

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

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

- ☐ 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:

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.

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):

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.

I. Transfers, Easements and Postponement of Interest

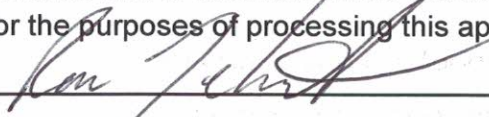
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that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

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.

Freedom of Information

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



Owner/Applicant/Agent Signature

February 6, 2026

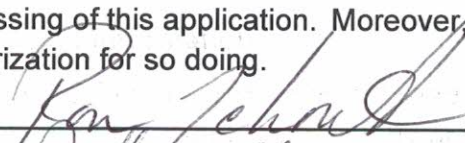
Date

J. Owner's Authorization

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

I/We Ronald & Patricia Tchorek am/are the registered owner(s) of the lands that is the subject of this application.

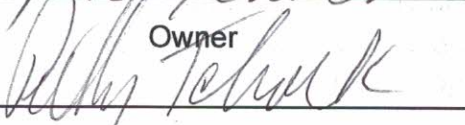
I/We authorize Kayla DeLeye to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.



Owner

February 6, 2026

Date



Owner

February 6, 2026

Date

***Note:** If property is owned by an Ontario Ltd. Corporation, Articles of Incorporation are required to be attached to the application.

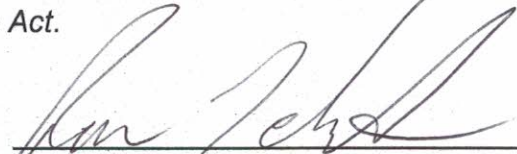
K. Declaration

I, Ronald Tchorek of Simcoe, Ontario,

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:



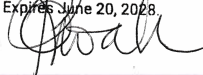
Owner/Applicant/Agent Signature

In City of Hamilton

This 24th day of June
~~6th~~ ~~February~~

A.D., 2026

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



A Commissioner, etc.

SKETCH SHOWING
PROPOSED SEVERANCE

FOR:

RON TCHOREK

#2271 NORFOLK COUNTY ROAD 24 EAST

SIMCOE

PIN 50209 - 0134 (LT)

SCALE: 1 : 500



METRIC NOTE:

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 FOR PURPOSES OTHER THAN THE
PURPOSE INDICATED IN THE TITLE BLOCK.

PROPERTY DESCRIPTION:

PART LOT 5, CONCESSION GORE
TOWNSHIP OF WOODHOUSE
NORFOLK COUNTY



JEWITT AND DIXON

ONTARIO LAND SURVEYORS

A Division of Kim Husted Surveying Ltd.

650 Ireland Rd., Simcoe, ON N3Y 4K2

T. (519) 426-0842 www.jdbarnes.com

Mapping GIS

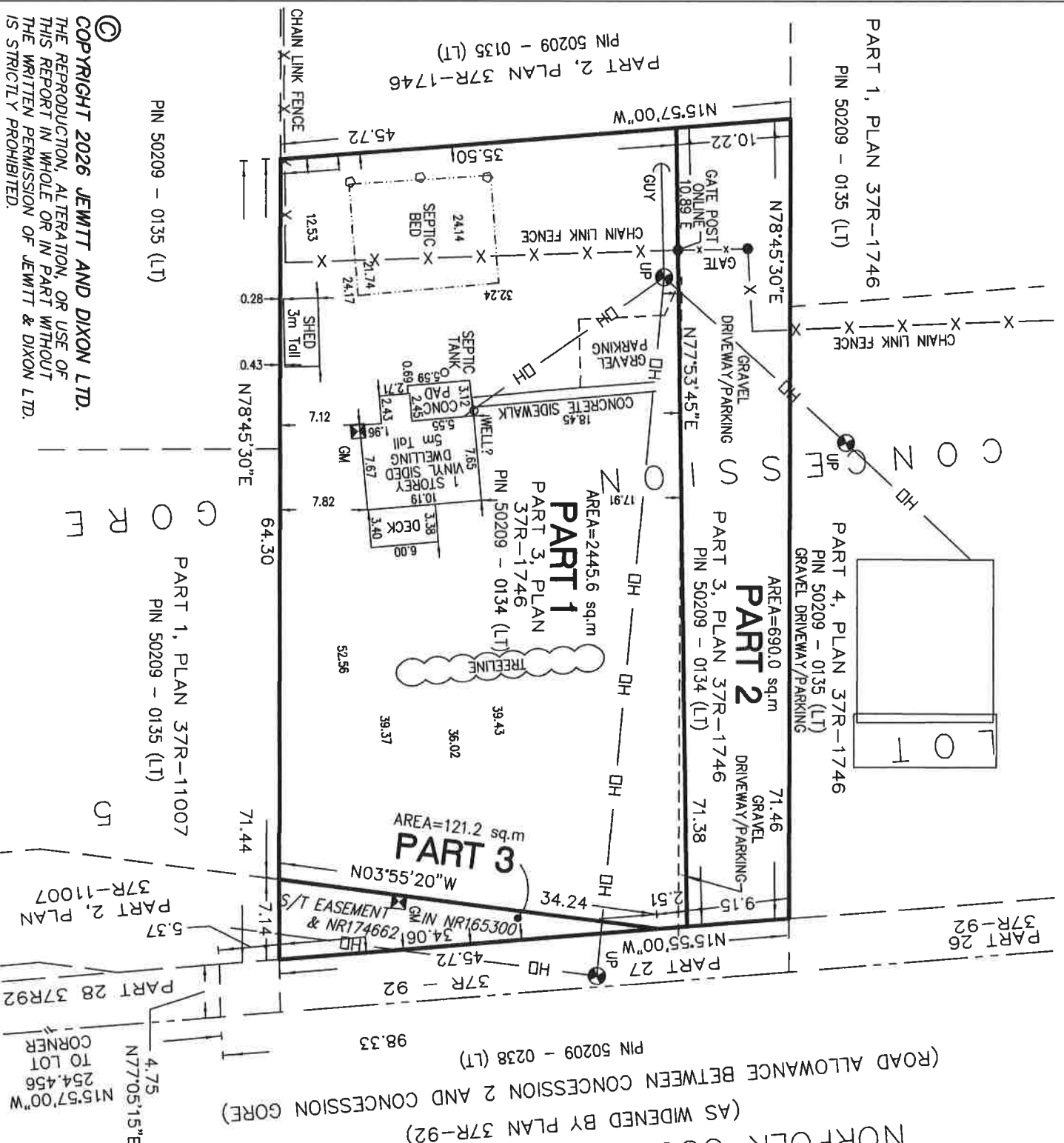
DRAWN BY: J.L.M.

CHECKED BY: K.S.H.

REFERENCE NO.: 25-54-497-00

DATED: JANUARY 21, 2026

NORFOLK COUNTY HIGHWAY 24 EAST
(AS WIDENED BY PLAN 37R-92)
(ROAD ALLOWANCE BETWEEN CONCESSION 2 AND CONCESSION GORE)
PIN 50209 - 0238 (LT)



©
COPYRIGHT 2026 JEWITT AND DIXON LTD.
THE REPRODUCTION, ALTERATION, OR USE OF
THIS REPORT IN WHOLE OR IN PART WITHOUT
THE WRITTEN PERMISSION OF JEWITT & DIXON LTD.
IS STRICTLY PROHIBITED.

Planning Brief

Boundary adjustment consent application

2271 Highway 24 – Norfolk County

Tuesday January 6, 2026



Planning Brief for 2271 Highway 24, Norfolk County

1.0 INTRODUCTION

Kayla DeLeye Development Planning (“Agent”) has been retained by the Tchorek family (“owner”) to assist in obtaining a minor boundary adjustment consent application for 2271 Highway 24, Norfolk County, legally described as Windham Gore Part Lot 5 RP 37R1746. The consent application is required to boundary adjust a small portion of lands from 2271 Highway 24 (Roll # 33703003200), to 2275 Highway 24 (Roll # 33703003000).

This brief aims to provide details and justification regarding the minor boundary adjustment and provide a brief overview of the planning merits associated with the planning application.

2.0 SUBJECT LANDS DESCRIPTION

The application involves two properties:

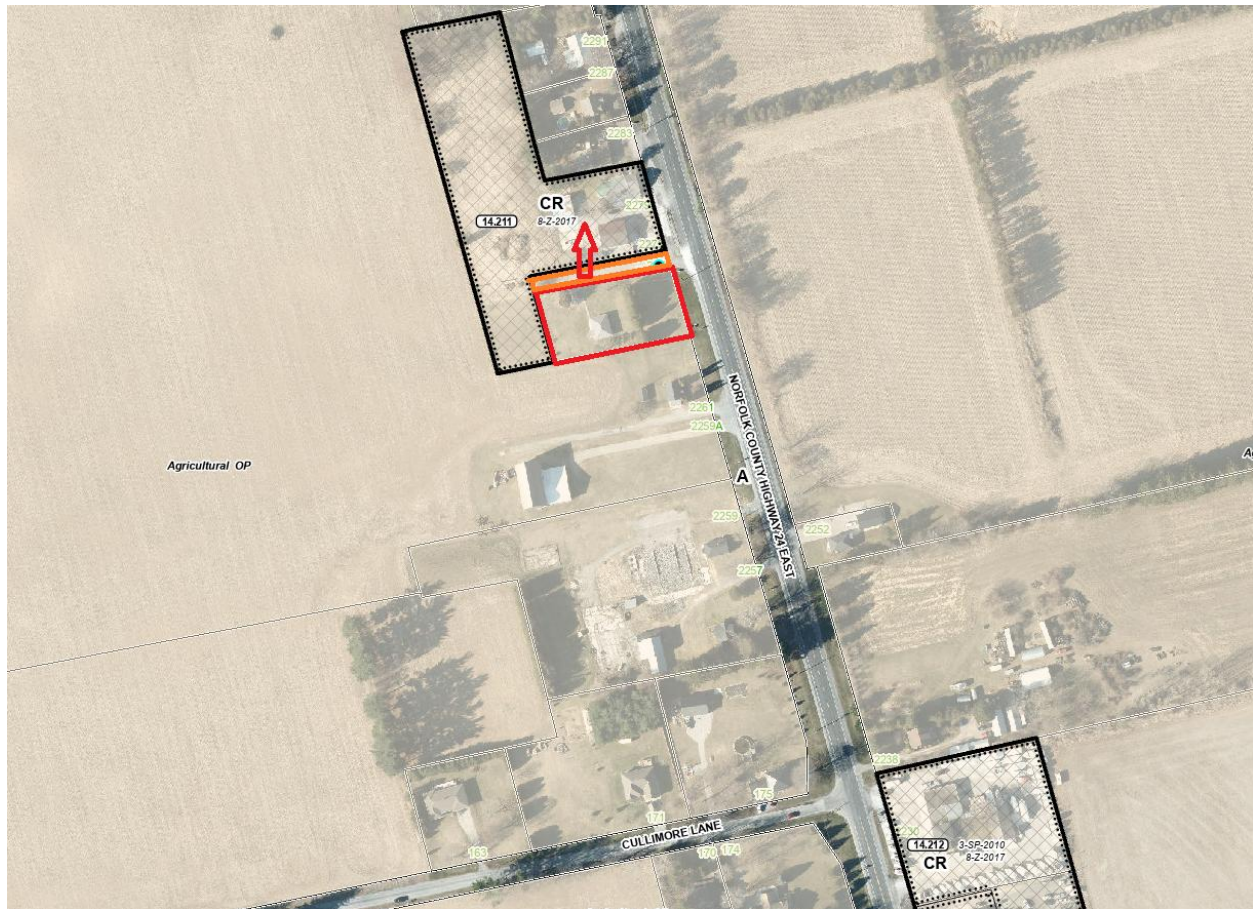
1. Rural residential parcel that lands are being boundary adjusted from (roll #33703003200), which comprise of approximately 0.3278 hectares (0.81 acres); and
2. Existing rural lot (roll # 33703003000), which comprise of approximately 1.0684 hectares (2.64 acres)

2271 Highway 24, Roll #33703003200 has frontage along Hwy 24 in the geographic township of Windham, approximately 4.9 kilometres west of Port Dover in Norfolk County.

The subject lands are approximately 0.3135 hectares (0.77 acres) in size and contain a single detached dwelling. The majority of the lands surrounding the subject property are in agricultural production with many surrounding rural residential lots. The subject lands are classified as prime agricultural lands however the owners only wish to boundary adjust as minimal amount of land as possible in order to shift the lot line so that the driveway for 2275 Highway 24 is wholly on their own lands. The owner plans to eventually building an accessory detached garage that will comply with the Zoning requirements of the lot.

See the property location shown on Map 1 below that also shows the property's Official Plan designation and Zoning and well as the proposed lands to be boundary adjusted.

Map 1: Location, Designation and Zoning of Subject Lands



The proposed boundary adjusted lands contain a driveway and are vacant.

Official Plan Designation & Zoning By-law Provisions

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

Map 2: Survey Sketch of the Proposed Severed Lands

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 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 4.3.3.2 of the PPS states, “Lot adjustments in prime agricultural areas may be permitted for **legal or technical reasons**.”

The PPS goes on to define legal or technical reasons to mean “severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot.”

The owner has applied for a minor boundary adjustment for a technical reason in accordance with Policy 4.3.3.2.

It is my professional opinion that the proposed boundary adjustment to increase the lot size of 2275 Highway 24 by 690.00 square metres (0.17 acres) is minor, and technical in nature and does not result in the creation of a new lot.

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.

The subject lands are designated “Agricultural” in the NCOP.

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.

The owner is proposing a minor boundary adjustment to adjust an area of 690 square metres (0.17 acres) to the adjacent existing undersized lot to increase the size of the lot from 1.0684 hectares (2.64 acres) to 1.1374 hectares (2.81 acre). The technical reason behind the request is to move the existing driveway from 2271 Highway 24 to 2275 Highway 24. The proposed boundary adjustment does not change the lot configuration such that a non-agricultural lot is created.

The proposed minor boundary adjustment is in conformity to the Norfolk County Official Plan.

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 2271 Highway 24 is Agricultural Zone (A), and the current zoning of 2275 Highway 24 is CR (Special provision 14.211) in the NCZB.

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

Provision	Requirement	Provided	Comment
Minimum lot area	40 ha (98.84 ac)	Retained: 0.2446 hectares Severed: 690 square metres	Does not comply. ZBLA required for lot deficiency created at 2271 Highway 24
Minimum lot frontage	30 m (98.4 ft)	Retained: 34.06 m (after boundary adjustment)	Complies
Minimum front yard	13 m (42.65 ft)	36.02 m	Complies
Minimum exterior side yard	13 m (42.65 ft)	N/A	Complies

Minimum interior side yard	3 m (9.84 ft)	7.12 m	Complies
Minimum rear yard	9 m (29.53 ft) ¹	21.74 m	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 following provisions apply to the Rural Commercial (CR) Zone:

Provision	Requirement	Provided	Comment
Minimum lot area	1,860 sq.m	New lot area of 2275 Hwy 24: 1.1374 hectares	complies
Minimum lot frontage	30 m (98.4 ft)	Adjusted lot once boundary adjusted: 47.2 m	Complies
Minimum front yard	13 m (42.65 ft)	Legal non-complying	Complies
Minimum exterior side yard	13 m (42.65 ft)	N/A	Complies
Minimum interior side yard	3 m (9.84 ft)	4.4 m	Complies
Minimum rear yard	9 m (29.53 ft) ¹	45 m	Complies
Maximum building height	11 m (36.10 ft)	N/A	N/A

Special provision 14.211 In addition to the uses permitted in the CR Zone, a duplex dwelling shall also be permitted

The subject application will require a ZBLA as a condition of approval to rezone the boundary adjusted lands to match that of the CR (14.211) Zone as well as to permit a reduce lot area for the retained lands.

5. CONCLUSION

It is my professional opinion that the proposed planning application for a minor boundary adjustment severance represents good planning and should be approved as the planning brief 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. As a condition of approval, a ZBLA will be sought to rezone the boundary adjusted lands to match that of the CR (14.211) Zone as well as to permit a reduce lot area for the retained lands.

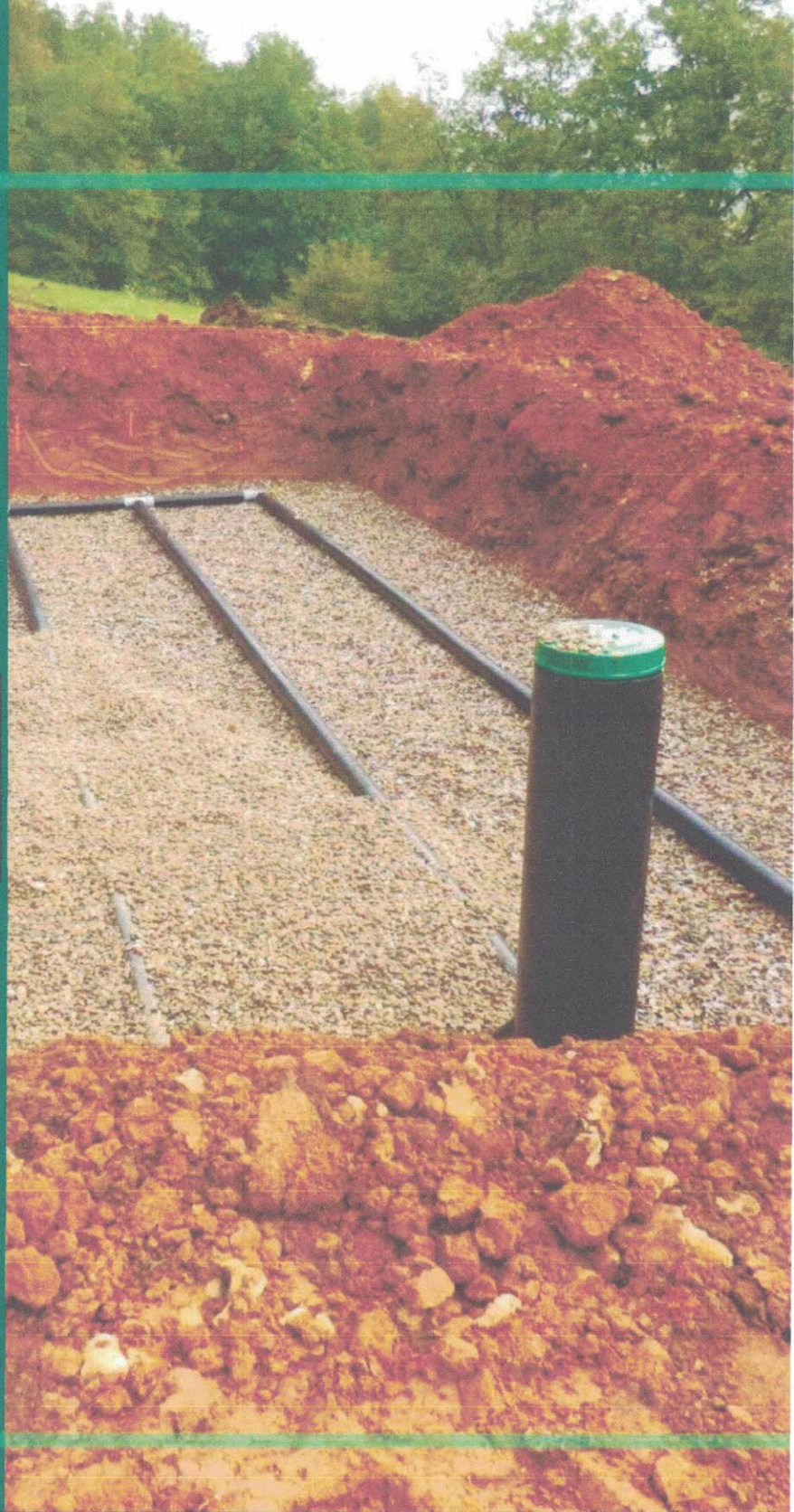
The agent looks forward to the expeditious processing of the subject application. Please do not hesitate to contact the undersigned should you have any questions related to this application.

Prepared and submitted by:

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

Existing On-Site Sewage System

Evaluation Form



Norfolk County Building Department
Community Development Division
185 Robinson Street, Suite 200 Simcoe, Ontario, N3Y 5L6
norfolkcounty.ca



Evaluation of On-Site Sewage Systems

INSTRUCTIONS

1. Please complete the following form by checking appropriate lines and filling in blanks.
2. This Evaluation Form must be completed by a "Qualified" person engaged in the business of constructing on site, installing, repairing, servicing, cleaning or emptying sewage systems.
3. If sewage system malfunctions are found during an evaluation (surfacing or discharge of improperly treated sewage effluent) which indicate a possible health hazard or nuisance, orders may be issued for correction.
4. Evaluations should be scheduled accordingly so as not to delay the application process.
5. Completed Forms **MUST** be submitted as part of a "complete" Planning Application. Failure to meet this date may cause the application to be deferred.
6. Evaluation Forms will become part of the property records of Norfolk County Building Department.
7. No On-Site Sewage System Evaluation will be conducted where:
 - a. snow depth exceeds two (2) inches, or
 - b. grass and brush exceeds twelve (12) inches
8. The comments that are given as a result of this evaluation are rendered without complete knowledge or observation of some of the individual components of the sewage system and applies only to the date and time the evaluation is conducted.

Collection of Personal Information.

Personal information submitted in this form is collected under the authority with the Municipal Freedom of Information and Protection Act, or for the purpose stated on the specific form being submitted. The information will be used by the Building Department administration for its intended submitted purpose.

Questions about the collection of personal information through this form may be directed to:

Norfolk County's Chief Building Official,
185 Robinson Street, Simcoe, ON N3Y 5L6, 519-426-5870 ext. 2218,

Information and Privacy Coordinator,
50 Colborne Street South, Simcoe ON N3Y 4H3, 519-426-5870 ext. 1261,

Community Development Division- Building Department

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

Property Information	
Municipal Address	2271 Norfolk County Hwy 24, Simcoe, ON
Assessment Roll Number	
Date of Evaluation	May.6/26

Evaluators Information	
Evaluators Name:	Dan Heeg
Company Name:	Dan Acre Farms LTD
Address:	782 Concession 5 Woodhouse, Port Dover, ON, N0A 1N2
Phone:	226-567-5154
Email	Dan@countyline.ca
BCIN #	112594
Purpose of Evaluation	☐ Consent ☒ Site Plan ☒ Zoning ☒ Building Permit Application ☐ Minor Variance ☐ Other _____
Building Information	☒ Residential ☐ Industrial ☐ Commercial ☐ Agricultural

Gross building area: (m ²): 76.76 M2
Number of bedrooms: 1
Number of fixture units: 10
Daily Design Flow: (Litres) 750 L/D
Is the building currently occupied? ☒ Yes ☐ No If No, how long?

Site Evaluation	
Soil type, percolation time (T)	45 min/cm
Site slope	☐ Flat ☒ Moderate ☐ Steep
Soil condition:	☐ Wet ☒ Dry
Surface discharge observed	☐ Yes ☒ No
Odour detected:	☐ Yes ☒ No
Weather at time of evaluation:	Sunny, Rained the night before, Dry conditions

System Description				
☐ Class 1 - Privy ☐ Class 2- Greywater ☐ Class 3 - Cesspool ☒ Class 4 - Leaching Bed) ☐ Class 5 - Holding Tank				
Type of leaching bed. Class 4 –Leaching Bed only – Complete & attach Worksheet E				
☒ A. Absorption Trench	☐ B. Filter Bed	☐ C. Shallow Buried Trench		
☐ D. Advance Treatment System	☐ E. Type A Dispersal Bed	☐ F. Type B Dispersal Bed		
Existing Tank Size (litres):				
☒ Pre-cast Concrete	☐ Plastic	☐ Fibreglass		
☐ Wood	☐ Other (specify):	Pump: ☐ Yes ☒ No		
☒ In ground system	☐ Raised Bed system Height raised above original grade (metres)			
Setbacks (metres)	Tank		Distribution Pipe	
Distance to buildings & structures	5 ft from house		13 ft	
Distance to bodies of water	N/A		N/A	
Distance to nearest well	50ft +		50ft +	
Distance to proposed property lines	Front: <u>150ft+</u> Rear: <u>87ft</u>	Left: <u>70ft</u> Right: <u>79ft</u>	Front: <u>150ft +</u> Rear: <u>17ft</u>	Left: <u>22ft</u> Right: <u>56ft</u>

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

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

B) Plus Additional Flow for:				
Note: Use the largest additional flow calculation to determine Daily Design Flow (Q). If none apply Subtotal (B) is zero.				
		Quantity	(Q) Litres	Total
Either	Each bedroom over 5		500	
Or	Floor space for each 10m ² over 200m ² up to 400m ²		100	
	Floor space for each 10m ² over 400m ² up to 600m ²		75	
	Floor space for each 10m ² over 600m ²		50	
Or	Each Fixture Unit over 20 fixture Units (Total of Worksheet B - 20 = Quantity)		50	
Subtotal (B)				0
Subtotal A+B=Daily Design Flow (Q)				750 L/D

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	=
Bathtub only(with or without shower)	1.5	X		=
Shower stall	1.5	X		=
Wash basin / Lavatory (1.5 inch trap)	1.5	X		=
Water closet (toilet) tank operated	4.0	X		=
Bidet	1.0	X		=
Dishwasher	1.0	X	1	=
Floor Drain (3 inch trap)	3.0	X		=
Sink (with/without garbage grinder, domestic and other small type single, double or 2 single with a common trap)	1.5	X	1	=
Domestic washing machine	1.5	X	1	=
Combination sink and laundry tray single or double (installed on 1.5 inch trap)	1.5	X		=
Other:				
Total Number of Fixture Units:				10

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

Worksheet C: Other occupancies types

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

Other Occupancy Daily Design Flow Calculation (Q)

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

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

Work Sheet D: Septic Tank Size

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

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

Occupancy type	Daily Design Flow (Q)	Minimum tank size (L)
Residential Occupancy house, apartment, camp for housing of workers	750	$\times 2 = 1500$ 3600L in place
All Other Occupancies		$\times 3 =$
Holding Tank		$\times 7 =$

Worksheet E: Leaching Bed Calculations (Class 4)

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

☐ A. Absorption Trench

Total length of distribution pipe

Conventional $(Q \times T) \div 200 = \frac{750 \text{ by } 45/200 = 168.75}{\text{m}}$
 Type I leaching chambers $(Q \times T) \div 200 = \text{m}$
 Type II leaching chambers $(Q \times T) \div 300 = \text{m}$
 Configured as: _____ runs of _____ m Total: _____ m

☐ B. Filter Bed

Effective Area

If $Q \leq 3000$ litres per day use $Q \div 75$
 If $Q > 3000$ litres per day use $Q \div 50$
 Level II-IV treatment units,
 use $Q \div 100$

Distribution Pipe

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

Mantel (see Part 1)

Effective area: _____ $(Q) \div$ _____ $(75, 50, \text{ or } 100) = \text{m}^2$
 Configured as: _____ m x _____ m
 Number of beds _____

Number of runs: _____ Spacing of runs: _____ m
 Contact Area: $(\text{_____ } (Q) \times \text{_____ } (T)) \div 850 = \text{m}^2$
 _____ m^2

☐ 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

$(L) = \text{_____ } (Q) \div \text{_____ } (75, 50, 30) = \text{_____ m}$
 Configured as: _____ runs of _____ m Total: _____ 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 = _____ $(Q) \div$ _____ $(75 \text{ or } 50) = \text{m}^2$

Sand Layer = $(\text{_____ } (Q) \times \text{_____ } (T)) \div (850 \text{ or } 400) = \text{m}^2$

☐ F. Type B Dispersal Bed

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

Linear Loading Rate (LLR)

$T < 24$ minutes, use 50 L/min
 If $T \geq 24$ minutes, use 40 L/min

Area = $(\text{_____ } (Q) \times \text{_____ } (T)) \div 400 = \text{m}^2$

Pump chamber capacity = _____ L

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

Bed configuration = _____ m x _____ m = _____ m^2

Number of Beds = _____

Distribution Pipe

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

Worksheet F: Cross Sectional Drawings

Subsoil Investigation – Test pit

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

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

bed rock 4ft +
water table 4 ft +

Original grade

0.5m

1.0m

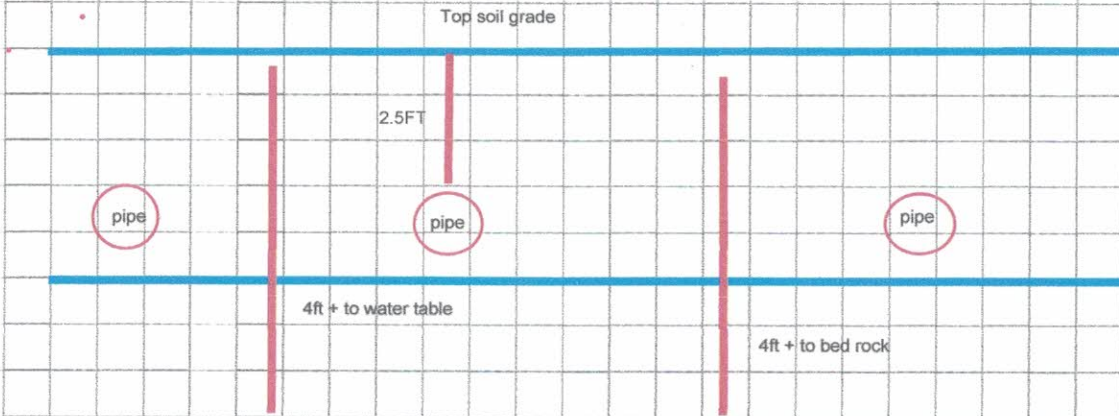
1.5m

Soil and subgrade investigation.
Indicate soil types

Silty sand with a bit of clay

Cross sectional drawings are required for all septic systems

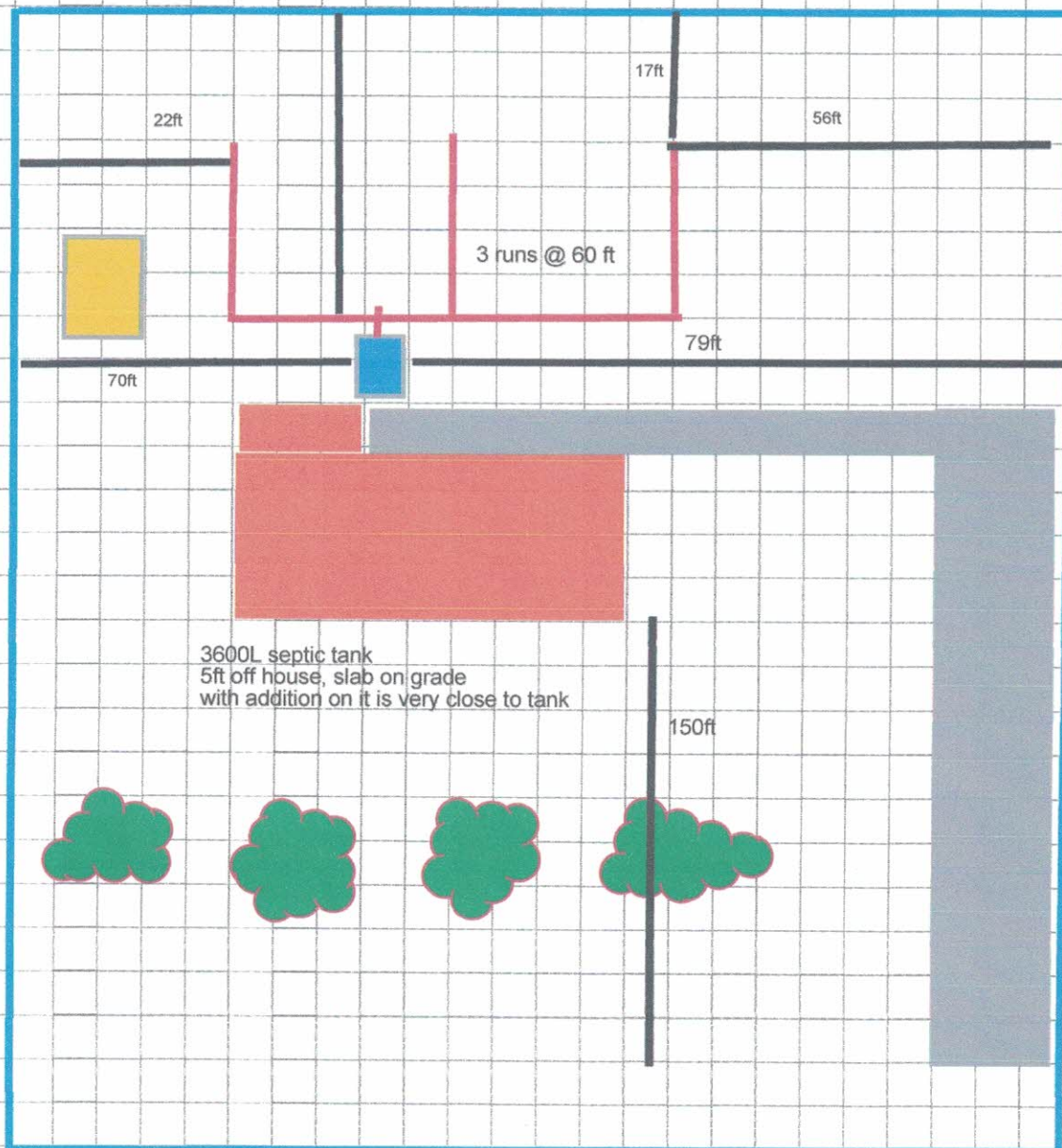
1. Location of existing grade.
2. Measurements to each component, distances to water table
3. Label each septic component.



Worksheet G: Septic Plot Plan

Please provide the following information on this work sheet:

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



Overall System Rating

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

Additional Comments:

System in working condition, system is clay tile about 1/4-1/2 full of sledge in the pipe. the maintenance required would be to either clean the clay pipes or replace with new pvc. up to the owners discression. nothing is needing to be done at the current moment.

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, Ron Tchorek (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: Ron Tchorek

Date: May 8, 2026

Evaluator:

I, Dan Heeg 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: Dan heeg

Date: 26/05/07

Building Department Review

Comments:

Building Inspectors Name:

Building Inspector Signature:

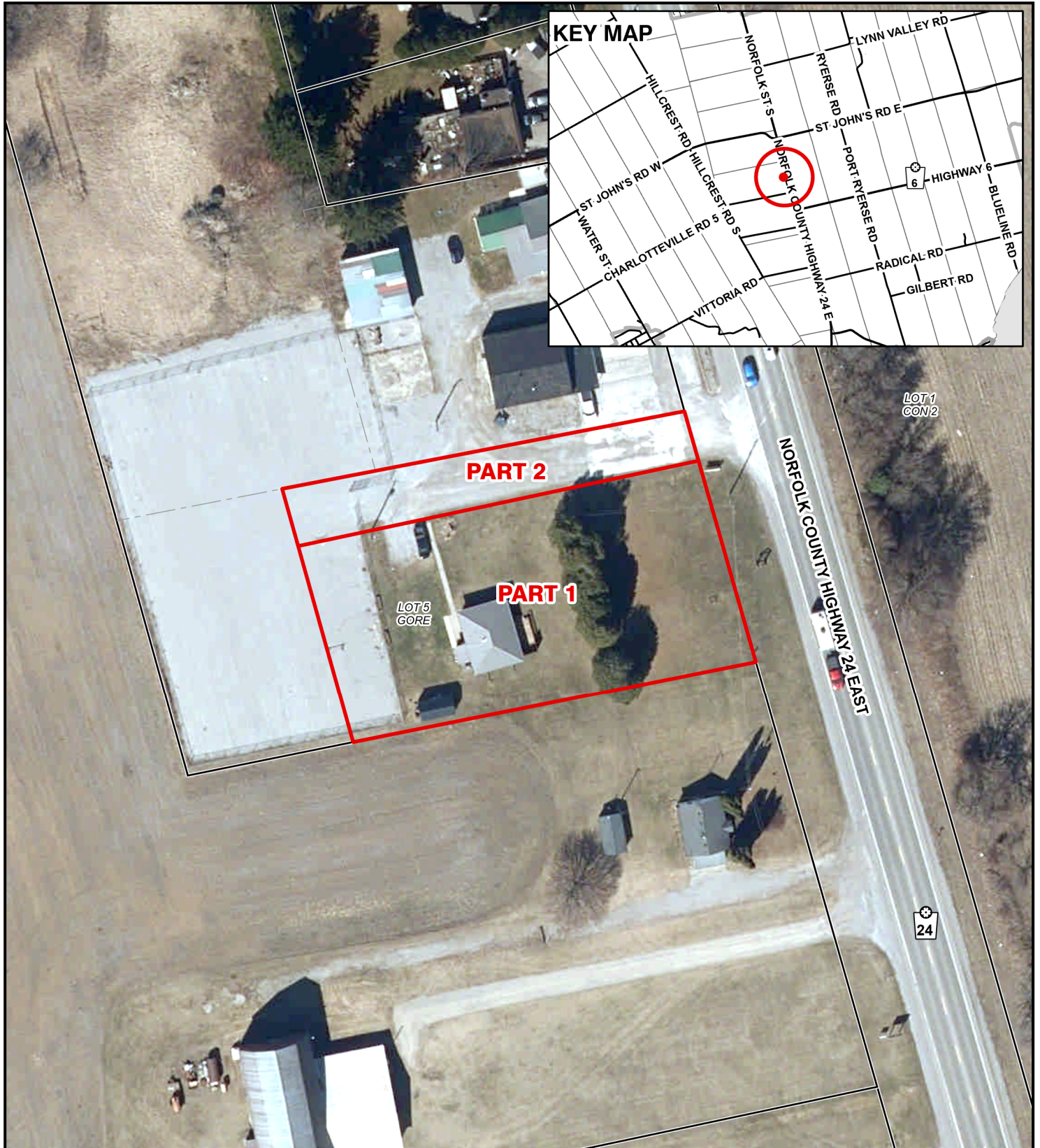
Date:

MAP A

CONTEXT MAP

Geographic Township of WOODHOUSE

ZNPL2026135

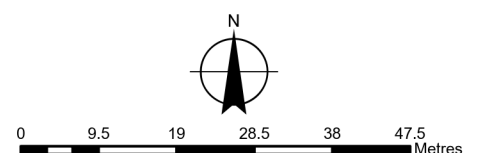


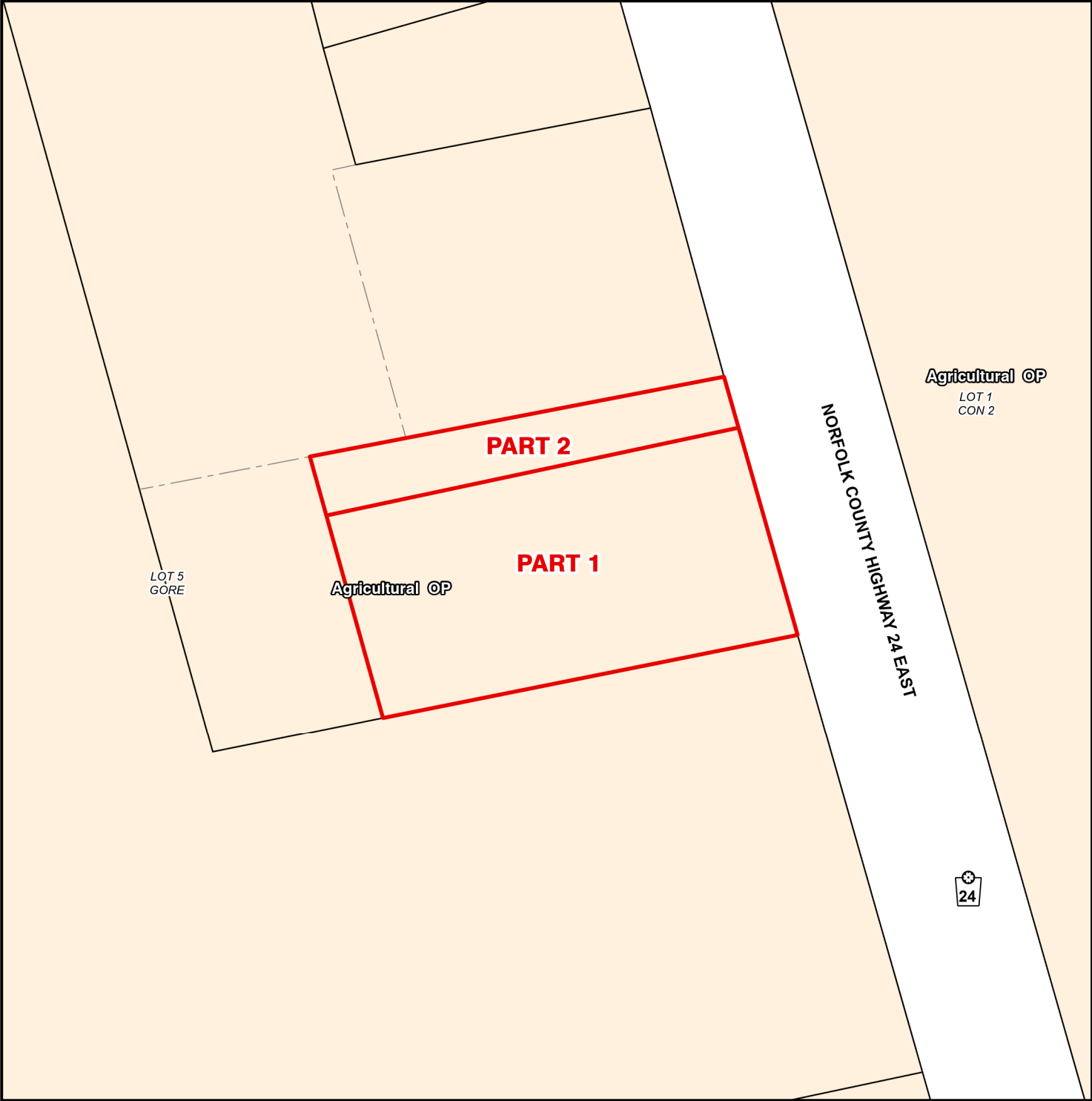
Legend

 Subject Lands

6/25/2026

2025 Air Photo





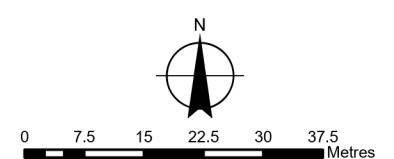
Legend

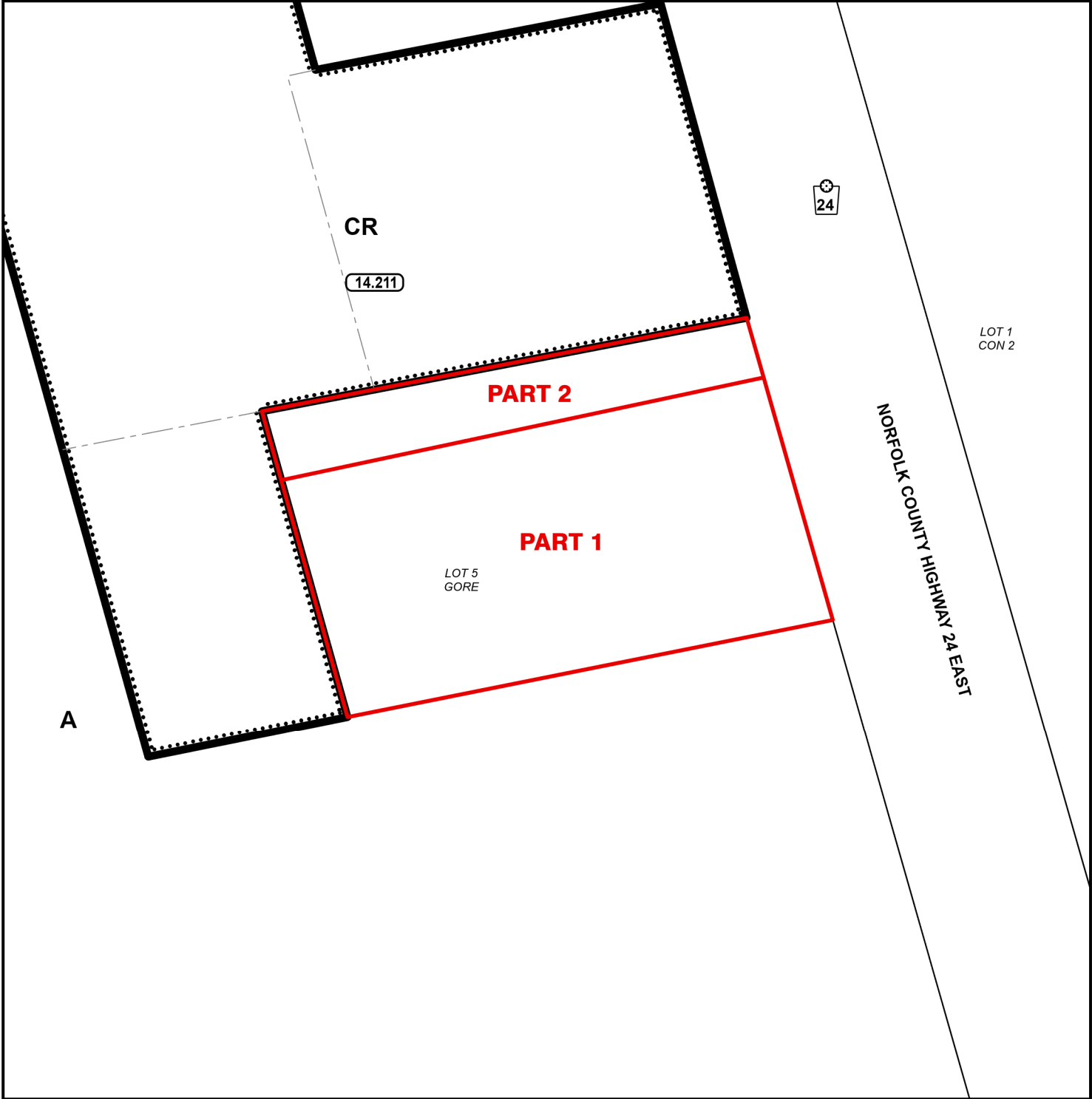
Subject Lands

Official Plan Designations

Agricultural

6/25/2026





LEGEND

Subject Lands

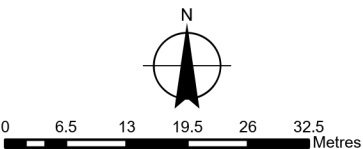
ZONING BY-LAW 1-Z-2014

(H) - Holding

A - Agricultural Zone

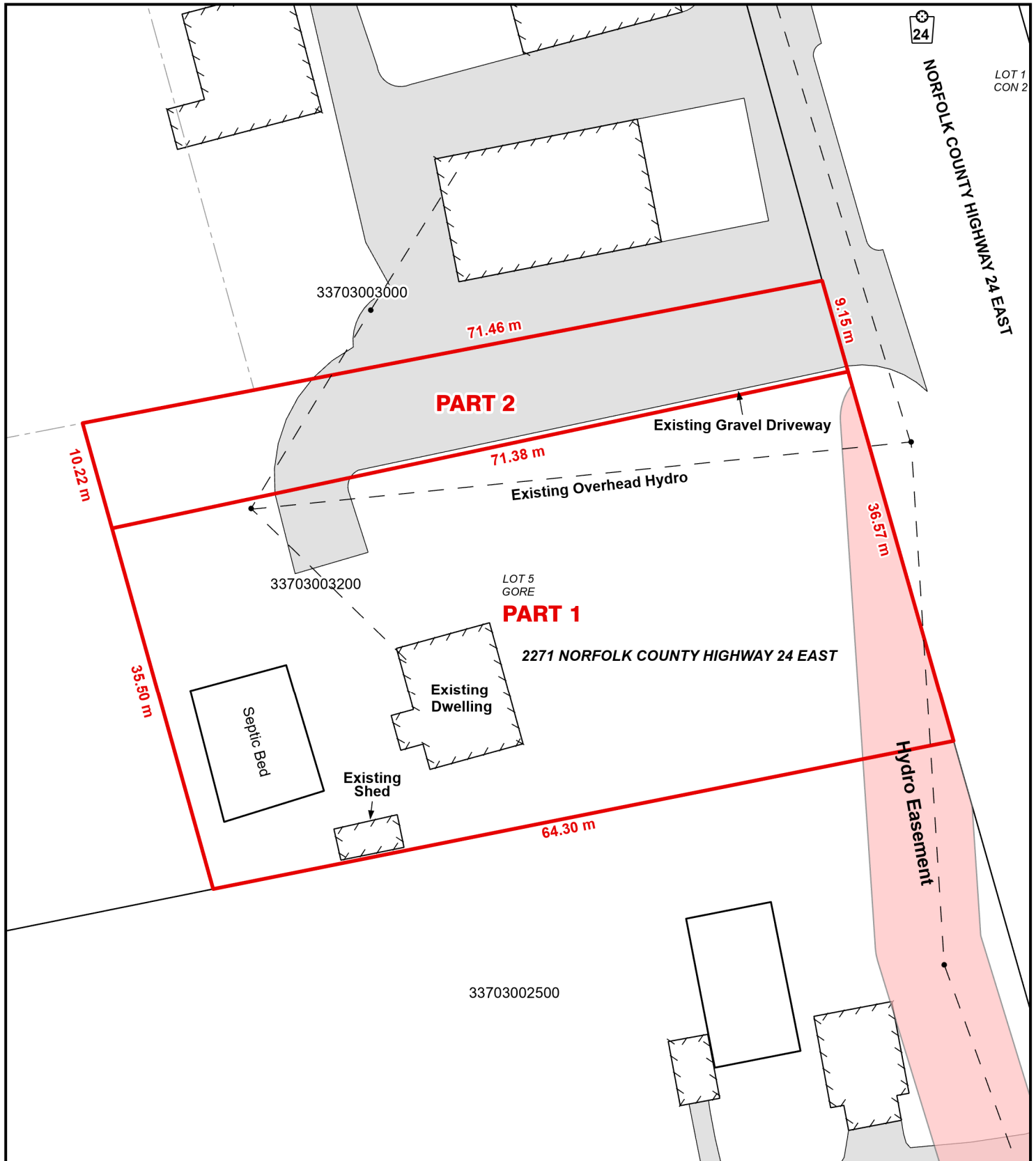
CR - Rural Commercial Zone

6/25/2026



CONCEPTUAL PLAN

Geographic Township of WOODHOUSE

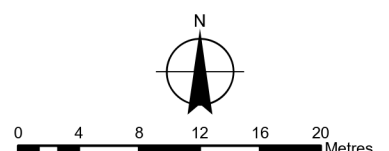


Legend

Subject Lands

Easements

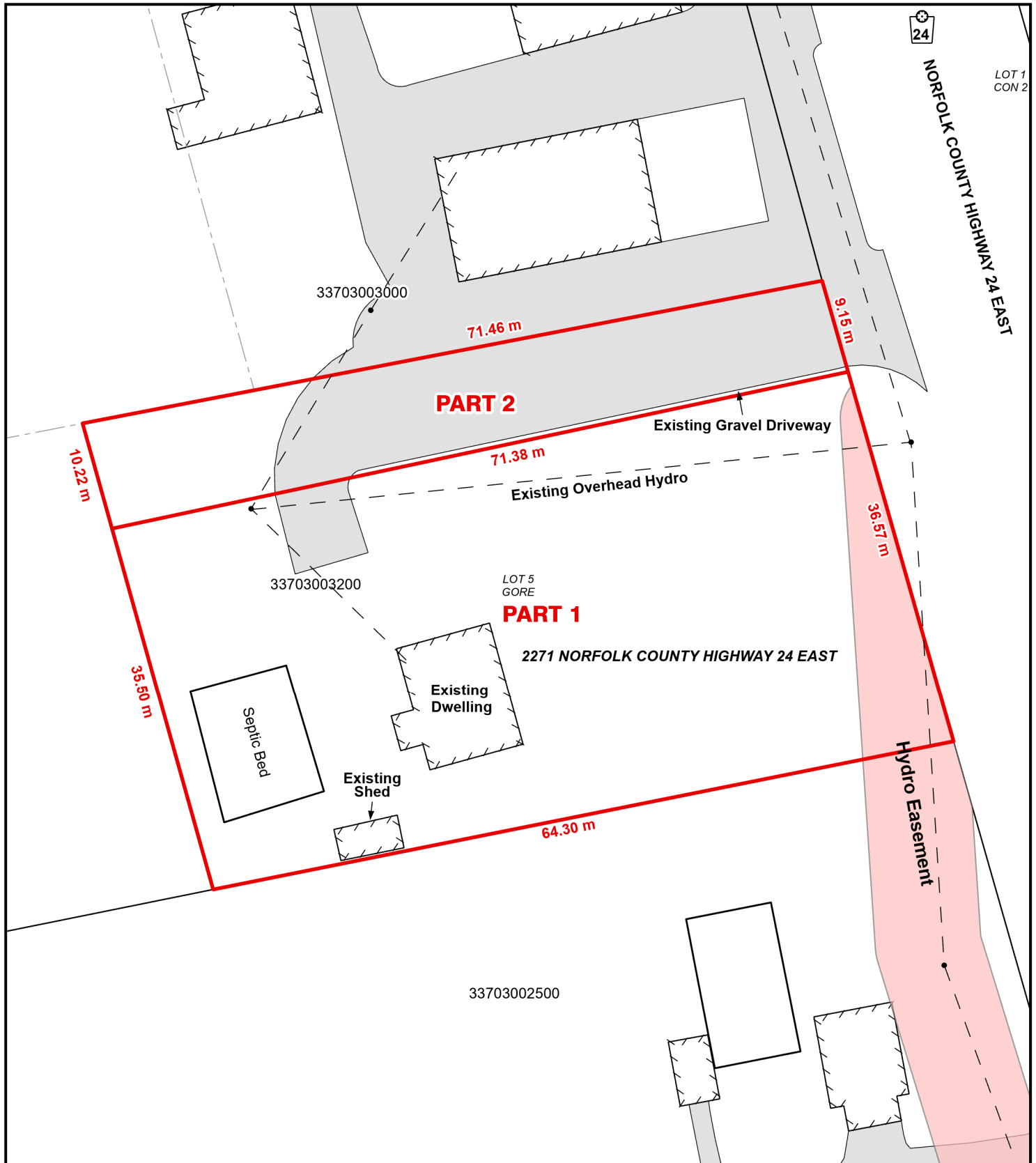
6/25/2026



ZNPL2026135

CONCEPTUAL PLAN

Geographic Township of WOODHOUSE



Legend

 Subject Lands  Easements

6/25/2026

