



# DEVELOPMENT APPLICATION

Section 41 (Site Plan Approval) and  
Section 45 (Minor Variance) of the Planning Act

## OFFICE USE ONLY

|                             |  |                         |  |
|-----------------------------|--|-------------------------|--|
| <b>Application:</b>         |  | <b>Date Received:</b>   |  |
| <b>Roll Number:</b>         |  | <b>Deemed Complete:</b> |  |
| <b>Application Fee:</b>     | <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Interac <input type="checkbox"/> N/A            |                         |  |
| <b>Posting of Sign By:</b>  | <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Staff (\$50 Fee) <input type="checkbox"/> Other |                         |  |
| <b>Posting of Sign Fee:</b> | <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Interac <input type="checkbox"/> N/A            |                         |  |

### 1. APPLICATION TYPE *(Check all that apply)*

Minor Variance Application

Site Plan Agreement

### 2. PRE-CONSULTATION (Attach supporting documentation)

|                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> TLTI – Staff | <input type="checkbox"/> Leeds, Grenville & Lanark Health Unit |
| <input type="checkbox"/> CRCA         | <input type="checkbox"/> St. Lawrence Parks Commission         |
| <input type="checkbox"/> Other:       |  |

### 3. COMPLETE APPLICATION REQUIREMENTS

Complete Application Form

Authorization of Applicant (if applicable)

Affidavit signed by a Commissioner of Oaths, Notary, etc. (Available at Office)

Township and other Agency (if applicable) Applications and Fees

Cover Letter and/or report

Survey Plan (if available)

Deed

Scaled Sketch as per Section 11 (1 hard copy (11x17 paper or less) or 1 digital copy)

Minimum Distance Separation Calculation Form (if applicable)

All Supporting Information identified through Pre-Consultation including DRT

### 4. SUBJECT LAND

Assessment Roll Number: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Legal Description (Concession, Lot, Part, Reference Plan numbers): \_\_\_\_\_

\_\_\_\_\_

Date subject land acquired by current owner: \_\_\_\_\_

**5. REGISTERED OWNER(S)**

*All owners must be included. If company, identify principals. A separate page may be submitted, if needed.*

Name(s): \_\_\_\_\_  
 \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

**6. APPLICANT INFORMATION**

*If an applicant is NOT the owner of the subject lands, written authorization from **all registered owner(s)** must be obtained stating that the agent is authorized to make the application (Section 13)*

**6.1** Is the applicant the same as the owner?

- Yes (same information as above)
- No (please fill out below **and** complete Section 14 – Agreement, Authorization and Declaration)

**6.2** Name(s): \_\_\_\_\_  
 \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Phone (work): \_\_\_\_\_ Email Address: \_\_\_\_\_

**7. SUBJECT LAND CHARACTERISTICS**

**7.1** Please list and describe any existing easements, right-of-ways or restrictive covenants that apply to the subject property (required to be shown on sketch)

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

**7.2** Site Description: (briefly describe factors that may impact the proposed development, such as soil type and depth, lot configuration, steep slopes or low-lying areas, natural feature, etc.)

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

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| <b>7.3</b> Dimensions of Subject Land  |                          |                          |                          |
| Total Lot Area:  | hectares                 | acres                    |                          |
| Lot Depth:   | metres                   | feet                     |                          |
| Lot Width (frontage):  | metres                   | feet                     |                          |
| <b>7.4</b> Road Access (include name)  |                          |                          |                          |
| <input type="checkbox"/> Provincial Highway: _____   |                          |                          |                          |
| <input type="checkbox"/> County Road: _____  |                          |                          |                          |
| <input type="checkbox"/> Municipal Road: _____   |                          |                          |                          |
| <input type="checkbox"/> Private Right-of-Way: _____   |                          |                          |                          |
| <input type="checkbox"/> Water Only: _____   |                          |                          |                          |
| <b>7.5</b> If access to the subject land is by water only, provide details of parking and docking facilities to be used and the approximate distance of these from the subject land and the nearest public road: |                          |                          |                          |
|  |                          |                          |                          |
|  |                          |                          |                          |
| <b>7.6</b> Servicing – Water   | Existing                 | Proposed                 | Not Applicable           |
| Municipal Piped Water System   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Privately Owned and Operated Well  |                          |                          |                          |
| <input type="checkbox"/> Dug   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Drilled   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Communal  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lake or Other Water Body:  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other:   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>7.7</b> Servicing – Sewage  | Existing                 | Proposed                 | Not Applicable           |
| Municipal  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Privately-Owned  |                          |                          |                          |
| <input type="checkbox"/> Individual Sanitary Sewage System   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Communal Sanitary Sewage System   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Composting/Self-Contained Toilet  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Privy   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Outhouse  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other: (Specify)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>7.8</b> Servicing – Storm Drainage  | Existing                 | Proposed                 | Not Applicable           |
| Sewers   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ditches  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Swales   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (Specify): _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  |             |             |
|--|-------------|-------------|
| <b>8. OFFICIAL PLAN, ZONING BY-LAW AND LAND USE INFORMATION</b>  |             |             |
| <b>8.1</b> Official Plan Designation:  |             |             |
|  |             |             |
| <b>8.2</b> Special Policy Area: <input type="checkbox"/> 1000 Islands <input type="checkbox"/> Highly Sensitive Lake Trout Lake <input type="checkbox"/> No                            |             |             |
| <b>8.3</b> Zoning:   |             |             |
| <b>8.4</b> Is this a designated heritage property: <input type="checkbox"/> Yes <input type="checkbox"/> No  |             |             |
| <b>8.5</b> Existing Use(s): (indicate uses and length of time uses have continued)   |             |             |
|  |             |             |
|  |             |             |
| <b>8.6</b> Proposed Use(s):  |             |             |
|  |             |             |
|  |             |             |
| <b>8.7</b> Existing Use on Adjacent Lands:   |             |             |
| North:   | South:      |             |
| East:  | West:       |             |
| <b>8.8</b> Previous Use(s): (indicate all previous land uses on the subject land or adjacent lands including any industrial or commercial use, or if there is suspected contamination) |             |             |
|  |             |             |
|  |             |             |
|  |             |             |
|  |             |             |
|  |             |             |
| <b>8.9</b> Indicate any current or previous application under the <i>Planning Act</i> affecting the subject land:  |             |             |
| Application Type   | File Number | File Status |
| Minor Variance   |             |             |
| Site Plan Agreement  |             |             |
| Zoning By-Law Amendment  |             |             |
| Official Plan Amendment  |             |             |
| Consent  |             |             |
| Subdivision  |             |             |
| Other:   |             |             |
| <input type="checkbox"/> There have been no previous Planning Act applications affecting the subject lands   |             |             |

| 8.10 Potential Land Use Constraints:  | On Subject<br>Lands      | On Adjacent<br>Lands Within       | No                       |
|---|--------------------------|-----------------------------------|--------------------------|
| Agricultural Operation including Livestock Facility or Stockyard (If Yes, MDS info must be submitted) | <input type="checkbox"/> | <input type="checkbox"/> 1000m    | <input type="checkbox"/> |
| Waste Management Site or Landfill   | <input type="checkbox"/> | <input type="checkbox"/> 500m     | <input type="checkbox"/> |
| Sewage Treatment Plant or Waste Stabilization   | <input type="checkbox"/> | <input type="checkbox"/> 500m     | <input type="checkbox"/> |
| Provincially Significant Wetland (PSW)  | <input type="checkbox"/> | <input type="checkbox"/> 120m     | <input type="checkbox"/> |
| Locally Significant Wetland (LSW)   | <input type="checkbox"/> | <input type="checkbox"/> 50m      | <input type="checkbox"/> |
| Area of Natural and Scientific Interest (ANSI)  | <input type="checkbox"/> | <input type="checkbox"/> 50m      | <input type="checkbox"/> |
| Flood Plain   | <input type="checkbox"/> | N/A                               | <input type="checkbox"/> |
| Wellhead Protection (Village of Lansdowne)  | <input type="checkbox"/> | N/A                               | <input type="checkbox"/> |
| James W. King Intake Protection Zone - St. Lawrence River - South of Gananoque (OP Schedule A6)       | <input type="checkbox"/> | N/A                               | <input type="checkbox"/> |
| Licensed Mine, Pit or Quarry or an area designated for Aggregate Extraction                           | <input type="checkbox"/> | <input type="checkbox"/> 1000m    | <input type="checkbox"/> |
| Rehabilitated Mine/Pit/Quarry Site?   | <input type="checkbox"/> | <input type="checkbox"/> 500m     | <input type="checkbox"/> |
| Industrial or Commercial Use, or Wrecking Yard<br>Specify Use: _____                                  | <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/> |
| Active Railway Line   | <input type="checkbox"/> | <input type="checkbox"/> 500m     | <input type="checkbox"/> |
| Municipal or Federal Airport  | <input type="checkbox"/> | <input type="checkbox"/> 500m     | <input type="checkbox"/> |
| Provincial Highway 401  | <input type="checkbox"/> | <input type="checkbox"/> 250m     | <input type="checkbox"/> |
| Utility Corridor(s) i.e. Power Lines, Hydro Easement<br>i.e. Natural Gas or Oil Pipeline, etc.        | <input type="checkbox"/> | <input type="checkbox"/> 500m     | <input type="checkbox"/> |
| Gas Station – Currently or at Any Time  | <input type="checkbox"/> | <input type="checkbox"/> Adjacent | <input type="checkbox"/> |
| Lands suspected to be contaminated  | <input type="checkbox"/> | <input type="checkbox"/> 500m     | <input type="checkbox"/> |
| Has grading of the subject land been changed by adding earth or other material(s)?                    | <input type="checkbox"/> | N/A                               | <input type="checkbox"/> |
| Designated Heritage Building/Site   | <input type="checkbox"/> | <input type="checkbox"/> 500m     | <input type="checkbox"/> |
| <b>8.11</b> Additional information that may be relevant to the review of the application:             |                          |                                   |                          |
|   |                          |                                   |                          |
|   |                          |                                   |                          |
|   |                          |                                   |                          |
|   |                          |                                   |                          |
|   |                          |                                   |                          |
|   |                          |                                   |                          |
|   |                          |                                   |                          |
|   |                          |                                   |                          |
| <input type="checkbox"/> Provided on a Separate Sheet   |                          |                                   |                          |

**9. REQUIRED PLANS**

- 9.1** A detailed sketch in metric has been attached with the required information as noted in Section 9.2. Yes  No
- All required site plan drawings, elevations, cross-sections, grading, drainage, etc. along with the required information as noted in Section 9.3. Yes  No

**9.2 Sketch Requirements**

For minor variance, a detailed sketch **is required**. The sketch must include:

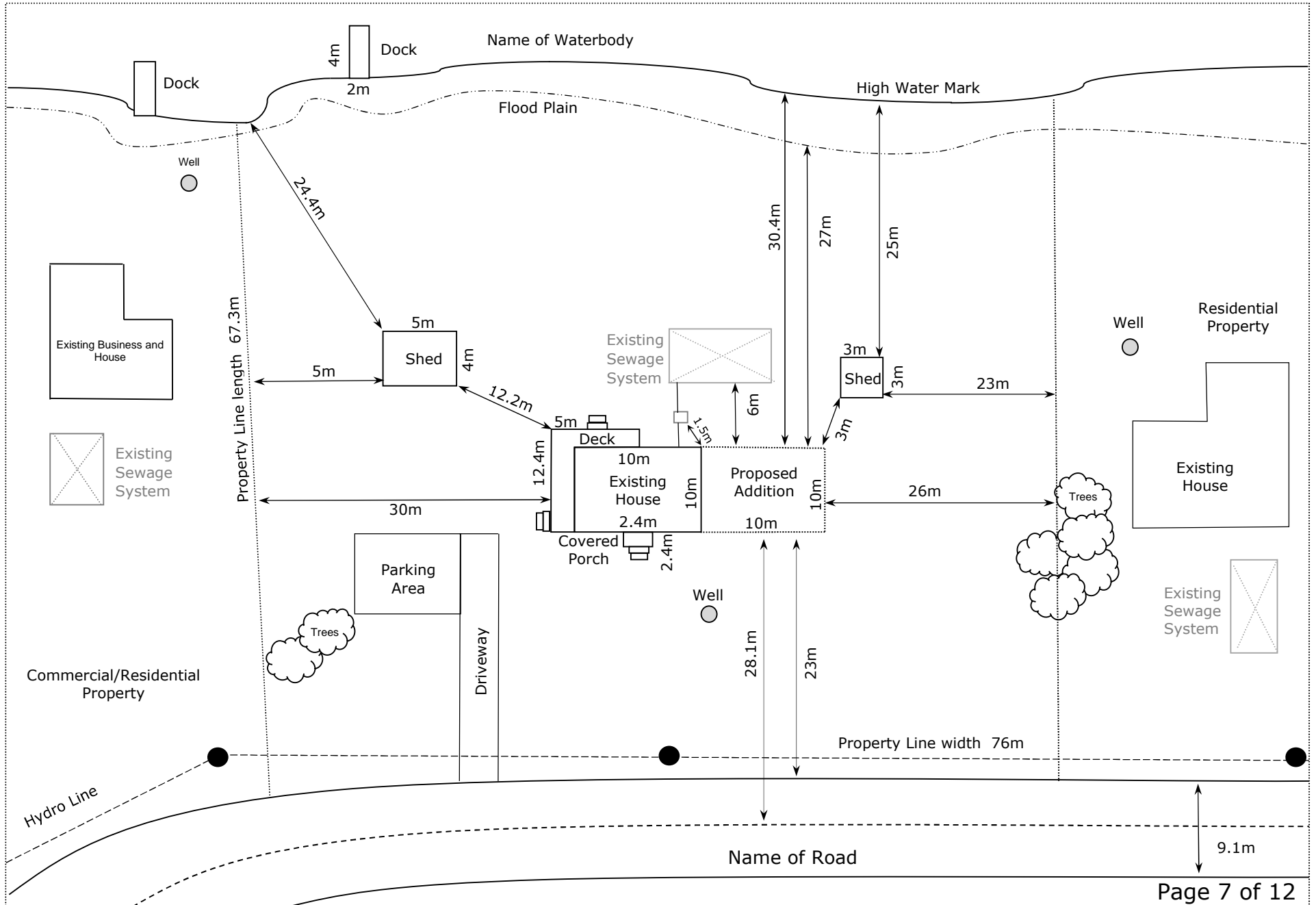
- (a) The boundaries and dimensions of the subject land.
- (b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot line.
- (c) The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, flood plains drainage, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that:
  - (i) Are located on the subject land and on land that is adjacent to it, and
  - (ii) In the applicant's opinion, may affect the application.
- (d) The current uses of land that is adjacent to the subject land.
- (e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
- (f) If access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- (g) The location and nature of any easement affecting the subject land.

**9.3 Site Plan Requirements**

In addition to Section 9.2, for site plan applications, drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing fewer than 25 dwelling units which drawings are sufficient to display,

- (a) The massing and conceptual design of the proposed building;
- (b) The relationship of the proposed building to adjacent buildings, streets and exterior areas to which members of the public have access;
- (c) The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
- (d) Matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design
- (d.1) Matters relating to exterior access to each building that will contain affordable housing units or to any part of such building, but only to the extent that it is a matter of exterior design;
- (e) the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and
- (f) facilities designed to have regard for accessibility for persons with disabilities.

**9.3 SAMPLE SKETCH – Measurements, setbacks for all structures must be transcribed onto Sections 10 and 11.**



**10. EXISTING STRUCTURES & SETBACKS ON SUBJECT LAND** (Indicate any to be demolished)

**10.1 Existing Structures in metres. Include all structures on subject land, including marine facilities and structures under 10 square metres.**

| Type of Structure | Ground Floor Area | Gross Floor Area | Number of Stories | Dimensions |       |        | Year Built |
|-------------------|-------------------|------------------|-------------------|------------|-------|--------|------------|
|                   |                   |                  |                   | Length     | Width | Height |            |
|                   |                   |                  |                   |            |       |        |            |
|                   |                   |                  |                   |            |       |        |            |
|                   |                   |                  |                   |            |       |        |            |
|                   |                   |                  |                   |            |       |        |            |
|                   |                   |                  |                   |            |       |        |            |
|                   |                   |                  |                   |            |       |        |            |
|                   |                   |                  |                   |            |       |        |            |

**10.2 Setbacks of Existing Structures to property boundaries, shoreline, etc. in metres**

| Type of Structure | Front | Side | Side | Rear | Water | Flood Plain | Public Road (center) | Right of Way (edge) | Other _____ |
|-------------------|-------|------|------|------|-------|-------------|----------------------|---------------------|-------------|
|                   |       |      |      |      |       |             |                      |                     |             |
|                   |       |      |      |      |       |             |                      |                     |             |
|                   |       |      |      |      |       |             |                      |                     |             |
|                   |       |      |      |      |       |             |                      |                     |             |
|                   |       |      |      |      |       |             |                      |                     |             |
|                   |       |      |      |      |       |             |                      |                     |             |
|                   |       |      |      |      |       |             |                      |                     |             |

**10.3 Existing Parking & Loading Spaces**

Existing Number of Standard Parking Spaces: \_\_\_\_\_ Existing Number of Barrier Free Parking Spaces: \_\_\_\_\_

Existing Number of Loading Spaces: \_\_\_\_\_



**11. PROPOSED STRUCTURES & SETBACKS ON SUBJECT LAND** (Indicate any to be demolished)

**11.1 Proposed Development (if any) in square metres, metres**

| Type of Structure | Ground Floor Area | Gross Floor Area | Number of Stories | Dimensions |       |        | Year Built |
|-------------------|-------------------|------------------|-------------------|------------|-------|--------|------------|
|                   |                   |                  |                   | Length     | Width | Height |            |
|                   |                   |                  |                   |            |       |        |            |
|                   |                   |                  |                   |            |       |        |            |
|                   |                   |                  |                   |            |       |        |            |
|                   |                   |                  |                   |            |       |        |            |
|                   |                   |                  |                   |            |       |        |            |
|                   |                   |                  |                   |            |       |        |            |
|                   |                   |                  |                   |            |       |        |            |

**11.2 Setbacks of Proposed Structures to property boundaries, shoreline, etc. in metres**

| Type of Structure | Front | Side | Side | Rear | Water | Flood Plain | Public Road (center) | Right of Way (edge) | Other _____ |
|-------------------|-------|------|------|------|-------|-------------|----------------------|---------------------|-------------|
|                   |       |      |      |      |       |             |                      |                     |             |
|                   |       |      |      |      |       |             |                      |                     |             |
|                   |       |      |      |      |       |             |                      |                     |             |
|                   |       |      |      |      |       |             |                      |                     |             |
|                   |       |      |      |      |       |             |                      |                     |             |
|                   |       |      |      |      |       |             |                      |                     |             |
|                   |       |      |      |      |       |             |                      |                     |             |

**11.3 Proposed Parking & Loading Spaces**

Proposed Number of Standard Parking Spaces:

Proposed Number of Barrier Free Parking Spaces:

Proposed Number of Loading Spaces:



**13. AUTHORIZATIONS & PERMISSION TO ENTER**

**All Registered Owner(s)** must complete the following to authorize the applicant/agent to make the application on their behalf (if Owner is NOT the applicant) and/or to permit Council, Committees of Council, Township Staff or authorized agents to enter the subject property to conduct site inspections related to this application. If multiple owners, an authorization letter from each owner is required.

I/We \_\_\_\_\_,  
(name(s) of owner(s) or company)

being the registered owner(s) of the subject property of this application:

Hereby authorize the following person(s) to act as our agent to prepare, submit the application and pay any associated fees on my/our behalf (if applicable):

\_\_\_\_\_  
(Name of Applicant(s)/Authorized Agent(s))

Hereby authorize Council, Committees of Council, and Township Staff or authorized agents to enter the subject property without notice to conduct site inspections related to this application.

Agree to ensure that any driveway/lanes are accessible during the circulation period of the application so that Committee members, Township staff and other agencies do not have any barriers blocking access to the subject land. Island properties will require a boat ride, which is to be provided by the owner/agent. If applicable, Township Staff will make arrangements for the most suitable date and time.

Agree to post any required signage on site, which is prepared by Township Staff, with respect to this application in the requested timeframe of the Planning Act and upon notification by Township Staff. I/We also agree to provide photographic evidence of the posted sign at the request of Township Staff.

Agree to stake the area of any proposed construction a minimum of 15 days prior to the hearing date of your application.

Have included the written approval of all surveyors, designers, etc. that designed any documents, plot plans etc. to allow the Township to use their plan(s) in the notice or hearing and other documents which are viewable by the public.

Hereby acknowledge and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Signature(s): \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**14. AGREEMENT TO INDEMNIFY & STATUTORY DECLARATION**

I/We, \_\_\_\_\_  
 (name of owner, applicant or authorized agent)

Of the \_\_\_\_\_  
 (name of Municipality)

In the \_\_\_\_\_  
 (name of County)

Hereby agree to indemnify and save harmless The Corporation of the Township of Leeds and Thousand Islands (the "Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the Council approving the applicant's application.

I/We acknowledge and agree that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Local Planning Appeal Tribunal in support of a decision approving the application until the amount has been paid in full.

I/We further acknowledge and agree that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

I/We solemnly declare that all of the above statements contained herein and all exhibits transmitted herewith including this application and any required document attached hereto are true, and I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature(s): \_\_\_\_\_  
 \_\_\_\_\_

Declared before me at the: \_\_\_\_\_  
 (name of municipality)

in the \_\_\_\_\_  
 (name of County)

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Signature of Commissioner of Oaths, etc.

(Official Stamp of Commissioner of Oaths)