



vallee

*Consulting Engineers,
Architects & Planners*

April 17, 2025

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

Attention: Bohdan Wynnyckyj, Director of Planning
Reference: 310 10th Concession Road
Zoning Bylaw Amendment Application
Our Project 24-013

Introduction

G. Douglas Vallee Limited is the authorized agent on behalf of Willy Vermeersch of VanMeer Farms Inc to submit Zoning By-law Amendment application to facilitate a Surplus Farm Dwelling Severance as a result of consolidation.

Please accept this package as our formal application for a Zoning By-law Amendment.

Included with this application are the following documents:

1. Signed Norfolk County Zoning Bylaw Amendment application form;
2. Planning Justification Report prepared by G. Douglas Vallee Limited, dated April 3rd, 2024;
3. Concept Plan prepared by G. Douglas Vallee Limited, dated January 31st, 2025;
4. Severance Sketch prepared by Kim Husted Surveying LTD, dated 2024;
5. On-site Sewage Evaluation form completed by G2S Consulting Inc, Dedrick Bros. Excavating LTD, dated March 15th, 2025;
6. Letter from property owner detailing the function of the barn as an accessory building, including photos, dated September 30th, 2024;
7. Pre-consultation comments dated August 28th, 2024, fully circulated January 13th, 2025.

In addition to the above items, a topography study was listed as a required item for a complete application in the Pre-consultation comments. The topography study has since been waived by planner Andrew Wallace.

We trust that the information provided as part of this submission will be to the satisfaction of Norfolk County.

Best regards,

James Canzano, BA Spec Hons
Planning Technician

G. DOUGLAS VALLEE LIMITED

Consulting Engineers, Architects & Planners

"H:\Projects\2024\24-013 Vanmeer Farms Severance Langton\Agency\Submissions\ZBA\1. cvr ltr.pdf"

2 Talbot Street North, Simcoe, ON N3Y 3W4 ■ Phone: 519 426-6270 ■ Fax: 519 426-6277 ■ www.gdvallee.ca

G. Douglas Vallee Limited

Planning Department Development Application Form

Complete Application

A complete development application consists of the following:

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

Pre-Submission Consultation:

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

Development Application Process

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

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

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

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

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

Notification Sign Requirements

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

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

Contact Us

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

For Office Use Only:

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)

Property Assessment Roll Number: _____

A. Applicant Information

Name of Owner

Address

Town and Postal Code

Phone Number

Cell Number

Email

Name of Applicant

Address

Town and Postal Code

Phone Number

Cell Number

Email

Name of Agent

Address

Town and Postal Code

Phone Number

Cell Number

Email

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

☐ Owner

☐ Agent

☐ Applicant

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

B. Location, Legal Description and Property Information

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

Municipal Civic Address: _____

Present Official Plan Designation(s): _____

Present Zoning: _____

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

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

3. Present use of the subject lands:

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

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

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

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

If yes, identify and provide details of the building:

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

9. Existing use of abutting properties:

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

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

C. Purpose of Development Application

Note: Please complete all that apply.

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

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

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

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

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

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

Frontage: _____

Depth: _____

Width: _____

Lot Area: _____

Present Use: _____

Proposed Use: _____

Proposed final lot size (if boundary adjustment): _____

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

Description of land intended to be retained in metric units:

Frontage: _____

Depth: _____

Width: _____

Lot Area: _____

Present Use: _____

Proposed Use: _____

Buildings on retained land: _____

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

Frontage: _____

Depth: _____

Width: _____

Area: _____

Proposed use: _____

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

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

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

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

10. Building Size

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

11. Off Street Parking and Loading Facilities

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

12. Residential (if applicable)

Number of buildings existing: _____

Number of buildings proposed: _____

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

If yes, describe: _____

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

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

13. Commercial/Industrial Uses (if applicable)

Number of buildings existing: _____

Number of buildings proposed: _____

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

If yes, describe:

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

Seating Capacity (for assembly halls or similar): _____

Total number of fixed seats: _____

Describe the type of business(es) proposed: _____

Total number of staff proposed initially: _____

Total number of staff proposed in five years: _____

Maximum number of staff on the largest shift: _____

Is open storage required: ☐ Yes ☐ No

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

☐ Yes ☐ No If yes please describe:

14. Institutional (if applicable)

Describe the type of use proposed: _____

Seating capacity (if applicable): _____

Number of beds (if applicable): _____

Total number of staff proposed initially: _____

Total number of staff proposed in five years: _____

Maximum number of staff on the largest shift: _____

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

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

D. Previous Use of the Property

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

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

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

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

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

E. Provincial Policy

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

If no, please explain:

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

If no, please explain:

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

If no, please explain:

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

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

Livestock facility or stockyard (submit MDS Calculation with application)

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

Wooded area

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

Municipal Landfill

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

Sewage treatment plant or waste stabilization plant

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

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

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

Floodplain

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

Rehabilitated mine site

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

Non-operating mine site within one kilometre

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

Active mine site within one kilometre

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

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

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

Active railway line

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

Seasonal wetness of lands

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

Erosion

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

Abandoned gas wells

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

F. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

- | | |
|--|---|
| ☐ Municipal piped water | ☐ Communal wells |
| ☐ Individual wells | ☐ Other (describe below) |
-

Sewage Treatment

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

Storm Drainage

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

2. Existing or proposed access to subject lands:

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

Name of road/street: _____

G. Other Information

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

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

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

H. Supporting Material to be submitted by Applicant

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

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

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

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

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

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

Site Plan applications will require the following supporting materials:

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

Standard condominium exemptions will require the following supporting materials:

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

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

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

I. Development Agreements

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

J. Transfers, Easements and Postponement of Interest

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

K. Permission to Enter Subject Lands

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

L. Freedom of Information

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

W. Vermeersch

Owner/Applicant Signature

April 10th 2025

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 VanMeer Farms Inc c/o - Willy Vermeersch am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize G. Douglas Vallee Limited c/o - Eldon Darbyson 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.

W. Vermeersch

Owner

April 10th 2025

Date

Owner

Date

N. Declaration

I, Willy Vermeersch of VanMeer Farms Inc

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:

NORFOLK COUNTY

W Vermeersch

Owner/Applicant Signature

In Simcoe

This 10th day of APRIL

A.D., 20 25

[Signature]

A Commissioner, etc.

ELDON FRASER DARBYSON,

a Commissioner, etc., Province of Ontario,

for G. Douglas Vallee Limited.

Expires August 21, 2027.



Norfolk County Pre-Consultation Checklist

Please select the type of application required:

- | | |
|---|--|
| ☐ Official Plan Amendment | ☐ Draft Plan of Condominium |
| ☒ Zoning By-law Amendment | ☐ Site Plan |
| ☐ Draft Plan of Subdivision | |

Please read all the information in this document on the requirements for future development planning applications. As a result of the information shared at the pre-consultation meeting dated August 28, 2024, the following applications and qualified professional documents/reports are required as part of a complete application. Please include all listed items with the application to ensure a complete application. The County reserves the right to change, reduce or add requirements for a complete application, particularly if the submission does not match the proposal as reviewed during the pre-submission consultation meeting.

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

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

1. Property Information and Proposal Summary

Registered owner: Vanmeer Farms Inc.

Applicant/agent (if different than owner): Eldon Darbyson, G. D. Vallee Ltd.

Property address: 310 10th Concession Road

Roll Number(s): 3310542030081000000

Current Official Plan designation and Zoning: Agricultural OP Designation and Hazard Lands OP Designation, Agricultural Zone and Hazard Land Zone

Proposal: The applicant proposes a Surplus Farm Dwelling Severance seeking to include existing agricultural structure with the proposed severance.

2. Assigned File Planner

Name and Title: Andrew Wallace, Planner

Phone Number: 519-426-5870 ext. 1059

E-mail: andrew.wallace@norfolkcounty.ca

3. Required Studies and Plans for Complete Application

Submission Materials	Required?	Notes:
Planning Requirements		
Completed Application Form	☒	
Concept Plan	☒	
Draft Plan of Subdivision	☐	
Building Elevations	☐	
Building Floor Plans and Roof Plans	☐	
Landscaping Plan	☐	
Minimum Distance Separation Schedule	☐	
Photometrics (Lighting) Plan	☐	
Site Plan and Site Plan Details	☐	
Survey/Legal Plan	☒	
Topographical Survey	☒	
Agricultural Impact Assessment	☐	
Air Treatment Control Study	☐	
Archeological Assessment		
Marine Archeological Assessment	☐	
Draft Official Plan Amendment	☐	

Submission Materials	Required?	Notes:
Draft Zoning By-law Amendment	☐	
Dust, Noise and Vibration Study	☐	Note for Applicants: This report shall be peer reviewed at the owner's expense.
Environmental Impact Study	☐	Note for Applicants: This report shall be peer reviewed at the owner's expense.
Environmental Site Assessment and Record of Site Condition	☐	RSC not required for first submission for a draft plan of subdivision but will be required as a condition of approval
Farm Business Registration		
Heritage Impact Assessment	☐	
Land Use Compatibility Study	☐	Note for Applicants: This report shall be peer reviewed at the owner's expense.
Market Impact Analysis	☐	Note for Applicants: This report shall be peer reviewed at the owner's expense.
On-Site Sewage Evaluation	☒	
Parking Plan	☐	
Planning Justification Report	☒	Not Required for site plan applications or standard draft plan of condominium
Planning Justification Brief/Letter		For minor applications.
Restricted Land Use Screening Form	☐	
Shadow Study	☐	
Urban Design Brief	☐	
Other:	☐	
Engineering Requirements		
	☐	Please see table below on page 6
Additional Conservation Authority Requirements		
Conservation Authority Permit	☐	
Coastal Engineers Report	☐	
Master Drainage Study	☐	
Slope Stability Analysis / Erosion Analysis	☐	
Site Concept Plan	☒	Required for Planning Application

Submission Materials	Required?	Notes:
Other:	☐	

4. Detailed Comments Pertinent to the Application:

i. Norfolk County Planning

Contact Name(s) and Title(s): Andrew Wallace, Planner

Email: andrew.wallace@norfolkcounty.ca

Comments:

The proposal seeks to undertake a ZBA to allow the inclusion of a large agricultural barn as part of a surplus farm dwelling severance. This is required as agricultural buildings are not considered part of the residential use of the land, this barn in particular is over the allowable usable floor area for an outbuilding as part of a surplus farm dwelling severance, and the lot area to be severed is not the minimum necessary to accommodate the residential needs of the lot to be severed. This would generally include the lot area required to accommodate the dwelling, vehicle access, septic systems, wells and any existing residential accessory buildings.

This is not a precedent which sits well with the intent of the Official Plan or the Zoning By-law. There are adaptations to the barn which can be made to overcome the required spatial separation between an agricultural building and a dwelling on a separate lot which can be addressed through building. Given this barn has had no accessory residential use, it cannot be considered part of the surplus dwelling severance, with or without relief from usable floor area. The lot would not constitute the minimum size necessary to accommodate the residential uses of the land.

The proximity of the barn to the dwelling in this situation is not an isolated situation in Norfolk County and this is not a precedent Planning Staff would support setting. If this were to be submitted, part of the planning justification would have to address why the barn is no longer necessary to the viability of the farming operation; this would be in lieu of an Agricultural Impact Assessment. If the reality is that a new barn would just be built, then this would result in the loss of additional, farmable, prime agricultural land without adequate justification. The requirements for a complete application are in the matrix above.

ii. Norfolk County Building

Contact Name(s) and Title(s): Lisa Jennings, Building Inspector II

Email: lisa.jennings@norfolkcounty.ca

Comments:

The building department has reviewed the proposal for severance and has the following conditions:

1. For fire safety reasons, farm buildings are required to have spatial separation calculations completed when located less than 30m from a property line. A qualified Designer needs to provide spatial separation calculations as per OBC Subsection 9.10.14 for the exposed building face of the farm building with a setback of 3m and 15m from the proposed property lines on the retained lands. If calculations determine proposed property line creates a hazard, options for compliance include:
 - a. Demolishing existing buildings on retained lands. No demolition permit is required to demolish a farm building.
 - b. Complete compensating construction. Obtain a building permit and have inspections completed in accordance with the Ontario Building Code
 - c. Propose an alternative location for the proposed property line to remove the hazard based on spatial separation calculations.
2. Receipt of a letter from the Building Department indicating that the requirement for spatial separation compliance have been completed to the satisfaction of the Building Department
3. A Building Department review fee will be required as per the current User Fee By-Law.
4. For the retained lands: It is unclear where the existing onsite sewage system is located. An On-Site Sewage System Evaluation form needs to be completed by a qualified person engaged in the business of constructing onsite sewage systems. If a sewage system evaluation determines the system is too close to the proposed property line the options for compliance are;
 1. move the property line
 2. relocate the septic system, this will require a septic permit to be obtained and the work to be completed
 3. Receipt of a letter from the Building Department indicating that the requirement for onsite sewage disposal system compliance has been completed to the satisfaction of the Building Department
5. Receipt of a letter from the Building Department indicating that the requirement for onsite sewage disposal system compliance has been completed to the satisfaction of the Building Department
Once work is completed, the Building Department will notify the Secretary of Committee of Adjustment about lifting the conditions
6. The greenhouse that is existing on the property will require a minor variance/zoning amendment to allow this with the accessory building size, or the building is to be demolished.

iii. **Norfolk County Engineering and Infrastructure Services**

Contact Name and Title: Robert Bardaloo, Junior Development Technologist

Email: Robert.bardaloo@norfolkcounty.ca

Comments:

Development Engineering – 310 10th Concession Road (ZBA then Severance)

Development Engineering requirements to proceed The below requirements are to be submitted as part of the Formal Development Planning application.	Required at Zoning Stage	Applicable at Severance Stage	Potentially Required (See Notes Section)
General Requirements			
Concept Plan	X	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			X
Functional Servicing Brief		X	
Consolidated Linear Infrastructure approval for Sanitary and/or Storm sewer Extension or Alteration			
Form 1 Approval for Watermain extension or Alteration.			
Ministry of Environment, Conservation and Parks Permit (Sanitary PS exceeding 30L/s.)			
Water Servicing Requirements– Section 10.0 Norfolk County Design Criteria and ISMP Section 4.0			
Extension of Watermain			
Water main Looping			
Easement and/or Block Registration			
Disconnection of Water Service(s) to Property Line			
Disconnection of Water Service(s) to Main			
Water Modelling (County Consultant)			
Backflow Preventer (RPZ)			

Water Allocation			
Sanitary Servicing Requirements – Section 9.0 Norfolk County Design Criteria and ISMP Section 4.0			
Sanitary Drainage Plan			
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			
Storm Water Servicing Requirements – Section 7.0 and Section 8 Norfolk County Design Criteria and ISMP Section 4.0			
Storm Water Management Design Report (including calculations)			
Storm Water Drainage Plan			
Storm Sewer Design Sheet			
Establish/Confirm Legal and Adequate Outlet			
Anticipated Flow/Analysis to Receiving Collection System			
Extension of Storm Water Mainline			
Easement and/or Block Registration			
Municipal Drainage			
Transportation Requirements – Section 6.0 Norfolk County Design Criteria, ISMP Section 5.0, Section 6.0 and Appendix J			
Traffic Impact Study			
Street Signage/Traffic Control Plan			
Improvements to Existing Roads & Sidewalk (urbanization, pavement structure, widening sidewalk replacement, upgrades, extension and accessibility)			

General Notes:

1. All reports and drawings are to be signed and stamped by a Professional Engineer (P. Eng) and adhere to Norfolk County's Design Criteria and Integrated Sustainable Master Plan (ISMP). A copy of these criteria is available upon request.
2. All applicable permits and inspections to be issued by Public Works

Zoning By-Law Amendment Application Stage:

All reports and studies are to be signed and sealed by a Professional Engineer and are to adhere to Norfolk County Design Criteria.

1. Concept Plan

Applicable at Severance Stage:

2. It is noted that As per Norfolk County By-law 2016-32, an entrance permit and installation of entrance will be required for the **retained** parcel
3. It is noted that As per Norfolk County By-Law 2016-32, only one entrance is permitted per lot. For the severed lot
4. 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
5. Full Development Engineering comments will be provided at the time of severance.

v. **Norfolk County Realty Services**

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

Email: realty.services@norfolkcounty.ca

Comments:

No Comments at this time.

iv. **Haldimand Norfolk Health Unit**

Contact Name and Title: Alex Dobias, Health Promoter

Email: alex.dobias@hnhss.ca

Comments:

No comments

v. **Long Point Regional Conservation Authority – Summary of Recommendation**

Contact Name and Title: Leigh-Anne Mauthe, Manager of Watershed Services

Email: lmauthe@lprca.on.ca

Comments:

Conservation Authority Requirements for <u>Planning Application</u>:	Required
The below requirements are to be submitted as part of a complete application:	
Planning Justification Report that includes Section 3.1 of the PPS (2020)	
Topographic Survey	
Slope Stability Assessment by a qualified Geotechnical Engineer	
Coastal Engineers Report	
Topographic Survey	
Grading Plan	
Site concept plan	X

Provincial Policy Statement, 2020, Section 3.1 Natural Hazards

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

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

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

A portion of the property at 310 10th Concession Road Langton is subject to flooding and erosion hazards associated with Venison Creek. As the area of the proposed severance is outside the area subject to flooding or erosion LPRCA have no concerns with the proposed severance.

Conservation Authority Requirements for <u>LPRCA Permit Application</u>:	May be required	Required
The below requirements are to be submitted as part of a complete application:		
Conservation Authority Permit form		
Slope Stability Assessment by a qualified Geotechnical Engineer		
Coastal Engineers Report		
Topographic Survey		
Grading Plan		
Site plan		
Shoreline protection		

Ontario Regulation 41/24 - Prohibited Activities, Exemptions and Permits Regulation

A portion of retained property is regulated by the Long Point Region Conservation Authority under Ontario Regulation 41/24. Permission from this office is required prior to any development within the regulated area.

Development activities are defined as:

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

Current Planning Application Fees (2024)

Pre-consultation Fee - \$339

Combined Official Plan/Zoning By-Law Amendment- \$813.60

Zoning By-Law Amendment- \$514.15*

Variance- \$514.15*

* Accompanied by 1 technical report- \$813.60, Accompanied by 2 technical reports- \$1,615.90

vi. Mississaugas of the Credit First Nation

Contact Name and Title: Abby Lee LaForme, Consultation Officer

Email: abby.laforme@mncfn.ca

Comments:

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

The Mississaugas of the Credit First Nation hereby notify you that we are the Treaty Holders of the land on which the land severance will be taking place. This project is located on the Between the Lakes Treaty No. 3, of 1792.

Therefore, the MCFN Department of Consultation and Accommodation (DOCA) has no comments or concerns at this time. Please notify MCFN DOCA if the scope of the project changes.

5. Notes and Clauses:

1. The purpose of this document is to identify the information required to commence processing a complete application as set out in the Planning Act,

R.S.O. 1990, CHAPTER P.13, as amended and the County's Official Plan.

2. Pre-consultation does not imply or suggest any decision whatsoever on behalf of staff or the County to either support or refuse the application.
3. The application should be aware that the information provided is accurate as of the date of the pre-consultation meeting. Should an application not be submitted within a year, and should other policies, by-laws or procedures be approved by the Province, County, or other agencies prior to the submission of a formal application, the applicant will be subject to any new policies, by-laws or procedures that are in effect at the time of the submission of a formal application. **If an application is not submitted within one (1) year, another pre-consultation meeting shall be required, unless an exception is granted in writing by the Director of Planning**
4. It is hereby understood that during the review of the application additional studies or information may be required as a result of issues arising during the processing of the application or the review of the submitted studies.
5. If the County does not have sufficient expertise to review and determine that a study is acceptable, the County may require a peer review. The terms of reference for a peer review is determined by the County and paid for by the applicant.
6. Please note if performance securities are required by the County to secure any internal and external development works, a recommended condition for your planning application approval will be to enter into a development agreement with the County. The agreement will be registered on title to the subject lands, at the owner's expense. The additional requirements for an agreement could include, but are not limited to the following:
 - Engineering drawing review
 - Engineer's schedule of costs for the works
 - Clearance letter and supporting documentation to support condition clearance
 - User fees and performance securities
 - Current property identification number (PIN printout)
 - Owner's commercial general liability insurance certificate
 - Professional liability insurance certificate
 - Postponement of interest
 - Transfers and / or transfer easements along with registered reference plan

6. Signatures

Staff Signatures

County Planning Staff :

Date:

Planning Staff Signature:

Applicant/Owner Signature

Owner Name (print):

Applicant Name (Print):

Owner Signature:

Applicant Signature:

Date:

Appendix A: Planning Reference Materials

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

Provincial Policy Statement, 2020

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

Norfolk County Official Plan

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

Section 9.6.1 outlines requirements in relation to requests to amend the Official Plan. Section 9.6.2 outlines requirements in relation to requests to amend the Zoning By-law.

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

Norfolk County Zoning By-Law 1-Z-2014

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

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

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

Endangered and Threatened Species:

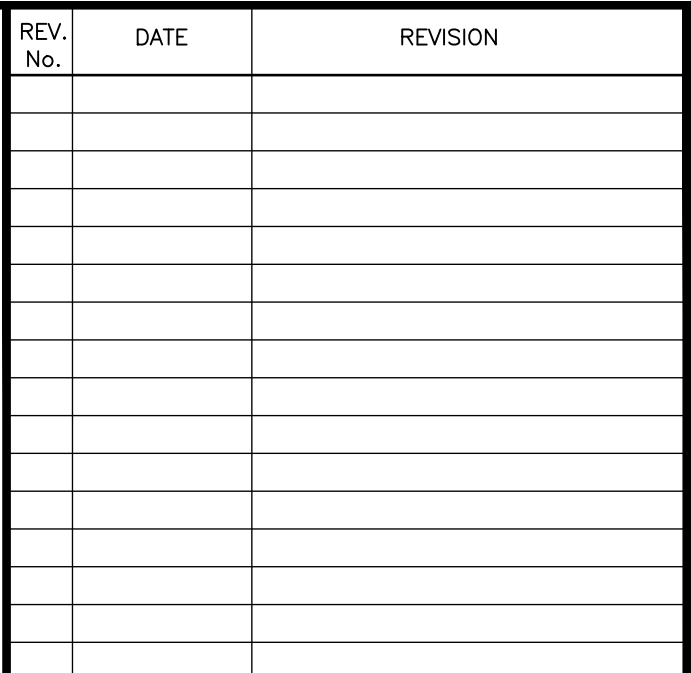
Endangered and threatened species and their habitat are protected under the provinces Endangered Species Act, 2007 (ESA), O. Reg. 242/08 and O. Reg. 830/21. The Act prohibits development or site alteration within areas of significant habitat for endangered or threatened species without demonstrating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

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

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

Norfolk County Engineering Design Standards

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



PRELIMINARY
NOT TO BE USED
FOR CONSTRUCTION



Stamp

Drawing Title
CONCEPT SITE PLAN

Checked by :	Date Started : January 30, 2025
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Project No.	24-013
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Property Information	
Municipal Address	310 North Walsingham Conc. 10
Assessment Roll Number	
Date of Evaluation	March 15, 2025

Evaluators Information	
Evaluators Name:	Larry Dedrick
Company Name:	Dedrick Bros. Excavating L.P.
Address:	380 Lynedoch Rd, Delhi
Phone:	519-582-2069
Email	dbel@kwic.com
BCIN #	(16930) & 12191
Purpose of Evaluation	☐ Consent ☐ Zoning ☐ Minor Variance ☐ Site Plan ☐ Building Permit Application ☒ Other <u>Severance</u>
Building Information	☒ Residential ☐ Commercial ☐ Industrial ☐ Agricultural

Gross building area: (m ²).	188.7
Number of bedrooms:	3
Number of fixture units:	17.5
Daily Design Flow: (Litres)	1,600
Is the building currently occupied?	☒ Yes ☐ No If No, how long?

Site Evaluation	
Soil type, percolation time (T)	Sand 10-12
Site slope	☐ Flat ☒ Moderate ☐ Steep
Soil condition:	☐ Wet ☒ Dry
Surface discharge observed	☐ Yes ☒ No
Odour detected:	☐ Yes ☒ No
Weather at time of evaluation:	Cold & Sunny

System Description	
☐ Class 1 - Privy ☐ Class 2- Greywater ☐ Class 3 - Cesspool ☒ Class 4 - Leaching Bed) ☐ Class 5 - Holding Tank	

Type of leaching bed. Class 4 -Leaching Bed only - Complete & attach Worksheet E		
☒ A. Absorption Trench	☐ B. Filter Bed	☐ C. Shallow Buried Trench
☐ D. Advance Treatment System	☐ E. Type A Dispersal Bed	☐ F. Type B Dispersal Bed

Existing Tank Size (litres):		
☒ Pre-cast Concrete 800gal	☐ Plastic	☐ Fibreglass
☐ Wood (3600L)	☐ Other (specify):	Pump: ☐ Yes ☒ No
☒ In ground system	☐ Raised Bed system Height raised above original grade (metres)	

Setbacks (metres)	Tank		Distribution Pipe	
Distance to buildings & structures	11' 45"		27'	
Distance to bodies of water	None		None	
Distance to nearest well	84'		100'	
Distance to proposed property lines	Front: 218' Rear: 61'	Left: 51' East Right: 150'	Front: 242' Rear: 53'	Left: 12' East Right: 168'

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

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

B) Plus Additional Flow for:		Quantity	(Q) Litres	Total
Note: Use the largest additional flow calculation to determine Daily Design Flow (Q). If none apply Subtotal (B) is zero.				
Either	Each bedroom over 5		500	0
Or	Floor space for each 10m ² over 200m ² up to 400m ²		100	0
	Floor space for each 10m ² over 400m ² up to 600m ²		75	0
	Floor space for each 10m ² over 600m ²		50	0
Or	Each Fixture Unit over 20 fixture Units (Total of Worksheet B - 20 = Quantity)		50	0
Subtotal (B)				0
Subtotal A+B=Daily Design Flow (Q)				1600

Worksheet B: Dwellings Fixture Unit Count

Fixtures	Units	How Many?	Total
Bath group (toilet, sink, tub or shower) with flush tank	6.0	X 2	= 12
Bathtub only (with or without shower)	1.5	X	=
Shower stall	1.5	X	=
Wash basin / Lavatory (1.5 inch trap)	1.5	X	=
Water closet (toilet) tank operated	4.0	X	=
Bidet	1.0	X	=
Dishwasher	1.0	X 1	= 1
Floor Drain (3 inch trap)	3.0	X	=
Sink (with/without garbage grinder, domestic and other small type single, double or 2 single with a common trap)	1.5	X	= 1.5
Domestic washing machine	1.5	X	= 1.5
Combination sink and laundry tray single or double (installed on 1.5 inch trap)	1.5	X	= 1.5
Other:			
Total Number of Fixture Units:			17.5

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

Worksheet C: Other occupancies types

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

Other Occupancy Daily Design Flow Calculation (Q)

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

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

Work Sheet D: Septic Tank Size

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

Minimum holding tank size permitted by the Ontario Building Code is 9000 litres.

Occupancy type	Daily Design Flow (Q)	Minimum tank size (L)
Residential Occupancy house, apartment, camp for housing of workers	$1600 \times 2 = 3200L$ (3600L)	
All Other Occupancies	X 3 =	
Holding Tank	X 7 =	

Worksheet E: Leaching Bed Calculations (Class 4)

Part 1: Complete All

Type of leaching bed (select one)

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

Percolation rate of native soil (T):

Name of licensed testing agency:

- ☐ In ground system
☐ Raised Bed system

Height raised above original grade (metres)

Mantel (if applicable) ☐ Imported ☐ Native Soil

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

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

☒ A. Absorption Trench

Total length of distribution pipe

Conventional $(Q \times T) + 200 = 1600 \times 11 \div 200 = 88$ m
 Type I leaching chambers $(Q \times T) + 200 =$ _____ m
 Type II leaching chambers $(Q \times T) + 300 =$ _____ m
 Configured as: 6 runs of 14.66 m Total: 88 m

☐ B. Filter Bed

Effective Area

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

If $Q > 3000$ litres per day use $Q + 50$

Level II-IV treatment units,
use $Q + 100$

Distribution Pipe

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

Mantel (see Part 1)

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

Configured as: _____ m x _____ m

Number of beds _____

Number of runs: _____ Spacing of runs: _____ m

Contact Area: (_____ (Q) X _____ (T)) + 850 = _____ m²

☐ C. Shallow Buried Trench

Percolation time
(T) of soil in
minutes:

Length of
distribution pipe
(metres)

$1 < T \leq 20$

$Q + 75$ metres

$20 < T \leq 50$

$Q + 50$ metres

$50 < T < 125$

$Q + 30$ metres

$(L) =$ _____ (Q) + _____ (75, 50, 30) = _____ m

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

☐ D. Advance Treatment System

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

☐ E. Type A Dispersal Bed

Stone Layer

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

If $Q > 3000$ litres per day, use $Q + 50$

Sand Layer

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

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

Stone Layer = _____ (Q) + _____ (75 or 50) = _____ m²

Sand Layer = (_____ (Q) x _____ (T)) + (850 or 400) = _____ m²

☐ F. Type B Dispersal Bed

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

Linear Loading Rate (LLR)

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

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

Area = (_____ (Q) x _____ (T)) + 400 = _____ m²

Pump chamber capacity = _____ L

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

Bed configuration = _____ m x _____ m = _____ m²

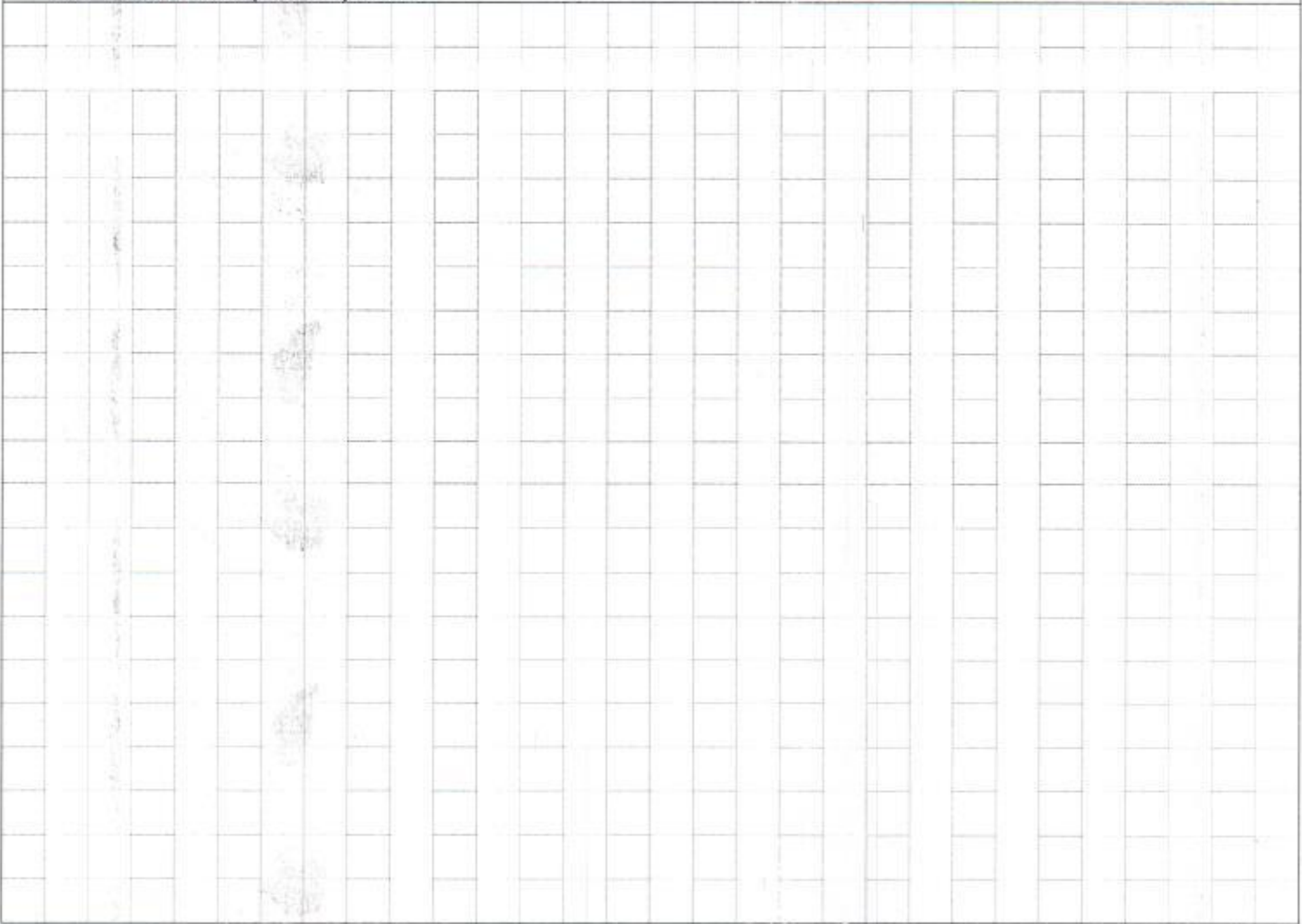
Number of Beds = _____

Distribution Pipe

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

Worksheet F: Cross Sectional Drawings

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

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

Overall System Rating

- ☒ System working properly / no work required.
- ☐ System functioning / Maintenance required.
- ☐ System functioning / Minor repairs required
- ☐ System failure / Replacement required.

Additional Comments:

Note: Any repair or replacement of an on-site sewage system requires a building permit.

Contact the Norfolk County Building Department at (519) 426-5870 ext. 6016 for more information.

Verification

Owner:

The owner is responsible for having a site evaluation conducted of the above mentioned property. Neither the evaluation nor the approval thereof shall exempt the owner(s) from complying with the Ontario Building Code or any other applicable law.

I, _____ (the owner of the subject property) hereby authorize the above mentioned evaluator to act on my behalf with respects to all matters pertaining to the existing onsite sewage system evaluation.

Owners Signature:

Date:

Evaluator:

I, Larry Pedrick 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 can 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:

Date: March 15

Building Department Review

Comments:

Building Inspectors Name:

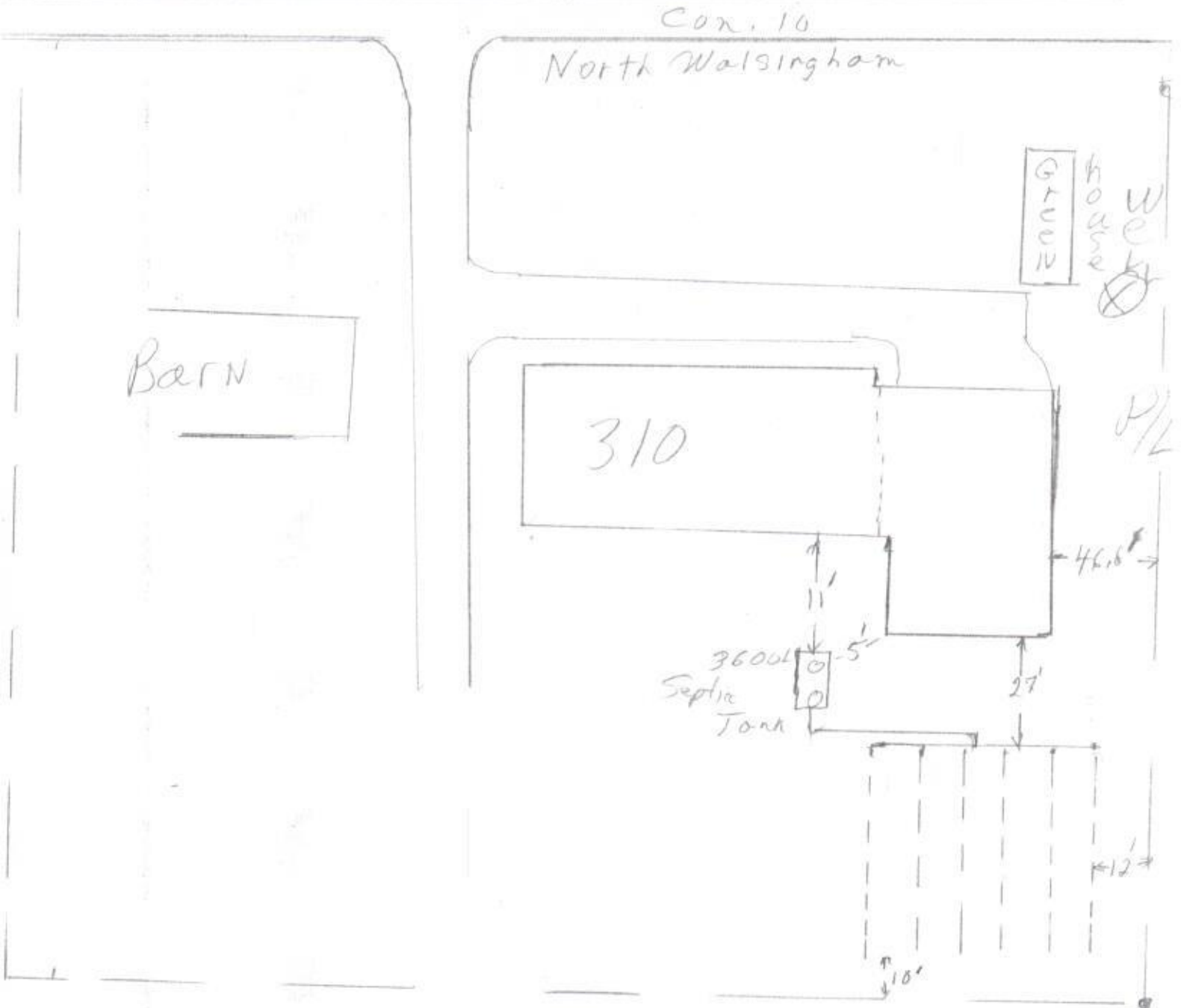
Building Inspector Signature:

Date:

Worksheet G: Septic Plot Plan

Please provide the following information on this work sheet:

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



**SKETCH FOR PROPOSED SEVERENCE
FOR VAN MEER FARMS
NOT TO SCALE**

CAUTION

- THIS IS NOT A PLAN OF SURVEY OR SURVEYOR'S REPORT AND SHALL
NOT BE USED FOR TRANSACTION OR FINANCING PURPOSES

**PARCEL "A"
TO BE SEVERED**
AREA = 0.68 HECTARES
FRONTAGE = 79.6
DEPTH = 85.1
WIDTH = 79.6
LOT COVERAGE = 11.6 %

**PARCEL "B"
TO BE RETAINED**
AREA = 73.0 HECTARES
FRONTAGE = 861.1
DEPTH = 930 (IRREGULAR)
WIDTH = 940.7 (IRREGULAR)

**PARCEL "B"
TO BE RETAINED
73.0 HECTARES**

AGRICULTURAL

NORTH



AGRICULTURAL

**PARCEL "B"
TO BE RETAINED
73.0 HECTARES**

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LEGAL DESCRIPTION
PART OF LOT 4 & 5 911 # 310
CONCESSION 9
GEOGRAPHIC TOWNSHIP OF NORTH WALSINGHAM
IN
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: 24-19377

VAN MEER FARMS
310 10TH CONC RD LANGTON

Bryn & Lauren Thomson
310 10th Concession Road
Langton, ON, N0E1G0
laurenathomson@hotmail.com
519-281-6638

September 30th, 2024

Municipal Planning Department, Norfolk County
185 Robinson Street, Suite 200
Simcoe, ON N3Y 5L6

To Whom It May Concern:

We are writing to provide clarification on the significance of the barn, and to respectfully request approval for the barn to remain as part of the lot being severed at 310 10th Concession Road, Langton. As lifelong residents of Norfolk County, my husband and I (along with our two young boys) have strong ties to this property, and the barn in particular, which holds sentimental and recreational value for our family.

The barn was an integral part of my childhood, as this was my late grandparents' property, which we now have taken up residence on. I've spent countless hours playing with my grandparents here, creating many fond memories in the house and in the barn that I now cherish. The barn holds deep sentimental value for our family and has been a centerpiece of family gatherings and outdoor memories. The barn symbolizes our connection to the land and the strong roots we've already established here.

Specifically, the barn has not been used for agricultural purposes for over 20 years. The house on the property is also quite small, so the barn has been a necessary hub for family parties, gatherings, Christmas, weddings and other celebrations. It serves as a space for leisure, enjoyment, and outdoor activities for our family. Both my husband and I have careers that are unrelated to farming; I am a full-time teacher, and my husband is a full-time firefighter. Our family enjoys an active, outdoor lifestyle, and the barn plays a vital role in that. We also use it to store outdoor, hunting/fishing, and home gym equipment, kids' toys, as well as recreational vehicles as the house is small. It is a safe space where our boys can play and practice sports like indoor hockey and roller skating. As a mom, I love that they can do this in the barn, rather than in my house! 😊 In essence, the barn serves as a recreational hub and gathering place for our active family.

My husband and I intend to continue growing our family here, giving our children the same joys of playing in the barn and exploring the outdoors. We intend for this property to be our forever home, where we can build new memories, continue family traditions and honor its legacy together for years to come.

Given the family significance of the barn as explained above, we kindly ask that you allow it to remain as part of the severed lot with the house. This structure is not being used for farming or business purposes and will have no relation to the agricultural nature of the surrounding land. Instead, it enhances the quality of life for our family, provides a place for physical activity, hobbies, family gatherings, and creating memories.

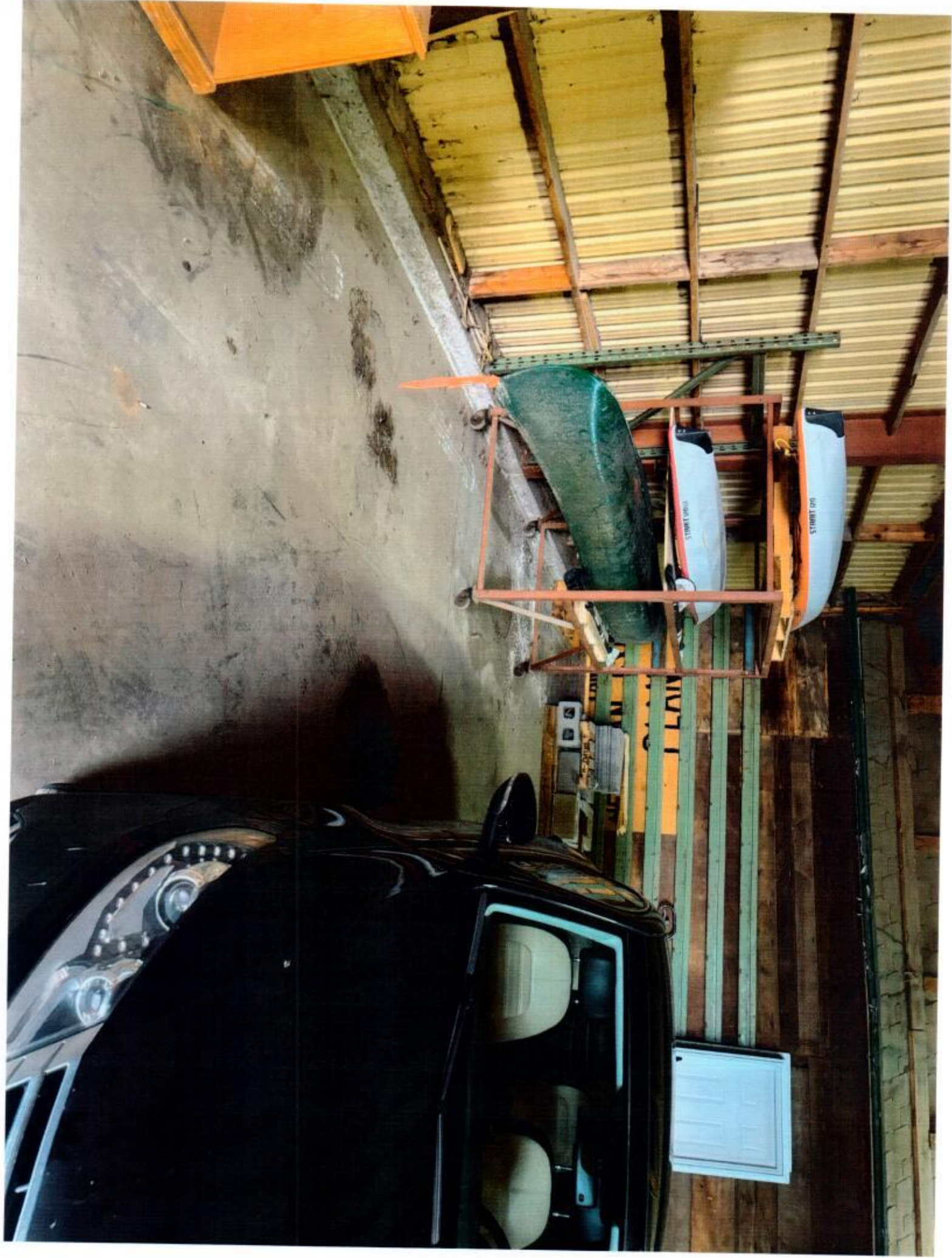
We sincerely appreciate your consideration of our request and are happy to provide any additional information. We look forward to a positive outcome that allows us to maintain the barn as part of our family lifestyle.

Thank you for your time and attention.

Sincerely,
Bryn & Lauren Thomson

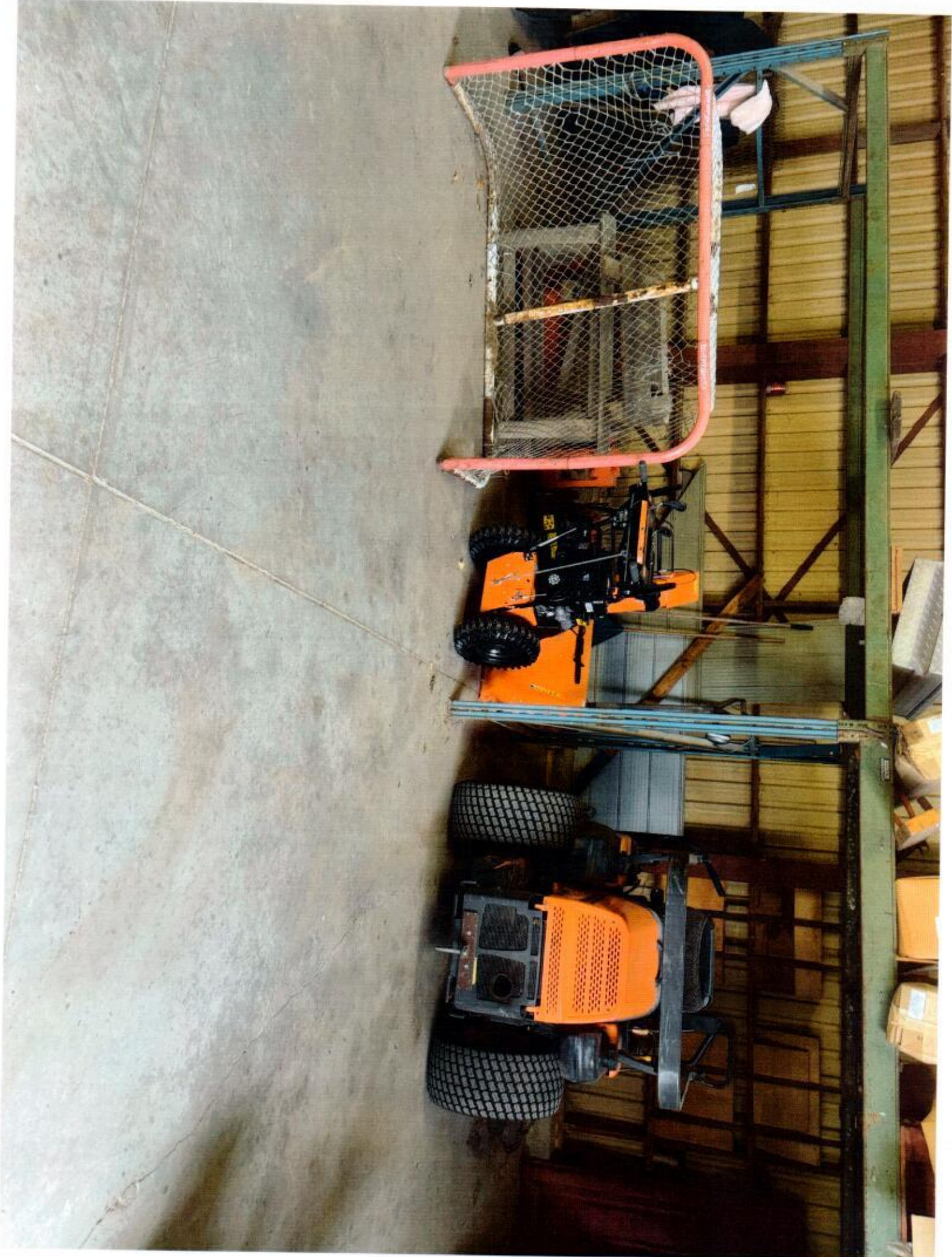




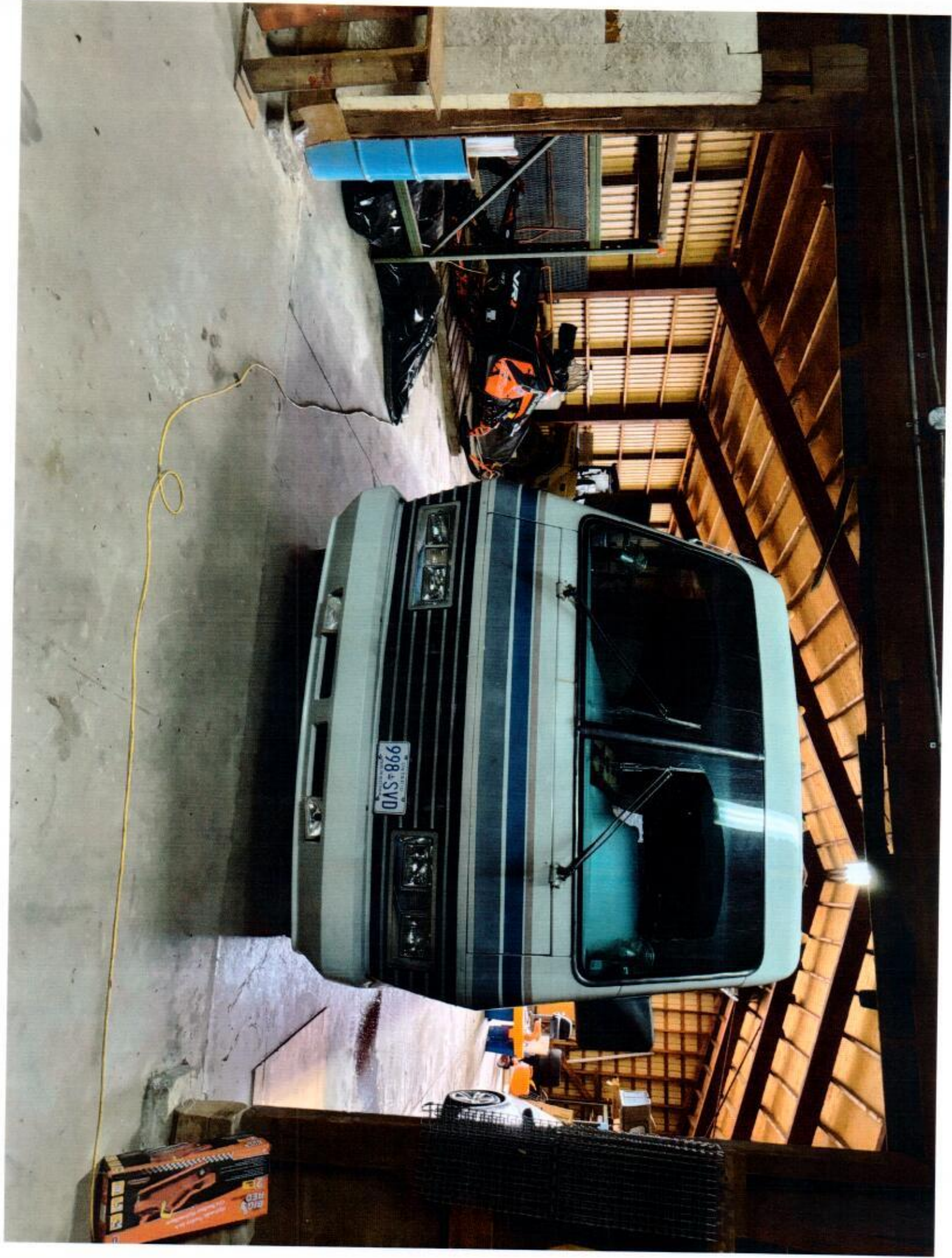




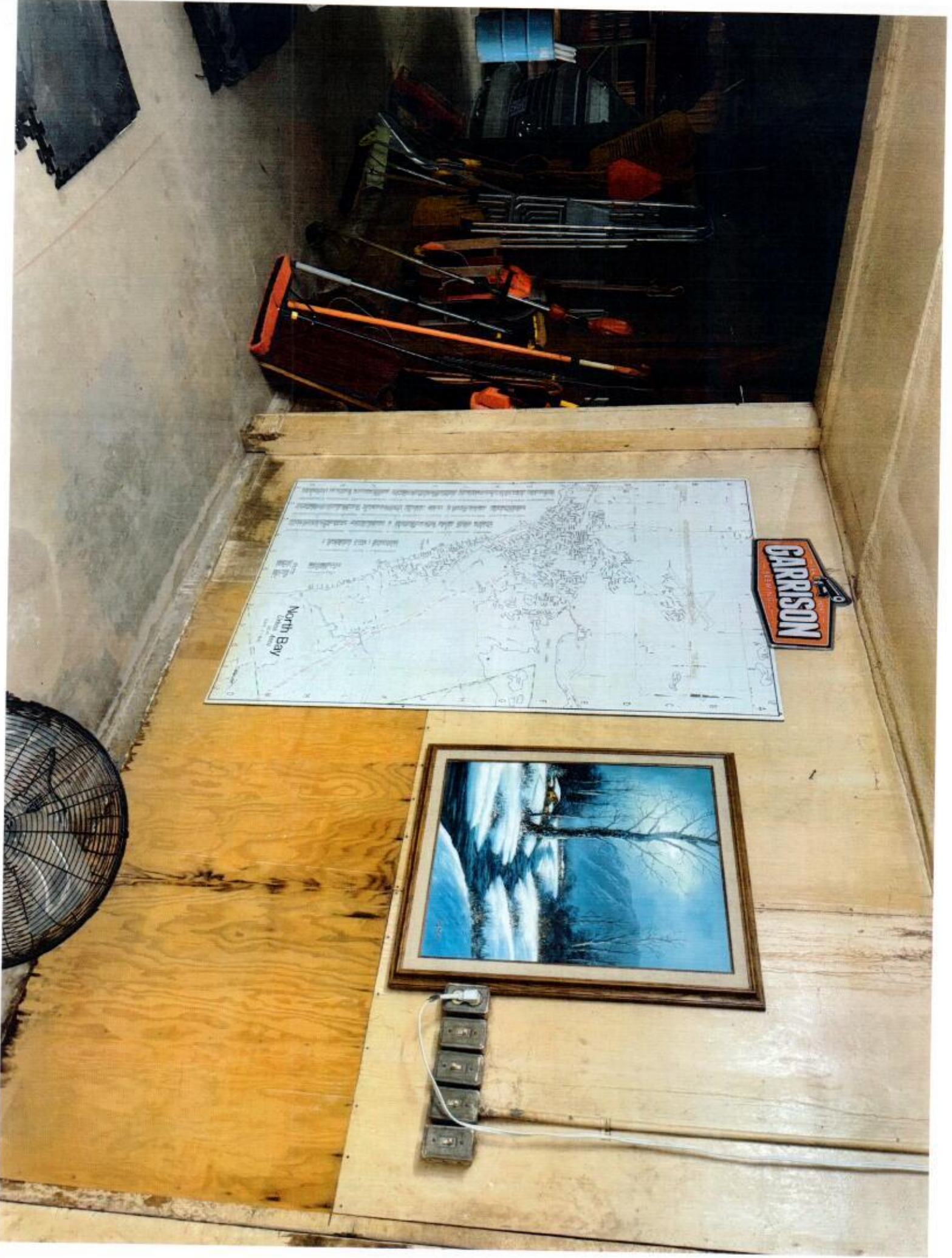




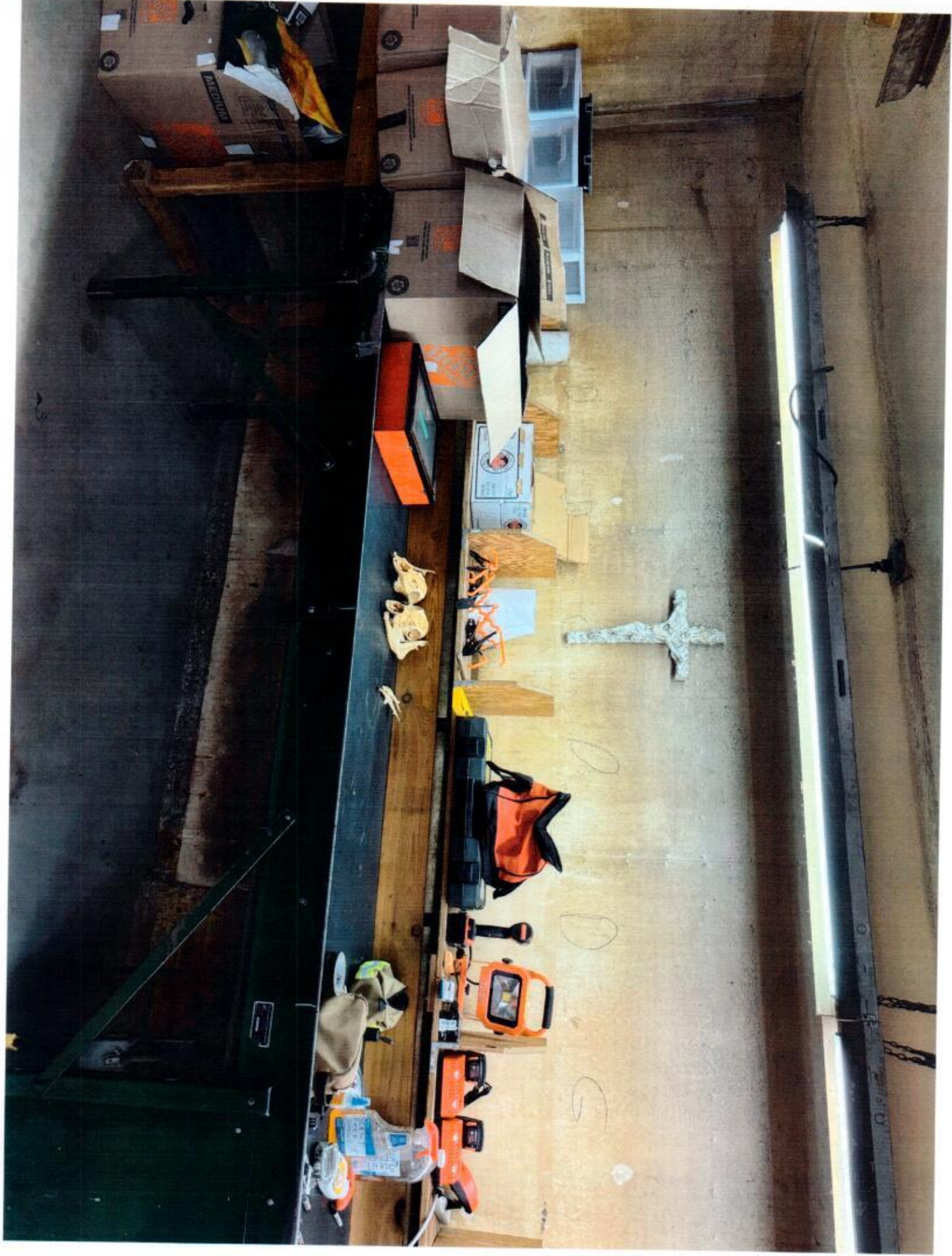


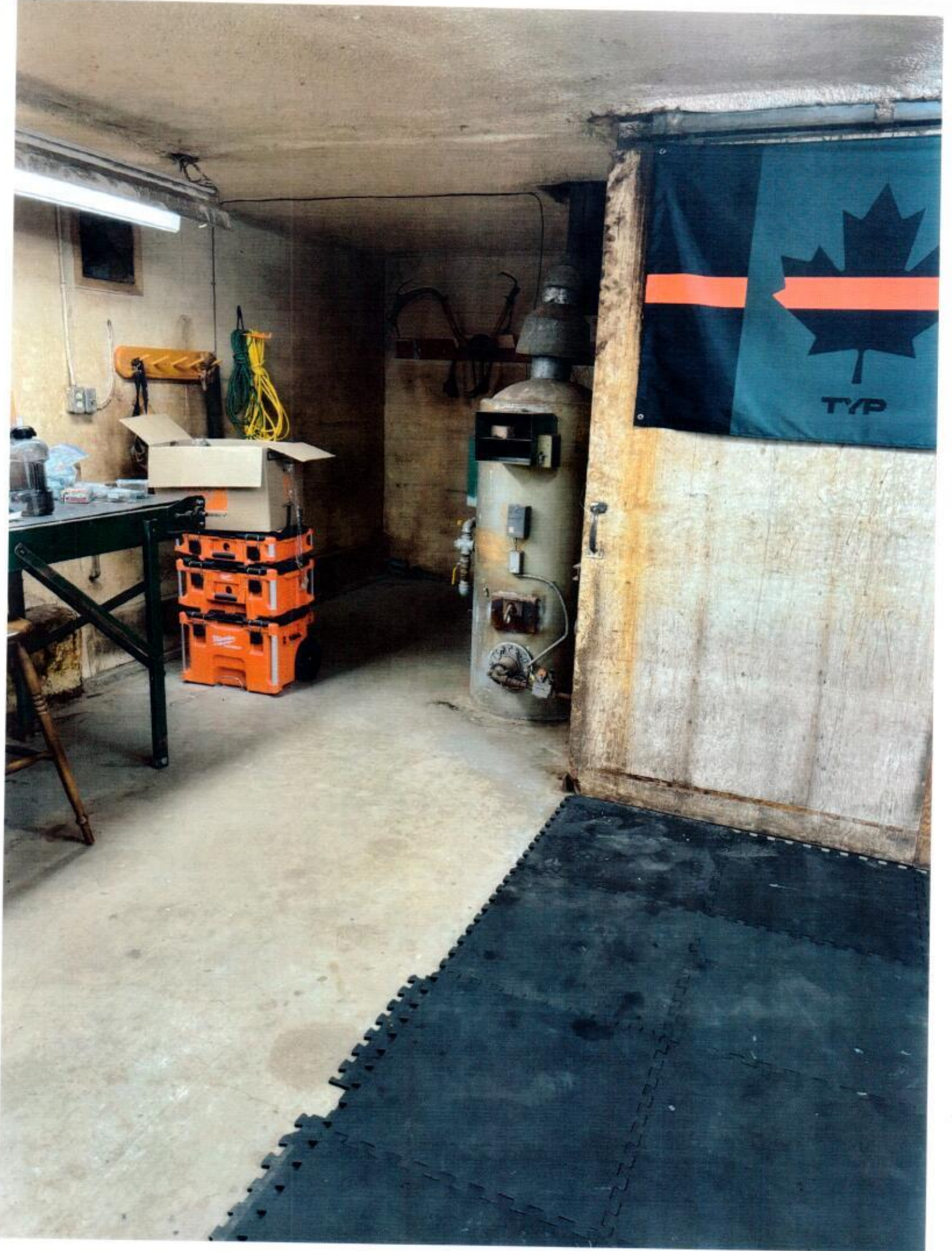


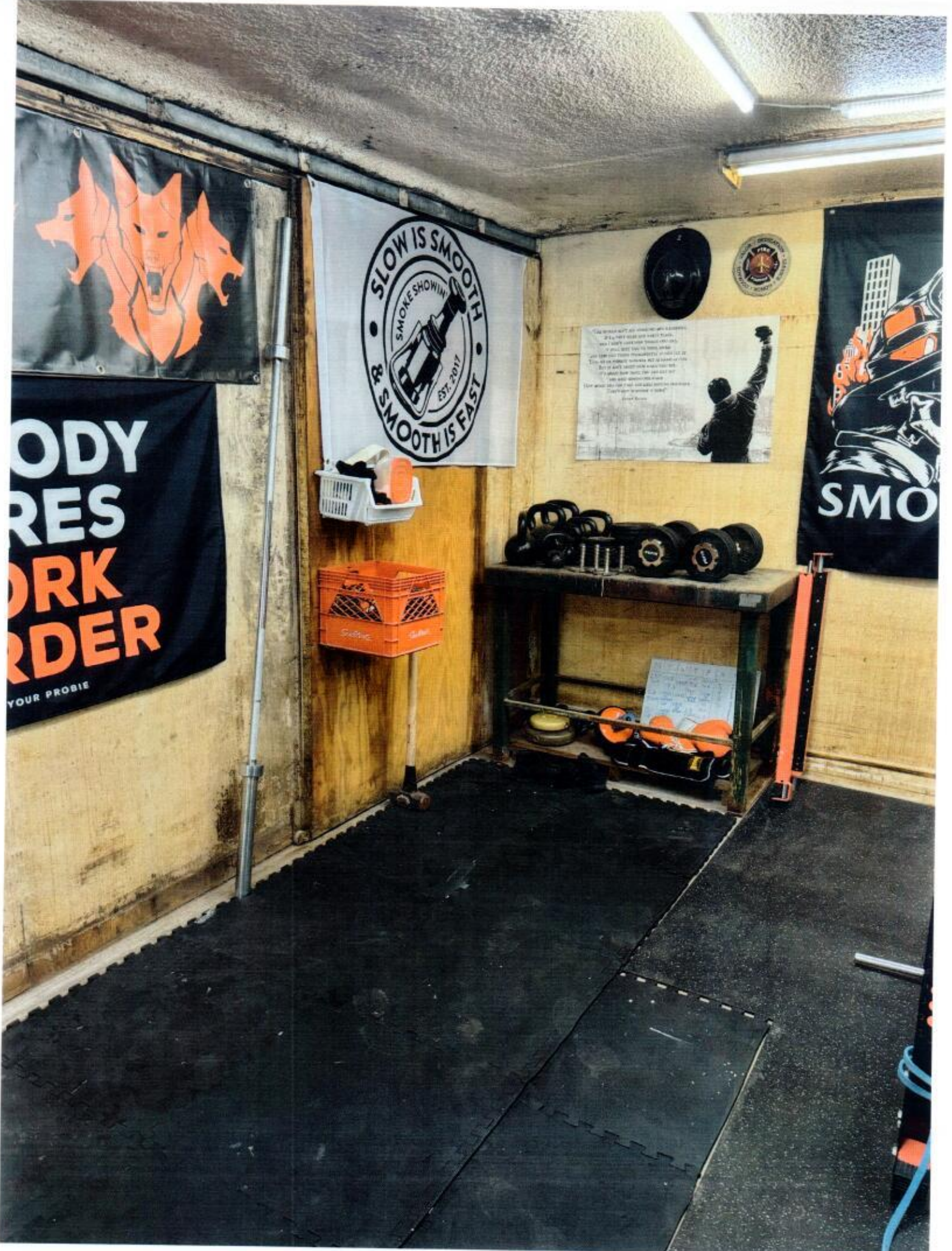


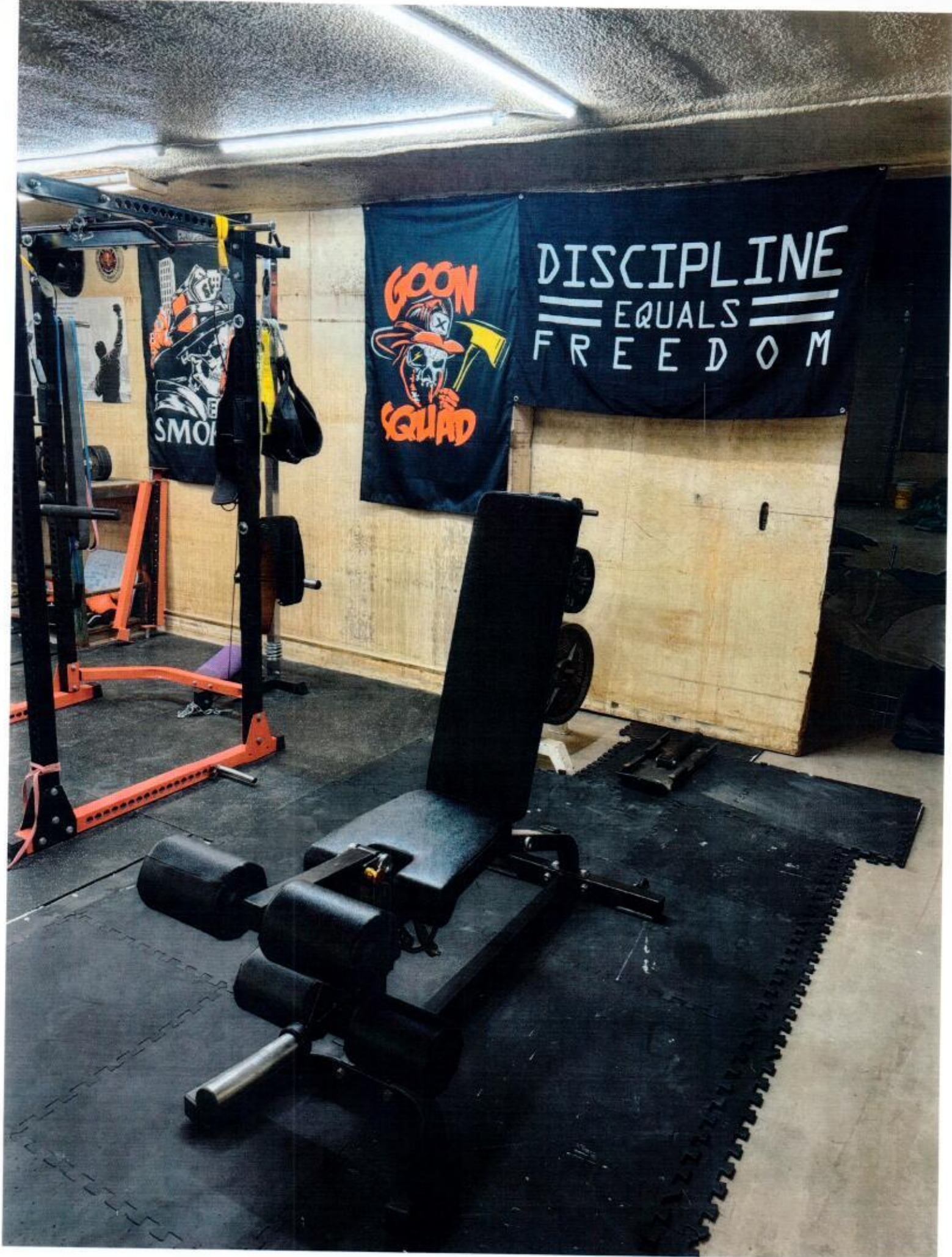












DISCIPLINE
EQUALS
FREEDOM

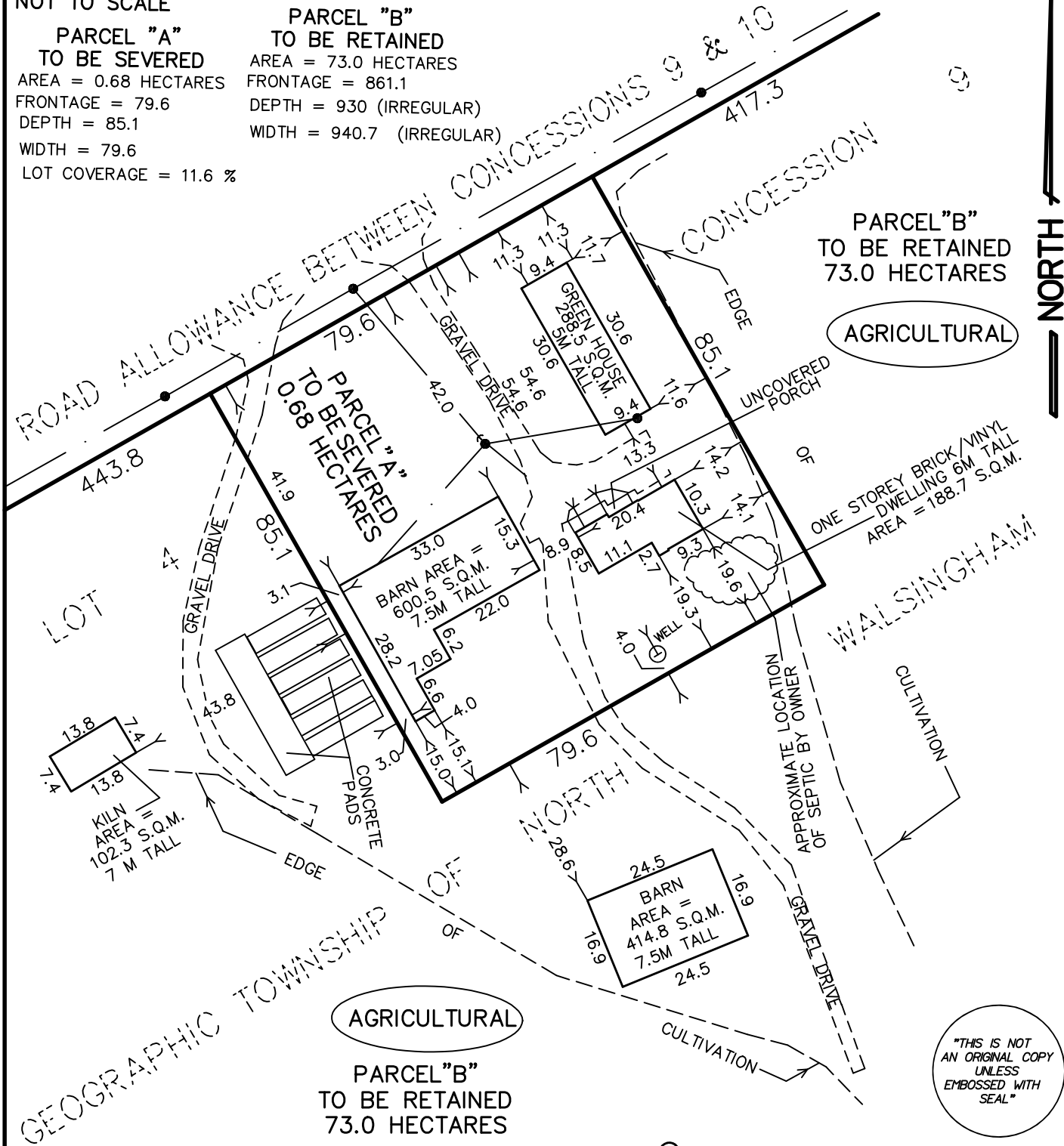
SKETCH FOR PROPOSED SEVERENCE
FOR VAN MEER FARMS
NOT TO SCALE

PARCEL "A"
TO BE SEVERED
AREA = 0.68 HECTARES
FRONTAGE = 79.6
DEPTH = 85.1
WIDTH = 79.6
LOT COVERAGE = 11.6 %

PARCEL "B"
TO BE RETAINED
AREA = 73.0 HECTARES
FRONTAGE = 861.1
DEPTH = 930 (IRREGULAR)
WIDTH = 940.7 (IRREGULAR)

CAUTION

- THIS IS NOT A PLAN OF SURVEY OR SURVEYOR'S REPORT AND SHALL NOT BE USED FOR TRANSACTION OR FINANCING PURPOSES



LEGAL DESCRIPTION
PART OF LOT 4 & 5
CONCESSION 9
GEOGRAPHIC TOWNSHIP OF NORTH WALSHINGHAM
IN
NORFOLK COUNTY

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PROJECT: 24-19377

VAN MEER FARMS
310 10th CONC RD LANGTON



Zoning By-law Amendment

VanMeer Farms

310 10th Concession Road,
Langton, Norfolk County

Planning Justification Report

May 21st, 2025
Our File: 24-013



vallee
*Consulting Engineers,
Architects & Planners*



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Introduction

G. Douglas Vallee Limited has been retained by VanMeer Farms (the client) to assist in obtaining the required planning approvals to facilitate zoning by-law amendment for 310 10th Concession Road, Langton in the Geographic township of North Walsingham.

The client is seeking to sever the existing dwelling, along with a barn as an accessory building, as they are surplus to the existing farm operation. As a result of the proposed severance, a special provision for the retained farmland is required so that no new residential dwelling shall be permitted on the agricultural lot, and to permit the existing barn (a residential accessory building) which is greater than the current maximum floor area of the by-law.

This application:

- Complies with the Provincial Planning Statement 2024;
- Maintains the general intent and purpose of the Norfolk County Official Plan;
- Maintains the general intent and purpose of the Norfolk County Zoning Bylaw;
- Ensures that the property will be appropriately serviced by a well and septic systems
- Is supported by:
 - An On-site Sewage Evaluation prepared by Dedrick Bros. Excavating LTD, dated March 15th, 2025
 - A Concept Plan prepared by G. Douglas Vallee Limited, dated January 31, 2025;
- Represents good planning.

As such, approval of the proposed severance and zoning by-law amendment will not adversely affect the operation or viability of the retained farm lot or adjacent agricultural lands.

Purpose

The purpose of this planning justification report is to provide planning support to Norfolk County and agencies when considering the zoning by-law amendment application for a surplus farm dwelling severance and accessory building. As shown in Appendix A below, the applicant is seeking to sever approximately 0.68ha of land.

The amendment is necessary because agricultural buildings are not typically considered part of the usable floor area for an accessory building in surplus farm dwelling severances. Additionally, the barns useable floor area exceeds the maximum size provision. Lastly, **Section 7.2.3(c)(ii)** of the Norfolk County Official Plan encourages that farm dwellings surplus to a farm operation be of an appropriate size for the intended residential use, which shall be determined by the Zoning By-law. The proposed severance complies with the lot area provisions as it is proposed to exceed the minimum lot area prescribed by the Zoning By-law

Supporting Documents

Documents identified through pre-consultation with Norfolk County have been completed and are submitted in support of the proposed severance. These documents are summarized as follows:

- An On-site Sewage Evaluation prepared by Dedrick Bros. Excavating LTD, dated March 15th, 2025. The assessment confirmed that the location of the septic tank complies with setback requirements and is

appropriately situated in relation to the property line. Further details can be found in the On-site Sewage Evaluation report.

Appendices to this report include the following:

- Appendix A – Severance Sketch prepared by Kim Husted Surveying
- Appendix B – A letter from the residing family describing the current accessory use of the barn, as well as its communal and sentimental value.
- Appendix C – Norfolk County Staff Pre-Consultation meeting notes, dated August 28th, 2024, fully circulated January 13th, 2025

Site Description and Surrounding Land Uses

The subject lands are legally described as NWAL CON 9 PT LOT 4 & 5 in the geographic township of North Walsingham, Norfolk County. As shown in Figure 1 below the property is approximately 73.6ha with frontage on the south side of 10th Concession Road between Norfolk County Road 23 and West Quarter Line.

The property is a large agricultural parcel used for farming purposes and is currently occupied by a single-detached dwelling, along with several farm buildings including two shops/barns, and a greenhouse, which is to be demolished. The property has an existing irrigation pond along with a large, wooded area on the southern edge of the subject lands.

The property is designated by the Norfolk County Official Plan Schedule B-9 as Agriculture and Hazard Lands. The treed area of the property is identified as significant woodlands and a significant natural area, as per schedule C-6. As shown in figure 2 below, the property is zoned as Agriculture and Hazard Land on Schedule A-7 of the Norfolk County Zoning By-law.

Figure 2 shows the surrounding land uses are primarily agricultural. A review of land uses within approximately 1,500m of the subject lands reveals there are no livestock operations in the vicinity of the proposed severance.

VanMeer Farms Operation

This severance results from the consolidation of numerous agricultural properties owned by VanMeer Farms across Ontario. Below is a list of the addresses associated with VanMeer Farms:

- 1400 Bell Mill Side Rd., Middleton Con 3 NTR Pt Lot 11 RP 37R10009 Part 1;
- 574 Mid-NWAL Townline Rd. NWAL Con 14 Pt. Lot 8;
- 375 Mid-NWAL Townline Rd. Mid Con 2 STR Pt Lot 7 & 8 RP 37R6797 Part 2;
- 684 - 1st. Con. Rd. STR Mid Con. 2 STR Pt Lot 12;
- Colonel Talbot Rd. Mid. Con 1 STR Pt Lot 12 & 13;
- 564 - 5th Con Rd ENR 00560 HGN Con 5 Pt Lot 6;
- Fairground Rd HGN Con4 PT Lot 7 RP 37R11201 Parts 1 to 3.



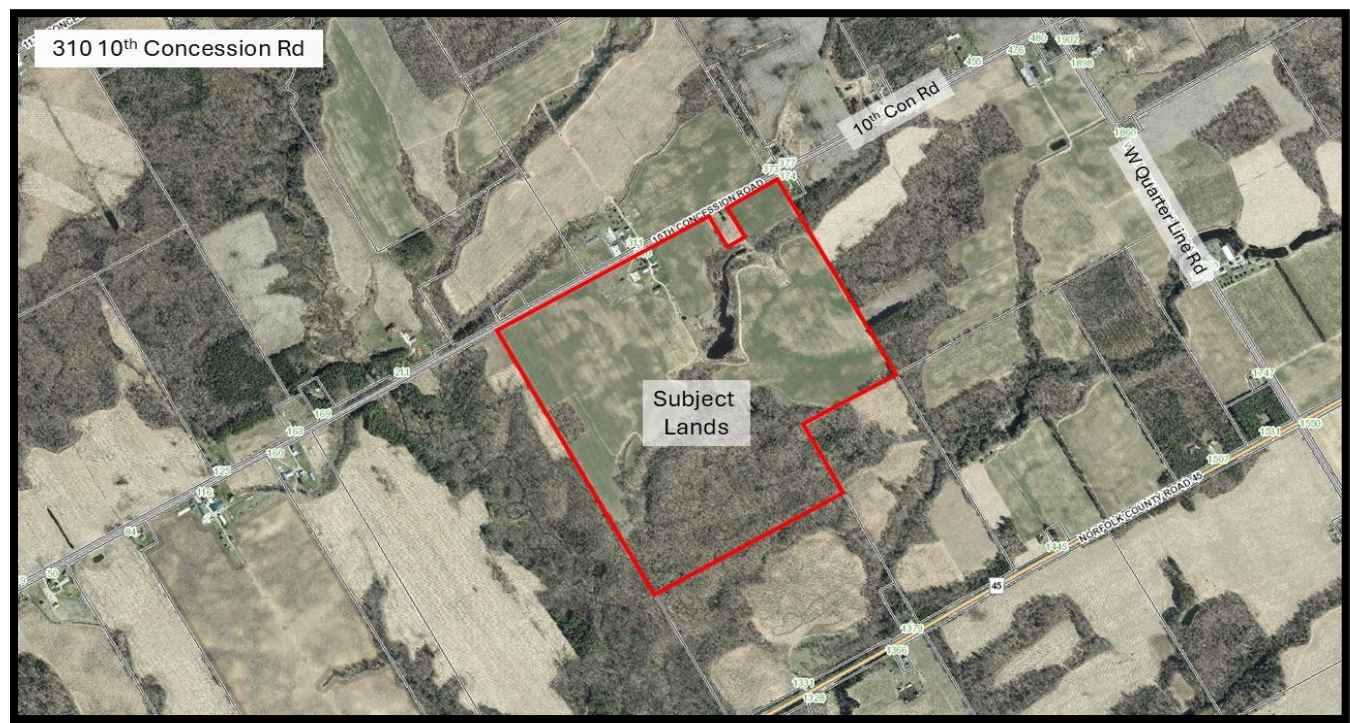


Figure 1 – Subject Lands

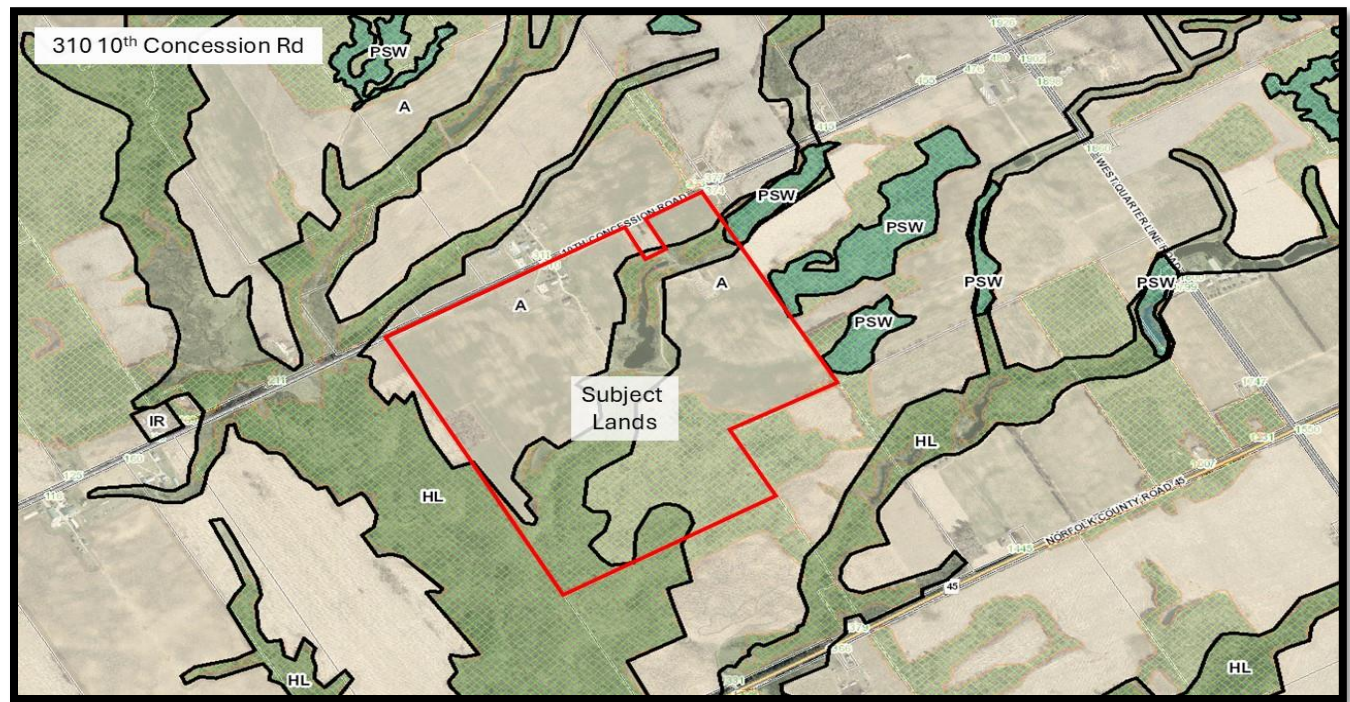


Figure 2 - Surrounding Context

Planning Review

The proposed consent application and zoning by-law amendment were prepared in light of several planning documents, including the Planning Act, the Provincial Planning Statement, the Norfolk County Official Plan and the Norfolk County Zoning By-law.

Planning Act

Table 1 - Planning Act	
Section	Comment
Section 2	Lists matters of provincial interest which all land use decisions in Ontario shall have regard to. The proposed surplus farm dwelling severance has been reviewed against Section 2 of the planning act. Overall, the application is consistent with and has regard to all matters of provincial interest.
Section 3	Requires that, in exercising any authority that affects a planning matter, planning authorities “shall be consistent with the policy statements” issued under the Act and “shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be.” As outlined in this report, the proposed surplus farm dwelling severance conforms to provincial plans.
Section 34	Permits a municipal Council to amend a Zoning By-Law by way of a zoning by-law amendment application.
Section 53	Permits a Committee of Adjustment to make decisions on applications for changes to land configuration in the form of Consents.

Provincial Planning Statement 2024 (PPS)

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

The subject lands are located in a prime agricultural area as defined by the PPS. **Section 4.3** of the PPS requires planning authorities to take an *agricultural system* approach, based on provincial guidance, to enhance the agricultural land base, as well as support and foster the long-term economic prosperity and productive capacity of the *agri-food network*. **Section 4.3.2.3** of the PPS permits the creation of new lots in prime agricultural areas provided minimum distance separations (MDS) requirements are complied with.

Section 4.3.3.1c) discourages lot creation in prime agricultural areas, except under certain circumstances including a residence surplus to a farming operation as a result of farm consolidation provided that:

1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and



2. the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective.

Discussion

The PPS requires that the parcel be limited to the size needed to accommodate the use and sewage and water services. In this application, the existing barn is not required for the VanMeer farming operation for any reason. The operation does not require it for the storage of farm equipment, the storage of crops or any other agricultural purpose and has not used it for any of these purpose for many years. The lands are planted and harvested in a single day where the products harvested are removed from site and taken to a central processing / storage location as part of the entire farm operation. In fact, the barn, being part of the agricultural character of the area has been used for residential purposes related to the dwelling for many years and is part of the use and function related to the residence. See Appendix B, which is a letter provided by Bryn and Lauren Thompson explaining the use of the barn for over 20 years and its significant sentimental and recreational value for their family. This letter clearly clarifies the use, in addition to the remaining requirements where both sewage and water services are contained within the property. "Use" is not a defined term in the PPS; therefore, the common meaning applies. As demonstrated in Appendix B, the barn functions as a residential accessory structure to the primary residential use. As such, the proposed lot size complies with the PPS, as it represents the minimum size necessary to accommodate the existing residential use, including the dwelling and its accessory structures, as part of the proposed surplus farm dwelling severance.

As an overall insight, it is critical to note that while farm operations consolidate and operations grow in efficiency, there will sometimes be former agricultural buildings that no longer serve agricultural purposes. The preservation and adaptive reuse of these buildings is equally important to be included with surplus farm dwellings and to preserve the agricultural character of the area. Furthermore, requiring the demolition of an agricultural building simply to facilitate the smallest lot size possible is counter intuitive, a waste of value, and changes the agricultural character of the area. **Section 2.1(c)** of the Official Plan highlights the theme of "maintaining and enhancing the rural and small town character," while **Section 2.2.1.2(g)** of the Official Plan acknowledges that the preservation of rural context and agricultural heritage is a key contributor to the County's economy. The continued presence and adaptive reuse of former agricultural buildings, such as the barn, directly supports these objectives. In the sense of long-term planning, there may be a need for the barn to become re-integrated with the original farm parcel in the future. This can be accommodated by a boundary adjustment which would be supported by the PPS and Official Plan.

The second policy test discusses the prohibition of permitting new dwellings on any remnant parcel. VanMeer Farms owns multiple farm properties and will make application for a severance as the residence is surplus to the farm operation, which is permitted by the PPS. As part of this zoning by-law amendment application, to address the anticipated condition of consent, a site-specific provision on the retained lands is necessary to prohibit the construction of a future residential dwelling.

In this instance, a decision to approve the zoning by-law amendment will be consistent with the PPS.

Norfolk County Official Plan (NCOP)

While the policies of the Official Plan must be read in its entirety, **Section 7.2.3(a)(v)** Agricultural Lot Creation and Lot Adjustment Policies states that agricultural parcels of land with a currently habitable dwelling that is in



surplus to a farming operation maybe severed as a result of the consolidation of farm properties, subject to policies of **Section 7.2.3(b)** and **(c)**.

Section 7.2.3(b) outlines conditions of approval of a consent granted under **Section 7.2.3(a)(v)**. It states the county shall ensure the land is zoned such that no new residential dwelling will be permitted on the retained agricultural lot, and that the severed lot will not adversely affect any retained or adjacent farm operation or its viability.

Table 2 – 7.2.3 Agricultural Lot Creation and Lot Adjustment Policies

7.2.3 (c) A consent to sever a currently habitable dwelling shall be subject to the following criteria:

Policy	Comment	Complies
i) the habitable dwelling shall be at least 10 years old at the date of application for a severance;	The dwelling was constructed over 20 years ago.	✓
ii) the severed lot shall be of an appropriate size for the intended residential use, which shall be determined in the Zoning By-law, and shall minimize the amount of agricultural land removed from active production;	Exceeds minimum size of 2,000m² The intended residential use includes the barn as demonstrated through Appendix B which is a letter describing its use related to residential purposes. The barn is not required for agricultural purposes and has been used for accessory residential purposes for over 20 years. As such the barn functions as a residential accessory building to the primary residential use. The proposed lot size is the minimum lot size necessary to support the use as prescribed by the PPS and Zoning By-law. The current proposed configuration provides a uniform lot that is: • does not remove agricultural land from active production. • in keeping with the configuration of residential lots in the surrounding area; • is appropriate for the residential needs and amenity space associated with the dwelling; and Additionally, alternative lot configurations which would reduce the land included within the severed parcel, including the barn, could not be achieved without an irregular lot configuration which is typically not encouraged by municipalities.	✓
iii) the severed lot shall be serviced by approved water supply and wastewater	Private Septic system and well are present. Please see Appendix A.	✓

treatment facilities to be situated on the lot to be created;		
iv) subject to the appropriate policies of this Plan, the severed lot shall be an appropriate distance from existing pits and quarries, waste disposal sites, and other potential land use conflicts;	N/A	✓
v) both the severed and retained lots shall be situated with frontage and safe and direct separate access onto a permanently maintained public road. Preference shall be given to locations on roads other than Provincial Highways or arterial roads;	Driveway is to be relocated as a condition of consent.	✓
vi) potential impacts of the consent on cultural heritage resources shall be assessed and mitigated where necessary;	N/A	✓
vii) the severed lot shall comply with the minimum distance separation formulae;	There are no livestock operations within 1500m	✓
viii) The severed lot shall not be permitted within provincially significant features. Consents adjacent to provincially significant features, or within or adjacent to natural heritage features, shall be supported by and environmental impact study (EIS), prepared accordingly with the policies of Section 9.7.1	Severance is not within or adjacent to the significant woodlands and a significant natural area on the farmland	✓
ix) Severances to separate Accessory Rental Dwellings from the farm property will not be permitted [3-OP-2000, Amendment 124]	N/A	✓

As shown in Table 4, this application meets the criteria established in the Official Plan for a surplus farm dwelling severance with the exception of **Section 7.2.3(c)(ii)** which will be addressed through a zoning by-law amendment.

The intent of **Section 7.2.3(c)(ii)** in minimizing lot sizes within prime agricultural lands is to reduce the amount of agricultural land removed from active production. This application does not propose to remove agricultural land from active production as the land and accessory building included in the proposed severance do not currently contribute to the active production of the retained farmland, they have been surplus to the farming operation for decades.

As described in the PPS section above, the existing barn is not required for the VanMeer farming operation for any reason. The operation does not require it for the storage of farm equipment, the storage of crops or any other agricultural purpose and has not used it for any of these purposes for many years. The barn functions as

a residential accessory building to the primary residential use as demonstrated through the family letter in Appendix B. The policy requires that the lot be the smallest size possible to support the use. In this case the use is the dwelling and accessory buildings combined. The test is clearly to minimize the amount of agricultural land removed from “active” production.

Therefore, a decision by Council to permit a Zoning By-law Amendment to facilitate the disposal of surplus dwelling with the current residential accessory building, as it has been proposed would be consistent with the intent of the Norfolk County Official Plan.

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

The following section provides a comprehensive zoning review for the required zoning by-law amendment to address deficiencies created by the proposed severance.

Table 3 – 3.36 Surplus Farm Dwelling Severance

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

Policy	Comment	Complies
a) Notwithstanding the permitted uses in the Agricultural Zone (A), a single detached dwelling and home occupation shall not be permitted on the retained lands;	A special Provision is proposed to prevent the future construction of a dwelling on retained lands	✓
b) Any existing accessory buildings and structures existing on the severed lot at the time of severance, shall be deemed to be granted relief from the applicable building height and accessory building or structure lot coverage regulations existing at the time of severance and relief from the usable floor area regulation to a maximum of 200 square metres;	Useable floor area of Barn is approximately 600.5m ² . Relief provided by this provision would allow for a maximum useable floor area of 400m ² . A zoning amendment will be needed to permit the additional 200m ² of floor area.	Amendment Required
c) Any existing residential dwelling on the severed lot shall be deemed to be granted relief from the front yard setback, interior side yard or exterior side yard setback provisions where a non-conformity exists at the time of severance;	None created.	✓
d) Any new zoning deficiencies created by the severance of the severed lot, excluding those matters set out in paragraphs (b) and (c) above, shall require zoning relief through the approval of a planning application;	None created.	✓
e) For any lands that are subject to the provisions of this Subsection, a Special Provision of 14.898 shall be added to the appropriate Zoning By-Law map schedule to reference this General Provision and its applicability. These amendments may be permitted from time to time without further notice being required. [1-Z-2016]	Noted.	✓

Table 4 – 3.2 Accessory uses to Residential Uses
3.2.1 No building or structure which is accessory to any permitted residential use in any Zone shall:

Policy	Comment	Complies
a) exceed a <i>building height</i> of 5 metres in an Urban Residential Zone (R1 to R6), 7 metres in the Resort Residential Zone (RR), 8 metres in the Agricultural Zone (A), and 6 metres in all other Zones [8-Z-2020];	Barn height is 7.5m tall. See Section 3.36 b)	✓
b) occupy any part of a <i>front yard</i> , except: i. an <i>accessory building or structure</i> in an Agricultural Zone (A) which shall occupy no part of a <i>required front yard</i>;	See Section 3.36 (c)	✓
c) occupy any part of a required <i>exterior side yard</i> ;	N/A	✓
d) be nearer than 1.2 metres of a lot line within an interior side yard or 1.2 metres of an interior lot line within a front yard;	3.1-3.0 from lot line. See Appendix A	✓
e) be nearer than 1.2 metres of an interior lot line within a rear yard except: i. in the case of mutual private garage in the rear yard on a common interior side lot line, no separation distance is required; ii. in the case of a rear lot line adjoining a private or public lane, no setback is required;	3.0m from lot line. See Appendix A	✓
f) in the case of a through lot, be nearer than 6 metres from any street line or the average setback of the nearest structures whichever is less;	N/A	✓
g) occupy more than 10 percent of the lot area, for all accessory buildings together, to a maximum of 100 square metres usable floor area in all other Zones, excluding Agricultural Zone (A) where a maximum size of 200 square metres of usable floor area is permitted to a maximum of 10 percent of the lot area. Swimming pools shall not constitute a structure for the purposes of this provision;	Barn is approximately 600.5m ² . See Appendix A. Useable floor area exceeded. Relief granted from 3.36(b) would allow a maximum usable floor area of 400m ² . The balance must yet be recognized through the amendment.	Amendment Required
h) Be established on any lot until or unless the main building or use to which it is accessory is established.	N/A	✓

As shown in Table 3 and Table 4, this application meets a majority of the criteria established in the Norfolk County zoning by-law for a surplus farm dwelling severance and accessory uses to residential uses, with the exception of two provisions for the building area. However, there are important factors in this proposal that would indicate the barn qualifies as an accessory residential building that should be included with the surplus dwelling severance despite its zoning deficiencies.

The existing barn and its current use being accessory to the primary dwelling fits the definition of an accessory building as per **Section 2.1** of the Norfolk County Zoning By-law as:

“ACCESSORY BUILDING OR STRUCTURE” shall mean a detached building or structure used for an accessory use, such as, without limitation, a detached garage or the storage or shelter of materials, equipment or other items, and may contain an accessory residential dwelling unit.”

Furthermore, the use of the surplus barn as an accessory building is in line with **Section 2.5** of the PPS, which states:

“Healthy, integrated and viable rural areas should be supported by:

- a) building upon rural character and leveraging rural amenities and assets;*
- d) leveraging rural infrastructure efficiently”*

Additionally, **Section 2.5.3** stipulates that authorities shall give consideration to locally appropriate rural characteristics, the scale of development and the provision of appropriate service levels.

Norfolk County has experienced a significant transition from small family farms to large commercial agricultural operations. This evolution has led to the replacement of traditional farm buildings with modern infrastructure designed to support expansive farming activities, such as the operations under VanMeer Farms. Consequently, many historic structures, including barns built by previous generations, have been left unused. This barn is one of those structures but fortunately is still used for valuable purposes. As stated above, Appendix B contains a letter provided by the residing family, which further describes its accessory use and sentimental value, serves as a local account to the tangible connection this barn has to the county's agricultural and family heritage. It was constructed by the client's grandparents decades ago, when the subject lands were once a small family farm. It has not been used for agriculture in over 20 years. Its reuse as a residential accessory building will ensure it continues to contribute to the rural character of Norfolk County for decades to come. The pre-consultation notes (Appendix C) offers suggestions to consider in respect to making the lot size smaller. In this instance, the alternative is to demolish the barn to facilitate the surplus farm dwelling severance as other options suggested would not be congruent with the needs of the farming operation and add unnecessary additional expenses. Additionally, including the barn with the farm operation does not guarantee its preservation as commercial farming operations are concerned with optimizing the use of prime agricultural lands; preserving the barn would not be their priority. Allowing the barn to continue to function as a residential accessory building in support of the primary residential use will help ensure its preservation, thereby fulfilling the objective of **Section 2.2.1.2(g)** and aligning with the theme expressed in **Section 2.1(c)** of the Official Plan.

Sections 3.2(g) does not allow a usable floor area exceeding 200m². While the barn exceeds this by approximately 400m² the barn does not exceed a lot coverage of 10%, is an existing building and its size does not interfere with the current agricultural use, farming, nor other surrounding agricultural uses. Furthermore, there are provisions that grant relief to the useable floor area of existing accessory buildings on the severed lot of a surplus dwelling severance. Section 3.36(b) grants relief from the useable floor area to a maximum of 400m²



and special provision 14.912 is an example that grants relief from the usable floor area regulation to a maximum of 552m²:

“In lieu of the corresponding provisions in Section 3.36, Surplus Farm Dwelling Severance Properties, the following shall apply:

- a) *Any existing accessory buildings and structures existing on the severed lot at the time of severance shall be deemed to be granted relief from the applicable building height and accessory building or structure lot coverage regulations existing at the time of severance and relief from the usable floor area regulation to a maximum of 552 square metres.”*

Sections 3.36(b) and Special Provision 14.912 effectively address a zoning deficiency by granting relief to agricultural buildings which function as existing residential accessory buildings. Such adaptive reuse ensures their preservation, upholding the objective of **Section 2.2.1.2(g)** and aligning with the theme expressed in **Section 2.1(c)** of the Official Plan. As a county with a strong agricultural heritage, Norfolk County has implemented these provisions in recognition of the number of barns, such as the one subject to this application, being included in surplus dwelling severances. It is common for barns to exceed a useable floor area of 200m². The application achieves the objective set out by the Official Plan to maintain and enhance the rural and small town character of the county as it recognizes that rural context and agricultural heritage is a key contributor to the County’s economy and values.

Pre-Consultation Comments

The pre-consultation comments provided by staff suggest:

- Demolish the existing buildings on retained lands;
- Propose an alternative location for the property line to remove the hazard based on spatial separation calculations;
- Improve the barn to be altered to comply with the Ontario Building Code special separation requirements.

The initial comments provided by staff, do not have the benefit of understanding the family and local agricultural character context. The comments suggest that the barn be altered to comply with the building code to facilitate the severance and leave the barn with the farmed parcel. The reality is that the barn will either be demolished, or preferably, Council will support its preservation. There are no reasonable alternatives in these circumstances. The purpose of this application is to ensure the barn is not demolished and remains a part of the family heritage for residential use and preserve the agricultural character of the area. The proposed severance complies with the minimum lot area for an agricultural property. It is noted that lots on private services are encouraged to be not less than 0.4 hectares to accommodate traditional private septic systems subject to local soil conditions, groundwater table and other municipal regulations. The current zoning by-law permits a minimum of 0.2 hectares. Finally, the family does not wish to spend money to keep the barn that has no agricultural purpose. The costs associated with bringing the barn into compliance with the Ontario Building Code is cost-prohibitive, counter intuitive, will not be part of the ownership of the severed lands, and ultimately, does not make sense to pursue.



The barn:

- does not require additional servicing,
- fits the zoning by-laws definition of an accessory structure, and
- appropriately maintains the rural character of the area.

For these reasons the creation of a smaller lot configuration and building alterations would be impractical and demolishing the barn would lead to the loss of a cultural asset.

As demonstrated by the above-noted special provision, Council has previously granted site-specific approvals permitting an increase in usable floor area, in that instance, by approximately 350 m². This approach effectively addresses zoning deficiencies while preserving a valued cultural asset within the community. As such, the proposal aligns with the intent and purpose of the PPS, the Norfolk County Official Plan (NCOP), and the Norfolk County Zoning By-law



Conclusion

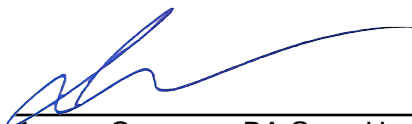
This application for a zoning by-law amendment seeks to facilitate a severance of a surplus farm dwelling as a result of farm consolidation, inclusive of a 600.5 square metre barn as a residential accessory structure to the primary residential use which has been surplus to the farming operation for decades. It also seeks to apply for the necessary zoning by-law amendment to the retained lands to restrict the lands from being used for residential purposes.

The proposed zoning by-law amendment and future consent application maintain the intent and purpose of the PPS, Official Plan and Zoning By-law. Approval of these applications will not negatively impact agricultural production of the retained or surrounding lands and will not set a precedent for future applications as the circumstances of the use of the barn for accessory residential purposes is unique to this application.

The future proposed severance is of the smallest reasonable size, taking into account the inclusion of the former barn, the need to avoid irregular parcel configurations, and the provision of water and wastewater services. The driveway will be relocated as a condition of the future severance. No negative impacts are anticipated as a result of the severance. Policy direction encourages a balanced approach, preserving agricultural character while supporting responsible land use planning. The barn is structurally sound and can serve a compatible, functional purpose that contributes to maintaining the rural character of the area. It is suggested that staff and Council recognize that the intent of this application is to either retain a viable agricultural building or, if not supported, proceed with its demolition. Demolition solely for the purpose of achieving a minimally reduced lot size does not appear to align with the broader goals of the PPS, particularly regarding sustainability and the optimization of existing assets. The municipality has an opportunity to exercise thoughtful discretion and is encouraged to support the adaptive reuse of the barn for residential purposes, an outcome that maintains rural character and offers practical, long-term benefits, rather than narrowly applying minimum lot size policies. Accordingly, it is reasonable for Council to approve the requested zoning by-law amendment.

Report prepared by:

Report Approved by:



James Canzano, BA Spec Hons
Planning Technician
G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

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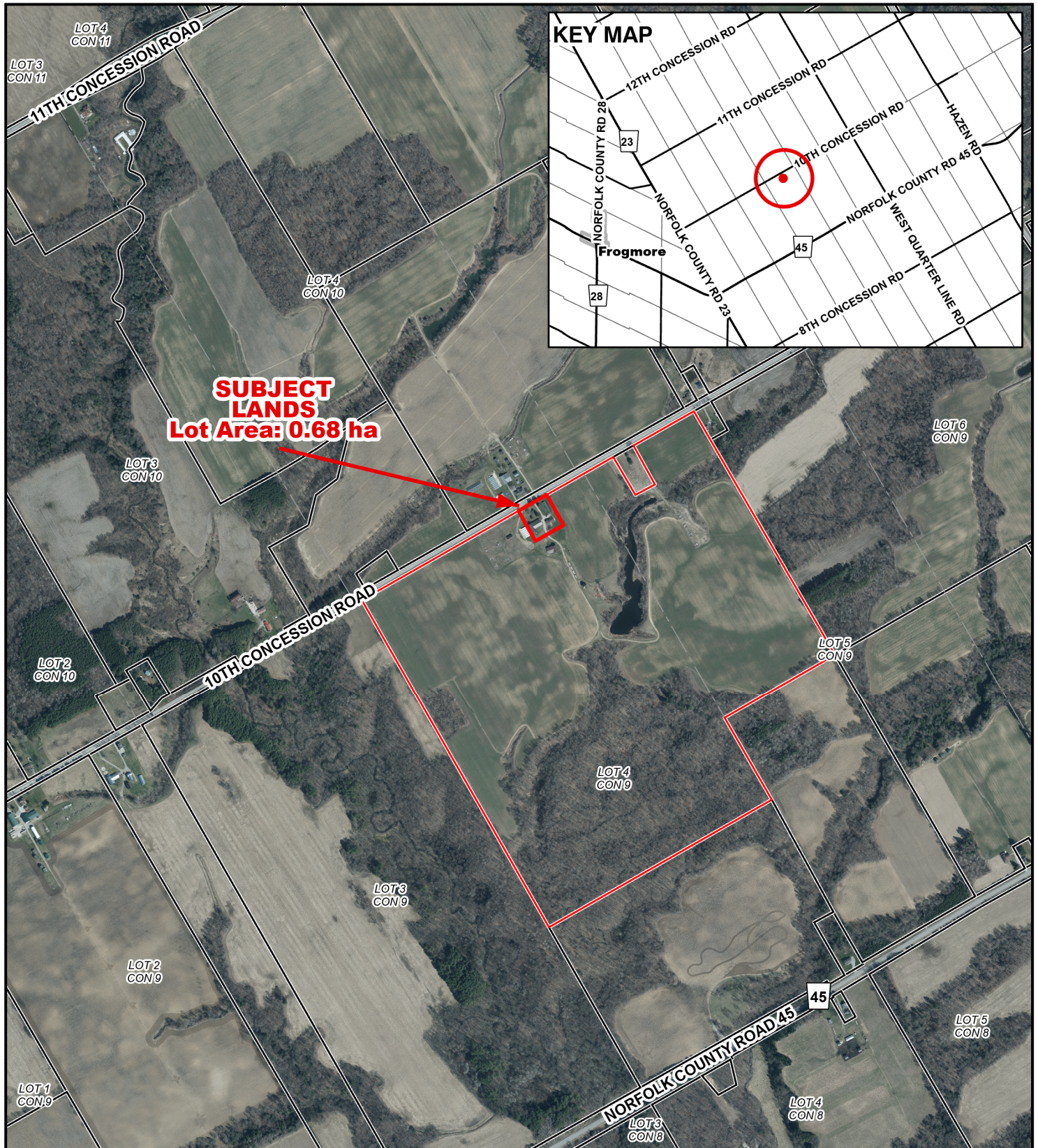


Eldon Darbyson, BES, MCIP, RPP
Director of Planning
G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners



CONTEXT MAP

Geographic Township of NORTH WALSINGHAM

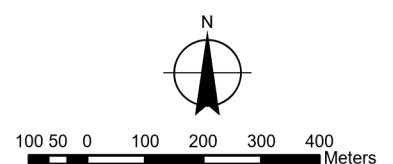


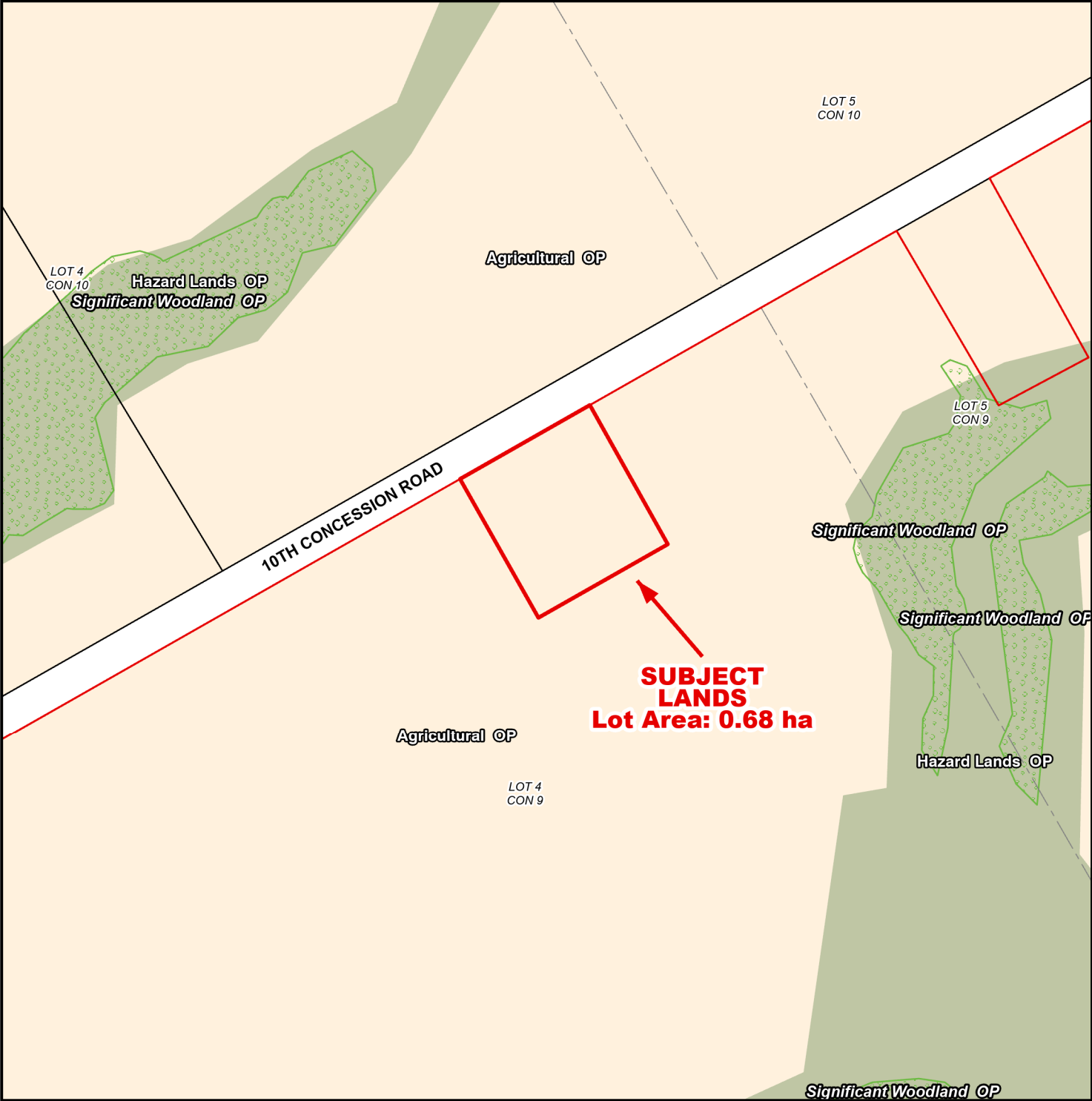
Legend

- Subject Lands
- Lands Owned

2020 Air Photo

6/16/2025





Legend

Subject Lands

Lands Owned

Official Plan Designations

Agricultural

Hazard Lands

Significant Woodland

6/16/2025

N

20 10 0 20 40 60 80

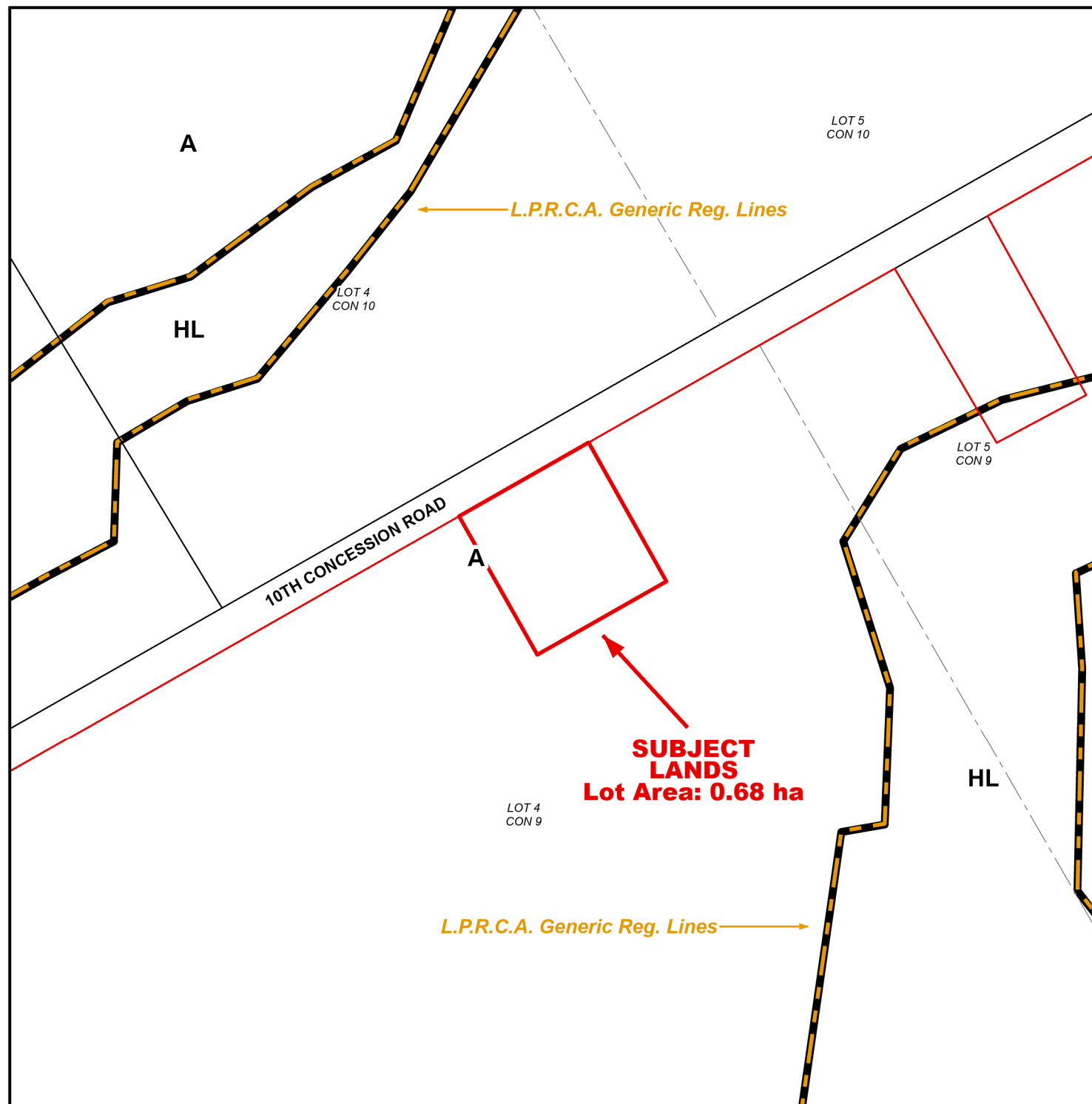
Meters

MAP C

ZNPL2025134

PROPOSED ZONING BY-LAW AMENDMENT MAP

Geographic Township of NORTH WALSINGHAM



LEGEND

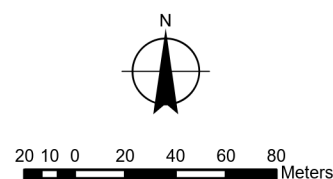
- Subject Lands
- Lands Owned
- LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

6/16/2025

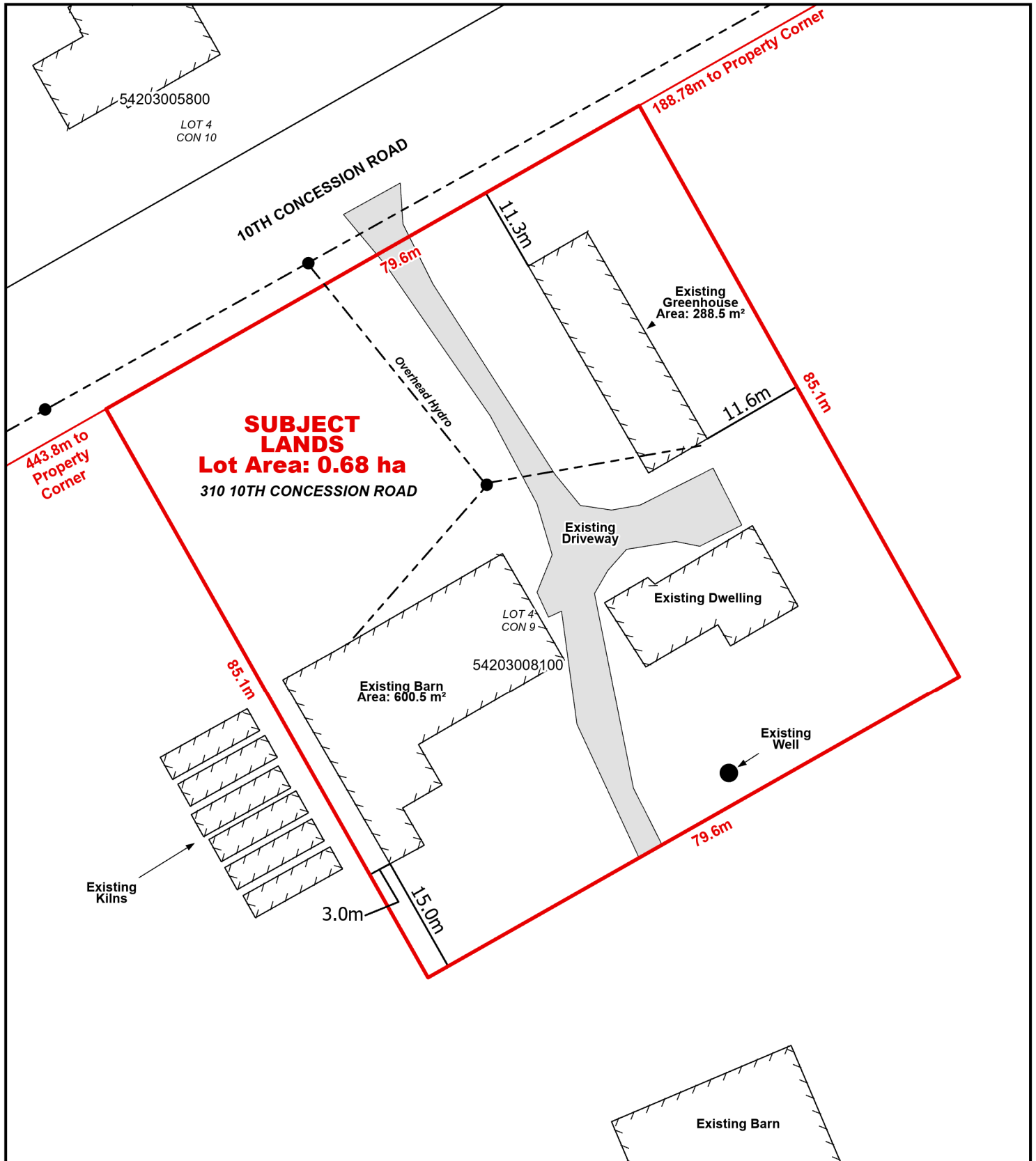
- (H) - Holding
- A - Agricultural Zone
- HL - Hazard Land Zone

From: A
To: A with Special Provision



CONCEPTUAL PLAN

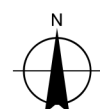
Geographic Township of NORTH WALSINGHAM



Legend

- Subject Lands
- Lands Owned

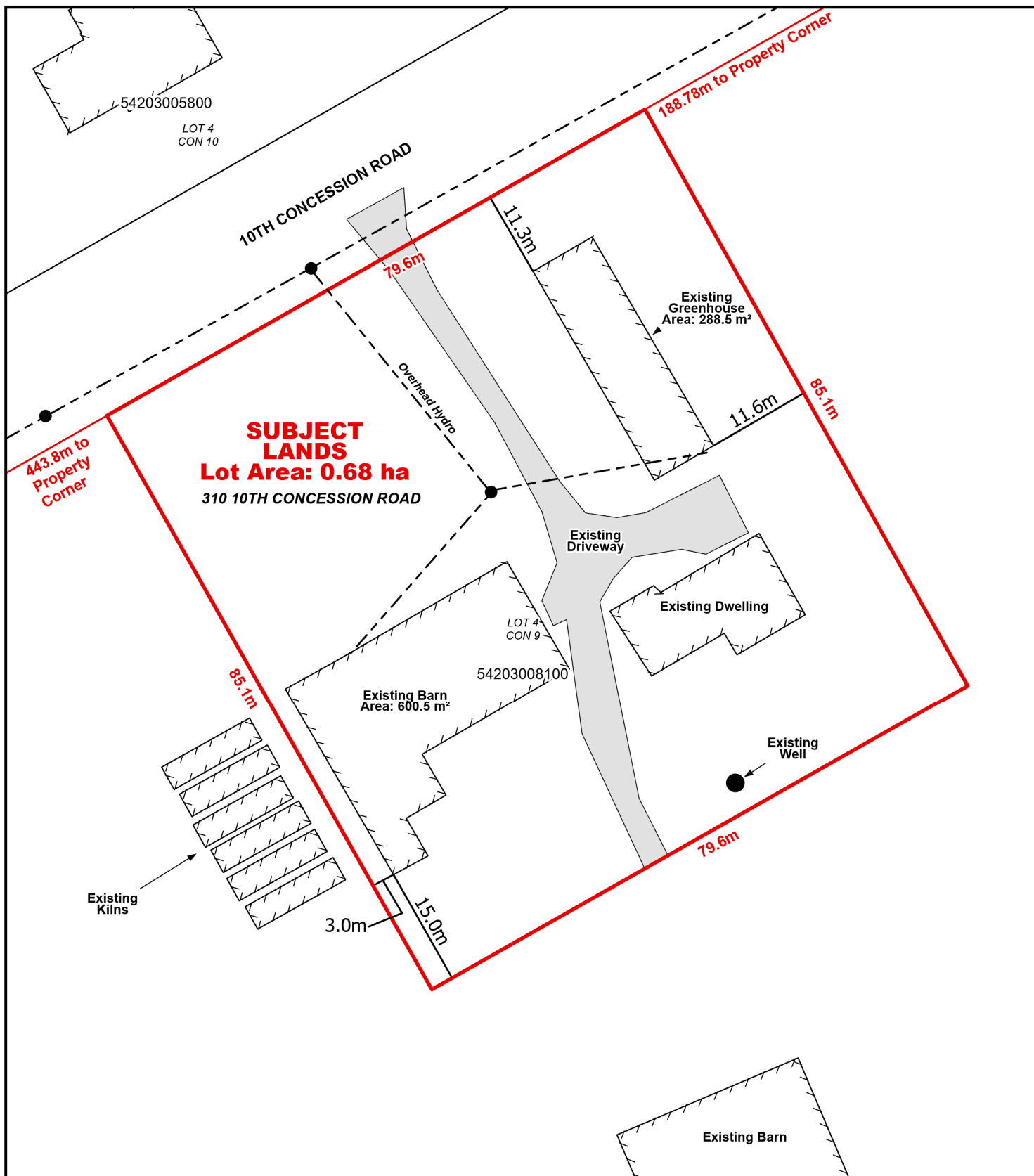
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CONCEPTUAL PLAN

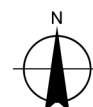
Geographic Township of NORTH WALSINGHAM



Legend

- Subject Lands
- Lands Owned

6/16/2025



5.5 2.75 0 5.5 11 16.5 22 Meters