



North Durham Agriculture-Related and On-Farm Diversified Uses Study

Application Toolkit

April 2025



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How to Start Your Diversified Farm Business

Diversifying your farm business is an exciting opportunity and can be very rewarding! There are many reasons why farmers within Durham Region and across Ontario start a diversified farm business, including to have greater economic security, protect the viability of their farm over the long-term, support the community, or follow a passion. But it is also recognized that diversifying your farm can be a daunting and sometimes time-consuming journey, which is why this Toolkit has been prepared.

The Toolkit is designed to guide you through what types of requirements and approvals may be needed, including what to expect, and how to navigate what may seem like an unfamiliar or complex process. The Region of Durham and the Townships of Brock, Scugog and Uxbridge have a vested interest in supporting farmers and want to ensure that every resource is made available to see your farm thrive. Diversifying your farm business is one such opportunity to do so.

This Toolkit offers the following information and resources:

1. Provides a summary of what types of diversified businesses are permitted on farms, and how they can be started in the Townships of Brock, Scugog and Uxbridge.
2. Important information on how make an application to the municipality, and outlines some additional relevant resources, costs and application requirements you'll need to consider when planning your project.
3. Information on what the application process looks like for different types of business applications in the agricultural area.

The Townships and Region may provide other resources in addition to the information contained in this Toolkit. This Toolkit is an important resource, but you are strongly encouraged to reach out to a contact at the Region or the Township for additional information:

Contacts

Region of Durham

[Note to Draft: Placeholder]

Township of Brock

[Note to Draft: Placeholder]

Township of Uxbridge

[Note to Draft: Placeholder]

Township of Scugog

[Note to Draft: Placeholder]

What Does Diversifying Your Farm Mean?

The Province identifies different types of land uses that are recognized as diversified farm businesses. This includes agriculture-related uses and on-farm diversified uses. The process and required steps to start an agriculture-related use or on-farm diversified use may differ, so it is important to understand how they are defined.

Agricultural Uses:

Means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

Agriculture-Related Uses (ARU):

Means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations.

On-Farm Diversified Use (OFDU):

Means uses that are secondary to the principal and established agricultural use of the property and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, uses that produce value-added agricultural products, and electricity generation facilities and transmission systems, and energy storage systems.

Other Important Terms and Definitions

There are other terms and associated definitions that are important to understand and may come up through discussions with the Region and the Townships. These are:

Agri-tourism uses:

Means those farm-related tourism uses, including limited temporary accommodation, which may include, for example, cabins, yurts, or tents, that promote the enjoyment, education or activities related to the farm operation.

Farm:

Means a property of any size containing an agricultural use that is assessed as farmland, having a valid Farm Business Registration Number for the purpose of agricultural uses, but does not include cannabis production and processing. A farm may or may not have any associated buildings or structures.

Farm Building:

Means all or part of a building that does not contain a residential occupancy, that is associated with and located on land devoted to agricultural uses, and that is used essentially for the

housing of equipment or livestock, or the production, storage or processing of agricultural and horticultural produce or feeds.

Farm Operation:

Means an agricultural use(s) that is operated as a distinct business and recognized by having a valid Farm Business Registration Number. A farm operation may include one or more farms on different properties that are owned or leased by the farm operation, and those farms may be disconnected geographically. There may be more than one farm operation on a farm.

Normal farm practices:

Means a practice, as defined in the *Farming and Food Production Act*, 1998, that is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances; or makes use of innovative technology in a manner consistent with proper advanced farm management practices. Normal farm practices shall be consistent with the *Nutrient Management Act*, 2002 and regulations made under that *Act*.

There may be additional definitions that you will need to be familiar with and understand, depending on the nature of your business plan. The Region and the Townships will bring these to your attention and work with you to ensure that you understand what they mean and how they may relate to your interests.

Examples of Diversified Farm Businesses

Diversifying your farm business may take many different forms. Similar to agriculture, there are many different types of agriculture-related uses and on-farm diversified uses. The agricultural community is continuously innovating and developing new ideas to support farming and celebrate Ontario's diverse agricultural landscape. Knowing if your business idea is an agriculture-related use or on-farm diversified use can be challenging and is likely best confirmed through discussion with the Region and the Townships.

The [OMAFA Guidelines](#) include a range of agriculture-related and on-farm diversified businesses. To support your business planning, this Toolkit highlights several of these examples of agriculture-related uses and on-farm diversified uses to help you better understand what type of use your business idea might be:

- > **Grain Mill:** These are common facilities that are located through the agricultural landscape in Ontario. They typically receive, process, and distribute livestock feed and are an integral component of the agricultural system. Grain mills are considered an agriculture-related use because they meet the Province's criteria for agriculture-related uses, in particular by supporting agriculture, directly providing products and services to nearby farm operations, and benefit from being near those farm operations.
- > **Abattoir:** These uses are also considered an agriculture-related use as they are an important operation to ensure livestock products can be processed, sold, and distributed to market, provided they satisfy the criteria for agriculture-related uses as established in the Guidelines.

- > **Apple Storage and Distribution:** These facilities are considered agriculture-related uses provided they serve apple farm operations in the surrounding areas, and satisfy the other applicable criteria for a agriculture-related uses as established in the Guidelines.
- > **Farm Café or Restaurant:** Many farms throughout Ontario have embraced operating a café or small-scale restaurant that celebrate the diverse culinary landscape and bountiful harvest that Ontario farmer produce throughout the seasons. Commonly referred to as “farm-to-table”, these types of uses are considered an on-farm diversified use, provided they are located on farm, remain secondary to the principal agricultural operation, and are compatible with the surrounding agricultural area. On-farm diversified uses are also subject to a maximum size of 2% of a lot area, or 1.0 ha, whichever is less. Another unique example commonly found at on-farm diversified uses in Ontario are food trucks. For the purpose of the Townships, food trucks are considered small-scale restaurants.
- > **Retail Uses:** Certain types of retail uses, such as farm markets, are also considered an on-farm diversified use, provided they satisfy the requirements of the Guidelines, as identified in this Toolkit. Examples may include a farm market, tack shop, or antique business, for example.
- > **Agri-tourism:** Agri-tourism is a growing industry in Ontario and may include uses such as on-farm experiences, temporary accommodations (e.g., cabins or tents), horse trail rides, or seasonal events, for example. In some cases, heightened requirements may apply for certain types of agritourism, such as temporary accommodations or event venues. You are encouraged to speak with the Region and Townships further if you believe that your use may be considered agri-tourism.

Some uses are not typically considered agriculture-related uses or on-farm diversified uses and are therefore encouraged to be located outside of agricultural areas. Please see pages 17 and 23 of the [Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas](#) for examples of these uses. If it is unclear, please contact the Region or the Township for more information.

Initiating Your Business Idea

The Region and Townships work closely together to receive and review applications to support individuals who are interested in growing an agriculture-related use and on-farm diversified use. The process to achieve this is generally organized into four steps:

Step 1: Is My Proposed Business Permitted?

Before applying to the Township, it is helpful to understand what may be required, and how these requirements may impact your project or timelines as you plan for your business. This section of the Toolkit provides a summary of the regulations for developing businesses in the Townships of Brock, Scugog, and Uxbridge. The links below can provide more specific information about these requirements:

Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas (Publication 851):

These Guidelines are published by the Ontario Ministry of Agriculture, Food and Agribusiness and Ministry of Rural Affairs. They provide more specific direction on how to interpret and implement the Provincial policy related to agriculture-related uses and on-farm diversified uses within Ontario and are generally referenced by municipalities as an important resource to support agriculture-related uses and on-farm diversified uses, while understanding what types of requirements may apply. It may be valuable to read the Guidelines in advance of contacting the Township.

Official Plans and Zoning By-laws

There are two important documents that guide land use within the Townships; the Official Plan and the Zoning By-law. These documents are described as follows:

- > **Official Plan:** An official plan describes policies on how land in your community should be used. It is prepared with input from your community and helps to ensure that future planning and development will meet the specific needs of your community.
- > **Zoning By-law:** Controls the use of land within a community, and more specifically how land may be used, where buildings or structures can be located, the types of buildings that are permitted (and how they may be used), and other matters such as lot size and dimensions, parking requirements, building height, and setbacks from streets.

Each of the Townships have both an Official Plan and Zoning By-law, and they are important resources for determining where your proposed business may be permitted and what types of requirements might apply. The following links provide access to the Official Plans and Zoning By-laws, but it is recommended that you contact your local Township planner first for more information.

Township of Brock Official Plan: **[Note to Draft: Placeholder]**

Township of Brock Zoning By-law **[Note to Draft: Placeholder]**

Township of Scugog Official Plan **[Note to Draft: Placeholder]**

Township of Scugog Zoning By-law **[Note to Draft: Placeholder]**

Does my project qualify as an agriculture-related use or an on-farm diversified use?

It is important to understand that only agricultural uses, agriculture-related uses, and on-farm diversified uses are allowed to operate on bona-fide farms. Any land use or activity that is not defined as one of these uses is generally not permitted or is otherwise prohibited.

Determining if a use is an agriculture-related use or an on-farm diversified use can be difficult. Most types of businesses and land uses may be permitted in agricultural areas if they satisfy the criteria for an agriculture-related use or an on-farm diversified use. Broadly, the criteria apply to ensure that the use/activity does not negatively impact the long-term viability or vitality of agricultural lands. The criteria below can be used to help inform this decision. However, it is important to note that the ultimate decision of whether a proposed use is permitted rests with the Township.

A use may be permitted as an **Agriculture-related Use** if it satisfies the following criteria:

1. The use is a farm-related commercial or farm-related industrial use;
2. The use is directly related to farm operations in the area;
3. The use supports agriculture;
4. The use provides direct products and/or services to farm operations as a primary activity;
5. The use benefits from being in close proximity to farm operations; and
6. The use is compatible with, and does not hinder, surrounding agricultural operations.

An agriculture-related use must be directly related to farm operations in the local area, can be located on a farm or on a separate lot, and the area requirements are generous.

A broad range of smaller-scale uses may be permitted as on-farm diversified uses subject to the following criteria:

1. The use is located on a farm;
2. The use is secondary to the principal agricultural use of the property;
3. The use is limited in area, specifically, it occupies less than 2% of the farm property up to a maximum of one (1) hectare;
4. The use may include home occupations, home industries, agri-tourism (including on-farm accommodations), and value-added uses; and
5. The use is compatible with, and does not hinder, surrounding agricultural operations.

An on-farm diversified use can be a wide-range of uses that are located on a farm that may or may not be directly related to farm operations in the area, but that is limited in area.

The Townships of Brock, Scugog, and Uxbridge permit agriculture-related uses and on-farm diversified uses in agricultural areas.

Why is This Important:

There may be different rules that businesses and activities are subject to depending on whether they are categorized as an agriculture-related use or an on-farm diversified use. For more context, information and examples, please refer to OMAFRA's [Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas](#).

If one or more criteria is not satisfied for either an on-farm diversified use or agriculture-related use, the use may not be permitted as originally envisioned. However, the diverse nature of the agricultural community and associated activities means that some of the criteria may apply differently depending on the proposed business. The Townships ultimately have the authority to interpret and apply the criteria and will work to support you through the land use planning process.

Area Calculation Requirements

The total area of a lot that can be used for an on-farm diversified use or agriculture-related use is subject to a maximum amount.

For agriculture-related uses, the maximum area depends on the total lot area, as follows:

- > On a lot that is greater than 20.2 hectares or more, the maximum permitted area is 30% of the total lot area. It is important to note that for the purpose of interpreting “maximum permitted area”, the Townships may refer to the term “lot coverage” which generally includes buildings and structures.
- > On a lot that is less than 20.2 hectares, a minimum of 30% of the total lot area must be undeveloped and generally in a more natural state. For example, this might include lawns, gardens, forests, or ponds. The Townships may use the term “landscaped open space” when describing this requirement. For clarity, where a lot is less than 20.2 hectares, there is no maximum lot coverage.

For on-farm diversified uses, the area is calculated to include all driveways, parking areas, landscaping, and areas dedicated to infrastructure, such as on-site servicing (e.g., septic systems). The calculation is cumulative, meaning that the calculation includes all existing and proposed on-farm diversified uses. The maximum permitted area is:

- No more than 2% of the size of the farm lot up to (1) hectare.

Any buildings that are used for an on-farm diversified use also must not exceed the maximum permitted gross floor area. This area is also relative to the overall size of the farm property and the total area permitted for the on-farm diversified use. It includes all new and existing buildings that are proposed to be used for the on-farm diversified use. The maximum permitted gross floor area is:

- No more than 20% of the maximum permitted area for the on-farm diversified use, up to a maximum of 2,000 square metres of gross floor area.

However, there are some ways to maximize the amount of area the on-farm diversified use can occupy on a farm property. If the on-farm diversified use makes use of existing agricultural buildings, parking areas and laneways, the size may be larger. The following describes how the area of the proposed use can be discounted from the maximum permitted area:

- Existing laneways and parking areas that are shared with agricultural uses and/or agriculture-related uses are not counted towards the maximum permitted area of the proposed on-farm diversified use. This is because no additional land is removed from the agricultural operation.
- Proposed on-farm diversified uses that occupy existing agricultural buildings built ten years ago or longer (this includes buildings that have been reconstructed on the same area), may be discounted by 50%. This means that if the maximum floor area for an on-farm diversified use is 500 square metres, the proposed on-farm diversified use can be up to 1,000 square metres if it is wholly contained within an existing agricultural building; or, if there are multiple buildings, each square metre of the area that is proposed within an existing agricultural building only counts as 0.5 square metres, and each square metre within a newly proposed building counts as one square metre.
- Any area that is used for the on-farm diversified use, but which is shared by an agricultural crop or production, does not count towards the area of the on-farm diversified use.

Where a farm property already has 2% or 1 hectare of area used by an on-farm diversified use, no new areas proposed for on-farm diversified uses are permitted.

Where both an agriculture-related use and an on-farm diversified use are located on the same farm property, the area calculation requirements described above will be applied separately to each use. For example, in no circumstance is an on-farm diversified use permitted to be greater than 2% of the total lot area or 1.0 ha, whichever is less, but a 1.0 ha on-farm diversified use would not restrict the area of an agriculture-related use, provided the maximum area calculations for agriculture-related uses as identified above, are satisfied.

The specific requirements that may apply to your business will be identified by your Township planner during the pre-application stage of your application, described in Step 2 of this Toolkit.

Is My Business Permitted on My Property?

If your proposed business can be considered an agriculture-related use or an on-farm diversified use, and fits the criteria and area requirements outlined above, it may be permitted on your property, provided it satisfies any applicable requirements of the official plan, zoning by-law, and other applicable municipal by-laws. Both the Region and the Townships can help you better understand what additional requirements might apply depending on the nature of your business idea. To start the process of having your local planning authority review your application for a proposed business, please refer to Step 2 of this Toolkit.

Step 2: Pre-Application Information Gathering

The Information Gathering step is the second step of this process. It is intended to connect you to staff at the Region and the Township who are able to help refine the concept for your

proposed business based on the land use planning framework, which will ultimately allow the Townships to better understand what may be required from you as part reviewing your business idea.

What do I Need to Provide:

As part of the pre-application, you will need to submit the following:

1. Pre-Application Checklist

The pre-application checklist is attached to this Toolkit. It asks a series of questions related to your property and proposed business. Fill out the checklist to the best of your ability – the more information you can provide, the easier it will be for the Region and the Townships to learn more about your business idea and if any further information is needed.

2. Conceptual Site Plan

Draw out a conceptual site plan for your proposed business. It does not need to be professionally done or represent the final architectural drawings. The purpose is to help the Townships understand what you are proposing, and where, so that relevant comments can be provided on how to ensure the next steps of the process are successful. The conceptual site plan should clearly show, at minimum, the following:

- > The area and dimensions of the lot;
- > The location and area of existing buildings;
- > The location and area of driveways, lanes, and parking areas;
- > The location, area, and dimensions of all proposed buildings, parking areas, and lanes;
- > All uses that are present on the lot;
- > Existing and proposed well and septic services;
- > Electrical services;
- > Separately identify any washrooms that may be used by employees or the public.; and
- > The approximate uses on neighbouring properties.

OMAF's [AgMaps](#) is a helpful tool which can be used to draw the Conceptual Site Plan. The AgMaps tool includes the ability to measure the lot, show existing buildings through satellite imagery, draw proposed buildings, make measurements within the lot, etc.

What Happens During the Pre-Application?

When you have submitted your pre-application checklist to the Region, staff will work with you to understand what your intentions are, what resources you might need to prepare, and guide you through the remainder of the process. The Region will coordinate with the Townships regarding your business idea, using the pre-application checklist as preliminary information.

There are other agencies and departments within the Township, Region, and Province, that may have an interest in providing comments on your proposed business. The staff from the Region

will help to ensure that you are prepared to discuss your proposal with these relevant authorities.

At this point, the Township planner will be responsible for scheduling a meeting with you and any relevant authorities that may wish to discuss the development and provide feedback, which may include, for example, the conservation authority, staff from Durham Region, departmental staff from the Township, and utility providers. The invited agencies will be able to identify any requirements that fall under their authority. For example, the conservation authority will provide direction on requirements for waterways and wetlands, and what you may need to demonstrate that your proposed business meets their requirements. Alternatively, an agency may confirm that they have no comments, and, in that case, you would not need to do anything further.

At this meeting, the Township planner will work with you to make any modifications to your proposal based on this feedback and will identify what kind of Site Plan application will be needed for your proposal, if any, and which is detailed in Step 3. They will also identify any additional information is required, which could include details on expected traffic, water usage, or wastewater treatment (e.g., septic systems). At this point, the Township planner may also indicate what is required for Site Plan Control, which is detailed in Step 3 of this Toolkit.

The information, details and/or briefs identified at this stage may vary in terms of scope, which will be determined by the Township at the pre-application meeting.

Additional information may be found on the Township's website (:

Brock **[Note to Draft: This link will be updated through a future initiative).**

Scugog **[Note to Draft: This link will be updated through a future initiative).**

Uxbridge **[Note to Draft: This link will be updated through a future initiative).**

Step 3: Site Plan Control

Site Plan Control is a planning tool that municipalities use to provide detailed direction on development. For example, it is used to evaluate certain site elements, such as the location and placement of buildings and structures, walkways, parking areas, or traffic circulation, to ensure that the proposed business is safe, functional and meetings the intent of agriculture-related uses or on-farm diversified uses. It is important to note that both agriculture-related uses or on-farm diversified uses may be exempt from Site Plan Control, depending on the nature of your business idea. This could include, for example, that your business idea minimizes potential impacts on neighbouring properties, infrastructure (such as roads), farming operations, and the environment.

Under Step 3, there are three different streams, depending on the specifics of your application: **site plan exempt**, **minor site plan**, or **standard site plan applications**. The Township may identify that additional information, briefs, or even studies are required to inform their decision. Depending on the specific nature and context of your proposed business, the Township may identify one or more required inputs. This may include, but is not limited to, information and details pertaining to traffic, parking, emissions, noise, water, agricultural impact, or the environment, for example. There may be other considerations as well that the Township will identify as deemed to be applicable based on the nature of your business idea.

Site Plan Exempt

The Township may determine your proposal for an agriculture-related use or on-farm diversified use is minor and/or incidental to the agricultural use that it is unlikely to have negative impacts on the surrounding agricultural area, your neighbours, or municipal infrastructure. In this case, your proposed business may be exempt from Site Plan Control. The Township may make this decision at their discretion, but it must be clear from Step 2 that your business idea is aligned with the local land use framework (e.g., official plan and zoning by-law) and satisfies the requirements from any relevant authority (e.g., the conservation authority).

Matters that the Planner may take into consideration are if the use is entirely within existing agricultural buildings, or new buildings that have minimal impact to the surrounding area, or what demands for water or wastewater the proposed use will have, if the proposed use will generate any noise or traffic, any potential negative impact to the environment, and the relative location of the use on the property relative to the context of surrounding area. The discretion for determining if your proposed business is exempt is at the discretion of the planner at the time of the pre-application meeting. If the proposal is exempt from Site Plan Control, proceed to step 4.

Minor Site Plan

A Minor Site Plan Application may be necessary to demonstrate that your business idea meets all the policies and requirements of the Township and the Province.

What Information May be Required for a Minor Site Plan?

The required information for a Minor Site Plan may be determined by the Township during Step 2. This may include, for example, information, briefs, and/or studies related to traffic, parking, emissions, noise, water, agricultural impact, or the environment. It is important to note that not all of these requirements may apply. The Township will ultimately be responsible to identify what is required based on the nature of your application.

This step will also require a drawing of your proposed development that identifies the location of any buildings, structures, and/or areas that are intended to be used for your business. Please refer to your Township's site plan application guides for more information or contact the Township.

The site plan process may involve multiple discussions with the Township. The Township may request changes or additions to your application in response to comments from relevant authorities, or as a result of the Township's own review. These will be for the purpose of ensuring that the site plan addresses all the necessary requirements.

The Township may or may not require you to sign an agreement, which will ensure that the details and conditions agreed upon under a Minor Site Plan are met before your business idea is developed. Once the Minor Site Plan is approved, and if an agreement is executed, proceed to step 4.

Additional information may be found on the Township's website:

[Township of Brock Site Plan Approval Process](#)

Standard Site Plan

The Township may determine that your business idea requires a Standard Site Plan, based on the nature of your application. A Standard Site Plan includes an increased application fee, and you will be required to demonstrate, with documentation, that the proposed development satisfies applicable land use regulations, such as those established by an official plan or zoning by-law. Similar types of studies and/or briefs required for a Minor Site Plan may also apply to a Standard Site Plan. The requirements of a Standard Site Plan will be determined by a planner and according to the site plan requirements of the Township. An agreement will be required before you can apply for a building permit in Step 4.

Step 4: Building Permits

Whether you are planning a new building or making use of an existing one, you will need to apply for a building permit. To submit a building permit application, you'll need to provide the following paperwork to help staff review your project:

- A complete and signed permit application form
 - Including Designer information 'Schedule 1' corresponding with the designer's name and BCIN on all drawings submitted with the application
- A copy of the Property Deed
- A copy of the approved site plan, if applicable
- A complete set of construction drawings, drawn to scale, including applicable:
 - Foundation Plans (size of walls, footings, and piers)
 - Floor Plans (overall dimensions, room names, structure information etc.)
 - Building Elevations (from all sides showing wall and roof height, window, and door locations, etc.)
 - Cross Sections (through the wall from footings to roof noting all materials in the foundation, wall, and roof assembly)
- A Heat Loss/Gain Calculation and Mechanical Ventilation Design Summary/Layout
 - Provided along with calculations – Schedule 1: Designer Information
- An Energy Efficiency Design Summary form and applicable supporting documents
- A Copy of the Truss Layout for roof and/or floor layout
- A copy of the Well and Septic Report and/or Permit
- Other applicable approvals / supporting documentation may apply:
 - Conservation Authority permit or written permission

- Proof of address for the agriculture-related use or on-farm diversified use (which may require the purchase of an additional blue 9-1-1 address plate)
- A Minimum Distance Separation Calculation, as required by the Ontario Ministry of Agriculture, Food and Rural Affairs to ensure that the new use will not impact surrounding livestock facilities and vice versa.

Additional information may be found on the Township's website:

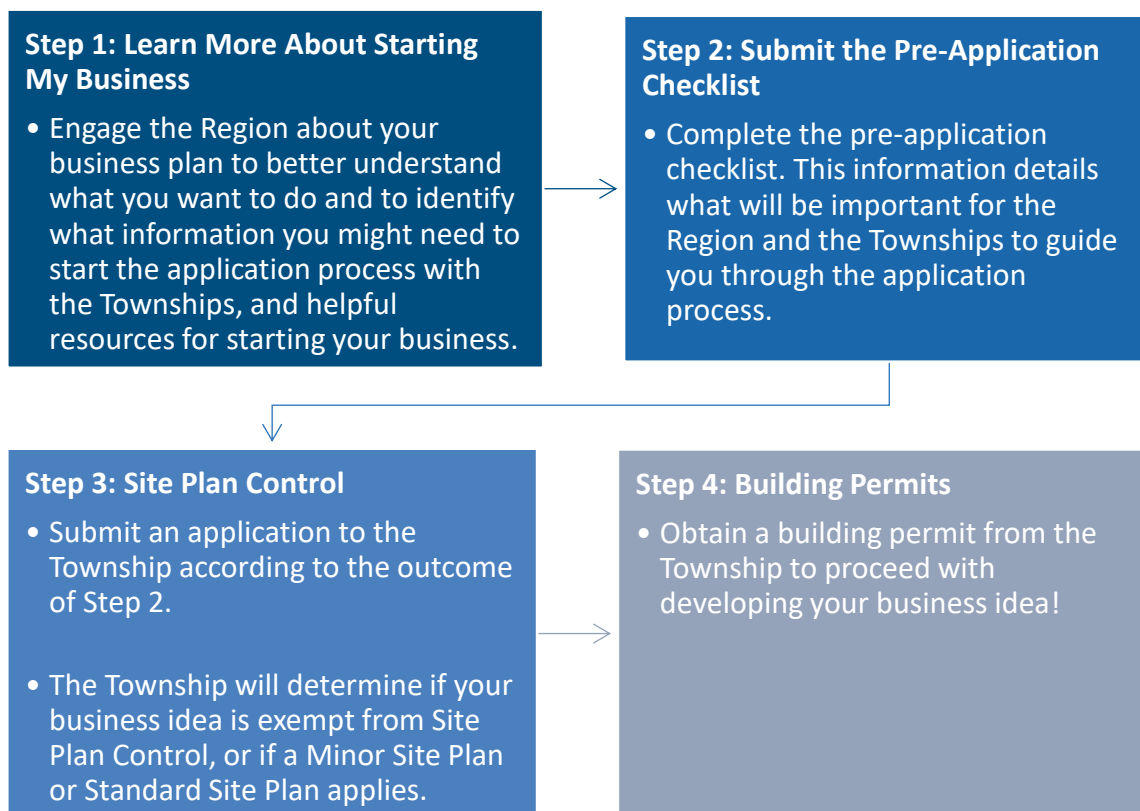
[Township of Brock Building Permits](#)

[Township of Scugog Building Permits](#)

[Township of Uxbridge Building Permits](#)

Process Overview

The following flow chart provides a general overview of the four-step process: identify what information you might need to start the application process with the Townships, and helpful resources for starting your business.



What Else Should I Consider in Planning My Project?

There are other considerations when planning your business. Some of these considerations are identified below, with additional resources or information linked for convenience. You are encouraged to discuss these considerations in more detail with the Region and the Townships through the pre-application process.

Municipal Fees

Certain municipal fees may apply in order to start your business, including fees related to land use planning and building permits, for example. Fees are established by a by-law of Council and may change or be modified from time to time. You are encouraged to confirm applicable fees with the Townships through the Pre-Application Process.

[Township of Brock Municipal Fees](#)

[Township of Scugog Municipal Fees](#)

[Township of Uxbridge Municipal Fees](#)

Development Charges

Development charges are fees collected by a municipality through development. These fees are typically used to pay for the cost of various infrastructure and service improvements that are required to accommodate the growing needs of a community as a result of growth. The Region and the Townships each administer development charges that may be applicable to your business idea. To learn more, the following resources are available, and both the Region and the Townships can provide more information:

[Region of Durham Development Charges](#)

[Township of Brock Development Charges](#)

[Township of Scugog Development Charges](#)

[Township of Uxbridge Development Charges](#)

Minimum Distance Separation

The Minimum Distance Separation (MDS) formulae and guidelines is a Provincial land use planning tool that determines setback distances between livestock barns, manure storages or anaerobic digesters and surrounding land uses, with the objective of minimizing land use conflicts and nuisance complaints related to odour. Demonstrating that an MDS setback can be met, may be required before a land use planning approval or building permit can be issued. [The Minimum Distance Separation \(MDS\)](#) document provides additional information and establishes the Provincial requirements, but you are encouraged to discuss this further with the Region and the Townships as it relates to diversifying your farm business.

Property Taxes

More information regarding property taxes may be found on the Townships website:

[Township of Brock Property Taxes](#)

[Township of Scugog Property Taxes](#)

[Township of Uxbridge Property Taxes](#)

Noise By-law

More information regarding noise by-laws may be found on the Townships website:

[Township of Brock Noise By-law](#)

[Township of Scugog Noise By-law](#)

[Township of Uxbridge Noise By-law](#)

Site Alteration

More information regarding site alteration may be found on the Township's website:

[Township of Brock Site Alteration Permits](#)

[Township of Scugog Site Alteration Permits](#)

[Township of Uxbridge Site Alteration By-law](#)

Special Events on Public and Private Property By-law

More information regarding special events or private property by-laws may be found on the Township's website

[Township of Brock Noise By-law](#)

[Township of Scugog Special Events Permit](#)

[Township of Uxbridge Special Events By-law](#)

Accessibility Design Standards

The Accessibility for Ontarians with Disabilities Act (AODA) is a provincial law that sets out a process for developing and enforcing accessibility standards, including those that apply under the Ontario Building Code. Any development associated with your business idea may be subject to the requirements of the AODA. You are encouraged to further discuss this with the Townships to understand what considerations will need to be made when planning your business idea.

Additional Resources

The following additional resources are available for your consideration:

Business Toolkits

[Township of Bock Business Toolkit](#)

[Township of Scugog Business Toolkit](#)

[Township of Uxbridge Business Toolkit](#)

Durham Region Agriculture Sector Resources

Please visit the following resource to learn more about agriculture in Durham Region:

[Durham Region Agriculture Sector Resources](#)

What Additional Permits or Inspections Do I Need?

You may need to obtain a building permit from the Township if you are proposing to construct a new building or structure or modify an existing one. Please consult the following resources for additional information:

[Township of Brock Building Permits](#)

[Township of Scugog Building Permits](#)

[Township of Uxbridge Building and Construction](#)

Your Business and Public Health

Certain types of businesses have public health requirements and required on-site inspections from Durham Region public health inspectors. Learn about [public health applications and requirements](#) that may affect your business.

If you plan to operate any of the types of businesses listed [here](#), please contact the Durham Region Health Department (DRHD) to learn more about any public health requirements pertaining to your business.

Business Licensing

You may be required to obtain a license from the Townships to legally operate your business. This is commonly referred to as a business license. The following links provide more information, and you are encouraged to discuss this further with the Townships.

[Township of Brock Business Licences and Permits](#)

[Township of Scugog Business Licences and Permits](#)

[Township of Uxbridge Business Licences](#)

Agriculture-Related and On-Farm Diversified Business Checklist

As part of the pre-application process, please fill in the checklist below to the best of your ability. This is not a requirement of a formal application, but it will help the Region's Staff and the Township planner to give you the best advice, work with you to reduce potential barriers, and help you to understand what regulations may apply to develop your proposed business. In summary, this is an important step to help streamline the application process and start your business sooner.

The information being requested is to help the Township determine what requirements might apply (or might not apply) to your proposed business, and to help you understand what information may be requested through the application process. If you do not know a specific answer, you may leave the response blank. Where the area or size is requested, you may make an estimate.

Considerations	Response
Is the property in active agricultural use? If so, what are the current agricultural uses on the property?	List of current agricultural uses on the property.
If there are existing agricultural buildings or structures on the property, what are they? (e.g. greenhouses, livestock facilities, grain storage, implement sheds, etc.)?	List of existing buildings and structures.
Is there a residence on the property that is proposed to be used, or partially used, for the proposed use?	<ul style="list-style-type: none"> • Yes • No
Does the property have a valid Farm Business Registration (FBR) Number for the farm business that is run on the property, or qualify for an Agricorp exemption?	<ul style="list-style-type: none"> • Yes • No Provide the Farm Business Registration Number (if applicable):
What types of existing land uses (activities/businesses) are on the property? If you are unsure, you may list all the uses that occur on the property.	List all existing uses on the property and the area they occupy in square metres or hectares: <ol style="list-style-type: none"> Existing Agricultural uses: Existing agriculture-related uses: Existing on-farm diversified uses

	4. Existing other uses (e.g., forest, wetland, utility corridor, easement, etc.):
What type of business or land use is being proposed?	Describe the nature of the proposed use:
What are the surrounding/neighbouring properties uses (e.g. dairy farm, cash crops, farmers market, residences, wetland, settlement area, school, etc.)?	Describe the neighbouring uses:
Some businesses might not be compatible with neighbouring uses because of the hours they operate. What are the proposed business hours/days of operation?	Business days and hours (please note seasonal differences):
How much additional traffic is anticipated and how will it be accommodated?	<p>Peak traffic per day (number of vehicles) _____</p> <p>Average traffic per day (number of vehicles) _____</p> <p>Describe how traffic will be managed:</p>
What is the existing road infrastructure?	<p>Is the road paved:</p> <ul style="list-style-type: none"> • Yes • No <p>Describe the type of expected vehicle traffic generated by your proposed use (e.g. personal vehicles, agricultural vehicles, commercial vehicles, tractor trailers, etc.):</p>
How will the potential impacts associated with this new use (activity)	Describe the potential adverse impacts to agricultural operations in the area and describe measures (e.g.

be avoided, minimized, and mitigated to be compatible with and enable normal farm practices? Impacts include the removal of land from agricultural production.	buffering, berms, traffic control, building design, etc.) for how they will be avoided, minimized, and mitigated:
Do you expect that upgrades to your well or septic system will be needed to accommodate the proposed business? Please explain.	
How is the business related to and supportive of agricultural businesses in the area and benefits from close proximity to agricultural operations?	Describe how the business supports agriculture in the area (e.g. farm equipment supplies/repairs, process local agricultural products, sell products grown in the area, distribute local agricultural products, etc.):

Continue If Your Proposed Business is Defined as an On-Farm Diversified Use:

What type of business is proposed on the property, and what land area would be occupied? If more than one business is proposed, please indicate and include information for each.	<p>List all proposed on-farm diversified use components and the area they would occupy:</p> <p>Existing and proposed laneway area:</p> <p>Existing and proposed parking area:</p> <p>Area of existing and proposed buildings and structures: Outdoor use area (e.g. water and wastewater, landscaped area, playgrounds, storage, walkways, sitting areas, patio/picnic spaces, fire pits, etc.):</p> <p>Total area for proposed on-farm diversified use ____ m², ____ % of property</p>
What area is being shared by the existing agricultural use?	<p>List the amount of area for the proposed on-farm diversified use that is shared with the agricultural use:</p> <p>Laneway Area: _____ m²</p>

<p>Area for an on-farm diversified use that occupies parts of the farm used by the agricultural use/farming can be discounted. 100% discount for laneways and parking areas, and 50% discount for buildings or structures that are older than ten years old at the time of application.</p>	<p>Parking Area: _____m²</p> <p>Agricultural buildings area: _____m²</p> <p>Amount of area to be discounted: 100% of the area for laneways and parking = _____m² 50% of the area proposed in existing buildings and structures = _____m²</p>
<p>Will any of the proposed on-farm diversified uses be temporary in nature, either in location or over time? (i.e., seasonal business or uses, temporary structure, location rotates on the farm with crops, etc.)</p>	<p>If yes, describe the temporary nature of uses and area for each component:</p>
<p>If the proposed on-farm diversified use anticipates visitation from the public, how many visitors/customers are expected to visit?</p>	<p>Visitors/hour: _____average, _____peak</p> <p>Visitors/day: _____average, _____peak</p> <p>Visitors/week: _____ average, _____peak</p>
<p>If the proposed on-farm diversified use includes hosting events, what is the expected frequency?</p>	<p>Will the proposed use host events?</p> <ul style="list-style-type: none"> • Yes • No <p>Describe the expected events, including activity, volume, expected times of day and duration, and seasonal variations:</p> <p>What is the maximum number of occupants you anticipate to host at one time:</p>
<p>Is the design of the proposed on-farm diversified use appropriate for the rural character of the farm and surrounding area?</p>	<p>Describe measures to ensure the agricultural/rural character is maintained in the area:</p>