



## 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](mailto: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](mailto: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): \_\_\_\_\_

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:

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

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

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

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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:

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

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9. Existing use of abutting properties:

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

Yes  No

If yes, describe the easement or restrictive covenant and its effect:

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**C. Purpose of Development Application**

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

1. Please describe the proposed development on the subject lands:

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

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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 \_\_\_\_\_

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**D. Previous Use of the Property**

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

- Yes  No  Unknown

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

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2. Is there reason to believe the subject lands may have been contaminated by former



uses on the site or adjacent sites?

Yes  No  Unknown

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

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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:

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

Yes  No

If no, please explain:

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3. Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection?

Yes  No

If no, please explain:

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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.

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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.
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#### **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:

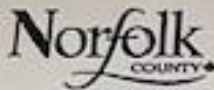
- a) the boundaries and dimensions of the subject land;
- b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- c) the approximate location of all natural and artificial 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.



**I. Transfers, Easements and Postponement of Interest**

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

**J. Permission to Enter Subject Lands**

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

**K. 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 purpose of processing this application.

Scott C. Laning  
Danna Pajor

Owner/Authorized Applicant Signature

March 12 2026

Date

**L. Owner's Authorization**

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

I/We Scott Laning / Danna Pajor am/are the registered and authorized owner(s) of the lands that is the subject of this application.

Kayla DeLeye

I/We authorize Kayla DeLeye 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.

x Scott C. Laning  
y Danna Pajor

Owner

Date

March 12 / 2026

March 12 / 2026

Date



Lanning  
Zoning

**M. Declaration**

I, Kayla Deeye of Brant

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:

\_\_\_\_\_

Kayla Deeye

Owner/Authorized Applicant Signature

In City of Hamilton

This 27th day of March

A.D., 2026

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

\_\_\_\_\_

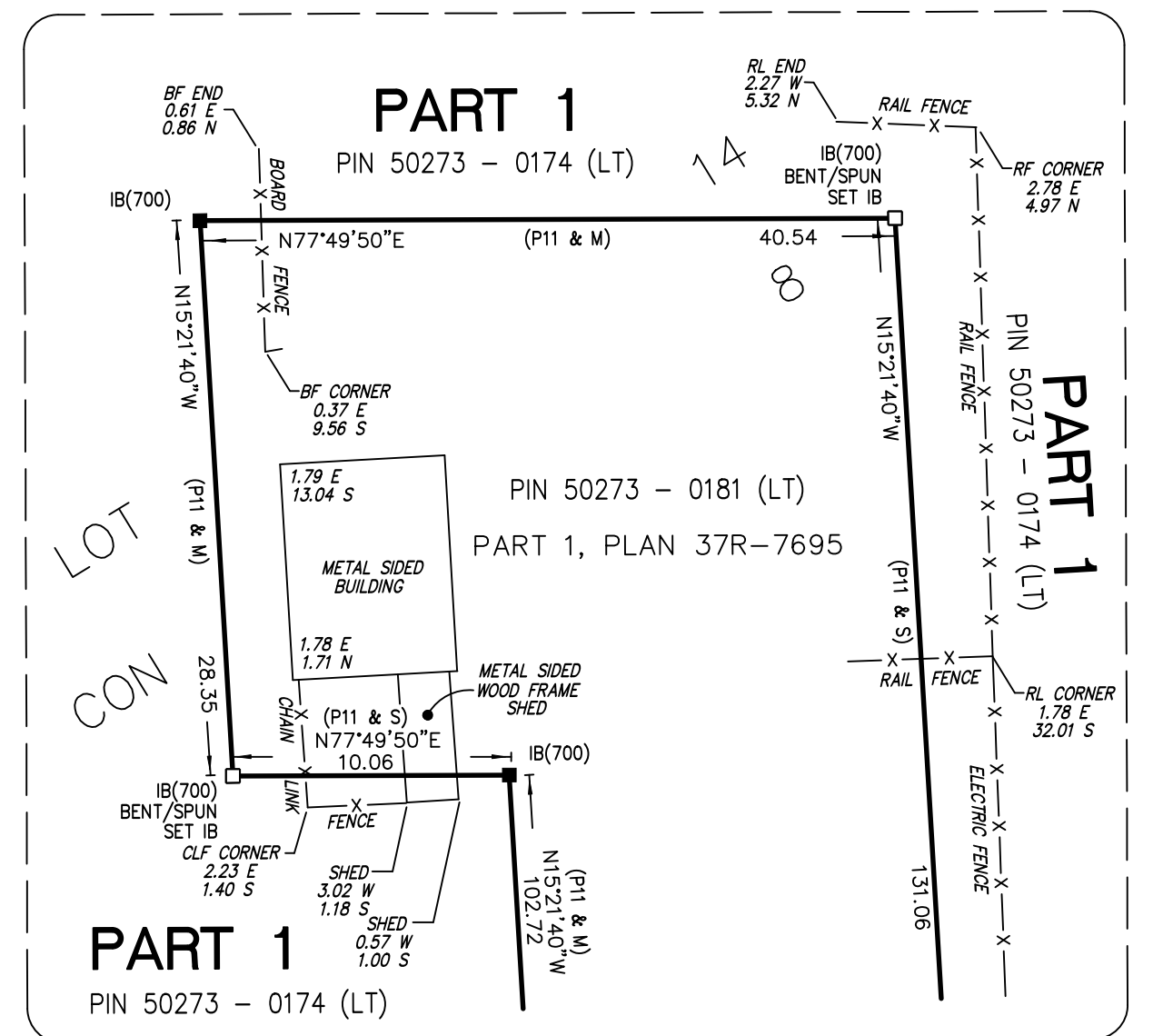
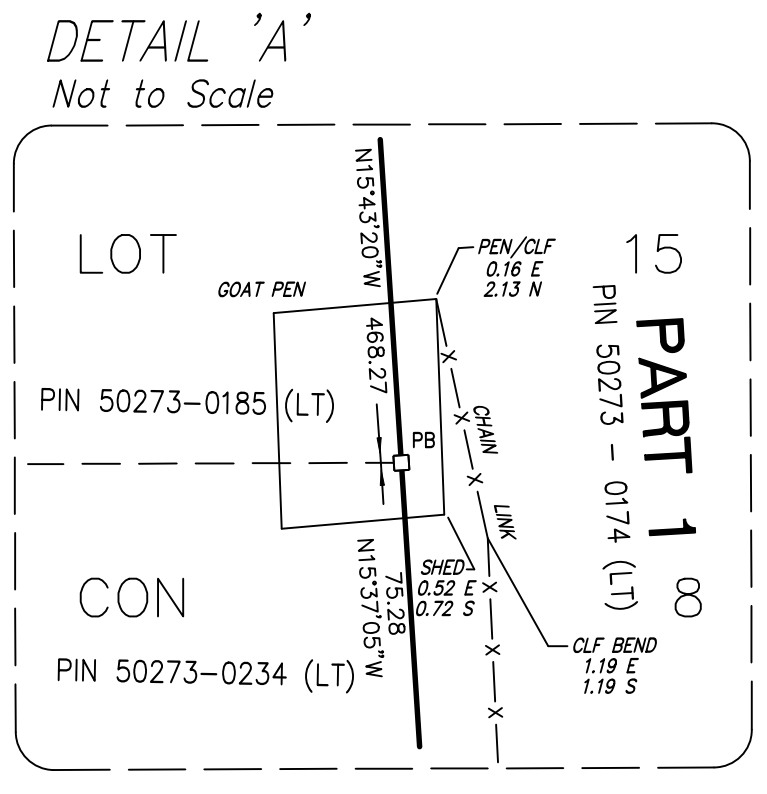
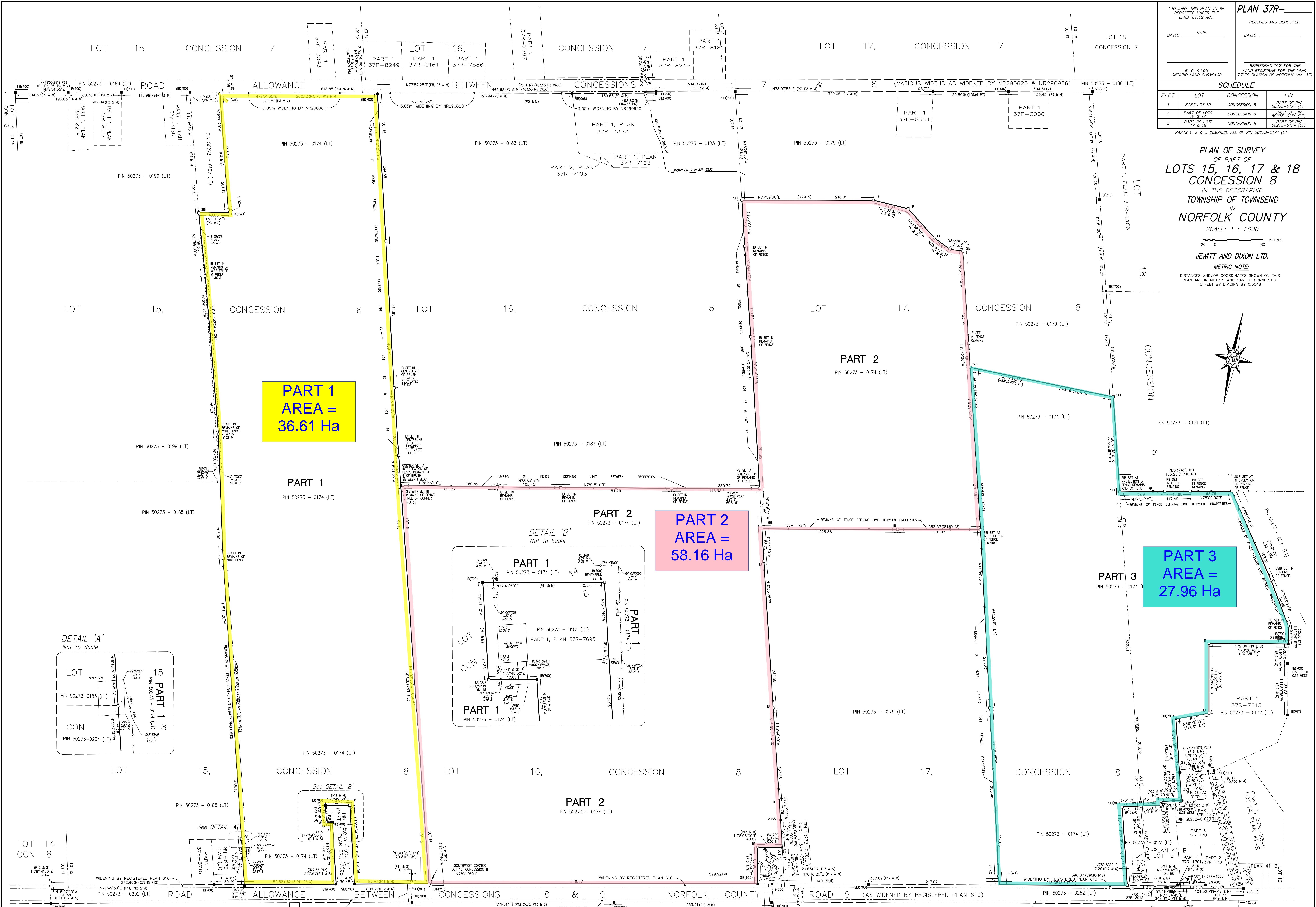
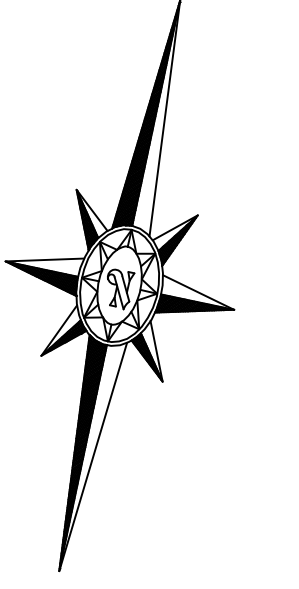
Olga Kwak

**PLAN 37R-**  
RECEIVED AND DEPOSITED  
DATED \_\_\_\_\_ DATE \_\_\_\_\_  
DATED \_\_\_\_\_ DATE \_\_\_\_\_  
REPRESENTATIVE FOR THE LAND REGISTRY FOR THE LAND TITLES DIVISION OF NORFOLK (No. 37)  
**R. C. DIXON**  
ONTARIO LAND SURVEYOR

SCHEDULE			
PART	LOT	CONCESSION	PIN
1	LOT 15	CONCESSION 8	PART OF PIN 50273-0174 (LT)
2	PART OF LOTS 16 & 17	CONCESSION 8	PART OF PIN 50273-0174 (LT)
3	PART OF LOTS 17 & 18	CONCESSION 8	PART OF PIN 50273-0174 (LT)

PARTS 1, 2 & 3 COMPRISE ALL OF PIN 50273-0174 (LT)

**PLAN OF SURVEY**  
OF PART OF  
**LOTS 15, 16, 17 & 18**  
**CONCESSION 8**  
IN THE GEOGRAPHIC  
**TOWNSHIP OF TOWNSEND**  
IN  
**NORFOLK COUNTY**  
SCALE: 1 : 2000  
**JEWITT AND DIXON LTD.**  
METRIC NOTE:  
DISTANCES AND/OR COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048



**NOTE:**  
BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B BY REAL TIME NETWORK (RTK) OBSERVATIONS UTM ZONE 17, NAD83(CSRS)(2011.0)  
FOR BEARING COMPARISONS, A ROTATION OF 0°33'55" COUNTER-CLOCKWISE WAS APPLIED TO BEARING ON P1, P2, P4, P7  
FOR BEARING COMPARISONS, A ROTATION OF 0°38'25" COUNTER-CLOCKWISE WAS APPLIED TO BEARING ON P3  
FOR BEARING COMPARISONS, A ROTATION OF 0°32'05" COUNTER-CLOCKWISE WAS APPLIED TO BEARING ON P5, P6  
FOR BEARING COMPARISONS, A ROTATION OF 0°33'55" COUNTER-CLOCKWISE WAS APPLIED TO BEARING ON P7, P8, P9  
FOR BEARING COMPARISONS, A ROTATION OF 0°34'10" COUNTER-CLOCKWISE WAS APPLIED TO BEARING ON P10, P11, P12, P14, P15, P16, D1  
FOR BEARING COMPARISONS, A ROTATION OF 0°32'40" COUNTER-CLOCKWISE WAS APPLIED TO BEARING ON P13  
FOR BEARING COMPARISONS, A ROTATION OF 0°27'45" COUNTER-CLOCKWISE WAS APPLIED TO BEARING ON P17, P18, P19  
FOR BEARING COMPARISONS, A ROTATION OF 0°00'00" COUNTER-CLOCKWISE WAS APPLIED TO BEARING ON D2  
FOR BEARING COMPARISONS, A ROTATION OF 0°00'00" COUNTER-CLOCKWISE WAS APPLIED TO BEARING ON D3

DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.999

OBSERVED REFERENCE POINTS (ORP) DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET NETWORK, UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2011.0) COORDINATES ARE TO AN URBAN ACCURACY AS PER SEC. 14 (2) OF O. REG. 216/10

POINT ID	NORTHING	EASTING
ORP (1)	0	0
ORP (2)	0	0

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

**LEGEND**

2.5cm X 2.5cm X 1.2m STANDARD IRON BARS	SHOWN	—	SB
2.5cm X 2.5cm X 0.6m IRON BARS	SHOWN	—	SSB
PLASTIC BAR	SHOWN	—	PB
1.6cm X 1.6cm X 0.6m IRON BARS	SHOWN	—	IB
1.6cm ROUND X 0.6m IRON BARS	SHOWN	—	IB Ø
LOT LINES	SHOWN	—	—
FENCE LINES	SHOWN	—	—
CENTRE LINES	SHOWN	—	—
ROAD LINES	SHOWN	—	—
FOUND IRON BARS	SHOWN	—	—
PLANTED IRON BARS	SHOWN	—	—
JEWITT AND DIXON LTD.	SHOWN	(1416)	—
S. M. RUDSKA, O.L.S.	SHOWN	(1416)	—
J. B. DODD, O.L.S.	SHOWN	(1416)	—
K.S. HUSTED, O.L.S.	SHOWN	(1582)	—
WITNESS MONUMENT	SHOWN	(W)	—
ORION LINDEN	SHOWN	(L)	—
NOT IDENTIFIABLE MEASURE	SHOWN	(N)	—
SET	SHOWN	(S)	—
PROPERTY IDENTIFICATION NUMBER	SHOWN	(PIN)	—
BOARD FENCE	SHOWN	BF	—
CHAIN LINK FENCE	SHOWN	CLF	—
RAIL FENCE	SHOWN	RF	—
FENCE POST	SHOWN	FP	—

INSTRUMENT NO. NR29272 - SECONDLY (PIN 50273-0174)  
INSTRUMENT NO. NR342827 (PIN 50273-0173)  
INSTRUMENT NO. NR157318 (PIN 50273-0174)  
PLAN 37R-8026  
PLAN 37R-4136  
PLAN OF SURVEY BY H. V. JEWITT, O.L.S. DATED JUNE 17, 1981 (T0-26-46)  
PLAN 37R-8057  
PLAN 37R-7695  
PLAN OF SURVEY BY H. V. JEWITT, O.L.S. DATED NOVEMBER 28, 1983 (T0-10-22)  
ATTACHED TO INSTRUMENT NO. NR290966 & INSTRUMENT NO. NR290620  
PLAN 37R-8364  
PLAN 37R-3006  
PLAN 37R-8186  
PLAN 37R-1520  
PLAN 37R-7766  
REGISTERED PLAN 610 (P.455)  
PLAN 37R-7766  
PLAN OF SURVEY BY H. V. JEWITT, O.L.S. DATED AUGUST 23, 1976 (T0-22-48)  
PLAN 37R-2741  
PLAN OF SURVEY BY H. V. JEWITT, O.L.S. DATED OCTOBER 15, 1968 (T0-18-54-55)

SHOWN (D1)  
SHOWN (D2)  
SHOWN (D3)  
SHOWN (P1)  
SHOWN (P2)  
SHOWN (P3)  
SHOWN (P4)  
SHOWN (P5)  
SHOWN (P6)  
SHOWN (P7)  
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SHOWN (P9)  
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SHOWN (P18)  
SHOWN (P19)  
SHOWN (P20)  
SHOWN (C)  
SHOWN (S)  
SHOWN (PIN)  
SHOWN (N)  
SHOWN (W)

**SURVEYOR'S CERTIFICATE**  
I CERTIFY THAT:  
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYORS ACT, THE SURVEYORS REGULATION, AND THE LAND TITLES ACT, AND THE REGULATIONS MADE UNDER THEM.  
2. THE SURVEY WAS COMPLETED ON THE \_\_\_\_\_ DATE: \_\_\_\_\_

R. C. DIXON, O.L.S.

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-19910

**JEWITT AND DIXON** SURVEYING MAPPING  
A Division of Kim Husted Surveying Ltd.  
610 Industrial Rd., Sarnia, ON N7Y 4K2  
T: (519) 334-6462  
F: (519) 334-6463  
www.jewittanddixon.com

DRAWN BY: J.L.M. CHECKED BY: K.H. REFERENCE NO.: LANSING 25-54-470-00  
DATED: FEBRUARY 11, 2026

## **Planning Justification Report**

Farm Split Consent and Zoning By-Law amendment applications

1199 & 1213 Thompson Road East

Friday, March 13, 2026



# **Planning Justification Report for 1199 & 1213 Thompson Road East, Norfolk County**

## **1.0 INTRODUCTION**

Kayla DeLeye Development Planning (“Agent”) has been retained by Scott Charles Laning & Donna Marie Pajor (“owner”) to assist in obtaining a farm split consent application and a zoning by-law amendment to subdivide the farm and to re-establish previous farm parcel lot lines for 1199 & 1213 Thompson Road East, Norfolk County, legally described as Townsend Concession 8 Part Lot 15, Part Lot 16, Part Lot 17 and Roll # 33606014900, legally described as Townsend Concession 8 Part Lot 17 Part Lot 18. The consent application is required to create farm splits and re-establish one of the previous farm parcels that were inadvertently merged as a result of property acquisition (parcel 3). The zoning by-law amendment is required to seek relief from the Zoning By-law for the deficient lot areas of the 2 retained farm parcels (Parcels 1 and 3).

This report aims to provide details and justification regarding the farm splits and zoning by-law amendment and provide an overview of the planning merits associated with these planning applications.

## **2.0 SUBJECT LANDS DESCRIPTION**

The subject lands are made up of two roll #s.

West Parcel :1199 Thompson Road, Roll # 33606016500 has frontage along Thompson Road East and Concession 8 Townsend Road in the geographic township of Townsend

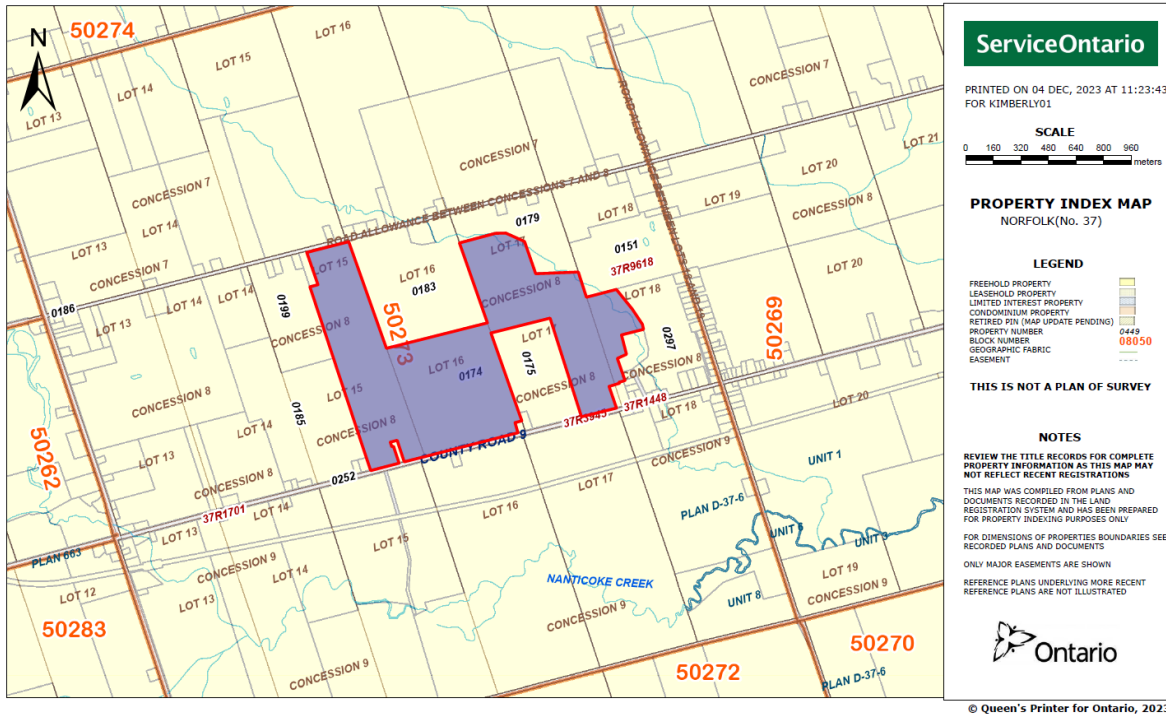
East Parcel: Roll # 33606014900 has frontage along Thompson Road East in the geographic township of Townsend.

Both parcels share one (1) PIN and are located approximately 0.6 kilometres west of Villa Nova in Norfolk County.

The west parcel is 94.77 hectares (234.18 acres) in size and contain two (2) legal non-conforming single detached dwellings and several small agricultural out-buildings. The east parcel is 27.96 hectares (69.09 acres) and is vacant.

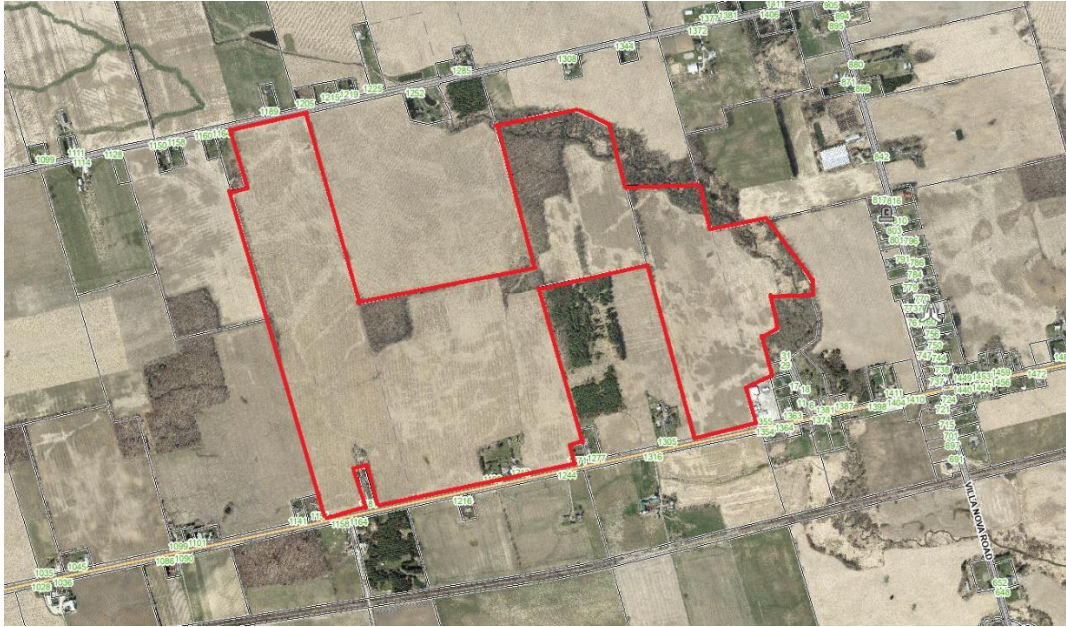
Map 1 below shows how the properties have merged and inadvertently created on PIN (property identification number) across the two former farm parcels

## Map 1: Subject Lands PIN



The majority of the lands surrounding the subject property are in agricultural production with natural heritage features and rural residential lots spread throughout the landscape. The subject lands are classified as prime agricultural lands and are comprised of Class 1 through 5 soils. See the property location shown on Map 2 below.

## Map 2: Location of Subject Lands



The lands are proposed to be severed (split) into three viable farm parcel. The west retained parcel (Parcel 1) being 36.61 hectares (90.47 acres), the severed middle parcel (Parcel 2) being 58.16 hectares (143.72 acres) and the east retained parcel (Parcel 3) being 27.96 hectares (69.09 acres) in size.

The proposed severed lands contain the following:

West retained parcel (Parcel 1)

- Vacant farmland

Middle severed parcel (Parcel 2):

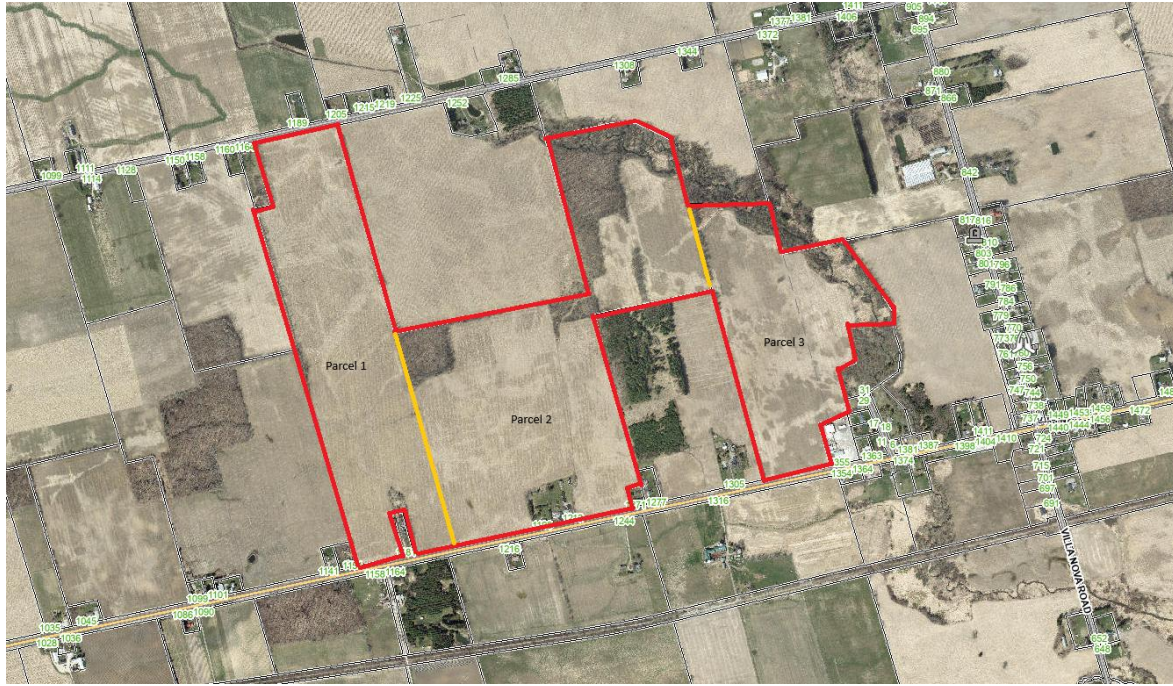
- agricultural fields,
- natural heritage features
- two (2) legal non-conforming single detached dwellings with several accessory structures

East retained parcel (Parcel 3):

- agricultural fields,
- natural heritage features

Parcels 1 and 3 will require a zoning by-law amendment to obtain relief of deficient lot areas as well as new entrance permits. Map 3 below outlines the proposed severed farm-splits.

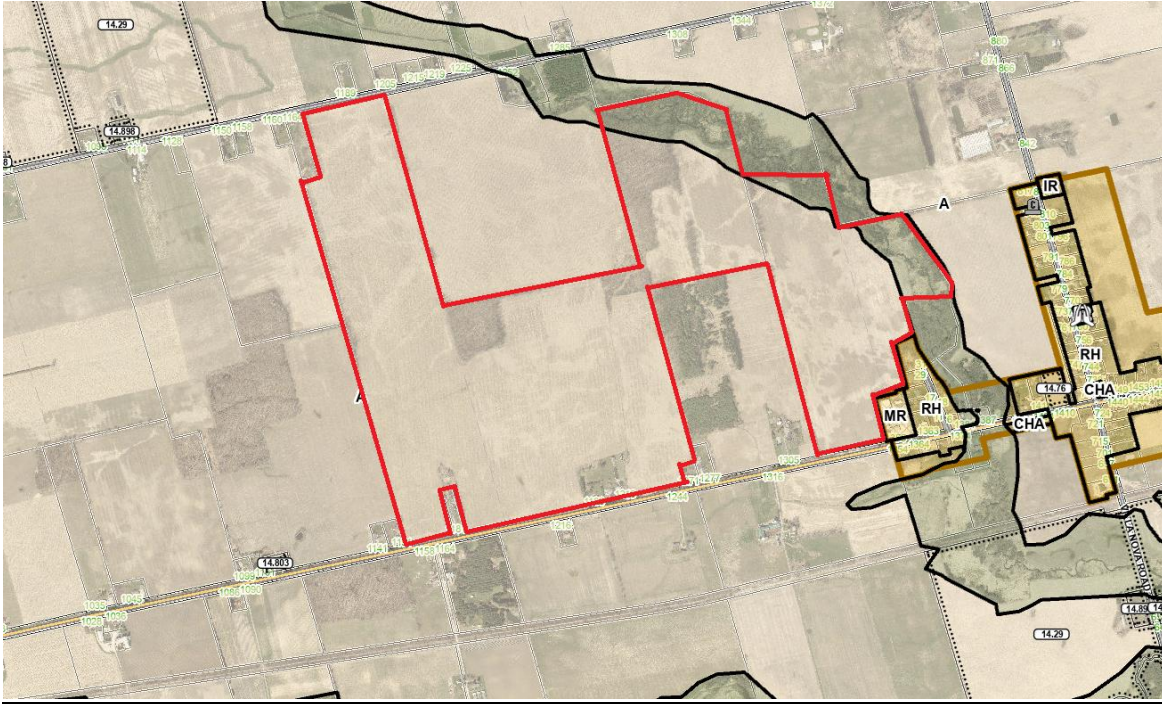
### **Map 3: Proposed Severed Lands**



### Official Plan Designation & Zoning By-law Provisions

The subject lands are designated Agricultural and Hazard Lands in the Norfolk County Official Plan (NCOP) and zoned Agricultural (A) and Hazard Lands (HL) in the Norfolk County Zoning By-law 1-Z-2014 (NCZB) as shown below in Map 4 below.

### **Map 4: Farm Parcel with Official Plan Designation and Zoning**



**3.0 PROPOSED DEVELOPMENT**

The owner is proposing a farm-split severance. The lands are proposed to be severed into three (3) viable farm parcels comprising of:

**West retained parcel (Parcel 1):**

36.61 hectares (90.47 acres),

**Middle severed parcel (Parcel 2):**

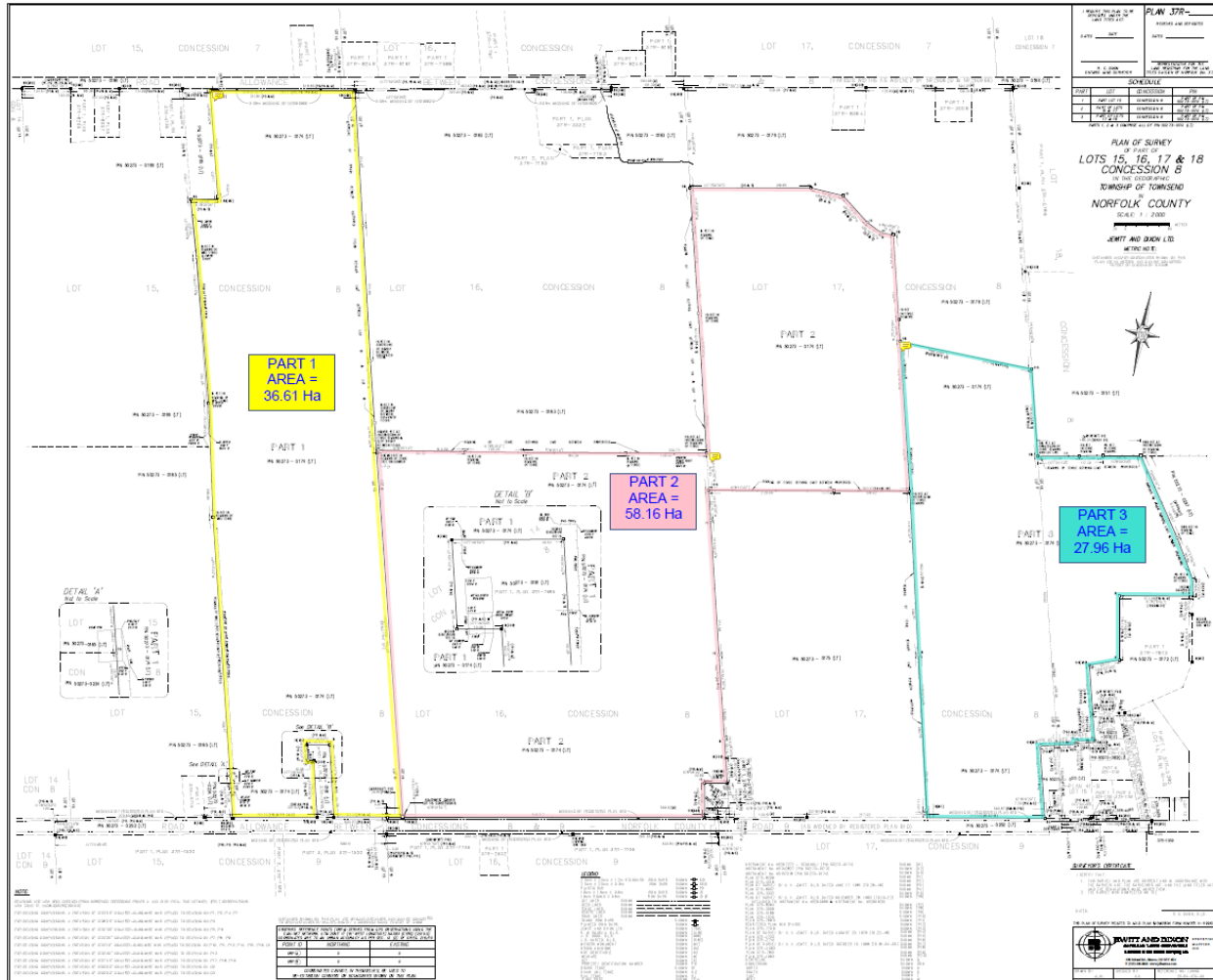
58.16 hectares (143.72 acres),

**East retained parcel (Parcel 3):**

27.96 hectares (69.09 acres)

No new construction is proposed as part of this application.

**Map 5: Survey Sketch of the Proposed Severed Lands**



#### 4.0 LAND USE PLANNING POLICY FRAMEWORK & ANALYSIS

The farm split severances and zoning by-law amendment are reviewed under several policy and regulatory documents including:

- 1 – Provincial Planning Statement, 2024;
- 2 – Norfolk County Official Plan; and
- 3 – Norfolk County Zoning By-law 1-Z-2014.

A detailed land use planning policy framework and analysis is included below.

#### 4.1 PROVINCIAL PLANNING STATEMENT, 2024 FRAMEWORK & ANALYSIS

The Provincial Planning Statement (PPS) is a consolidated statement of the government's interests and policies on land use planning in Ontario. It provides provincial policy direction for appropriate development and includes key land use planning issues that affect communities, such as building strong and healthy communities, the wise use and management of resources, and the protection of public health and safety. The PPS supports improved land use planning and management, which contributes to a more effective and efficient land use planning system.

The PPS is issued under section 3 of the Planning Act, and according to the Act, all decisions affecting planning matters shall be consistent with the PPS. Municipalities are the primary decision-makers for local communities. They implement provincial policies through municipal official plans, zoning by-laws and planning-related decisions.

As per section 4.3.1 of the PPS, prime agricultural areas shall be protected for long-term use for agriculture. Prime agricultural areas are areas where prime agricultural lands predominate and includes Canada Land Inventory Class 1, 2, and 3 lands, and any associated Class 4 through 7 lands within the prime agricultural area.

As per section 4.3.2 of the PPS, in prime agricultural areas, agricultural uses (including farm buildings and a residence) are permitted. Furthermore, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected, and the creation of new lots shall comply with the minimum distance separation (MDS) formula.

The subject lands are considered prime agricultural lands in the PPS. "Prime agricultural lands" are defined in the PPS as "specialty crop areas and/or Canada Land Inventory Class 1, 2, and 3 lands, as amended from time to time, in this order of priority for protection." The lands are also part of a "prime agricultural area", which is defined as "areas where prime agricultural lands predominate. This includes areas of prime agricultural lands and associated Canada Land Inventory Class 4 through 7 lands, and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture. Prime agricultural areas may be identified by a planning authority based on provincial guidance or informed by mapping obtained from the Ontario Ministry of Agriculture, Food and Agribusiness and the Ontario Ministry of Rural Affairs or any successor to those ministries."

Policy 4.3.3.1 of the PPS states, "Lot creation in prime agricultural areas is discouraged and may only be permitted for:

- a) **agricultural uses, provided that the lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;**
- b) agriculture-related uses, provided that any new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services;

- c) one new residential lot per farm consolidation for a residence surplus to an agricultural operation, provided that:
  - 1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and
  - 2. the planning authority ensures that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new dwellings or additional residential units are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches that achieve the same objective; and
- d) infrastructure, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way.”

The owner has applied for an agricultural farm split severance in accordance with Policy 4.3.3.1. a).

In relation to the application for an agricultural farm split, the owner is requesting to divide the existing large farm parcel, which is approximately 122.73 hectares (303.27 acres), into three viable farm parcels, the west retained parcel (Parcel 1) being 36.61 hectares (90.47 acres), the middle severed parcel (Parcel 2) being 58.16 hectares (143.72 acres) and the east retained parcel (Parcel 3) being 27.96 hectares (69.09 acres) in size. The three farm parcels will be utilized for cash-crop, vegetable and specialty crop farming, maximizing the lands monetary viability. Additionally, the location of the severed line between the three parcels has been strategically selected to have minimal impact existing and planned farming operations and follows the previously established lot line configuration.

It is my professional opinion that the proposed farm-split severance continues to provide agricultural lots that are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations.

The proposed severance will require a zoning by-law amendment to seek relief for deficient lot areas for parcels 1 and 3 (both being slightly smaller than the required 40 hectare (100 acre) requirement.

The subject application is consistent with the policies of the PPS.

## **4.2 NORFOLK COUNTY OFFICIAL PLAN FRAMEWORK & ANALYSIS**

The Norfolk County Official Plan (NCOP) is the local municipal planning policy which describes how land in Norfolk County should be used. It is prepared with input from the community and helps manage growth and development within the County until 2036. The NCOP provides a policy framework to guide economic, environmental and social decisions that have implications for the use of land.

The purpose of the NCOP is to provide an overall policy framework establishing clear development principles and policies including land use designations to:

- promote orderly growth and development;
- provide guidance to Council;
- ensure the financial sustainability of the County;
- establish goals and objectives to provide appropriate services;
- respond to population and economic change;
- implement monitoring, review and updates to policy as per new provincial interests; and
- assist in co-ordinating and integrating planning activities with cross-jurisdictional implications including:
  - ecosystem,
  - shoreline and watershed planning;
  - natural heritage planning;
  - management of resources;
  - transportation and infrastructure planning;
  - regional economic development;
  - cultural heritage planning,
  - air and water quality monitoring; and
  - waste management.

All the subject lands are designated “Agricultural” and “Hazard Lands” in the NCOP. No development is being proposed in or near the Hazard land designation, therefore this report will only focus on the Agricultural designation policy review. Section 7.2 of the OP dictates the policies of the Agricultural designation. The subject lands will continue to be used for agricultural purposes including the farming of crops.

Section 7.2.3 of the Norfolk County Official Plan contains policies around agricultural lot creation and lot adjustment.

Consent to sever land may be considered for the following purposes:

a) Consent to sever land may be considered for the following purposes:

**i) the assembly or disassembly of agricultural lots for agriculture uses including agriculturally related boundary adjustments which do not result in the creation of a new lot, subject to the policies of Section 7.2.4 (Agricultural Designation - Agricultural Lot Size Policies);**

ii) agriculture-related commercial and industrial uses in accordance with the policies of Section 7.2.2(Agricultural Designation – Land Use Policies);

iii) agriculture-related commercial, institutional and industrial uses existing prior to August 24, 1978, provided the retained parcel of land is not considered a vacant lot, and subject to the policies of this Plan;

- iv) infrastructure and utilities, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way;
- v) a currently habitable farm dwelling surplus to a farming operation as a result of the consolidation of farm properties located within Norfolk County and adjacent municipalities, subject to the policies of Sections 7.2.3(b) and (c);
- vi) technical reasons including minor boundary adjustments, corrections of deeds, quit claims, easements or rights-of-way, or other purposes that do not create an additional separate lot, and which do not change the lot configuration such that a non-agricultural lot is created which would not be in conformity with the policies of this Plan.

Section 7.2.4 of the Norfolk County Official Plan speaks to the agricultural lot size policies. Specifically, the following policies apply to land designated Agricultural:

- a) The expansion of farm holdings through lot assembly is encouraged wherever possible. Agricultural lots may be assembled and disassembled, provided that the lots remain viable for agriculture uses, are of a size appropriate for the type of agriculture uses that are common in Norfolk County and are sufficiently large to maintain flexibility for future changes in economic conditions and in the type or size of agricultural operations. The minimum agricultural lot size shall generally be 40 hectares. Assembly and disassembly of agricultural lots to sizes that are generally 40 hectares or larger shall be permitted and encouraged by the County. The County may consider applications to assemble and disassemble agricultural land into agricultural lots that are less than approximately 40 hectares in size, subject to the following considerations:
  - i) agriculture shall be the proposed use of both the severed and retained lots;
  - ii) it shall be demonstrated that both the severed and retained lots will be flexible to respond to economic change. The applicant shall provide information necessary to evaluate the viability of the new farming operations on the parcels of land. Information pertaining to the scale and nature of the operation, projected revenue, expenses, financing, soil quality, water quality and quantity, and any other viability criteria relevant to the proposal shall be provided to the satisfaction of the County. The County may request a peer review of the information provided and/or consult with the Agricultural Advisory Board.;
  - iii) The proposed farm and the retained farm lot are eligible for farming business registration under the Farm Registration and Farm Organizations Funding Act and are eligible for the Farm Property Class Tax Rate Program under the Assessment Act;
  - iv) it shall be demonstrated that nearby lots of similar size to that proposed are not available and suitable for the intended agriculture use;

- v) the suitability of both the severed and retained lots shall be assessed based on the type and size of agricultural operations in the area as well as the lot sizes typically associated with the agricultural operation proposed;
- vi) it shall be demonstrated that both the severed and retained lots remain sufficiently large to permit a change in the commodity produced, an adjustment in the scale of operation, diversification or intensification; and
- vii) both the severed and retained lot shall comply with the minimum distance separation formulae.

b) A minimum agricultural lot size of 40 hectares shall be established in the Zoning By-law. The County shall consider a proposal to disassemble agricultural land to a lot size smaller than 40 hectares by way of applications for Zoning By-law amendment and consent, subject to Section 7.2.4(a). Where all criteria outlined in Section 7.2.4 a) are satisfied, a minor deviation from the minimum farm size may be approved through a minor variance.

The owner is requesting to divide the existing large farm parcel, which is approximately 122.73 hectares (303.27 acres), into three viable farm parcels, the west retained parcel (Parcel 1) being 36.61 hectares (90.47 acres), the middle severed parcel (Parcel 2) being 58.16 hectares (143.72 acres) and the east retained parcel (Parcel 3) being 27.96 hectares (69.09 acres) in size.

A conformity review of section 7.2.4 a is considered below:

Policy	Conformity?		Explanation
i) agriculture shall be the proposed use of both the severed and retained lots;		yes	The owner will continue to farm the three agricultural parcels with either cash crop, vegetables, or specialty crops.
ii) it shall be demonstrated that both the severed and retained lots will be flexible to respond to economic change. The applicant shall provide information necessary to evaluate the viability of the new farming operations on the parcels of land. Information pertaining to the scale and nature of the operation, projected revenue, expenses, financing, soil quality, water quality and quantity, and any other viability criteria relevant to the proposal shall be provided to the satisfaction of		yes	The owner is proposing to divide the existing large farm parcel of 122.73 hectares (303.27 acres), into three viable farm parcels, the west retained parcel (Parcel 1) being 36.61 hectares (90.47 acres), the middle severed parcel (Parcel 2) being 58.16 hectares (143.72 acres) and the east retained parcel (Parcel 3) being 27.96 hectares (69.09 acres) in size. The size of the severed and retained farm parcels are of a size and scale that would still allow a viable cash crop, vegetable and/or specialty crop agricultural operation. The farm parcels are made up of class 1 through 5 soils, where the workable lands are primarily class 1

the County. The County may request a peer review of the information provided and/or consult with the Agricultural Advisory Board			and 2 soils, and thus quite viable for crop operations. The division line is also being proposed in a natural previously established division locations. The size of the severed and retained farm are sized appropriately to allow flexibility in farming operations to respond to economic change.
iii)The proposed farm and the retained farm lot are eligible for farming business registration under the Farm Registration and Farm Organizations Funding Act and are eligible for the Farm Property Class Tax Rate Program under the Assessment Act;		yes	Both the severed and retained farm parcels are of a large size and would be eligible for a farming business registration number under the Farm Registration and Farm Organizations Funding Act. Additionally, the three farms would be eligible for the Farm Property Class Tax Rate program under the Assessment Act.
iv)it shall be demonstrated that nearby lots of similar size to that proposed are not available and suitable for the intended agriculture use;		yes	While there are agricultural lots of similar size within the area of the proposed severance, they are not currently available nor suitable for the intended agricultural use.
v)the suitability of both the severed and retained lots shall be assessed based on the type and size of agricultural operations in the area as well as the lot sizes typically associated with the agricultural operation proposed;		yes	The owner intends to continue to use the farm parcels for cash crop, vegetable and/or specialty crop agricultural operation. The proposed size of the severed and retained farm parcels are of a size that would be suitable for maintaining a viable farming operation.
vi)it shall be demonstrated that both the severed and retained lots remain sufficiently large to permit a change in the commodity produced, an adjustment in the scale of operation, diversification or intensification; and		yes	The proposed farm parcel sizes will allow flexibility to change the type of commodity produced. The owner regularly crop cycles the lands to maintain their nutrient viability. This farming practice would continue on each farm parcel.
vii)both the severed and retained lot shall comply with the minimum distance separation formulae.		yes	A site visit was conducted on November 6 <sup>th</sup> , 2025. There were no livestock operations within at least 315 metres of the proposed severance.

			The establishment of a new viable farm parcel is not affected by the MDS formulae.
--	--	--	--

The proposed farm split to sever the large farm parcel of 122.73 hectares (303.27 acres), into three viable farm parcels, the west retained parcel (Parcel 1) being 36.61 hectares (90.47 acres), the middle severed parcel (Parcel 2) being 58.16 hectares (143.72 acres) and the east retained parcel (Parcel 3) being 27.96 hectares (69.09 acres) is in conformity with the Norfolk County Official Plan. As per section 7.2.4 b) a minor Zoning By-Law amendment will be required to bring the retained farm parcels into compliance with the Norfolk County Zoning By-Law.

#### 4.3 NORFOLK COUNTY ZONING BY-LAW, 1-Z-2014 FRAMEWORK & ANALYSIS

The Norfolk County Zoning By-law 1-Z-2014 (NCZB) is a regulatory document that controls the land in Norfolk County in terms of compatibility, character and appearance, and implements the NCOP. The NCZB identifies that no land, building or structures shall be used, erected, altered or occupied except in conformity with the provisions of the NCZB.

The current zoning of the subject lands is Agricultural (A) and Hazard Lands (HL) in the NCZB. The majority of the lands occur within the Agricultural Zone, and therefore, an analysis of the Agricultural Zone will be reviewed in relation to zoning conformity.

The following provisions apply to the Agricultural (A) Zone:

Provision	Requirement	Provided	Comment
Minimum lot area	40 ha (98.84 ac)	Parcel 1 (Retained): 36.61 hectares (90.47 acres), Parcel 2 (Severed) 58.16 hectares (143.72 acres) Parcel 3 (Retained): 27.96 hectares (69.09 acres)	Does not comply, minor zoning by-law amendment is required
Minimum lot frontage	30 m (98.4 ft)	Parcel 1 (Retained): ~270 m Parcel 2 (Severed): ~590 m Parcel 3 (Retained): ~200 m	Complies
Minimum front yard	13 m (42.65 ft)	Parcel 1 (Retained): N/A Parcel 2 (Severed):	Complies

		~6.6 m (legal non-complying) Parcel 3 (Retained): N/A	
Minimum exterior side yard	13 m (42.65 ft)	N/A	Complies
Minimum interior side yard	3 m (9.84 ft)	Parcel 1 (Retained): N/A Parcel 2 (Severed): ~208 m Parcel 3 (Retained): N/A	Complies
Minimum rear yard	9 m (29.53 ft)	Parcel 1 (Retained): N/A Parcel 2 (Severed): ~620 m Parcel 3 (Retained): N/A	Complies
Minimum separation between a farm processing facility and a dwelling on an adjacent lot	30 m (98.4 ft)	n/a	n/a
Maximum building height	11 m (36.10 ft)	N/A	N/A

The subject application requires relief from the minimum lot area provisions of the NCZB. A minor zoning by-law amendment application for parcels 1 and 3 will be required as condition of approval for the requested farm split severance application.

**5. CONCLUSION**

It is my professional opinion that these planning applications for a farm split severance represent good planning and should be approved as the planning justification has confirmed:

1. Consistency with the *Provincial Planning Statement*;
2. Conformity to the *Norfolk County Official Plan*;
3. Conformity to the *Norfolk County Zoning By-law*; and,
4. An understanding that a minor Zoning By-Law amendment will be required to seek compliance with the Norfolk County Zoning By-Law for the minor lot area deficiencies.

The agent looks forward to the expeditious processing of the subject application. Please do not hesitate to contact the undersigned should you have any questions related to this application.

Prepared and submitted by:

Kayla DeLeye, B.A MA, Ec.D, MCIP, RPP

Property Information	
Municipal Address	1199 Thompson Rd E, Waterford
Assessment Roll Number	
Date of Evaluation	Nov 23, 2023

Evaluators Information	
Evaluators Name:	Don Awwrey
Company Name:	Clear Lines
Address:	98 Hillcrest Rd, Simcoe
Phone:	519 426-8554
Email:	dawwrey@gmail.com
BCIN #	1139301114392
Purpose of Evaluation	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Site Plan <input type="checkbox"/> Zoning <input type="checkbox"/> Building Permit Application <input type="checkbox"/> Minor Variance <input type="checkbox"/> Other _____
Building Information	<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agricultural

Gross building area: (m <sup>2</sup> ):	74 m <sup>2</sup> 800 sq ft
Number of bedrooms:	2
Number of fixture units:	17
Daily Design Flow: (Litres)	1100 L/day
Is the building currently occupied?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, how long?

Site Evaluation	
Soil type, percolation time (T)	clay/silt ~ 30 min/100
Site slope	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Moderate <input type="checkbox"/> Steep
Soil condition:	<input type="checkbox"/> Wet <input checked="" type="checkbox"/> Dry
Surface discharge observed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Odour detected:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Weather at time of evaluation:	0°C clear

System Description	
<input type="checkbox"/> Class 1 - Privy <input type="checkbox"/> Class 2- Greywater <input type="checkbox"/> Class 3 - Cesspool <input checked="" type="checkbox"/> Class 4 - Leaching Bed) <input type="checkbox"/> Class 5 - Holding Tank	

Type of leaching bed. Class 4 -Leaching Bed only - Complete & attach Worksheet E		
<input checked="" type="checkbox"/> A. Absorption Trench	<input type="checkbox"/> B. Filter Bed	<input type="checkbox"/> C. Shallow Buried Trench
<input type="checkbox"/> D. Advance Treatment System	<input type="checkbox"/> E. Type A Dispersal Bed	<input type="checkbox"/> F. Type B Dispersal Bed

Existing Tank Size (litres):	3600 L dual chamber
<input checked="" type="checkbox"/> Pre-cast Concrete	<input type="checkbox"/> Plastic <input type="checkbox"/> Fibreglass
<input type="checkbox"/> Wood	<input type="checkbox"/> Other (specify): Pump: <input type="checkbox"/> Yes <input type="checkbox"/> No

<input checked="" type="checkbox"/> In ground system	<input type="checkbox"/> Raised Bed system Height raised above original grade (metres)
--	---

Setbacks (metres)	Tank		Distribution Pipe	
Distance to buildings & structures				
Distance to bodies of water				
Distance to nearest well				
Distance to proposed property lines	Front: _____ Rear: _____	Left: _____ Right: _____	Front: _____ Rear: _____	Left: _____ Right: _____

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

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

B) Plus Additional Flow for:				
Note: Use the largest additional flow calculation to determine Daily Design Flow (Q). If none apply Subtotal (B) is zero.				
		Quantity	(Q) Litres	Total
Either	Each bedroom over 5		500	
Or	Floor space for each 10m <sup>2</sup> over 200m <sup>2</sup> up to 400m <sup>2</sup>		100	
	Floor space for each 10m <sup>2</sup> over 400m <sup>2</sup> up to 600m <sup>2</sup>		75	
	Floor space for each 10m <sup>2</sup> over 600m <sup>2</sup>		50	
Or	Each Fixture Unit over 20 fixture Units (Total of Worksheet B - 20 = Quantity)		50	
			<b>Subtotal (B)</b>	0
			<b>Subtotal A+B=Daily Design Flow (Q)</b>	1100

## Worksheet B: Dwellings Fixture Unit Count

Fixtures	Units		How Many?		Total
Bath group (toilet, sink, tub or shower) with flush tank	6.0	X	1	=	6
Bathtub only(with or without shower)	1.5	X	0	=	
Shower stall	1.5	X	0	=	
Wash basin / Lavatory (1.5 inch trap)	1.5	X	1	=	1.5
Water closet (toilet) tank operated	4.0	X	1	=	4
Bidet	1.0	X	0	=	
Dishwasher	1.0	X	1	=	1
Floor Drain (3 inch trap)	3.0	X	0	=	
Sink (with/without garbage grinder, domestic and other small type single, double or 2 single with a common trap)	1.5	X	1	=	1.5
Domestic washing machine	1.5	X	1	=	1.5
Combination sink and laundry tray single or double (installed on 1.5 inch trap)	1.5	X	1	=	1.5
Other:					
<b>Total Number of Fixture Units:</b>					17

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

## Worksheet C: Other occupancies types

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

### Other Occupancy Daily Design Flow Calculation (Q)

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

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

## Work Sheet D: Septic Tank Size

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

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

Occupancy type	Daily Design Flow (Q)	Minimum tank size (L)
<b>Residential Occupancy</b> house, apartment, camp for housing of workers		X 2 = 3600L
<b>All Other Occupancies</b>		X 3 =
<b>Holding Tank</b>		X 7 =

# Worksheet E: Leaching Bed Calculations (Class 4)

Complete One of A, B, C, D, E, F

**A. Absorption Trench**

*est fill T = 8 min/hr*

Total length of distribution pipe

Conventional  $(Q \times T) \div 200 = \underline{744}$  m  
 Type I leaching chambers  $(Q \times T) \div 200 = \underline{\hspace{2cm}}$  m  
 Type II leaching chambers  $(Q \times T) \div 300 = \underline{\hspace{2cm}}$  m  
 Configured as: 6 runs of 18.3 m Total: 110 m

**B. Filter Bed**

**Effective Area**  
 If  $Q \leq 3000$  litres per day use  $Q \div 75$   
 If  $Q > 3000$  litres per day use  $Q \div 50$   
 Level II-IV treatment units,  
 use  $Q \div 100$   
**Distribution Pipe**  
**Contact Area =  $(Q \times T) \div 850$**   
**Mantel (see Part 1)**

**Effective area:**  $\underline{\hspace{2cm}}$  (Q)  $\div$   $\underline{\hspace{2cm}}$  (75, 50, or 100) =  $\underline{\hspace{2cm}}$  m<sup>2</sup>  
**Configured as:**  $\underline{\hspace{2cm}}$  m x  $\underline{\hspace{2cm}}$  m  
**Number of beds**  $\underline{\hspace{2cm}}$   
**Number of runs:**  $\underline{\hspace{2cm}}$  **Spacing of runs:**  $\underline{\hspace{2cm}}$  m  
**Contact Area:**  $(\underline{\hspace{2cm}}$  (Q) X  $\underline{\hspace{2cm}}$  (T))  $\div$  850 =  $\underline{\hspace{2cm}}$  m<sup>2</sup>

**C. Shallow Buried Trench**

Percolation time (T) of soil in minutes:	Length of distribution pipe (metres)
$1 < T \leq 20$	$Q \div 75$ metres
$20 < T \leq 50$	$Q \div 50$ metres
$50 < T < 125$	$Q \div 30$ metres

$(L) = \underline{\hspace{2cm}}$  (Q)  $\div$   $\underline{\hspace{2cm}}$  (75, 50, 30) =  $\underline{\hspace{2cm}}$  m  
**Configured as:**  $\underline{\hspace{2cm}}$  runs of  $\underline{\hspace{2cm}}$  m Total:  $\underline{\hspace{2cm}}$  m

**D. Advance Treatment System**

Provide description of system.

**E. Type A Dispersal Bed**

**Stone Layer**  
 If  $Q \leq 3000$  litres per day, use  $Q \div 75$   
 If  $Q > 3000$  litres per day, use  $Q \div 50$   
**Sand Layer**  
 $1 < T \leq 15$  use  $(Q \times T) \div 850$   
 $T > 15$  use  $(Q \times T) \div 400$

**Stone Layer =**  $\underline{\hspace{2cm}}$  (Q)  $\div$   $\underline{\hspace{2cm}}$  (75 or 50) =  $\underline{\hspace{2cm}}$  m<sup>2</sup>  
**Sand Layer =**  $(\underline{\hspace{2cm}}$  (Q) x  $\underline{\hspace{2cm}}$  (T))  $\div$  (850 or 400) =  $\underline{\hspace{2cm}}$  m<sup>2</sup>

**F. Type B Dispersal Bed**

**Area =  $(Q \times T) \div 400$**   
**Linear Loading Rate (LLR)**  
 $T < 24$  minutes, use 50 L/min  
 $T \geq 24$  minutes, use 40 L/min  
**Distribution Pipe**

**Area =**  $(\underline{\hspace{2cm}}$  (Q) x  $\underline{\hspace{2cm}}$  (T))  $\div$  400 =  $\underline{\hspace{2cm}}$  m<sup>2</sup>  
**Pump chamber capacity =**  $\underline{\hspace{2cm}}$  L  
**Length  $(Q \div \text{LLR}) =$**   $\underline{\hspace{2cm}}$  m  
**Bed configuration =**  $\underline{\hspace{2cm}}$  m x  $\underline{\hspace{2cm}}$  m =  $\underline{\hspace{2cm}}$  m<sup>2</sup>  
**Number of Beds =**  $\underline{\hspace{2cm}}$   
**Configured as:**  $\underline{\hspace{2cm}}$  runs of  $\underline{\hspace{2cm}}$  m Total:  $\underline{\hspace{2cm}}$  m

# Worksheet F: Cross Sectional Drawings

## Subsoil Investigation – Test pit

1. Soil sample to be taken at a depth of
2. Test pit to be a minimum 0.9m

*No excavation performed*

Indicate level of rock and ground water level below original grade.

Original grade

Soil and subgrade investigation. Indicate soil types

0.5m

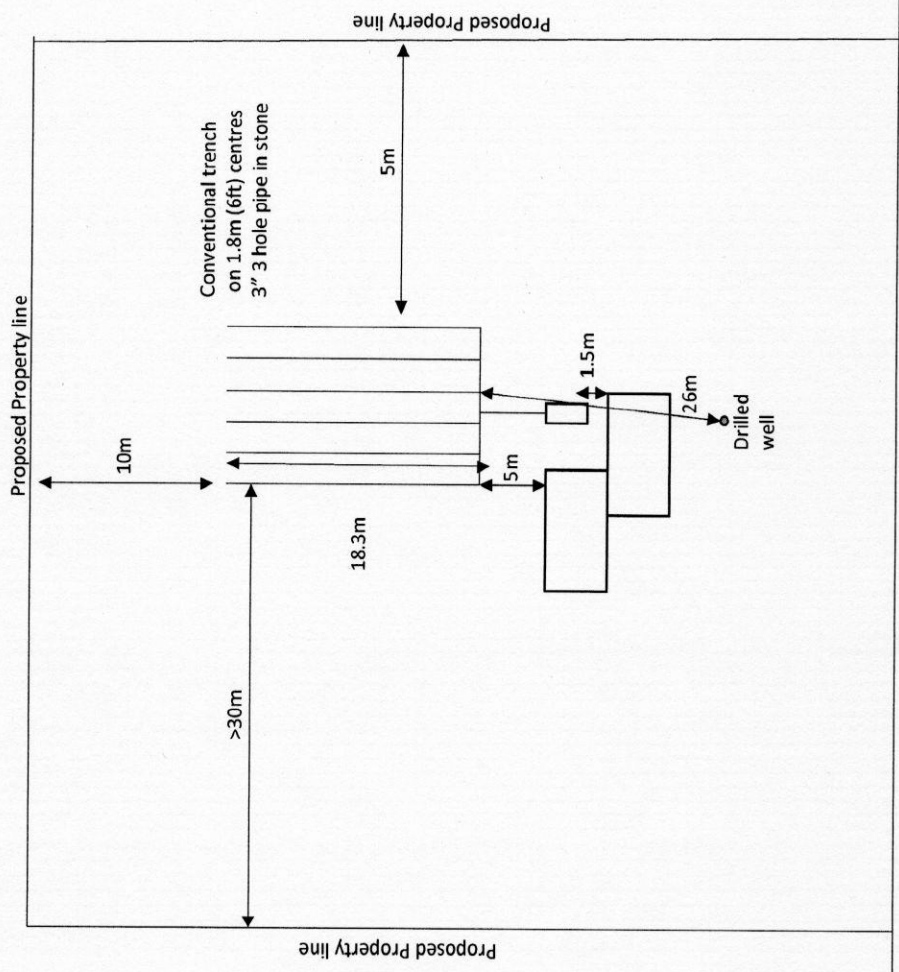
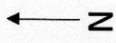
1.0m

1.5m

## Cross sectional drawings are required for all septic systems

1. Location of existing grade.
2. Measurements to each component, distances to water table
3. Label each septic component.

A large grid for drawing cross-sectional drawings of septic systems. The grid is approximately 20 units wide and 30 units high, providing a space for detailed technical drawings.



Property line

Thompson Rd E

## Overall System Rating

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

Additional Comments:

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

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

## Verification

### Owner:

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


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

Owners Signature:

Date:

### Evaluator:

I, Don Aunez declare that this site evaluation is accurate as of the date of inspection. No determination of future performance can be made due to unknown conditions, future water usage over the life of the system, abuse of the system and/or inadequate maintenance, all of which can affect the life of the system. This evaluation does not grant or imply any guarantee or warranty of the future performance of the sewage system. The undersigned takes no responsibility for the accuracy of existing or proposed property lines, whether measured or implied.

Evaluator Signature: 

Date: Nov 28, 2023

## Building Department Review

Comments:

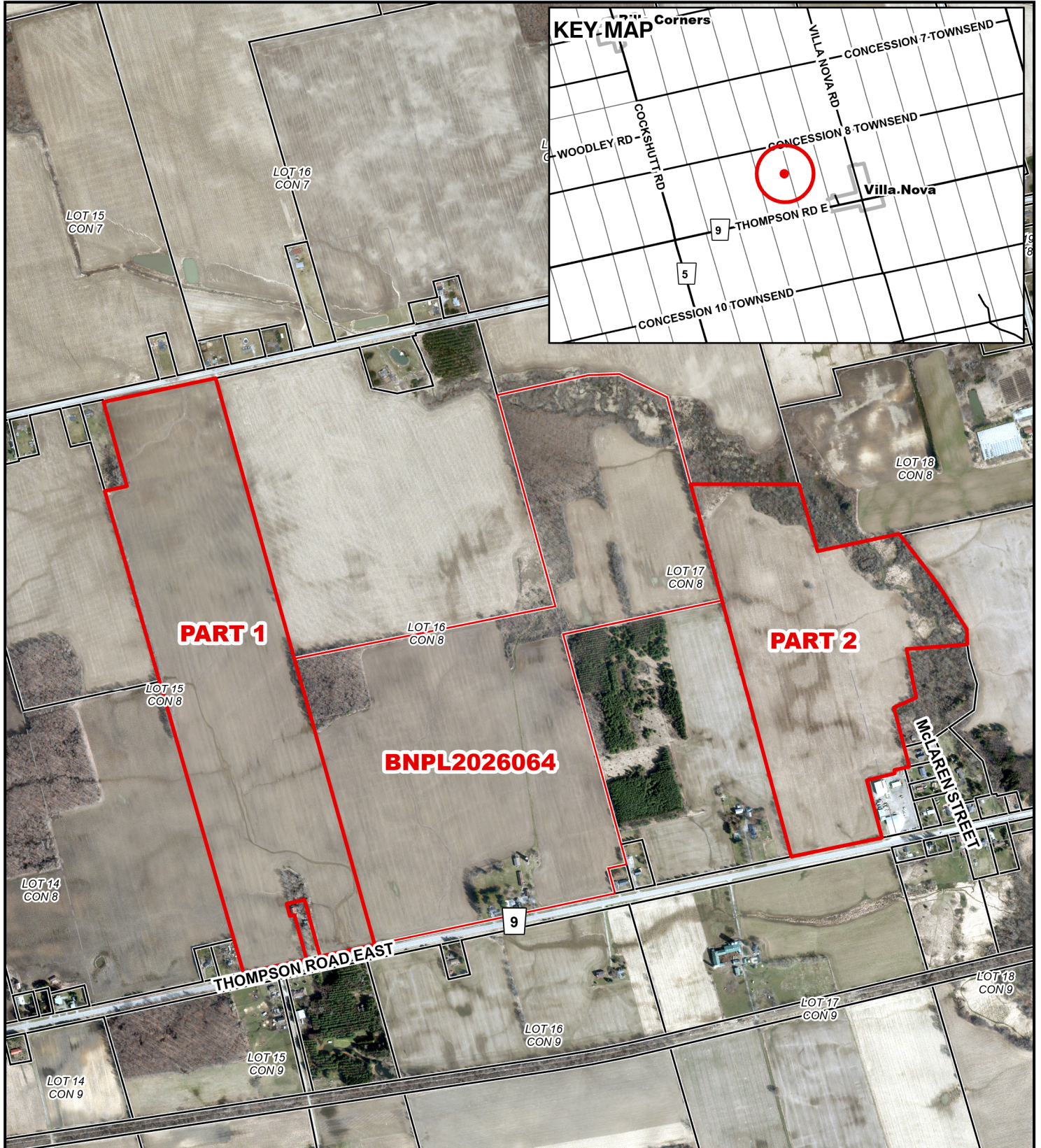
Building Inspectors Name:

Building Inspector Signature:

Date:

**MAP A**  
**CONTEXT MAP**  
 Geographic Township of TOWNSEND

ZNPL2026065

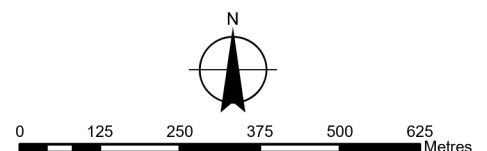


**Legend**

- Subject Lands
- Lands Owned

4/24/2026

2025 Air Photo

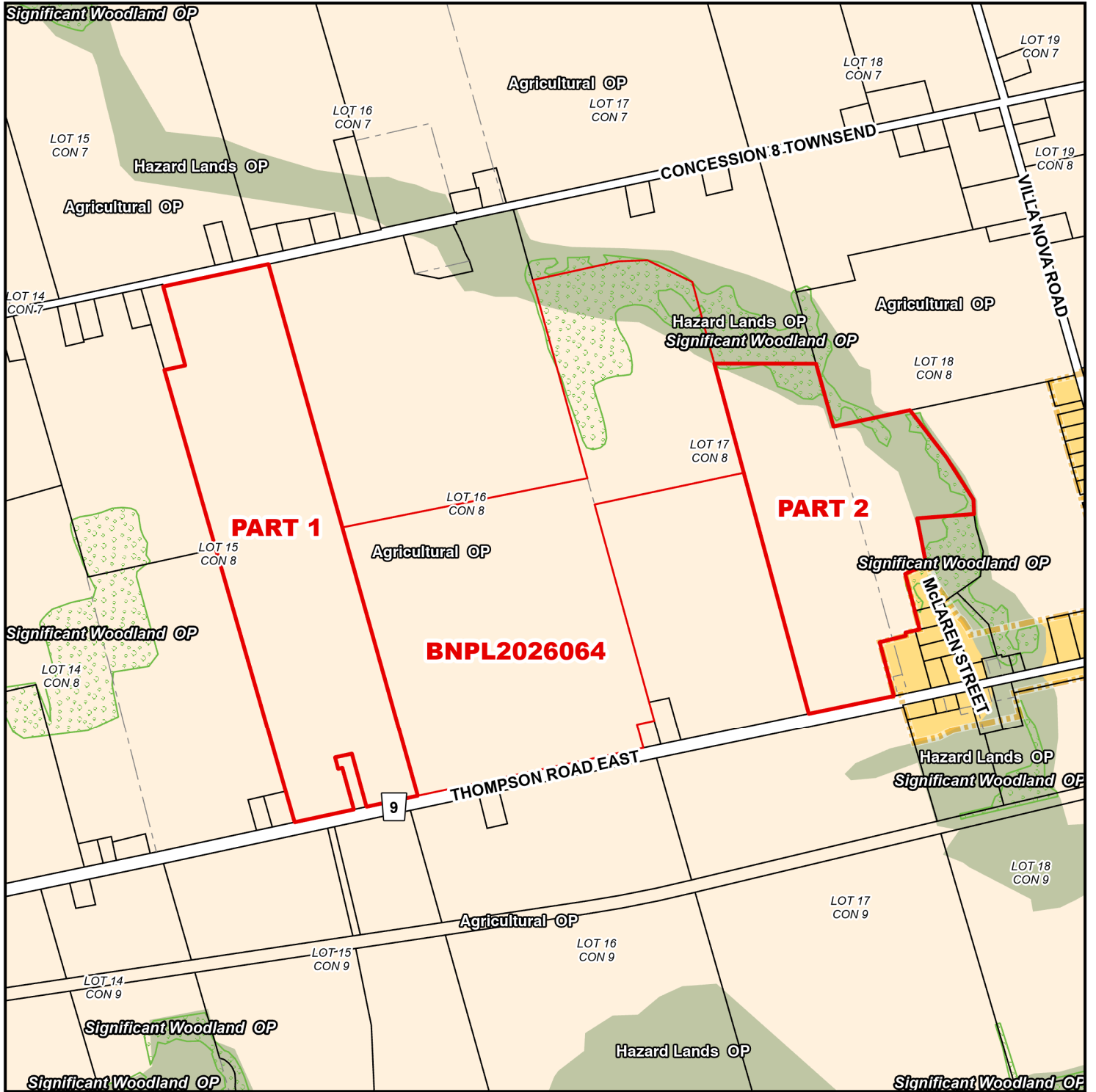


# MAP B

ZNPL2026065

## OFFICIAL PLAN MAP

Geographic Township of TOWNSEND



### Legend

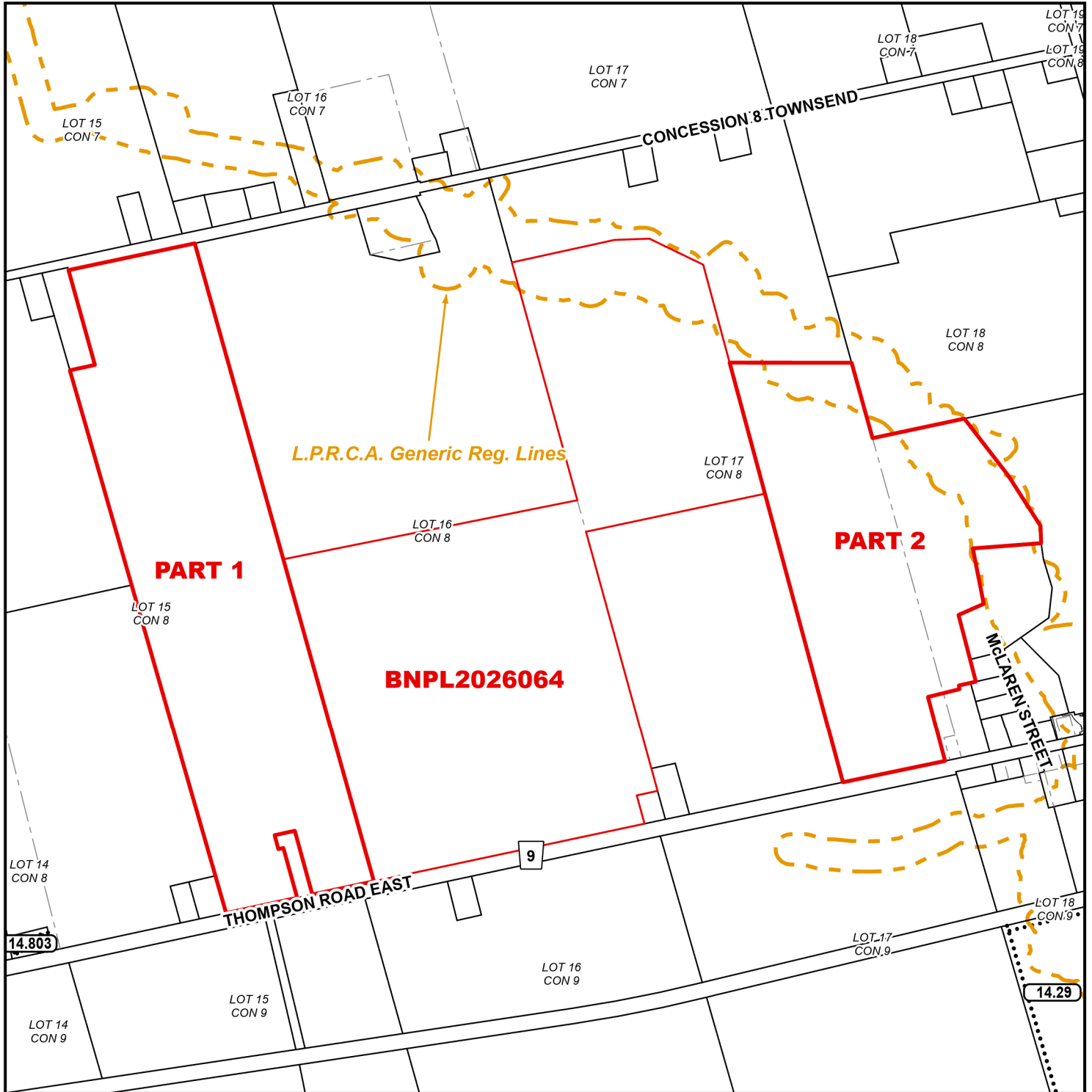
- Subject Lands
- Lands Owned

### Official Plan Designations

- Agricultural
- Hazard Lands
- Hamlet
- Hamlet Area Boundary
- Significant Woodland

4/24/2026





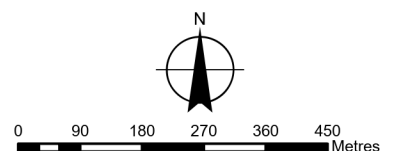
**LEGEND**

- Subject Lands
- Lands Owned
- LPRCA Generic RegLines

**ZONING BY-LAW 1-Z-2014**

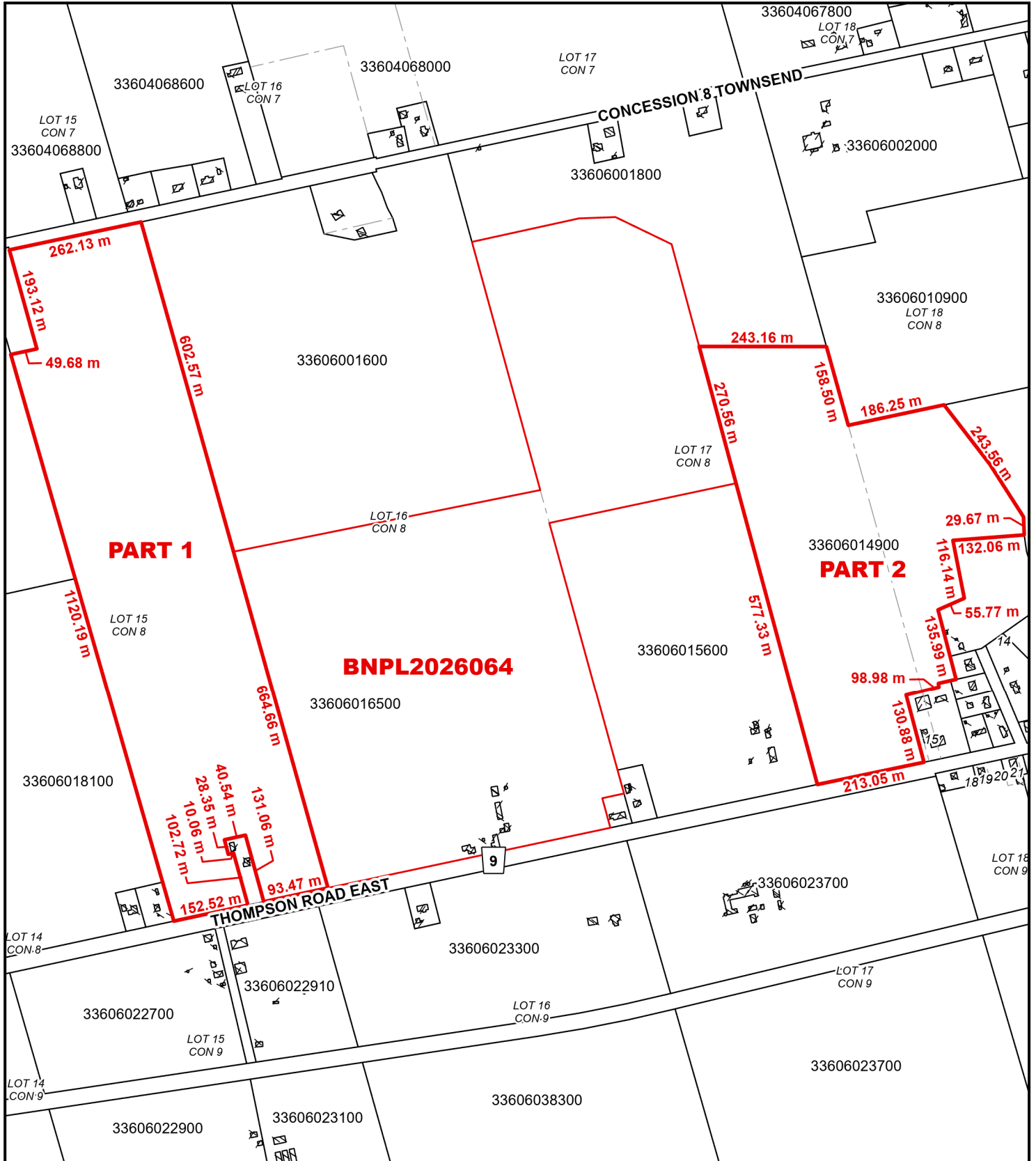
4/24/2026

- (H) - Holding
- A - Agricultural Zone
- RH - Hamlet Residential Zone
- HL - Hazard Land Zone
- MR - Rural Industrial Zone



CONCEPTUAL PLAN

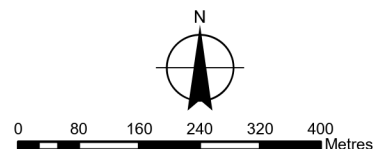
Geographic Township of TOWNSEND



Legend

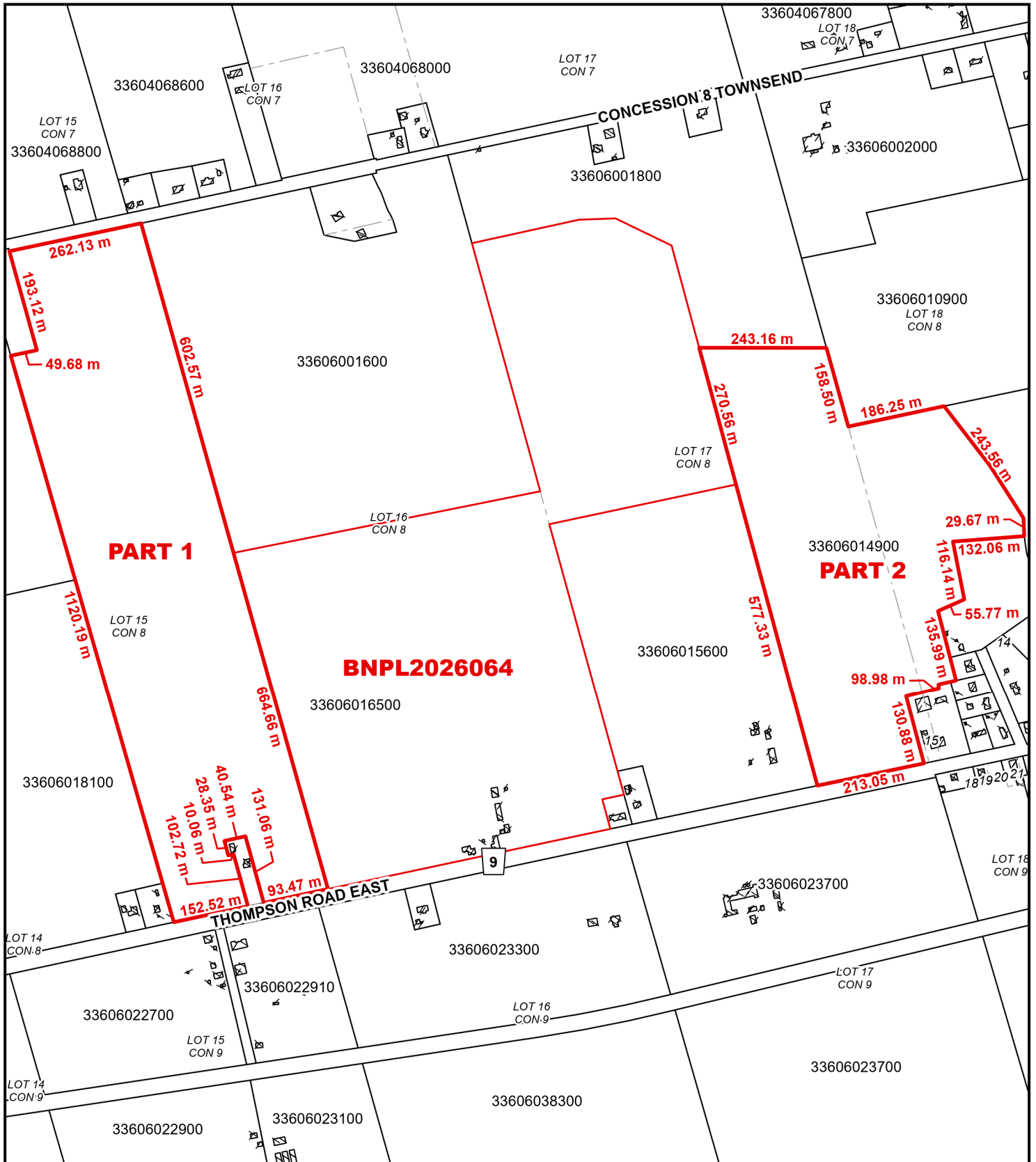
- Subject Lands
- Lands Owned

4/24/2026





## CONCEPTUAL PLAN

Geographic Township of TOWNSEND



### Legend

-  Subject Lands
-  Lands Owned

4/24/2026

