

## **Planning Department Development Application Form**

### **Complete Application**

A complete development application consists of the following:

1. A completed, signed, and notarized application form
2. Supporting information adequate to illustrate your proposal as indicated in **Section H** of this application form
3. Written authorization from the registered owner of the subject lands where the applicant is not the owner as per Section N
4. Cash, debit, credit or cheque payable to Norfolk County in the amount set out in the user fees By-Law that will be accepted and deposited once the application has been deemed complete.

### **Pre-Submission Consultation:**

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

### **Development Application Process**

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

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

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

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

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

### **Notification Sign Requirements**

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

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

### **Contact Us**

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



**For Office Use Only:**

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.**

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

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

Development of one(1) residential in-fill lot within  
the settlement area of Courtland by means of severance

Rezone Parcel "A" from residential R3 Zone to HR

Permit minimum lot area for parcel to be 1632m<sup>2</sup>

**Property Assessment Roll Number:** 3310 5410205300

**A. Applicant Information**

**Name of Owner**

Peter Leliveld

**Address**

24 St. Ladislaus St. P.O. 415

**Town and Postal Code**

Courtland ON NOJ 1E0

**Phone Number**

519-842-7351

**Cell Number**

519-688-9169

**Email**

peterleliveld@tillsonburghomes.com

**Name of Applicant**

Peter Leliveld

**Address**

565 Broadway

**Town and Postal Code**

Tillsonburg ON N4G 3S8

**Phone Number**

519-842-7351

**Cell Number**

519-688-9169

**Email**

peterleliveld@tillsonburghomes.com

**Name of Agent**

**Address**

**Town and Postal Code**

**Phone Number**

**Cell Number**

**Email**

Unless otherwise directed, Norfolk County will forward all correspondence and notices regarding this application to both owner and agent noted above.

☐ Owner

☐ Agent

☐ Applicant

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

\_\_\_\_\_  
\_\_\_\_\_

**B. Location, Legal Description and Property Information**

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

MID CON 1 STR PT LOT 21 RP 37R6394 PART 4

Municipal Civic Address: 24 St. Ladislaus Street Courtland ON

Present Official Plan Designation(s): Urban Residential

Present Zoning: R3

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

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

3. Present use of the subject lands:

4 Plex

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

Existing 4 Plex, Existing detached garage

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

N/A

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

New single family residential dwelling to be built in future



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:

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

40 + years

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9. Existing use of abutting properties: residential

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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:

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### C. Purpose of Development Application

**Note: Please complete all that apply.**

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

create one (1) infill lot with lot area 1,632m<sup>2</sup>

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

The parcel of land does not conform to the provisions of the Zoning By-Law except where a minor variance has been secured, in accordance with section 9.6.3.1

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

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

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5. Does the requested amendment alter, replace, or delete a policy of the Official Plan?

☒ Yes ☐ No If yes, identify the policy, and also include a proposed text of the

policy amendment (if additional space is required, please attach a separate sheet):

A site specific amendment to permit the development of one (1) residential infill lot by means of severance

6. Description of land intended to be severed in metric units:

PARCEL "A"

Frontage:

30.70

Depth:

irregular 59.92 northerly line 48.82 southerly line

Width:

31.51 easterly line

Lot Area:

1,632.70 m<sup>2</sup> (0.40 acres)

Present Use:

Residential R3

Proposed Use:

Residential Hamlet HR

Proposed final lot size (if boundary adjustment):

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

Description of land intended to be retained in metric units:

PARCEL "B"

Frontage:

7.5

Depth:

168.17

Width:

38.2

Lot Area:

13368.30 m<sup>2</sup> (3.3 acres)

Present Use:

Residential R3 zone and HR zone

Proposed Use:

Residential R3 zone and HR zone

Buildings on retained land: existing 4 Plex existing detached garage

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

PARCEL "C"

Frontage:

7.5

Depth:

48.82

Width:

7.5

Area:

394.50 (0.10 acres)

Proposed use:

right of way, existing private drive

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

## 9. Site Information

Zoning - ~~EXISTING~~  
R3 and HR

Proposed  
HR

Please indicate unit of measurement, for example: m, m<sup>2</sup> or %

Lot frontage	<u>38.2</u>	<u>30.699</u>
Lot depth	<u>168.17</u>	<u>48.82 - 59.92</u>
Lot width	<u>38.2</u>	<u>30.699</u>
Lot area	<u>15,396.40</u>	<u>1632.70</u>
Lot coverage	<u>2.6 %</u>	<u>14.1 %</u>
Front yard	<u></u>	<u></u>
Rear yard	<u></u>	<u></u>
Left Interior side yard	<u></u>	<u></u>
Right Interior side yard	<u></u>	<u></u>
Exterior side yard (corner lot)	<u>NA</u>	<u>NA</u>
Landscaped open space	<u></u>	<u></u>
Entrance access width	<u>7.5</u>	<u>7.5</u>
Exit access width	<u>7.5</u>	<u>7.5</u>
Size of fencing or screening	<u>none</u>	<u>none</u>
Type of fencing	<u>none</u>	<u>none</u>

## 10. Building Size

Number of storeys	<u>ONE</u>	<u>ONE</u>
Building height	<u></u>	<u></u>
Total ground floor area	<u>404.7 m<sup>2</sup></u>	<u>231 m<sup>2</sup></u>
Total gross floor area	<u></u>	<u></u>
Total useable floor area	<u></u>	<u></u>

## 11. Off Street Parking and Loading Facilities

Number of off street parking spaces	<u>10</u>	<u>2</u>
Number of visitor parking spaces	<u>1</u>	<u></u>
Number of accessible parking spaces	<u>11</u>	<u></u>
Number of off street loading facilities	<u>NA</u>	<u>NA</u>



12. Residential (if applicable)

Number of buildings existing: FOUR PLEX, DETACHED GARAGE

Number of buildings proposed: one (1) new dwelling in future

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

If yes, describe: \_\_\_\_\_

Type	Number of Units	Floor Area per Unit in m2
Single Detached	<u>one (1)</u>	<u>231 m<sup>2</sup></u>
Semi-Detached	_____	_____
Duplex	_____	_____
Triplex	_____	_____
Four-plex	_____	_____
Street Townhouse	_____	_____
Stacked Townhouse	_____	_____
Apartment - Bachelor	_____	_____
Apartment - One bedroom	_____	_____
Apartment - Two bedroom	_____	_____
Apartment - Three bedroom	_____	_____

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

13. Commercial/Industrial Uses (if applicable)

Number of buildings existing: \_\_\_\_\_

Number of buildings proposed: \_\_\_\_\_

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

If yes, describe:

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seating Capacity (for assembly halls or similar): \_\_\_\_\_

Total number of fixed seats: \_\_\_\_\_

Describe the type of business(es) proposed: \_\_\_\_\_

Total number of staff proposed initially: \_\_\_\_\_

Total number of staff proposed in five years: \_\_\_\_\_

Maximum number of staff on the largest shift: \_\_\_\_\_

Is open storage required: ☐ Yes ☐ No

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

☐ Yes ☐ No If yes please describe:

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14. Institutional (if applicable)

Describe the type of use proposed: \_\_\_\_\_

Seating capacity (if applicable): \_\_\_\_\_

Number of beds (if applicable): \_\_\_\_\_

Total number of staff proposed initially: \_\_\_\_\_

Total number of staff proposed in five years: \_\_\_\_\_

Maximum number of staff on the largest shift: \_\_\_\_\_

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

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

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#### 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):

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

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

Knowledge of owner

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

#### E. Provincial Policy

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

If no, please explain:

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

If no, please explain:

Grassed open area

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

If no, please explain:

not within a source of water protection area

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

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

**Livestock facility or stockyard** (submit MDS Calculation with application)

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Wooded area**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Municipal Landfill**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Sewage treatment plant or waste stabilization plant**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

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

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Floodplain**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Rehabilitated mine site**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Non-operating mine site within one kilometre**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Active mine site within one kilometre**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

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

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Active railway line**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Seasonal wetness of lands**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Erosion**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Abandoned gas wells**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

## F. Servicing and Access

1. Indicate what services are available or proposed:

### Water Supply

- ☒ Municipal piped water  
☐ Individual wells

- ☐ Communal wells  
☐ Other (describe below)
- 

### Sewage Treatment

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

### Storm Drainage

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

2. Existing or proposed access to subject lands:

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

Name of road/street: St. Ladislaus Street

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## G. Other Information

1. Does the application involve a local business? ☐ Yes ☒ No  
If yes, how many people are employed on the subject lands?
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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.
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## **H. Supporting Material to be submitted by Applicant**

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

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



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

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

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

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

Site Plan applications will require the following supporting materials:

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

Standard condominium exemptions will require the following supporting materials:

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

Your development approval might also be dependent on other relevant federal or provincial legislation, municipal by-laws or other agency approvals.

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

### **I. Development Agreements**

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

### J. Transfers, Easements and Postponement of Interest


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

### K. Permission to Enter Subject Lands

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

### L. Freedom of Information

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

  
\_\_\_\_\_  
Owner/Applicant Signature

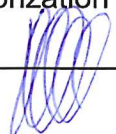
July 31, 2024  
\_\_\_\_\_  
Date

### M. Owner's Authorization

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

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

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

  
\_\_\_\_\_  
Owner

July 31, 2024  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**N. Declaration**

I, Peter Leliveld of Coventland ON

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:

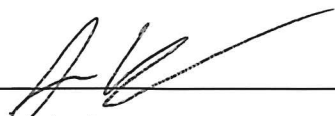
The Town of Tillsonburg

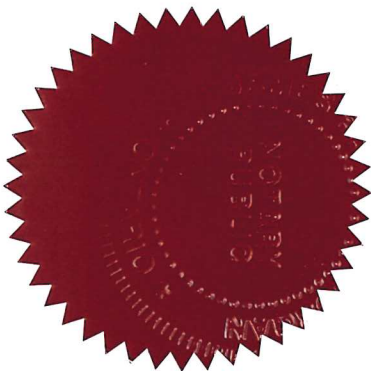
  
Owner/Applicant Signature

In Province of Ontario

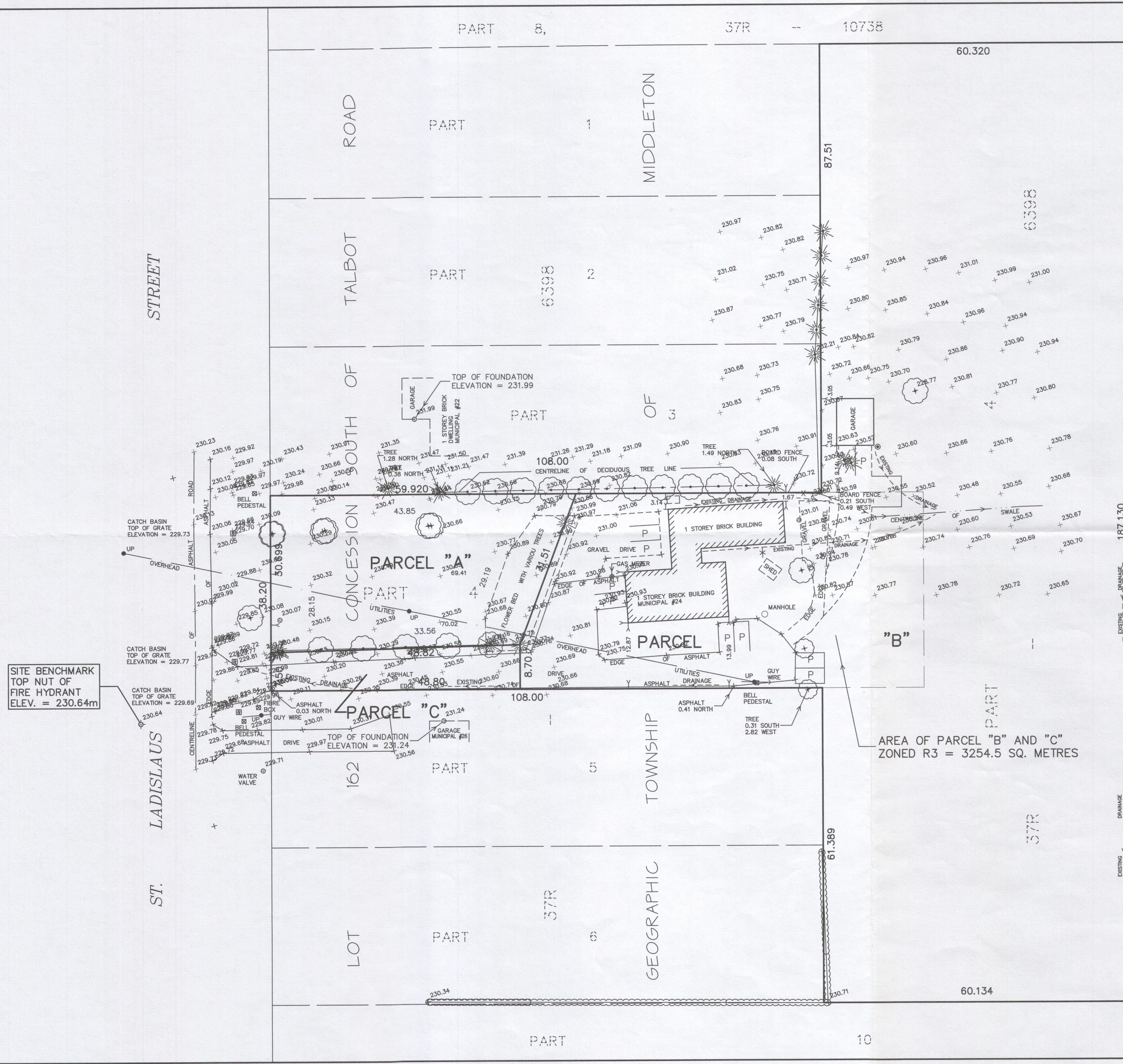
This 15 day of October

A.D., 20 22

  
A Commissioner, etc.







SKETCH  
SHOWING TOPOGRAPHIC INFORMATION  
FOR: PETER LELIVELD ZN PL 2024 276

SCALE - 1: 500  
METRIC DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

CAUTION  
- THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK  
- DO NOT CONVEY FROM THIS PLAN

- NOTES
- (1) - PROPERTY DIMENSIONS ARE AS SHOWN ON DEPOSITED PLAN 37R-6398
  - (2) - SITE BENCHMARK TOP NUT OF FIRE HYDRANT ON WEST SIDE OF ST. LADISLAUS STREET OPPOSITE THE SOUTH-WEST CORNER OF THE SUBJECT PROPERTY HAVING A GEODETIC ELEVATION OF 230.73 metres
  - (3) - IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE ELEVATION OF THE UPPER LIMIT OF THE GROUND WATER TABLE, SOIL BEARING CAPACITY AND THE ELEVATION OF THE UNDER SIDE OF FOOTING PRIOR TO EXCAVATION.
  - (4) - SEPTIC SYSTEM TO BE DESIGNED BY OTHERS ELEVATIONS TO BE REVISED WHERE REQUIRED.
  - (5) - IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE SITE BENCH MARK PRIOR TO EXCAVATION
  - (6) - ELEVATIONS ARE REFERRED TO CANADIAN GEODETIC DATUM 1928, GEOID MODEL HT2\_2010v70, REFERENCE FRAME NAD83 (CSRS) (2010.0)
  - (7) - THIS SKETCH WAS COMPLETED FROM FIELD WORK COMPLETED ON THE 4th DAY OF JANUARY, 2024
  - (8) - PARCEL "A" (TO BE SEVERED) AREA = 1632.7 SQ. METRES (0.40 ACRES)  
- PARCEL "B" (TO BE RETAINED) AREA = 13368.3 SQ. METRES (3.30 ACRES)  
- PARCEL "C" (RIGHT-OF-WAY) AREA = 3945 SQ. METRES (0.10 ACRES)
  - (9) - UNDER GROUND UTILITIES, OVERHEAD UTILITY LINES AND POLES TO BE RELOCATED ALONG THE SOUTH LIMIT OF PARCEL "C"

- LEGEND
- AREA OF LOT (PART 4, 37R-6398) = 15396.4 SQ. METRES
  - DWELLING AREA (EXCLUDING PORCH) = 404.7 SQ. METRES
  - DWELLING COVERAGE = 2.6%
  - GARAGE = 66.9 SQ. METRES
  - DWELLING COVERAGE = 0.4%
  - T.F.W. DENOTES TOP OF FOUNDATION WALL
  - U.S.F. DENOTES UNDER SIDE OF FOOTING
  - DENOTES BELL PEDESTAL AND FIBRE BOX
  - DENOTES DECIDUOUS TREE
  - (47.55) DENOTES PROPOSED FINISHED GRADE
  - P/L DENOTES PROPERTY LINE
  - DENOTES UTILITY POLE
  - DENOTES CATCH BASIN
  - DENOTES FIRE HYDRANT
  - DENOTES PARKING SPACE
  - DENOTES CONIFEROUS TREE
  - DENOTES EXISTING DRAINAGE FLOW

PROPERTY DESCRIPTION:  
PART OF LOT 162  
CONCESSION SOUTH OF TALBOT ROAD  
GEOGRAPHIC TOWNSHIP OF MIDDLETON  
NORFOLK COUNTY  
(PART 4, 37R-6398)

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KIM HUSTED SURVEYING LTD. ONTARIO LAND SURVEYOR 30 HARVEY STREET, TILLSONBURG ONTARIO, N4G 3J8 PHONE: 519-842-3638 FAX: 519-842-3639			
PROJECT: 22-17883-1SP	PETER LELIVELD	REF: DWG. WLP	FILE CKD. XXX

REV.	DESCRIPTION	DATE	BY
1	ADDED EXISTING DRAINAGE AND PROPOSED SEPTIC	JAN. 11/24	WP
2	ADDITIONAL TOPOGRAPHIC INFORMATION	JAN. 26/24	WP
3	REMOVED PARKING SPACES AND ADDED R3 ZONING AREA	FEB. 15/24	WP
		AUG 22/24	WP



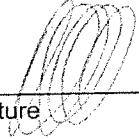
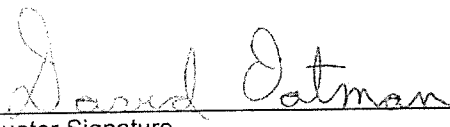


Working together with our community  
to provide quality services.

## Evaluation Form for Existing On-Site Sewage Systems

Date: July 2009

<b>OFFICE USE ONLY</b>		<b>FILE No.:</b>		<b>DATE RECEIVED:</b>	
<b>PROPERTY INFORMATION</b>		Municipal Address: <u>24 St. Ladislaus St. Courtland</u>			
Owner: <u>Peter Leliveld</u>		Lot: <u>PT LT 21</u>		Concession:	
Lot Area: <u>3.8 acres</u>	Lot Frontage: <u>125'</u>	Assessment Roll No. <u>541 020 53000 0000</u>			
<b>PURPOSE OF EVALUATION</b>		<input type="checkbox"/> Consent <input type="checkbox"/> Minor Variance <input type="checkbox"/> Site Plan <input type="checkbox"/> Zoning <input type="checkbox"/> Other <u>Develop existing 4th unit</u>			
<b>BUILDING INFORMATION</b>		<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural			
Building Area: <u>3500 sq ft</u>		No. of Bedrooms: <u>4</u>	No. of Fixture Units: <u>37</u>	Is the building currently occupied? Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/> If No, how long?	
<b>EVALUATOR'S INFORMATION</b>		Evaluator's Name: <u>Dave Oatman</u>		Company Name: <u>Kirwin + Oatman</u>	
Address: <u>14851 Bayham Drive, Tillsonburg</u>		Postal Code: <u>N4G 4H3</u>		Phone: <u>519 983-7182</u>	
Email: <u>sales@kirwin-oatman.com</u>		BCIN # <u>13871</u>			
<b>SITE EVALUATION</b>		Ground Cover (trees, bushes, grass, impermeable surface): <u>clear</u>		Soil Type: <u>sandy</u>	
Site Slope: <input checked="" type="checkbox"/> Flat <input type="checkbox"/> Moderate <input type="checkbox"/> Steep		Soil Conditions: <input type="checkbox"/> Wet <input checked="" type="checkbox"/> Dry		Depth of Water Table: <u>5'11"</u> ft.	
Surface Discharge Observed: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Odour Detected: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Current Weather (at time of evaluation): <u>overcast</u>	
<b>SYSTEM EVALUATION</b>		Class of System: <input type="checkbox"/> 1 (Privy) <input type="checkbox"/> 2 (Greywater) <input type="checkbox"/> 3 (Cesspool) <input checked="" type="checkbox"/> 4 (Leaching Bed) <input type="checkbox"/> 5 (Holding Tank)			
Tank:		Size: <u>1500</u> Gal.		Pump: <input checked="" type="checkbox"/> Yes    No <input type="checkbox"/>	
<input type="checkbox"/> Pre-cast <input type="checkbox"/> Plastic <input type="checkbox"/> Fibre Glass <input type="checkbox"/> Wood <input type="checkbox"/> Other _____					
Distribution System:		No. of Tile Runs:	Total Length of Tile:	Distance Between Tile Runs:	
Area: <input checked="" type="checkbox"/> Trench Bed <input type="checkbox"/> Filter Medium		<u>5 runs - Dis Box</u>	<u>50'</u>	<u>5'</u>	
Tile Material:		Ends:	Cover:		
<input checked="" type="checkbox"/> PVC <input type="checkbox"/> Clay <input type="checkbox"/> Other _____		<input checked="" type="checkbox"/> Capped <input type="checkbox"/> Joined	<input type="checkbox"/> Filter Cloth <input type="checkbox"/> Sand <input type="checkbox"/> Top Soil <input checked="" type="checkbox"/> Seeded		
Setbacks:		<b>Tank</b>		<b>Distribution Pipe</b>	
Distance to Buildings & Structures (ft)	<u>6'</u>			<u>65'</u>	
Distance to Bodies of Water (ft)	<u>None</u>			<u>NONE</u>	
Distance to Nearest Well (ft)	<u>None</u>			<u>NONE</u>	
Distance to Proposed Property Lines	Front <u>300'</u> Rear <u>240'</u> Side <u>50'</u> Side <u>75'</u>			Front <u>350'</u> Rear <u>200'</u> Side <u>275'</u> Side <u>240'</u>	

<b>OVERALL SYSTEM RATING</b>	<input checked="" type="checkbox"/> System Working Properly / No Work Required <input type="checkbox"/> System Functioning / Maintenance Required <input type="checkbox"/> System Not Functioning / Minor Repair Required <input type="checkbox"/> System Failure/Major Repair / Replacement Required  <u>Note:</u> Any repair/replacement of an on site sewage system requires a building permit. Contact the Norfolk County Building Division at (519) 426-4377 for more information.
	Additional Comments: <i>existing No. of fixture units = 34</i> <i>7 existing fixture units to be removed</i> <i>proposed total No. of fixture units = 37</i> <i>No significant impact on existing system</i>
<b>VERIFICATION</b>	
<b>OWNER:</b> The owner is responsible for having a site evaluation conducted of the above mentioned property. Neither the evaluation nor the approval thereof shall in any way exempt the owner(s) from complying with the Ontario Building Code or any other applicable law.  I, <u>PETER LELIVELD</u> (the owner of the subject property) hereby authorize the above mentioned evaluator to act on my behalf with respect to all matters pertaining to the existing on-site sewage system evaluation.	
Owner Signature <u></u>	Date <u>Sept. 4 2014</u>
<b>EVALUATOR:</b> 1. I, <u>Dave Oatman</u> declare that this site evaluation is accurate as of the date of inspection. No determination of future performance can be made due to unknown conditions, future water usage over the life of the system, abuse of the system and/or inadequate maintenance, all of which may adversely affect the life of the system. This evaluation does not grant or imply any guarantee or warranty of the future performance of the sewage system. The undersigned takes no responsibility for the accuracy of existing or proposed property lines, whether measured or implied.	
Evaluator Signature <u></u>	Date <u>Sept 4 2014</u>
<b>BUILDING DIVISION COMMENTS</b>  Comments: _____ _____  I, _____ have reviewed the information contained in this form as submitted.	
Chief Building Official or designate _____	Date _____

Revised: March 24, 2012

DATE: September

APPLICATION NUMBER: \_\_\_\_\_

OWNER: Peter Leliveld

EVALUATOR: Dave Oatman

PROPERTY ADDRESS: 24 St. Ladislaus St. Courtland ON N0J 1E0

Please provide a DIMENSIONED sketch drawing indicating EXISTING AND PROPOSED property lines, existing roads and driveways, location of all existing buildings, location of existing wells, and location of existing septic tanks and tile beds.

Proposed 4 one bedrm units  
Flow at 750 litres per day

Shower	1.5	x	4	=	6
Toilet	4	x	4	=	16
Bathroom Sink	1.5	x	4	=	6
Kitchen Sink	1.5	x	4	=	6
Washer	1.5	x	4	=	6

TOTAL No. of fixture units 37

Existing 3 one bedrm units plus  
partially developed 4th unit

Existing No. of fixture units 34

7 existing fixture units to be  
removed - 1 toilet, 2 sinks

PREPARED BY: Owner - Evaluator

NOTE: The above sketch is not to exact scale.



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## **ZNPL2024133 Exemption: Archaeological assessment not required**

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An Archaeological Assessment is not required to be complete due to the following:

During the 1960's and early 1970's, the immediate property and grounds were completely excavated and developed. The St. Ladislaus Roman Catholic Church constructed a community center, recreation playing fields, and service garage. The proposed severed parcel including the neighbouring abutting property to the south; today known as 26 St Ladislaus Street; the total area of land was stripped, excavated and developed into a parking lot. The proposed severed parcel also housed the construction of a community centre pavilion.

The decline of the local Hungarian Catholic Church community resulted in the sale of the described lands for residential development. Under Plan of Subdivision the lands were again stripped, excavated and developed for full servicing. Today, Residential development is complete with the exception of a few remaining infill residential building lots located on St Elizabeth St. and the herein described infill lot located on St Ladislaus St.

October 4, 2023

Mr. Peter Leliveld  
24 St. Ladislaus Street  
Courtland, ON  
N0J 1E0

**Wilson**  
**Associates**  
Consulting Hydrogeologists

Dear Mr. Leliveld:

**Re:** Hydrogeological Assessment - Proposed Residential Severance  
24 St. Ladislaus Street, Community of Courtland, Norfolk County

It is proposed to sever one residential lot from the existing 15,396m<sup>2</sup> property at 24 St. Ladislaus Street in the Community of Courtland. The proposed lot is 1,632m<sup>2</sup> in area, and will front on St. Ladislaus Street. The attached plan shows the layout of the site, with the proposed lot shown as Parcel "A" and the retained lot shown as Parcel "B".

It is proposed to service the new lot with water from the Courtland municipal water supply and an individual subsurface sewage disposal system.

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

- Exploratory test pits were completed within the proposed lot area to collect representative soil samples for percolation rate analyses and to identify shallow groundwater conditions.
- Sewage system development density assessment under current Ministry of the Environment, Conservation and Parks (MECP) Procedure D-5-4 "Technical Guideline For Individual On-Site Sewage Systems : Water Quality Impact Risk Assessment", commonly known as the "nitrate guideline".

The above hydrogeologic investigative requirements were addressed through a test pit program conducted September 21, 2023 and a subsequent background hydrogeologic analysis. This report provides a summary of background hydrogeologic information, the results of the soils suitability study and comment regarding sewage impact potential.

#### **SITE SETTING, GEOLOGY AND HYDROGEOLOGY**

The proposed lot is located within the southern portion of the Community of Courtland, on the northeast side of St. Ladislaus Street, about 280m southeast of Talbot Street. The existing lot is a "T"-shaped parcel, and the proposed severance is situated within the western portion of the lot. The proposed lot's frontage on St. Ladislaus Street will be 30.7m and the maximum depth of the proposed lot is 59.915m. The subject land is cleared and grassed. The site exhibits a relatively flat relief, with a slight slope to the southwest. Lands to the west, north and south are occupied by residential lots. Lands to the east are in agricultural use.

No surface water bodies are located on or in the close vicinity of the site, the closest being Little Otter Creek about 200m to the south of the site.

The site is located within the Norfolk Sand Plain physiographic region of southern Ontario. According to the Ontario Geological Survey Map 2473 "Quaternary Geology of the Tillsonburg Area", the upper overburden in the vicinity of the site consists of glaciolacustrine shallow water deposits of sand likely underlain by Port Stanley Till, a silt to silty clay glacial till. Historical local well records (representative copies attached) indicate that the upper sands are in the range of 1m to 2m deep. The overburden is regionally indicated to be approximately 50m deep, with the remainder of the overburden typically consisting of fine-grained deposits.

The bedrock beneath the site consists of limestone and dolostone of the Dundee Formation and the Detroit River Group.

Regionally the majority of local groundwater supplies are obtained from the upper granular deposits, where sufficiently deep. However, historical local wells have been completed in the bedrock aquifer due to the locally thin character of the upper granular deposits. The lower overburden typically provides little to no potential for groundwater supply due to its fine-grained character, and the bedrock is usually less often utilized due to the expense of deep drilling and the potential of obtaining aesthetically poor-quality water.

Shallow groundwater on the site will follow local drainage patterns, with a probable slight gradient to the south, towards Little Otter Creek.

### **SOILS INVESTIGATION**

#### **Test Pits:**

Two exploratory test pits were excavated within the proposed lot on September 21, 2023. The test pits were each completed to a depth of 1.65m, the soil profile was logged in each pit and representative soil samples were collected from each identified soil horizon for subsequent classification, analysis and storage. The attached diagram shows the approximate test pit locations. The following table provides a summary of the analytical results for representative soil samples.

**Table 1 : Summary of Soil Analytical Data**

Test Pit/ Sample	Depth (m)	Grain-Size Distribution				"k" (cm/sec)	T-Time (min/cm)
		Clay %	Silt %	Sand %	Gravel %		
TP1 S1	0.5	0	12	88	0	$4 \times 10^{-3}$	12
TP2 S2	1.5	11	76	13	0	$2 \times 10^{-5}$	30

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

In summary, the soil profile at the test pits consisted of a fine sand with some silt (Unified Soil Classification Type "SM"), which is interpreted to exhibit a percolation rate in the range of 12 minutes/cm, overlying a silt with some sand and clay (Unified Soil Classification Type "ML"), which is interpreted to exhibit a percolation rate in the range of 30min/cm.

The grain-size analysis curves are attached. The following provides a summary of the test pit logs:

#### **TEST PIT 1**

<u>Depth (m)</u>	<u>Material</u>
0 - 0.15	FILL - topsoil
0.15 - 0.38	FILL - sand and gravel
0.38 - 0.81	brown, loose, dry fine SAND with some silt
0.81 - 1.65	grey-brown, compact, dry to wet SILT with some sand and clay

#### **TEST PIT 2**

<u>Depth (m)</u>	<u>Material</u>
0 - 0.13	FILL - topsoil
0.13 - 0.36	FILL - sand and gravel
0.36 - 0.58	brown, loose, dry fine SAND with some silt
0.58 - 1.65	grey-brown, compact, dry to wet SILT with some sand and clay

#### **Shallow Groundwater Conditions:**

Slight emergent groundwater was observed at the bases of each test pit upon completion. Evidence of seasonally elevated groundwater conditions (i.e. soil discolouration and/or mottling) was observed in each soil profile below 0.8m.

#### **Septic System Design:**

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

Due to indications of elevated watertable conditions, the bases of tile trenches should be set no lower than 0.1m above current grade. Due to the limited thickness of the upper fine sand, a native soil design percolation rate of 30min/cm is recommended for design purposes.



A standard fill-based sewage disposal system will require a contact area based on a loading rate of  $8\text{L}/\text{m}^2/\text{day}$  (i.e.  $200\text{m}^2$  for a standard 3-bedroom home with a design sewage flow of  $1,600\text{L}/\text{day}$ , or  $250\text{m}^2$  for a standard 4-bedroom home with a design sewage flow of  $2,000\text{L}/\text{day}$ ).

It is understood that the County typically requires that a full sewage system reserve area be utilized in lot design. As the proposed lot will be  $1,632\text{m}^2$  in area, sufficient area is available for a  $200\text{m}^2$  or  $250\text{m}^2$  primary sewage disposal area,  $200\text{m}^2$  or  $250\text{m}^2$  reserve sewage disposal area. Lot design will need to address setbacks to the house envelope and property lines.

### **SEWAGE SYSTEM IMPACT ASSESSMENT**

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

A background nitrate content of  $1\text{mg/L}$  is assumed for this analysis, based on the relatively large local residential lots.

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

Step 2 of the guideline is applicable where groundwater resources can be confidently demonstrated to be hydraulically isolated from potential sewage pathways. While the upper sands are locally relatively thin, records of shallow wells are indicated in the vicinity of the site, and therefore Step 2 of the guideline does not apply.

Under Step 3 of the guideline, a mass-balance calculation is used to determine the minimum size of the proposed lot. Under the current MECP guideline only infiltrating precipitation and the volume of water contained in the sewage may be considered as dilutants for the nitrate contained in septic effluent. To establish the infiltration rate, the percentage of the local water surplus which may infiltrate is calculated using the Rational Method approach. According to the soil evaluation, the upper soil profile consists of sand (infiltration factor  $40\%$ ), the overall relief is flat to rolling (infiltration factor  $25\%$ ) and the cover is cleared (infiltration factor  $10\%$ ), all resulting in an infiltration factor of  $75\%$ . According to the 2009 Long Point Region, Kettle Creek and Catfish Creek Integrated Water Budget Final Report, the water surplus for the area is in the range of  $435\text{mm}$  per year (Little Otter Creek sub-watershed, precipitation  $970\text{mm}/\text{year}$ , evapotranspiration  $535\text{mm}/\text{year}$ ). As such, the annual infiltration rate will be  $326\text{mm}$  ( $75\%$  of  $435\text{mm}$ ), representing  $34\%$  of average annual precipitation in the sub-watershed.

The following mass-balance formula is used to calculate the sewage (nitrate) impact of the proposed lot under the MECP guideline:

$$Q_T C_T = Q_S C_S + Q_P C_P$$

Where:

$Q_T$  = Sum of  $Q_S$  and  $Q_P$

$C_T$  = Nitrate concentration/impact

$Q_S$  = Volume of sewage (1000 L/day/lot, per MECP guideline)

$C_S$  = Nitrate content of sewage (40 mg/L)

$Q_P$  = Infiltration (326mm/year x 0.16327ha x 10,000L/mm/ha =  $5.32 \times 10^5$  L/yr)

$C_P$  = Nitrate content of shallow groundwater (1mg/L assumed, see above)

Therefore:

$$(3.65 \times 10^5 \text{ L/yr} + 5.32 \times 10^5 \text{ L/yr}) \times C_T = (3.65 \times 10^5 \text{ L/yr} \times 40 \text{ mg/L}) + (5.32 \times 10^5 \text{ L/yr} \times 1 \text{ mg/L})$$

$$C_T = 16.9 \text{ mg/L}$$

Based on the MECP-specified daily volume of sewage for the purposes of the Procedure D-5-4 assessment, and an infiltration rate of 326mm/year, the impact of the proposed lot under the MECP guideline is 16.9mg/L using a conventional sewage disposal system. This exceeds the maximum acceptable impact of 10mg/L nitrate.

The above assessment approach, conducted in accordance with MECP guidelines, does not consider sewage dilution by groundwater flow-through nor does it consider denitrification processes in the subsurface. As such, the assessment will over-estimate the actual degree of groundwater impact of the proposed lot, this considered a safety factor.

For the proposed lot to be viable under the guideline, the lot will be required to utilize an individual subsurface sewage disposal system equipped with tertiary treatment capable of nitrate reduction. The use of such systems is not contemplated for this purpose (or any other purpose) in the MECP guidelines due to the age of the guidelines (ca. 1996), however nitrate reducing treatment systems are now commonly used in the Province under CAN/BNQ 3680-600 Certified Treatment Technologies for total nitrogen reduction. The systems are commonly capable of a nitrate reduction in the order of 50%, or 20mg/L. The above mass-balance formula is revised to assume the use of nitrate reduction technology on the lot.

$$Q_T C_T = Q_S C_S + Q_P C_P$$

Where:

$Q_T$  = Sum of  $Q_S$  and  $Q_P$

$C_T$  = Nitrate concentration/impact

$Q_S$  = Volume of sewage (1000 L/day/lot, per MECP guideline)

$C_S$  = Nitrate content of sewage (treated, 20 mg/L)

$Q_P$  = Infiltration (326mm/year x 0.16327ha x 10,000L/mm/ha =  $5.32 \times 10^5$  L/yr)

$C_P$  = Nitrate content of shallow groundwater (1mg/L assumed, see above)

Therefore:

$$(3.65 \times 10^5 \text{ L/yr} + 5.32 \times 10^5 \text{ L/yr}) \times C_T = (3.65 \times 10^5 \text{ L/yr} \times 20 \text{ mg/L}) + (5.32 \times 10^5 \text{ L/yr} \times 1 \text{ mg/L})$$
$$C_T = 8.7 \text{ mg/L}$$

As the above calculated nitrate impact of the lot, using CAN/BNQ 3680-600 Certified Treatment Technology for total nitrogen reduction, is less than the maximum acceptable nitrate level of 10mg/L, the lot is considered acceptable under Step 3 of the MECP guideline. Commercially-available sewage treatment systems (meeting CAN/BNQ 3680-600 Certified Treatment Technologies for total nitrogen reduction) are typically demonstrated to be capable of a nitrate reduction of 50% (or 20mg/L nitrate), and are capable of higher rates of reduction with additional treatment measures. Municipal support and long-term maintenance agreements for individual sewage treatment units are required.

### **CONCLUSIONS AND RECOMMENDATIONS**

1. The soil profile at the proposed lot consists of a fine sand with some silt (Unified Soil Classification Type "SM"), which is interpreted to exhibit a percolation rate in the range of 12 minutes/cm, overlying a silt with some sand and clay (Unified Soil Classification Type "ML"), which is interpreted to exhibit a percolation rate in the range of 30min/cm.
2. Due to indications of elevated watertable conditions, the bases of tile trenches should be set no lower than 0.1m above current grade.
3. Due to the thin depth of the upper fine sand, a native soil design percolation rate of 30min/cm is recommended for design purposes. A standard fill-based sewage disposal system will require a contact area based on a loading rate of 8L/m<sup>2</sup>/day (i.e. 200m<sup>2</sup> for a standard 3-bedroom home with a design sewage flow of 1,600L/day, or 250m<sup>2</sup> for a standard 4-bedroom home with a design sewage flow of 2,000L/day).
4. Under MECP Procedure D-5-4, for the proposed lot to be viable, the lot will be required to utilize an individual subsurface sewage disposal system equipped with tertiary treatment capable of nitrate reduction.
6. Based on the findings of the preceding analysis, development of the subject lands as a residential lot serviced by private sewage disposal systems is considered viable, subject to the conclusions, limitations and recommendations outlined in this report.

Should there be any questions regarding the above information and discussion, please do not hesitate to contact this office.

**IAN D. WILSON ASSOCIATES LIMITED**

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



PREPARED ILLUSTRATING PROPOSED SEVERANCE  
FOR: PETER LELIVELD

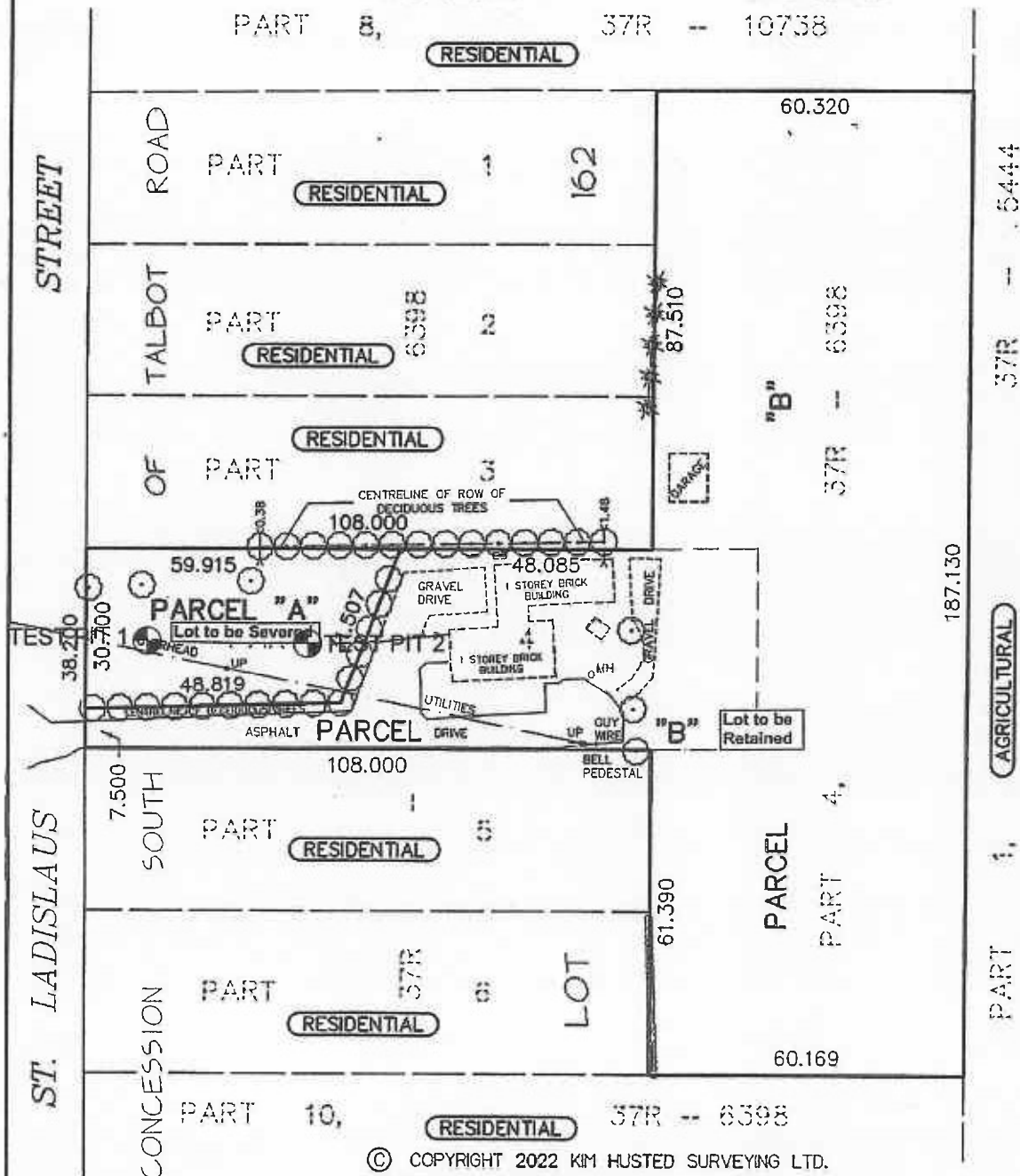
### CAUTION

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

NOT TO SCALE

PARCEL "A"  
(TO BE SEVERED)  
AREA = 1632.7 SQ. METRES  
(0.40 ACRES)

PARCEL "B"  
(TO BE RETAINED)  
AREA = 13763.7 SQ. METRES  
(3.40 ACRES)



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PROPERTY DESCRIPTION:  
PART OF LOT 162  
CONCESSION SOUTH OF  
TALBOT ROAD  
GEOGRAPHIC TOWNSHIP  
OF MIDDLETON  
NORFOLK COUNTY

**KIM HUSTED SURVEYING LTD.**  
ONTARIO LAND SURVEYOR

30 HARVEY STREET, TILSONBURG ONTARIO, N4G 3J8  
PHONE: 519-842-3638 FAX: 519-842-3639

PROJECT: 22-17883SKETCH

PETER LELMELD  
24 ST. LAZARUS STREET

REF:	
FILE	

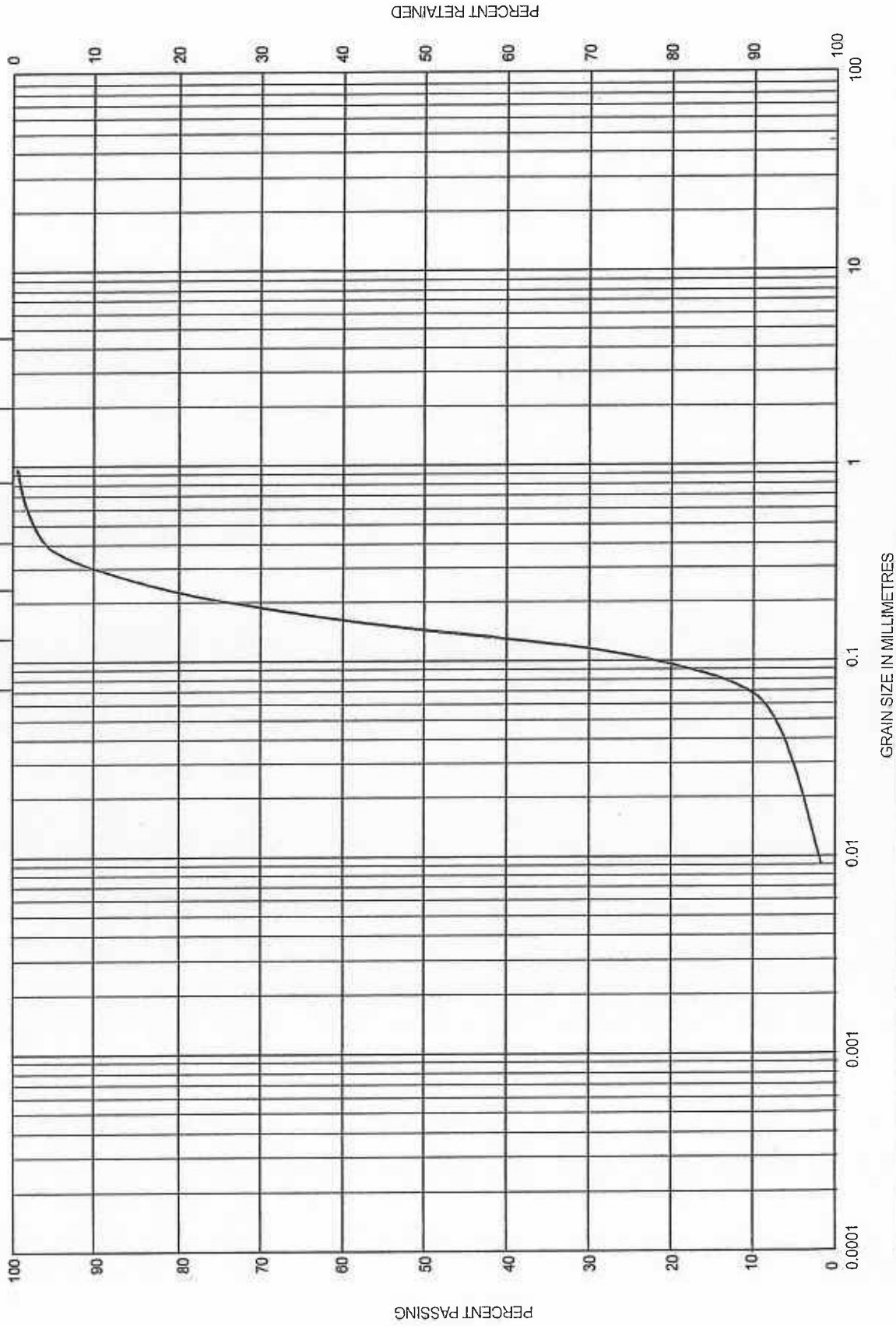
DWG.	WLP
CKD	KSH



# GRAIN SIZE DISTRIBUTION CHART

PROJECT / SAMPLE 24 St. Ladislaus Street - Test Pit 1, Sample 1

HYDROMETER ANALYSIS ← → SIEVE NUMBER (US STANDARD SIEVE SIZES)



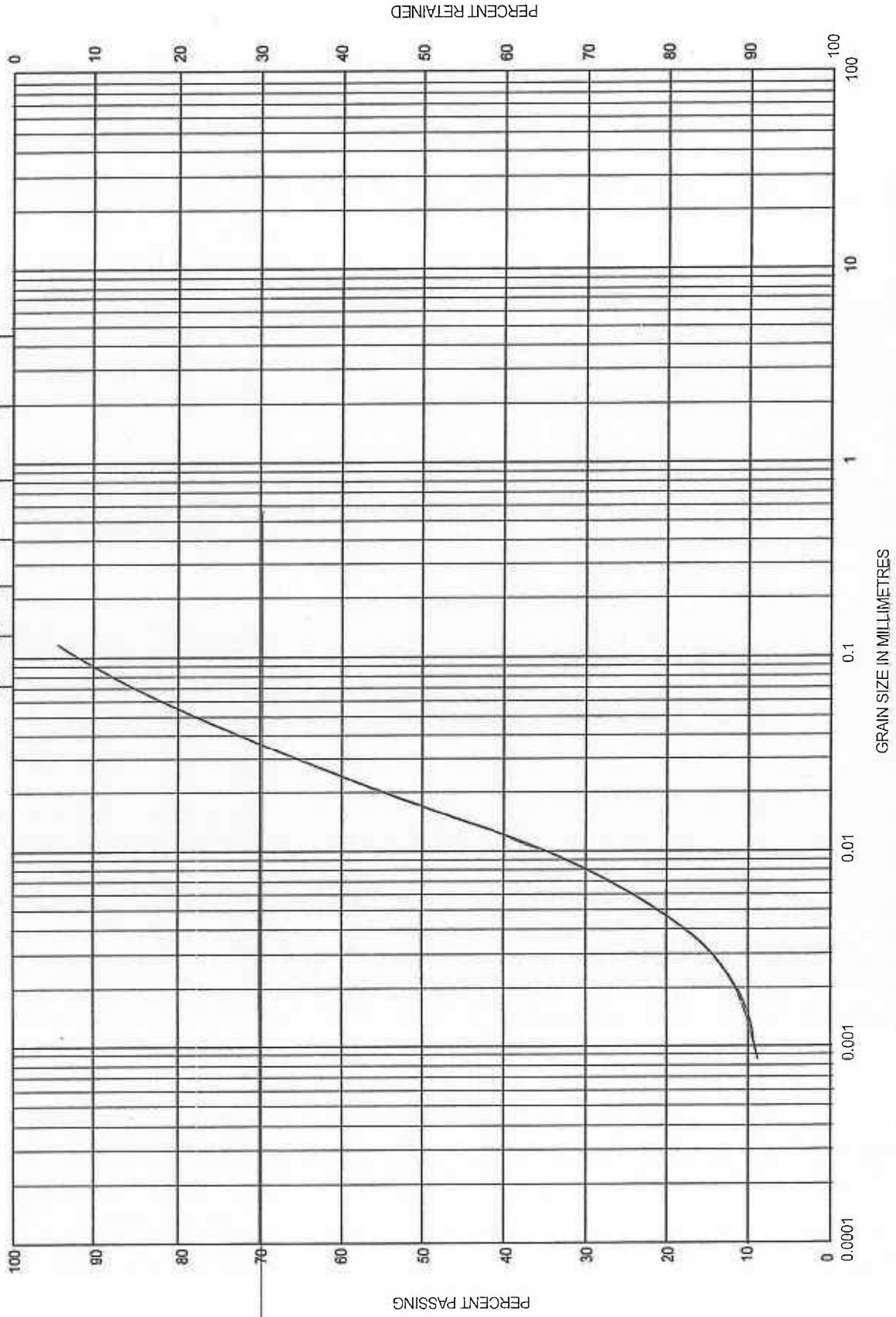
CLAY SIZE	SILT SIZE	SAND SIZE	GRAVEL SIZE	COBBLE SIZE

IAN D. WILSON ASSOCIATES LIMITED

# GRAIN SIZE DISTRIBUTION CHART

PROJECT / SAMPLE 24 St. Ladislaus Street - Test Pit 2, Sample 2

HYDROMETER ANALYSIS ← | → SIEVE NUMBER (US STANDARD SIEVE SIZES)



CLAY SIZE	SILT SIZE	SAND SIZE	GRAVEL SIZE	COBBLE SIZE

IAN D. WILSON ASSOCIATES LIMITED



DIVISION OF  
WATER RESOURCES

DEC 16 1968

ONTARIO WATER  
RESOURCES COMMISSION

The Ontario Water Resources Commission Act

# WATER WELL RECORD

On 12/31 Northfolk Township, Village, Town or City CHARLOTTETOWN  
 Con. I T Rd S Lot 21 Date completed 21 Nov 68  
 (day month year)  
 Owner SACRED HEART VILLA Address COURTLAND  
 (print in block letters)

## Casing and Screen Record

Inside diameter of casing 6 1/2  
 Total length of casing 160  
 Type of screen NIL  
 Length of screen NIL  
 Depth to top of screen NIL  
 Diameter of finished hole 6 1/2

## Pumping Test

Static level 20  
 Test-pumping rate 25 15 G.P.M.  
 Pumping level 55  
 Duration of test pumping 1 hr  
 Water clear or cloudy at end of test cloudy  
 Recommended pumping rate 25 15 G.P.M.  
 with pump setting of 220 feet below ground surface

## Well Log

## Water Record

Overburden and Bedrock Record	From ft.	To ft.	Depth(s) at which water(s) found	Kind of water (fresh, salty, sulphur)
<u>SAND &amp; CLAY</u>	<u>0</u>	<u>160</u>		
<u>BROWN LIMESTONE</u>	<u>160</u>	<u>189</u>	<u>CAS 165</u>	
			<u>oil 189</u>	
<u>HARD BROWN LIMESTONE</u>	<u>189</u>	<u>225</u>	<u>221 to 225</u>	<u>FRESH</u>

For what purpose(s) is the water to be used? NOT USED  
HOME

Is well on upland, in valley, or on hillside? LEVEL

Drilling or Boring Firm ELGIN MITCHELL

Address JARVIS

Licence Number 29 28

Name of Driller or Borer RED M.

Address FISHERVILLE

Date Nov 21/68  
 (Signature of Licensed Drilling or Boring Contractor)

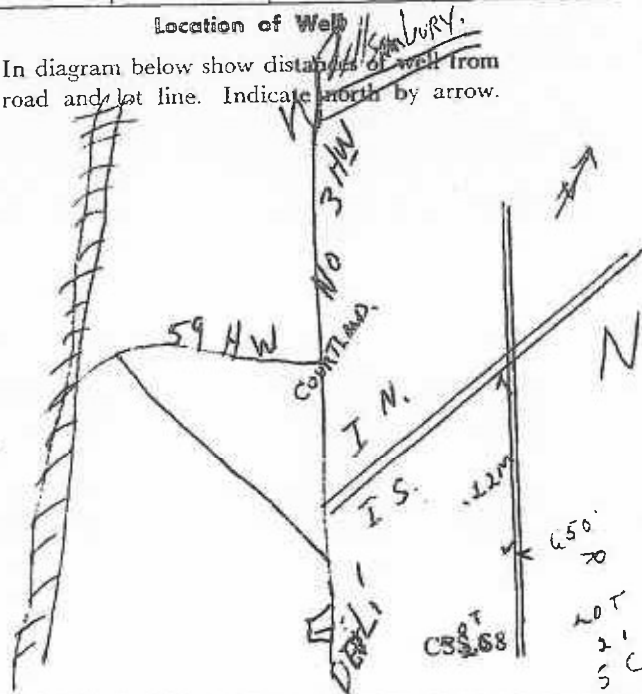
Form 7 15M-60-4138

OWRC COPY

South on #59 from #3  
old 7-11 home

## Location of Well

In diagram below show distance of well from road and lot line. Indicate north by arrow.





ONTARIO

#39

MINISTRY OF THE ENVIRONMENT  
The Ontario Water Resources Act

## WATER WELL RECORD

40/15B

1 PRINT ONLY IN SPACES PROVIDED  
2 CHECK ☒ CORRECT BOX WHERE APPLICABLE

COUNTY OR DISTRICT <b>MIDDLETON</b>	TOWNSHIP, BOROUGH, CITY, TOWN, VILLAGE <b>MIDDLETON TWPS</b>	CON. BLOCK, TRACT, SURVEY, ETC. <b>PLAN 607 T.R.S. 1021</b>
DATE COMPLETED DAY <b>12</b> MO <b>15</b> YR <b>73</b>		
RC <b>14</b> ELEVATION <b>127.52</b> RC <b>14</b> BENCH MARK <b>13.7</b>		

## LOG OF OVERBURDEN AND BEDROCK MATERIALS (SEE INSTRUCTIONS)

GENERAL COLOUR	MOST COMMON MATERIAL	OTHER MATERIALS	GENERAL DESCRIPTION	DEPTH - FEET	
				FROM	TO
BROWN	SANDY CLAY			0	5'
GREY	SILT CLAY LAYERS		wet	5	22 1/2
DRY HOLE AT COMPLETION.					

31	200560528	60232106061
32		

41	WATER RECORD	51	CASING & OPEN HOLE RECORD	61	PLUGGING & SEALING RECORD
WATER FOUND AT FEET <b>0005</b>		MATERIAL AND TYPE <b>Gravel Pack</b>		DEPTH - FEET <b>0005</b>	
WATER QUALITY <b>0005</b>		WELL DEPTH <b>36</b>		WELL DEPTH <b>36</b>	

71	PUMPING TEST	81	LOCATION OF WELL
PUMPING TEST RESULTS <b>0005-0238</b>		LOCATION OF WELL IN DIAGRAM BELOW SHOW DISTANCES OF WELL FROM ROAD AND LOT LINE. INDICATE NORTH BY ARROW. <b>To LANGTON</b> <b>To TILSONBURG</b> <b>To DELHI</b> <b>COURTLAND HOTEL</b> <b>59 HWY</b> <b>NO 3 HWY</b>	

91	CONTRACTOR	101	OFFICE USE ONLY
CONTRACTOR <b>John + Betty Wall Corp</b> <b>240 King St. E. Chantilly Ont</b> SIGNATURE OF CONTRACTOR <b>John Wall</b> DATE <b>2-5-73</b>		OFFICE USE ONLY DATE OF INSPECTION <b>2-1-73</b> INSPECTOR <b>7</b> REMARKS <b>P 7</b> <b>WI</b>	





Ontario

#97

MINISTRY OF THE ENVIRONMENT  
The Ontario Water Resources Act

## WATER WELL RECORD

40' / 15B

1. PRINT OUT IN SPACES PROVIDED  
2. CHECK ☒ CORRECTION BOX WHERE APPLICABLE

COUNTY OR DISTRICT: MIDDLETON  
TOWNSHIP OR DOWNSHIP CITY, TOWNSHIP, VILLAGE: NORFOLK  
CON. BLOCK, TRACT, SURVEY, ETC: PLAN 607  
DATE COMPLETED: DAY 14 MO 07 YR 73  
BOX 166 COURTLAND  
42 239 14 1975 14 13

## LOG OF OVERBURDEN AND BEDROCK MATERIALS (SEE INSTRUCTIONS)

GENERAL COLOUR	MOST COMMON MATERIAL	OTHER MATERIALS	GENERAL DESCRIPTION	DEPTH - FEET
BROWN	TOP SOIL			0' 1'
BROWN	SANDY LOAM			1' 6'
GREY	SILT + SAND SEAM			6' 27
BLUE	CLAY			27 32
DRY Hole at completion				

31 32

41 WATER RECORD

51 CASING & OPEN HOLE RECORD

61 PLUGGING & SEALING RECORD

71 PUMPING TEST

81 LOCATION OF WELL

91 FINAL STATUS OF WELL

101 WATER USE

111 METHOD OF DRILLING

121 CONTRACTOR

131 OFFICE USE ONLY





Privileged Information and Without Prejudice



**Pre-Consultation Meeting Notes**

**Date:** November 22, 2023

**Description of Proposal:** Development of One (1) Infill Lot

**Property Location:** 24 St. Ladislaus Street, Courtland

**Roll Number:** 3310541020530000000

*wayne c/o Kim Husted*

*gnickerson@cjdleng.com*

*ppenner@cjdleng.com*

*Graham Nickerson*

*HOSTED to forward PDF*

*c/o Peter Leliveld 688-9169*

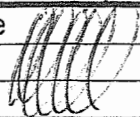
*peterleliveld@tillsonburghomes.com*

**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 November 22, 2023, the following applications and qualified professional documents/reports are required as part of a complete application. Please include all listed items with the application to ensure a complete application. The County reserves the right to change, reduce or add requirements for a complete application, particularly if the submission does not match the proposal as reviewed during the pre-submission consultation meeting.

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

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

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

Proponent / Agent Name	Signature	Date
Peter Leliveld		<i>Dec. 12 2023</i>

**Privileged Information and Without Prejudice**

**Attendance List**

Proponent	Peter Leliveld
Community Development – Planning and Agreement	Mohammad Alam, Supervisor Development Planning (Chair) Annette Helmig, Agreement and Development Coordinator Hannelore Yager, Planner
Building and Zoning	Jonathan Weir, Building Inspector Hayley Stobbe, Zoning Administrator
Environment & Infrastructure Services – Development Engineering	Brett Hamm, Junior Development Technologist
Corporate Support Services – Realty Services	Alisha O'Brien, Corporate Services Generalist



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### Proposal Summary:

Development of one (1) residential infill lot within the settlement area of Courtland by means of severance.

Rezone Parcel “A” from residential R3 Zone to Hamlet Residential (HR).

Permit minimum lot area of 1632 sq. M. Relief from lot frontage will also be required for severed and retained lands.

### List of Application Requirements\* and General Comments

#### Planning Department

Planning application(s) required to proceed	Required
Official Plan Amendment Application	
Zoning By-law Amendment Application	X
Site Plan Application	
Draft Plan of Subdivision Application	
Draft Plan of Condominium Application	

**Privileged Information and Without Prejudice**

Part Lot Control Application		
Consent / Severance Application		X
Minor Variance Application		
Removal of Holding Application		
Temporary Use By-Law Application		
Other - <a href="#">Click here to enter text.</a>		
<b>Planning requirements for a complete application</b> The items below are to be submitted as part of the identified Planning Application(s). <b>** electronic/PDF copies of all plans, studies and reports are required**</b>	<b>Required at Zoning / Consent Stage</b>	<b>Required at Site Plan Stage</b>
Agricultural Impact Assessment		
Air Treatment Control Study		
Archeological Assessment		
Contaminated Site Study		
Dust, Noise and Vibration Study		
Elevation Plan		
Environmental Impact Study		
Geotechnical Study	X	
Heritage Impact Assessment		
Hydrogeological Study	X	
Landscaping Plan		
Market Impact Analysis		
Minimum Distance Separation Schedule		
MOE D-Series Guidelines Analysis		
Neighbourhood Plan		
Odour Mitigation Plan		
Parking Assessment		
Planning Justification Report/Impact Analysis	X	
Photometrics (Lighting) Plan		
Record of Site Condition		
Restricted Land Use Screening Form		
Site Plan/Drawing	X	
Topographical Study		
Other: On Site Sewage Evaluation Form	X	
Other:		
<b>Additional Planning Requirements</b>		<b>Required</b>
Development Agreement		
Parkland Dedication/Cash-in-lieu of Parkland		

## Privileged Information and Without Prejudice

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

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

See Appendix A for additional information

### Planning Comments

The property is designated Urban Residential and zoned Hamlet Residential, and Residential Type 3 (R3) with a special provision 14.382 that is under site plan control.

Planning comments are as follows for the Zoning By-law Amendment and Consent Application:.

- Staff recommend a Zoning By-Law Amendment be submitted first to facilitate the use and any site-specific provisions, followed by consent to sever.
- For both Zoning By-Law Amendment and consent to sever, please include a Planning Justification Report, Site Plan, Hydrogeological and Geotechnical Study as supporting documents. Please note, Hydrogeological and Geotechnical Studies should address the reduced lot area of the lands to be retained, occupied by an apartment dwelling.
- An OSSE form will be required for the retained lands' septic system
- A concept plan will need to show (in metres) for severed and retained parcels:
  - o Lot frontage and area
  - o Existing and proposed buildings/structures (envelope and setbacks)
  - o Existing and proposed septic systems
  - o Existing and proposed parking spaces, including any required accessible parking and visitor parking
- Planning staff note that the proposed lot configuration (and historic severances) limit the development potential of the subject lands. Staff are supportive towards exploring other lot configuration opportunities for the rear of the subject lands, which may be underutilized.

Endangered and threatened species and their habitat are protected under the provinces Endangered Species Act, 2007 (ESA), O. Reg. 242/08 & O. Reg. 830/21. The Act prohibits development or site alteration within areas of significant habitat for endangered or threatened species without demonstrating that no negative impacts will occur. The Ministry of Environment, Conservation and Parks provides the service of responding to

### Privileged Information and Without Prejudice

species at risk information requests and project screenings. The proponent is responsible for discussing the proposed activity and having their project screened with MECP (Ministry of Environment, Conservation and Parks).

Please be advised that it is the owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws, or other agency approvals.

#### Assigned Planner:

Hannelore Yager

Planner

[Hannelore.yager@norfolkcounty.ca](mailto:Hannelore.yager@norfolkcounty.ca)

519-426-5870 ext.8095

### Development Engineering – 24 St. Ladislaus

<b>Development Engineering requirements to proceed</b> The below requirements are to be submitted as part of the Formal Development Planning application.	<b>Required at Zoning Stage</b>	<b>Required at Severance Stage</b>	<b>Potentially Required (See Notes Section)</b>
<b>General Requirements</b>			
Concept Plan	X		
Area Rough Grading Plan			
Lot Grading Plan		X	
Siltation and Erosion Control Plan			
General Plan of Services	X		
Plan and Profile Drawings			
Utility Plan			
Geotechnical Report			
Functional Servicing Report	X		
<b>Water Servicing Requirements– Section 10.0 Norfolk County Design Criteria and ISMP Section 4.0</b>			
Disconnection of Water Service(s) to Property Line		X	
Connection of Water Service(s) to Main		X	
<b>Sanitary Servicing Requirements – Section 9.0 Norfolk County Design Criteria and ISMP Section 4.0</b>			
Sanitary Drainage Plan			



**Privileged Information and Without Prejudice**

Sanitary Design Sheet			
Pumping Station Design (above or below 30L/s depends on who approves)			
Extension of Sanitary Mainline			
Disconnection of Sanitary Service(s) to Property Line			
Disconnection of Sanitary Service(s) to Main			
Sanitary Modelling (County Consultant)			
Property Line Inspection Maintenance Hole			
<b>Storm Water Servicing Requirements – Section 7.0 and Section 8 Norfolk County Design Criteria and ISMP Section 4.0</b>			
Storm Water Management Design Report (including calculations)			
Storm Water Drainage Plan			
Storm Sewer Design Sheet			
Establish/Confirm Legal and Adequate Outlet	X		
Anticipated Flow/Analysis to Receiving Collection System			
Extension of Storm Water Mainline			
Easement and/or Block Registration			
Municipal Drainage		X	
<b>Transportation Requirements – Section 6.0 Norfolk County Design Criteria, ISMP Section 5.0, Section 6.0 and Appendix J</b>			
Traffic Impact Study			
Street Signage/Traffic Control Plan			
Improvements to Existing Roads & Sidewalk (urbanization, pavement structure, widening sidewalk replacement, upgrades, extension and accessibility)		X	

**General Notes:**

1. All reports and drawings are to be signed and stamped by a Professional Engineer (P. Eng) and conform to Norfolk County's Design Criteria and Integrated Sustainable

### **Privileged Information and Without Prejudice**

Master Plan (ISMP). A copy of these criteria is available upon request.

2. Recommendations from all reports (FSR, SWM,.) must be incorporated into the design and be constructed at the developer's expense.
3. All applicable permits and inspections to be issued by Public Works
4. As per Norfolk County By-Law 2013-65, only one domestic water service pipe and one water meter shall be installed per lot.
5. As per Norfolk County By-Law 2016-32, only one entrance is permitted per residential lot.
6. It should be noted that the potential land for future development to the north may be negatively impacted due to configuration of these lots and existing structures. Severing the front lots is not consistent with other lots.

### **Required at Zoning By-Law Amendment Application Stage:**

7. Concept Plan; General plan of services, lot grading plan – can all be shown on one engineered drawing as long as its legible for review.
8. Functional Servicing Brief (as per Norfolk County Design Criteria);
9. Confirmation of Legal and Adequate outlet. Per county records the Stormwater outlet is municipal drain "St. Ladislaus Street drain".

### **Required at Severance Stage Stage:**

10. Drainage Assessment reapportionment be undertaken pursuant to Section 65 of the Drainage Act, R.S.O. 1990 at the applicant's expense (Fee will be based on 2022 Fee Schedule in the amount of \$270.00). (Condition)
11. Receipt of a letter from Environmental and Infrastructure Services Division indicating that the existing water connection has been disconnected from the existing building and reassigned to the proposed severed lot. A new service connection must be made from the main to the retained lot/existing building to satisfy County Criteria (one length of pipe perpendicular to the main) (Condition).
12. Prior to severance, a site plan or site plan amendment is required to address the changes to the retained parcel and indicate how drainage/grading patterns, stormwater management and how servicing requirements are met. (Condition)
13. Receipt of a letter from Development Engineering that a drawing was received and

### **Privileged Information and Without Prejudice**

reviewed to identify the proposed restoration within the St. Ladislaus Street ROW, paying particular attention new entrances, location of proposed services, restoration of the existing road base, asphalt, curb and gutter and the grading / drainage of all lands to ensure no changes to drainage areas. (Condition)

14. The applicant is to apply for a road occupancy permit prior to commencement of any work in the ROW. (Comment) The form can be found on Norfolk county website at: <https://www.norfolkcounty.ca/download/FO-02-Application-for-a-Road-Excavation-Permit-Jan-2018.pdf>
15. As per Norfolk County By-law 2016-32, an entrance permit and installation of entrance will be required for the severed parcel at time of building permit application. (Comment).
16. As per Norfolk County By-law 2016-32, if any modifications/changes are made to the existing entrance, an entrance permit and installation of modified entrance will be required at time of building permit application. (Comment).
17. As per Norfolk County By-law 2017-04, a lot grading plan will be required for the severed lands at time of building permit application. (Comment).
18. Further Development Engineering comments will be provided at time of future planning application stage. (Comment)

Brett Hamm  
Junior Development Technologist  
[Brett.Hamm@norfolkcounty.ca](mailto:Brett.Hamm@norfolkcounty.ca)

### **Agreements**

No comments or concerns regarding your severance application. When developing the retained lands, please note that if performance securities are required for your planning application approval, the Owner will be required to enter into a development agreement with the County that will be registered on title to the subject lands, at their expense. The additional requirements for a development 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) (can be obtained by visiting <https://help.onland.ca/en/home/>)
- Owner's commercial general liability insurance to be obtained and kept in force during the terms of the agreement
- Postponement of interest. If there are mortgages / charges on your property identifier, your legal representative will be required to obtain a postponement from your bank or financial institution to the terms outlined in your development

## Privileged Information and Without Prejudice

agreement

- Transfers and / or transfer easements along with registered reference plan

Annette Helmig

Agreement and Development Coordinator

[Annette.Helmig@norfolkcounty.ca](mailto:Annette.Helmig@norfolkcounty.ca)

## Building

### Zoning Administrator:

1. Severed lands does not meet minimum lot area
2. Retained lands does not meet minimum lot frontage
3. Ensure future development on severed lands meets the following:
  - 2 parking spaces provided on site (spaces required to be 3.0m x 5.8m if parking on driveway or uninterrupted 3.3m x 5.8m space if parking in garage)
  - Hamlet residential (RH) zone setbacks and building height requirements (below)

#### 5.7.2 Zone Provisions

*In an RH Zone, no building or structure shall be erected or altered except in accordance with the following provisions:*

- |    |                             |                         |
|----|-----------------------------|-------------------------|
| a) | minimum lot area:           | 0.4 hectares            |
| b) | minimum lot frontage:       |                         |
|    | i) interior lot             | 30 metres               |
|    | ii) corner lot              | 30 metres               |
| c) | minimum front yard:         | 6 metres                |
| d) | minimum exterior side yard: | 6 metres                |
| e) | minimum interior side yard: |                         |
|    | i) attached garage          | 1.2 metres each side    |
|    | ii) detached garage         | 3 metres and 1.2 metres |
| f) | minimum rear yard:          | 9 metres                |
| g) | maximum building height:    | 11 metres [8-Z-2017]    |

4. Ensure existing development on retained lands meets the following:
  - Parking to comply with section 4.0 of Zoning Bylaw
  - Special provision 14.383 requirements to be met



## Privileged Information and Without Prejudice

14.383 In lieu of the uses permitted in the R3 Zone, a single detached dwelling and an apartment dwelling house with a maximum of five (5) dwelling units shall be permitted.

In lieu of the corresponding provisions in the R3 Zone, the following shall apply:

- a) minimum lot area – 3,300 square metres;
- b) minimum lot frontage – 38 metres;
- c) minimum front yard – 6 metres;
- d) minimum exterior side yard – 6 metres;
- e) minimum interior side yard – 3 metres;
- f) minimum rear yard – 12 metres;
- g) minimum services – every dwelling unit shall be connected to a public water system;
- h) maximum building height – 11 metres.

Notwithstanding the definitions in Section 2.0, for the purpose of this Subsection an apartment dwelling house shall be defined as a dwelling house comprising of two (2) or more dwelling units but excludes townhouse.

5. Municipal drain runs along front of property, approval from Norfolk County Drainage Department will be required prior to building permit issuance. Section 3.30, Setback from Municipal Drains, will apply.

Hayley Stobbe  
Zoning Administrator  
Extension 1060  
[Hayley.stobbe@norfolkcounty.ca](mailto:Hayley.stobbe@norfolkcounty.ca)

### Building Inspector:

A Single Family Dwelling constructed on the proposed creation of parcel A would be considered a Residential Group C type occupancy as defined by the Ontario Building Code (OBC). You will need to retain the services of an individual with BCIN qualifications in House and HVAC House, or Small Buildings, or an Architect or a Professional Engineer to complete the design documentation for this application.

The site is serviced by municipal water supply only. The Design will need to comply with OBC Article 7.3.5.7. Spatial Separation in regards to protection of water supply piping. The provisions of this Article are intended to limit the probability that failure of an in-ground building drain or building sewer would lead to the contamination of potable water in a water service pipe.

The Design will need to comply with OBC Subsection 3.1.19. Above Ground Electrical Conductors, depending on the voltage, the clearances to the building will vary. The Designer will need to review OBC Section 9.5 Design of Areas, Spaces and Doorways, 9.7 Windows, Doors and Skylights and Subsection 9.10.15. Spatial Separation Between Houses.

If any of the proposed dwellings include an accessory dwelling unit this must be included as part of the design documents at time of building permit application. Any accessory dwelling units proposed after construction begins will require a separate building permit.

## **Privileged Information and Without Prejudice**

A qualified individual with BCIN qualifications for On-Site Sewage Systems will be required to complete the design for any proposed new septic system. The septic system will need to meet the previously mentioned OBC Article 7.3.5.7. Spatial Separation in regards to protection of water supply piping.

The hydrogeological assessment completed by Wilson Associates concludes that the lot requires an individual subsurface sewage disposal system equipped with a tertiary treatment capable of nitrate reduction.

Municipal septic permits/inspections are for the sum of all septic systems on the property up to a flow of 10,000L, above which requires MOE approvals. The property at 24 St Ladislaus currently has an open building permit PRBD20151880 for the expansion of a third Unit.

No Ontario Building Code review has been completed at this time and will be done at permit application stage.

### **Items for Building Permit**

“New Residential” & “Applicable Law Checklist” Step by Step Guides have been attached to the minutes herein, they contain 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 check out our website [www.norfolkcounty.ca/business/building](http://www.norfolkcounty.ca/business/building) or call 519-426-5870 ext. 6016

### **MORE THAN 2 DWELLINGS-PLUMBING**

The Ontario Building Code (OBC) 7.6.3.4 requires a review of water service connection size at the time of application for projects connected to a water system with more than one dwelling unit. To help with this the Building Department has created an excel spread sheet. This is to be included with at time building permit application.

### **FIRE FIGHTING REQUIREMENTS PART 9 BLDGS**

OBC Article 9.10.20.3. will require fire department access to buildings by means of a street, private roadway or yard taking into account connection with public thoroughfares, weight of firefighting equipment, width of roadway, radius of curves, overhead clearance, location of fire hydrants, location of fire department connections and vehicular parking.

Jonathan Weir  
Building Inspector

Extension 1832  
Jonathan.Weir@[norfolkcounty.ca](mailto:Jonathan.Weir@norfolkcounty.ca)

### **Corporate Support Services – Realty Services**

No comments or concerns regarding your severance application. Please keep in mind that

### **Privileged Information and Without Prejudice**

if developing the retained lands in the future, and if a Development Agreement is required to be entered into, this Agreement will be registered on title to your property. Therefore, any Lenders who have mortgages registered on title will need to postpone their interest to this Agreement.

Alisha O'Brien  
Corporate Services Generalist,  
Realty Services  
[realty.services@norfolkcounty.ca](mailto:realty.services@norfolkcounty.ca)

### **Corporate Support Services - Accessibility for Ontarians with Disabilities Act**

No comments at this time.

Sam McFarlane  
Manager, Accessibility and Special Projects  
Corporate Support Services  
519-426-5870 x. 8099 [Sam.McFarlane@norfolkcounty.ca](mailto:Sam.McFarlane@norfolkcounty.ca)

### **Fire Department**

Norfolk County Fire Department does not have any concerns with this proposal at this time.

Katie Ballantyne  
Community Safety Officer  
Katie.Ballantyne@[norfolkcounty.ca](mailto:Katie.Ballantyne@norfolkcounty.ca)

## **Privileged Information and Without Prejudice**

### **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**



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](mailto: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 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.

\$2,780 for preparation of the site plan agreement

\$924 to remove the holding from the zoning on the property (if applicable)

\$447 for financial administration of this agreement

\$542 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)** \_\_\_\_\_

<b>Zoning By-Laws – Norfolk County Planning Department</b>	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?		

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

<b>Heritage - Norfolk County Heritage and Culture Department</b>	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?		

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

<b>Building and Land Use Permits - Ontario Ministry of Transportation</b>	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?		

<b>Clean Water Act – Public Works</b>	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**

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

<b>Crown Lands Work Permit – Ministry of Natural Resources</b>	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?		

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

<b>Environmental Approvals - Ministry of Environment, Conservation, Parks</b>	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?		

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

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

<b>Long Term Care Centres – Ministry of Health &amp; Long Term Care</b>	YES	NO
Construction, alteration or conversion of building used for a nursing home?		

<b>Education Act - Ministry of Education</b>	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**

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

#### **Zoning and Planning – Community Services Division – Norfolk County**

**Zoning** 519-426-5870 ext. 6064 or [zoning@norfolkcounty.ca](mailto:zoning@norfolkcounty.ca)

**Planning** 519-426-5870 ext. 1842 or [planning@norfolkcounty.ca](mailto: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](mailto:grca@grandriver.ca)

**Long Point Regional Conservation Authority (LPRCA)** 1-888-231-5408 or [conservation@lprca.on.ca](mailto: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](http://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](http://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](http://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](mailto:Stephanie.Davis@norfolkcounty.ca)

**Cambium Inc.** Racheal Doyle – [sourcewaterprotection@cambium-inc.com](mailto: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](http://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](http://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](http://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](http://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](http://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](http://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.



# **NEW RESIDENTIAL** HOUSE, SEMI-DETACHED TOWNHOUSES

## **Building Permit Package**

A step by step guide for  
making a building permit  
application



Norfolk County Building Department  
Community Development Division  
185 Robinson Street, Suite 200 Simcoe, Ontario, N3Y 5L6  
[norfolkcounty.ca](http://norfolkcounty.ca)



# New Residential Permit Package Houses, Semi-detached, Townhomes

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



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

## **STEP 1: Applicable Law.**

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

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

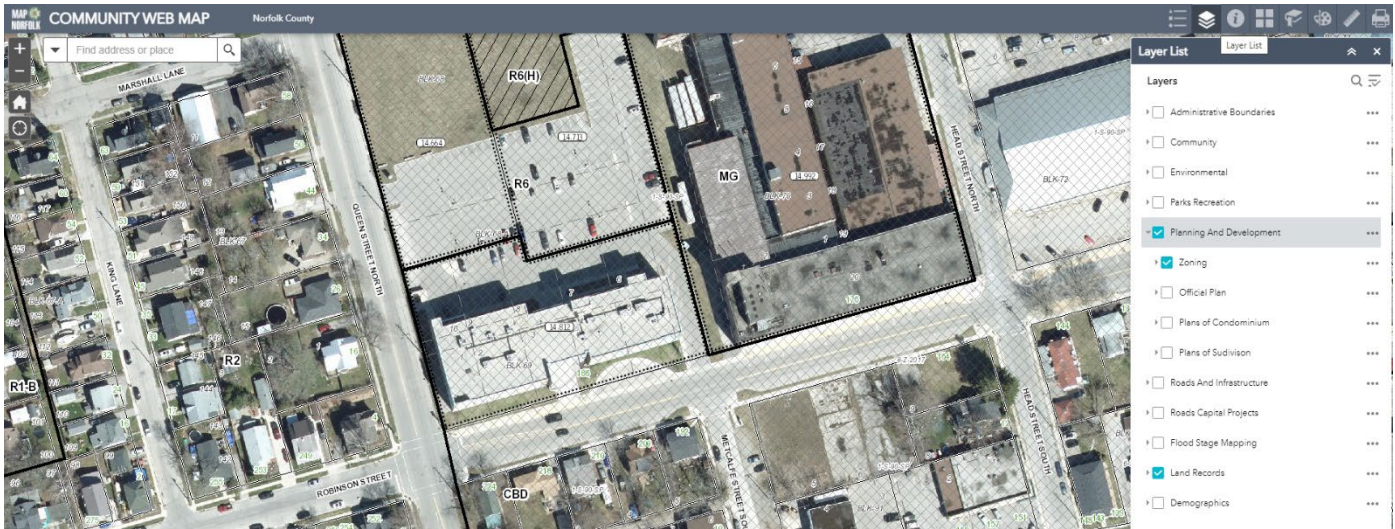
## **Community Development Division - Building Department**

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## Zoning Requirements.

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



[Norfolk County Zoning Bylaw](#) is available online.

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

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

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

Planning Department: [planning@norfolkcounty.ca](mailto:planning@norfolkcounty.ca) or 519-426-5870 ext. 1842.

Zoning: [zoning@norfolkcounty.ca](mailto:zoning@norfolkcounty.ca) or 519-426-5870 ext. 1000.

## Community Development Division - Building Department

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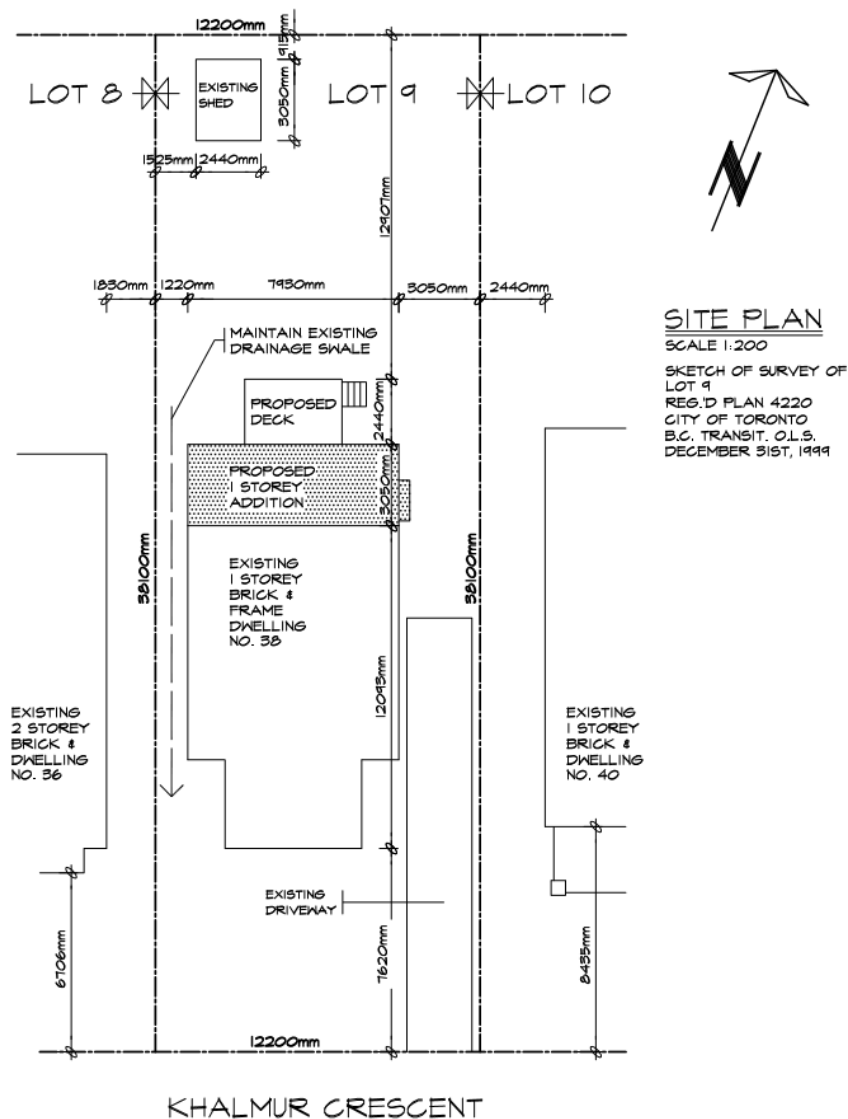
## Lot Grading.

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

Proposed grading plan needs to identify:

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

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



## **STEP 2: Preparing your application.**

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

### **Who can design a house?**

As the property owner, you can complete the design yourself for a house, or have a qualified individual with a BCIN number in House, an Architect or a Professional Engineer complete the drawings.

Buildings containing multiple dwelling units may require qualified individuals to complete the design documents. Check with a Building Inspector prior to making application.

### **Drawings and Documents**

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

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

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

If you are unable to complete the application and provide the required documents, should retain a qualified designer to assist you in completing the application.

### **Building Permits – Application Checklist.**

#### **Completed Forms.**

- ☐ Building Permit Application Form.
- ☐ Schedule 1: Designer Information.
- ☐ Applicant Authorization Form, if application is not completed by the property owner.
- ☐ Applicable Law Checklist and supporting documents.
- ☐ Lot grading form or approved exemption.
- ☐ Water, storm sewer, sanitary sewer connection permit (where required).
- ☐ Evaluation of existing on-site septic system (where required).

#### **Required Documents.**

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

## **Community Development Division - Building Department**

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- ☐ Drawings of the Building:
  - Footing, foundations, anchorage details (where applicable),
  - Floor plans,
  - Room names, sizes and ceiling heights,
  - Door & window location and sizes,
  - Location of plumbing fixtures including laundry facilities,
  - Fire separations, fire wall design (if applicable),
  - Smoke alarms and/or fire alarm systems.
- ☐ Elevations.
- ☐ Cross sections of exterior wall from footing to roof.
- ☐ Roof truss layout or roof framing plan.
- ☐ Energy Efficiency Design Summary (EEDS), performance or prescriptive option.
- ☐ Engineered floor system layout (where required).
- ☐ Engineered beam details (i.e. LVL's, steel beams) (where required)
- ☐ Residential mechanical ventilation design summary.
- ☐ Ventilation duct design:
  - Heat Recovery Ventilator (HRV) duct sizing and layout,
  - Exhaust fan duct sizing and layout.
- ☐ Septic application (where required) This is a separate application, see septic.

### **Fees**

- ☐ Building Permit fee.
- ☐ Plumbing fee.
- ☐ Occupancy fee.
- ☐ Lot grading exemption fee (if applicable).
- ☐ Water/Sewer/Storm connection permit fee(if applicable).
- ☐ Water meter fee (if applicable).
- ☐ Civic address fee (if applicable).
- ☐ Development charges.

### **Septic Permits - Application Checklist.**

#### **Completed Forms.**

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

#### **Required Documents.**

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

#### **Fees.**

- ☐ Septic Permit fee.

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### **STEP 3: Applying.**

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



## **Building Department**

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

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

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

### **Step 4: Plans Review.**

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

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

### **Step 5: Inspections.**

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

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

*Updated October 2022*

## **Community Development Division - Building Department**

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**1.0 Introduction and Development Proposal**

Proposing to create one residential lot through the severance application process. The retained lands will continue to be used as residential.

**2.0 Background Information**

The lands are legally described as Concession STR, part Lot 21RP 37R6398 PART 4 Middleton. The lands have frontage of 38.2m. The lands to be developed are designated urban are in the Norfolk County Official Plan and zoned Residential R3 in the Norfolk County Zoning By-Law. The proposed lot will utilize municipal water and on site septic system. Storm water generated by this development will utilize the existing municipal storm water system. The adjacent land uses are residential uses. There are no livestock operations located in this area.

**3.0 Planning Document Review****3.1 Provincial Policy Statement (2020)**

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

<b>Provincial Policy Statement 2020</b>	<b>Comments</b>
<b>1.1 Development and Land Use Patterns</b>	
<b>1.1.3 Settlement Areas</b>	
Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages and hamlets. Ontario's settlement areas vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of infrastructure available. The vitality and regeneration of settlement areas is critical to the long-term economic prosperity of our communities. Development pressures and land use change will vary across Ontario. It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures.	Courtland is designated as an urban area which is a Settlement Area within the Norfolk County Official Plan.  Courtland is serviced by municipal water however; the lot must utilize on site septic system.

<p>1.1.3.1 Settlement areas shall be the focus of growth and development.</p>	<p>The proposed new development will be located within a designated Settlement Area</p>
<p>1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:</p> <ul style="list-style-type: none"> <li>a) efficiently use land and resources;</li> <li>b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;</li> <li>c) minimize negative impacts to air quality and climate change, and promote energy efficiency;</li> <li>d) prepare for the impacts of a changing climate;</li> <li>e) support active transportation;</li> <li>f) are transit-supportive, where transit is planned, exists or may be developed; and</li> <li>g) are freight-supportive.</li> </ul>	<p>The proposed development will be an infill development.</p> <p>The lot will use private on-site septic system. The lot will be connected to the existing municipal water system. The lot is of sufficient size to accommodate a house and septic system.</p>
<p>Land use patterns within settlement areas shall also be based on a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.</p>	<p>The lot size will be adequate to accommodate on-site septic system.</p>
<p>1.1.3.4 Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety.</p>	<p>This is an infill development situation which will utilize vacant developable lands within an existing settlement area.</p>
<p>1.1.3.6 New development taking place in designated growth areas should occur adjacent to the existing built-up area and should have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities.</p>	<p>The proposed development will be adjacent to existing development.</p>



### 3.2 Norfolk County Official Plan

The following policies of the Norfolk County Official Plan are relevant to this application:

Norfolk County Official Plan	Comments
<p>6.4 Urban Areas</p> <p>The six Urban Areas within the County have historically functioned as the focal points for growth and development activity, as well as public and private sector investment. This role will continue in the future. The Urban Areas will accommodate the greatest amount of the targeted growth throughout the planning period, and will be the focus of residential, commercial, employment, government, institutional, office, entertainment, cultural, and health and social service activities. The following shall be the policy of the County: a) The locations of the Urban Areas are illustrated on Schedule "A" – Community Structure. Each Urban Area is unique and will accommodate a varied range and type of growth and development.</p> <p>b) It is the policy of this Plan that the Urban Areas will incorporate the following:</p> <p>i) a full range of housing types, including affordable and special needs housing;</p> <p>ii) business opportunities at appropriate locations to provide a wide range of employment and services to residents, businesses and visitors; iii) full municipal services, as feasible and appropriate, and an appropriate level of transportation infrastructure; iv) a concentration of community services for the County, including social, cultural, entertainment, health, educational and other supporting facilities; and v) an open space, natural heritage and recreational network that is integrated with open spaces throughout the County, and provides appropriate passive, natural and active areas.</p> <p>c) The County shall ensure through its planning activities that each Urban Area develops with efficient land use patterns that minimize the extension of municipal services and infrastructure and will sustain the community and financial wellbeing of the County over the long-term. d) New Urban</p>	<p>Courtland is designated urban area within the Norfolk County Official Plan.</p> <p>The proposed residential use is permitted within a settlement area.</p> <p>Municipal water is available however, private on site septic must be used. The septic report supports the proposed use of on site septic system.</p> <p>There will be no expansion of the urban boundary resulting from the proposed development.</p>

Areas shall not be designated within the period of this Plan. e) Boundaries of the Urban Areas are established on Schedules "B" and "G" to this Plan. Within these boundaries there is sufficient land to accommodate projected growth and development for the 20-year planning horizon to 2036. f) Subject to the policies of this Plan, the boundaries of the Urban Areas shall be

permitted to expand as-needed, based on a demonstrated lack of available designated land and development trends. Proposals to expand the boundaries of an existing Urban Area shall be considered through a comprehensive review of this Plan. Proposals shall be considered in the context of whether:

i) the amount of land included within the expansion area is justified based upon the amount and nature of land available for development within the County as a whole and the Urban Areas on an individual basis, the population and household projections for the County, and the intended role of the Urban Area; ii) the proposed expansion is a logical extension of the Urban Area and will be serviced by full municipal sewer and water services; iii) the land is physically suitable for development, considering any constraints, such as Hazards Lands, or Natural Resource Areas; iv) the proposed expansion will have a compact form, an appropriate mix of land uses, where practical, and densities that efficiently use land, infrastructure, and public facilities, while providing for adequate parks and open space; v) the transportation network can reasonably accommodate the additional volume of traffic and demand for services; vi) suitable community and public facilities are available, or can be provided to accommodate the expansion area; vii) a suitable plan for phasing, financing and construction of the infrastructure for the expansion area is developed; viii) prime agricultural areas are only included within the expansion area if there are no reasonable alternative areas with lower priority agricultural land; ix) opportunities for intensification, infill and redevelopment have

been explored, and accounted for in evaluating alternatives to an Urban Area expansion; x) the proposed expansion will not impact cultural heritage resources; xi) the proposed expansion will not impact any Significant Natural Heritage Features as identified on Schedule "C" and/or Tables 1 or 2 of Section 3.5 (Natural Heritage Systems); and xii) the proposed expansion satisfies the Province's Minimum Distance Separation Formulae.

6.5.6 Courtland is an Urban Area in the County and will accommodate a more limited range of uses and development, recognizing that Courtland is serviced by piped municipal water, but that sanitary services consist of private on-site disposal systems. There are, therefore, limitations on the amount, type, form and density of development that will be possible in the Courtland Urban Area. Due to its strategic location, however, Courtland will accommodate the important employment node in the western part of the County.

#### **9.6.3.2 General Consent to Sever Land Policies**

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

a) Plans of subdivision shall be the preferred method of land division. Consents should only be granted when it is clearly not necessary or in the public interest that the land be developed by plan of subdivision. Plans of subdivision

The proposed use of on site septic system is supported by a septic report.

In this case there will be one new residential lot created. The retained parcel which will continue to be used as residential.



<p>shall be required and applications for consent shall not be approved under the following circumstances:</p> <ul style="list-style-type: none"> <li>i) more than three (3) lots (two severed and one retained) from a land holding are being created;</li> <li>ii) lots created require a new public road for the provision of access;</li> <li>iii) the provision or extension of municipal services (water and/or sewer, as appropriate) is required; or</li> <li>iv) other matters that may arise during the review of the proposed development.</li> </ul> <p>b) Notwithstanding Section 9.6.3.2 a) i), the requirement for a plan of subdivision may be waived for infilling or redevelopment of up to four (4) lots having frontage on a public road that is maintained on a year-round basis in an Urban Area serviced by municipal water and sanitary sewers.</p> <p>c) If a plan of subdivision is not deemed necessary, regard shall be had to the other policies within this Plan and to the following criteria when considering an application for consent:</p> <ul style="list-style-type: none"> <li>i) consents shall only be granted when the land fronts onto an existing, assumed public road that is maintained on a year-round basis;</li> <li>ii) consents shall have the effect of infilling in existing areas and not extending existing development;</li> <li>iii) creation of the lot does not compromise the long-term use of the remaining land or retained parcel; and</li> <li>iv) consents may be considered for large parcels, where future development of the large parcels is to proceed by plan of subdivision.</li> </ul> <p>d) The size of any parcel of land created by consent should be appropriate for the use proposed, considering the level of services available, the soil conditions, and other factors. No parcel shall be created which</p>	<p>There will be no new roads created and there will be access to municipal water and municipal storm water system.</p> <p>The proposal will be for 1 new residential lot.</p> <p>The lands front onto a maintained all year road.</p> <p>Services will not need to be extended to service this development.</p> <p>There will be no negative impact on the retained lands.</p> <p>The proposed lot will be appropriate for the proposed residential use.</p>
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does not conform to the Norfolk County Official Plan Consolidated to January 1, 2021 275 | Page provisions of the Zoning By-law, except where a minor variance has been secured, in accordance with Section 9.6.3.1 (Minor Variances) of this Plan

e) A hydrogeological study to confirm soil conditions and suitability for potential future private services may be required where the retained or severed parcel(s) is(are) sufficiently large to accommodate subsequent lots.

f) Consents for building purposes shall not be permitted under the following circumstances:

i) the land is located within any Natural Heritage Features, as defined by this Plan, and a suitable building site cannot be found through the evaluation completed in an Environment Impact Study;

ii) the land is located in a floodplain;

iii) the land is located on or within 500 metres of a Bedrock Resource Area, 300 metres of a Sand and Gravel Resource Area, or 75 metres of mineral or petroleum resource deposits or an active petroleum well, as identified in the Oil, Gas and Salt Resources Library of the Ministry of Natural Resources and Forestry;

iv) Provincial or County transportation objectives, standards or policies cannot be maintained; or

v) the created and retained parcels cannot be provided with an adequate level of service.

g) On the granting of an application for consent, conditions may be imposed on the severed and retained parcels.

h) Compliance with the Minimum Distance Separation Formulae shall be required subject to the policies of Section 7.2 (Agricultural Designation).

i) Subject to the specific policies of this Plan, consents may be permitted for the purposes of

There are no such natural features in close proximity to the proposed development.

There are no MDS issues relating this development.

making lot boundary corrections, for the purposes of granting easements, for conveyances and consolidations, and other such administrative or technical matters, provided that such matters are minor in nature. The County shall support the consolidation of undersized lots.

### 3.3 Norfolk County Zoning By-Law 1 - Z-2014

The subject lands are presently zoned Residential R3. It will therefore be necessary to rezone the lands to be severed from the present zoning to HR Hamlet residential the zoning used for residential uses within Courtland. As outlined in the application, the severed lands will require a reduced lot area and frontage to complete the severance and the retained lands which will remain Residential R3 zone and HR zone will require an amendment to permit the lands to have a reduced lot frontage within the Residential R3 zone and HR zone.

Norfolk County Zoning By-Law 1-Z-2014	Comments
<p>5.7 Hamlet Residential (RH) Zone</p> <p>5.7.1 Permitted Uses In an RH Zone, no land, building or structure shall be used except in accordance with the following uses:</p> <ul style="list-style-type: none"> <li>a) dwelling, single detached</li> <li>b) bed &amp; breakfast, subject to Subsection 3.4</li> <li>c) day care nursery</li> <li>d) home industry</li> <li>e) home occupation</li> </ul> <p>5.7.2 Zone Provisions In an RH Zone, no building or structure shall be erected or altered except in accordance with the following provisions:</p> <ul style="list-style-type: none"> <li>a) minimum lot area: 0.4 hectares</li> <li>b) minimum lot frontage: <ul style="list-style-type: none"> <li>i) interior lot 30 metres</li> <li>ii) corner lot 30 metres</li> </ul> </li> <li>c) minimum front yard: 6 metres</li> <li>d) minimum exterior side yard: 6 metres</li> <li>e) minimum interior side yard: <ul style="list-style-type: none"> <li>i) attached garage 1.2 metres each side</li> <li>ii) detached garage 3 metres and 1.2 metres</li> </ul> </li> <li>f) minimum rear yard: 9 metres</li> <li>g) maximum building height: 11 metres</li> </ul>	<p>The subject lands shall be rezoned to RH</p> <p>The proposed use of the lands complies with the uses permitted in the RH Zone.</p> <p>The proposed lot will be 1632m<sup>2</sup> in area which is less than the 4000m<sup>2</sup> minimum lot area under the zoning by-law. The septic report supports the development of this lot. A site-specific amendment will be required with respect to the lot which will not meet the current zone provision for lot area.</p> <p>The lot frontages will not conform to the minimum lot frontages required by the zoning by-law, therefore an amendment to the lot frontage requirements will be required.</p>



#### 4.0 Opinion Summary

As part of the development process, the applicant has undertaken and completed a detailed survey of the lands to be developed, storm water plan and a septic report. The proposed development of infill lot is considered to be viable.

The existing 3.86m asphalt drive servicing the lot to be retained is consistent with the Municipal public road that is maintained on a year round basis and provides adequately for Service and Emergency vehicles.

It is also reasonable to rezone the affected lands from residential R3 zone to Hamlet Residential (RH) Zone to bring the zoning into compliance with the residential designation. It is my opinion, that the proposed official plan amendment and the zoning amendment applications are consistent with the policies of the PPS 2020, the Norfolk County Official Plan and complements the Housing Supply Action Plan in Ontario. The proposed reduction in the minimum lot area and the **minimum lot frontages is appropriate for this area and similar to those of the most recently** created near-by residential lots. (BNPL2022156, BNPL2022157, BNPL2022158) It is on the basis that we respectfully request council's support for these planning applications.



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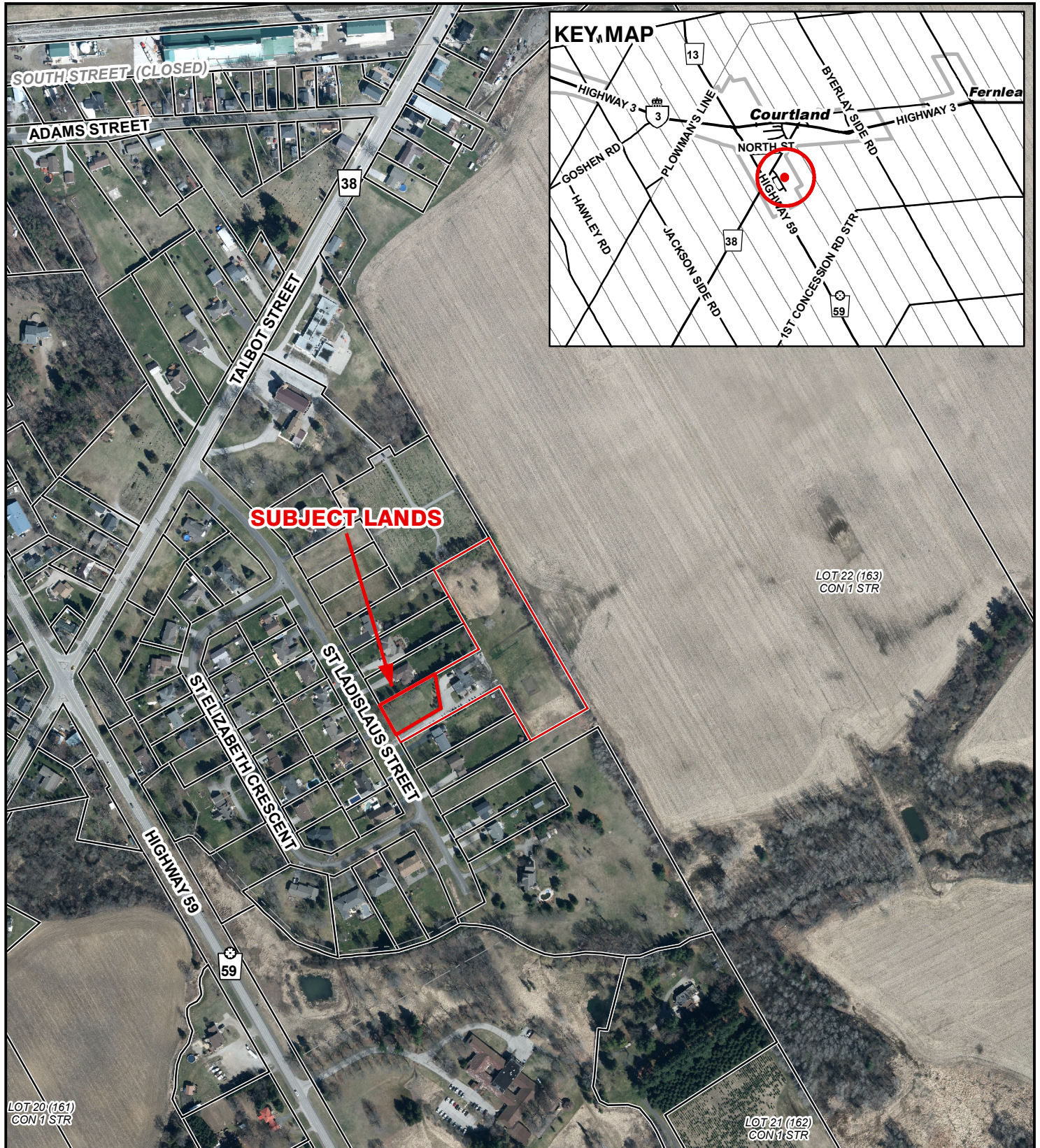
Peter Leliveld

September 27, 2023



CONTEXT MAP

Geographic Township of MIDDLETON

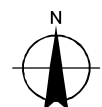


Legend

- Subject Lands
- Lands Owned

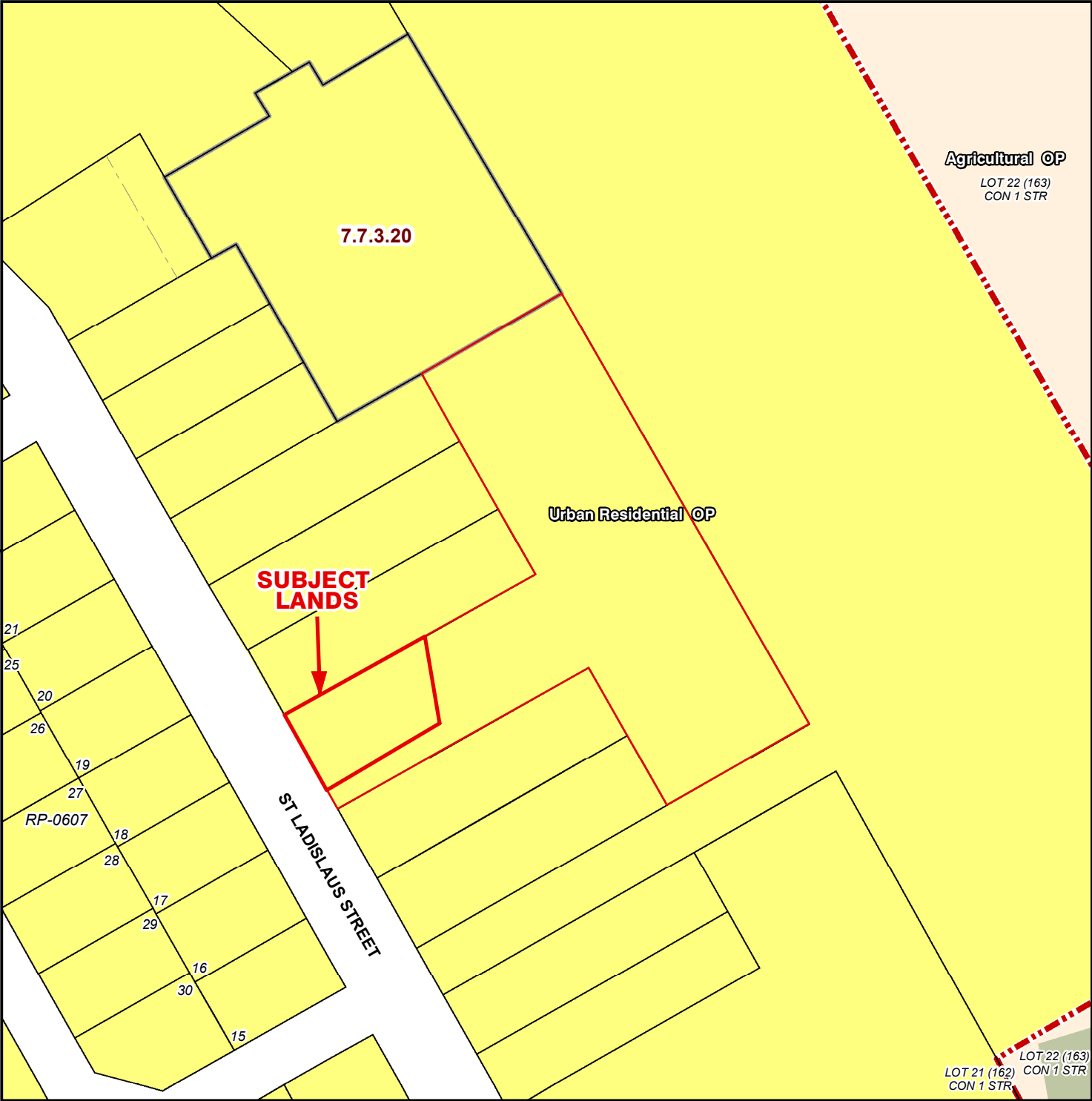
2020 Air Photo

9/24/2024



40 20 0 40 80 120 160 Meters



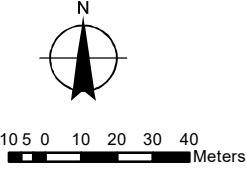


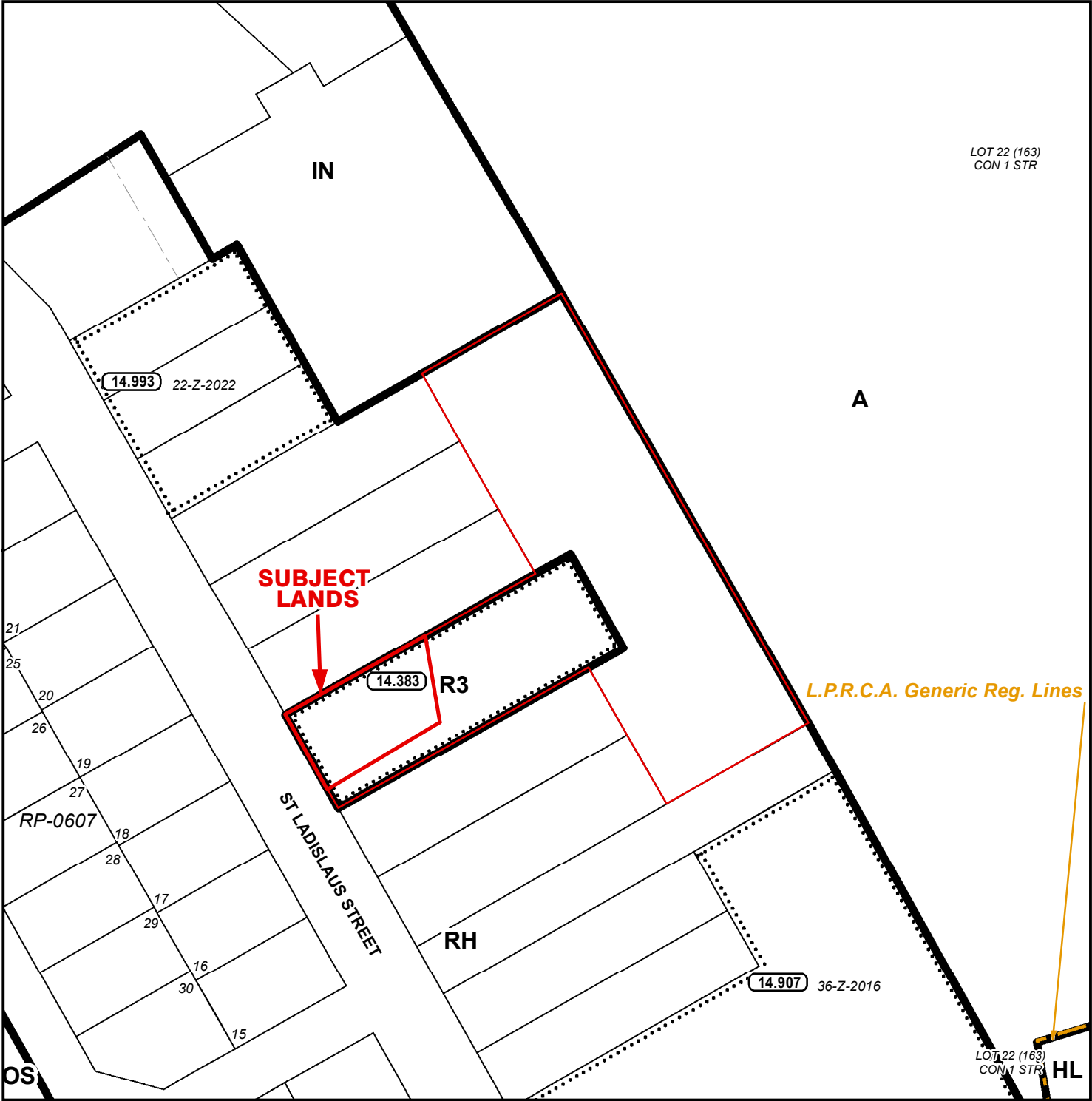
**Legend**

- Subject Lands
- Lands Owned

**Official Plan Designations**

- Agricultural
- Hazard Lands
- Urban Residential
- Urban Area Boundary





LEGEND

- Subject Lands
- Lands Owned
- LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

- (H) - Holding
- A - Agricultural Zone
- RH - Hamlet Residential Zone
- HL - Hazard Land Zone
- IN - Neighbourhood Institutional Zone
- OS - Open Space Zone
- R3 - Residential R3 Zone

9/24/2024

From: R3  
 To: RH With Special Provision 14.1067

