



Development Application for Zoning By-law Amendment

Complete Application

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

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety and welfare of future residents. Sufficient studies for the completion of the application should be carried out prior to submission and should be reflected in the application form.

Online Application Process

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

Pre-Consultation Meeting:

Pre-Consultation is highly recommended for Zoning By-law Amendment applications. The purpose of a Pre-Consultation meeting is to provide the applicant with an opportunity to present the proposed development, discuss potential issues, and for the Norfolk County and external agencies to identify the application requirements. The requirements, as detailed in the Pre-Consultation meeting comments, are valid for one year after the meeting date.

User Fees:

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

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

Grand River Conservation Authority

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

Long Point Region Conservation Authority

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



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.

Development Application Process

Norfolk County staff will circulate the complete application to adjacent landowners, public agencies, and internal departments. Planning Act decision timeframes will apply in accordance with the provisions of Section 34 of the Planning Act. Norfolk County collects personal information submitted through this form under the authority of the Municipal Freedom of Information and Protection Act. Norfolk County will use this information for the purposes indicated by this form. Questions about collecting personal information can be directed to Norfolk GIS Services at NorfolkGIS@norfolkcounty.ca.

Additional studies required for a complete application along with peer reviews may be required and shall be provided at the applicant's sole 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.

Contact Us

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

Notification Sign Requirements

For public notification, Norfolk County will provide you with a sign to indicate the intent and purpose of the 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.



For Office Use Only:

File Number _____
Related File Number _____
Pre-consultation Meeting _____
Application Submitted _____
Complete Application _____

Public Notice Sign _____
Application Fee _____
Conservation Authority Fee _____
Well & Septic Info Provided _____
Planner _____

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

- Zoning By-Law Amendment – Regular
- Zoning By-Law Amendment - Major
- Zoning By-Law Amendment - Minor
- Temporary Use By-law

Property Assessment Roll Number: _____

A. Applicant Information

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

Name of Owner _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

Name of Authorized Applicant _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____



Email _____

Name of Authorized Agent _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

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: _____

Land acquisition date (if known): _____

Present Official Plan Designation(s): Hamlet, Agriculture, Hazard Lands, Provincially Significant Wetlands _____

Present Zoning: _____

2. Is there a site-specific provision on the subject lands?

Yes No If yes, please specify the 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.

5. If an addition to an existing building is being proposed, please explain the proposed use.

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

Please see Planning Justification Report prepared by G. Douglas Vallee Limited

7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being of cultural heritage value or interest?

Yes No

If yes, identify and provide details:

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 describe the proposed development on the subject lands:

2. Please explain why it is not possible to comply with the provisions of the Zoning By-law :

3. Have the subject land or lands within 120 metres ever been and/or currently are the subject of a Planning Act application:

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

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

D. Previous Use of the Property

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

- Yes No Unknown

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

The subject lands were used as a sand pit in the 60's as indicated by the property owner

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 land use inventory showing all known former uses of the subject lands, and/or when applicable, the adjacent lands, is required.

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

E. Provincial Planning Statement

1. Is the requested amendment consistent with the Provincial Planning Statement 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 Planning Statement?

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, Intake Protection Zone (IP-Z), Issue Contributing Area (ICA), please attach relevant information and approved mitigation measures from the Risk Management 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

On the subject lands or within 500 meters – distance _____

Significant Woodland

On the subject lands or within 500 meters – distance _____

Municipal Landfill

On the subject lands or within 500 meters – distance _____

Sewage treatment plant or waste stabilization plant

On the subject lands or within 500 meters – distance _____

Provincially significant wetland or other environmental feature

On the subject lands or within 500 meters – distance _____

Floodplain

On the subject lands or within 500 meters – distance _____

Rehabilitated mine site

On the subject lands or within 500 meters – distance _____

Non-operating mine site within one kilometre

On the subject lands or within 500 meters – distance _____

Active mine site within one kilometre

On the subject lands or within 500 meters – distance _____

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

On the subject lands or within 500 meters – distance _____

Active railway line

On the subject lands or within 500 meters – distance _____

Seasonal wetness of lands

On the subject lands or within 500 meters – distance _____

Erosion

On the subject lands or within 500 meters – distance _____

Abandoned gas wells

On the subject lands or within 500 meters – distance _____



F. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

Municipal piped water

Individual wells

Communal wells

Other (describe below):

Storm Drain

Storm sewers

Open ditches

Other (describe below):

Sewage Treatment

Municipal sewers

Communal system

Septic tank and tile bed in good working order

Other (describe below):

Existing or proposed access to subject lands

Municipal road

Provincial highway

Unopened road

Name of road/street: _____

Other (describe below):

2. Does the application require development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent produced per day as a result of the development being completed?

Yes No

If yes, provide (i) Servicing Options Report and (ii) hydrogeological report with submission.

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. Indicate below or on a separate attachment, the applicant's proposed strategy for consulting with the public on the request for a zoning by-law amendment.

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

H. Supporting Material to be submitted by Applicant

In order for your application to be considered complete, folded hard copies and an electronic version of the site plan drawings, additional plans, studies and reports will be required in addition to a sketch plan in accordance with [Ontario Regulation 545/06](#).

A sketch showing, in metric units:

- a) the boundaries and dimensions of the subject land;
- b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- c) the approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that,
 - i. are located on the subject land and on land that is adjacent to it, and
 - ii. in the applicant's opinion, may affect the application;
- d) the current uses of land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- g) the location and nature of any easement affecting the subject land



The following additional plans, studies and reports, including but not limited to, **may** be required as part of a complete application submission:

- On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- Cut and Fill Plan
- Erosion and Sediment Control Plan
- Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- 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
- Agricultural Impact Assessment
- Geotechnical Study / Hydrogeological Review
- Minimum Distance Separation Calculations
- Noise or Vibration Study
- Record of Site Condition
- Stormwater Management Report
- Traffic Impact Study

The approval of the proposed development might be subject to additional federal or provincial legislation, municipal by-laws or other agency approvals.

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.

John Wiggers / Lillian Wiggers
Owner/Applicant Signature

Jan 20, 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 John WIGGERS / Lillian Wiggers am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize G. Douglas Vallee Limited - c/o James Canzano to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

John Wiggers
Owner

Jan. 20, 2025
Date

Lillian Wiggers
Owner

Jan 20, 2026
Date



M. Declaration

I, John Wiggers / Lillian Wiggers of Norfolk County

solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Declared before me at:

Norfolk County

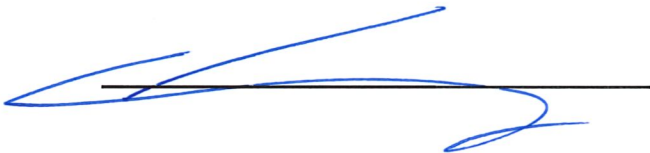
John Wiggers / Lillian Wiggers

Owner/Authorized Applicant Signature

In Simcoe

This 20th day of 2026

A.D., 2026



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



vallee

*Consulting Engineers,
Architects & Planners*

January 22nd, 2026

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

Attention: Alicia Cull BES, MCIP, RPP, Ec.D. | Manager of Planning Services
Reference: 188 Charlotteville West Quarter Line Road
Zoning Bylaw Amendment Application
Our Project 24-158

Introduction

G. Douglas Vallee Limited is the agent acting on behalf of John and Lillian Wiggers, owners of 188 Charlotteville West Quarter Line Road, in submitting this application for a Zoning By-law Amendment. Please accept this package as our formal application.

Included with this application are the following documents:

1. Signed Norfolk County Zoning By-law application form.
2. Planning Justification Report prepared by G. Douglas Vallee Limited, dated January 21st, 2026
3. Functional Servicing Report prepared by G. Douglas Vallee Limited, dated January 21st, 2026
4. Hydrogeological Assessment, prepared by Wilson and Associates dated December 15th, 2016.
5. Preliminary Survey prepared by Kim Husted Surveying LTD, dated June 5th, 2025
6. Topographical Survey prepared by Kim Husted Surveying LTD, dated June 24th, 2025
7. Pre-consultation comments dated January 22nd, 2025, and updated by County staff June 6th, 2025

Initial pre-consultation comments, circulated on January 22, 2025, identified several deliverables required for a complete application. These requirements were subsequently updated in the pre-consultation package circulated on June 6, 2025. In addition to the revised comments, correspondence with the County and the applicant has been provided to confirm which additional studies were waived for the purposes of a complete application. As a result, several application requirements were either waived at the Zoning By-law Amendment stage or waived entirely. Please refer to the Planning Justification Report for details on all waived studies, along with supporting confirmation materials.

Best regards,

James Canzano, BA Spec Hons
Planner

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

H:\Projects\2024\24-158 188 Charlotteville West Quarter Line Road - Severance\Planning\Phase 2\2BA11_Cover Letter DRAFT JC.docx



Norfolk County Pre-Consultation Checklist

Please select the type of application required:

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

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 January 22, 2025, 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: John Wiggers

Applicant/agent (if different than owner): G. Douglas Vallee Ltd. c/o Eldon Darbyson

Property address: 188 Charlotteville West Quarter Line Road

Roll Number: 3310493070174100000

Current Official Plan designation and Zoning:

Proposal: The applicant proposes to rezone a portion of the lands from A to RH to facilitate a future severance

2. Assigned File Planner

Name and Title: Kendall Wharton, Planner

Phone Number: 519-426-5870 ext. 1065

E-mail: kendall.wharton@norfolkcounty.ca

3. Required Studies and Plans for Complete Application

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

Submission Materials	Required?	Notes:
Dust, Noise and Vibration Study	<input type="checkbox"/>	Note for Applicants: This report shall be peer reviewed at the owner's expense.
Environmental Impact Study	<input type="checkbox"/>	Note for Applicants: This report shall be peer reviewed at the owner's expense.
Environmental Site Assessment and Record of Site Condition	<input type="checkbox"/>	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	<input type="checkbox"/>	
Land Use Compatibility Study	<input type="checkbox"/>	Note for Applicants: This report shall be peer reviewed at the owner's expense.
Market Impact Analysis	<input type="checkbox"/>	Note for Applicants: This report shall be peer reviewed at the owner's expense.
On-Site Sewage Evaluation	<input type="checkbox"/>	
Parking Plan	<input type="checkbox"/>	
Planning Justification Report	<input checked="" type="checkbox"/>	Not Required for site plan applications or standard draft plan of condominium
Planning Justification Brief/Letter		For minor applications.
Restricted Land Use Screening Form	<input type="checkbox"/>	
Shadow Study	<input type="checkbox"/>	
Urban Design Brief	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	
Engineering Requirements		
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	
Area Rough Grading Plan		X
Lot Grading Plan		X

Siltation and Erosion Control Plan		X	
General Plan of Services	X		
Geotechnical Report			X
Functional Servicing Brief	X		
Storm Water Servicing Requirements – Section 7.0 and Section 8 Norfolk County Design Criteria and ISMP Section 4.0			
Storm Water Management Design Brief	X		
Establish/Confirm Legal and Adequate Outlet	X	X	
Additional Conservation Authority Requirements			
Conservation Authority Permit	<input checked="" type="checkbox"/>		
Stormwater Management Report	<input checked="" type="checkbox"/>		
Grading Plan	<input checked="" type="checkbox"/>		
Other:	<input type="checkbox"/>		

4. Detailed Comments Pertinent to the Application:

i. Norfolk County Planning

Contact Name(s) and Title(s): Kendall Wharton, Planner

Email: kendall.wharton@norfolkcounty.ca

Comments:

A Zoning By-law Amendment application will be required, and should include the requested reduction in lot area. Once passed, an application for severance can be submitted. Both applications should include surveys to indicate the exact size of the proposed lot.

ii. Norfolk County Building

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

Email: lisa.jennings@norfolkcounty.ca

Comments:

The proposed construction is considered a Residential Group C as defined by the Ontario Building Code (OBC). You will need to retain the services of a qualified individual with BCIN House, HVAC House, an Architect and/or a Professional Engineer to complete the design documentation for this application.

If the proposed dwelling includes an accessory dwelling unit this must be included as part of the design documents at time of building permit application. Any additional dwelling units proposed after construction begins will require a separate building permit. Based on the hydrological study high ground water may/is present on this lot and should be considered when designing any proposed building(s) under Ontario Building Code (OBC) 9.4.4.3.

A qualified individual with BCIN qualifications for On-Site Sewage Systems will be required to complete the design for any proposed new septic system. The septic must be a Class 4 system with all required clearances from property lines, structures, wells on the property including neighboring properties and the water table.

Items to note for a septic permit on the proposed severed lot based on the hydrological study include:

- High water table found on the lot from a depth of 0.4m – 1.7m
- Septic system noted by hydrological study will need to be in compliance with OBC Part 8 for setbacks and special note to be addressed for the setbacks to the neighbouring lot's bored well.
- The hydrological study suggests a lot layout be completed to ensure the septic system designed to support a proposed building should be completed to ensure setback requirements can be met.

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

Items for Building Permit

“New Residential” “Septic Systems” “ Applicable Law Checklist” Step by Step Guides have been attached to the minutes herein, they contain information on drawing requirements, designers, forms, contact information for Building Department etc.

If you have any questions on the building permit process or plans required, please check out our website www.norfolkcounty.ca/business/building

iii. Norfolk County Engineering and Infrastructure Services

Contact Name and Title: Robert Bardaloo – Jr. Development Engineering Technologist

[Email:robert.bardaloo@norfolkcounty.ca](mailto:robert.bardaloo@norfolkcounty.ca)

Comments:

General Notes:



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		
Area Rough Grading Plan			
Lot Grading Plan		X	
Siltation and Erosion Control Plan			
General Plan of Services			
Geotechnical Report			X
Functional Servicing Brief			
Storm Water Servicing Requirements – Section 7.0 and Section 8 Norfolk County Design Criteria and ISMP Section 4.0			
Storm Water Management Design Brief			
Establish/Confirm and Adequate Outlet	X		
Transportation Requirements – Section 6.0 Norfolk County Design Criteria, ISMP Section 5.0, Section 6.0 and Appendix J			
Traffic Impact Assessment	X		

General Notes:

1. All reports and drawings are to be signed and stamped by a Professional Engineer (P. Eng) and adhere to Norfolk County’s Design Criteria and Integrated Sustainable Master Plan (ISMP). A copy of these criteria is available upon request.
2. Recommendations from all reports (FSR, SWM, TIS, , etc.) must be incorporated into the design and be constructed at the developer’s expense.
3. All applicable permits and inspections to be issued by Public Works
4. All entrances are to be shown on the plans. Entrances must conform to Norfolk County Design Criteria and By-law 2016-32.
 - a. Driveway Grades (Section 6.7.02);
 - a. Driveway Widths (Section 6.7.03);

Required at 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. The following reports/studies will be required at time of Zoning By-law Amendment and Draft Plan of Subdivision Submission:

- a. Concept Plan;
2. Confirmation of Adequate outlet is to be identified within the Functional Servicing Brief.
3. **A Stormwater Management Brief (SWM)** is to be completed as per Norfolk County Design Criteria Section 7.0 and comply with Section 4.0 of the ISMP. The overall SWM shall include confirmation of Legal and Adequate outlet.
4. **Functional Traffic Assessment** - Assessment to be defined: Sight line, lane storage, gap analysis, safety assessment, vehicle turning accommodations.

Applicable at Severance Stage: (At the building permit stage)

1. **Concept Plan;**
2. A lot grading plan will be required for the severed lands at time of building permit application.
3. Entrance permit and installation of entrance will be required for the severed parcel at time of building permit application. It is also noted that only one entrance is permitted per residential lot.

Potentially Required Notes:

1. A Geotechnical report must be submitted if Storm water management practices involving infiltration are proposed.

iv. Norfolk County Accessibility:

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

Email: sam.mcfarlane@norfolkcounty.ca

Comments:

No comments at this time

v. Norfolk County Fire Services

Contact Name and Title: Katie BALLANTYNE, Community Safety Officer

Email: katie.ballantyne@norfolkcounty.ca

Comments:

Norfolk County Fire Department does not have a concern with this proposal at this time.

vi. Grand Erie Public Health & Housing Services

Contact Name and Title: Alex Dobias, Health Promoter
 Email: alex.dobias@hnhss.ca
 Comments:

No comments at this time.

vii. Long Point Regional Conservation Authority – Summary of Recommendation

Contact Name and Title: Isabel Johnson, Resource Planner
 Email: ijohnson@lprca.on.ca
 Comments:

Conservation Authority Requirements to Proceed:	May be Required	Required
The below requirements are to be submitted as part of the proposal for development.		
Conservation Authority Permit	X	
Stormwater Management Report	X	
Grading Plan	X	
Other		

Site Characteristics

The property of 188 Charlotteville West Quarter Line Road is subject to flooding and erosion hazards from Forestville Creek.

Provincial Policy Statement, 2024. Chapter 5 - Natural Hazards

Conservation Authorities have been delegated responsibilities from the Minister of Natural Resources and Forestry to represent the provincial interests regarding natural hazards encompassed by Chapter 5 of the Provincial Policy Statement, 2024 (PPS). The overall intent of Chapter 5 - Protecting Public Health and Safety of the PPS is to reduce the potential public cost and/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.” Based on the site plan, LPRCA staff can advise the proposed development is outside of the area subject to natural hazards.

Current Planning Application Fees (2025)

- Pre-consultation Fee - \$339
- Zoning By-Law Amendment- \$514.15*
- Consent (severance)- \$514.15*
- Variance- \$514.15*



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

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

viii. Mississaugas of the Credit First Nation

Contact Name and Title: Abby Lee LaForme, Consultation Coordinator

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.

Thank you

ix. Six Nations of the Grand River

Contact Name and Title: Tierra Henhawk, Archaeological Community Monitor

Administrative Assistant

Email: acmaa@sixnations.ca

Comments:

With to the site having archaeological potential, SNGR Archaeological Supervisor Tanya Hill-Montour will require a stage 1, as well as the Archaeological Assessment Reports for the project for her review and comment.

Any archaeology that would proceed after the stage 1 assessment we request Six Nations archaeological monitor participation.

Have a good day!

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 .

December 15, 2016

Mr. David Roe, MCIP, RPP
Civic Planning Solutions Inc.
599 Larch Street
Delhi, Ontario
N4B 3A7

Wilson Associates

Consulting Hydrogeologists

Dear Mr. Roe:

COPY

Re: Hydrogeological Assessment
Proposed John Wiggers Residential Lot
Charlottetown West Quarter Line Road
Community of Forestville, County of Norfolk

It is proposed to sever a residential lot from an existing 22.6ha (approximate) parcel of land located at 188 Charlottetown West Quarter Line Road within part of Lot 7, Concession A, Geographic Township of Charlottetown. Figure 1 shows the location of the proposed lot and the existing property.

It is proposed to service the lot with an individual drilled water wells and an individual subsurface sewage disposal system. No municipal water and sewage is locally available.

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

- Exploratory test holes were completed on and adjacent to the proposed lot to collect representative soil samples for percolation rate analyses and to identify shallow groundwater conditions.
- Representative water samples were collected from an adjacent water supply well to characterize aquifer quality. Recent water quality analyses undertaken by the applicant for the existing water supply well on the lands to be retained are also considered.
- A review of water well records to provide comment regarding aquifer conditions and groundwater supply potential.
- Sewage system impact potential under current Ministry of the Environment and Climate Change Procedure D-5-4.

At the request of Civic Planning Solutions Inc., the above hydrogeologic investigative requirements were addressed through a test hole and groundwater sampling program conducted November 7, 2016 and a subsequent background hydrogeologic analysis. This report provides a summary of the background hydrogeologic information, aquifer potential, aquifer water quality, the results of the soils suitability study and comment regarding sewage impact potential.

SITE SETTING, GEOLOGY AND HYDROGEOLOGY

The proposed lot is located within the southeast portion of the Community of Forestville, on the east side of Charlotteville West Quarter Line Road, approximately 85m south of Charlotteville Road 1. The proposed lot is generally square-shaped, and has a frontage along Charlotteville West Quarter Line Road of about 47m and a depth of about 43m.

The subject lands are mainly forested and exhibit a relatively steep slope to the east and northeast towards Forestville Creek. Overall relief on the site is about 3m, while the overall fall to Forestville Creek is about 5m from the east side of the proposed severance (about 67m from the Creek). Lands to the north and south of the lot along Charlotteville West Quarter Line Road are occupied by residential lots. Lands further to the west are in agricultural use, while lands to the east are the undeveloped lands of the Forestville Creek valley.

The site is located within the Norfolk Sand Plain physiographic region of southern Ontario. According to the Ontario Geological Survey Map P.2616 "Quaternary Geology of the Long Point Area", the upper overburden consists of glaciolacustrine deposits of fine to medium sand overlying glaciolacustrine deposits of clayey silt to very fine sandy silt.

Although no nearby water wells are reported to have been drilled through the entire overburden, deeper wells in the broader area report the overburden to be in the range of 90m deep, with only the upper ± 30 m containing granular deposits. Local well records mainly report the upper overburden to consist of a thin veneer of sand overlying a fine-grained deposit described as clay or silt. The fine-grained deposit is typically reported to terminate at a depth of about 6 to 9m, and is underlain by intermediate-depth granular deposits. The lower ± 60 m of the overburden is reported by more distant well records to consist of fine-grained deposits of clay or hardpan.

The bedrock beneath the site consists of limestone of the Dundee Formation.

Virtually all local groundwater supplies are obtained from the granular deposits of the upper 10 to 20m of the overburden. The lower overburden typically provides little to no potential for groundwater supply due to its fine-grained character, and the bedrock is rarely utilized due to the expense of deep drilling and the potential of obtaining aesthetically poor-quality water.

Shallow groundwater on the site will follow local drainage patterns, flowing generally southwest-to-northeast across the proposed lot to the nearby Forestville Creek.

WELL POTENTIAL ANALYSIS

To establish well yield and basic water quality probabilities, up-to-date Ministry of the Environment and Climate Change (MOECC) records for water wells located within approximately 500 metres of the proposed lot were reviewed. The MOECC water well record database contains the records for 21 water wells within the review area. Any records for geotechnical monitors and records for well modifications are not included in this summary. The water well records used in the preparation of the review are attached.

The following summarizes the reported well record information within the review area.

Number of wells:	21
Drilled Construction:	8
Dug/Bored Construction:	8
Sandpoint Construction:	5
Unknown Construction:	0
Completed in Overburden:	19 (100%)
Completed in Bedrock:	0

The following summarizes the reported well performance data.

	Maximum	Minimum	Average
Well Depth (m)	22.9	6.1	14.8
Test Rate (L/min)	91	9	27
Test Period (Hours)	24.5	1	7.3

Reported Water Quality:

Fresh:	19 or 90% (no objectionable tastes or odours)
Sulphurous:	none
Mineralized/Saline:	none
Quality Not Reported:	1 or 5%
Dry Well:	1 or 5% (sand too fine-grained)

The average well within about 500 metres of the proposed lot is of drilled or dug/bored construction, completed in the intermediate overburden aquifer to a depth of 14.8 metres and yields 27 litres of fresh-quality water per minute over an average period of 7.3 hours. This average yield exceeds the maximum water demand of a normal four bedroom home specified by the Ministry of the Environment and Climate Change (i.e. 18L/min without inline storage).

It is generally observed from the water well record data that the intermediate overburden aquifer typically consists of fine sand, and where well contractors have not utilized fine sand well construction techniques (i.e. gravel packed screens, extended fine screens, etc...), lower yield or extended sand production may occur.

It should be noted that the above summary and analysis is based solely on information contained in the Ministry of the Environment and Climate Change water well record database as reported by drilling contractors and is not subject to quality control, however the overall analytical summary is favourable.

WATER QUALITY

Bacteriological Water Quality:

A sample of untreated groundwater was collected from the bored well located at the adjacent property at 228 Charlotteville West Quarter Line Road on November 15, 2016 by the applicant and submitted to Maxxam Analytics Inc. for bacteriological analysis. A sample was unable to be collected during the Wilson Associates site visit on November 7, 2016 as no resident was home at the time of the visit. The samples were collected in laboratory-supplied bottles, stored in an ice-packed cooler and submitted to the laboratory under chain of custody. The laboratory analytical report is included with the water chemistry results, which is attached.

The laboratory reported no detectable Total Coliform, E.Coli or background bacteria in the sample collected from the neighbouring well.

The depth of the neighbouring bored well is unknown, and no well record appears to exist in the MOECC water well record database. Based on the site setting, it is assumed that the bored well will be completed in the intermediate overburden aquifer to a depth of about 10 to 14m.

Chemical Analysis:

A sample of untreated groundwater was collected from the bored well located at the adjacent property at 228 Charlotteville West Quarter Line Road on November 15, 2016 by the applicant and submitted to Maxxam Analytics Inc. for chemical analysis. As above, a sample was unable to be collected during the Wilson Associates site visit on November 7, 2016 as no resident was home at the time of the visit. The samples were collected in laboratory-supplied bottles, stored in an ice-packed cooler and submitted to the laboratory under chain of custody.

The water from the adjacent well is slightly alkaline, with a pH value of 8.08. The water from the well is moderately hard, with a hardness value of 290 mg/L as CaCO₃, which is typical of groundwater in the region.

The sodium content of the water at 47mg/L is well below the Ontario Drinking Water Quality Standard (ODWQS) of 200mg/L, but is above the level at which the ODWQS's advise that physicians for persons on sodium-restricted diets should be advised (20mg/L).

All other chemical parameters determined were at acceptable levels under the Ontario Drinking Water Quality Standards.

The nitrate content of the water from the neighbouring well is relatively low at 1.02mg/L, well below the ODWQS of 10mg/L, indicating little impact from local agricultural practices or sewage systems. While the sodium and chloride contents are below applicable ODWQS's, the levels

are slightly higher than common for groundwater in the region, suggesting a minor impact from nearby road salting.

A copy of the analytical report is attached.

Historical Bacteriological and Chemical Analysis of Water From On-Site Well:

A sample of untreated groundwater was collected from the bored well located at the house on the lands to be retained at 188 Charlotteville West Quarter Line Road on April 8, 2015 by the applicant and submitted to Maxxam Analytics Inc. for bacteriological and chemical analysis. The well record that best matches the well at 188 Charlotteville West Quarter Line Road appears to be MOECC Well No. 47-4704, which is a 7.6m deep bored well completed in 1979.

The laboratory reported no detectable Total Coliform or E.Coli bacteria, and a low and acceptable background bacteria of 92CFU/100mL in the sample collected from the on-site well.

The water from the on-site well is slightly alkaline, with a pH value of 7.76. The water from the well is moderately hard, with a hardness value of 190 mg/L as CaCO₃, which is typical of groundwater in the region.

The sodium content of the water at 38mg/L is well below the Ontario Drinking Water Quality Standard (ODWQS) of 200mg/L, but is above the level at which the ODWQS's advise that physicians for persons on sodium-restricted diets should be advised (20mg/L).

All other chemical parameters determined were at acceptable levels under the Ontario Drinking Water Quality Standards.

The nitrate content of the water from the on-site well was non-detectable, indicating no impact from local agricultural practices or sewage systems.

A copy of the analytical report is attached.

SOILS INVESTIGATION

Test Holes:

Four 1.8m deep exploratory test holes were excavated within and east of the proposed lot on November 7, 2016. Test Hole 1 was completed as a 5cm-diameter test hole using a portable soil sampling auger and Test Holes 2, 3 and 4 were completed as standard backhoe test pits. The soil profile was logged in each hole and representative soil samples were collected from each identified soil horizon for subsequent classification, analysis and storage. The attached diagram shows the approximate test hole locations. The following table provides a summary of the analytical results for representative soil samples.

Table 1 : Summary of Soil Analytical Data

Test Hole/ Sample	Depth (m)	Grain-Size Distribution				"k" (cm/sec)	T-Time (min/cm)
		Clay %	Silt %	Sand %	Gravel %		
TH1 S1	0.5	0	16	84	0	8×10^{-4}	12
TH2 S2	1.5	17	67	16	0	4×10^{-6}	45

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

In summary, the soil profile at the test holes consists mainly of a glaciolacustrine silt with some clay and sand, with a thin veneer of a fine sand with some silt in the highest western periphery of the site. The glaciolacustrine silt exhibits a percolation rate in the range of 45 minutes/cm, and the thin western fine sand exhibits a percolation rate in the range of 12 minutes/cm.

The grain-size analysis curves are attached.

The following provides a summary of the test hole logs:

TEST HOLE 1 (at westerly limit of lot)

<u>Depth (m)</u>	<u>Material</u>
0 - 0.2	dark brown topsoil
0.2 - 0.8	red-brown, loose, dry to wet fine SAND with some silt (estimated T-time 12min/cm)
0.8 - 1.8	grey-brown, very compact, wet SILT with some clay and sand (estimated T-time 12min/cm)

TEST HOLE 2 (east part of lot, ±30m from road)

<u>Depth (m)</u>	<u>Material</u>
0 - 0.2	dark brown topsoil
0.2 - 0.3	red-brown, loose, dry fine SAND with some silt (estimated T-time 12min/cm)
0.3 - 1.8	grey-brown, very compact, dry to wet SILT with some clay and sand (estimated T-time 12min/cm)

TEST HOLE 3 (east part of lot, ±45m from road)

<u>Depth (m)</u>	<u>Material</u>
0 - 0.3	dark brown topsoil
0.3 - 1.8	grey-brown, very compact, dry to wet SILT with some clay and sand (estimated T-time 12min/cm)

TEST HOLE 4 (east of lot, ±60m from road)

<u>Depth (m)</u>	<u>Material</u>
0 - 0.3	dark brown topsoil
0.3 - 1.8	grey-brown, very compact, dry SILT with some clay and sand (estimated T-time 12min/cm)

Shallow Groundwater Conditions:

Emergent groundwater was observed in Test Holes 1, 2 and 3 as follows:

- Test Hole 1: Emergent groundwater observed at 0.4m below grade
- Test Hole 2: Emergent groundwater observed at 1.7m below grade
- Test Hole 1: Emergent groundwater observed at 1.2m below grade
- Test Hole 1: Hole dry to 1.8m

Septic System Design:

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

Based on the easterly slope of the lot, a sewage system is most likely to be constructed within the eastern half of the lot. The base of tile trenches in the eastern half of the lot should be set no lower than 0.3m below current grade due to observed watertable conditions. A design T-time of 45min/cm should be assumed, as applicable to the selected tile bed design.

A standard fill-based sewage disposal system will require a contact area of 267m², including the 15m downslope mantle area, for a standard 3-bedroom home with a design sewage flow of 1,600L/day. The use of alternative designs, such as a filter bed, can reduce the required area for the tile bed to as little as 85m².

It is understood that the County requires that a full sewage system reserve area be utilized in lot design, and as such, the rear (east) yard of the proposed lot with a standard 3-bedroom home will require a contact area (primary plus reserve) of 534m² (or 170m² for a filter bed with reserve) plus a 5m setback from the house, a 3m setback from all property lines, a setback of 30m from the neighbouring bored well at the northwest corner of the neighbour's lot to the south, and a 15m setback from a recommended drilled well on the proposed lot. Due to the setback requirements of the neighbouring bored well, the sewage disposal area is most likely restricted to the north half or the northeast corner of the proposed lot, and will most likely need to be a filter bed-type installation. It is recommended that a lot design analysis be undertaken to confirm that the disposal area (plus reserve) and all required setbacks from the neighbouring well, a new house, and all property lines can be accommodated.

SEWAGE SYSTEM IMPACT ASSESSMENT

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

It is noteworthy that the water from the adjacent neighbouring well and the well at 188 Charlotteville West Quarter Line Road further to the south contained low or non-detectable levels of nitrate, indicating a low impact from local agricultural practices and sewage systems.

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

Step 2 of the guideline is applicable where groundwater resources can be confidently demonstrated to be hydraulically isolated from potential sewage pathways. It is our opinion that the geological setting of the proposed lot provides a setting where groundwater resources can be confidently demonstrated to be hydraulically isolated from potential sewage pathways, as follows:

- Shallow groundwater on the site is perched atop a glaciolacustrine silt which exhibits a permeability in the range of 4×10^{-6} cm/sec. Although Procedure D-5-4 does not define the conditions where hydraulic isolation can be considered to be present, the much more recent 2008 MOECC Design Guidelines for Sewage Works defines soils for a low risk environment as having a permeability of 10^{-5} cm/sec or less, which are present at the proposed lot.
- Shallow groundwater flow will be eastwards towards the nearby Forestville Creek. The Creek provides a hydrogeological barrier to the further lateral movement of an effluent plume to the east.
- There will be no users of groundwater between the proposed lot and the Creek, and based on the low permeability soils and eastward direction of shallow groundwater flow, there is no risk to existing or future water supplies.

As Step 2 of the guideline demonstrates that the proposed lot is in a low risk geological setting, a mass-balance calculation of effluent impact under Step 3 of the guideline is not considered necessary.

CONCLUSIONS AND RECOMMENDATIONS

1. The average well within about 500 metres of the proposed lot is of drilled or bored construction, completed in the intermediate overburden aquifer to a depth of 14.8 metres and yields 27 litres of fresh-quality water per minute over an average period of 7.3 hours. This average yield exceeds the maximum water demand of a normal four bedroom home specified by the Ministry of the Environment and Climate Change (i.e. 18L/min without inline storage).
2. Although bored/bug wells are in use locally, only a drilled well completed in the intermediate overburden aquifer in accordance with Ontario Regulation 903 are recommended as they are generally more secure. As noted above, fine sand well construction techniques (i.e. gravel packed screens, extended fine screens, etc...) may be required.
3. Based on the acceptable bacteriological quality of water from the two water quality analyses included in this report, the bacteriological quality of water from a drilled well completed in the intermediate overburden aquifer will be acceptable.
4. Based on the acceptable chemical quality of water from the two water quality analyses included in this report, the chemical quality of water from a drilled well completed in the intermediate overburden aquifer will be acceptable. The sodium content of the water from a future well will be well below the ODWQS of 200mg/L, but may exceed the level at which physicians for persons on sodium-restricted diets should be notified (20mg/L).
5. The predominant soil profile is a glaciolacustrine silt, which exhibits a percolation rate most in the range of 45 minutes/cm. A thin surface sand is located only within the western periphery of the lot.

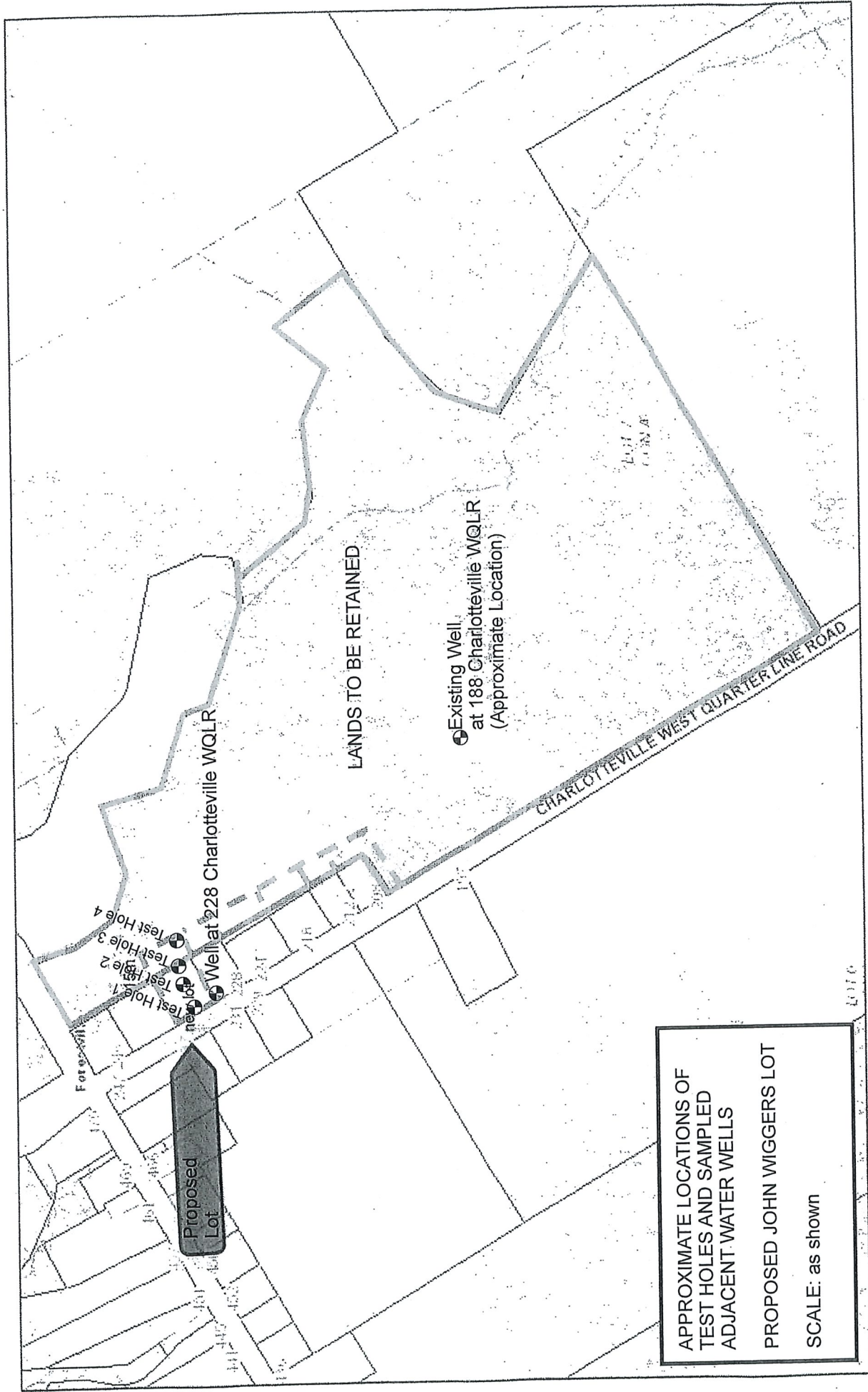
6. Based on the easterly slope of the lot, a sewage system is most likely to be constructed within the eastern half of the lot. The base of tile trenches in the eastern half of the lot should be set no lower than 0.3m below current grade due to observed watertable conditions.
7. Due to the setback requirements from lot lines, the future on-site house, the future on-site well, and the existing neighbouring bored well, the sewage disposal area is most likely restricted to the north half or the northeast corner of the proposed lot, and will most likely need to be a filter bed-type installation. It is recommended that a lot design analysis be undertaken to confirm that the disposal area (plus reserve) and all required setbacks from the neighbouring well, a new house, and all property lines can be accommodated.
8. Under MOECC Procedure D-5-4, the geologic setting of the site is such that groundwater resources can be confidently demonstrated to be hydraulically isolated from potential sewage pathways. As such, a mass-balance (nitrate) impact calculation is not required, as there is no risk of increased nitrate impact to any nearby wells. The future effluent impact will be to lower-permeability soils in the direction of Forestville Creek, and will not impact any local water supply wells.
9. Based on the findings of the preceding analysis, development of the subject land as a residential lot on an individual well and private sewage disposal system is considered viable, subject to the conclusions, limitations and recommendations outlined in this report.

IAN D. WILSON ASSOCIATES LIMITED



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

MAP NORFOLK - Community Web Map



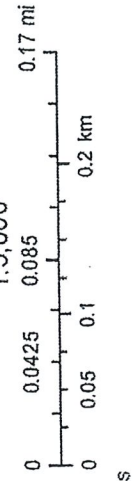
APPROXIMATE LOCATIONS OF
TEST HOLES AND SAMPLED
ADJACENT WATER WELLS

PROPOSED JOHN WIGGERS LOT

SCALE: as shown

Client: John Wiggers, 188 Charlotteville W 1/4 Line Road
St. Williams ON N0e 1P0

Property is in the Hamlet of Forestville Norfolk County



May 30, 2016

Land Parcels

Plan Lines

Norfolk GIS



Zoning By-law Amendment

188 Charlotteville West Quarter Line Road

Planning Justification Report

January 21, 2026
Our Job #: 24-158



vallee
*Consulting Engineers,
Architects & Planners*



Zoning By-law Amendment | Planning Justification Report

188 Charlotteville West Quarter Line Road

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Introduction

On behalf of John Wiggers (“the client”), G. Douglas Vallee Limited is making application to amend the Norfolk County Zoning By-law for 188 Charlotteville West Quarter Line Road (the “Subject Lands”). It is the intent of this zoning by-law amendment (ZBA) is to facilitate infill development within hamlet boundary of Forestville and recognize a reduction in lot area for the Hamlet Residential Zone. As the Consultant, G. Douglas Vallee Limited has been retained by the client to provide professional planning and engineering services in consideration of the proposed development through the preparation of a Planning Justification Report (“PJR”). The purpose of the PJR is to evaluate the proposed amendment in consideration of Provincial and local policy. Should this ZBA be approved a subsequent consent application will be submitted to sever Part 1 from Part 2 to create a new residential lot.

This application:

- proposes an appropriate form of infill development within a hamlet;
- Is consistent with the Provincial Planning Statement 2024 and Norfolk County Official Plan
- Maintains the intent and purpose of the Norfolk County Comprehensive Zoning Bylaw HC 1-2020;
- Represents good planning.

Site Context

Subject Lands

The subject lands front the east side of Charlotteville West Quarter Line Road, between Charlotteville Road 1 and Front Road, with 46.61m of frontage. The lands are approximately 22.5ha in size and is zoned agriculture, hazard lands, and Provincially significant wetland under the Norfolk County Zoning Bylaw. It is designated under the Official Plan as hazard lands, agriculture, hamlet and is within the Lakeshore Special Policy Area. Additionally, approximately 22.2m² of the northern portion of Part 1 is within a Provincially Significant Wetland (PSW) adjacent layer (figure 3).



Figure 1- Subject Lands

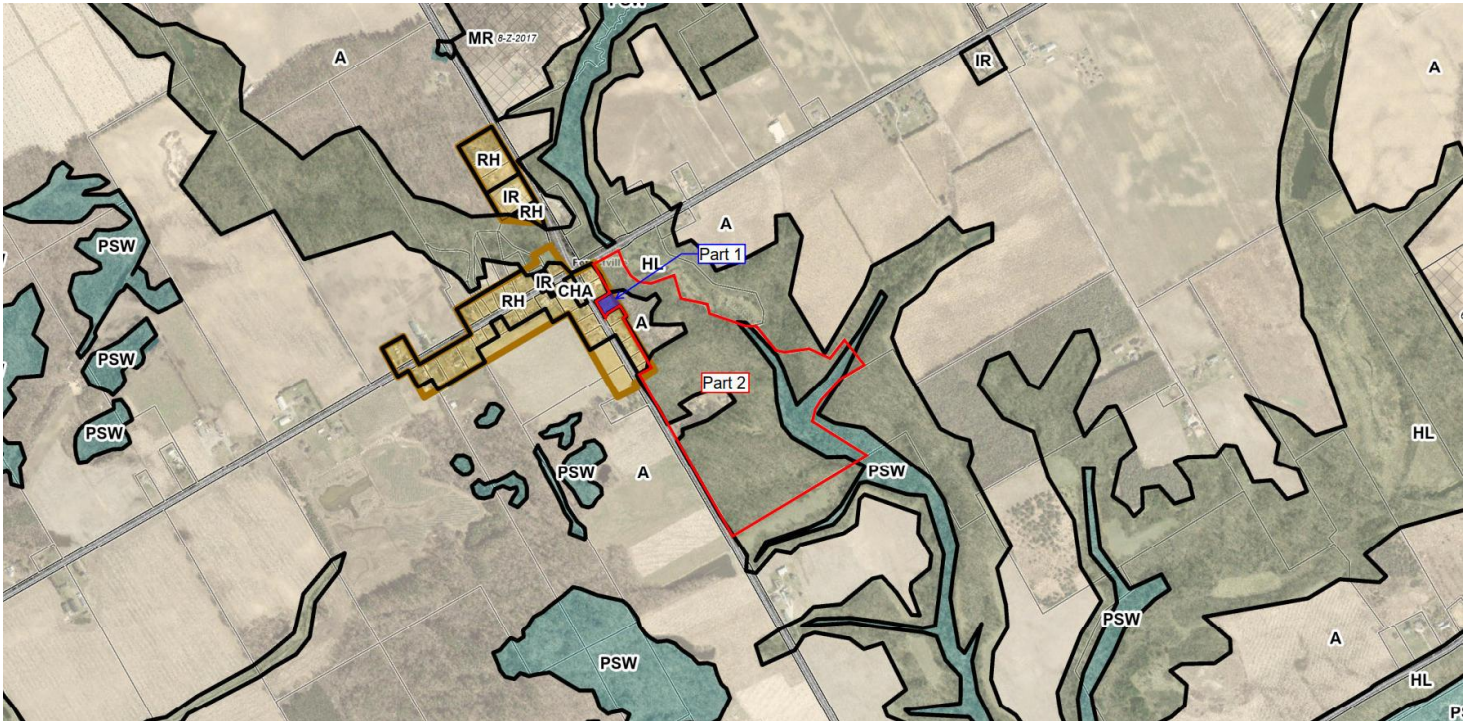


Figure 2 – Surrounding Context

As seen in the Survey prepared by Kim Husted Surveying LTD, a minor parcel encroachment in the form of existing fencing and a propane tank were observed along the shared lot lines of Part 1 of the subject lands and 228 Charlotteville West Quarter Line Road. These appear to be limited to boundary landscaping and do not materially affect the proposed lot configuration or its development potential.

Furthermore, a Topographical Survey prepared by Kim Husted has determined that the frontage of Part 1 is approximately 1.9m away from the paved portion of Charlotteville West Quarter Line Road on the north side of the parcel and approximately 2.2m away on the southern portion. A Survey Completed by Kim Husted depicting the location of the paved road from the lot can be seen in Appendix F.



Figure 3 – Part 1

Surrounding Context

The surrounding land uses include agricultural uses to the north, west and east; as well as residential uses to the west of the subject lands within the hamlet boundary. The subject lands border the eastern edge of Forestville, with approximately 0.21 ha located within the hamlet (Figure 3). The lands are adjacent to seven residential lots within the hamlet and one residential lot to the west, which lies outside the hamlet boundary.

Purpose

As shown in Figure 3, a portion of the subject lands is located within the hamlet boundary of Forestville and is currently zoned Agriculture. This application seeks to rezone Part 1 from Agriculture to Hamlet Residential, bringing it into conformity with the Official Plan. Should this Zoning By-law Amendment be approved, the client intends to sever Part 1 from the subject lands through a subsequent consent application. This proposal also seeks to recognize an undersized lot within the Hamlet Residential area.

The order of Applications are as follows:

- **Application #1:** Zoning By-law Amendment to rezone Part 1 from Agriculture to Hamlet Residential and to recognize a reduced lot area of approximately 1,897m² (See Survey).
- **Application #2:** Subsequent Consent application to sever Part 1 from the subject lands to create one 1,897m² residential lot within the Hamlet boundary of Forestville.

Supporting Documents

The following supporting studies have been completed to confirm the technical appropriateness of the development:

- Plan of Survey completed by Kim Husted Surveying LTD, dated June 5th, 2025;
- Topographic Survey completed by Kim Husted Surveying LTD, dated June 24th, 2025;
- Archaeological Assessment, waived by Tiera Henhawk of Six Nations (Appendix D);
- Traffic Impact Brief, waived by Alisha Cull (Appendix E);
- Hydrogeological Assessment \ prepared by Wilson Associates, dated December 15th, 2016; and
- Grading Plan Completed by G. Douglas Vallee Limited, dated January 21, 2026
- Functional Servicing Report, prepared by G. Douglas Vallee Limited, dated January 21, 2026

These materials were submitted to include the information and material required under Section 34 (10.1) 'Zoning' of the Planning Act as part of a complete application.

Hydrogeological Assessment

The Hydrogeological Assessment prepared by Wilson Associates evaluated the proposed lot for the viability to support both a private water well and septic system. The report concluded that based on the findings of the analysis development of the subject lands as a residential lot on an individual well and private sewage disposal system is considered viable, subject to its conclusions, limitations and recommendations outlined in the report. It has also been indicated by County staff that the recommendations of this report be implemented as a condition of consent (Appendix E). For reference, the full list of recommendations is provided on pages 9 and 10 of the report.

Septic Design

The Grading Plan prepared by G. Douglas Vallee Limited depicts the available area for a septic bed footprint that conforms with OBC setbacks and doesn't require an EIS. Detailed design is to be completed at the time of the building permit application.

Archeological Assessment

As shown in Appendix D, the client demonstrated to the satisfaction of Tierra Henhawk of the Six Nations of the Grand River on March 28th, 2025 that Part 1 had previously been disturbed, with 4–5 feet of topsoil removed in 1960 when it was used as a sand pit. This information was deemed sufficient to confirm that Part 1 has no archaeological potential, and consequently, a Stage 1 assessment was waived.

Traffic Impact Brief

The requirement for a Traffic Impact Brief was waived by County staff, as there are no visibility constraints or obstructions to sightlines from the proposed driveway location onto the adjacent roadway.

Functional Servicing Report

The Functional Servicing Report prepared by G. Douglas Vallee Limited indicates that The proposed severed parcel can be adequately serviced. Sanitary servicing will be provided via a private on-site septic system to be designed at the Building Permit stage, and domestic water will be supplied by a drilled well constructed in accordance with Ontario Regulation 903. Stormwater management controls are not required, as post-development drainage will continue to outlet to Forestville Creek, consistent with existing conditions. It is assumed that electrical, gas, and telecommunications services have sufficient capacity to accommodate a single-family dwelling.

Planning Review

The proposed ZBA, and subsequent consent application, was prepared considering several planning documents, including the Planning Act, the Provincial Planning Statement, the Norfolk County Official Plan and Norfolk County Comprehensive Zoning By-Law 1-Z-2014, as amended.

Planning Act

Table 1 - Planning Act Review	
Section	Comment
Section 2	Lists matters of provincial interest which all land use decisions in Ontario shall have regard to.
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."
Section 34	Allows amendments to the Zoning By-law.

Zoning By-law Amendment | Planning Justification Report

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Section 53	Permits a Committee of Adjustment to make decisions on applications for changes to land configuration in the form of Consents.
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Section 2 of the Planning Act establishes matters of provincial interest. The Minister, the council of a municipality, a local board, a planning board and the Tribunal, in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest.

As shown in Appendix A, the proposed Zoning By-law Amendment and consent applications have been reviewed for consistency with Section 2 of the Planning Act and are not in conflict with its provisions.

Section 3 of the Planning Act 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”. A review of these applications and how they are consistent with the Provincial Planning Statement 2024 is provided below.

Section 34 of the Planning Act allows for the consideration of amendments to the Zoning Bylaw and is reviewed as part of this report.

Section 53 of the Planning Act allows for the subdivision of land by way of consent and is discussed in this report.

Provincial Planning Statement (2024)

The Provincial Planning Statement (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 proposed application has been reviewed in consideration of the applicable policies of the PPS, which provide direction for infill development within hamlet areas. As demonstrated by the detailed policy review provided in Appendix B, this application will bring Part 1 into conformity with its Hamlet designation under the County's Official Plan and facilitate residential infill development within the Hamlet of Forestville which is encouraged by the PPS.

This application adds to the range and mix of housing options in the county by facilitating the infill development of a low density privately serviced housing option on underutilized land within a rural settlement area, contributing to the establishment of complete communities. By utilizing existing frontage on Charlotteville West Quarter Line Road, this application efficiently utilizes existing municipal infrastructure. Through the completion of a hydrogeological study, it has been demonstrated that the establishment of private water well and sewage disposal servicing can be safely and adequately supported by Part 1.

As demonstrated above, supporting technical studies confirm that the site is suitable for private services and that the proposed development can be accommodated without adverse impacts on the surrounding area. Functional Servicing Report addressing relevant policies in the PPS have been completed and are included with this application.

Therefore, a decision by Council to approve the proposed ZBA and by the Committee of Adjustment to approve the subsequent consent application would be consistent with the policies of the PPS.



Norfolk County Official Plan

As demonstrated in Appendix C, the proposed ZBA and subsequent consent application have been reviewed against the Official Plan policies for Hamlet Areas and is consistent with those policies. Limited infill development for residential purposes is permitted within hamlets provided the lands can be adequately serviced and utilize existing municipal infrastructure.

The proposed lot will have 46.61m of existing frontage along an opened and maintained public road (Charlotteville West Quarter Line Road). The necessary supporting studies have been completed to demonstrate the lot can support private services without causing negative impacts on human health in the surrounding community or natural environment.

As the lands to be severed are within the hamlet boundary of Forestville this application would bring the zoning of Part 1 into compliance with the official plan.

PSW Adjacent Layer

It has been confirmed with LPRCA that the PSW adjacent layer located on the lands to be severed, should this ZBA be approved, is marginal (22.2 m²). Therefore, an EIS and conservation permit will not be required provided that no construction takes place within the adjacent layer, as confirmed by the preliminary septic designs. Accordingly, no construction activities are proposed or necessary within this area, thereby achieving full avoidance. A Grading Plan prepared by G. Douglas Vallee Limited, depicts the area where the septic system could be installed without staging within the PSW adjacent layer.

Servicing

The results of the hydrogeological assessment prepared by Wilson and Associates confirms that Part 1 can adequately support private water well and sewage disposal services. Furthermore, the hydrogeological assessment suggest that smaller systems can be considered within Part 1 and be constructed an appropriate distance from neighbouring wells without staging construction in the PSW adjacent layer.

Petroleum area

A review of Schedule J7 of the Official Plan confirms that Part 1 is located within an identified active petroleum pool in the community of Forestville. A desktop review of available Ministry of Natural Resources and Forestry (MNRF) well data indicates that there are no active or inactive petroleum or natural gas extraction operations within 500m of the subject property.

Accordingly, approval of the proposed ZBA will not interfere with or restrict access to any existing petroleum or natural gas infrastructure. Furthermore, as Part 1 is situated within the established Hamlet boundary, the proposed lot creation facilitated by this ZBA will not constrain or preclude future extraction activities should resource development occur in the broader area.

Lakeshore Special Policy Area

Policy 11.3.2.2(f) of the LSPA notes that Forestville does not have a direct relationship with the lakeshore, and therefore the LSPA Community Design Guidelines do not apply.

As such, a decision by Council to approve the proposed ZBA and by the Committee of Adjustment to approve the subsequent consent application would be consistent with the Official Plan.

Norfolk County Zoning By-law

The subject lands are currently zoned Agricultural under the Norfolk County Zoning By-law. As the future severance falls within the Forestville Hamlet boundary a, ZBA is required to rezone the severed lands to Hamlet

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Residential to facilitate the future severance, while the retained lands will remain in the Agricultural zone.

As seen on the Kim Husted Survey submitted with this application, the proposed severed lot will have an area of 1,897m². The minimum lot area for Hamlet Residential zones is 0.4 ha (4,000 m²). As demonstrated by the Hydrogeological Assessment included with this application the proposed lot size has been confirmed to be sufficient to safely and adequately support private water and sewage services. The assessment further confirms that the required setbacks from neighbouring wells can be achieved, as demonstrated by the preliminary septic designs. Additionally, the proposed lot size and configuration are consistent with the character and pattern of the surrounding hamlet and are not expected to generate adverse impacts. As such, if approved, the ZBA, and subsequent consent application, would not negatively affect the surrounding community.

The proposed Zoning By-law Amendment and related consent application are consistent with the intent and purpose of the Norfolk County Zoning By-law and will not result in any adverse impacts on the surrounding area. As such, a decision by Council to approve the proposed ZBA, and by the Committee of Adjustment to approve the subsequent consent application, would be consistent with the intent and purpose Norfolk County Zoning By-law.

Conclusion

This application seeks to rezone the subject lands within the hamlet of Forestville from Agriculture to Hamlet Residential and recognize the reduced lot size for a future severance application which this application seeks to facilitate. The zone changes from Agriculture to Hamlet Residential and subsequent consent application to sever the lot bring these lands into compliance with the Norfolk County Official Plan which permits lot creation within the hamlet boundaries for infill development.

The official plan encourages low density privately serviced infill development within Hamlets as the primary form of intensification. Additionally, the reduced lot size proposed with this application is consistent with the size and character of surrounding lots in the hamlet and provides sufficient lot area for a private well, and septic system. Furthermore, it has been demonstrated that the construction will not be required to be staged within the PSW adjacent layer within the parcel and that a septic system could be installed an appropriate distance from neighbouring wells.

As such, a decision by Council to approve this application and by the Committee of Adjustment to approve the subsequent consent application to facilitate the infill development of underutilized land within a hamlet boundary would be consistent with the Provincial Planning Statement, Norfolk County Official Plan and align with the intent and purpose of the Norfolk County Zoning By-law.

If you have any questions, please feel free to contact us.

Report prepared by:

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Appendices



Appendix A to Planning Justification Report – Section 2 Planning Act – Provincial Interest
 Charlotteville West Quarter Line Road ZBA and Severance
 24-158

Section 2 Planning Act – Provincial Interest - Compliance Table

This appendix demonstrates how the proposed application is consistent with Section 2 of the Planning Act.

Matter	Comments	
a) the protection of ecological systems, including natural areas, features and functions;	Approximately 22.2m ² of the area of interest are within a PSW adjacent layer. The proposed development ensures that development proceeds in a manner that identifies and protects natural heritage features and ensures the proposed residential use is in compliance with acceptable standards as established by the Ministry of the Environment and Climate Change	✓
b) the protection of the agricultural resources of the Province;	The lands are not designated for agricultural purposes.	
c) the conservation and management of natural resources and the mineral resource base;	A review of Schedule J-7 of the Norfolk County Official Plan has indicated that Forestville is within an active petroleum pool. A desktop analysis of surrounding natural gas wells has indicated that there are no active or decommissioned wells within 500m of the area of interest. This application proposes infill development within an existing hamlet boundary, as such the proposed development does not prevent the establishment of future wells or safe access to existing wells.	✓
d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;	Not applicable to this development application.	
e) the supply, efficient use and conservation of energy and water;	This will be considered during the detailed design of the project.	✓
f) the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems;	Yes. The proposed development will utilize access on an existing municipal road. It will utilize a private water well and septic system for servicing as there are no municipal services in Forestville	✓
g) the minimization of waste;	Noted.	✓
h) the orderly development of safe and healthy communities; (h.1) the accessibility for persons with disabilities to all facilities, services and matters to which this Act applies;	Yes. This application seeks to facilitate infill development in an established rural settlement area. The form and function of the development facilitated by this ZBA is a low density privately serviced dwelling providing a modest increase in housing within a hamlet area..	✓

Appendix A to Planning Justification Report – Section 2 Planning Act – Provincial Interest
 Charlotteville West Quarter Line Road ZBA and Severance
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i) the adequate provision and distribution of educational, health, social, cultural and recreational facilities;	Not applicable.	
j) the adequate provision of a full range of housing, including affordable housing;	Yes. This development adds to the range of low density housing types available in Norfolk County.	✓
k) the adequate provision of employment opportunities;	Not applicable.	
l) the protection of the financial and economic well-being of the Province and its municipalities;	The development will add to the tax base and utilizes existing infrastructure.	✓
m) the co-ordination of planning activities of public bodies;	The applications are subject to the public process.	✓
n) the resolution of planning conflicts involving public and private interests;	The applications are subject to the public process. Additional consideration will be given to comments resulting from the public process.	✓
o) the protection of public health and safety;	Supporting studies confirm the safety elements of the development in the form of a supporting hydrogeological assessment confirming locations for the safe and adequate provision of a private septic system and water well.	✓
p) the appropriate location of growth and development;	Hamlet infilling is encouraged by the Norfolk County Official Plan.	✓
q) the promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians;	Not applicable.	
r) the promotion of built form that, (i) is well-designed, (ii) encourages a sense of place, and (iii) provides for public spaces that are of high quality, safe, accessible, attractive and vibrant;	This will be considered during the detailed design of the project	
s) the mitigation of greenhouse gas emissions and adaptation to a changing climate.	This will be considered during the detailed design of the project.	

Appendix B to Planning Justification Report
 PPS – Policy Compliance Matrix
 Project 24-158

Provincial Planning Statement 2024 – Policy Compliance Table

This appendix demonstrates how the proposed applications are consistent with those applicable policies of the Provincial Planning Statement

Section	Policy	Comments	Complies
Chapter 2: Building Homes, Sustainable Strong and Competitive Communities			
2.1.6	Planning authorities should support the achievement of complete communities by:		
a)	accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses	This application would add to the range and mix of housing options in the area.	✓

Section	Policy	Comments	Complies
Chapter 2: Building Homes, Sustainable Strong and Competitive Communities			
2.2	Housing Summary: Section 2.2 outlines guidelines for planning authorities to ensure a diverse range of housing options and densities that meet the projected needs of current and future residents. This includes setting minimum targets for affordable housing, facilitating various housing types to support community well-being, promoting land-efficient densities, and prioritizing transit-oriented development near transit corridors and stations.		
2.2.1	Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:		
a)	establishing and implementing minimum targets for the provision of housing that is affordable to low- and moderate-income households	This application will facilitate infill development of a single detached dwelling in Forestville.	✓
b)	permitting and facilitating: 1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents	This application would facilitate the infill development of a single residential lot within Forestville on underutilized land inside the hamlet boundary.	✓

Appendix B to Planning Justification Report
 PPS – Policy Compliance Matrix
 Project 24-158

	2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;		
c)	promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and	This application seeks to facilitate the establishment of a residential lot	✓
d)	requiring transit-supportive development and prioritizing intensification	This application would result in low density intensification within a rural settlement area, reducing scattered nonfarm development	✓

Section	Policy	Comments	Complies
Chapter 2: Building Homes, Sustainable Strong and Competitive Communities			
2.3	Settlement Areas and Settlement Area Boundary Expansions		
2.3.1	General Policies for Settlement Areas		
	Summary: Section 2.3 outlines that settlement areas should be the primary focus for growth and development, particularly in strategic areas like major transit stations. It emphasizes land use patterns that optimize resources and infrastructure while supporting active and transit-oriented transportation. Planning authorities must encourage intensification and redevelopment, establish minimum and density targets for growth areas, and implement phasing policies to ensure orderly development aligned with infrastructure needs.		

Appendix B to Planning Justification Report
 PPS – Policy Compliance Matrix
 Project 24-158

2.3.1.1	Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.	This application is proposed within the settlement area of Forestville.	✓
2.3.1.2	Land use patterns within settlement areas should be based on densities and a mix of land uses which:		
a)	Efficiently use land and resources	This application will facilitate the intensification of a underutilized portion of the subject lands which lie within the hamlet boundary of Forestville. The lot this application seeks to facilitate would be established on an existing road with sufficient frontage.	✓
b)	Optimize existing and planned infrastructure and public service facilities;	This infill development will utilize private services as there are no municipal services in Forestville. The lot would be established on an existing road	✓
c)	Support active transportation	N/A	N/A
d)	Are transit-supportive	N/A	N/A
e)	Are freight supportive	N/A	N/A
2.3.1.3	Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities	This application will result in light intensification and help achieve complete communities by adding to range and mix of housing options.	✓
2.3.1.4	Planning authorities shall establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions.	This application will help meet intensification and redevelopment targets.	✓
2.3.1.5	Planning authorities are encouraged to establish density targets for designated growth areas, based on local conditions. Large and fast-growing municipalities are encouraged to plan for a target of 50 residents and jobs per gross hectare in designated growth areas.	NA	N/A

Appendix B to Planning Justification Report
 PPS – Policy Compliance Matrix
 Project 24-158

2.3.1.6	Planning authorities should establish and implement phasing policies, where appropriate	NA	
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Section	Policy	Comments	Complies
Chapter 2: Building Homes, Sustainable Strong and Competitive Communities			
2.9	Energy Conservation, Air Quality and Climate Change Summary: Section 2.9 emphasizes the role of planning authorities in reducing greenhouse gas emissions and adapting to climate change. It advocates for the development of compact, transit-supportive communities, incorporates climate considerations into infrastructure planning, and promotes energy conservation, green infrastructure, and active transportation. The section also encourages additional measures to enhance community resilience and improve air quality.		
2.9.1	Planning authorities shall plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate through approaches that:		
a)	support the achievement of compact, transit-supportive, and complete communities;	This application will result in light intensification and help achieve complete communities by adding to the range and mix of housing options.	✓

Section	Policy	Comments	Complies
Chapter 3: Infrastructure and Facilities			
3.6	Sewage, Water, and Stormwater Summary: Section 3.6 outlines planning requirements for sewage, water, and stormwater services. It prioritizes timely growth accommodation and optimization of existing municipal services, with municipal systems favored for settlement areas. Private communal services are alternatives when municipal options are unavailable, while individual on-site services are permitted under suitable conditions. Partial services may be allowed to address specific failures. For stormwater management, planning must minimize volumes and contaminants, promote green infrastructure, and align with comprehensive municipal plans.		
3.6.1	Planning for sewage and water services shall:		

Appendix B to Planning Justification Report
 PPS – Policy Compliance Matrix
 Project 24-158

a)	accommodate forecasted growth in a timely manner that promotes the efficient use and optimization of existing municipal services	The lot will be privately serviced as there are no municipal services in Forestville.	✓
b)	<p>ensure that these services are provided in a manner that:</p> <ol style="list-style-type: none"> 1. can be sustained by the water resources upon which such services rely; 2. is feasible and financially viable over their life cycle; 3. protects human health and safety, and the natural environment, including the quality and quantity of water; and 4. aligns with comprehensive municipal planning for these services, where applicable. 	A hydrogeological study has been conducted for the area of interest and determined that the proposed lot can support private services, including a water well and septic system.	✓
c)	Promote water and energy conservation and efficiency;	The future dwelling will be constructed to modern standards.	✓
d)	Integrate servicing and land use considerations.	The lot will be privately serviced as there are no municipal services in Forestville.	✓
e)	consider opportunities to allocate the unused system capacity of municipal water services and municipal sewage services	<p>The lot will be privately serviced as there are no municipal services in Forestville.</p> <p>A hydrogeological study has been conducted for the area of interest and determined that the proposed lot can support private services, including a water well and septic system.</p>	✓

Appendix B to Planning Justification Report
 PPS – Policy Compliance Matrix
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f)	be in accordance with the servicing options outlined through policies 3.6.2, 3.6.3, 3.6.4 and 3.6.5.	Yes.	✓
3.6.2	Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas	The lot will be privately serviced as there are no municipal services in Forestville.	✓
3.6.3	Where municipal services are not available, planned or feasible, private communal sewage services and private communal water services are the preferred form of servicing for multi-unit/lot development	NA	
3.6.4	Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual onsite sewage services and individual on-site water services may be used At the time of the official plan review or update, planning authorities should assess the long-term impacts of individual on-site sewage services and individual on-site water services	The lot will be privately serviced as there are no municipal services in Forestville. A hydrogeological study has been conducted for the area of interest and determined that the proposed lot can support private services, including a water well and septic system.	
3.6.7	Planning authorities may allow lot creation where there is confirmation of sufficient reserve sewage system capacity and reserve water system capacity.	NA	✓
3.6.8 Planning for Stormwater management shall:			
a)	be integrated with planning for sewage and water services and ensure that systems are	The necessary engineering design and approval will be completed as part of this development to ensure functional and safe design.	✓

Appendix B to Planning Justification Report
 PPS – Policy Compliance Matrix
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	optimized, retrofitted as appropriate, feasible and financially viable over their full life cycle;		
b)	minimize, or, where possible, prevent or reduce increases in stormwater volumes and contaminant loads;	The necessary engineering design and approval will be completed as part of this development to ensure functional and safe design.	✓
c)	minimize erosion and changes in water balance through the use of green infrastructure;	The necessary engineering design and approval will be completed as part of this development to ensure functional and safe design.	✓
d)	Mitigate risks to human health, safety, property and the environment	NA	
e)	Maximize the extent and function of vegetative and pervious surfaces	The necessary engineering design and approval will be completed as part of this development to ensure functional and safe design.	✓
f)	promote best practices, including stormwater attenuation and re-use, water conservation and efficiency, and low impact development; and	The necessary engineering design and approval will be completed as part of this development to ensure functional and safe design.	✓
g)	align with any comprehensive municipal plans for stormwater management	The necessary engineering design and approval will be completed as part of this development to ensure functional and safe design.	✓

Norfolk County Official Plan

This appendix demonstrates conformity with the applicable policies of the Haldimand County Official Plan.

Section	Policy	Comments	
Section 2.2 Goals & Objectives			
2.2	Goals and Objectives	This section of the Official Plan sets out six “Goals and Objectives” to which the following four are applicable to the proposed residential development:	
2.2.1	Strong and Diversified Economy	The proposed application is not subject to Section 2.2.1	n/a
2.2.2	Protecting and Enhancing the Natural Environment	Approximately 22.2m ² of the area of interest are within a PSW adjacent layer. The proposed development implements the objectives of this policy by ensuring that development proceeds in a manner that identifies and protects natural heritage features.	✓
2.2.3	Maintaining and Enhancing the Rural and Small Town Character	This application proposes to permit additional housing supply to the existing neighbourhood, in a compact and efficient form. The development represents an infill of an under-utilized parcel of land for the purposes of a future dwelling that will compliment and add diversity of housing choices the area.	✓
2.2.4	Maintaining a High Quality of Life	The proposed development implements the objectives of this policy by providing housing options to people through an infill and intensification opportunity on underutilized lands.	✓
2.2.5	Upgrading and Expanding Infrastructure	The proposed application is not subject to Section 2.2.5. Private services can be sustained on the subject lands.	✓
2.2.6	A Well Governed, Well Planned and Sustainable County	The proposed application is subject to a public process to gain information from the neighbourhood in addition to commenting agencies.	✓

Section	Policy	Comment	Complies
7.4 Provincially Significant Wetland			
7.4.2	Land Use Policies		
	The following policies apply to land designated Provincially Significant Wetland.		
a)	Based on mapping provided by the Ministry of Natural Resources and Forestry, which is updated from time to time, the precise delineation of the Provincially Significant Wetland Designation may be refined without amendment to this Plan. The County shall maintain up-to-date schedules reflecting the current delineation provided by the Ministry of Natural Resources and Forestry.	Noted.	✓
b)	Development or site alteration shall generally not be permitted on land adjacent to a Provincially Significant Wetland, subject to the policies of Section 3.5.1 (Provincially Significant Features).	Approximately 22.2m ² of the area of interest is within an Adjacent PSW layer. It has been confirmed with the LPRCA that construction for the residential development this application seeks to facilitate will not occur within the adjacent layer.	✓
c)	New utilities or facilities such as roads, sewer or water lines shall be located outside of a Provincially Significant Wetland (PSW). Where such utilities or facilities must be located within a PSW, alternative methods and measures to minimize impacts on the wetlands shall be considered. No utility structures, including communications towers, shall be located within the PSW Designation.	Not applicable.	✓
d)	Provincially Significant Wetlands shall be protected according to the policies of this Plan through the Zoning By-law.	The PSW is not impacted by the proposed development, which private services and structures will remain outside the PSW adjacent lands.	✓

Section	Policy	Comment	Complies
3.0 Sustainable Natural Heritage			
3.5.1	<p>Provincially Significant Features Provincially Significant Features include Provincially Significant Wetlands (PSWs), and habitat of endangered species and threatened species. Provincially Significant Wetlands are designated on Schedule “B”, as described in Section 7.4 (Provincially Significant Wetlands Designation). Schedule “C” delineates the PSWs and approximates the adjacent 120 metres in the context of the Natural Heritage Features.</p> <p>In accordance with common practice relating to such features, the habitat of endangered species and threatened species are not illustrated on the schedules to this Plan.</p> <p>The following shall be the policy of the County:</p>		
a)	Development and site alteration shall not be permitted in a Provincially Significant Feature unless in accordance with provincial and federal requirements.	This application does not propose or seek to facilitate development within a provincially significant feature.	✓
b)	Development and site alteration shall not be permitted on lands adjacent to the natural heritage features and areas, unless the ecological function of the adjacent land has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions that cannot be adequately mitigated. The extent of adjacent land shall be defined as indicated in Table 1. An Environmental Impact Study (EIS) in accordance with Section 9.7.1 (Environmental Impact Study) of this Plan shall be required for all development proposals adjacent to or abutting areas identified as Provincially Significant Features.	LPRCA has confirmed that the PSW adjacent layer on the lands to be severed is marginal (~22.2 m ²). As such, no EIS or conservation permit is required, provided no development or site alteration occurs within this area. The preliminary septic design confirms full avoidance.	✓
	Provincially Significant Wetlands identified on Schedules “B” and “C” to this Plan shall be subject to the policies of Sections 4.4 (<i>sic</i> – 7.4) (Provincially Significant Wetlands Designation), as appropriate, and the policies of this Section of the Plan.		

Section	Policy	Comment	Complies
7.0 Managing Land Use			
7.4	<p>Provincially Significant Wetland Designation The highest level of protection and conservation for Provincially Significant Wetlands (PSW) is required by Provincial policy. Wetland significance and boundaries are identified by the Ministry of Natural Resources and Forestry using the Ontario Wetland Evaluation System. This Plan designates all identified PSW's on Schedule "B" and illustrates the PSW and the adjacent 120 metres on Schedule "C".</p>		
7.4.2	<p>Land Use Policies The following shall apply to land designated Provincially Significant Wetlands:</p>		
a)	<p>Based on mapping provided by the Ministry of Natural Resources and Forestry, which is updated from time to time, the precise delineation of the Provincially Significant Wetland Designation may be refined without amendment to this Plan. The County shall maintain up-to-date schedules reflecting the current delineation provided by the Ministry of Natural Resources and Forestry</p>	Noted.	
b)	<p>Development or site alteration shall generally not be permitted on land adjacent to a Provincially Significant Wetland, subject to the policies of Section 3.5.1 (Provincially Significant Features).</p>	<p>LPRCA has confirmed that the PSW adjacent layer on the lands to be severed is marginal (~22.2 m²). As such, no EIS or conservation permit is required, provided no development or site alteration occurs within this area. The preliminary septic design confirms full avoidance.</p>	✓
c)	<p>New utilities or facilities such as roads, sewer or water lines shall be located outside of a Provincially Significant Wetland (PSW). Where such utilities or facilities must be located within a PSW, alternative methods and measures to minimize impacts on the wetlands shall be considered. No utility structures, including communications towers, shall be located within the PSW Designation</p>	<p>This application does not propose the installation of utilities within a PSW or PSW adjacent payer.</p>	✓

Appendix C to Planning Justification Report
 Official Plan – Policy Compliance Matrix
 Project 24-158

d)	Provincially Significant Wetlands shall be protected according to the policies of this Plan through the Zoning By-law.		
Section	Policy	Comments	Complies
7.5 Hamlet Designation			
7.5.1	Permitted Uses Subject to the other policies of this Plan, the following policies shall apply in determining uses permitted on land designated Hamlet on Schedule “B”.		
a)	Low density residential dwellings on lots suitably sized to accommodate private servicing systems shall be the main permitted use.	The application seeks to facilitate the construction of a single residential dwelling accommodated by private services.	✓
g)	Uses accessory to any of the permitted uses in the Hamlet Designation are permitted.	Noted	
7.5.2	Land Use Policies The following policies apply to land designated Hamlet:		
b)	Designation of a Hamlet Area does not mean that the Hamlet Area is suitable for further development. The following criteria shall be addressed in the review of development applications within designated Hamlet Area boundaries:		
i)	availability of potable water;	A Hydrogeological Assessment was conducted and has confirmed the availability of potable water	✓
ii)	a servicing feasibility study has been completed in accordance with the Ministry of the Environment and Climate Change guidelines which demonstrates that the proposal’s impact on ground and surface water will be within acceptable limits;	A hydrogeological study was conducted and has confirmed the impact of this application is within acceptable limits provided the recommendations of the report are adhered to.	✓
iii)	the proposed servicing will be appropriate for the proposed densities and land uses;	This application seeks to establish private services for the residential lot as Forestville has no access no municipal services	✓
iv)	the pattern of new development will be a logical extension of the existing built-up area;	This application seeks to facilitate infill development of a underutilize portion of land within the built-up area of a hamlet.	✓
v)	the available community facilities, such as community centres, schools, convenience commercial, recreation or cultural facilities can accommodate the proposed development;	N/A	

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vi)	the area of the proposed development shall not be permitted in Provincially Significant Features or Hazard Lands, identified on Schedules “B” of this Plan;	The proposed development will not occur within Provincially Significant features. A small portion of Part 1 is within PSW adjacent lands (~22.2m ²). It has been confirmed with the LPRCA by the client that a conservation permit is not required for construction on this lot. This portion of the land will remain in PSW Adjacent layer which does not permit development.	✓
vii)	the area of the proposed development shall not be permitted in or on adjacent land to the Natural Heritage Features identified on Schedule “C” and/or Tables 1 and 2 or on Schedule “G” and Table 6 of the Lakeshore Special Policy Area Secondary Plan, unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions, in accordance with the policies of Section 3.5 (Natural Heritage Systems) and Section 11 (Lakeshore Special Policy	The application does not propose development in or on adjacent land to a natural heritage feature as confirmed by the LPRCA.	✓
viii)	the area of the proposed development shall not be located within, and will not have a negative impact on, a Natural Resource Area identified on Schedule “J” to this Plan. Mineral Aggregate operations shall be protected from development and activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety or environmental impact. Existing mineral aggregate operations shall be permitted to continue without the need for Official Plan Amendment, rezoning or development permit under the Planning Act. When a licence for extraction or operations ceases to exist, development may be permitted if it is demonstrated that:	A review of Schedule J-7 of the Official Plan has confirmed that Forestville is within an active petroleum pool. It is anticipated that this application will not have a negative impact on the active petroleum pool as development is proposed within a Hamlet settlement area boundary. A desktop review of active petroleum wells in the area has confirmed there are no active petroleum wells within 500m of the area of interest.	✓

Appendix C to Planning Justification Report
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	<ul style="list-style-type: none"> the extraction resource use would not be feasible; or The proposed land use or development serves a greater long term public purposed; and issues of public health, public safety and environmental impact are addressed; and the proposed development is compatible with existing development 		
d)	Additional residential development within a Hamlet Area shall be encouraged to occur through infilling or in-depth development. Provision shall be made at appropriate locations to provide access from the main road to an additional tier of lots behind existing development. The County shall strongly discourage linear development along roads	This application seeks to facilitate the infill development of underutilized land within the hamlet boundary of Forestville along Charlotteville West Quarter line Road.	✓
f)	Development within the Hamlet Designation shall also be subject to the policies of Section 6.6 (Hamlet Areas) of this Plan.	Noted.	

Section	Policy	Comments	Complies
8.0 Networks and Infrastructure			
8.	Summary: This section strives to ensure the efficient and cost effective co-ordination between long term growth management and the provision of infrastructure such as roads trials, sewers, watermains, electric, utility, waste disposal, and telecommunication facilities.		
8.9.2	Services outside of Urban Areas The following shall be the policy of the county:		
a)	The primary means of wastewater disposal in the Rural Area and the Hamlet Areas, is the septic tank and weeping tile system. It is	The application seeks to facilitate infill development of a single privately serviced residential lot within a hamlet boundary.	✓

Appendix C to Planning Justification Report
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	<p>anticipated that such systems or other private waste water disposal systems will continue to be the principal means of waste water disposal outside of Urban Areas. The installation of septic systems is subject to the approval of the authority having jurisdiction.</p>	<p>The Hydrogeological Assessment was prepared with the intent of supporting the design and installation of a Class 4 septic system.</p>	
b)	<p>Municipal water and waste water systems shall generally not be provided to areas outside of Urban Areas. Council may consider extension of municipal sanitary sewer or watermain services beyond the Urban Area but only to address an existing waste water disposal or water quality problem that represents a hazard to public health and safety and provided that Council is satisfied that there is positive public benefit from such action for residents of the County.</p>	<p>The residential lot will rely on private water and waste water services.</p>	✓
c)	<p>The County and/or appropriate agency shall approve all new septic tank and tile or leaching bed systems. A servicing report may be required to identify the most appropriate form of servicing to ensure environmental protection. At the time of approval of new lots, the County shall ensure that there is capacity for hauled waste water at a municipal facility.</p>	<p>Noted</p>	N/A
d)	<p>Communal servicing systems to service new development shall not be permitted except under specific circumstances outlined in this Plan. Communal servicing systems may only be considered in an existing Hamlet Area or Resort Area to resolve existing servicing malfunctions, physical constraints and/or deficiencies, posing potential public health risks.</p>	<p>This application does not seek to establish a communal servicing system.</p>	✓

Appendix C to Planning Justification Report
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e)	<p>The County shall not assume any communal servicing systems in the County, and shall generally not execute responsibility agreements in relation to such systems. However, in the event that execution of a responsibility agreement is required as a result of circumstances outlined in this Subsection, prior to executing the agreement, the County shall be satisfied with the design and economic sustainability of the system and shall require that certain securities be posted, and that a separate financial and maintenance agreement be executed between the owner of the system and the County.</p>	<p>This application does not seek to establish a communal servicing system.</p>	✓
f)	<p>Holding tanks shall not be permitted for new development. Holding tanks will only be permitted for existing development where the County is satisfied that there is no other alternative to solving a deficiency with an existing septic system. Should a holding tank be permitted, the County shall ensure that appropriate provisions are in place for disposal at an approved facility, or that there is capacity for hauled waste water at a municipal facility.</p>	<p>The Hydrogeological Assessment was prepared with the intent of supporting the design and installation of a Class 4 septic system.</p>	✓
g)	<p>Any lot affected by an application for consent or plan of subdivision shall be sized such that there is sufficient area for attenuation of nitrates, space for a building envelope, sewage envelope, sewage system contingency area, and potable water supply.</p>	<p>Noted. A hydrogeological assessment was conducted by Wilson Associates and determined that there is sufficient lot area to support the proposed septic system. The FSR prepared by G. Douglas Vallee Limited confirms that the lot can appropriately serviced.</p>	✓

Lakeshore Special Policy Area Secondary Plan

Section	Policy	Comment	Complies
11.3 Growth Management Strategy			
11.3.2.2	<p>Hamlet Areas Hamlet Areas are rural settlements that are intended to function as primarily small residential clusters which also provide limited commercial, institutional and recreational services to the surrounding agricultural community. This Secondary Plan recognizes the unique role of the lakeshore-related Hamlet Areas within the LSPA in supporting tourism and recreational activities and associated accommodation opportunities. Limited growth through infilling and in-depth development is promoted to support their rural character and evolving role as tourism supportive Hamlet Areas.</p> <p>The following shall be the policy of the County:</p>		
f)	<p>Development within the Hamlet Areas shall respect and reinforce the existing character of the community and surrounding landscape. Development within the Hamlet Areas of Booth’s Harbour, Normandale, Port Ryerse and St. Williams, which have a direct relationship to the lakeshore shall be reviewed and evaluated in accordance with the LSPA Community Design Guidelines (Appendix “D”), particularly with respect to the Waterfront Settlement and Crossroad Hamlet design guidelines. The Hamlet Areas of Forestville and Messiah’s Corners are not significantly different from other Hamlet Areas in the County as they do not exhibit a direct relationship to the lakeshore, and therefore the Community Design Guidelines shall not apply to these Hamlet Areas, except as indicated therein.</p>	<p>Noted. This application is for infill development within the hamlet boundary of Forestville.</p>	✓

Cc: DCS Planning General Email <planning@norfolkcounty.ca>; jtwiggers60@gmail.com
Subject: RE: Pre-Consultation Virtual Meeting - 188 Charlotteville West Quarter Line Road

Good morning,

After speaking to John Wiggers Friday March 28th 2025, on this project he has notified us that the lot has already been disturbed, with 4-5ft of topsoil being removed around 1960. Since then, no vegetation has grown in the area either. With this new information on the site, the archaeology supervisor has waved the stage 1 archaeological assessment.

Nya:weh / Thank You!

Sincerely,

Tierra Henhawk

Archaeology Community Monitor Administrative Assistant

Six Nations of the Grand River (SNGR)
Lands and Resources Department
2498 Chiefswood Road, Ohsweken ON
(T) 519-445-2205 ext: 5465
Lands & Resources Department (T) 519-753-0665
acmaa@sixnations.ca



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From: Tierra Henhawk
Sent: January 22, 2025 9:16 AM
To: Kendall.wharton@norfolkcounty.ca
Cc: DCS Planning General Email <planning@norfolkcounty.ca>
Subject: Pre-Consultation Virtual Meeting - 188 Charlotteville West Quarter Line Road

Good morning Kendall,

I am not sure if SNGR will be able to attend the virtual pre-con this afternoon, so I will be providing comments via email.

Pre-con: 188 Charlotteville West Quarter Line Road

With to the site having archaeological potential, SNGR Archaeological Supervisor Tanya Hill-Montour will require a stage 1, as well as the Archaeological Assessment Reports for the project for her review and comment.

From: jgwiggers60
Sent: September 24, 2025 3:22 PM
To: [Eldon Darbyson](#); [James Canzano](#)
Subject: FW: RE: Pre-Consultation Notes - 188 Charlotteville West Quarter Line Road - January 22, 2025

Follow Up Flag: Follow up
Flag Status: Flagged

Sent from my Galaxy

----- Original message -----

From: Alisha Cull <Alisha.Cull@norfolkcounty.ca>
Date: 2025-09-23 12:15 p.m. (GMT-05:00)
To: John Wiggers <jgwiggers60@gmail.com>
Cc: Councillor Chris Van Paassen <Chris.VanPaassen@norfolkcounty.ca>
Subject: RE: Pre-Consultation Notes - 188 Charlotteville West Quarter Line Road - January 22, 2025

Good morning Mr. Wiggers and thank you for your patience while I looked into this matter. I have received confirmation that a traffic impact study is not required.

I am flagging that the hydrogeological report submitted with the pre-con recommends that a lot design analysis be undertaken to confirm that the disposal area (plus reserve) and all required setbacks from the neighbouring well, a new house, and all property lines can be accommodated. The report concludes: "Based on the findings of the preceding analysis, development of the subject land as a residential lot on an individual well and private sewage disposal system is considered viable, subject to the conclusions, limitations and recommendations outlined in this report." Staff suggest that the recommendations of the report be implemented as a condition of consent.

Thanks,
Alisha

Alisha Cull, BES, MCIP, RPP, Ec.D.
Manager of Planning Services
Planning and Realty Services



vallee

*Consulting Engineers,
Architects & Planners*

Appendix F – Kim Husted Stake Measurement



Figure 1 - Measurement To The Road From Northern Portion of the Property Line



Figure 2 - Measurement to the Road from North Property Line (~2.23m)

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners



Figure 3 - Measurement To The Road From The Southern Portion Of the Property Line (1.88m)

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

TOPOGRAPHIC SURVEY

COMPLETED FOR: JOHN WIGGERS
 PART 1, 37R-
 #188 CHARLOTTEVILLE 1/4 LINE
 PT. P.I.N. 50204-0182

SCALE 1:300



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

CAUTION

- THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK
- DO NOT CONVEY FROM THIS PLAN
- ELEVATION OF EXISTING GROUND WATER TABLE AND SOIL CONDITIONS NOT DETERMINED
- LOCATION OF UNDERGROUND UTILITIES NOT DETERMINED

NOTES

- (1) - PROPERTY DIMENSIONS ARE AS SHOWN ON DEPOSITED PLAN 37R-
- (2) - SITE BENCHMARK #1 SPIKE SET IN WEST FACE OF UTILITY POLE LOCATED ON THE EAST SIDE OF THE ROAD ALLOWANCE SOUTH OF THE SUBJECT PROPERTY HAVING A GEODETIC ELEVATION OF 216.93 metres
- SITE BENCHMARK #2 UNDER SIDE OF SIDING OF DWELLING, MUNICIPAL #228, LOCATED SOUTH OF THE SUBJECT PROPERTY HAVING A GEODETIC ELEVATION OF 216.00 metres
- SITE BENCHMARK #3 UNDER SIDE OF SIDING OF GARAGE, MUNICIPAL #246, LOCATED NORTH OF THE SUBJECT PROPERTY HAVING A GEODETIC ELEVATION OF 214.60 metres
- ADD 200.00m TO ELEVATIONS SHOWN HEREON TO OBTAIN GEODETIC DATUM
- ELEVATIONS ARE REFERRED TO CANADIAN GEODETIC DATUM 1928, GEOD MODEL HT2_2010v70, REFERENCE FRAME NAD83 (CSRS) (2010.0)
- (3) - THIS TOPOGRAPHIC SURVEY WAS COMPLETED FROM FIELD WORK COMPLETED ON THE 27TH DAY OF MAY, 2025
- (4) - IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE SITE BENCH MARK PRIOR TO CONSTRUCTION.

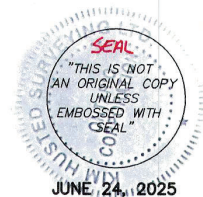
PROPERTY DESCRIPTION:

PART OF LOT 7
 CONCESSION "A"
 GEOGRAPHIC TOWNSHIP OF CHARLOTTEVILLE
 NORFOLK COUNTY

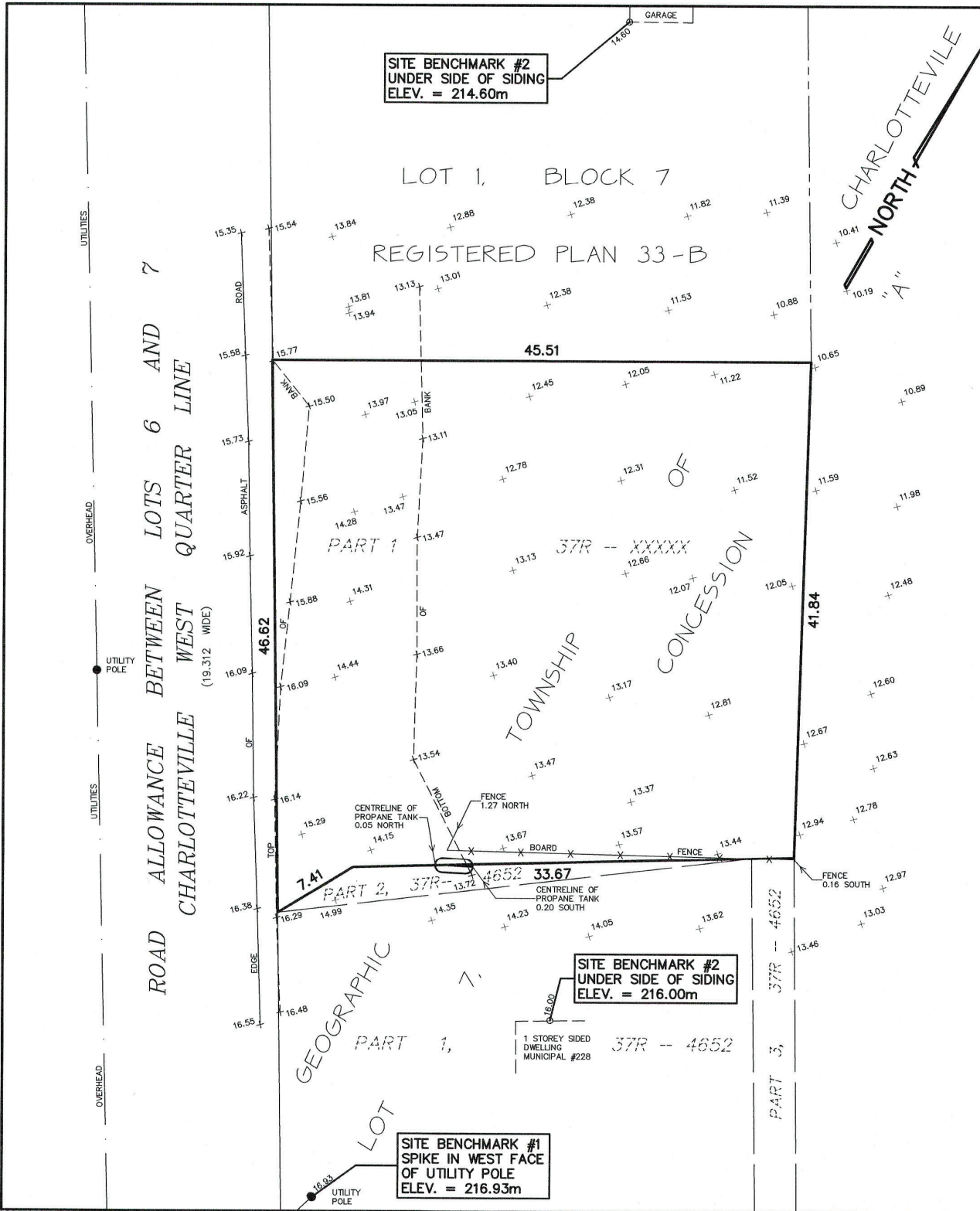
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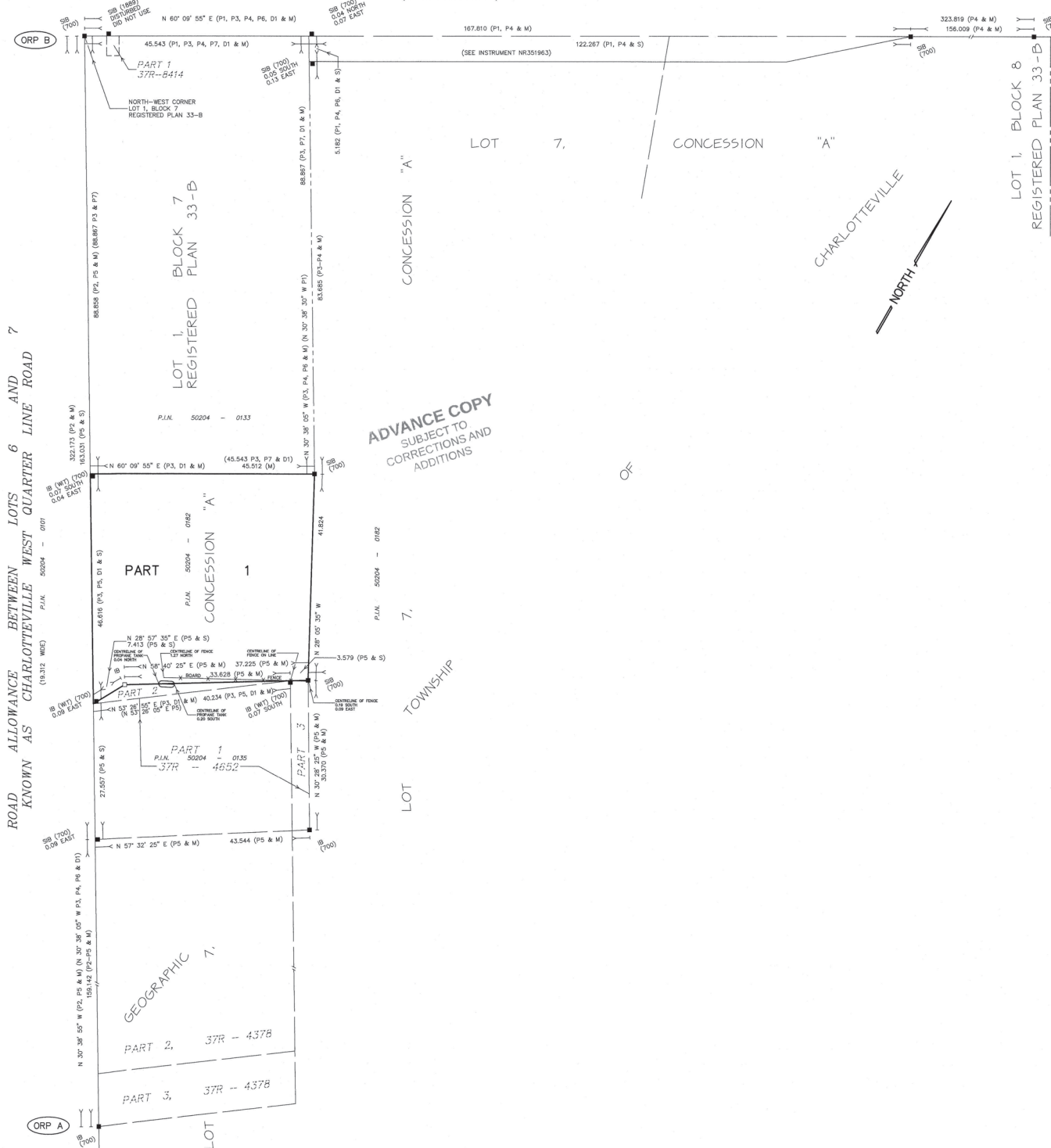
	DWGBY WP.
	CHKBY KH.
	DATE 25-06-24
	Ref. No. 25-53-758-00



JUNE 24, 2025



ROAD ALLOWANCE BETWEEN CONCESSIONS "A" AND 1
KNOWN AS CHARLOTTEVILLE ROAD 1
(VARIOUS WIDTHS AS INDICED)



I REQUIRE THE PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT

DATE: _____

JANE G. DOOKX O.L.S.

REPRESENTATIVE FOR THE LAND REGISTRAR FOR THE LAND TITLES DIVISION OF NORFOLK (NO. 37)

PART SCHEDULE			
PART	LOT	CONCESSION	AREA
1	PART OF 7	"A"	PART OF 50204-0182 0.190 HECTARES

PLAN OF SURVEY OF
PART OF LOT 7
CONCESSION "A"
GEOGRAPHIC TOWNSHIP OF CHARLOTTEVILLE
IN
NORFOLK COUNTY

SCALE 1:400

METRIC

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

KIM HUSTED SURVEYING LTD.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT

(1) - THIS SURVEY AND PLAN IS CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT AND THE LAND TITLES ACT AND THE REGULATIONS THEREUNDER

(2) - THIS SURVEY IS SUBJECT TO CORRECTIONS AND ADDITIONS

DATE: _____ JANE G. DOOKX
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER _____

INTEGRATION DATA

ALL COORDINATES ARE IN METRES AND WERE DERIVED FROM GRID OBSERVATIONS USING THE CAN-NET NETWORK, UTM, ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0). COORDINATE VALUES ARE TO URBAN ACCURACY AS PER SEC. 14 (2) OF O. REG. 216/10

POINT	NORTHING	EASTING
ORP A	4726700.89	550611.23
ORP B	4726977.92	550447.07

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN

- NOTES**
- BEARINGS ARE UTM GRID, DERIVED ON GRID OBSERVATIONS ON POINTS "ORP A" AND "ORP B" SHOW HEREON HAVING A GRID BEARING OF N 30° 38' 55" W (UTH, ZONE 17, NAD83 CSRS (2010.0))
 - TO CONVERT (P1), (P3), (P4), (P6) AND (P13) BEARINGS TO GRID BEARINGS
 - ADD 07° 09' 50" TO THE NORTHWEST BEARINGS
 - SUBTRACT 07° 09' 50" FROM THE NORTHEAST BEARINGS
 - TO CONVERT (P2) AND (P5) BEARINGS TO GRID BEARINGS
 - ADD 07° 12' 25" TO THE NORTHWEST BEARINGS
 - SUBTRACT 07° 12' 25" FROM THE NORTHEAST BEARINGS
 - DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY THE COVERED SCALE FACTOR 0.99992

- LEGEND**
- DENOTES SURVEY MONUMENT FOUND
 - DENOTES SURVEY MONUMENT SET
 - SSB DENOTES STANDARD IRON BAR
 - SSSB DENOTES SHORT STANDARD IRON BAR
 - B DENOTES IRON BAR
 - RB DENOTES ROUND IRON BAR
 - (W/T) DENOTES WITNESS
 - (700) DENOTES JEWETT & DIXON LTD. O.L.S.'s
 - (P1) DENOTES DEPOSITED PLAN 37R-8083
 - (P2) DENOTES DEPOSITED PLAN 37R-4078
 - (P3) DENOTES PLAN OF SURVEY BY IAN JEWETT, O.L.S., PLAN 656, C-24-19-26, DATED JUNE 16, 1970
 - (P4) DENOTES DEPOSITED PLAN 37R-4663
 - (P5) DENOTES DEPOSITED PLAN 37R-4663
 - (P6) DENOTES DEPOSITED PLAN 37R-8414
 - (P7) DENOTES REGISTERED PLAN 33-B
 - (D1) DENOTES NEIGHBORING PLAN 50204-0182
 - (S) DENOTES MEASURED
 - (SD) DENOTES SET
 - (JAL) DENOTES PROPERTY IDENTIFICATION NUMBER

KIM HUSTED SURVEYING LTD.
A wholly owned subsidiary of J.D. Barnes Limited

30 Harvey St., Tillsonburg, ON N4G 1J8
T: (519) 843-3818 F: (519) 843-3679 www.jdbarnes.com

DRAWN BY: WLP	CHECKED BY: JGD	REFERENCE NO.: 25-53-758-00
JOHN WISZERSKI		DATED: 05/05/25

ADVANCE COPY
SUBJECT TO
CORRECTIONS AND
ADDITIONS

OF

LOT 7
TOWNSHIP

ROAD ALLOWANCE BETWEEN LOTS 6 AND 7
KNOWN AS CHARLOTTEVILLE WEST QUARTER LINE ROAD

GEOGRAPHIC 7.

ORP B

ORP A



vallee

*Consulting Engineers,
Architects & Planners*

January 21, 2026

John Wiggers
188 Charlotteville Quarter Line Road
St. Williams, ON N0E 1P0

**Reference: Functional Servicing Report
Wiggers Severances
Forestville – Norfolk County
Project No. 24-158**

Introduction

G. Douglas Vallee Limited (Vallee) has been retained by John Wiggers (the 'Owner') to prepare a Functional Servicing Report in support of a Zoning By-Law Amendment (ZBA) subsequent Severance Application property at 188 Charlotteville West Quarter Line Road in the hamlet of Forestville, Norfolk County. The property is legally described as Part of Lot 7, Concession A Geographic Township of Charlotteville in Norfolk County and is located on the east side of Charlotteville West Quarter Line Road and south of Charlotteville Concession Road 1. The lands within the subject property that are being proposed for severance (the 'Site') is own in Figure 1 below.



Figure 1 – Site Location

The 188 Charlotteville West Quarter Line Road property is predominantly an undeveloped woodlot with an existing dwelling and accessory structures occupying the property. The Site is approximately 22.5 ha (55.6 ac) in area.

The proposed severance application would create 2 new lots (1 severed, 1 retained). Part 1 of the draft Reference Plan prepared by Kim Husted Surveying Limited describes the 0.19 ha parcel to be severed from the lands. The severed lot would have 44.62m of frontage on Charlotteville West Quarter Line Road.

This report presents the functional servicing for a Zoning By-Law Amendment application and subsequent severance application, including sanitary servicing, storm servicing, domestic water supply, and proposed utilities. The proposed servicing and grading design for the severances are shown on the Grading Plan enclosed in Appendix A.

Topography and Grading Design

Topographic survey was completed on the Site by Kim Husted Surveying Limited on June 24, 2025. The Site has a 2.4m high 4:1 slope at along the frontage of the proposed severance. Beyond the toe of the slope to the east within the Site, the proposed severance parcel is relatively flat with elevations generally ranging from 213.7 to 210.65.

A Preliminary Grading Plan has been prepared in support of the ZBA application and subsequent severance application. The proposed dwelling shown on the Preliminary Grading Plan is a conceptual design to demonstrate a functional grading design. Floor plans for the proposed dwelling are not currently available and detailed grading design can be completed at the time of Building Permit Application. Existing surface runoff from the severed parcel drains to the northeasterly corner of the parcel. Detailed grading design will be able to be completed in accordance with Norfolk County's Design Guidelines.

Sanitary Servicing

The Site does not have access to municipal sanitary services. Therefore, an on-site septic system is required for a single-family residential dwelling. A Hydrogeological Assessment dated December 15, 2016 was completed by Ian Wilson Associates Limited (Wilson Associates) to assess the feasibility of a proposed septic system on the Site.

The Hydrogeological Assessment concludes that a septic bed footprint with a contact area of 267m² plus 267m² reserve area (534m² total) is required to provide sanitary service for a standard 3-bedroom single-family dwelling on the severed parcel. As shown on the Grading Plan, only 405m² is available for a septic system that is in conformance with OBC setbacks. As stated in the Hydrogeological Assessment, the use of alternative designs, such as a filter bed, can reduce the required area for the tile bed to as little as 85m². Therefore, it is assumed that the available 405m² area is sufficient for a septic system on the Site.

Detailed design of septic systems by a specialty designer will be required at the time of Building Permit Applications for the severed lot.

Water Servicing

The Site does not have access to municipal water services. A Hydrogeological Assessment dated December 15, 2016 was completed by Ian Wilson Associates Limited (Wilson Associates) to assess the viability of servicing the proposed severance with a drilled domestic water supply wells.

The Feasibility Study reviewed well records of twenty-one (21) existing nearby wells that had reported pumping rates of 9 to 91 gallons per minute (GPM) or 34 to 344 litres/minute.

The MECP Guideline D-5-5 Private Wells: Water Supply Assessment specifies the minimum requirements for pump test rates and well yields. The Guideline states that regardless of number of bedrooms in a proposed dwelling, the well yield shall not be less than 13.7 litres/minute. As noted in the Hydrogeological Assessment, nearby existing wells yield on average 27 litres/minute.

The Hydrogeological Assessment summarizes chemical testing results from a sample of water that was collected from a nearby domestic water well. The test results concluded that the chemical quality of water is acceptable from a well drilled to the intermediate overburden aquifer.

Storm Drainage

The Site is mainly forested and slope towards the northeast. The forested land and northeasterly surface drainage extends beyond the proposed severance within the Lands to be Retained towards an existing slope approximately 8m in height. Forestville Creek is located at the toe of the existing slope and flows southward. The limits of the proposed severance are approximately 33m from the existing top of slope and 70m from Forestville Creek. As shown on the Grading Plan enclosed in Appendix A, the Long Point Region Conservation Authority (LPRCA) Regulation Limit encroaches onto the proposed severance lands by 85m².

The Grading Plan demonstrates how lot grading for a proposed single-family dwelling on the Site can be achieved. Lot grading can be achieved without the need for any constructed drainage infrastructure. The front yard of a proposed single-family dwelling would drain west towards the municipal roadway. The remainder of the lot would drain to the east/northeast towards Forestville Creek which follows pre-development drainage flow paths. Drainage directed towards the municipal roadway will flow northward to the intersection of Charlotteville West Quarter Line Road and Charlotteville Concession Road 1, then will drain eastward along Charlotteville Concession Road 1 until outletting to Forestville Creek. Therefore, any run-off directed towards the municipal roadway will ultimately drain to the same receiving watercourse as the pre-development condition.

The Site has an area of 0.19 ha and drains towards Forestville Creek. The Ontario Watershed Information Tool (OWIT) was used to analyze the drainage characteristics of the Forestville Creek drainage area to provide context and scale when compared to the proposed lands to be severed. OWIT output figures are enclosed in Appendix B. OWIT analysis determined that the drainage area to Forestville Creek that is upstream of the subject lands is 1415 ha. Therefore, the Site comprises 0.013% of the upstream Forestville Creek drainage area. Increased run-off generated from the construction of a single-family dwelling on the proposed lands to be severed will be negligible in the context of the surrounding area.

In addition to the topographic survey completed by Kim Husted Surveying, the Ontario Digital Terrain Model (LiDAR Derived) was reviewed by Vallee to understand topography in the vicinity of the subject lands. Based on this review, it has been determined that drainage from the construction of a single-family dwelling on the proposed lands to be severed will have no negative impact on the neighbouring properties.

Based on the OWIT analysis, regional development context, and no negative impacts to neighbouring lands caused by development, stormwater management controls are not necessary and/or would be impractical to implement on the subject lands.

It should be noted that detailed grading design will be completed at the time of Building Permit Application. The grading design presented on the plan enclosed in this report is for conceptual purposes only.

Utilities

The subject lands are within the service area of Bell, Rogers, Enbridge Gas, and Hydro One. It is assumed that all existing utilities have the capacity to service the proposed severance.

Conclusions and Recommendations

The functional servicing design for the proposed Zoning By-Law Amendment Application and subsequent Severance Application can be summarized as follows:

- Sanitary service can be provided for a proposed single-family dwelling within the Site by an on-site septic system, which will be designed by others at the time of Building Permit application.
- Domestic water service can be provided to a proposed single-family dwelling by constructing a drilled well in accordance with O.Reg. 903.
- Stormwater management controls are not required for the proposed severance.
- Post-development surface run-off will drain to Forestville Creek, which matches the pre-development drainage outlet.
- Electrical, gas, and telecommunication utilities are assumed to have sufficient capacity to service a proposed single-family dwelling on the severed parcel.

It is recommended that this report be provided to Norfolk and Long Point Conservation Authority in support of the Zoning By-Law Amendment Application and subsequent Severance Application for the proposed development.

We trust that this information is complete and sufficient for submission. Should you have any questions or require further information please contact the undersigned.

Respectfully submitted,



Cameron Cluett, P.Eng.
G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects and Planners



H:\Projects\2024\24-158 188 Charlotteville West Quarter Line Road - Severance\Design\24-158 FSR.docx

Encl.

Appendix A – Drawings

– Grading Plan – Rev 0 (C100), G. Douglas Vallee Ltd., 2026.01.21

Appendix B – Ontario Watershed Information Tool (OWIT) Figures

- Figure B-1 – Forestville Creek Drainage Area (Upstream of Subject Lands)
- Figure B-2 – Forestville Creek Drainage Area (Upstream of Subject Lands)
- Figure B-3 – Forestville Creek Drainage Area (Total Drainage Area)

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

APPENDIX A

Wiggers Severances Drawing C100 (Rev 0) – Grading Plan
(G. Douglas Vallee Limited, 2026.01.21)

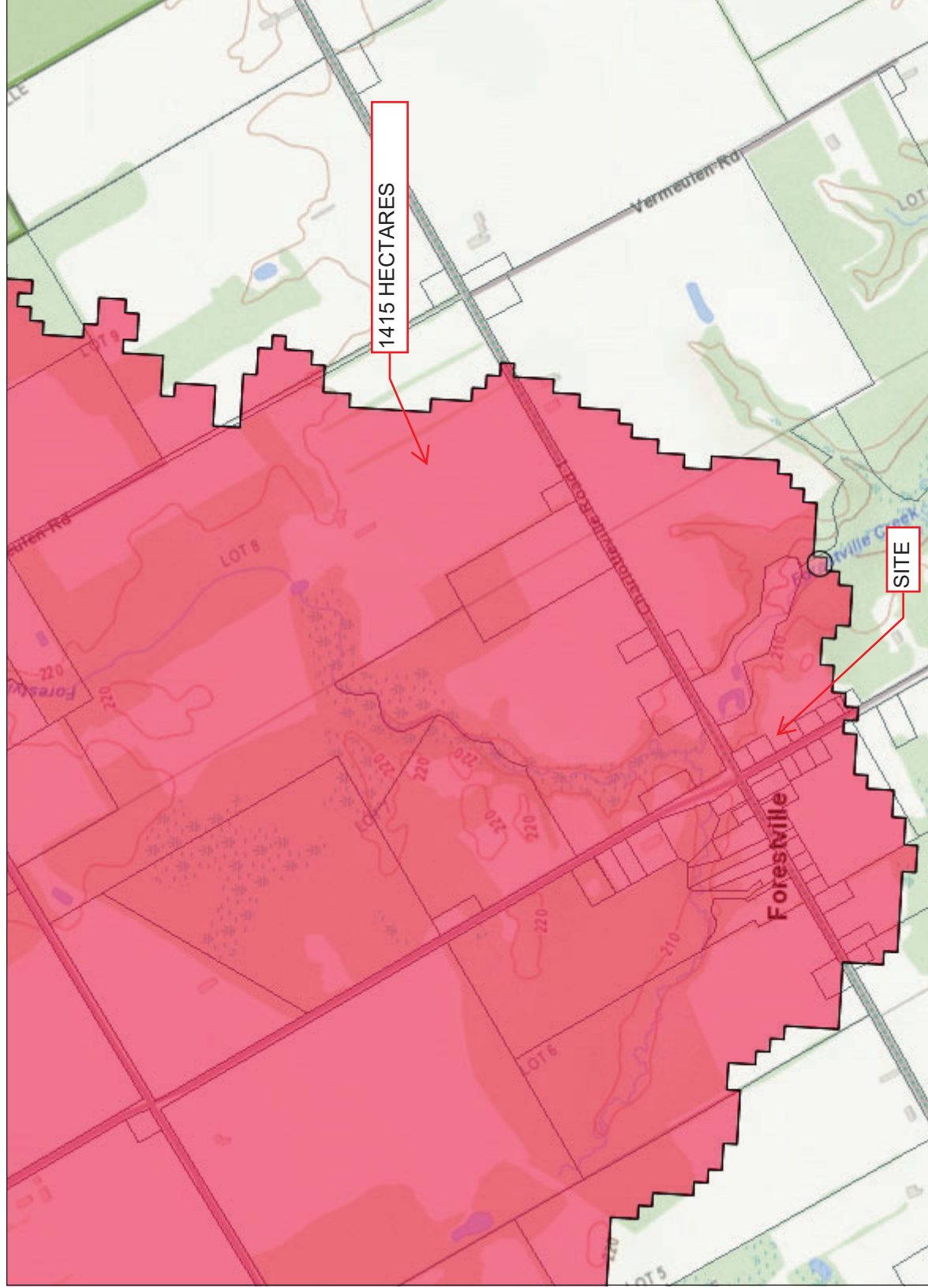
APPENDIX B

Ontario Watershed Information Tool (OWIT) Figures

Figure B-1 – Forestville Creek Drainage Area (Upstream of Subject Lands)

Figure B-2 – Forestville Creek Drainage Area (Upstream of Subject Lands)

Figure B-3 – Forestville Creek Drainage Area (Total Drainage Area)



Legend

- Assessment Parcel
- Secondary Watershed
- Tertiary Watershed
- Quaternary Watershed
- Great Lakes - St. Lawrence Basin
- Hudson - James Bay Basin
- Nelson River Basin
- Hydrometric Monitoring Station
- Diversions
- Waterbody Outlet
- Conservation Authority Dam
- Provincial Dam
- Federal Dam
- OFG Dam
- Other Dam
- Virtual Flow Segment

Land Cover Compilation

- Other
- Cloud/Shadow
- Clear Open Water
- Turbid Water
- Shoreline
- Mudflats
- Marsh
- Swamp
- Fen
- Bog
- Heath
- Sparse Treed
- Treed Upland
- Deciduous Treed
- Mixed Treed
- Coniferous Treed
- Plantations - Treed Cultivated
- Hedge Rows
- Disturbance
- Open Cliff and Talus
- Alvar
- Sand Barren and Dune
- Open Tallgrass Prairie
- Tallgrass Savannah
- Tallgrass Woodland
- Sand/Gravel/Mine
- Tailings/Extraction
- Bedrock
- Community/Infrastructure
- Agriculture and Undifferentiated
- Rural Land Use

0.7 0 km 0.34 0.7

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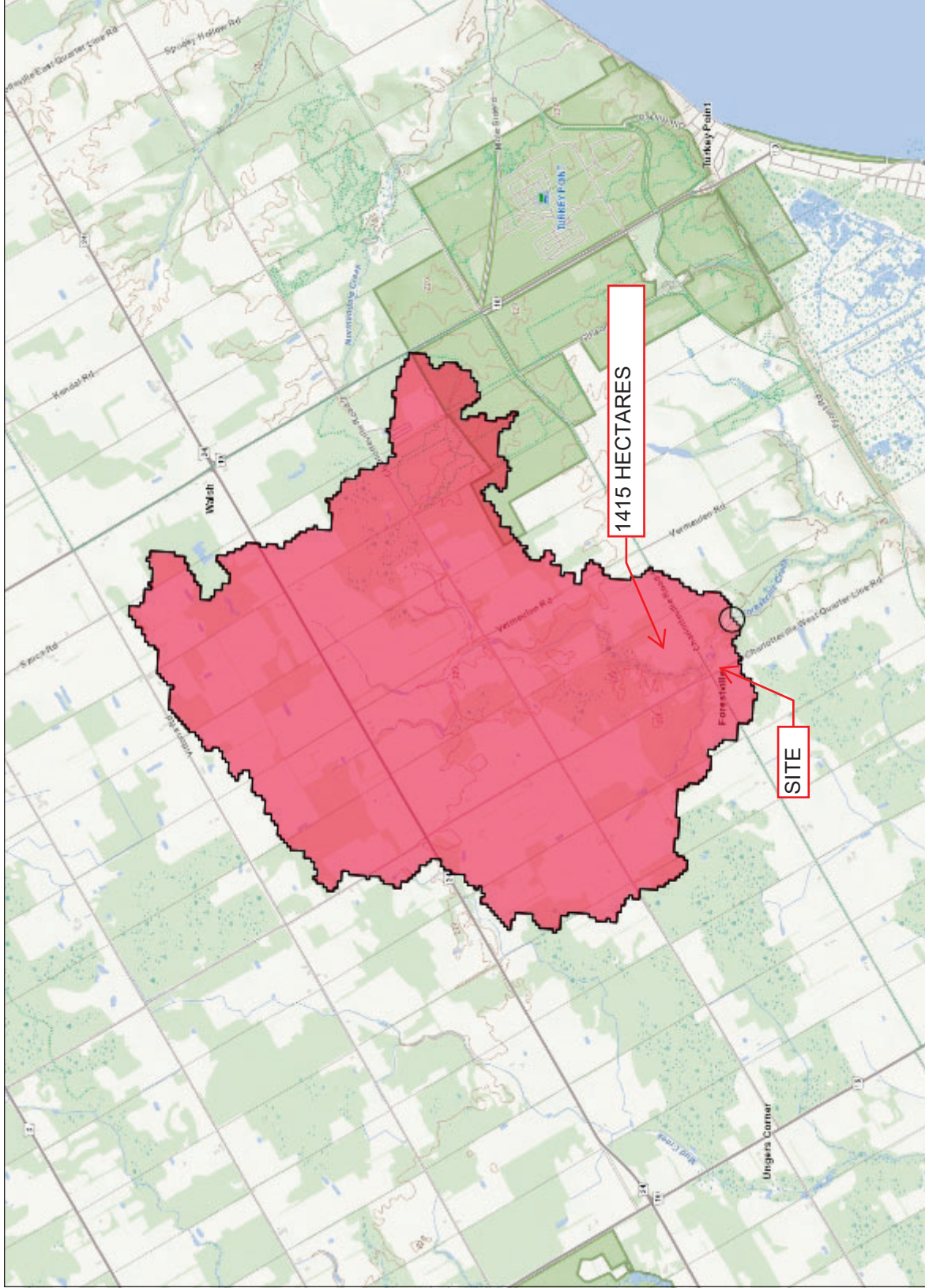
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Projection: Web Mercator








Legend

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- Bedrock
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- Agriculture and Undifferentiated
- Rural Land Use

2.6  0 km 1.30 2.6

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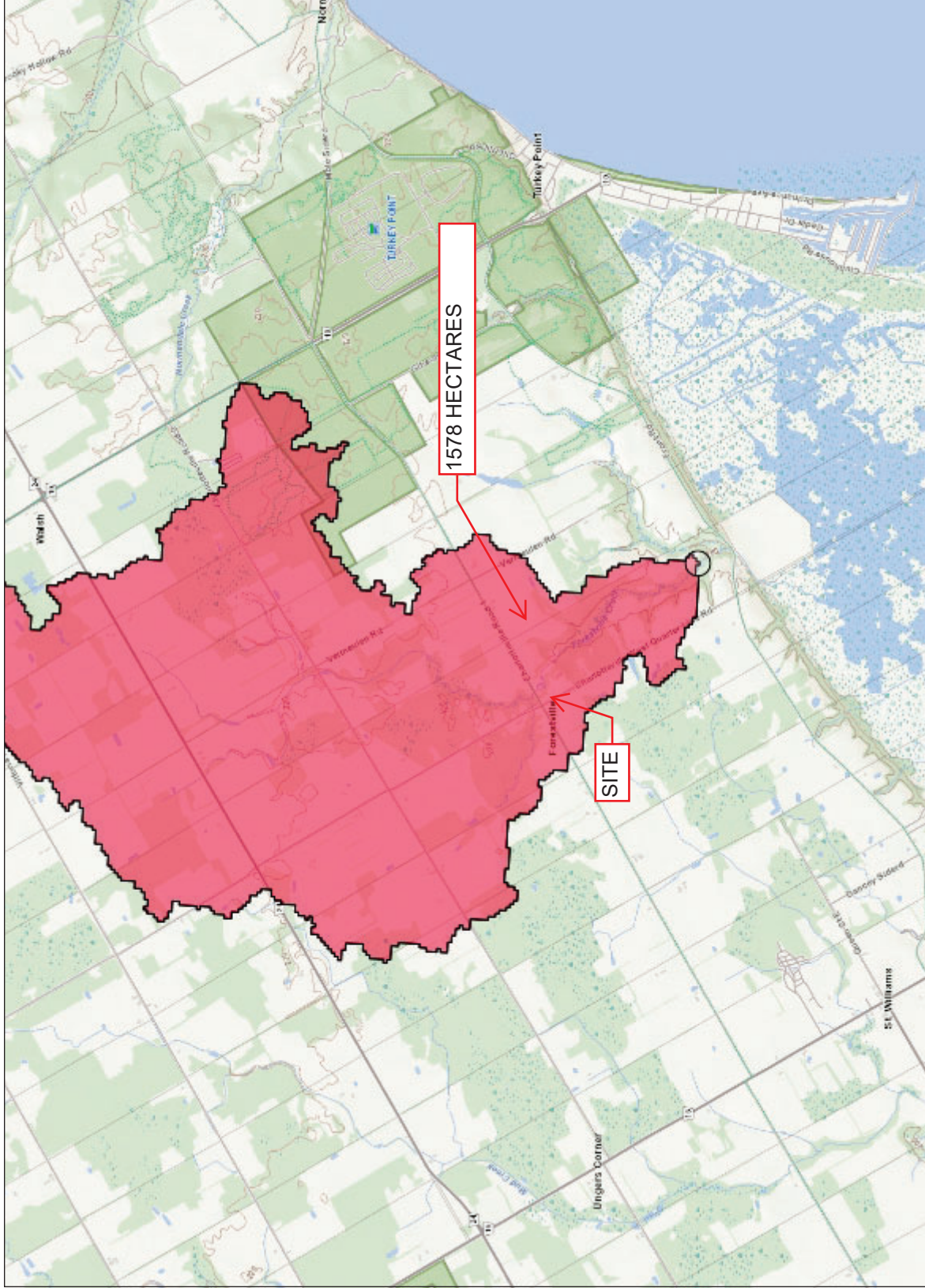
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Legend

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- Agriculture and Undifferentiated
- Rural Land Use

2.6 0 km 1.30 2.6

Scale: 1 : 51,062

Projection: Web Mercator

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MAP A



ZNPL2026013

CONTEXT MAP

Geographic Township of CHARLOTTEVILLE

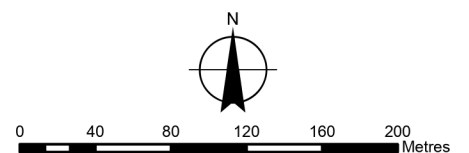


Legend

-  Subject Lands
-  Lands Owned

2/19/2026

2020 Air Photo

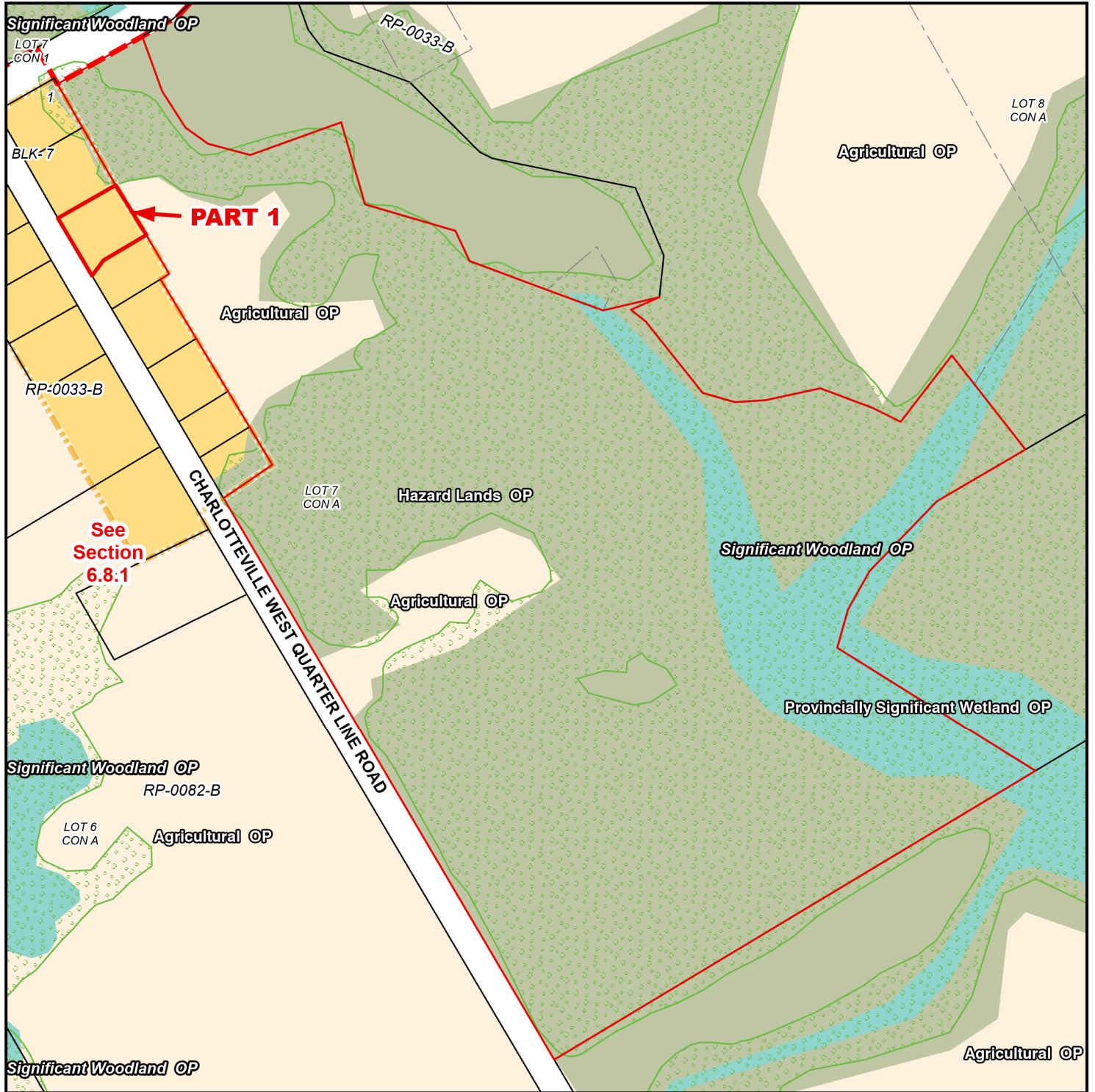


MAP B

ZNPL2026013

OFFICIAL PLAN MAP

Geographic Township of CHARLOTTEVILLE



Legend

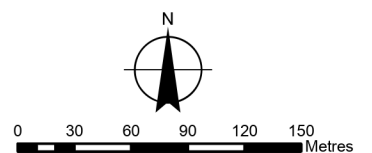
- Subject Lands
- Lands Owned

Official Plan Designations

- Agricultural
- Hazard Lands
- Provincially Significant Wetland

- Hamlet
- Hamlet Area Boundary
- Significant Woodland
- Special Policy Area

2/19/2026

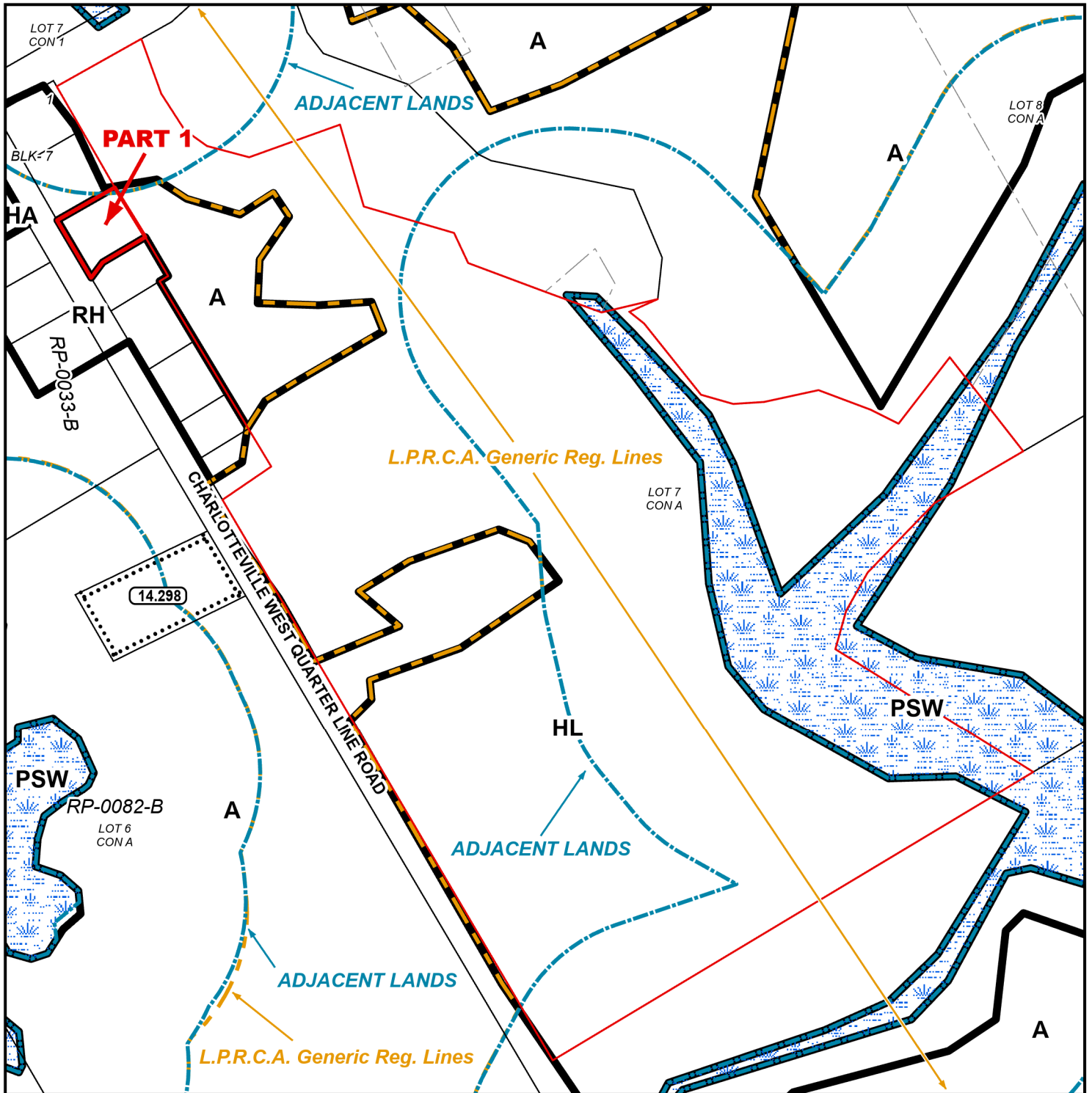


MAP C

ZNPL2026013

PROPOSED ZONING BY-LAW AMENDMENT MAP

Geographic Township of CHARLOTTEVILLE



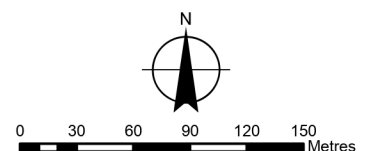
LEGEND

- Subject Lands
- Lands Owned
- Adjacent Lands
- Wetland
- LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

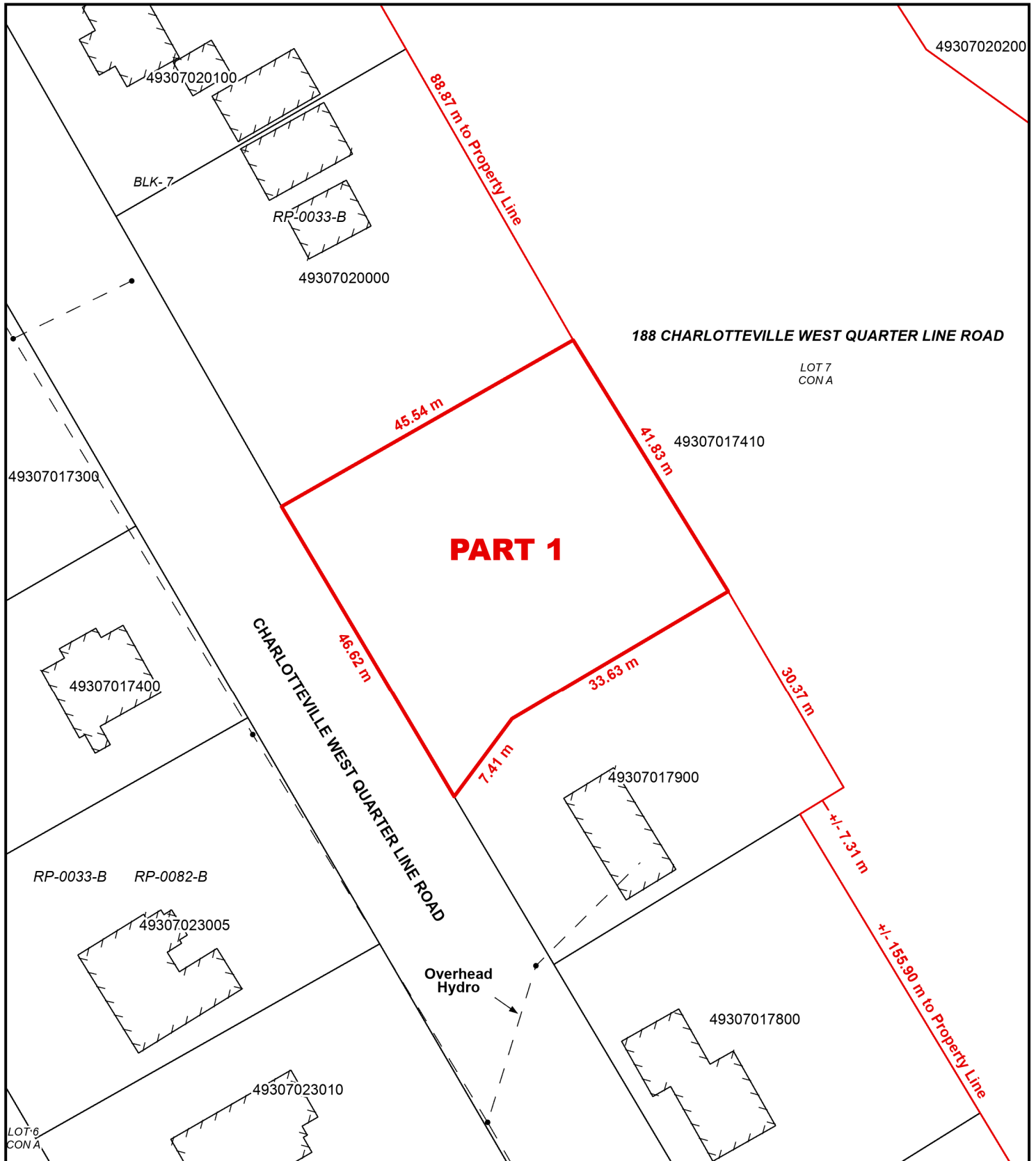
2/19/2026

- (H) - Holding
- A - Agricultural Zone
- CHA - Hamlet Commercial Zone
- RH - Hamlet Residential Zone
- HL - Hazard Land Zone
- PSW - Provincially Significant Wetland Zone



CONCEPTUAL PLAN

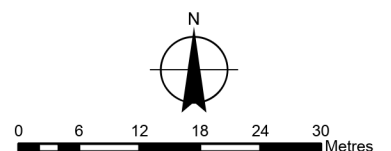
Geographic Township of CHARLOTTEVILLE



Legend

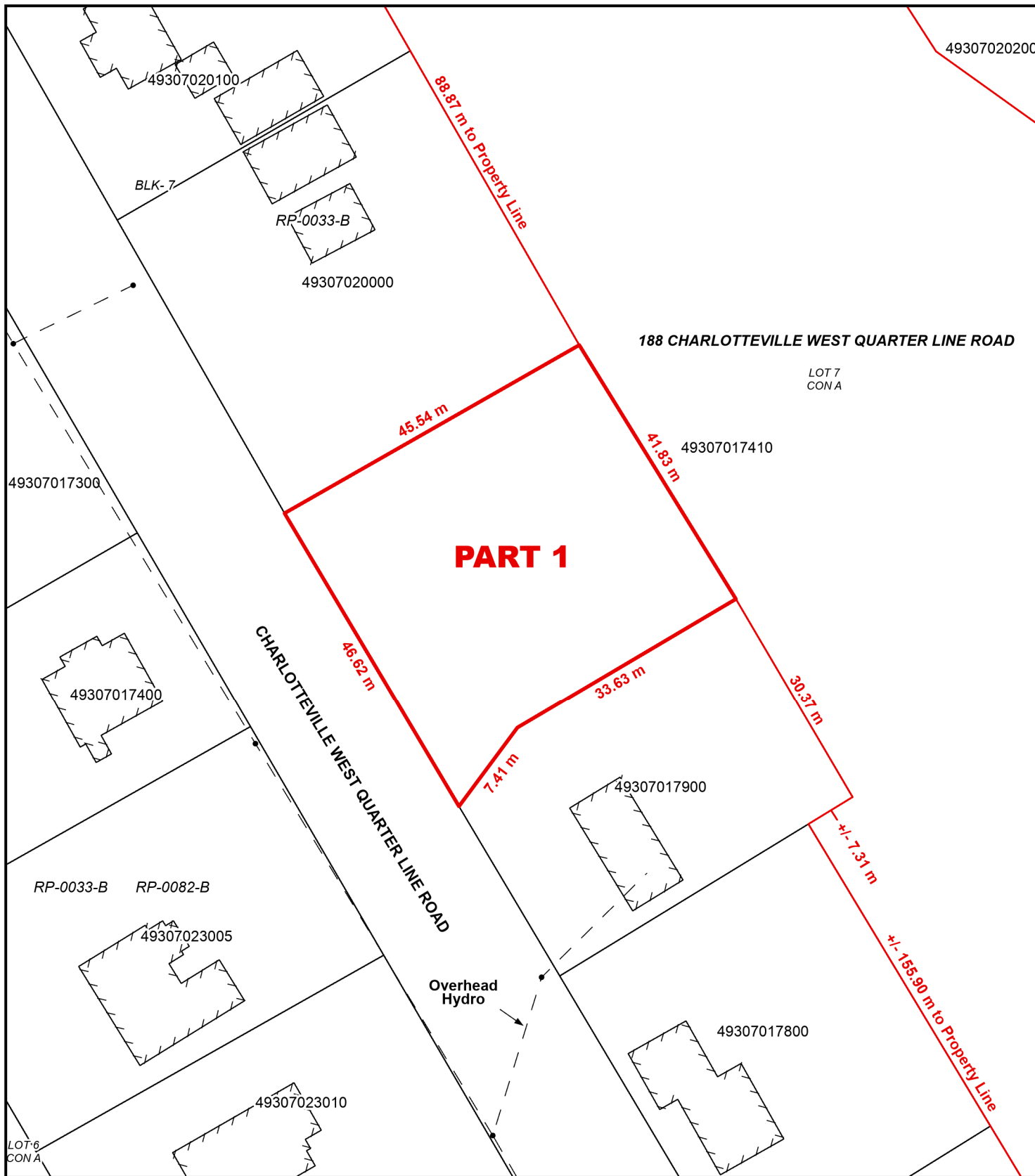
- Subject Lands
- Lands Owned

2/19/2026



CONCEPTUAL PLAN

Geographic Township of CHARLOTTEVILLE



Legend

- Subject Lands
- Lands Owned

2/19/2026

