



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: 49101643500

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 2202275 Ontario Limited (c/o Kevin Van Elsacker)

Address 70 La Salette Road

Town and Postal Code La Salette, ON N0E 1H0

Phone Number 519-429-4015

Cell Number _____

Email kevin.vanelsacker@yahoo.com

Name of Authorized Applicant Kevin Van Elsacker - same information as above

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____



Email

Name of Authorized Agent

Payden Shrubb (White Coad LLP)

Address

408 Dundas Street

Town and Postal Code

Woodstock ON, N4S 1B9

Phone Number

519-421-1500

Cell Number

Email

pshrubb@whitecoad.com

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

☐ Owner

☐ Agent

☐ Applicant

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

Farm Credit Canada: 536 Athlone Ave, Woodstock ON

B. Location, Legal Description and Property Information

1. Legal Description (include Geographic Township, Concession Number, Lot

Number, Block Number and Urban Area or Hamlet):

PIN 50173-0103; Roll #49101643500; PT LOT 24 CON 8 WINDHAM AS IN NR451543 except Pt 1 to 3 37R6083; Norfolk County

Municipal Civic Address: 70 La Salette Road, La Salette

Land acquisition date (if known): 2013 by current owner

Present Official Plan Designation(s): Hamlet

Present Zoning: Agriculture

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:

Agriculture with residential dwelling

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

House, 2 sheds, barn, all to be retained

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

N/A

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

N/A

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:
at least since 2013

9. Existing use of abutting properties:

Rural Industrial; Agriculture

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:

residential dwellings

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

condition of severance to rezone to Hamlet Residential from Agricultural

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:
owner supplied information

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:

Will do if required

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:

Will do if required



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): ☐

Sewage Treatment

Municipal sewers ☐

Communal system ☐

Septic tank and tile bed in good working order ☒

Other (describe below): ☐

Storm Drain

Storm sewers ☐

Open ditches ☒

Other (describe below): ☐

Existing or proposed access to subject lands

Municipal road ☒

Provincial highway ☐

Unopened road ☐

Name of road/street: La Salette Road

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.

posting public notice sign, clearly visible and legible from La Salette Road; if required, circulation via mail to neighbouring landowners
or as further directed by the County

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 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.



June 2 / 2026

Owner/Authorized Applicant Signature

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 Kevin Van Elslander am/are the registered and authorized owner(s) of the lands that is the subject of this application.

I/We authorize Kevin Van Elslander 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

June 06 / 2026

Date

Owner

Date



M. Declaration

I, Kevin VonElsacker of Norfolk County

solemnly declare that:

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

Declared before me at:

Norfolk County

A handwritten signature in dark ink, appearing to be "K. VonElsacker", written over a horizontal line.

Owner/Authorized Applicant Signature

In Norfolk County

This 2nd day of June

A.D., 2026

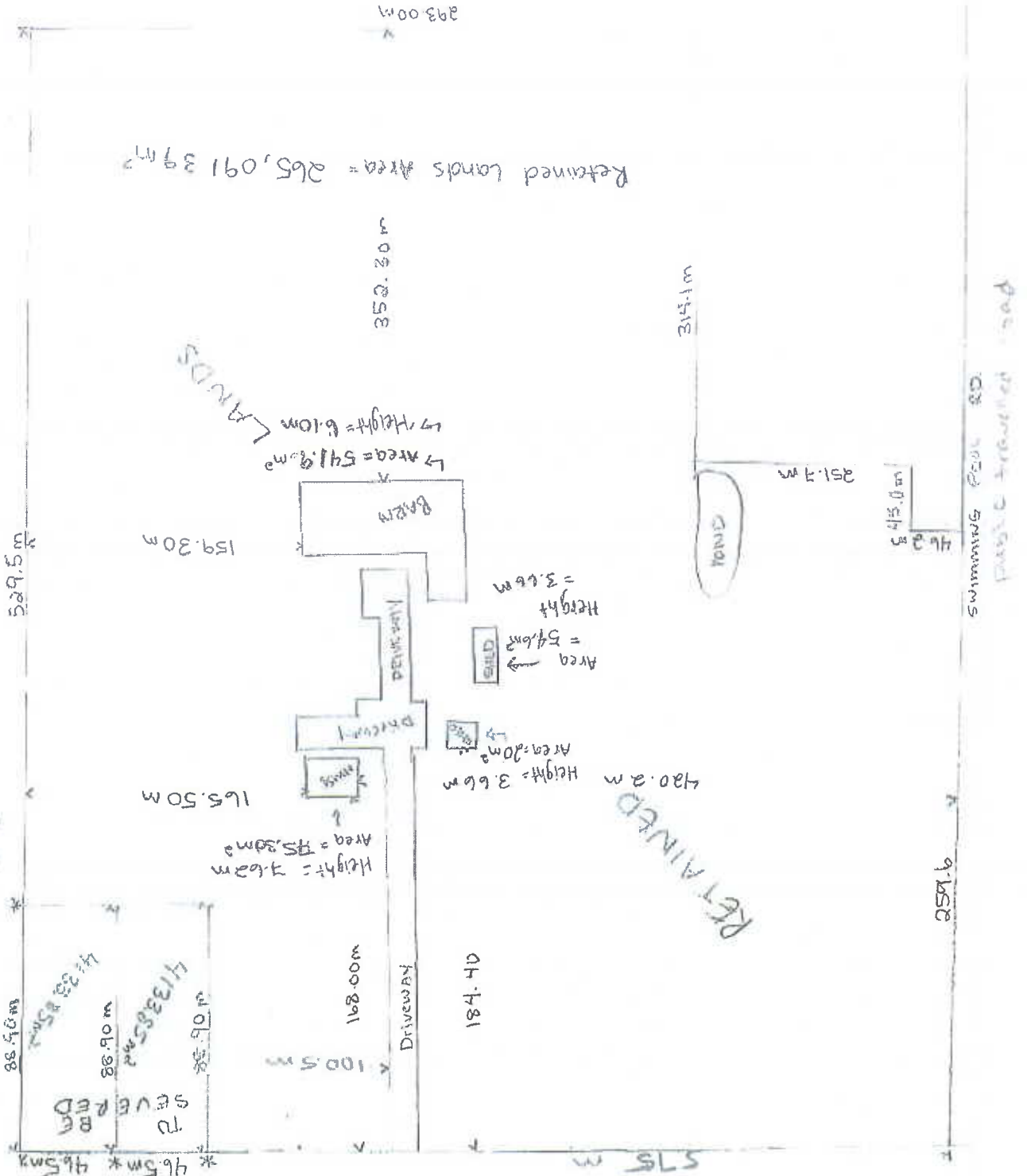
A handwritten signature in dark ink, appearing to be "Payden Shrubbs", written over a horizontal line.

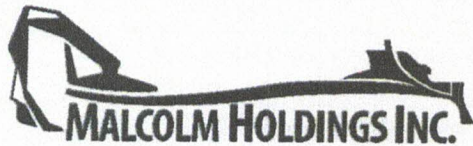
Payden Shrubbs
Lawyer.

LA SALETTE RD

575

293.00.11





Evaluation Form for Existing Onsite Septic System

Property Information		
Municipal Address: 70 LaSalette Rd		
Owner: Kevin Vanelsacker		
Evaluator's Information		
Company: Malcolm Holdings Inc.	Address: 385432 Hwy 59, Burgessville, ON	
Name: Craig Catrysse		
Firm BCIN: 34822	E-mail: craig@mhinc.ca	
	Phone: (519) 424-5000	
Purpose of Evaluation		
Site Plan:	Buying & Selling Property:	
Zoning: Severance of Lots	Minor Variance:	
Consent:	Other:	
Building Information		
Residential: ☒	Building Area:	90m2
Commercial: ☐	No. of Bedrooms:	4
Industrial: ☐	No. of Fixture Units:	17.5
Agricultural: ☐	Is the Building Currently Occupied:	Yes
Site Evaluation		
Ground Cover: Trees: ☐ Bushes: ☐ Grass: ☒ Impermeable surface: ☐		
Other:		
Site Slope: Flat: ☐ Moderate: ☒ Steep: ☐		
Soil Conditions: Wet: ☐ Dry: ☒		
Depth to Water Table: > 1.8m	Surface Discharge:	None
Current Weather: Dry, Sunny	Odour Discharge:	None
Temperature: 15°C	Snow Accumulation:	None
System Evaluation		
Class of System: 1 (Privy): ☐ 2 (Greywater): ☐ 3 (Cess Pool): ☐		
4 (Leaching Bed): ☒ 5 (Holding Tank): ☐		
Tank: Concrete: ☒ Plastic: ☐	Dividing Wall:	No
Size: 3600L	Pump:	No
Effluent Filter: No	Baffle:	Yes
Distribution System: Trench Bed: ☒	Filter Medium: ☐	Other:
No. of Tile Runs: 4	Total Length of Tile:	
Cover: Filter Cloth: ☒	Sand: ☒ Topsoil: ☐ Sod: ☒ Seeded: ☐	
Tile Material: PVC: ☐ Clay: ☒	Other: Not known at this time.	
Ends: Capped: ☐ Jointed: ☐		
Well Type: Drilled: ☐	Other: Sand Point	
Measured Setbacks:	Tank	Distribution Pipe
Buildings & Structures:	(+/-1.25m)	(+/-5m)
Bodies of Water:	(+/-150m)	(+/-155m)
Nearest Well:	(+/-15m)	(+/-20m)
Property Lines	(+/-170m) to Nearest	(+/-150m) to Nearest

Site Evaluation

The weather during the evaluation was 15°C, sunny, with dry ground conditions, and no snow present. Site was evaluated to be moderately sloped at approximately 3% to the south and 3% to the east, ideal for drainage off a leaching bed area. There are trees located in the area surrounding the system, with the ground cover on the system being topsoil with established grass. No discharge was observed, and no odor detected. No soil sample was sent for testing, however, based on visual inspection and experience, the soil was deduced to be sand with a T-time in the 10-15cm/min range. The water table was not found after digging to a depth of 1.2m, and the closest open water body is an irrigation pond approximately 170m south west of the system's location. The well was identified by the owner, as a sand point well, located to the north west of the house, The septic tank lids were to ground surface level but were dug up during the evaluation. The septic tank inlet is 100mm dia. cast iron pipe. The distribution pipes were determined to be clay pipes.

Based on measurements taken onsite, the existing system is >30m from the proposed lot severances, complying with all minimum clearances.

Analysis

The septic system is deemed to be in working condition and functioning at the time of inspection. The age of the system is unknown, however, based on the visual evaluations of the tank and clay pipes being utilized, the system is estimated to be older than 40 years old, putting it at the latter end of a typical bed's life expectancy. Based on evaluations, there are no signs that the system is or is near failure, however, if the system were to fail unexpectedly, the amount of area allotted in the proposed severance will be sufficient for a future bed replacement.

Recommendations

Overall System Rating

- ☒ System Working Properly / No Work Required
☐ System Functioning / Maintenance Required
☐ System Not Functioning / Minor Repair Required
☐ System Failure / Major Repair / Replacement Required

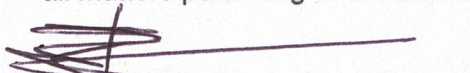
Note:

Comments: System is in working order, and is located at a significant distance away from the proposed lot severances. There is room for a replacement system in the same location, if one should be required without encroaching on the minimum clearances to future adjacent lots.

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 in any way exempt the owner(s) from complying with the Ontario Building Code or any other applicable law.

I, Kevin Van Elsacker (the owner of the subject property) hereby authorize Malcolm Holdings Inc. (evaluator) to act on my behalf with respect to all matters pertaining to the existing on-site sewage system evaluation.


Owner Signature

May 17 / 2026
Date

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

Craig Cattrysse
Evaluator Signature

2026-04-30
Date

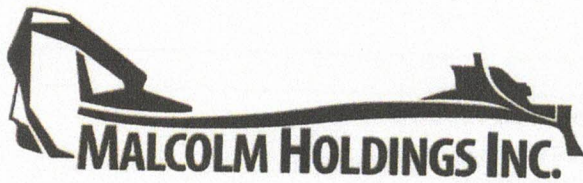
Building Division Comments

Comments:

I, _____ have reviewed the information contained in this form as submitted.

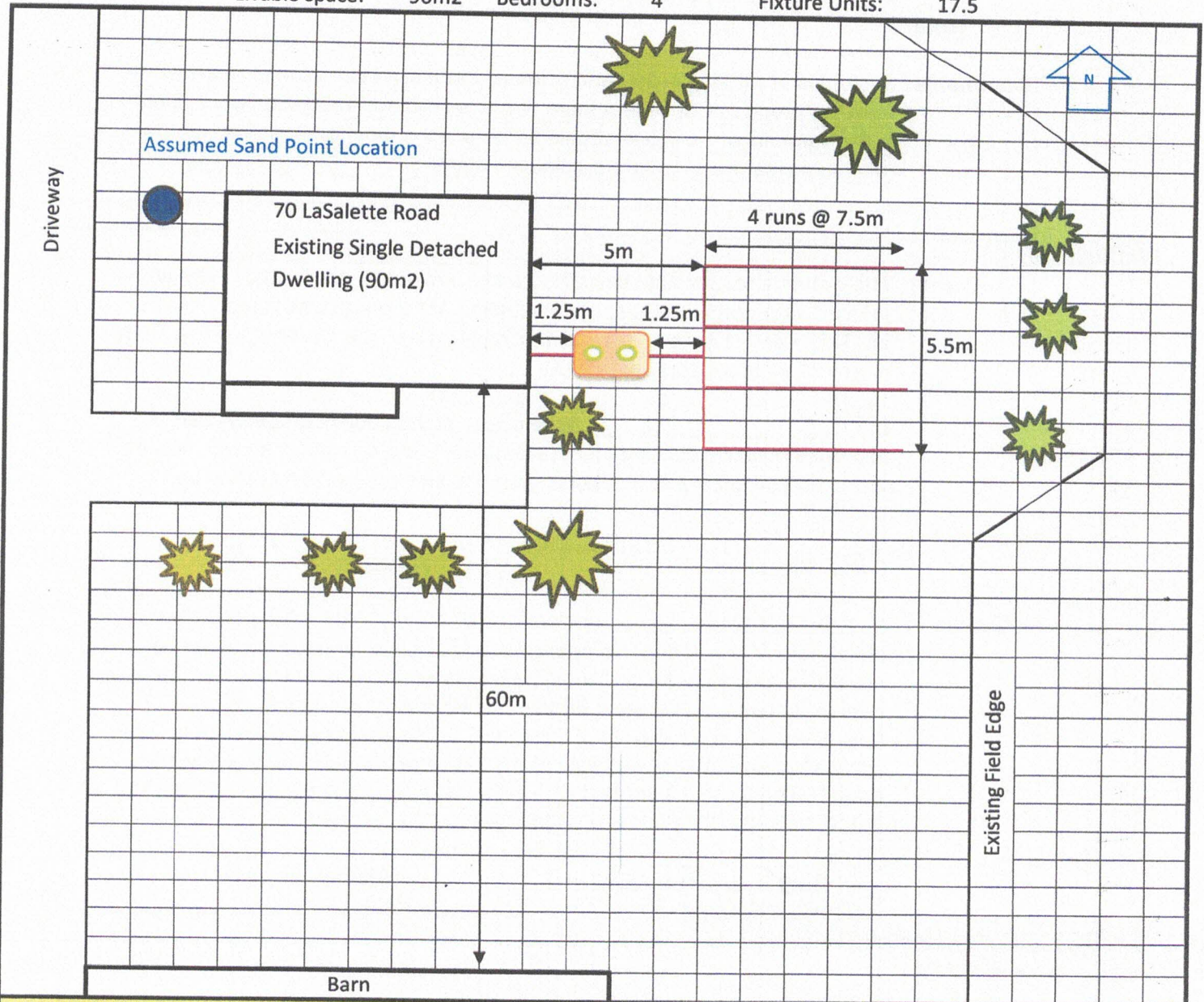
Building Official or Designate

Date



Purpose:	On-Site Septic Evaluation for Lot Severance
Address:	70 LaSalette Road
City/Province:	LaSalette, ON

Livable space: 90m2 Bedrooms: 4 Fixture Units: 17.5



MINIMUM CLEARANCE DISTANCE - TABLES 8.2.1.6.A & B

Item	Septic Tank / Treatment Unit	Distribution Piping
Structure (house, garage, etc..)	1.5m - 5ft	5m - 16.5ft
Property line	3m - 10ft	3m - 10ft
Well with a 6m water tight casing	15m - 50ft	15m - 50ft
Any other well	15m - 50ft	30m - 100ft
Lake, Pond, Stream, Spring, Reservoir, River	15m - 50ft	15m - 50ft
Sheds, Garden, Pools, Decks	1.5m - 5ft	5m - 16.5ft
Conservation Set Back Top of Watercourse Embankment	30m - 100ft	30m - 100ft
Cell to Cell (for 2 cell systems)		5m - 16.5ft
Water service 7.3.5.7 (1) Any Part of the Sewage System from the Service Trench		2.44m - 8ft

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	70 LaSalette Rd., LaSalette, ON
Assessment Roll Number	
Date of Evaluation	2026 / 04 / 09

Evaluators Information	
Evaluators Name:	Craig Cattrysse
Company Name:	Malcolm Holdings Inc.
Address:	385422 HWY 59 Burgessville, ON
Phone:	(519) 424-5000
Email	craig@mhinc.ca
BCIN #	34822
Purpose of Evaluation	☐ Consent ☒ Zoning ☐ Minor Variance ☐ Site Plan ☐ Building Permit Application ☐ Other _____
Building Information	☒ Residential ☐ Commercial ☐ Industrial ☐ Agricultural

Gross building area: (m²):	90m²
Number of bedrooms:	4
Number of fixture units:	17.5
Daily Design Flow: (Litres)	2000 L
Is the building currently occupied?	☒ Yes ☐ No If No, how long?

Site Evaluation	
Soil type, percolation time (T)	Estimated between 10-15 cm/min
Site slope	☐ Flat ☒ Moderate ☐ Steep
Soil condition:	☐ Wet ☒ Dry
Surface discharge observed	☐ Yes ☒ No
Odour detected:	☐ Yes ☒ No
Weather at time of evaluation:	Sunny, 15°C

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	1.25m	5m	
Distance to bodies of water	150m	155m	
Distance to nearest well	15m	20m	
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	
	3 Bedrooms	1600	
	4 Bedrooms	2000	2000
	5 Bedrooms	2500	
Subtotal (A)			2000

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	0	
	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	0	
Subtotal (B)			0	
Subtotal A+B=Daily Design Flow (Q)			2000	

Worksheet B: Dwellings Fixture Unit Count

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

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

Worksheet C: Other occupancies types

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

Other Occupancy Daily Design Flow Calculation (Q)

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

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

Work Sheet D: Septic Tank Size

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

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

Occupancy type	Daily Design Flow (Q)	Minimum tank size (L)
Residential Occupancy house, apartment, camp for housing of workers	X 2 =	
All Other Occupancies	X 3 =	
Holding Tank	X 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 $(Q \times T) \div 200 =$ <u>100</u> m Type I leaching chambers $(Q \times T) \div 200 =$ _____ m Type II leaching chambers $(Q \times T) \div 300 =$ _____ m Configured as: <u>4</u> runs of <u>7.5</u> m Total: <u>30</u> m <i>Existing</i>
☐ 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, or 100) = _____ m ² Configured as: _____ m x _____ m Number of beds _____ Number of runs: _____ Spacing of runs: _____ m Contact Area: (_____ $(Q) \times$ _____ $(T) \div 850 =$ _____ m ²
☐ C. Shallow Buried Trench	
Percolation time (T) of soil in minutes: 1 < T ≤ 20 20 < T ≤ 50 50 < T < 125	Length of distribution pipe (metres) Q ÷ 75 metres Q ÷ 50 metres Q ÷ 30 metres
(L) = _____ $(Q) \div$ _____ (75, 50, 30) = _____ 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 ≤ 15 use $(Q \times T) \div 850$ T > 15 use $(Q \times T) \div 400$	Stone Layer = _____ $(Q) \div$ _____ (75 or 50) = _____ m ² Sand Layer = (_____ $(Q) \times$ _____ $(T) \div (850 \text{ or } 400) =$ _____ 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 ≥ 24 minutes, use 40 L/min Distribution Pipe	Area = (_____ $(Q) \times$ _____ $(T) \div 400 =$ _____ m ² Pump chamber capacity = _____ L Length $(Q \div \text{LLR}) =$ _____ m Bed configuration = _____ m x _____ m = _____ m ² Number of Beds = _____ Configured as: _____ runs of _____ m Total: _____ m

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.

(see MHI Evaluation for signature)

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, Craig Cattrysse 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:

Building Department Review

Comments:

Building Inspectors Name:

Building Inspector Signature:

Date:

LA SALETTE RP

public travelled road

All measurements in metric units

575 m

* 46.5m * 46.5m *

La Salette
Historic
Church

IR

Our Lady
of La Salette
Cemetery

RETAINED

184.40

Driveway

168.00m

Height = 7.62m
Area = 75.30m²

Previously severed under
consents BNPL2025265 &
BNPL2025266

165.50 m

420.2 m

Height = 3.66 m
Area = 20m²

Area
= 54.6m²
Height
= 3.66 m

Driveway

Driveway

Driveway

BARN

159.30 m

→ Area = 541.90m²

→ Height = 6.10m

LANDS

Retained Lands Area = 265,091.39m²

Both severed and retained lands to be rezoned from
Agriculture (A) to Hamlet Residential (RH)

293.00m

259.6

Swimming Pool RD.

public travelled road

46.5

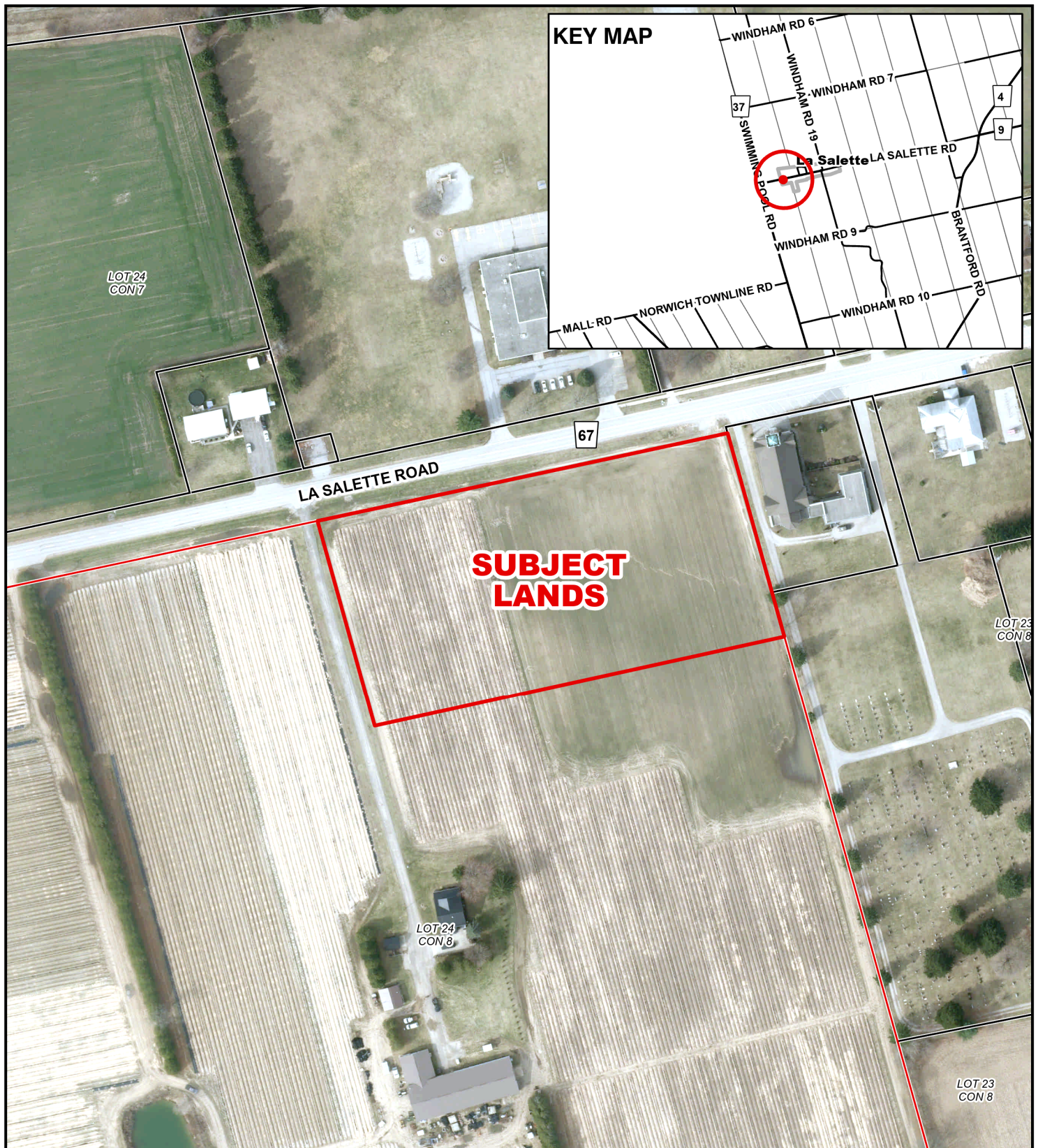
845.0m

251.7 m

YOND

314.1m

529.5 m

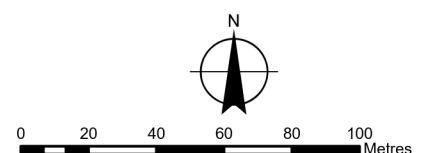


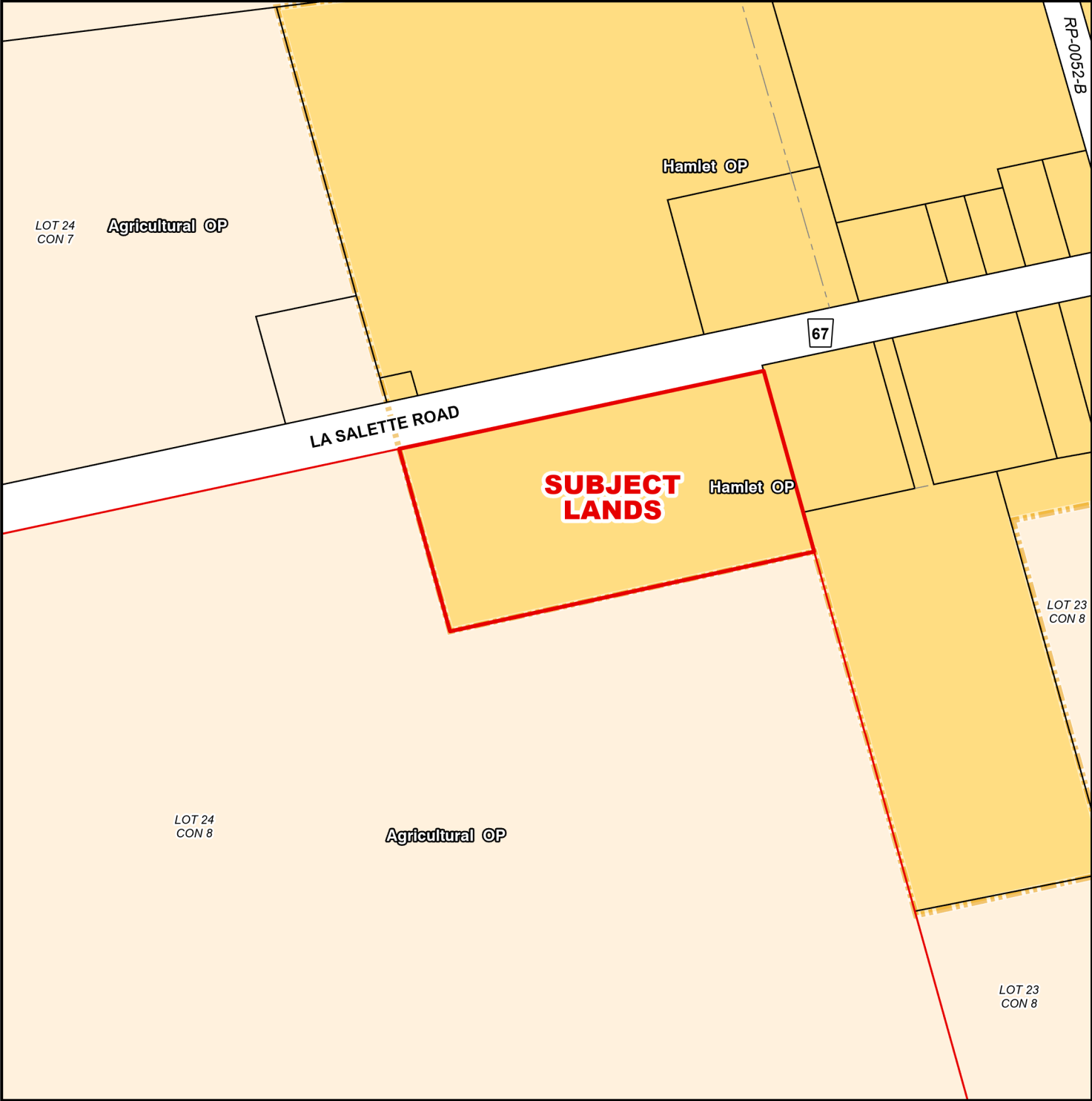
Legend

-  Subject Lands
-  Lands Owned

6/24/2026

2025 Air Photo





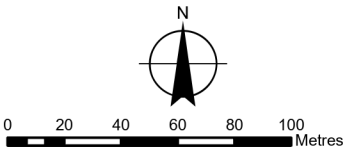
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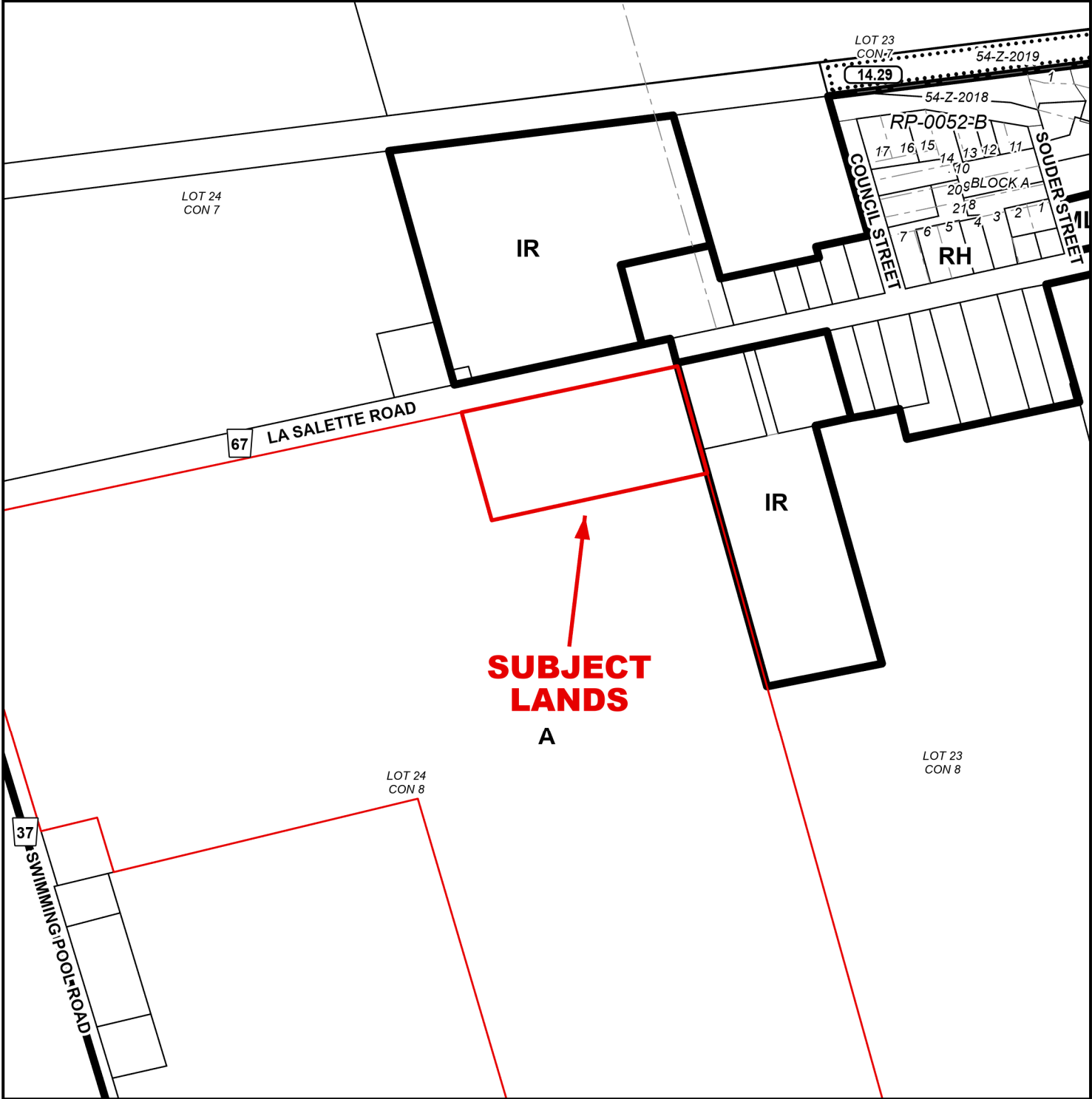
-  Subject Lands
-  Lands Owned

Official Plan Designations

-  Agricultural
-  Hamlet
-  Hamlet Area Boundary

6/24/2026





LEGEND

Subject Lands

Lands Owned

ZONING BY-LAW 1-Z-2014

(H) - Holding

A - Agricultural Zone

RH - Hamlet Residential Zone

ML - Light Industrial Zone

IR - Rural Institutional Zone

6/24/2026

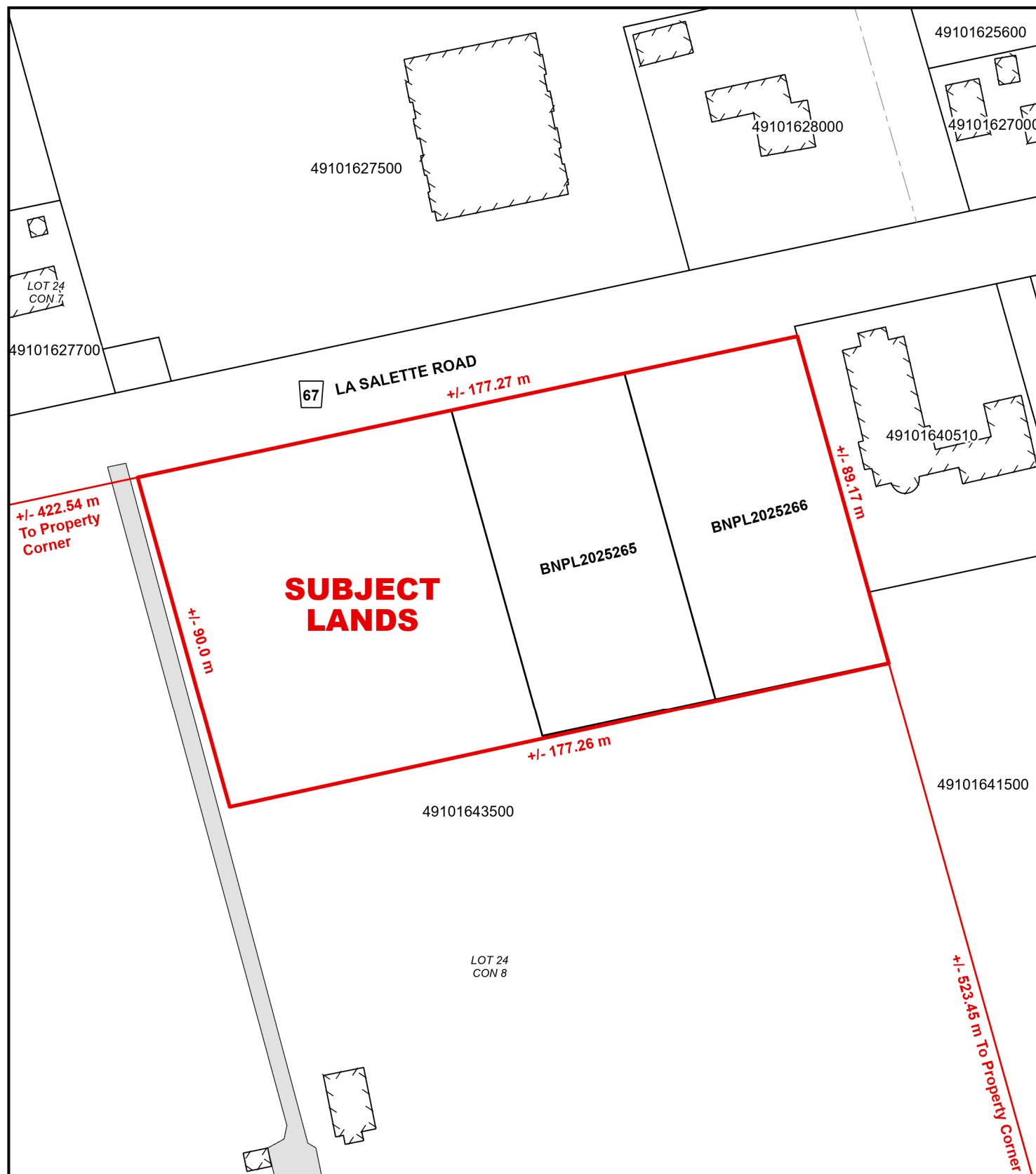
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Metres

CONCEPTUAL PLAN

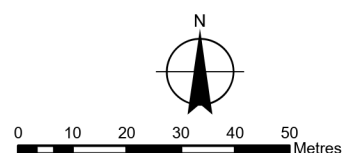
Geographic Township of WINDHAM



Legend

- Subject Lands
- Lands Owned

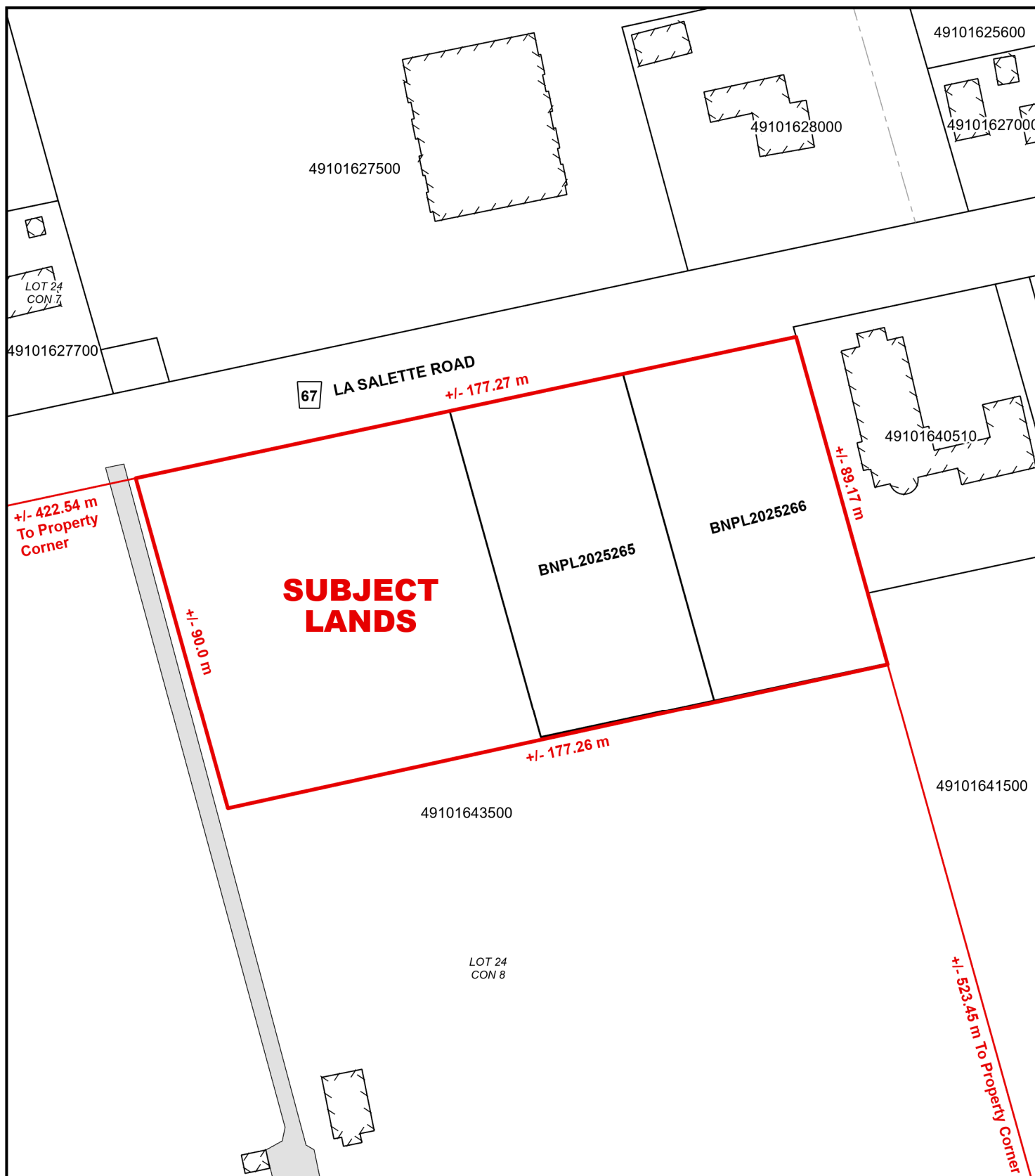
6/24/2026



ZNPL2026145

CONCEPTUAL PLAN

Geographic Township of WINDHAM



Legend

- ☐ Subject Lands
 - ☐ Lands Owned

6/24/2026

