

**Planning Justification Report**

**724 Centre line, Township of Selwyn,  
County of Peterborough**

**Official Plan & Zoning By-law  
Amendment**

**D.M. Wills Project Number 85060**

**D.M. Wills Associates Limited**

Partners in Engineering, Planning and  
Environmental Services  
Peterborough

**February 2026**

**Prepared for:  
Adam & Kate Haggarty**



**W I L L S**

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Appendix A - Septic Evaluation

### Summary of Revisions

Revision No.	Revision Title	Date of Release	Summary of Revisions
1	First Submission	February 2026	Original Submission

This report/proposal has been formatted considering the requirements of the Accessibility for Ontarians with Disabilities Act.

## 1.0 Introduction and Objectives

D.M. Wills Associates Limited (Wills) has been retained by Adam & Kate Haggarty (Client) to prepare this Planning Justification Report (PJR) in support of an Official Plan Amendment (OPA) to the local component of the County of Peterborough Official Plan and a Zoning Bylaw Amendment (ZBA) to the Township of Selwyn Comprehensive Zoning By-law to permit an additional dwelling unit on lands municipally known as 724 Centre Line (subject property), in the Township of Selwyn (Township).

### 1.1 Official Plan and Zoning By-law Amendment Objectives

The proposed Official Plan and Zoning By-law Amendment (OPA/ZBA) applications intend to amend the existing site-specific policy applied to the lands to include a second dwelling unit as a permitted use. The existing site-specific designation and zoning policies limit the property to have only one accessory dwelling unit. The proposed amendments will facilitate the required Planning Act approvals to remove this limitation and permit an additional residential unit, effectively permitting two additional dwelling units on the property.

### 1.2 Purpose of Planning Justification Report

The purpose of this report is to outline the nature of the proposed OPA/ZBA and evaluate the application in the context of provincial and municipal policy including the Provincial Planning Statement, 2024 (PPS), County of Peterborough Official Plan 1994 (COP), County of Peterborough New Official Plan 2022 (NCOP), and the Township of Selwyn Comprehensive Zoning By-law 2009-021 (ZBL).

## 2.0 Property Description

### 2.1 Property Location

The lands subject to this application are located at 724 Centre Line (County Road 24), and is legally described as Part of Lot 18, Concession 4, in the Township of Selwyn (Township), in the County of Peterborough (County). The subject property is located south of the intersection of Fifth Line and Centre Line and is a severed parcel from a larger agricultural lot. Refer to **Figure 1 – Key Map** and **Appendix A – Photographic Log**.



## KEY MAP

724 Centre Line,  
Township of Selwyn,  
County of Peterborough

Figure 1

### Legend

 Subject Property



NAD 1983 UTM Zone 17N 1: 5,172

### Data Sources

Created In:	ArcMap 10.7
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Map Date:	1/26/26
Project Number:	26-85060



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USDA, NRCan, Parks Canada



## 2.2 Surrounding Land Uses

As previously noted, the subject property is located south of the intersection of the Fifth Line and Centre Line in the Smith Ward of the Township. The immediate surrounding land uses in all directions are agricultural and rural residential. An unevaluated wetland is located to the northwest of the subject property, over 120 m away from the development. The surrounding agricultural land is primarily used for annual crop production. The agricultural property to the south was historically an active dairy farm, however, this operation has since ceased, with the demolition of the barn and silos with only the residence and a large storage structure remaining. Refer to **Figure 2 – Surrounding Land Uses**.



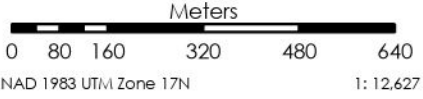
**SURROUNDING LAND USES**

724 Centre Line,  
Township of Selwyn,  
County of Peterborough

Figure 2

**Legend**

 Subject Property



Data Sources  
County of Peterborough GIS  
Township of Selwyn Zoning By-law

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### 2.3 Existing and Proposed Development

There are two buildings that currently occupy the subject property, the primary building being the former Fairview United Church constructed in 1872 with an attached addition, formerly used as the rectory office, and a secondary building that historically served as an education centre. As part of a previous planning applications these buildings have been repurposed to be utilized for the following:

- Former Fairview United Church used as a rental music hall
- Former rectory office used as an administrative office
- Former education centre used for a residential unit with a small rear yard deck

As part of this application, these uses will remain. The music hall and administrative office have an area of approximately 217 m<sup>2</sup> (2333 ft<sup>2</sup>), and the accessory residential unit has a ground floor area (GFA) of approximately 160 m<sup>2</sup> (1722 ft<sup>2</sup>). The rental music hall and administrative office is currently used for a recording studio operated by the property owners. An average of five individuals using the music hall at once is typical usage, which will continue to operate in the same capacity. The balance of the property contains a gravel driveway, parking area, manicured lawns and landscaping.

The proposed development consists of converting the interior layout of the existing residential unit (in the former education centre) to support two units. The existing accessory residential unit will effectively be horizontally divided (main floor and basement) to support an additional residential unit on the main floor. No new development or site alteration are proposed as part of this additional use, only internal renovations to support the dwelling (i.e., kitchen, bathroom, living space). Sufficient parking is currently provided to support the current use and proposed additional use on the subject property. Refer to **Figure 3 – Preliminary Site Plan**.

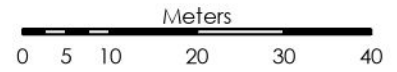
# PRELIMINARY SITE PLAN

724 Centre Line,  
Township of Selwyn  
County of Peterborough

Figure 3


## Legend

 Subject Property



## Data Sources

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## 3.0 Project Background

### 3.1 Approved Site-Specific OPA/ZBA Applications

In 2021, previous OPA/ZBA applications were approved to permit the conversion from the previous uses to support the existing uses in the existing buildings. For clarity the previous OPA/ZBA supported the following conversions:

- Former Fairview United Church to be used as a rental music hall
- Former rectory office to be used as an administrative office
- Former education centre to be used for a residential unit with a small rear yard deck

Additional regulations regarding the rental music hall to manage the operation were also implemented (i.e., operation date and time, maximum capacity of patrons visiting, etc.). As well as further regulations prohibiting open storage on the subject property to support a small business operating out of the administrative office. All these regulations will be maintained through the proposed OPA/ZBA applications.

### 3.2 Pre-Consultation Record

On October 15, 2025, the Client attended a pre-consultation meeting with the Township, County and applicable agencies to determine the required approvals and supporting documentation to permit an additional residential unit in the former education centre, that currently contains the one existing residential unit.

The current special policy under the local component of the County of Peterborough Official Plan (Prime Agricultural Special Policy S. 6.2.1.8 (a)(iv)) applicable to the subject property only permits one residential unit; therefore, an amendment is required to permit a second residential unit on the subject property. Similar to the special policy for the Official Plan, the current Community Facility Exception (CF-582) zone only permits one accessory residential unit. Therefore, both an Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) are required to permit a second accessory residential unit.

The proposed additional residential unit will be located in the existing building where the existing accessory residential unit is currently located. No site alteration is proposed as part of the OPA and ZBA applications to permit an additional residential unit and therefore only a Planning Justification Report and a sewage system evaluation are required to ensure land use compatibility and sufficient sanitary capacity for the proposed additional residential unit.

No permits from Otonabee Region Conservation Authority (ORCA) are required for this application.

## 4.0 Policy Framework

The following provincial and municipal land use policy documents contain policies that relate to the proposed OPA/ZBA and future development of the subject property. The policy documents include the Provincial Planning Statement, 2024 (PPS), County of Peterborough Official Plan, 1994 (COP), the New County of Peterborough Official Plan, 2023 (NCOP), and the Township of Selwyn Comprehensive Zoning By-law No. 2009-021 (ZBL).

### 4.1 Provincial

#### 4.1.1 Provincial Planning Statement, 2024

The 2024 Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Section 3 of the Planning Act requires that decisions affecting planning matters “shall be consistent with” policy statements issued under the Act.

Section 2 of the PPS outlines policies for Housing:

#### 2.2 Housing

1. *Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:*
  - a. *establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income households, and coordinating land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs;*
  - b. *permitting and facilitating*
    1. *all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and*
    2. *all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;*
  - c. **promoting densities for new housing which efficiently use land, resources, infrastructure** and public service facilities, and support the use of active transportation; and

- d. *requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.*

## 2.5 Rural Areas in Municipalities

1. *Healthy, integrated and viable rural areas should be supported by:*
  - a. *building upon rural character, and leveraging rural amenities and assets;*
2. *In rural areas, rural settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted.*
3. *When directing development in rural settlement areas in accordance with policy 2.3, planning authorities shall give consideration to locally appropriate rural characteristics, the scale of development and the provision of appropriate service levels.*

*Growth and development may be directed to rural lands in accordance with policy 2.6, including where a municipality does not have a settlement area.*

## 2.6 Rural Lands in Municipalities

1. *On rural lands located in municipalities, permitted uses are:*
  - c) residential development**, *including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;*
2. *Development that can be sustained by rural service levels should be promoted.*
4. *Planning authorities should support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.*

## 3.6 Sewage, Water and Stormwater

*4. Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual onsite sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts.*

## 4.3 Agriculture

### 4.3.1 General Policies for Agriculture

*1. Planning authorities are required to use an agricultural system approach, based on provincial guidance, to maintain and enhance a geographically continuous agricultural land base and support and foster the long-term economic prosperity and productive capacity of the agri-food network.*

2. As part of the agricultural land base, prime agricultural areas, including specialty crop areas, shall be designated and protected for long-term use for agriculture.

#### **4.3.2 Permitted Uses**

**5. Where a residential dwelling is permitted on a lot in a prime agricultural area, up to two additional residential units shall be permitted in accordance with provincial guidance, provided that, where two additional residential units are proposed, at least one of these additional residential units is located within or attached to the principal dwelling, and any additional residential units:**

- a) Comply with the minimum distance separation formulae;**
- b) Are compatible with, and would not hinder, surrounding agricultural operations;**
- c) Have appropriate sewage and water services;**
- d) Address any public health and safety concerns;**
- e) Are of limited scale and are located within, attached, or in close proximity to the principal dwelling or farm building cluster; and**
- f) Minimize land taken out of agricultural production.**

5. For greater certainty, the two additional residential units that are permitted on a lot in a prime agricultural area in accordance with policy 4.3.2.5 are in addition to farm worker housing permitted as an agricultural use.

## **4.2 Municipal**

### **4.2.1 County of Peterborough Official Plan, 1994**

The County of Peterborough Official Plan (COP) sets the land use and planning framework for local official plans and decision making. The COP outlines a long-term vision for the County's physical form and community character. The subject property is identified as being in the 'Rural and Cultural Landscape' and within a 'Prime Agricultural' area with a site-specific policy to support limited institutional and residential uses. The applicable policies to the subject property are provided below.

### *4.3 Rural and Cultural Landscape*

*The rural and cultural landscape represents all land areas outside of an identified settlement area, that are not:*

- *Shoreland areas as described in Section 4.4;*
- *Significant natural heritage features or other natural resources listed in Section 4.1;*
- *Utilized for transportation purposes, physical services and utilities*
- *Used for recreation and open space purposes*

#### 4.3.1 Goal

- to preserve and enhance the rural character of the County as a cultural resource and ensure the viability of the agricultural industry

#### 4.3.2 – Objectives

- **To permit an amount and type of development in the rural area consistent with maintaining its rural and cultural landscape;**
- To provide for limited rural development and to ensure that such development does not threaten the quality or quantity of ground and surface water;
- To ensure that the agricultural industry remains viable;
- To preserve prime agricultural soils and protect farms, where possible, from activities and land uses which would limit productivity or efficiency;

#### 4.3.3 Policies

Notwithstanding the description of the rural and cultural landscape at the beginning of Section 4.3, the policies of Section 4.3.3 apply wherever relevant throughout the County.

##### 4.3.3.1 General

- Rural areas will generally be the focus of resource activity, resource based recreational activity and other rural land uses. The County, **recognizing the need for growth on a limited basis, will permit non-agricultural related areas designated in local plans in accordance with Section 4.3.3.2 which reflect the cultural and rural character of the area, promote a variety of living and employment opportunities** for the rural community and do not negatively impact on the natural environment that cannot be located in settlement areas;
- New land uses, including the creating of lots, and new or expanding land use facilities, shall comply with the minimum distance separation formulae.

##### 4.3.3.2 – Agriculture

- Agriculture shall be encouraged and protected as an identifiable industry and cultural resource in Peterborough County;
- A local plan may exclude a prime agricultural area from designation, or may be amended to remove a prime agricultural area from being so designated, only in the following circumstances:
  - **Limited non-residential uses, provided that:**
    - **There is a demonstrated need within the planning horizon for additional lands to be designated to accommodate the proposed use;**

- *There are no reasonable alternative locations which avoid prime agricultural areas;*
- *There are no reasonable alternative locations on lower priority agricultural lands in prime agricultural areas*
- *In such circumstances, the local plan or amendment will ensure that impacts from the new non-agricultural uses on surrounding farm operations and lands will be mitigated;*
  - *Local plans will restrict uses of prime agricultural areas so designated, and may restrict uses of other agricultural areas so designated as follows:*
    - *prime agricultural areas shall be protected for long-term use for agriculture;*
    - *agricultural uses, secondary uses, and agricultural-related uses as defined in the Provincial Policy Statement are permitted in prime agricultural areas and other agricultural areas; all other uses and activities are prohibited in prime agricultural areas may be prohibited in other agricultural areas.*
    - *In prime agricultural areas, agricultural uses and normal farm practices will be promoted and protected;*
    - *Any proposed new secondary uses and agricultural-related uses as defined in the Provincial Planning statement will be compatible with, and will not hinder, surrounding farm operations. These uses shall be limited in scale and local plans will include criteria for the uses;*

## 6.2.1 Prime Agriculture

### 6.2.1.1 General Principles

*The Prime Agriculture designation applies to areas where Class 1, 2 and 3 lands under the Canada Land Inventory Soil Capability for Agriculture or specialty crop land predominate. These areas shall be protected for agricultural uses from incompatible, non-agricultural development. Small scale farm related commercial/industrial uses shall be permitted provided that they are directly related to the farm operation are in close proximity to the farm operation.*

### 6.2.1.2 Permitted Uses

*The predominant use of land within the Prime Agriculture designation shall be agriculture, farm related activities, and forestry.*

- *Agricultural uses shall include the use of land, buildings and structures for operations conducted on a farm and without limiting the generality of the foregoing, shall include the growing of crops, including nursery and horticultural crops, raising of livestock, raising of other animals for food, fur or fibre, including*

poultry and fish, aquaculture, apiaries, agroforestry, and maple syrup production.

- Farm related residential development as defined by the policies in Section 6.2.1.3 shall be permitted.

#### 6.2.1.3 – Prime Agriculture Policies

- a) It shall be a policy of this Plan to discourage the development of non-rural related uses within the Prime Agriculture designation and to prevent uncontrolled and scattered development. This leads to an unnecessary fragmentation of the land base and in particular, farmland. Non-rural growth related uses shall be encouraged to locate within the designated growth centres and hamlet areas identified on the land use schedules.
- b) *Minimum Distance Separation*

New development shall only be established in accordance with the Minimum Distance Separation requirements of the Provincial Policy Statement in order to protect farm operations from encroachment and to allow for the future flexibility and expansion of existing farm operations

#### 6.2.1.8 – Special Policy for Townships

##### iv) 724 Centre Line – Roll No. 1516-020-007-03904

Notwithstanding the policies of Section 6.2.1 to the contrary, on those lands located on part of Lot 18, Concession 4, Smith Ward, Township of Selwyn as shown on the land use schedule, a rental music hall, administrative office space, and an accessory residential unit shall be permitted uses.

#### 7.34 Second Units

Second units can provide an effective form of intensification and increase the availability of affordable housing choices for residents. Second units are defined as a dwelling unit which is ancillary and subordinate to the primary dwelling unit that may be contained within the main building on a lot or in an accessory structure.

It shall be the policy of this Plan to permit a second unit within a single detached dwelling, semi-detached dwelling or townhome dwelling provided that the physical character of the dwelling is not substantially altered. Pursuant to this policy, the implementing Zoning By-law shall define second units and establish zone provisions which would consider the following criteria:

- a. Only one second unit per single detached, semi-detached, or row/townhouse dwelling will be permitted;**
- b. A second unit may be contained within the primary residential dwelling or in a building accessory thereto, but not in both;**
- c. Mobile homes are not permitted as second units;

- d. A second unit will not be permitted in waterfront areas/developments on private roads which are not maintained by the municipality and where emergency access may be limited;
- e. A second unit will not be permitted within a floodplain;
- f. A second unit shall not be permitted within 30 metres of the high water mark of any lake or major watercourse;
- g. A second unit shall not be permitted within 300 metres of lakes that have been determined to be at development capacity;
- h. Adequate servicing must be available to service the second unit through either the municipal system or through individual, privately owned systems;
- i. Second units connected to municipal services must be connected to the service lines of the primary dwelling to the Township's specifications;
- j. A second unit that is to be serviced via private water source must demonstrate an adequate source of potable water;**
- k. A second unit serviced via a private sanitary sewage disposal system must demonstrate to the satisfaction of Peterborough Public Health, or appropriate approval authority, the capacity of the system to do so;**
- l. Severance to subdivide a second unit from its primary residential dwelling will not be permitted;
- m. A second unit must comply with the requirements of the Ontario Building Code, Ontario Fire Code, the Township's Comprehensive Zoning By-law and Property Standards By-law
- n. Existing Garden Suites may be considered as second units provided they conform to these policies and the zoning by-law.

#### **4.2.2 County of Peterborough New Official Plan, 2022**

The NCOP was adopted by Council in 2022 and is pending approval from the Ministry of Municipal Affairs and Housing (MMAH) prior to coming into effect. It sets out the County's land use and planning framework vision and direction for growth and development of the year 2051.

The subject property is designated 'Agriculture' on Map 'SEL-2' Land Use Schedule of the NCOP. The Agricultural designation's objective is to preserve and protect agricultural uses within the agricultural and rural areas for long term use and production. Limited Residential development is permitted within this designation as long as it meets the Minimum Distance Separation formulae and does not remove prime agricultural land from production. Section 4.1.2 Agriculture and 5.6.2 Additional Dwelling Units of the NCOP provides policies for additional residential development in the Agriculture designation:

### 3.8 Minimum Distance Separation (MDS)

All new development, including the creation of new lots, and new or expanding livestock facilities, shall comply with the applicable Minimum Distance Separation (MDS) Formula I and II Guidelines, as issued by the Province and amended from time to time. The calculations are meant to reduce land use conflicts and minimize odour complaints between farm and non-farm uses.

Unless specifically identified, the default approach to the application of MDS as outlined in the Provincial Guideline shall apply.

2) MDS is applicable to certain types of agriculture related uses and on-farm diversified uses that are more sensitive, are characterized by a higher density of human activity or density, and may pose a potential conflict with surrounding livestock facilities or anaerobic digesters. MDS is applicable to uses such as event venues and restaurants, tea rooms or patios where food is served on the premises. The local Zoning By-Law may be more restrictive and apply MDS to additional agriculture related and on-farm diversified uses. Reciprocally, MDS II must be calculated for new or expanding livestock facilities and anaerobic digesters from these sensitive uses.

4) MDS must always be calculated for proposed amendments to rezone or redesignate land to permit development in prime agricultural areas and on rural lands presently zoned or designated for agricultural use.

## 4.1 Countryside Designations

### 4.1.2 Agriculture

The Agriculture designation applies to areas where prime agricultural lands predominate and associated Canada Land Inventory Class 4 through 7 lands, and additional areas with a local concentration of farms which exhibit characteristics of ongoing agriculture.

These areas shall be protected for long-term use for agriculture.

#### 4.1.2.1 Permitted Uses

The predominant use of land within the Agriculture designation shall include agricultural uses, agriculture-related uses, on-farm diversified uses, agri-tourism uses, **existing residential uses**, home occupations, home industries, wayside pits, conservation and forestry. Mineral aggregate operations are also permitted.

In some locations the Agriculture designation may also include historic subdivisions and built-up residential nodes, which may be recognized in a separate zoning category in the local Municipal Zoning By-Law.

#### 4.1.2.2 New Development

b) All private water supply and sewage disposal systems shall satisfy the requirements of the applicable approval agency, or the Province.

c) In accordance with the policies of this Plan, and where deemed necessary by the local Municipality, the applicant may be required to demonstrate a sufficient means of potable water supply.

## 5.6 Housing

The policies of this section, in addition to those throughout this Plan, are intended to provide opportunities for a range of housing types and densities to be built throughout the County in response to the varying needs of the population based on demographic, income, market and special needs considerations.

Affordable housing and a variety of housing types are encouraged on a County-wide basis, as well as support services for seniors and those with special needs.

### 5.6.2 Additional Residential Units

Additional residential units can provide an effective form of intensification and increase the availability of affordable housing choices for residents. Additional residential units are defined as a dwelling unit which is ancillary and subordinate to the primary dwelling unit that may be contained within the main building on a lot or in an accessory structure.

Additional residential units are permitted in a single detached dwelling, semi-detached dwelling or townhome dwelling provided that the physical character of the dwelling is not substantially altered. Pursuant to this policy, the implementing Zoning By-Law shall further define additional residential units and establish zone provisions which would consider the following criteria:

- 1) A maximum of two additional residential units per single detached, semi-detached or row/townhouse dwelling will be permitted.
- 2) **Additional residential units may be contained within the primary residential dwelling or in a building accessory thereto.** A maximum of one additional residential unit may be permitted in an accessory building. Notwithstanding where the lands are located on the Oak Ridges Moraine, additional residential units are not permitted in an accessory building.
- 3) Mobile homes are not permitted as additional residential units.
- 4) Additional residential units will not be permitted on private roads or on properties with water access only, where emergency access may be limited.
- 5) Additional residential units are prohibited within a floodplain and in areas adjacent to lakes that have been determined to be at development capacity.
- 6) Adequate servicing must be available to service the additional residential units through either the municipal system or through individual privately owned system.
- 7) Additional residential units connected to municipal services must be connected to the service lines of the primary dwelling to the local Municipality's specifications.

- 8) Additional residential units that are to be serviced via private water source must demonstrate an adequate source of potable water.**
- 9) Additional residential units that are to be serviced via a private sanitary sewage disposal system must demonstrate to the satisfaction of the applicable approval agency, the capacity of the system to do so.**
- 10) Severance to subdivide an additional residential unit from the primary residential dwelling will not be permitted unless it meets the relevant policies of this Plan for the creation of a new lot.
- 11) Additional residential units must comply with the requirements of the Ontario Building Code, Ontario Fire Code, the Municipality's Comprehensive Zoning By-law and Property Standards By-law.
- 12) Existing Garden Suites may be considered as additional residential units provided they conform to these policies and the Zoning By-law.
- 13) Additional residential units are not permitted where the residential use on a property is not the primary use.**
- 14) Within the Rural and Agricultural designation, additional residential units must be compatible with and not hinder surrounding agricultural operation and must minimize the amount of land take out of agricultural production. Where the additional unit is in an accessory structure, it must be in close proximity to the principal dwelling or farm building cluster.**

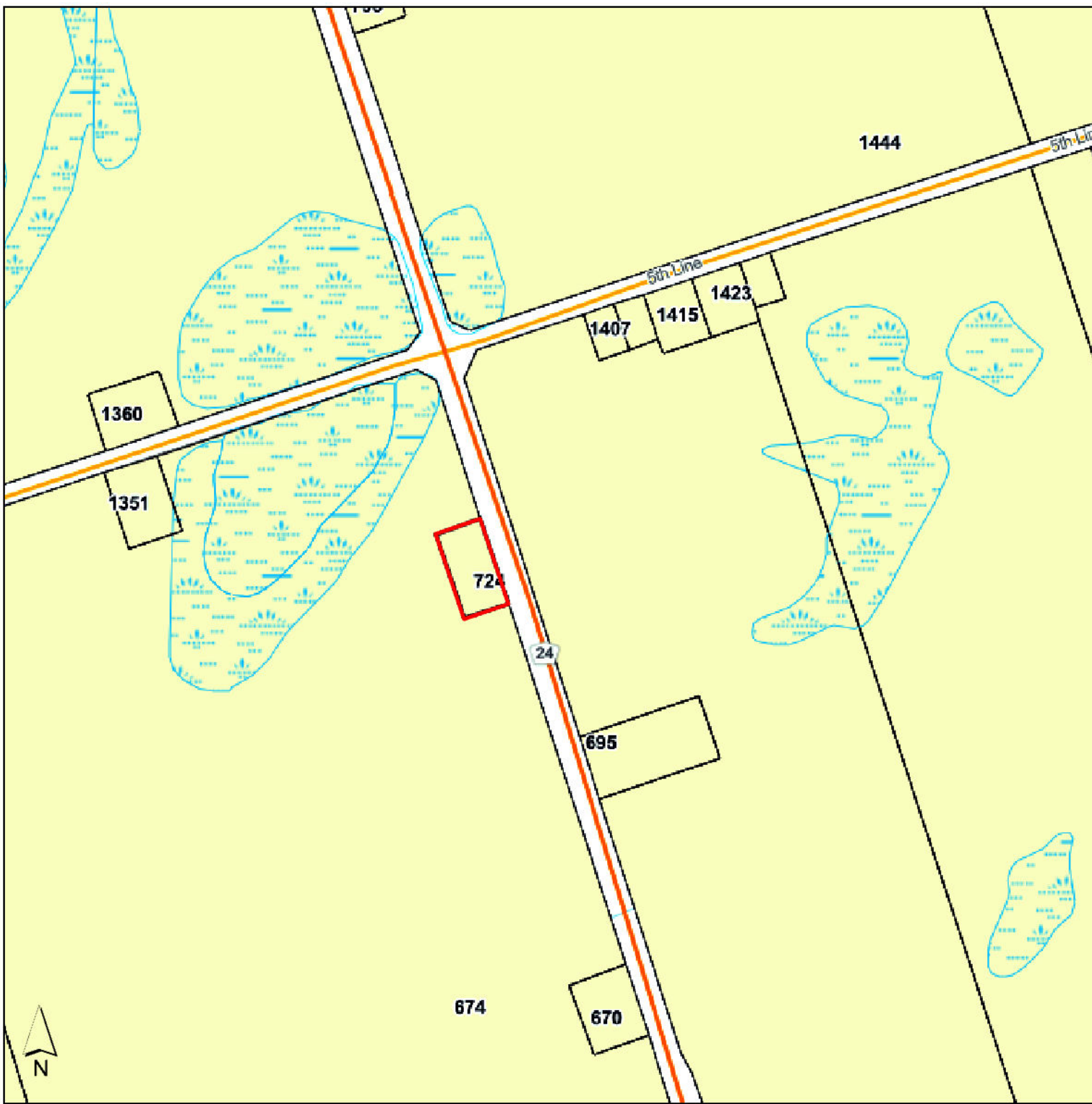
#### 11.6.26 Agriculture Site Specific Policy – Lot 18, Con. 4, Smith Ward

Notwithstanding the policies of Section 4.1.2 to the contrary, on those lands located on part of Lot 18, Concession 4, Smith Ward, Township of Selwyn as shown on land use schedule 'SEL-2', a rental music hall, administrative office space, and an accessory residential unit shall be permitted uses.

**EXCERPT FROM SCHEDULE 'A1'  
OFFICIAL PLAN**

724 Centre Line,  
Township of Selwyn,  
County of Peterborough

Figure 4




Legend

- Subject Property
- Prime Agriculture
- Unevaluated Wetland
- County Road
- Township Road

Data Sources  
County of Peterborough GIS

Created In:	ArcMap 10.7
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#### 4.2.3 Township of Selwyn Comprehensive Zoning By-law No. 2009-021

The subject property is zoned 'Community Facility Exception 582 (CF-582) Zone' on Schedule Map 3 to the ZBL. Refer to **Figure 5 – Zoning By-law**.

Existing Zone:

*Community Facility Exception 582 (CF-582) Zone*

*Notwithstanding the provisions of the Community Facility (CF) Zone to the contrary within the CF-582 Zone the following provisions shall apply:*

a) *Permitted Uses:*

*In addition to those uses permitted in Section 4.21 of this By-law, a rental music hall, administrative office space, and an accessory residential unit, shall be permitted.*

b) *Regulations:*

- i) Maximum number of guests (rental music hall) shall be 50.*
- ii) Maximum number of events permitted (rental music hall) per month shall be three (3).*
- iii) Operating season (rental music hall) shall be from March 31<sup>st</sup> to October 31<sup>st</sup>.*
- iv) Noise Curfew (amplified music)(rental music hall) shall be 9:00 pm*
- v) Maximum number of parking spaces shall be 31, inclusive of two (2) barrier free spaces.*
- vi) Rear yard setback shall be 4.5 m.*

c) *Prohibited Uses:*

*Outdoor storage of any materials and equipment associated with the landscape business, save and except the property owners one (1) pickup truck and one (1) small trailer to be parked on the property on evenings and weekends.*

*All other provisions of the Community Facility (CF) Zone shall apply.*

*Additional provisions apply:*

##### *3.1 Accessory Buildings, Structures and Uses*

*Where this By-law provides that a lot may be used or a building or structure may be erected or used for a purpose, that purpose shall include any accessory building or structure or accessory use, but shall not include the following:*

*b) Any building used for human habitation except in accordance with this By-law, as is specifically permitted*

### 3.1.2 Relation to Street

#### b) Non-Residential Zones

No accessory building or structure shall be erected closer to the street line than the minimum required yard and setback requirements of the respective non-residential Zone, and further, shall not be erected closer than 3 m to an interior side or rear lot line except as may otherwise be provided for herein.

### 3.1.3 Relation to Principal or Main Building

Except as may otherwise be provided herein, any accessory building or structure, which is not part of the principal or main building, shall not be erected closer than 2 m to the principal or main building

### 3.1.4 Lot Coverage and Height

The total lot coverage of all accessory buildings and structures, except swimming pools, shall not exceed 5% of the lot area nor shall the height of any accessory building or structure exceed 6 metres.

Notwithstanding the foregoing the total lot coverage of all accessory buildings or structures on a lot with municipal water and wastewater services shall not exceed 7.5% of the lot area

### 3.14 Height Exceptions

Notwithstanding the height provisions herein contained, nothing in this By-law shall apply to prevent the erection, alteration or use of the following accessory buildings or structures provided the principal use is a use permitted within the zone in which it is located: a church spire, belfry, flag pole, light standard, clock tower, barn, silo, chimney, water tank, windmill, radio or television antenna, air conditioner duct, incidental equipment required for processing and external equipment associated with internal building equipment.

### 3.27.1 Building on Existing Lots

Where a building has been lawfully erected prior to the date of this passing of this By-law on a lot having less than the minimum frontage and/or area, or having less than the minimum front yard, side yard, rear yard, or usable open space required by this By-law, the said building may be enlarged, reconstructed, repaired, or renovated provided said enlargement, reconstruction, repair or renovation does not serve to further reduce a required yard or required usable open space and provided all other provisions of this By-law are complied with.

### 3.27.2 Existing Undersized Lots

Where a lot having a lesser area and/or frontage than the required herein is held under district and separate ownership from abutting lots, as shown by a registered conveyance in the records of the Registry or Land Titles Office on the date of passing of

*this By-law or where such a lot is created as a result of an expropriation, the smaller lot may be used and a building or structure may be erected, altered or used on the smaller lot, provided that an adequate supply of potable water is available to service the proposed use, provided such erection, alteration or use does not contravene any other provisions of this By-law and provided that all relevant requirements of the appropriate authority are complied with.*

### *3.27.3 Floor Area Less than Required*

*Nothing in this By-law shall prevent an extension or an addition being made to a permitted dwelling, which existed at the time of passing of this By-law but which has a gross floor area or dwelling unit area less than required by this By-law, provided such extension or addition does not contravene any other provision of this By-law.*

### *3.28.2 Continuation of Existing Uses*

*The provisions of this By-law shall not apply to prevent the use of any lot, building, or structure for any purpose prohibited by this By-law if such lot, building, or structure was lawfully used for such purpose on the day of passing of this By-law, so long as it continues to be used for that purpose. Livestock may be reintroduced to legal non-conforming livestock facilities in the Rural (RU) Zone that have not continuously housed livestock prior to the passing of this By-law.*

### *3.28.4 Permitted Interior Alteration*

*The interior of any building or structure, which building or structure at the date of passing of this By-law was lawfully used for a purpose not permitted within the zone in which such building or structure is located, may be reconstructed or structurally altered in order to render the same more convenient or commodious for the same purpose for which, at the date of passing of this By-law, such building or structure was lawfully used*

### *3.29 Off-Street Parking Requirements*

*a) Residential – 2 spaces for every dwelling unit*

*iv) Where a lot, building or structure accommodates more than one type of use, the parking requirement for the whole building shall be the sum of the requirements for the sum of the requirements for the separate parts of the lot, building, or structure occupied by the separate types of uses.*

#### *3.29.1 Parking Area Design Requirements*

*a) the minimum width of a parking space shall be 3 metres and the minimum length shall be 6 metres except where the aisle width is at least 7 metres in which case the minimum width shall be 2.75 metres and the minimum length shall be 5.5 metres;*

*e) that where the parking angle is equal to or greater than 70 degrees but less than or equal to 90 degrees, the minimum aisle width shall be at least 7.0 metres.*

#### *3.29.3 Additions to or Change in Use of Buildings*

b) Where a change in use of the building or structure occurs, parking spaces shall be provided in accordance with the requirements of the Parking Space Requirement Table.

### 3.29.5 Parking Area Location on Lot

Notwithstanding the yard and setback provisions of this By-law to the contrary, uncovered surface parking areas shall be permitted in the required yards or in the area between the street line and the required setback in accordance with the following provisions, namely:

- a) in all zones, except Residential, no driveway shall be permitted within 9 m of the boundary of a Residential Zone;
- b) in all zones, except Residential, no parking space shall be permitted within 3 m of the boundary of a Residential Zone;
- d) within the Rural, Recreational Open Space, Development, Community Facility and all Commercial Zones, parking spaces and areas shall be permitted in all yards provided that no part of any parking area, other than a driveway is located closer than 2 m to any street line or 1.5 m of any lot line or within a daylight triangle

### 3.41 Second Units

Notwithstanding any other provision of this By-law to the contrary, a second unit shall be permitted within a single detached dwelling, a semi-detached dwelling, a townhouse dwelling, or within an accessory structure to these housing types in the permitted zones. The following provisions shall apply to regulate and govern such use:

- a) Only one second unit per single detached, semi-detached, or townhome dwelling is permitted.
- b) Where a second unit is permitted on a lot, neither a garden suite, any rooming units such as a bed and breakfast nor a group home are permitted on that lot.
- c) The second unit may be contained within the principal residential dwelling or in a building accessory to the residential dwelling, but not in both.**
- d) The second unit is clearly subordinate to the principal residential dwelling; and shall not be greater in area than the principal dwelling unit.**
- e) If the second unit is located within the principal dwelling, the exterior appearance of the dwelling is unaltered to accommodate the second unit.
- f) One (1) off-street parking space shall be provided for a second unit, in addition to any parking space required by this by-law for the other residential unit(s). The off-street parking associated with the dwelling unit(s) may be stacked provided that the number of spaces so arranged does not exceed two (2).
- g) That second units which are located in accessory buildings which are detached from the principal dwelling shall comply with the following:

- i. Be located no further than 30 metres from the principal dwelling;
  - ii. Shall not be situated in the front or exterior side yard;
  - iii. If the second unit is situated in an accessory structure, the second unit shall not exceed the height of the principal structure;
  - iv. If the second unit is situated in an accessory structure within the Residential Type One (R1) Zone or the Residential Type Two (R2) Zone, the second unit shall be limited to one (1) storey,
  - v. if the second unit is situated above a detached garage within the Agricultural (A), Rural (RU) or Rural Residential (RR) Zones, the entire structure shall be limited to 2 storeys or 8 metres in height;
  - vi. if the second unit is located within the Residential Type One (R1), Residential Type Two (R2) or Rural Residential (RR) Zone category, the second unit shall not be greater than 40% of the footprint area of the principal dwelling unit;
  - vii. if the second unit is located within the Agricultural (A), or Rural (RU) Zone category, the second unit shall not be greater than 60% of the footprint area of the principal dwelling unit.
  - viii. shall comply with the residential zone regulations of the respective zone;
  - ix. shall not be in the form of a mobile home;
  - x. shall not have a basement;
  - xi. if located in a serviced area is to be connected to the municipal water and sewer services through the existing dwelling; and
  - xii. shall not be permitted in the Lakeshore Residential (LR) Zone.
- h) That private amenity space to be situated outdoors, which is a minimum of 7.5 square metres with a dimension being no less than 1.5 metres be provided. Such space may be provided in the form of a balcony, deck or patio.
- i) That the second unit complies with the requirements of the Ontario Building Code and Fire Code.
- j) That the second unit shall be registered with the Township of Selwyn in accordance with the normal requirements of the Township;
- k) Notwithstanding the above, second units shall not be permitted:**
- i. Within a dwelling that is located in an Environmental Protection (EP) Zone or in a floodplain;
  - ii. **Within a dwelling that is permitted accessory to a permitted non-residential use;**
  - iii. On a lot containing a garden suite or a sleeping cabin;
  - iv. On properties without frontage on a municipally maintained road; or Within a building that is accessory to i) or ii) above.

Definitions:

“Dwelling Unit, Accessory” Shall mean a dwelling unit which is part of, and accessory to, a permitted non-residential building other than an automobile service station or commercial garage. Such dwelling unit shall be occupied by the owner of the non-residential building or by a person employed on the lot where such dwelling unit is located.

“Dwelling Unit, Second” Shall mean a dwelling unit which is self-contained, accessory to and situated within a Principal Dwelling Unit or within a residential accessory building.

The current and proposed zoning regulations under are as provided in **Table 1 – Zone Regulations**.

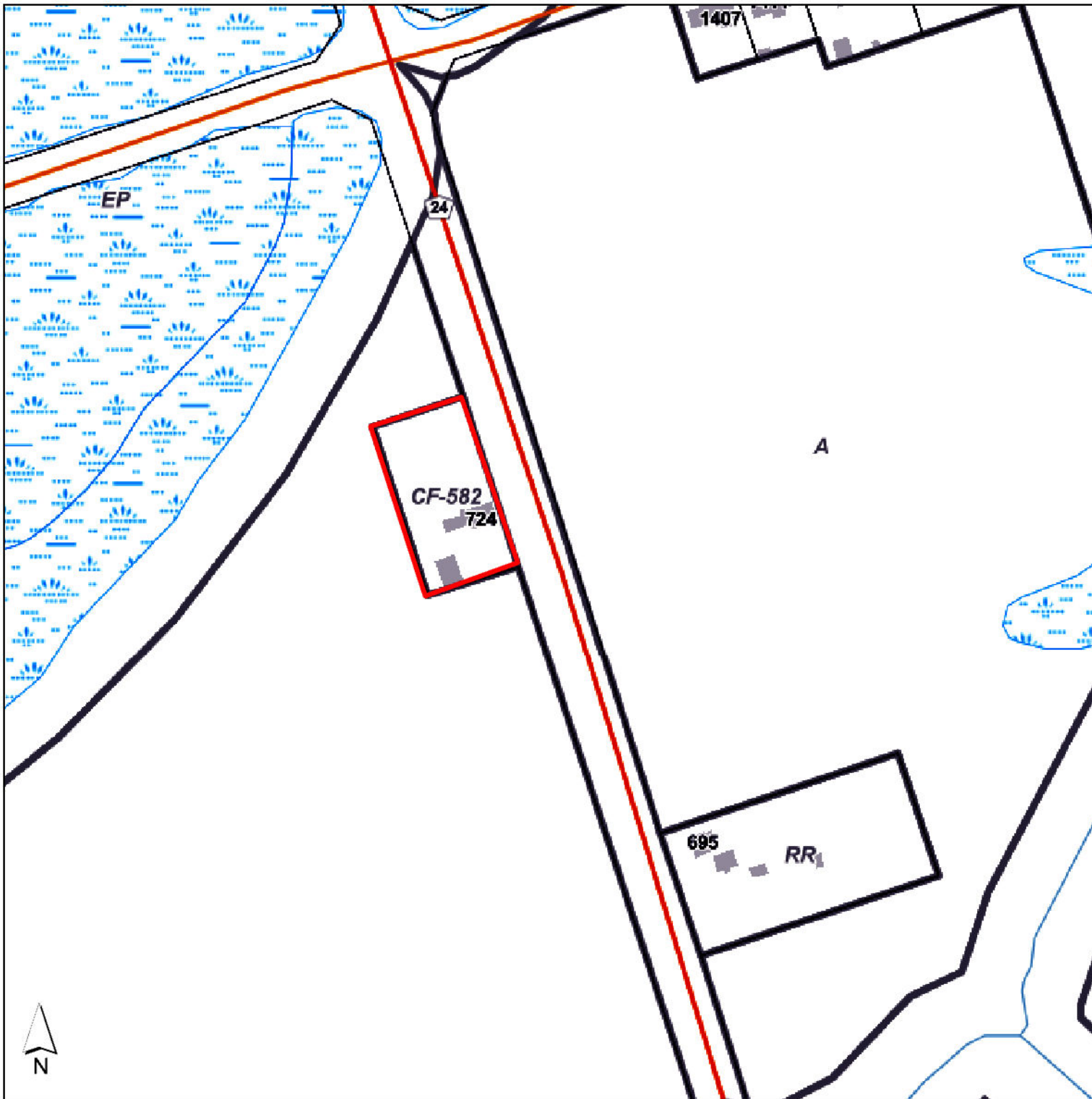
**Table 1 – Zone Regulations**

<b>REGULATIONS</b>	<b>REQUIRED</b>	<b>EXISTING</b>	<b>PROPOSED</b>
MIN. LOT AREA (ha)	0.3	0.38	0.38
MIN. LOT FRONTAGE	30	86	86
MIN. LOT DEPTH (m)	-	45	45
MIN. DWELLING UNIT AREA (m <sup>2</sup> )	-	160	160
MIN. LANDSCAPE OPEN SPACE (%)	30%	42%	42%
MAX. LOT COVERAGE	30%	9.3%	9.3%
<b>SETBACKS (m) (Accessory Structure)</b>			
MIN. FRONT	15	28	28
MIN. REAR	4.5	4.5	4.5
MIN. INTERIOR (N)	3	40	40
MIN. INTERIOR (S)	3	3	3
MIN. CENTRELINE FROM ROAD (County Road)	28	46	46
<b>PARKING</b>			
MAX. NUMBER OF SPACES	31	31	31
SPACE DIMENSIONS (m)	3 x 6	3 x 6	3 x 6
NUMBER OF ACCESSIBLE SPACES	2	2	2
ACCESSIBLE SPACE DIMENSIONS (m)	3.5 x 6	3.5 x 6	3.5 x 6

**EXCERPT FROM SCHEDULE 'A'  
MAP 3 of the SELWYN By-law  
No. 2009-021**

724 Centre Line,  
Township of Selwyn,  
County of Peterborough

Figure 5



**Legend**

- Subject Property
- Unevaluated Wetland
- County Road
- Township Road

CF-582 - Community Facility Exception  
Zone 582  
RR - Rural Residential Zone  
A - Agriculture Zone  
EP - Environmental Protection Zone

Data Sources  
County of Peterborough GIS  
Township of Selwyn Zoning By-law 2009-021

Created In:	ArcMap 10.7
Drawn By:	KS
Checked By:	MS
Map Date:	1/26/26
Project Number:	26-85060



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## 5.0 Planning Rationale

The following provides an analysis of the applicable provincial and municipal policy documents in the context of the proposed OPA and ZBA to permit the additional residential unit in an accessory building in a prime agricultural area.

As outlined in section 35.1 (1) of the Planning Act, the development of Additional Residential Units (ARUs) cannot be prohibited through any local zoning bylaws as they are considered 'as of right' developments. The proposed development is permitted under provincial legislation but is subject to the local policies established by the Municipality.

The subject property is located within a prime agricultural area which permits up to two additional residential units, with the stipulation that one unit must be located within the principal dwelling and does not hinder surrounding agricultural operations. Although the existing residential use is not the primary use on the subject property, the existing accessory residential unit acts as the primary residential use in relation to proposed development. The proposed additional dwelling unit is within the existing accessory building (former education centre) and meets this policy of the PPS. Further to the above, the PSS outlines criteria that ARUs must be adhered to be considered compatible development within the agricultural area;

*a) Comply with the Minimum Distance Separation Formulae*

A Minimum Distance Separation (MDS) calculation was prepared as part of the previous OPA/ZBA applications which indicated that the existing accessory dwelling unit was outside of the required MDS setback. Six existing farms within 1500 metres of the subject property were investigated. As a result of the investigation, it was found that there were five active livestock (beef) farms within this area and one unoccupied livestock barn. MDS calculations were completed for these identified properties, and it was determined that the subject property complies with the various MDS 1 setbacks. Since the proposed additional dwelling unit is located within the same building and will share the same footprint, it can be concluded that the proposed additional dwelling unit will also meet the required MDS setbacks.

*b) Are compatible with, and would not hinder, surrounding agricultural operations;*

The subject property is located within a prime agricultural area; however, the property itself has not been used for agricultural purposes since 1872 when the Church was constructed. Although the subject property is designated for agricultural purposes, the property has not been used for agricultural production due to the size of the lot and the long-standing institutional development inhibiting the property from being utilized for agricultural purposes. There is no new development being proposed. The purpose of the application is to formally permit an additional residential unit on the main floor of the existing accessory building which is currently being used for residential purposes and contains the existing residential unit.

*c) Have appropriate sewage and water services;*

As part of this application, a sewage system evaluation was completed to ensure adequate sewage services are provided. An evaluation was conducted by Safe Sewage Systems for the property owner to determine if the proposed use exceeded the capacity of the septic system. Based on their evaluation, the existing sewage system is large enough to accommodate the proposed one-bedroom residential unit of 1200 square feet finished area having 1-bathroom, kitchen, sink, and laundry. Refer to **Appendix A – Sewage System Evaluation**.

*d) Address any public health and safety concerns;*

No public health and safety concerns are anticipated to be developed from the additional dwelling since the proposed space for the additional dwelling unit is currently being used for residential purposes and will not have an impact on the surrounding community and institutional uses operating within the former Church.

*e) Are of limited scale and are located within, attached or in close proximity to the principal dwelling or farm building cluster; and*

As part of this application, the Community Facility use of the music hall will remain the primary use of the property and will have two accessory residential units. The proposed additional dwelling unit will be located approximately 11 m (37 feet) from the music hall and be located in the space above the existing accessory dwelling unit, ultimately prohibiting a formal severance from being proposed or reasonable to separate the accessory unit from the primary use on the subject property.

*f) Minimize land taken out of agricultural production.*

The subject property has not been utilized as agricultural land for over a century since the Church was constructed. Therefore, no existing agricultural land is being taken out of agricultural production, rather an additional non-agricultural use in an agricultural area is being proposed to better utilize the existing development on the property. The existing development and size of the lot pose significant inhibitors for the land to be formally utilized for agricultural production. The demolition of the existing uses on the subject property would be fruitless due to the size of the lot restricting any type of agricultural operation outside of cropland. Ultimately, the existing development is a better use of the land and would be uneconomical and unreasonable for the property owner to demolish the buildings for a use that would not be beneficial on this size of lot.

Overall, the proposed additional residential unit meets the policies of the Planning Act and PPS.

The COP and NCOP identify the subject property as being 'Prime Agriculture; and prescribe their own criteria that an ARU must comply with to be permitted and is listed above in **Section 4.0**. The subject property is subject to a site-specific designation which

permits the music hall, administrative office and one accessory residential unit. As proposed, another accessory residential dwelling would not be permitted and an OPA is required to permit the additional residential unit. The ARU is also subject to certain criteria to be permitted in the agriculture designation.

The criteria in the OP for ARUs requires that they shall be contained within the primary residential dwelling or in a building accessory thereto, not be a mobile home, and a maximum of one residential unit may be permitted in an accessory building. The existing accessory residential unit is the primary use of the accessory building; therefore, the proposed additional dwelling unit is an additional residential use to the existing residential unit. No additional residential units are proposed within the primary building on the subject property, used as the music hall. The proposed ARU is located within the former education centre and is not a mobile home. The proposed ARU is not proposed in the Waterfront designation, a floodplain or within 30 metres of the highwater mark of any lake or environmentally sensitive area. The subject property is not located near any body of water, watercourse, or floodplain; therefore, these policies do not apply.

No new building is being proposed as part of the ARU, and it only requires internal renovation of the upstairs floor to be redesigned to support the dwelling. All internal renovations to convert the existing area to the ARU will meet the requirements of the Ontario Building Code, Ontario Fire Code and any other regulations by the province or Township. Therefore, the proposed development meets the minimum requirements outlined in the COP for ARUs.

Although the NCOP is not in effect yet, the 'Prime Agriculture' designation permits ARUs with the stipulation that the existing farming or agricultural production will not be impacted. Additional regulations are provided in the NCOP, most notably, the ARU must be accessed from a public road, have adequate servicing (including private), and must be located on the same lot as the primary dwelling. The NCOP introduces an additional policy in the Official Plan that restricts additional residential units from being permitted on land where the residential use is not the primary use. However, the proposed location of the ARU is within an existing building used for residential purposes, therefore no impact will occur from the additional residential unit. Overall, the proposed development meets these minimum requirements and will maintain the intent of the NCOP when it comes into effect.

The subject property is zoned Community Facility exception 582 (CF-582) which permits the rental music hall, administrative office space, and one accessory residential unit, thus prohibiting the proposed additional residential unit. To permit the ARU in the upstairs floor of the existing accessory dwelling unit, a ZBA to amend the existing exception zone is proposed to permit two accessory residential units.

Since the proposed ARU will be located in an existing structure, the size of the ARU cannot be further altered to be subordinate to the primary residential use of the accessory structure. To effectively separate the units into two, one unit must be located on the main floor and the other in the upstairs area. Both units will extend the full length of the existing building, thus being the same square footage. Both proposed units will remain subordinate in size, use, and location to the music hall.

As outlined in ZBL, the ARU is only permitted to be 60% of the footprint area of the principal dwelling when the proposed ARU is a separate building from the principal residential use. Since the proposed ARU is located in the same building, these size restrictions do not apply.

The ZBL also prohibits that an ARU is permitted within an accessory to a permitted non-residential use. This regulation is intended to prevent residential uses being introduced on lands that do not conform with residential uses and to ensure the residential use does not impact the existing non-residential use. The ARU is being proposed in an existing accessory structure used for residential purposes and requires no site alteration to be introduced to the property, thus having no negative impact on the primary use (Music Hall, Institutional Use). Due to the existing residential uses on the subject property, the primary use does not pose any adverse impacts to the ARU.

As part of the previous OPA/ZBA a reduction in the required amount of parking for the institutional use and accessory residential unit was permitted due to the limited number of guests being limited to 50. A maximum number of parking spaces was enforced, and the subject property is at capacity, therefore, no additional parking spaces for the additional residential unit are proposed. No alterations to the existing parking lot are proposed.

The proposed development conforms to all the zone regulations, except for the regulations regarding the ARU being clearly subordinate to the principal residential dwelling and not being located in an accessory building to a permitted non-residential use, therefore additional relief is required from the ZBL.

## 6.0 Proposed Official Plan Amendment

**Purpose and Effect:** The purpose and effect of this Amendment is to amend the local component for the Township of Selwyn of the County of Peterborough Official Plan to include an additional special policy for the existing special policy area for the property known municipally as 724 Centre Line. The effect of this change would permit a second unit in the existing dwelling unit.

**Location:** The subject property has a lot area of approximately 0.38 ha and is located at 724 Centre Line, Peterborough, and is legally described as Part of Lot 18, Concession 4 in the Township of Selwyn (Smith Ward), in the County of Peterborough.

**Basis:** Additional Residential Units (Second Units) are permitted 'as-of-right' in the *Planning Act* and are further regulated by the municipality via the Official Plan and Zoning By-law. As shown on Schedule A1, the existing site-specific policy for the subject property is to permit additional uses including a music hall, administrative office, and an accessory residential unit. The site-specific policy limits the permitted uses of one accessory residential unit, therefore an amendment to the site-specific policy is proposed to include a second unit as of right.

**Details of the Amendment:** The local component of County of Peterborough Official Plan and hereby amend Schedule A1 by including an additional dwelling unit to the site-specific policy as illustrated on Schedule A1 and amend the following section:

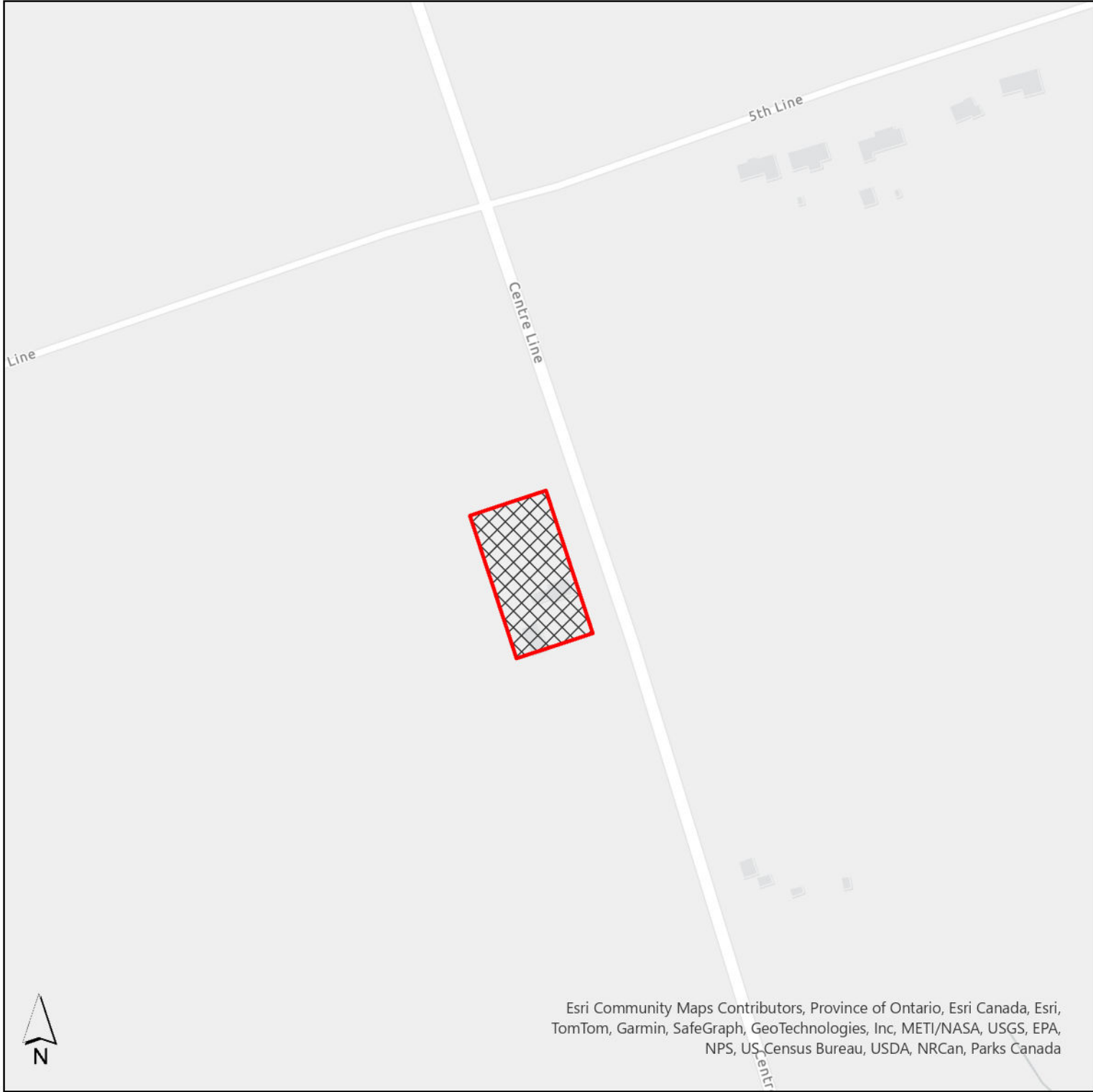
6.2.1.8 iv) 724 Centre Line – Roll No. 1516-020-007-03904

Notwithstanding the policies of Section 6.2.1 to the contrary, on those lands located on part of Lot 18, Concession 4, Smith Ward, Township of Selwyn as shown on the land use schedule, a rental music hall, administrative office space, and two accessory residential units shall be permitted uses.

**Implementation:** The provisions set forth in the Township of Selwyn local component of the County of Peterborough Official Plan, as amended, regarding the implementation of the Plan shall apply in regard to this Amendment.

**Interpretation:** The provisions set forth in the Township of Selwyn local component of the County of Peterborough Official Plan, as amended, regarding the interpretation of the Plan shall apply in regard to this Amendment.

**Refer to Figure 6** for the proposed Schedule Amendment to the Township of Selwyn local component of the County of Peterborough Official Plan.



**OFFICIAL PLAN AMENDMENT**

724 Centre Line,  
Township of Selwyn,  
County of Peterborough

Figure 6

**Legend**

-  Subject Property
-  Lands to be subject to an amendment to the existing 'Agriculture Site Specific Policy' to permit an ARU

Data Sources

Created In:	ArcMap 10.7
Drawn By:	KS
Checked By:	MS
Map Date:	2/05/26
Project Number:	26-85060

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## 7.0 Proposed Zoning By-law Amendment

A by-law to amend the Township of Selwyn Zoning By-law 2009-021 for the lands known as 724 Centre line.

Whereas Section 34(1) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, states that Zoning by-laws may be passed by the councils of local municipalities;

The Township of Selwyn by the Council thereof hereby enacts as follows:

1. Notwithstanding the provisions of the Community Facility (CF) Zone to the contrary within the CF-582 Zone the following provisions shall apply:

### **Permitted Uses:**

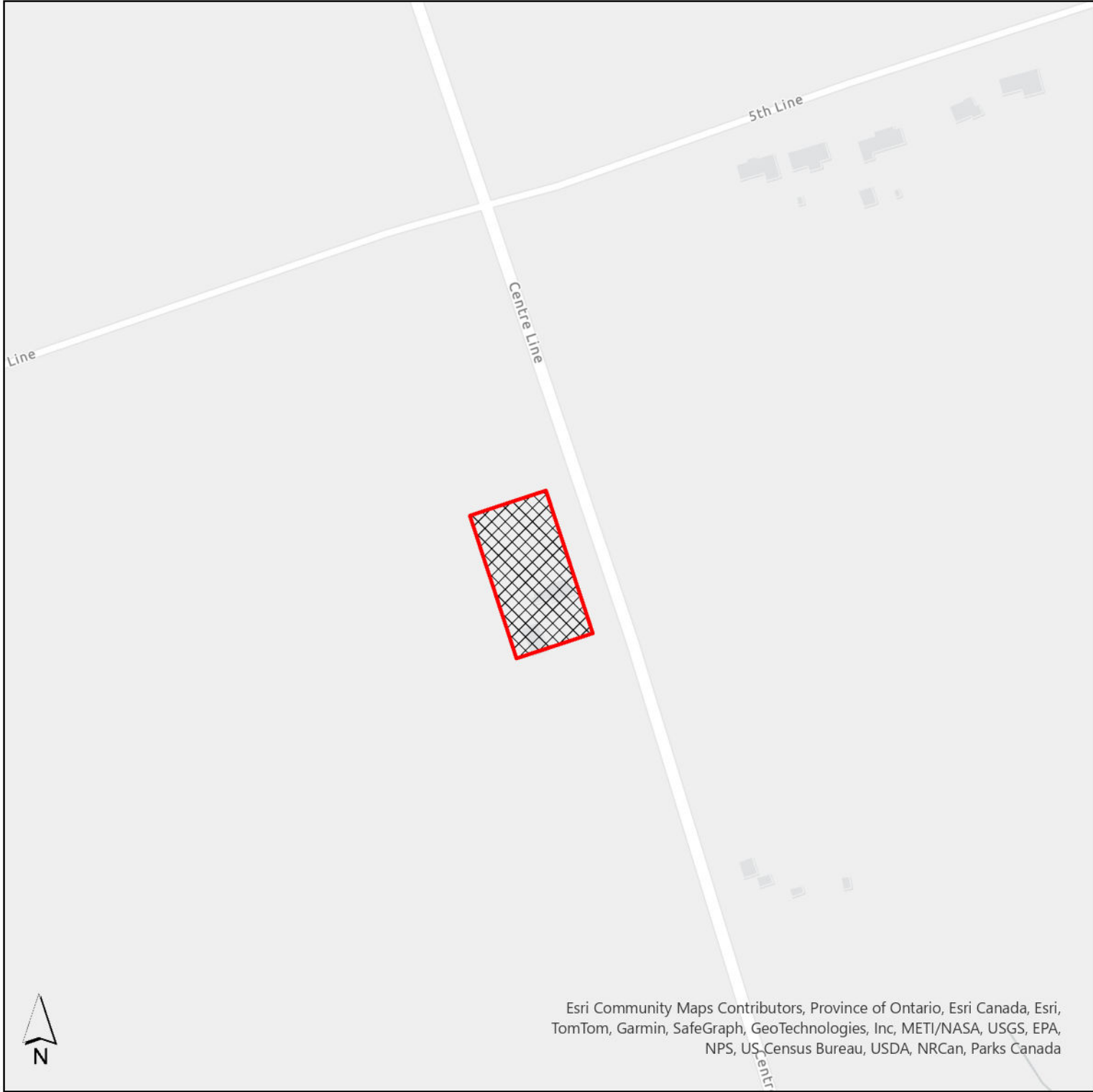
In addition to those uses permitted in Section 4.21 of this By-law, a rental music hall, administrative office space, and two accessory residential units, shall be permitted.

### **Proposed Additional Regulations:**

- i) The second accessory residential unit may have the same square footage as the initial accessory residential unit
- ii) The second accessory residential unit is permitted in an accessory building to a non-residential use

All other provisions of the Community Facility (CF) Zone shall apply.

**Figure 7 – Proposed Schedule Amendment to the Township of Selwyn Zoning By-law** illustrates the proposed zoning schedule.





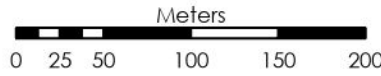
**ZONING BY-LAW AMENDMENT**

724 Centre Line,  
Township of Selwyn,  
County of Peterborough

Figure 7

**Legend**

-  Subject Property
-  Lands to be subject to an amendment to the existing 'Community Facility Exception-582 (CF-582) zone' to permit an ARU and additional regulations




NAD 1983 UTM Zone 17N 1: 4,328

Data Sources

Created In:	ArcMap 10.7
Drawn By:	KS
Checked By:	MS
Map Date:	2/05/26
Project Number:	26-85060

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## 8.0 Closing

This report has been prepared in support of the OPA and ZBA to permit an additional residential unit in the existing residential unit. The report provides an analysis of the applicable provincial and local policy documents in the context of the Official Plan and Zoning By-law Amendments.

It is our opinion that the proposed additional residential unit is compatible within the existing development, the existing institutional uses and the surrounding agricultural land uses and will not introduce any adverse impacts. Based on the background information and the forgoing review of the relevant policies, it is our opinion that the proposed OPA and ZBA are consistent with and conforms to provincial and municipal policies and constitutes as good planning.

Respectfully Submitted,

Written by:



Kate Steele, M.Pl.  
Junior Land Use Planner

KS/MS/jh

Reviewed by:



Marnie Saunders, BES, CPT  
Senior Land Use Planner

# Appendix A

---

## Septic Evaluation



February 6, 2026

Adam and Kate Haggarty  
301 Bianco Cres.  
Peterborough, ON K9K 0A5

Re: Official Plan and Zoning By-law Amendment, 724 Centre Line of Smith, Lot 18, Concession  
4, Plan # 45R1469, Lot 1

Roll# 1516 020 007 39400

Dear Adam and Kate,

A review of the existing septic system permit has been made for the purpose of obtaining approvals for an Official Plan and Zoning By-law Amendment as a requirement from the pre-consultation meeting. The existing septic system Permit # SM-21-89 under the then Principal Authority Peterborough Public Health, was installed in 2021. The septic system is constructed using a 6000-litre septic tank and a 37 m<sup>2</sup> filter bed.

The proposal involves two one-bedroom apartments plus an assembly use of a music studio located at 724 Centre Line of Smith and using the existing septic system.

The daily design sanitary sewage flows for each apartment is 750 l/day totalling 1500 l/day.

The sewage system size for the apartments requires a 3000-litre septic tank and a 20 m<sup>2</sup> filter bed.

The limiting component of the existing sewage system is the septic tank as assembly hall (other occupancies under Table 8.2.1.3.B. of the Ontario Building Code) requires a 3 x the daily flow for tank size, OBC 8.2.2.3.

There is a 1000 litre capacity for assembly use. The Ontario Building Code prescribes a flow of 8 litres per seat for assembly use where no food is provided and 36 litres per seat where food service is provided. The maximum number of occupants can be 125 where food is not provided or 27 when food is provided.

The existing sewage system is large enough to accommodate the following daily design sanitary sewage flows from,

- The proposed one-bedroom apartment of 1200 square feet finished area having 1-bathroom group, kitchen sink and laundry.
- The existing one-bedroom apartment of 1200 square feet finished area having 2-bathroom groups, kitchen sink and laundry.
- The existing assembly hall limiting the occupant load to 27 persons where food is provided, or 125 persons where food is not provided.

If there are any questions or concerns, please feel free to contact me.

Yours truly,

Kathleen

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