

## Committee of Adjustment Application to Planning Department

### Complete Application

A complete Committee of Adjustment application consists of the following:

1. A properly completed and signed application form (signature must on original version);
2. Supporting information adequate to illustrate your proposal as listed in **Section H** of this application form (plans are required in paper copy and digital PDF format);
3. Written authorization from all registered owners of the subject lands where the applicant is not the owner as per Section N; and,
4. Cash, debit or cheque payable to Norfolk County in the amount set out in the Norfolk County User Fees By-Law.

**Planning application development fees are not required with the submission of your completed and signed development application. Your planning application fee will be determined by the planner when your application has been verified and deemed complete. Prepayments will not be accepted.**

5. Completed applications are to be mailed to the attention of **Secretary Treasurer – Committee of Adjustment**: 185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 or email your application [committee.of.adjustment@norfolkcounty.ca](mailto:committee.of.adjustment@norfolkcounty.ca). Make sure submissions are clearly labelled including address, name, and application type. Failure to do so may impact the timing of your application.

The above listed items are required to ensure that your application is given full consideration. An incomplete or improperly prepared application will not be accepted and may result in delays during the processing of the application. This application must be typed or printed in ink and completed in full.

Please review all of the important information summarised below.

### Before your Application is Submitted

A pre-consultation meeting is not usually required for Committee of Adjustment applications; however, discussion with Planning Department staff prior to the submission of an application is **strongly encouraged**. The purpose of communicating with a planner **before** you submit your application is: to review your proposal / application, to discuss potential issues; and to determine the required supporting information and materials to be submitted with your application before it can be considered complete by staff. You might find it helpful to retain the services of an independent professional (such as a registered professional planner) to help you with your application. Information about the Official Plan and Zoning By-law can be found on the County website: [www.norfolkcounty.ca/planning](http://www.norfolkcounty.ca/planning)

## **After Your Application is Submitted**

Once your payment has been received and the application submitted, in order for your application to be deemed complete all of the components noted above are required.

Incomplete applications will be identified and returned to the applicant. The *Planning Act* permits up to 30 days to review and deem an application complete.

Once your application has been deemed complete by the Planning Department, it is then circulated to public agencies and County departments for review and comment. A sign is also provided that is required to be posted on the subject lands that summarizes the application and identifies the committee meeting date. The comments received from members of the community will be included in the planning report and will inform any recommendations in relation to the application.

If the subject lands are located in an area that is regulated by either the Long Point Region Conservation Authority or by the Grand River Conservation Authority an additional fee will be required if review by the applicable agency is deemed necessary. A separate cheque payable to the Long Point Region Conservation Authority or the Grand River Conservation Authority is required in accordance with their fee schedule at the same time your application is submitted.

**Additional studies** required as part of the complete application shall be at the sole expense of the applicant. In some instances peer reviews may be necessary to review particular studies and that the cost shall be at the expense of the applicant. The company to complete the peer review shall be selected by the County.

If the application is withdrawn prior to the circulation to commenting agencies, the entire original fee will be refunded. If withdrawn after the circulation to agencies, half the original fee will be refunded. No refund is available after the public meeting and/or approval of application.

## **Notification Sign Requirements**

Planning Department staff may post a notification sign on your property in advance of the public meeting on your behalf. Please keep this sign posted until you have received a notice in the mail indicating that the Secretary Treasurer received no appeals. However, it is the applicant's responsibility to ensure that the sign is correctly posted within the statutory timeframes, according to the *Planning Act*. Failure to post a sign in advance of the public meeting in accordance with statutory requirements will impact the timing of your application at the Committee of Adjustment meeting. Applicants are responsible for removal of the sign following the appeal period. The signs are recyclable and can be placed in your blue box.

## **Contact Us**

For additional information or assistance in completing this application, please contact a planner at 519-426-5870 ext. 1842 or [Committee.of.Adjustment@NorfolkCounty.ca](mailto:Committee.of.Adjustment@NorfolkCounty.ca)



**For Office Use Only:**

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

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

- Consent/Severance/Boundary Adjustment
- Surplus Farm Dwelling Severance and Zoning By-law Amendment
- Minor Variance
- Easement/Right-of-Way

**Property Assessment Roll Number:** 33 10 541 010 20700 0000

**A. Applicant Information**

**Name of Owner** Kevin D. Constantine & Kerry Anne Cripaul

It is the responsibility of the owner or applicant to notify the planner of any changes in ownership within 30 days of such a change.

**Address** 22 & 28 Third Concession NTR Road

**Town and Postal Code** South Middleton, N4G 2T4

**Phone Number** \_\_\_\_\_

**Cell Number** 416-662-0758

**Email** delano.constantine@gmail.com

**Name of Applicant** Oloyede Fatogun

**Address** 98 Fiona Cres.

**Town and Postal Code** Hamilton L9C 6P4

**Phone Number** \_\_\_\_\_

**Cell Number** 416-738-5812

**Email** info@asidpm.com

**Name of Agent** Oloyede Fatogun  
**Address** 98 Fiona Cres.  
**Town and Postal Code** Hamilton L9C 6P4  
**Phone Number** \_\_\_\_\_  
**Cell Number** 416-738-5812  
**Email** info@asidpm.com

Please specify to whom all communications should be sent. Unless otherwise directed, all correspondence and notices in respect of this application will be forwarded to the 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:

T.I.T.E Ltd.  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. Location, Legal Description and Property Information**

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

Part 1 of Part of Lot 13 Concession 3 NTR Geographic Township of Middleton Norfolk County

Municipal Civic Address: 22 & 28 Third Concession NTR Road South Middleton, N4G 2T4

Present Official Plan Designation(s): Norfolk North - Hamlet

Present Zoning: RH Zone

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

Yes  No If yes, please specify:

3. Present use of the subject lands:

Single Family Residential  
 \_\_\_\_\_  
 \_\_\_\_\_

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

The subject lands contain 2 single family homes and a single detached garage in-between the 2 homes. The Detached garage may be demolished as required. Please see attached sketch which shows setbacks and other requested information above.

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

Single Family Residential

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

There are no proposed buildings to be added to either existing dwelling.

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

If yes, identify and provide details of the building:

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

1945

9. Existing use of abutting properties:

Single Family residential, vacant land

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. **Failure to complete this section will result in an incomplete application.**

#### 1. Site Information (Please refer to Zoning By-law to confirm permitted dimensions)

	Existing	Permitted	Provision	Proposed	Deficiency
Lot frontage	32.6 m	minimum 30m	16.39m	16.2m	13.8m 13.61m
Lot depth	54.01 m		49.19m	54.01m	no changes
Lot width					
Lot area	.1687 ha	minimum .4 ha	.073	.072	0.316 ha
Lot coverage					
Front yard		minimum 6m			no changes
Rear yard	Approx. 35m	minimum 9m			no changes
Height	6m	maximum 11m			no changes
Left Interior side yard	3.41m & 3.76m	minimum 6m		3.47m, 3.72m	2.53m 2.28m
Right Interior side yard	2.73m & 3.19m	minimum 6m	3.34m, 3.54m		2.66m 2.46m
Exterior side yard (corner lot)					
Parking Spaces (number)					
Aisle width					
Stall size					
Loading Spaces					
Other					

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

Please see attached letter.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **Consent/Severance/Boundary Adjustment:** Description of land intended to be severed in metric units:

Frontage: 32.6 \_\_\_\_\_  
Depth: 54.1m \_\_\_\_\_  
Width: 31 m \_\_\_\_\_  
Lot Area: 1687 m2 \_\_\_\_\_  
Present Use: Single Family Residential \_\_\_\_\_  
Proposed Use: Single Family Residential \_\_\_\_\_

Proposed final lot size (if boundary adjustment): \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Description of land intended to be retained in metric units:

Frontage: 16.3 m \_\_\_\_\_  
Depth: 54.01 m \_\_\_\_\_  
Width: \_\_\_\_\_  
Lot Area: 843.5 m2 \_\_\_\_\_  
Present Use: Single Family Residential \_\_\_\_\_  
Proposed Use: Single Family Residential \_\_\_\_\_

Buildings on retained land: Yes \_\_\_\_\_

~~4. Easement/Right of Way:~~ Description of proposed right of way/easement in metric units:

Frontage: \_\_\_\_\_  
Depth: \_\_\_\_\_

Width: \_\_\_\_\_  
Area: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_

**5. Surplus Farm Dwelling Severances Only:** List all properties in Norfolk County, which are owned and farmed by the applicant and involved in the farm operation

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_  
Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_  
Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_  
Date of Land Purchase: \_\_\_\_\_



Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_  
Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_  
Date of Land Purchase: \_\_\_\_\_

**Note: If additional space is needed please attach a separate sheet.**

**D. All Applications: 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:  
Municipal Records \_\_\_\_\_  
\_\_\_\_\_



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

**E. All Applications: Provincial Policy**

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

If no, please explain:

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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 policy statement subsection 2.1.7?  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 please attach relevant information and approved mitigation measures from the Risk Manager Official.

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

**Livestock facility or stockyard (submit MDS Calculation with application)**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Wooded area**

On the subject lands or  within 500 meters – distance 80m

**Municipal Landfill**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Sewage treatment plant or waste stabilization plant**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

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

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Floodplain**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Rehabilitated mine site**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Non-operating mine site within one kilometre**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Active mine site within one kilometre**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

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

On the subject lands or  within 500 meters – distance Commercial 90m

**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. All Applications: Servicing and Access**

1. Indicate what services are available or proposed:

Water Supply

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

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Sewage Treatment

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

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Storm Drainage

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

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2. Existing or proposed access to subject lands:

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

Name of road/street:

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**G. All Applications: Other Information**

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

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

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

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## H. Supporting Material to be submitted by Applicant

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

1. Concept/Layout Plan
2. All measurements in metric
3. Existing and proposed easements and right of ways
4. Parking space totals – required and proposed
5. All dimensions of the subject lands
6. Dimensions and setbacks of all buildings and structures
7. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
8. Names of adjacent streets
9. Natural features, watercourses and trees

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

- On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- Environmental Impact Study
- Geotechnical Study / Hydrogeological Review
- Minimum Distance Separation Schedule
- Record of Site Condition

Your development approval might also be dependent on Ministry of Environment Conservation and Parks, Ministry of Transportation or other relevant federal or provincial legislation, municipal by-laws or other agency approvals.

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

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

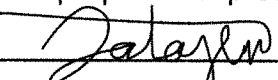
The owner acknowledges and agrees that if required it is their solicitor’s responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that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

 February 21, 2024  
Owner/Applicant/Agent Signature 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 Kevin Constantine Kerry Anne Cripaul am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Oloyede Fatogun 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.

Kevin Constantine February 21, 2024  
Owner Date

Kerry Anne Cripaul February 21, 2024  
Owner Date

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



**N. Declaration**

I, Olayede Festogun of Hamilton, On  
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:

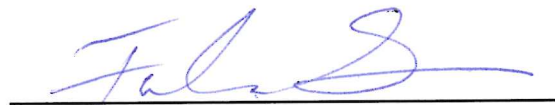
Norfolk County

  
Owner/Applicant Signature

In Simcoe

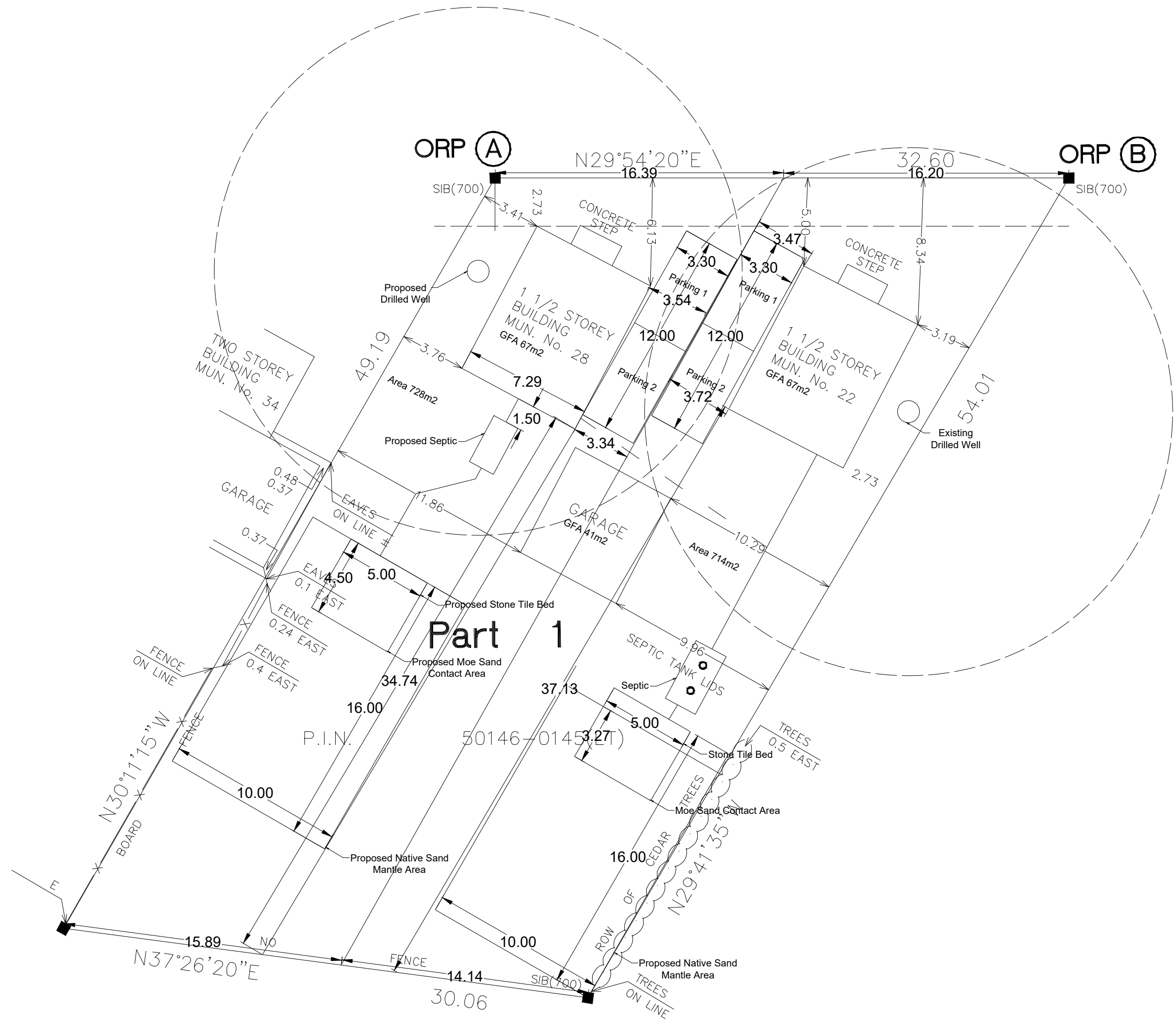
This 22<sup>nd</sup> day of February

A.D., 20 24

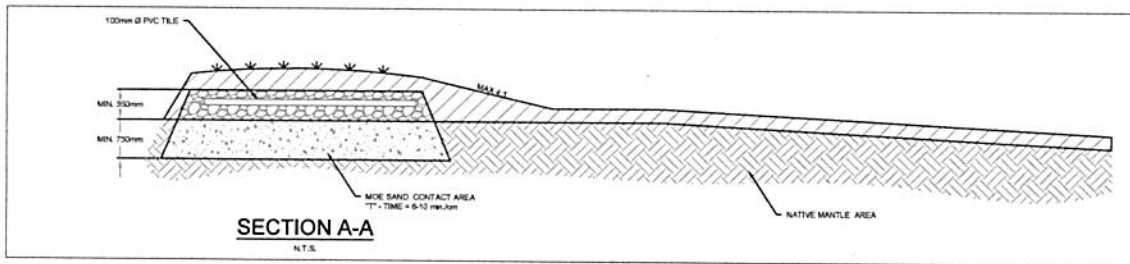
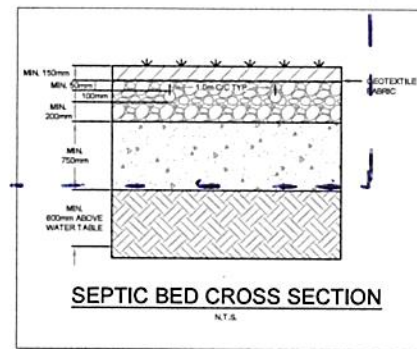
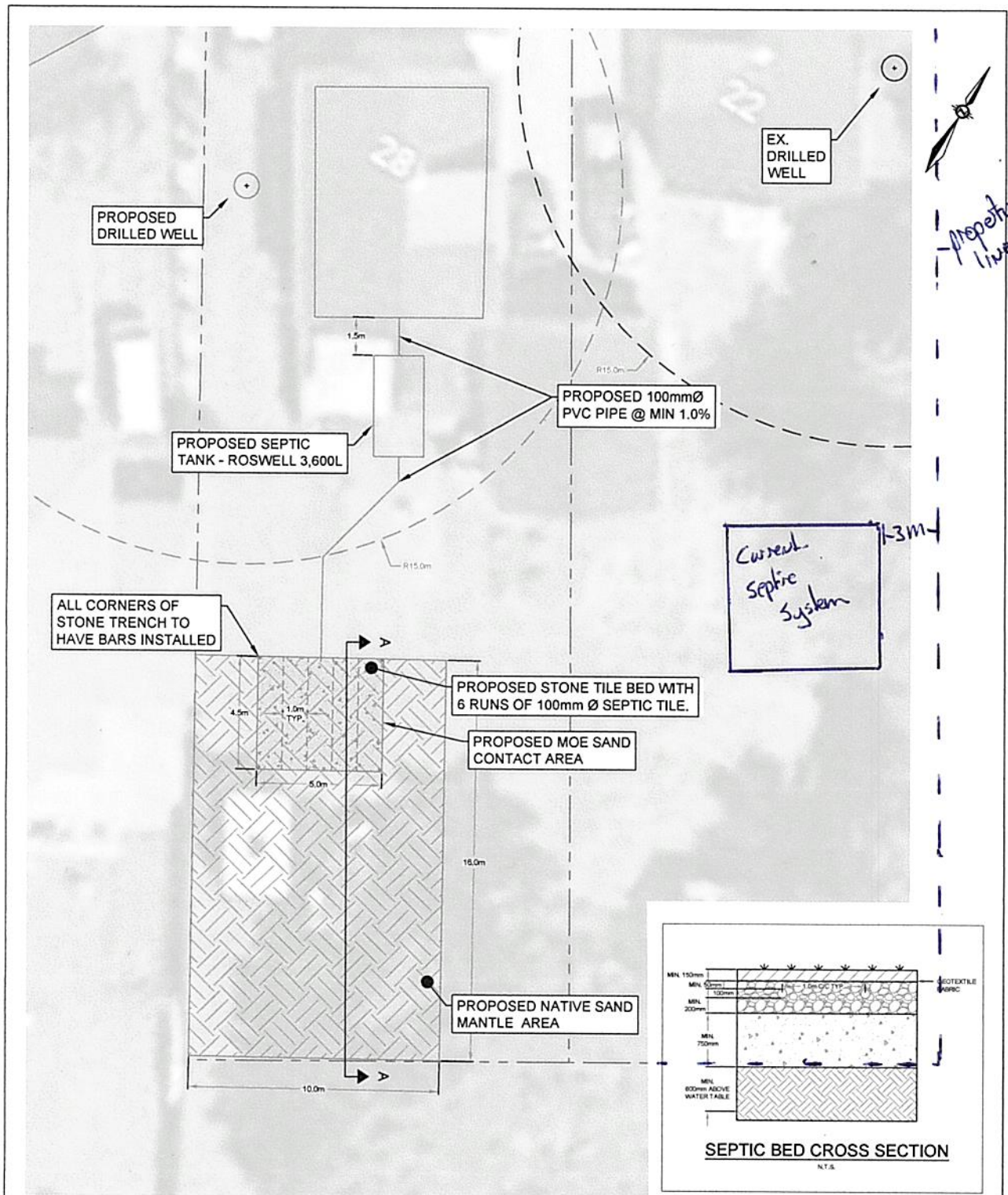
  
\_\_\_\_\_

Fabian Fidelgo Serra, a  
Commissioner, etc., Province of Ontario,  
for the Corporation of Norfolk County  
Expires October 3, 2020.

A Commissioner, etc.







**LEGEND:**

TOPSOIL	
CLEAR STONE	
MOE SAND	
SAND	
NATIVE MATERIAL	

General Notes:

**R.V.M. Trucking Inc.**

Septic Services | Excavating | Trucking | Waterspreading

793 140 Harrower Line, Huronville, ON M6J 1P0

rvmt trucking.ca

905-749-7841

Project Name:

**28 3rd CONCESSION ROAD, TILLSONBURG**

Drawing Title:

**HOUSE SEPTIC SYSTEM**

Individual BCIN No. 125532

Firm BCIN 112622

Reviewed By: Ben Van Marter

Approved By: Leah Kennedy

Benchmark Description:

No.	Revision	Date

ELEVATION:

Spot	Height	Date

Scale: 1:150 Date: MAY 3, 2023 Drawing No: 1 of 1



# SEWAGE SYSTEMS SEPTIC

## Septic Permit Package

A step by step guide for  
making a septic permit  
application



Norfolk County Building Department  
Community Development Division  
185 Robinson Street, Suite 200 Simcoe, Ontario, N3Y 5L6  
[norfolkcounty.ca](http://norfolkcounty.ca)



# Septic System Permit Application Permit Package / Worksheets

A septic permit is required to install a new septic system, repair or replace any part of the septic system. The daily design flow needs to be 10,000 litres/day or below for the whole site.

Sewage Works is required if the daily design flow exceed 10,000 litres/day for the whole site. An Environmental Compliance Certificate (ECA) is required from the Ministry of Environment, Conservation and Parks (MECP) for a sewage works. [Environmental Compliance Approval process can be found online.](#)

Ministry of Environment, Park and Conservation keep [well records.](#)

## NEW CONSTRUCTION AND FULL SYSTEM REPLACEMENTS

### A COMPLETE SEPTIC SYSTEM APPLICATION INCLUDES:

#### Completed Forms

- Application to Construct or Demolish
- Schedule 1: Designers Information signed by system designer.
- Schedule 2: Septic System Installers Information signed by the applicant.
- Applicant Authorization Form if applicant is not the property owner.

#### Required Documents

- Septic work sheets, plot plan and system cross section.
- Percolation time ('T' time) from a licensed soil testing agency
- Building Material Evaluation Commission (BMEC) or CAN/ BNQ "Onsite Residential Wastewater Treatment Technologies" approvals (if applicable)

#### Fees

- Septic Permit Fee

## BUILDING ADDITIONS, RENOVATIONS AND CONSTRUCTION THAT AFFECT THE SEWAGE DISPOSAL SYSTEM

Renovations to existing buildings may reduce the performance level of the sewage system in the following situations

- The number of bedrooms in a dwelling are increased,
- If the proposed construction exceeds 15% of the gross area of the dwelling unit,
- New plumbing fixtures are added to the dwelling, or
- If the addition, expansion, alteration or change proposed encroaches on the sewage system or any of its components.

If any of the above apply, applicants must submit a completed septic application to Norfolk County Building Department for approval to renovate.





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

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

B) Plus Additional Flow for:			
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	
Subtotal (B)			0
Subtotal A+B=Daily Design Flow (Q)			1600

## Worksheet B: Dwellings Fixture Unit Count

Fixtures	Units		How Many?		Total
Bath group (toilet, sink, tub or shower) with flush tank	6.0	X	2	=	12
Bathtub only(with or without shower)	1.5	X		=	
Shower stall	1.5	X		=	
Wash basin / Lavatory (1.5 inch trap)	1.5	X		=	
Water closet (toilet) tank operated	4.0	X		=	
Bidet	1.0	X		=	
Dishwasher	1.0	X	1	=	1
Floor Drain ( 3 inch trap)	3.0	X		=	
Sink (with/without garbage grinder, domestic and other small type single, double or 2 single with a common trap)	1.5	X		=	
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:					18

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
<b>Note:</b> 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.

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

# Worksheet E: Leaching Bed Calculations (Class 4)

Part 1: Complete All		
<b>Type of leaching bed (select one)</b>		
<input type="checkbox"/> A. Absorption trench	<input checked="" 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
Percolation rate of native soil (T): <u>10</u>		
Name of licensed testing agency:		
<input checked="" type="checkbox"/> In ground system	Height raised above original grade (metres)	
<input type="checkbox"/> Raised Bed system		
<b>Mantel (if applicable)</b> <input type="checkbox"/> Imported <input checked="" type="checkbox"/> Native Soil		
Q/loading rate = <u>160</u> m <sup>2</sup> Configured as: <u>10</u> m X <u>16</u> m		

Part 2: Complete One of A, B, C, D, E, F		
<input type="checkbox"/> <b>A. Absorption Trench</b>		
Total length of distribution pipe	<b>Conventional</b> (Q x T) ÷ 200 = _____ m <b>Type I leaching chambers</b> (Q x T) ÷ 200 = _____ m <b>Type II leaching chambers</b> (Q x T) ÷ 300 = _____ m <b>Configured as:</b> _____ runs of _____ m Total: _____ m	
<input type="checkbox"/> <b>B. Filter Bed</b>		
<b>Effective Area</b> If Q ≤ 3000 litres per day use Q ÷ 75 If Q > 3000 litres per day use Q ÷ 50 Level II-IV treatment units, use Q ÷ 100 <b>Distribution Pipe</b> <b>Contact Area = (Q x T) ÷ 850</b> <b>Mantel (see Part 1)</b>	<b>Effective area:</b> <u>1600</u> (Q) ÷ <u>75</u> (75, 50, or 100) = <u>21.3</u> m <sup>2</sup> <b>Configured as:</b> <u>5</u> m x <u>4.5</u> m Number of beds <u>1</u> Number of runs: <u>6</u> Spacing of runs: <u>1.0</u> m <b>Contact Area:</b> ( <u>1600</u> (Q) X <u>10</u> (T) ) ÷ 850 = <u>18.8</u> m <sup>2</sup>	
<input type="checkbox"/> <b>C. Shallow Buried Trench</b>		
Percolation time (T) of soil in minutes:	Length of distribution pipe (metres)	(L) = _____ (Q) ÷ _____ (75, 50, 30) = _____ m <b>Configured as:</b> _____ runs of _____ m Total: _____ m
1 < T ≤ 20	Q ÷ 75 metres	
20 < T ≤ 50	Q ÷ 50 metres	
50 < T < 125	Q ÷ 30 metres	
<input type="checkbox"/> <b>D. Advance Treatment System</b>		
Provided BMEC or CAN/BNQ approval, and manufacturer's system design documentation.		
<input type="checkbox"/> <b>E. Type A Dispersal Bed</b>		
<b>Stone Layer</b> If Q ≤ 3000 litres per day, use Q ÷ 75 If Q > 3000 litres per day, use Q ÷ 50 <b>Sand Layer</b> 1 < T ≤ 15 use (Q x T) ÷ 850 T > 15 use (Q x T) ÷ 400	<b>Stone Layer =</b> _____ (Q) ÷ _____ (75 or 50) = _____ m <sup>2</sup> <b>Sand Layer =</b> ( _____ (Q) x _____ (T) ) ÷ (850 or 400) = _____ m <sup>2</sup>	
<input type="checkbox"/> <b>F. Type B Dispersal Bed</b>		
Area = (Q X T) ÷ 400 <b>Linear Loading Rate (LLR)</b> T < 24 minutes, use 50 L/min If T ≥ 24 minutes, use 40 L/min <b>Distribution Pipe</b>	<b>Area =</b> ( _____ (Q) x _____ (T) ) ÷ 400 = _____ m <sup>2</sup> <b>Pump chamber capacity =</b> _____ L <b>Length (Q ÷ LLR) =</b> _____ m <b>Bed configuration =</b> _____ m x _____ m = _____ m <sup>2</sup> Number of Beds = _____ <b>Configured as:</b> _____ runs of _____ m Total: _____ m	





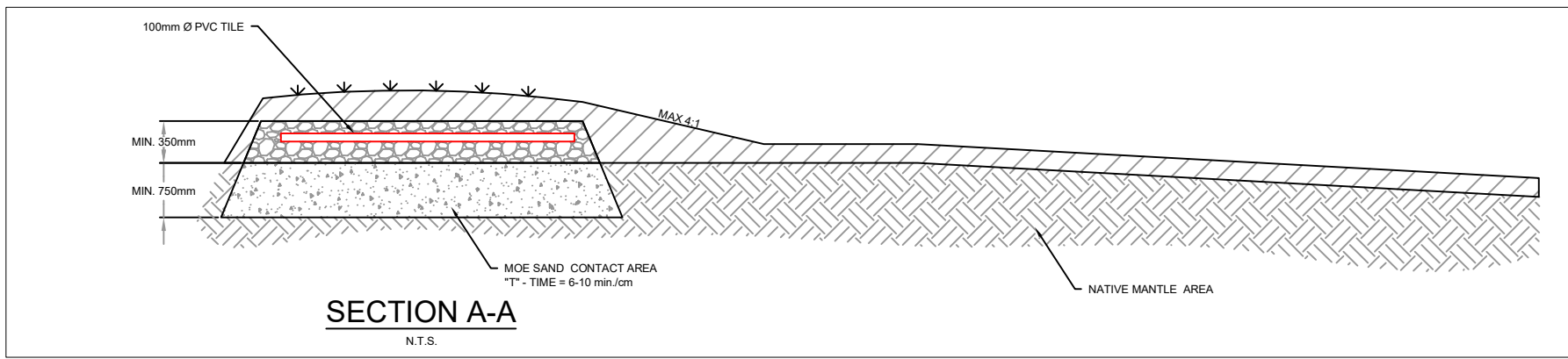
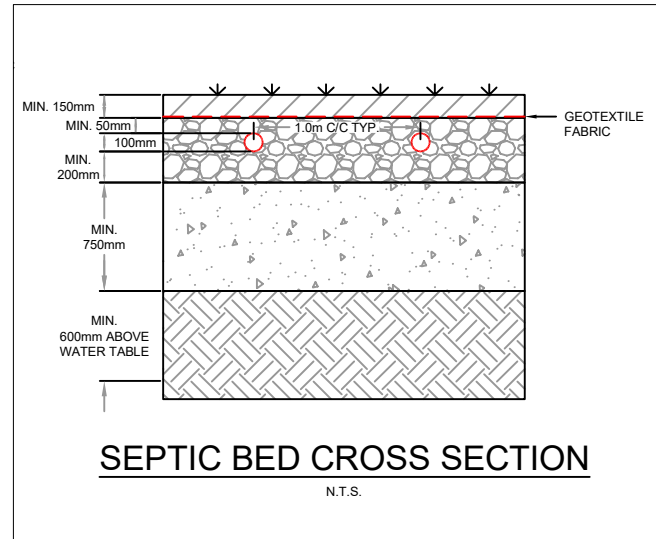
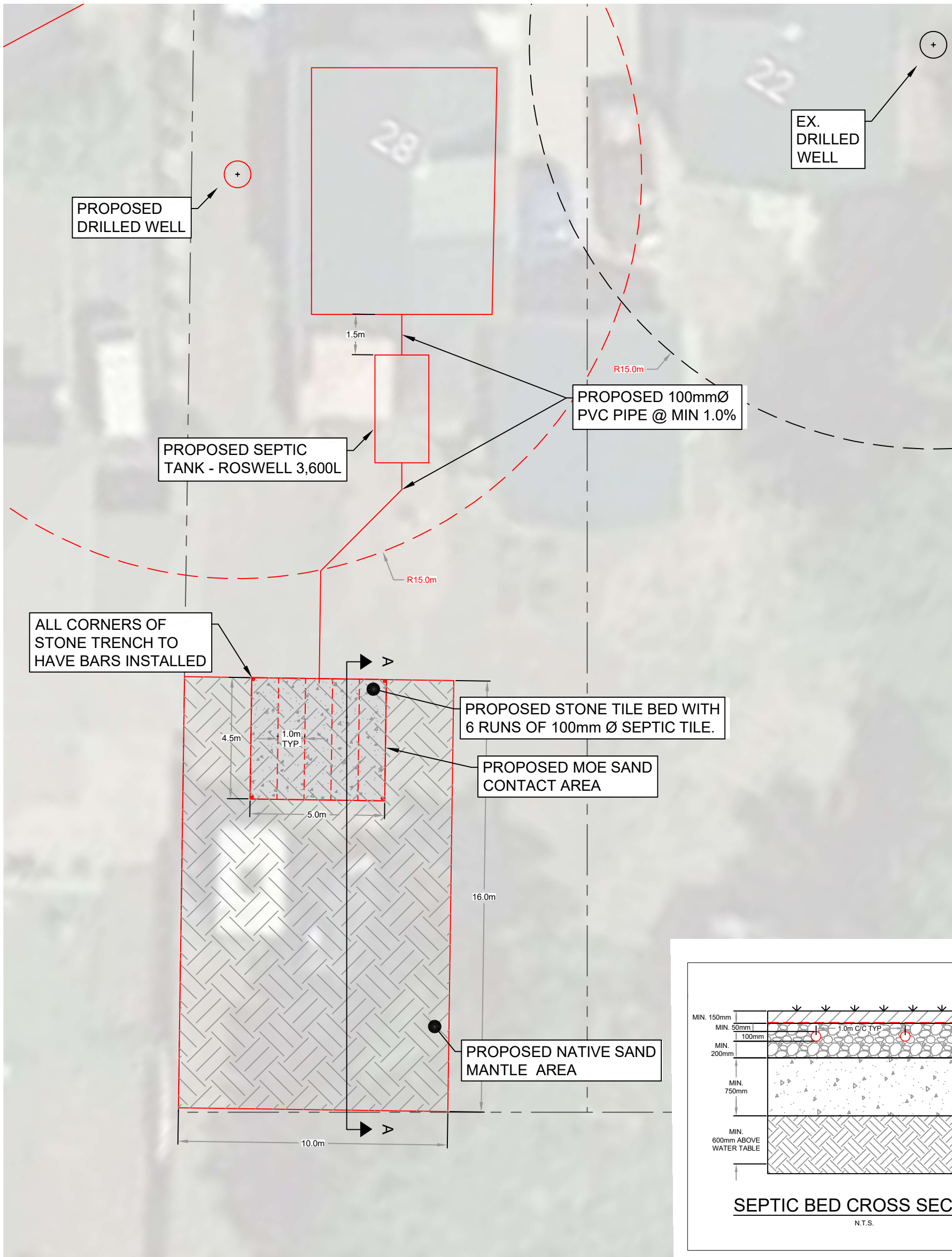
# Worksheet G: Septic Plot Plan

**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.

S e e   A t t a c h e d

A large grid of dotted lines for drawing a septic plot plan. The grid is composed of 20 columns and 20 rows of small squares, each formed by two parallel dotted lines. The text "S e e   A t t a c h e d" is written in blue at the top left of the grid.



LEGEND:

TOPSOIL	
CLEAR STONE	
MOE SAND	
SAND	
NATIVE MATERIAL	

General Notes:

Septic Services | Excavating | Trucking | Waterproofing  
 793140 Hamner Line, Norwich, ON N0J 1P0  
 rvmtrucking.ca  
 noahk@rvmtrucking.ca | 519-532-7841

Project Name:  
**28 3rd CONCESSION ROAD,  
 TILLSONBURG**

Drawing Title:  
**HOUSE SEPTIC SYSTEM**

Individual BCIN No.: 105032  
 Firm BCIN : 115522  
 Reviewed By: Ben Van Manen  
 Approved By: Noah Kennedy

Benchmark Description:

ELEVATION:		Date:
No.:	Revision:	Date:
Scale: 1:150 (on 15x17)	Date: MAY 3, 2023	Drawing No.: 1 of 1

December 23, 2022



**RVM Trucking Inc.**

793140 Hanmer Line  
Norwich, ON N0J 1P0  
Attention: Mr. Ben Van Manen

Subject: **T-Time Analysis - Percolation Time Assessment Delano Residence**  
40 Third Concession Road, Tillsonburg, Ontario  
Englobe reference: OC04-02211776.000-TU-L-0001

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Mr. Ben Van Manen:

Englobe Corp. is pleased to submit this letter which provides the results of a particle size distribution analysis and percolation time assessment for a sample of soil submitted to our laboratory on December 13, 2022. It is understood that the sample was collected from the above-referenced property; however, we are unable to confirm the sample depth or location. Additionally, the soil sample submitted cannot be confirmed to be the predominant soil type for the sewage system design.

The results of the particle size distribution analysis are presented on Figure 1, appended, and indicate that the sample contains 0% gravel, 89% sand, 9% silt and 2% clay. The percolation time of the sample was assessed based on soil type as described by the Unified Soil Classification System in MMAH Supplementary Standard SB-6 "Percolation Time and Soil Descriptions" of the Ontario Building Code (OBC), and determined by the laboratory test results. The sample is classified as "SP-SM", for which the OBC specifies a percolation time in the range of 2 to 20 min/cm. A minimum percolation time of T= 10 min/cm is appropriate for the sample.

In addition to gradation, the percolation time of the soil is dependent on many on-site factors that were not considered as part of this assessment, such as density, structure and moisture content. It is the responsibility of the sewage system designer to consider these factors prior to choosing a percolation time suitable for design, and to carry out field inspections at the time of sewage system installation to confirm that the soil and groundwater conditions are consistent with the design assumptions.

We trust that this letter is suitable for your present requirements. If you have any questions, please do not hesitate to contact our office.

Yours very truly,

**Englobe Corp.**

Thom Staples, C.E.T.  
Senior Project Manager

Encl. Figure 1 – Particle Size Analysis



## GRAIN SIZE AND HYDROMETER ANALYSIS REPORT LS-602, 702 & 703/704

**PROJECT NUMBER:** 02211776.000    **PROJECT NAME:** T-Time analysis - Delano Residence - 40 Third Concession Rd, Tillsonburg    **CLIENT:** RVM Trucking  
**LAB NUMBER:** 4312    **SAMPLE ID:** On-site septic sand    **SAMPLE DEPTH:** -  
**SAMPLED BY:** Client    **DATE RECEIVED:** December 13, 2022    **DATE COMPLETED:** December 22, 2022

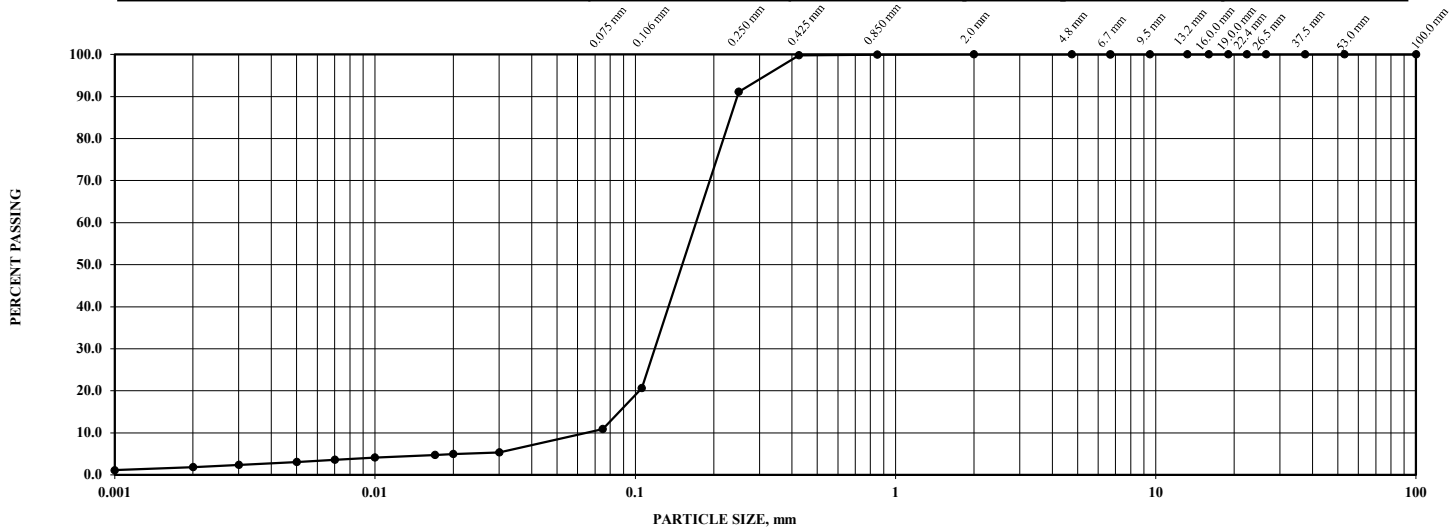
### PARTICLE SIZE DISTRIBUTION, MTO LS-702

#### U.S. BUREAU OF SOILS CLASSIFICATION (AS USED IN MINISTRY OF TRANSPORTATION OF ONTARIO PAVEMENT DESIGNS)

CLAY	SILT	VERY FINE SAND	FINE SAND	MEDIUM SAND	COARSE SAND	FINE GRAVEL	GRAVEL
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#### UNIFIED SOILS CLASSIFICATION ASTM D 2487

FINES (SILT & CLAY)	FINE SAND	MEDIUM SAND	COARSE SAND	FINE GRAVEL	COARSE GRAVEL
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#### COEFFICIENTS

<b>D60</b>	0.186	<b>D30</b>	0.125	<b>D10</b>	0.068	<b>Cc</b>	1.238	<b>Cu</b>	2.75
------------	-------	------------	-------	------------	-------	-----------	-------	-----------	------

GRAIN SIZE ANALYSIS		HYDROMETER ANALYSIS	
SIEVE SIZE mm	% PASSING	DIAMETER mm	% PASSING
53	100.0	0.030	5.4
37.5	100.0	0.020	5.0
26.5	100.0	0.017	4.8
22.4	100.0	0.010	4.1
19	100.0	0.007	3.6
16	100.0	0.005	3.0
13.2	100.0	0.002	1.9
9.5	100.0	0.001	1.1
6.7	100.0	<b>ATTERBERG LIMITS</b>	
4.75	100.0		
2.00	100.0		
0.850	99.9		
0.425	99.8	Liquid Limit	
0.250	91.1	Plastic Limit	
0.106	20.6	Plastic Index	
0.075	10.9		

GRAIN SIZE PROPORTIONS, %	
% GRAVEL (> 4.75 mm):	89.1
% SAND (75 µm to 4.75 mm):	9.0
% SILT (2 µm to 75 µm):	1.9
% CLAY (<2 µm):	1.1
<b>SOIL DESCRIPTION:</b>	SAND, trace Silt & Clay
<b>Coefficient of Permeability:</b>	10-3 to 10-5 cm/sec
<b>Estimated 'T' Time:</b>	10 mins/cm
<b>SUSCEPTIBILITY TO FROST HEAVING:</b>	
<b>REMARKS</b>	
- The percolation time of the soil is dependent on many on-site factors that were not considered as part of this assessment, such as density, structure and moisture content. It is the responsibility of the sewage system designer to consider these factors prior to choosing a percolation time suitable for design, and carry out field inspections at the time of sewage system installation to confirm that the soil and groundwater conditions are consistent with the design assumptions.	

Figure: 1

TESTED BY: Madhur Hallan  
Laboratory Technician

REVIEWED BY: Jason Taylor, B.A.Sc.  
Senior Laboratory Technician

Reporting of these test results constitutes a testing service only. Engineering interpretation or evaluation of test results is provided only on written request.



Norfolk County  
Community Development Division  
Zoning Department  
185 Robinson Street, Suite 200, Simcoe Ontario N3Y 5L6

Date: May 18, 2022

Tracey Justus  
Legal Assistant  
Gibson Bennet Groom & Szorenyi

RE: Property; 22-28 3<sup>rd</sup> Concession Road NTR  
Assessment Roll number 3310-541-010-20700

Further investigation on this matter from zoning staff proved that we could not locate an approved zoning bylaw for Middleton township earlier than 1974. The survey that you have provided from 1964 along with other supporting documentation is enough information for us to interpret a 2<sup>nd</sup> dwelling on the property to be considered legally non-conforming. Please see the definition of non-conforming below and the requirements around a non-conforming use for future reference. A copy of your letter and our response will be kept in the property file for future reference.

#### **Norfolk County ByLaw 1-Z-2014**

**“NON-CONFORMING”** shall mean a use of any *lot, building, or structure*, or portion thereof, which does not conform with the list of *permitted* uses of this By-Law for the *Zone* in which such *existing lot, building or structure* is located.

#### ***Non-Conforming Uses* 3.24**

3.24.1 Nothing in this By-Law shall apply to prevent the use of any land, *building or structure* for any purpose prohibited by this By-Law if such land, *building or structure* was lawfully established and used for such purpose on the date of the passing of this By-Law, and provided that it continues to be used for that purpose.

3.24.2 Nothing in this By-Law shall prevent the strengthening or restoration of a *non-conforming building or structure* to a safe condition so long as the strengthening or restoration does not *alter* the height, area, size or volume of the *building or structure* or changes its use to other than a conforming use.

3.24.3 Nothing in this By-Law shall prevent a *non-conforming building or structure*, which is partially or fully damaged or destroyed from being restored or reconstructed provided *yard* depths, height, area, size or volume of the *building or structure* as it existed at the time prior to the damage or destruction are maintained or compliance with regulations of the *Zone* in which the *building or structure* is located is not further reduced.

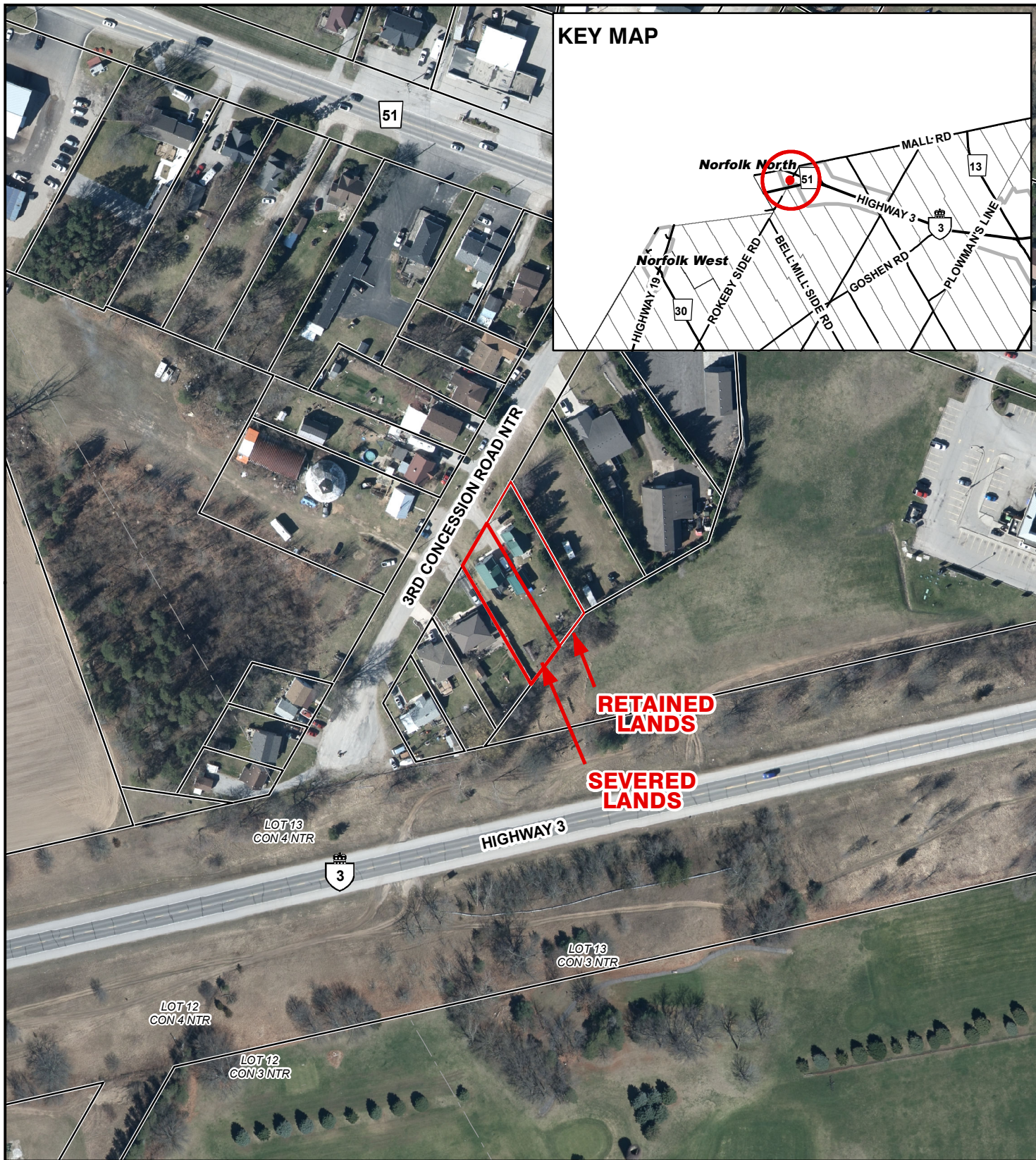
Thank you

A handwritten signature in cursive script that reads "Roxanne Lambrecht".

Roxanne Lambrecht  
Norfolk County  
Zoning Administrator  
[Roxanne.lambrecht@norfolkcounty.ca](mailto:Roxanne.lambrecht@norfolkcounty.ca)  
519-426-5870 ext. 1839





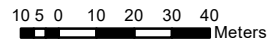
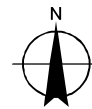


**Legend**

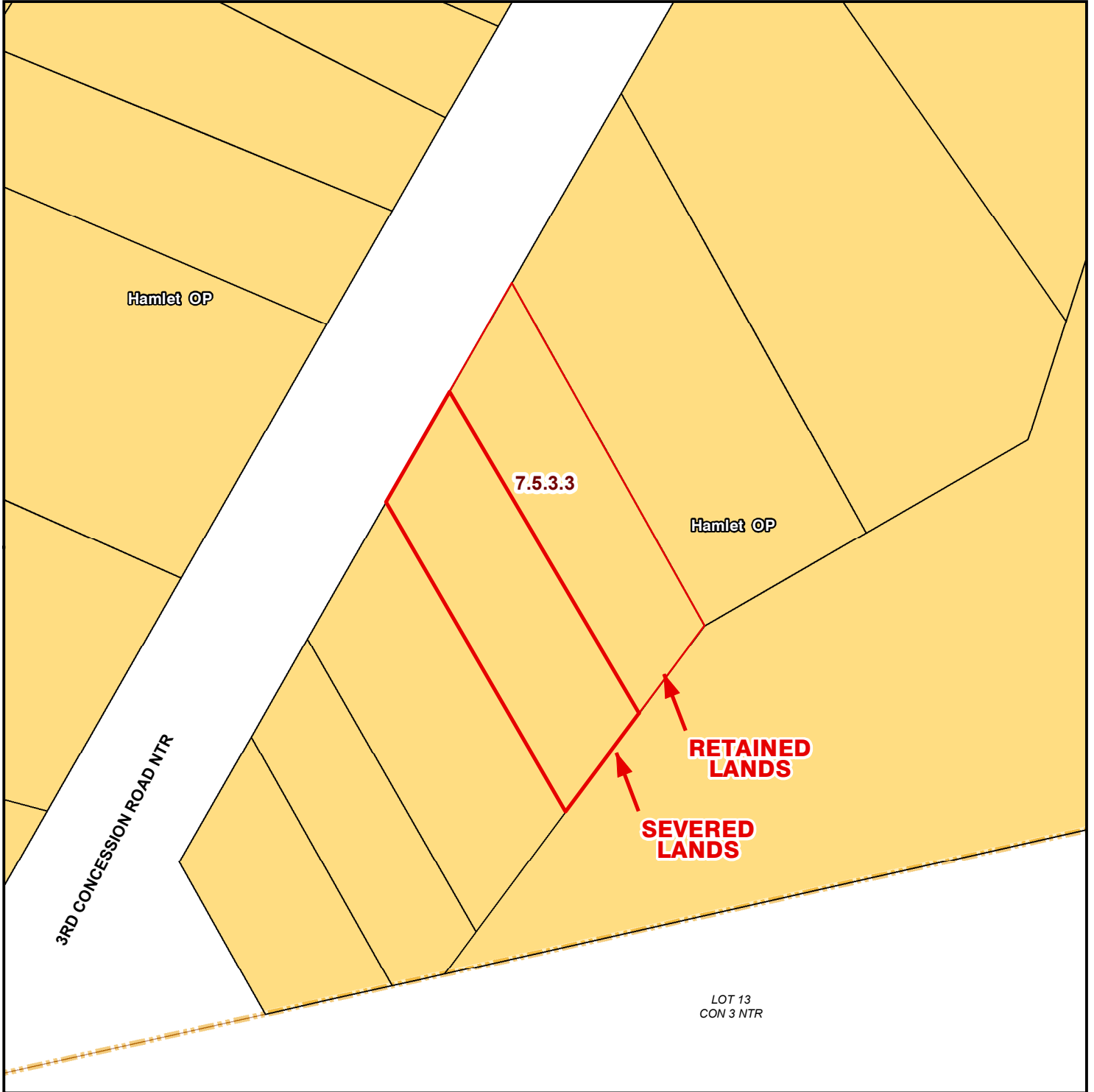
-  Subject Lands
-  Lands Owned

2020 Air Photo



10/3/2024









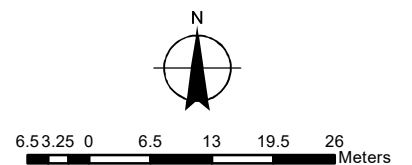
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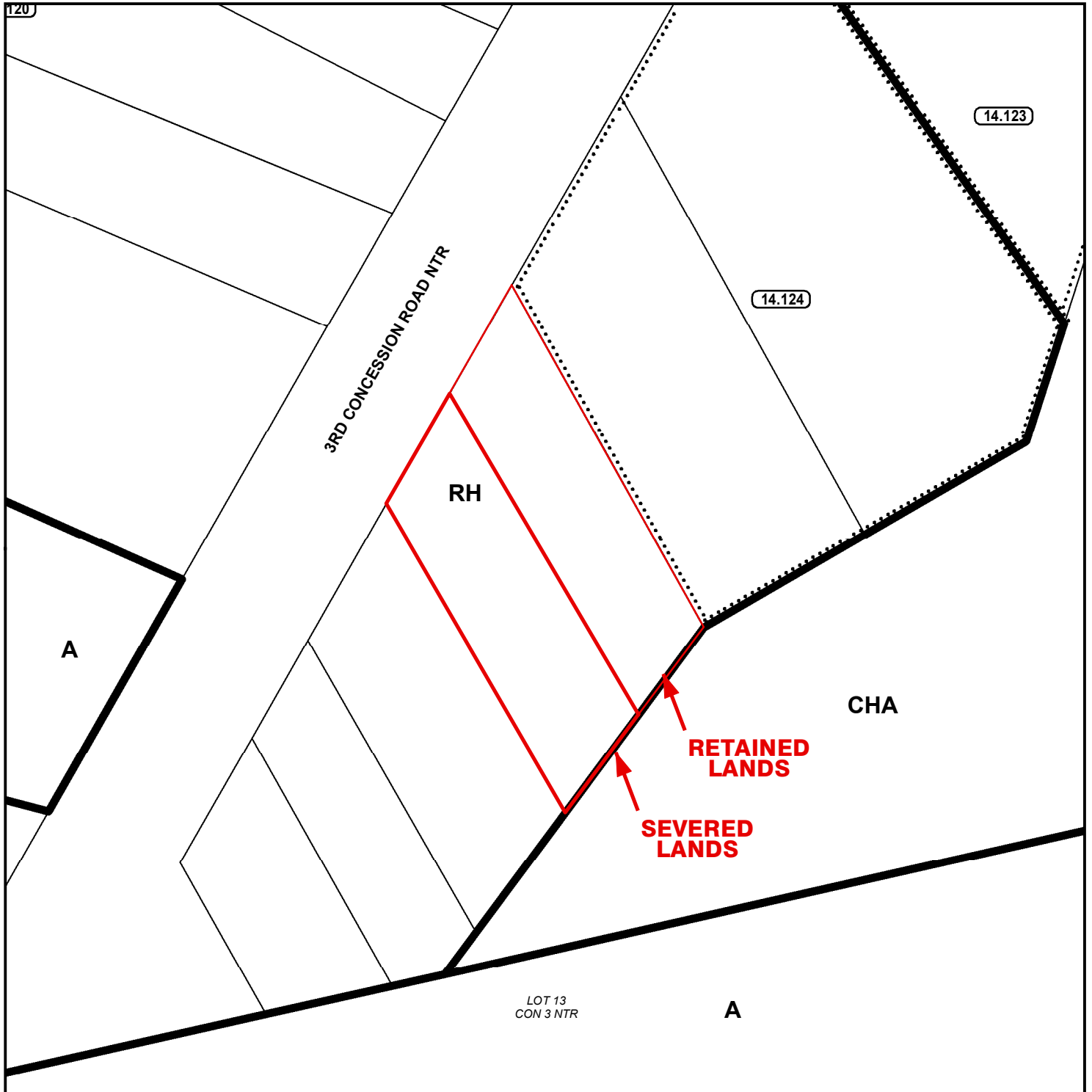
-  Subject Lands
-  Lands Owned

**Official Plan Designations**



-  Hamlet
-  Hamlet Area Boundary

10/3/2024





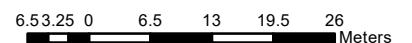
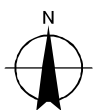
**LEGEND**

-  Subject Lands
-  Lands Owned

ZONING BY-LAW 1-Z-2014

10/3/2024

- (H) - Holding
- A - Agricultural Zone
- CHA - Hamlet Commercial Zone
- RH - Hamlet Residential Zone





# MAP D

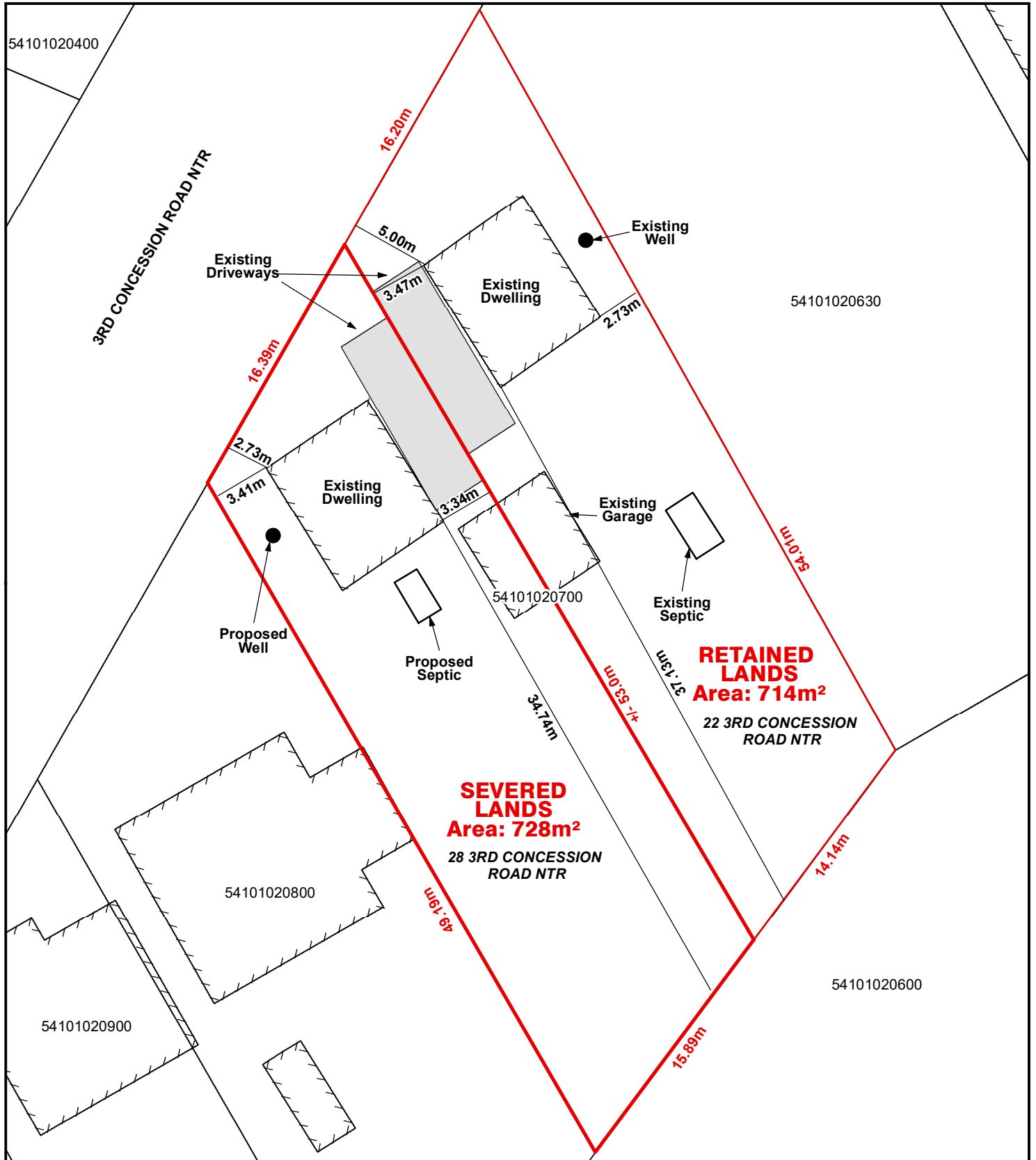
## CONCEPTUAL PLAN

Geographic Township of MIDDLETON

BNPL2024079

ANPL2024080

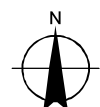
ANPL2024333



### Legend

-  Subject Lands
-  Lands Owned

10/3/2024



2.5 1.25 0 2.5 5 7.5 10 Meters

# LOCATION OF LANDS AFFECTED

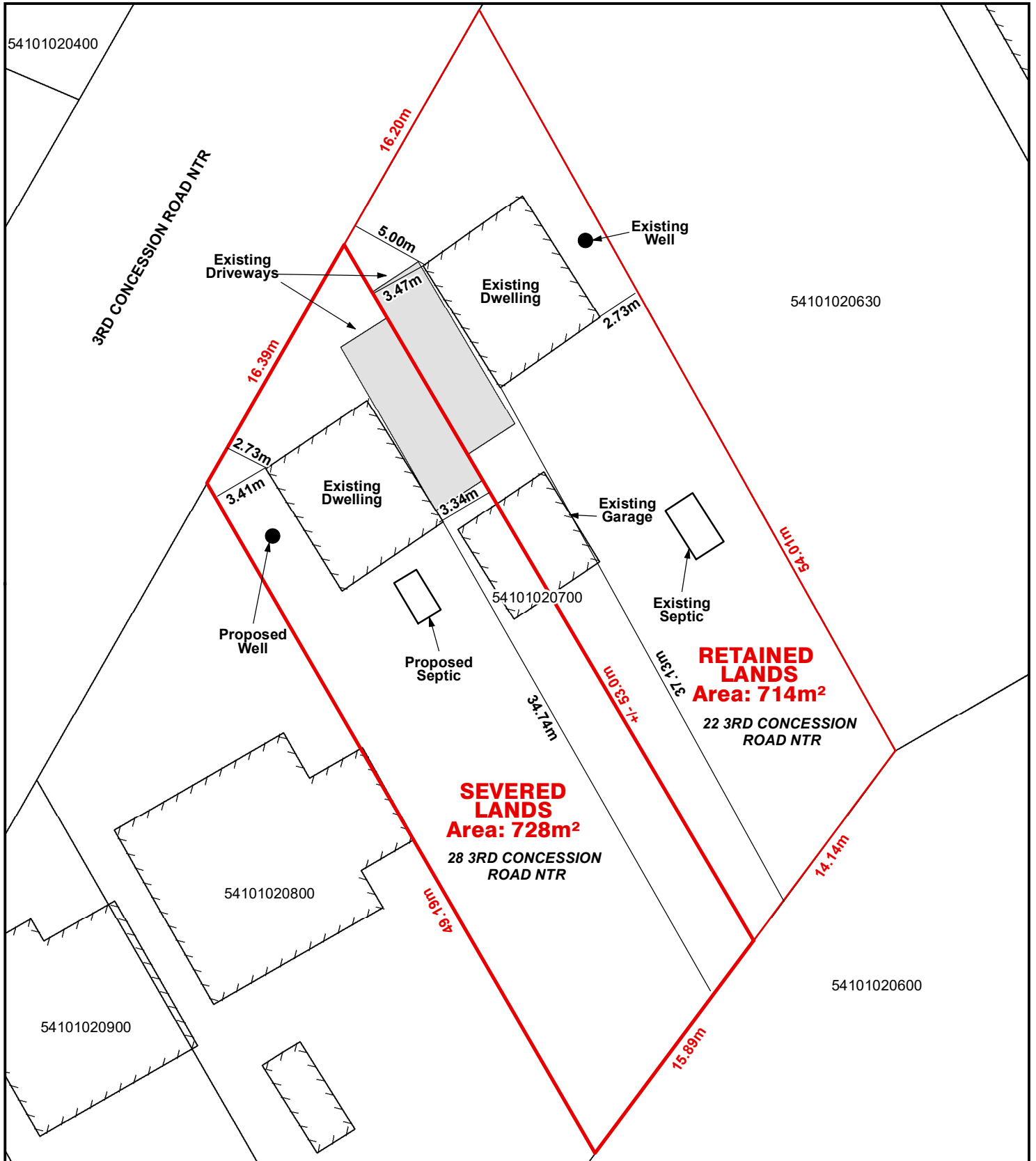
## CONCEPTUAL PLAN

Geographic Township of MIDDLETON

BNPL2024079

ANPL2024080

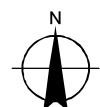
ANPL2024333



### Legend

-  Subject Lands
-  Lands Owned

10/3/2024



2.5 1.25 0 2.5 5 7.5 10 Meters