and lands to be conveyed

Letter from owner requesting holding (H) symbol be removed from the subject lands

Letter of credit or certified cheque for performance securities

Current property taxes paid

User fees (according to the By-Law in effect at the time that payment is made). If time is of the essence, a certified cheque is requested otherwise it will take three weeks for the cheque to clear our financial institution.

\$2,919 for preparation of the site plan agreement

\$971 to remove the holding from the zoning on the property (if applicable)

\$470 for financial administration of this agreement

\$570 per tree cash-in-lieu of trees (if applicable)

2% or 5% land appraisal cash-in-lieu of parkland as per consolidated by-law 2016-126 (if applicable)



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)		

Community Development Division- Building Department

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

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: _____

Community Development Division- Building Department

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

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.

Community Development Division- Building Department

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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.

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.

Community Development Division - Building Department

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

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				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:		Owner or 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.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	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.			Yes	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> .			Yes	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.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	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.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an “other designer” under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p style="text-align: center;">Signature of Designer</p> </div> </div>			

NOTE:

1. For the purposes of this form, “individual” means the “person” referred to in Clause 3.2.4.7(1) (c). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
Yes (Continue to Section C)		No (Continue to Section E)	
		Installer unknown at time of application (Continue to Section E)	
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p>I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; border-top: 1px solid black; text-align: center;">Date</div> <div style="width: 65%; border-top: 1px solid black; text-align: center;">Signature of applicant</div> </div>			

Project Address:

Septic Permit System Summary / Overview

Applicable Law ☐ Conservation Authority Approval ☐ Site Plan Approval
Documents Attached ☐ Source Water Protection ☐ Minor Variance
 (check all applicable) ☐ Construction in Hazard Lands ☐ Grading Plan (raised beds)

Total Number of Bedrooms _____ Total Number of Fixture Units _____

Total Finished Floor Area _____ m² _____ sq.ft _____ Daily Design Flow (Q) (litre/day) _____

☐ Residential (dwelling) ☐ Camp for the Housing of Workers ☐ 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 ☐ Class 2 – Greywater ☐ Class 4 – Leaching Bed System ☐ Class 5 – Holding Tank

System Components
(Complete all that apply)

☐ Septic tank capacity (L) _____

☐ Pump capacity (L) _____

☐ Distribution Box _____

☐ Other (please specify) _____

☐ Advance Treatment Unit capacity: (L) _____

Manufacture and Model _____

Method of Distribution

Pipe Detection

- ☐ magnetic means
- ☐ tracer wire (14 gauge TW solid copper light coloured plastic coated)
- ☐ other means (please specify)

Complete A, B, C, D, E, or F – Class 4 Systems Only

<p>A. ABSORPTION TRENCH</p> <p><input type="checkbox"/> In- ground <input type="checkbox"/> Raised</p> <p><input type="checkbox"/> Distribution pipe</p> <p><input type="checkbox"/> Leaching chambers <input type="checkbox"/> Type I</p> <p> <input type="checkbox"/> Type II</p> <p>Length of pipe _____m</p> <p><input type="checkbox"/> Mantel Required</p> <p>Mantel Area _____m²</p>	<p>B. FILTER BED</p> <p><input type="checkbox"/> In- ground <input type="checkbox"/> Raised</p> <p>Effective Area: _____m²</p> <p>Contact Area: _____m²</p> <p><input type="checkbox"/> Distribution pipe</p> <p><input type="checkbox"/> Leaching chambers <input type="checkbox"/> Type I</p> <p> <input type="checkbox"/> Type II</p> <p><input type="checkbox"/> Mantel Required</p> <p>Mantel Area _____m²</p>	<p>C. SHALLOW BURIED TRENCH</p> <p>Type: _____</p> <p>Length of chamber: _____m</p>
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<p>D. ADVANCE TREATMENT SYSTEM (BMEC & CAN/BNQ)</p> <p><input type="checkbox"/> BMEC authorization provided</p> <p><input type="checkbox"/> CAN/BNQ authorization provided</p> <p><input type="checkbox"/> Service agreement provided</p> <p>Mantel area: _____m²</p> <p>Stone layer area: _____m²</p> <p>Sand layer area: _____m²</p> <p><input type="checkbox"/> System specifications provided</p> <p><input type="checkbox"/> Manufacturer's installation manual provided</p>	<p>E. TYPE A DISPERSAL BED</p> <p><input type="checkbox"/> In- ground <input type="checkbox"/> Raised</p> <p>Length of pipe _____m</p> <p>Mantel Area _____m²</p> <p>Stone layer area: _____m²</p> <p>Sand layer area: _____m²</p>	<p>F. TYPE B DISPERSAL BED</p> <p><input type="checkbox"/> In- ground <input type="checkbox"/> Raised</p> <p>Stone layer area _____m²</p> <p>Linear loading rate <input type="checkbox"/> 40 L/m</p> <p> <input type="checkbox"/> 50 L/m</p>
---	---	--

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:

Length of distribution pipe (metres)

$1 < T \leq 20$
 $20 < T \leq 50$
 $50 < T < 125$

$Q \div 75$ 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><div></div><div></div><div></div><div></div></div> <div>Original grade 0.5m 1.0m 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>		

Worksheet G: Septic Plot Plan

Please provide the following information on this work sheet:

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

[illegible]

TENTS

TEMPORARY STRUCTURES

Temporary 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



Do I need a tent permit?

When erecting a tent, certain approvals may be required, depending on the size of your tent. Use the following chart as a guide for required approvals.

Size of Tent	Fire Department Fire Safety Plan approval	Building Permit required	Professional Engineer Stamp required	Clause
>30 m ² (323 sq. ft)	yes	no	no	Fire codes
>60 m ² (645 sq. ft)	yes	yes	no	OBC Div C 1.3.1.1(5)
>225 m ² (2420 sq. ft)	yes	yes	yes	OBC Div C 1.2.2.1(7)

Setbacks.

Tents shall not be erected closer than 3m to a property line or any other structure.
[OBC 3.14.1.4 and OBC Div C 1.3.1.1(5)(c)]

No tent shall be placed over top of any portion of a septic system.

Fire Safety Plan.

If your tent requires a fire safety plan, you will need to complete the attached form

NOTE: A tent requires a fire safety plan when it is used for assembly purposes for more than 30 people (example; bingo tents, weddings tents).

Contact Norfolk.fire@norfolkcounty.ca for further information.

Step 1: Preparing your application.

Completed Forms.

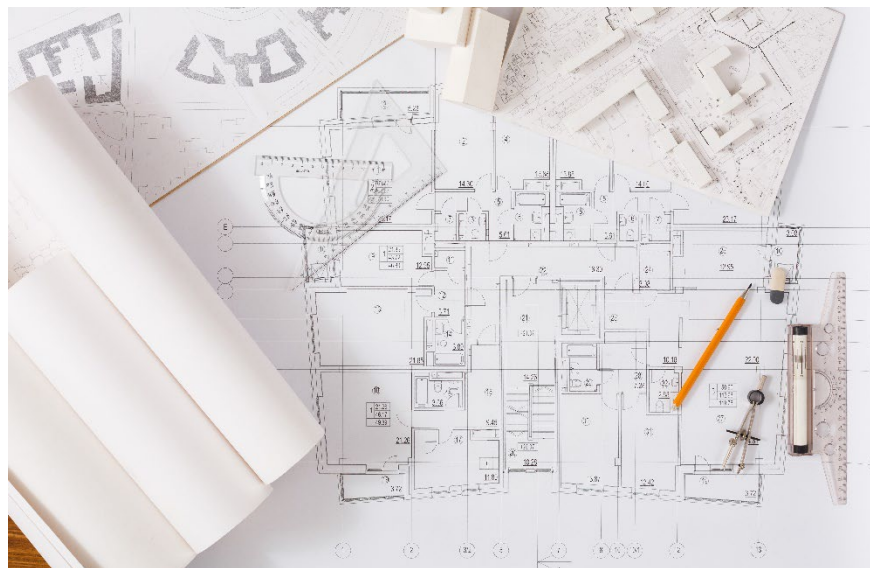
- ☐ Building Permit Application Form.
- ☐ Commitment to General Review if:
 - Tent exceeds 225 m² in area.
- ☐ Applicant authorization Form, if application is not completed by the property owner.
- ☐ Approved Fire Safety Plan from the Fire Department.

Required Documents.

- ☐ Plot Plan:
 - Property lines and lot dimension,
 - location of the tent on the lot,
 - neighbouring buildings, and
 - existing septic systems on the lot,
 - any proposed fencing of the area, and
 - the number and location of portable toilets.
- ☐ A copy of the certificate verifying that the tent material has the required flame resistance.
- ☐ A detailed drawing showing the floor plan layout of the tent indicating:
 - table locations,
 - bar locations,
 - fire extinguisher locations, and
 - locations of all exits.
- ☐ If the tent exceeds 225 m², a structural drawing of the tent bearing the stamp of a Professional Engineer is required.

Fees.

- ☐ Temporary Permit fee.



Community Development Division - Building Department

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

STEP 2: 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 3: 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 4: 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

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



TENTS

All tents that function as an occupancy that require an approved Fire Safety Plan under the Ontario Fire Code will require a Fire Safety Plan to be submitted at least thirty (30) days prior to the event.

Note – A copy of the approved Tent Fire Safety Plan must be posted visibly near the entrance.

Property Owners Information.

Event Location / Address: _____

Owner of Property: _____

Owners Address: _____

City _____

Postal Code _____

Telephone: _____

Email Address: _____

Letter of Permission.

Required if location is on private property belonging to someone other than the organizer:

☐ Yes ☐ No

Tent Company Information.

Tent Company Name: _____

Tent Company Address: _____

City _____

Postal Code _____

Telephone: _____

Email Address: _____

Tent Size: _____

Installation Date: _____

Removal Date: _____

Community Development Division - Building Department

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



FIRE SAFETY PLAN FORM TENTS

Event Organizers information.

Event Organizer/Vendor Name: _____

Organizers Address: _____

City _____

Postal Code _____

Telephone: _____

Email Address: _____

Fire Safety Overview.

Occupant Load: _____ Posted: ☐ Yes ☐ No

Fire Alarm: ☐ System or ☐ Fire Watch

Name of Tent Fire Warden: _____

Fire Alarm Sounding Device: _____

Portable Extinguishers: ☐ Yes ☐ No Number: _____, Type: _____

Exit # 1 – Width: _____ Exit # 2 – Width: _____

Flame Resistance Label: ☐ Yes ☐ No Exit Signs Posted: ☐ Yes ☐ No

Fuel-fired Appliances: ☐ Yes ☐ No T.S.S.A. Inspection: ☐ Yes ☐ No

Tent Site Plan: ☐ Yes ☐ No 2 Copies – 1 Copy for Fire Department

Responsibilities:

- ☐ Keep means of exit clear,
- ☐ Enforce no-smoking policy,
- ☐ Hourly fire inspection tours and log,
- ☐ Proper use of combustibles,
- ☐ Direct responding fire personnel to the location of the emergency,
- ☐ Sound alarm, call 911 and extinguish fire if safe to do so,
- ☐ Attach a sketch of Tent Fire Safety Site Plan if required.

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 and Fire 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.



Planning Justification Report

1195 and 1221 Front Road,
Norfolk Ontario

NETHERY
Planning



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Appendix A: LPRCA Requirements Correspondence

Appendix B: Norfolk County Required Studies Correspondence

LIST OF FIGURES

Figure 1: Concept Plan for the Subject Lands

Figure 2: Norfolk County Official Plan, Subject Lands Designation

Figure 3: LPRCA Regulation Overlay on the Subject Lands

1. INTRODUCTION AND DESCRIPTION OF PROPOSAL

Nethery Planning has been retained by the owner of 1195 and 1221 Front Road, Norfolk County, from here known as the 'subject lands' to seek planning approval for on-farm diversified uses. The subject lands currently operate the Blueberry Hill Winery and farm. This primary use is not subject to change. Rather, the owners are looking to add on-farm diversified uses to the site by providing six overnight accommodations (mobile trailers, shipping container and tents), two wedding ceremony spaces (utilizing a small gazebo under 10 square metres), and an outdoor farm-to-table dining experience. Being on-farm diversified uses (OFDUs), the uses will be secondary to the primary use of the site, and accommodated infrequently and seasonally, outside of busy seasons such as the harvest season. The owners are looking to supplement farm income with the provision of OFDUs by providing an agri-tourism destination in the County.

The site is designated Agricultural, Hazard Land and Provincially Significant Wetland within the Norfolk County Official Plan, as well as located within the Lakeshore Special Policy Area Secondary Plan. The site is zoned Agricultural (A), Hazard Lands (HL), and Provincially Significant Wetland (PSW) within the Norfolk County Zoning By-law 1-Z-2014. Part of the subject lands are subject to Special Provisions (14.329 and 14.835) which add to the list of permitted uses in the Agricultural zone. The OFDUs proposed do not affect the Special Provisions indicated.

The purpose of this report is to outline the OFDUs proposed on the subject lands and showcase how these OFDUs are consistent with provincial policy frameworks and conforms to the local planning frameworks.

2. SITE FEATURES AND CHARACTERISTICS

The subject land consists of two properties, 1195 Front Road and 1221 Front Road. Together, the two properties operate Blueberry Hills' existing farm and store and have two barns, a shed and parking spaces on 22 hectares (53 acre) cumulatively. As shown in **Figure 1**, the subject lands have three ponds and are located within the Long Point Region Conservation Authority.

[illegible]

The surrounding lands are predominantly agricultural and hazard lands to the north and east, agricultural and hamlet residential to the west, and hazard lands, provincially significant wetlands and marine commercial to the south. Some of these surrounding lands have holding permissions.

This section provides an overview of the relevant planning policy and regulatory framework applicable to the proposed development. It examines the provincial interests set out in the Provincial Planning Statement (PPS, 2024), the County of Norfolk Official Plan and the County of Norfolk Zoning By-law. The following subsections provide a detailed review of each applicable policy document and outline how the proposed development is consistent with or conforms to and implements their objectives.

3.1 PROVINCIAL PLANNING STATEMENT

The Provincial Planning Statement, 2024 (PPS, 2024) replaced the Provincial Policy Statement, 2020 and the Growth Plan for the Greater Golden Horseshoe, 2019 in October 2024. The PPS, 2024 is a planning document that guides land use planning and development within the Province of Ontario. Pursuant to Section 3 of the Planning Act, any decision by a land use planning authority that “affects a planning matter” and is made as of or after the date the PPS 2024 comes into force must be consistent with the PPS 2024.

The PPS defines OFDUs as:

“On-farm diversified uses: means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, uses that produce value-added agricultural products, and electricity generation facilities and transmission systems, and energy storage systems.”

The OFDUs being proposed are consistent with the definition, being agri-tourism uses. These uses can further be supported by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas.

OMAFRA Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas

Section 2.3.1 addresses criteria for OFDUs in accordance with the PPS.

Policy	Consistency
1. Located on a farm	Consistent. The proposed OFDUs would be located on a 22 ha (53 ac) farm (across two adjacent properties) with existing farm operations. The farming operation will continue to be the primary use of the subject lands.
2. Secondary to the principal agricultural use of the property.	Consistent. The agricultural use remains the primary use of the property. The proposed OFDUs are small in size, scale and area. The proposed OFDUs will be temporary and seasonal, conducted outside of the busy seasons of the farm (no OFDUs during harvest season). Guests experience the farm as part of their stay/visit, with the overnight accommodations, wedding ceremony spaces, and wine tasting / farm-to-table dining areas integrated into the existing farm, creating a unique tourism atmosphere.

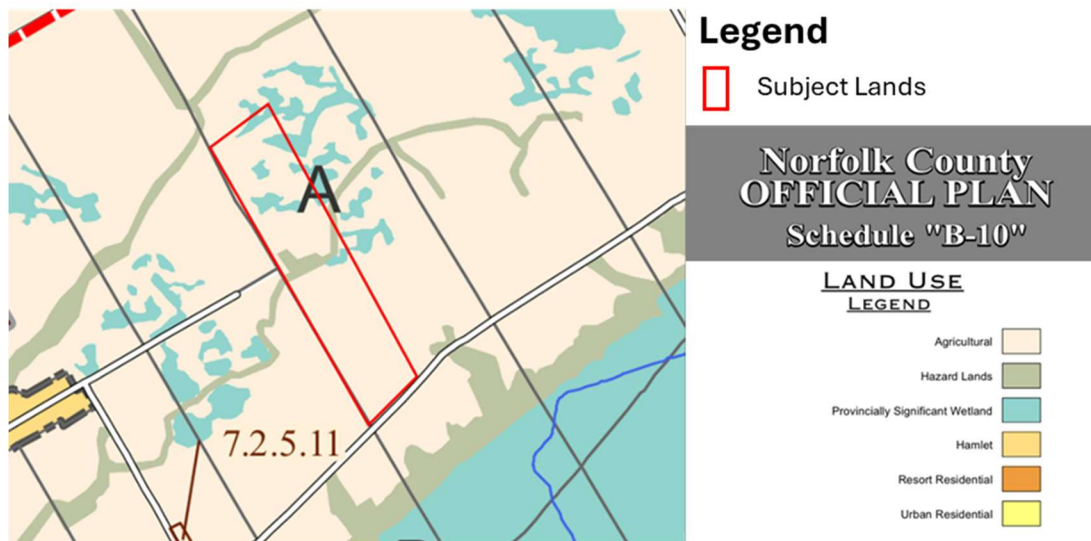
Policy	Consistency
3. <i>Limited in area</i>	Consistent. The total area of the OFDU is less than 1 ha (2.5 ac), or 2.5% of the subject lands. Specifically, each OFDU is between 0.04 ha (.10 ac) and 0.27ha (0.67 ac).
4. <i>Includes, but is not limited to, home occupations, home industries, agri-tourism uses and uses that produce value-added agricultural products.</i>	<p>Consistent. The OFDUs are recognized as agri-tourism and overnight tourist accommodation uses, consistent with the policy. The overnight accommodation brings tourism to the Lake Erie shoreline and Norfolk County area.</p> <p>The wedding ceremony and wine tasting / farm to table dining provides a niche experience for those wanting to experience the blueberry farm, grape growing and production.</p>
5. <i>Shall be compatible with, and shall not hinder, surrounding agricultural operations.</i>	<p>Consistent. The OFDUs do not hinder the surrounding agricultural operations, rather they are compatible with and promote the dominant uses.</p> <p>The OFDUs will be limited in size, scale and area and do not create conflict for the farm operations or neighbouring farm, residential or tourism uses.</p> <p>The OFDUs will be serviced appropriately, will not increase traffic, will be appropriately lit, minimize noise and will maintain the rural character of the surrounding environs.</p>

The proposed OFDUs are being proposed on an existing farm operation as a secondary use, offered seasonally, are limited in area, are recognized agri-tourism uses, and compatible with / do not hinder surrounding agricultural operations. Therefore, the proposed OFDUs are consistent with the PPS and OMAFRA Guidelines.

3.2 OFFICIAL PLAN

The subject lands are designated Agricultural, Hazard Land and Provincially Significant Wetland, as shown in **Figure 2**.

Figure 2: Norfolk County Official Plan, Subject Lands Designation



The lands are also located within the Lakeshore Special Policy Area Secondary Plan. OFDUs are permitted within the Agricultural designation, as per Section 7.2.2. As such, the proposed uses conform to the following policies:

Section 7.2.2

b) OFDUs 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. OFDUs shall be subject to all of the following policies:

Policy	Conformity
<i>i) the use is located on a parcel of land which has an existing farm operation established on it;</i>	Conforms. The proposed OFDUs would be located on a 22 ha (53 ac) farm (across two adjacent properties) with existing farm operations. The farming operation will continue to be the primary use of the subject lands.

Policy	Conformity
<i>ii) the use is secondary to the principal agricultural use of the property;</i>	Conforms. The agricultural use remains the primary use of the subject lands. The proposed OFDUs are small in size, scale and area. The proposed OFDUs will be temporary and seasonal, conducted outside of the busy seasons of the farm (no OFDUs during harvest season). Guests experience the farm as part of their stay/visit, with the overnight accommodations, wedding ceremony spaces, and wine tasting / farm-to-table dining areas integrated into the existing farm, creating a unique tourism atmosphere
<i>iii) the use is limited in area, as outlined in Section 7.2.2 c);</i>	Conforms. The total area of the OFDU is less than 1 ha (2.5 ac), or 2.5% of the subject lands. Specifically, each OFDU is between 0.04 ha (.10 ac) and 0.27ha (0.67 ac).
<i>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;</i>	Conforms. The OFDUs are recognized as agri-tourism and overnight tourist accommodation uses, consistent with the policy. The overnight accommodation brings tourism to the Lake Erie shoreline and Norfolk County area. The wedding ceremony and wine tasting / farm to table dining provides a niche experience for those wanting to experience the blueberry farm, grape growing and production.
<i>v) the use is compatible with, and will not hinder, surrounding agricultural operations;</i>	Conforms. The OFDUs do not hinder the surrounding agricultural operations, rather they are compatible with and promote the dominant uses. The OFDUs will be limited in size, scale and area and do not create conflict for the farm operations or neighbouring farm, residential or tourism uses. The OFDUs will be serviced appropriately, will not increase traffic, will be appropriately lit, minimize noise and will maintain the rural character of the surrounding environs.

Policy	Conformity
<i>vi) the use is appropriate to available rural services and infrastructure;</i>	<p>Conforms. As the OFDUs will be temporary and seasonal, they will not require additional servicing.</p> <p>Existing farm buildings will not be utilized to provide servicing, the grading and stormwater of the lands will remain unchanged from existing uses, and no additional traffic will be generated as a result of these uses.</p>
<i>vii) the use maintains the agricultural/rural character of the area;</i>	<p>Conforms. The OFDUs proposed would maintain the agricultural and rural character of the area. They will be small in size, scale and area, and are surrounded by the existing farm operation.</p> <p>It is important that the proposed OFDUs maintain the agricultural/ rural character of the area as the tourism uses and overnight accommodations rely on the ambiance of the farm property.</p>
<i>viii) the use meets all applicable environmental standards; and</i>	<p>Conforms. The OFDUs are small, temporary and seasonal and will not be affected by environmental standards.</p>
<i>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.</i>	<p>Conforms. There is no outdoor storage associated with the OFDUs being proposed.</p>

c) OFDUs shall be limited in size in accordance with the following policies:

Policy	Conformity
<i>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 (10,000m²)</i>	<p>Conforms. The OFDUs proposed are collectively under 2% of the farm parcel to a maximum of 1 ha (2.5 ac). Each OFDU is approximately 0.04 ha (0.10 ac) – 0.27ha (0.67 ac). Cumulatively, the OFDUs are 0.55 ha (1.36 ac). This is well under the 1 ha (2.5 ac) area limit.</p>

Policy	Conformity
<p><i>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)</i></p>	<p>Conforms. The total gross-floor area of buildings is appropriate. The overnight accommodations are well under 20% of the acceptable land area. There are no buildings required for the wedding ceremony or wine tasting/ farm-to-table dining experience.</p>
<p><i>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%</i></p>	<p>Conforms. No existing farm buildings will be used for OFDU purposes, and thus a discount will not be applied.</p>
<p><i>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</i></p>	<p>Conforms. Existing laneways are included in the site plan control area and have been removed in the calculation.</p>
<p><i>v) 100% of the area needed for parking and outdoor storage for the on-farm diversified uses will be included in the area calculation</i></p>	<p>Conforms. All parking areas are included in the OFDUs area calculation.</p> <p>Section 4.9 sets out parking requirements:</p> <ul style="list-style-type: none"> • 2 parking spaces for converted sea can / shipping container on 1195 Front Rd (<i>2 required</i>) • 4 parking spaces for the mobile campsites on 1195 Front Rd (<i>4 required</i>) • 2 parking spaces for the mobile campsites on 1221 Front Rd (<i>2 required</i>) • 4 parking spaces for the tent campsites on 1195 Front Rd (<i>4 required</i>) • 15 parking spaces each for the wedding ceremony on both 1195 and 1221 Front Rd (<i>15 required</i>) • 4 parking spaces for farm to table dining on both 1195 and 1221 Front Rd (<i>4 required</i>) • 2 Type A accessible parking spaces on 1195 Front Rd (<i>2 required</i>) • 1 Type A accessible parking space on 1221 Front Rd (<i>1 required</i>) <p>A total of 31 parking spaces are required on 1195 Front Road (31 spaces proposed) and</p>

Policy	Conformity
	<p>22 parking spaces required on 1221 Front Road (22 spaces proposed).</p> <p>Further, an additional 20 parking spaces are being provided on 1195 Front Road for the wedding ceremony and farm to table dining areas.</p>
<i>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</i>	Conforms. The OFDUs proposed include six overnight accommodations, two wedding ceremony locations and a wine tasting/ farm to table dining experience. All OFDUs include parking and are included in the area requirements.
<i>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.</i>	<p>Conforms. The intent of the OFDUs are to be secondary to the primary farm operation.</p> <p>The OFDUs being proposed are not intended or proposed to grow beyond the area limits. The OFDUs are located within the permitted area, with room for growth on the farm if necessary.</p>
<i>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).</i>	Conforms. This report is in support of an OFDU application being submitted to the County.
<i>ix) Severances to separate the on-farm diversified use from the farm property will not be permitted.</i>	Conforms. A severance is not being proposed to separate the OFDUs from the existing farm.

These policies and the proposed OFDUs are supported by the Provincial Planning Statement, 2024 and OMAFRA Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas.

3.3 ZONING BY-LAW

The subject lands are zoned Agricultural (A), Hazard Lands (HL), and Provincially Significant Wetland (PSW) within the Norfolk County Zoning By-law 1-Z-2014. Part of the farmlands are subject to Special Provisions (14.329 and 14.835) which add to the list of permitted uses in the A zone. The OFDUs proposed do not affect the Special Provisions indicated.

OFDUs are permitted within the Agriculture Zone and are subject to 12.3 of the Zoning By-law.

12.3 Policies:

Policy	Conformity
<i>a) an on-farm diversified use shall only be permitted on an existing farm operation</i>	Conforms. The proposed OFDUs would be located on a 22 ha (53 ac) farm with existing farm operations on it, the farming operation will continue to be the primary use of the subject lands.
<i>b) no on-farm diversified use shall exceed a combined total of one (1) hectare</i>	Conforms. The OFDUs proposed are collectively under 2% of the farm parcel to a maximum of 1 ha (2.5 ac). Each OFDU is approximately 0.04 ha (0.10 ac) – 0.27ha (0.67 ac). Cumulatively, the OFDUs are 0.55 ha (1.36 ac). This is well under the 1 ha (2.5 ac) area limit.
<i>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)</i>	Conforms. The total gross floor area of the buildings is approximate. The overnight accommodations are well under 20% of the acceptable land area. There are no buildings required for the wedding ceremony or wine tasting/ farm-to-table dining experience.
<i>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</i>	Conforms. No existing farm buildings will be used for OFDU purposes, and thus a discount will not be applied.

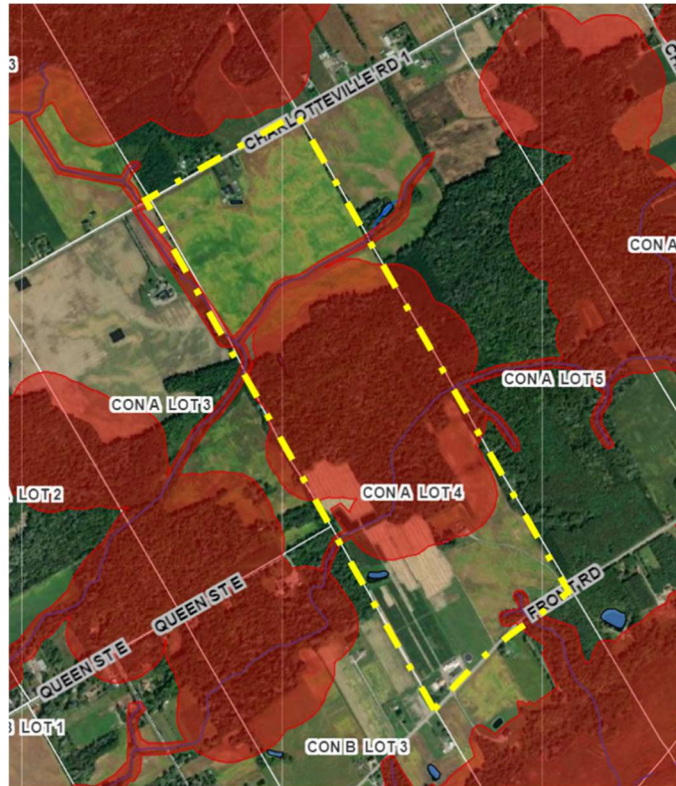
Policy	Conformity
<p><i>e) 100 percent of the area needed for a parking space and outdoor storage for the on-farm diversified use will be included in the area calculation</i></p>	<p>Conforms. All parking areas are included in the OFDUs area calculation.</p> <p>Section 4.9 sets out parking requirements:</p> <ul style="list-style-type: none"> • 2 parking spaces for converted sea can / shipping container on 1195 Front Rd (<i>2 required</i>) • 4 parking spaces for the mobile campsites on 1195 Front Rd (<i>4 required</i>) • 2 parking spaces for the mobile campsites on 1221 Front Rd (<i>2 required</i>) • 4 parking spaces for the tent campsites on 1195 Front Rd (<i>4 required</i>) • 15 parking spaces each for the wedding ceremony on both 1195 and 1221 Front Rd (<i>15 required</i>) • 4 parking spaces for farm to table dining on both 1195 and 1221 Front Rd (<i>4 required</i>) • 2 Type A accessible parking spaces on 1195 Front Rd (<i>2 required</i>) • 1 Type A accessible parking space on 1221 Front Rd (<i>1 required</i>) <p>A total of 31 parking spaces are required on 1195 Front Road (31 spaces proposed) and 22 parking spaces required on 1221 Front Road (22 spaces proposed).</p> <p>Further, an additional 20 parking spaces are being provided on 1195 Front Road for the wedding ceremony and farm to table dining areas.</p>
<p><i>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</i></p>	<p>Conforms. Existing laneways are included in the site plan control area and have been removed in the calculation.</p>

4. LONG POINT REGION CONSERVATION AUTHORITY

The subject lands are located within the Long Point Region Conservation Authority

(LPRCA) regulation limits, as shown in **Figure 3**. The property is hatched in yellow and red overlay showcases the regulation limits.

Figure 3: LPRCA Regulation Overlay on the Subject Lands



Meetings were held with LPRCA in May 2025 to confirm conservation authority direction on the proposed application. The LPRCA confirmed on June 16, 2025 (see Appendix A), that a permit would not be required for the mobile trailers proposed, as they do not fall under the definition of development. It was further confirmed that a permit may be required for the sea can if it is intended to be permanent and have a deck and services. While the pre-consultation indicated a requirement for an EIS, LPRCA has confirmed in correspondence that an EIS would not be required for the proposed mobile trailers, as they are seasonal in use and will not be serviced.

5. SUPPORTING STUDIES

A traffic impact brief was produced for 1195 and 1221 Front Road by Design Logix Engineering in support of the proposed OFDUs. The subject lands will continue to be accessed via the driveways shared with the existing farm operation and business. The study found that Front Road is free from obstructions for a distance significantly greater than 140 meters. The three entrances were each tested to indicate whether they met the minimum recommended sight distance standards set by the Transportation Association of

Canada. Each driveway exceeded these standards, confirming that the driver has a clear sightline that extends well beyond the required stopping sight distance, being able to see at least 200 meters in both directions. The concluding recommendation was that the proposed OFDU development be approved with no requirements for off-site transportation network improvements.

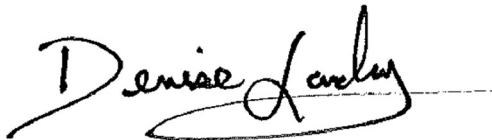
At pre-consultation stage, the County of Norfolk identified the following additional studies were required: building elevations, floor plans and roof plans, survey and legal plans, topographical survey, parking plan, functional servicing report and stormwater management report, environmental impact study, topographic survey, and grading plan. In further consultation with the County in May 2025, these requirements were waived (see Appendix B).

6. CONCLUSION

This report is being submitted in support of the OFDU site plan application. The OFDUs will not be located adjacent to identified Provincially Significant Wetlands or within the LPRCA Regulation Area, thus eliminating the need for an Environmental Impact Study. Further, the proposed OFDUs are consistent with the PPS and conform to the policies set out in the Official Plan and Zoning By-law. As such, an Official Plan Amendment and Zoning By-law Amendment would not be required.

In conclusion, the proposed OFDU's conform to the Official Plan and Zoning By-law in effect, and the following studies and reports will constitute a complete site plan application: a site plan that illustrates setbacks of OFDUs and existing buildings and parking requirements for OFDUs, a traffic impact brief, and a planning justification report supporting the proposal.


Respectfully Submitted,



Denise Landry, MCIP RPP
Principal Planner



Emily Stanley, BA (Hons), MA, RPP, MCIP
Senior Planner



Appendix A: LPRCA Requirements Correspondence



From: [planning](#)
To: [Denise Landry](#)
Cc: [Emily Stanley](#); [Leigh-Anne Mauthe](#)
Subject: RE: 1195 and 1221 Front Road - Norfolk
Date: June 16, 2025 4:28:32 PM
Attachments: [image001.png](#)

Good afternoon,

LPRCA staff has reviewed your inquiry and can offer the following information on the requirements to be met under Ontario Regulation 41/24. The subject property located at 1195 and 1221 Front Road contains the Guthrie Drain and is within the Regulation Limit of O. Reg. 41/24. A permit from this office is required prior to site development. A permit from this office is required prior to any development activity within the regulation limit.

Development activity means:

- the construction, reconstruction, erection or placing of a building or structure of any kind,
- any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure,
- site grading, or
- the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere (O.Reg. 41/24 s. 1).

A permit **will not be required** for the 5 mobile trailers proposed, as they do not meet the definition of development.

A permit **may be required** for the converted shipping container if it will not be seasonal and will have decks and/or services.

An EIS will not be required from LPRCA for the proposed seasonal trailers.

These comments are based on existing legislation and implementation guidelines which are subject to change. LPRCA staff will complete a comprehensive review of submitted applications based on the legislation and implementation policies current at the time of application submission.

Please contact me should you have further questions in this regard. Thank you,



Isabel Johnson, *Resource Planner*

Regulations Officer

Long Point Region Conservation Authority

4 Elm Street, Tillsonburg, ON. N4G 0C4

519-842-4242 ext. 229.

From: Denise Landry <denise@netheryplanning.ca>

Sent: June 16, 2025 1:52 PM

To: planning <planning@lprca.on.ca>; Isabel Johnson <ijohnson@lprca.on.ca>; Leigh-Anne Mauthe <lmauthe@lprca.on.ca>

Cc: Emily Stanley <emily@netheryplanning.ca>

Subject: RE: 1195 and 1221 Front Road - Norfolk

Good afternoon Isabel,

Following up on my emails below. Our Client would really like to proceed with this project but we need a response from the LPRCA (we have direction from the County as well). It would be greatly appreciated if you could respond to Emily and I early this week as it's coming up on 3 weeks since we met.

Thank you for your assistance.

Kind regards,

Denise

From: Denise Landry

Sent: June 12, 2025 9:23 AM

To: planning <planning@lprca.on.ca>

Cc: Emily Stanley <emily@netheryplanning.ca>

Subject: RE: 1195 and 1221 Front Road - Norfolk

Good morning Isabel,

Following up on the email's below – our Client is eager to proceed with their on-farm diversified use site plan.

If you can kindly respond by the end of the week, it would be greatly appreciated.

Thank you,

Denise

From: Denise Landry

Sent: June 6, 2025 9:35 AM

To: planning <planning@lprca.on.ca>

Cc: Emily Stanley <emily@netheryplanning.ca>

Subject: RE: 1195 and 1221 Front Road - Norfolk

Hi Isabel,

Following up on Emily's email below. We are looking for confirmation whether a permit is required from the conservation authority and if so, do we also need an EIS.

Can you please confirm as our Client is eager to move forward and not miss the summer/ fall season.

Kind regards,
Denise

From: Emily Stanley <emily@netheryplanning.ca>
Sent: May 28, 2025 12:00 PM
To: planning <planning@lprca.on.ca>
Cc: Denise Landry <denise@netheryplanning.ca>
Subject: 1195 and 1221 Front Road - Norfolk

Hi Isabel,

Thank you very much for your time this morning. Please see attached the working site plan. As we mentioned, it will be enhanced to show LPRCA regulation limits, setbacks from drain, pond, etc. Through this exercise, we will show that we meet drain setback.

A few highlights:


- There will be 6 overnight accommodations (5 mobile trailers and 1 converted shipping container)
- The mobile trailers will not be serviced via septic, well water, etc. instead, a company will come in to fill the kitchen / washroom in the trailers with potable water, as well remove it.
- The accommodations, dining and ceremony locations are all seasonal and temporary. They are meant to be secondary to the site which is focused on farming production.
- No decks are proposed for the trailers as they are temporary and seasonal.

We'd like to confirm with the conservation authority if a permit is required with the conservation authority, and if an EIS would be required. Part of this confirmation is understanding if the accommodations are 'development' or not.

Please let me know if you have any questions.

Thank you in advance,

Emily Stanley, BA (Hons), MA, RPP, MCIP
(she/her)
Senior Planner
o. 289.902.3903 x.215 / tf. 1.888.638.4379
netheryplanning.ca



Appendix B: Norfolk County Required Studies Correspondence



Emily Stanley

From: Fabian Serra <fabian.serra@norfolkcounty.ca>
Sent: June 12, 2025 10:53 AM
To: Denise Landry; Emily Stanley
Subject: RE: 1195 and 1221 Front Road OFDU Site Plan Memo
Attachments: Blueberry Hill Estates - Development Engineering Revised Pre-Con Comments

Hi Denise,

Thank you for your email. To provide further clarity in regards to Development Engineering requirements, I have attached an email from Jacob Columbus, Project Manager of Development Engineering, that essentially outlines that a Functional Servicing report, or Storm water management report is not required.

With that being said, the following is required:

- Completed application
- Site Plan drawing (with parking plan/traffic outlined on plan)
- A Planning Justification Brief
- A traffic impact study

To apply for the Site Plan application, please use the following link to access the portal to make the formal submission: <https://permits.norfolkcounty.ca/CityViewPortal/>.

Thank you for your time,
Fabian

Fabian Serra

Planner
Planning and Realty Services
Community and Development Services
12 Gilbertson Drive, Simcoe, Ontario, N3Y 5L6
519-426-5870 x8046 | 226-NORFOLK



Providing valued public services that are responsive to our community's needs

We are committed to providing high-quality customer service and a safe and respectful environment for all. Read our Respect and Responsibilities Policy at norfolkCounty.ca/RR.

From: Denise Landry <denise@netheryplanning.ca>
Sent: Friday, June 6, 2025 9:39 AM
To: Fabian Serra <fabian.serra@norfolkcounty.ca>; Emily Stanley <emily@netheryplanning.ca>
Subject: RE: 1195 and 1221 Front Road OFDU Site Plan Memo

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Fabian,

I hope the week has gone well for you!

Following up on Emily's email below. Can you kindly provide a response to her memo and confirm if the following studies and reports will constitute a complete site plan application for the 1195 and 1221 Front Road OFDU:

- a site plan that illustrates setbacks of OFDUs and existing buildings and parking requirements for OFDUs;
- a traffic impact brief;
- planning justification report supporting the proposal.

Looking forward to your response.

Kind regards,
Denise

From: Fabian Serra <fabian.serra@norfolkcounty.ca>
Sent: May 29, 2025 9:10 AM
To: Emily Stanley <emily@netheryplanning.ca>
Cc: Denise Landry <denise@netheryplanning.ca>
Subject: RE: 1195 and 1221 Front Road OFDU Site Plan Memo

Hi Emily,

Received. Thank you. I have already briefly chatted with my director in regards to this matter, but now that I have the supplementary materials I will revisit and follow up with you in regards to the next steps.

Thanks,
Fabian

Fabian Serra
Planner
Planning
Planning and Development Division
12 Gilbertson Drive, Simcoe, Ontario, N3Y 5L6
519-426-5870 x8046 | 226-NORFOLK



Providing valued public services that are responsive to our community's needs

We are committed to providing high-quality customer service and a safe and respectful environment for all. Read our Respect and Responsibilities Policy at norfolkCounty.ca/RR.

From: Emily Stanley <emily@netheryplanning.ca>
Sent: Wednesday, May 28, 2025 2:30 PM
To: Fabian Serra <fabian.serra@norfolkcounty.ca>
Cc: Denise Landry <denise@netheryplanning.ca>
Subject: RE: 1195 and 1221 Front Road OFDU Site Plan Memo

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Fabian,

I just wanted to confirm that you received this document and email?

Best Regards,

Emily Stanley, BA (Hons), MA, RPP, MCIP

(she/her)

Senior Planner

o. 289.902.3903 x.215 / **tf.** 1.888.638.4379

netheryplanning.ca

From: Emily Stanley

Sent: May 22, 2025 5:02 PM

To: Fabian Serra <fabian.serra@norfolkcounty.ca>

Cc: Denise Landry <denise@netheryplanning.ca>

Subject: 1195 and 1221 Front Road OFDU Site Plan Memo

Hi Fabian,

Thank you for your time yesterday. Please see attached the memorandum outlining our discussion yesterday and showcasing the planning rationale for why an OPA and ZBLA are not necessary.

Please feel free to circulate this memo to your team and departments and forward any questions off to Denise and myself.

We look forward to your thoughts and submitting this application.

Have a great evening ahead,

Emily Stanley, BA (Hons), MA, RPP, MCIP

(she/her)

Senior Planner

o. 289.902.3903 x.215 / **tf.** 1.888.638.4379

netheryplanning.ca

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TRAFFIC IMPACT BRIEF

Prepared for: Blueberry Hill
1221 Front Road,
St. Williams, ON. N0E 1P0

Project No.: DLX25-004

Prepared by: Design Logix Engineering

Author: Reuben Saarloos, P. Eng
Reviewed By: Nicholas Hiemstra, P. Eng.

Date: February 14, 2025



1. Introduction

1.1 Overview

Design Logix Engineering has been retained by Blueberry Hill to prepare a Traffic impact brief for the property at 1221 Blueberry Hill. This brief is being prepared in support of the proposed on-farm diversified uses (OFDUs) at 1221 Front Road in Norfolk County. The proposed OFDUs include:

- Five overnight farm stay accommodations (one converted shipping container, two mobile camp site and two tent campsites.
- A wedding Ceremony Location; and
- An outdoor dining experience in the patch.

The OFDU development will remain well within the 1-hectare maximum allowable area. It will share driveways with the existing farm operation and an established site-specific business.

1.2 Existing Conditions:

Front Road is an East-West, two lane, local rural road with one travel lane per direction. The speed limit is posted as 80km/hr. There are no transportation facilities, such as sidewalks or bicycle lanes on either side of the road. The site has two existing entrances, one on the west side of the property which is the primary entrance to the site and is shared with the adjacent property that is owned by the same owner and one on the east side that is only to be used by farm equipment. The nearest intersection to an entrance is the Dancey Side Road and Front Road intersection located approximately 1000 meters away.

2. Design Criteria:

2.1 Sight Distance Assessment

The available sight distance at the existing driveway entrances were assessed using the methodology outlined in the Transportation Association of Canada (TAC) guidelines. Table 1 below summarizes the required stopping distance for various speeds on a wet rural road with an approach gradient between -4% and 4%. The road approach gradient is approximately 0.5%. According to TAC guidelines, the required stopping sight distance for an 80 km/h road with this gradient is approximately 140 meters.

Observations confirm that Front Road is free of obstructions for a distance significantly greater than 140 meters. From each entrance, a driver has a clear sightline extending well beyond the required stopping sight distance. Google Maps imagery, provided in Appendix A, illustrates the visibility from the west and east driveways. A driver exiting the property can see at least 200 meters in both directions from either driveway, exceeding the minimum stopping sight distance requirements.

Based on these observations, the existing driveway entrances meet or exceed the minimum recommended sight distance standards set by the Transportation Association of Canada.

The proposed development is anticipated to have a negligible impact on the surrounding road network. The current driveway locations provide sufficient sight distances in accordance with industry guidelines. Therefore, it is recommended that the proposed development be approved with no requirements for off-site transportation network improvements.

S

Table 1: Stopping Sight Distance

Road Crossing Design Speed (V) (km/hr)	Stopping Sight Distance (SSD)								
	(m)								
	Road Approach Gradient								
	-4%	-3%	-2%	-1%	0%	1%	2%	3%	4%
10	8	8	8	8	8	8	8	8	8
20	20	20	20	20	20	20	20	20	20
30	31	31	30	30	30	30	30	29	29
40	47	46	46	45	45	45	44	44	43
50	69	68	67	66	65	64	63	63	62
60	91	89	88	86	85	84	83	81	80
70	119	117	114	112	110	108	106	105	103
80	153	149	146	143	140	137	135	132	130
90	186	182	178	174	170	167	163	160	157
100	232	226	220	215	210	205	201	197	194
110	278	270	263	256	250	244	239	234	229

Appendix A: Site Photos



Figure 1: Subject Site Key Map



Figure 2: West Driveway, Line of sight (West)



Figure 3: East Driveway, Line of Sight (East)



TRAFFIC IMPACT BRIEF

Prepared for: Blueberry Hill
1195 Front Road,
St. Williams, ON. N0E 1P0

Project No.: DLX25-004

Prepared by: Design Logix Engineering

Author: Reuben Saarloos, P. Eng
Reviewed By: Nicholas Hiemstra, P. Eng.

Date: February 14, 2025



1. Introduction

1.1 Overview

Design Logix Engineering has been retained by Blueberry Hill to prepare a Traffic impact brief for the property at 1195 Blueberry Hill. This brief is being prepared in support of the proposed on-farm diversified uses (OFDUs) at 1195 Front Road in Norfolk County. The proposed OFDUs include:

- Five overnight farm stay accommodations (one converted shipping container, two mobile camp site and two tent campsites.
- A wedding Ceremony Location; and
- An outdoor dining experience in the patch.

The OFDU development will remain well within the 1-hectare maximum allowable area. It will share driveways with the existing farm operation and an established site-specific business.

1.2 Existing Conditions:

Front Road is an East-West, two lane, local rural road with one travel lane per direction. The speed limit is posted as 80km/hr. There are no transportation facilities, such as sidewalks or bicycle lanes on either side of the road. The site has three existing entrances, one on the west side of the property, one near the center, and one on the east side. The nearest intersection to an entrance is the Dancey Side Road and Front Road intersection located approximately 860 meters away. Additionally, the east entrance is part of a shared driveway with an adjacent property. The neighbouring property is owned by the same owners.

2. Design Criteria:

2.1 Sight Distance Assessment

The available sight distance at the existing driveway entrances were assessed using the methodology outlined in the Transportation Association of Canada (TAC) guidelines. Table 1 below summarizes the required stopping distance for various speeds on a wet rural road with an approach gradient between -4% and 4%. The road approach gradient is approximately 0.5%. According to TAC guidelines, the required stopping sight distance for an 80 km/h road with this gradient is approximately 140 meters.

Observations confirm that Front Road is free of obstructions for a distance significantly greater than 140 meters. From each entrance, a driver has a clear sightline extending well beyond the required stopping sight distance. Google Maps imagery, provided in Appendix A, illustrates the visibility from the west and east driveways. A driver exiting the property can see at least 200 meters in both directions from any driveway, exceeding the minimum stopping sight distance requirements.

Based on these observations, the existing driveway entrances meet or exceed the minimum recommended sight distance standards set by the Transportation Association of Canada.

The proposed development is anticipated to have a negligible impact on the surrounding road network. The current driveway locations provide sufficient sight distances in accordance with industry guidelines. Therefore, it is recommended that the proposed development be approved with no requirements for off-site transportation network improvements.

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40	47	46	46	45	45	45	44	44	43
50	69	68	67	66	65	64	63	63	62
60	91	89	88	86	85	84	83	81	80
70	119	117	114	112	110	108	106	105	103
80	153	149	146	143	140	137	135	132	130
90	186	182	178	174	170	167	163	160	157
100	232	226	220	215	210	205	201	197	194
110	278	270	263	256	250	244	239	234	229

Appendix A: Site Photos



Figure 1: Subject Site Key Map



Figure 2: West Driveway, Line of sight (West)



Figure 3: East Driveway, Line of Sight (East)