



## DEVELOPMENT APPLICATION

Section 22 (Official Plan Amendment) Section 34  
(Zoning Amendment), Section 36 (Holding Zone  
Removal), Section 41 (Site Plan Approval) and  
Section 45 (Minor Variance) of the Planning Act

### OFFICE USE ONLY

<b>Date Received:</b>		<b>Application Complete?</b>	YES / NO
<b>Date Deemed Complete:</b>		<b>Application Number:</b>	
<b>Fee Paid:</b>		<b>Roll Number:</b>	

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

- Minor Variance (Complete ALL sections except 11, 12)
- Zoning By-Law Amendment (Including H Removal & Temporary Use)  
(Complete ALL sections except 12, 13)
- Site Plan Agreement (Complete ALL sections except 11, 12, 13)
- Official Plan Amendment (Complete ALL sections except 11, 13)
- Development Agreement (Complete ALL sections except 11, 12, 13)
- Part-Lot Control (Complete ALL sections except 11, 12, 13)

### 2. PRE-CONSULTATION (Attach supporting documentation) – Mandatory for Minor Variance Applications

Organization:

- |                                       |                          |                                       |
|---------------------------------------|--------------------------|---------------------------------------|
| <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  
(Commissioner available at Township Office; please call to confirm availability)
- Township Application Fee
- Other Agency Applications and Fees (if applicable)
- Cover Letter and/or report
- Survey Plan (if available)
- Deed
- Scaled Sketch with setbacks identified (1 hard copy (11x17 paper or less) and 1 digital copy)
- Minimum Distance Separation Calculation Form (if applicable)
- Other studies as required by the Township or other Agencies (please refer to Supporting Document Checklist and refer to Section 5.6.14 of Official Plan)

**4. SUBJECT LAND**

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

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

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

**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: \_\_\_\_\_

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

**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 14.)***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** Name(s) and address(es) of the holders of any mortgages, charges, and other encumbrances of the property (minor variances only):


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


**7.3** 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.)


**7.4** Dimensions of Subject Land

Total Lot Area: \_\_\_\_\_ hectares \_\_\_\_\_ acres  
 Lot Depth: \_\_\_\_\_ metres \_\_\_\_\_ feet  
 Lot Width (frontage): \_\_\_\_\_ metres \_\_\_\_\_ feet

**7.5** Road Access (include name)

- Provincial Highway: \_\_\_\_\_
- County Road: \_\_\_\_\_
- Municipal Road: \_\_\_\_\_
- Private Right-of-Way: \_\_\_\_\_
- Water Only: \_\_\_\_\_

**7.6** 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:


**7.7** Servicing – Water

- |   |   |
|---|---|
| <input type="checkbox"/> Municipal Piped Water System<br><input type="checkbox"/> Well ( <input type="checkbox"/> Dug, <input type="checkbox"/> Drilled or <input type="checkbox"/> Communal) | <input type="checkbox"/> Lake or Other Water Body: _____<br><input type="checkbox"/> Other (specify): _____ |
|---|---|

**7.8 Servicing – Sewage**

- Municipal
- Privately-Owned Individual Sanitary Sewage System
- Privately-Owned Communal Sanitary Sewage System
- Composting/Self-Contained Toilet, Privy, Outhouse (circle applicable)
- Other: (Specify) \_\_\_\_\_

**7.9 Servicing – Storm Drainage (check all that apply)**

- Sewers                       Ditches
- Swales                       Other (Specify): \_\_\_\_\_

**8. LAND USE, OFFICIAL PLAN & ZONING BY-LAW INFORMATION**

**8.1** Official Plan Designation:

**8.2** Special Policy Area (if any):

**8.3** Zoning Designation:

**8.4** Heritage Designation (if any):

**8.5** Existing Use(s): (indicate uses and length of time uses have continued)


**8.6** Proposed Use(s):


**8.7** Existing Use on Adjacent Lands:

North: _____	South: _____
East: _____	West: _____

**8.8** 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 land contamination. Note: When a property is being proposed for a more sensitive land use than its current or most recent use, then a Record of Site Condition (RSC) per the Environmental Protection Act (EPA) is required prior to land use change. Please refer to Ontario Regulation 153/04 for list of uses that may require RSC.)


**8.9** Previous Planning History: (indicate any current or previous application under the *Planning Act* affecting the subject land, including file number and status of application)

- Minor Variance Application(s): \_\_\_\_\_
- Site Plan Agreement Application(s): \_\_\_\_\_
- Zoning By-Law Amendment Application(s): \_\_\_\_\_
- Official Plan Amendment Application(s): \_\_\_\_\_
- Consent Application(s): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

<b>8.10</b> Nearby Land Use or Features (Check Yes or No)	<b>YES</b>	<b>NO</b>
Is there an agricultural operation including livestock facility or stockyard located on or within 1000 metres of subject land? (If Yes, Minimum Distance Separation information must be submitted)	<input type="checkbox"/>	<input type="checkbox"/>
Is there a waste management site or landfill within 500 metres of the subject lands?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a sewage treatment plant or waste stabilization plant within 500 metres of the subject lands?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a Provincially Significant Wetland (PSW) on the subject lands or within 120 metres?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a Locally Significant Wetland (LSW) located on the subject lands or within 50 metres?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an Area of Natural and Scientific Interest (ANSI) located on the subject lands or within 120 metres?	<input type="checkbox"/>	<input type="checkbox"/>
Is any portion of the subject lands within a Flood Plain?	<input type="checkbox"/>	<input type="checkbox"/>
Is any portion of the subject lands within a Well Head Protection Zone?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a licensed mine, pit or quarry or an area designated for aggregate extraction on the subject land or within 1000 metres?	<input type="checkbox"/>	<input type="checkbox"/>
Is any portion of the subject lands within 500 metres of a rehabilitated mine/pit/quarry site?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an industrial or commercial use, or wrecking yard, located on the subject lands or adjacent lands? (If Yes, specify use: _____)	<input type="checkbox"/>	<input type="checkbox"/>
Is there an active railway line within 500 metres of the subject lands?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a municipal or federal airport within 500 metres of the subject lands?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Provincial Highway 401 within 250 metres of the subject lands?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any Utility corridor(s) (i.e. power lines, hydro easement, natural gas or oil pipeline, etc.) located on the subject lands or within 500 metres?	<input type="checkbox"/>	<input type="checkbox"/>
Has a gas station been located on the subject land or adjacent land at any time?	<input type="checkbox"/>	<input type="checkbox"/>

	<b>YES</b>	<b>NO</b>
Are the subject lands, or adjacent lands, within 500 metres of lands suspected to be contaminated?	<input type="checkbox"/>	<input type="checkbox"/>
Has the grading of the subject land been changed by adding earth or other material(s)?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated heritage building/site on the subject lands or within 500 metres?	<input type="checkbox"/>	<input type="checkbox"/>

**8.11** Additional information that may be relevant to the review of the application:


**9. EXISTING STRUCTURES & SETBACKS ON SUBJECT LAND**

**9.1** Existing Structures (include all structures on subject land, including marine facilities)

Type of Structure	Ground Floor Area (sq. m)	Gross Floor Area (sq. m)	Number of Stories	Dimensions			Year Built
				Length (m)	Width (m)	Height (m)	

**9.2** Setbacks of Existing Structures to property boundaries, shoreline, etc.

Type of Structure	Front Lot Line (m)	Side Lot Line (m)	Side Lot Line (m)	Rear Lot Line (m)	Other (shoreline, easement, etc) (m)

**9.3 Existing Parking & Loading Spaces**

Existing Number of Standard Parking Spaces:

Existing Number of Barrier Free Parking Spaces:

Existing Number of Loading Spaces:

**NOTE:** Indicate any building or structure to be demolished as part of the existing development

**10. PROPOSED DEVELOPMENT & SETBACKS ON SUBJECT LAND**

**10.1 Proposed Development (if any)**

Type of Structure	Ground Floor Area (sq. m)	Gross Floor Area (sq. m)	Number of Stories	Dimensions			Year Built
				Length (m)	Width (m)	Height (m)	

**10.2 Setbacks of Proposed Development to property boundaries, shoreline, etc.**

Type of Structure	Front Lot Line (m)	Side Lot Line (m)	Side Lot Line (m)	Rear Lot Line (m)	Other (shoreline, easement, etc) (m)

**10.3 Proposed Parking & Loading Spaces:**

Proposed Number of Standard Parking Spaces:

Proposed Number of Barrier Free Parking Spaces:

Proposed Number of Loading Spaces:

**NOTE: Section 11 applies only to Zoning By-Law Amendment Applications**

<b>11. ZONING BY-LAW INFORMATION</b>	
<b>11.1</b> Proposed Zoning:	
<b>11.2</b> Description of Proposal: (describe nature and extent of the rezoning request, reasons for rezoning)	
<b>11.3</b> Is the requested amendment consistent with the Township Official Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain how the requested amendment is consistent with the Township Official Plan.	
<b>11.4</b> Is the requested amendment consistent with the County Official Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain how the requested amendment is consistent with the County Official Plan.	
<b>11.5</b> Is the requested amendment consistent with the Provincial Policy Statement (PPS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain how the requested amendment is consistent with the PPS.	



**NOTE: Section 12 applies only to Official Plan Amendment Applications**

<b>12.0 OFFICIAL PLAN INFORMATION</b>	
<b>12.1</b> Does the requested amendment propose to change, replace, delete or add a policy in the Official Plan?	<input type="checkbox"/> Change <input type="checkbox"/> Replace <input type="checkbox"/> Delete <input type="checkbox"/> Add <input type="checkbox"/> Not Applicable
If yes, specify the policy to be changed, replaced, deleted or added: (identify existing policy section and provide proposed text)	
<b>12.2</b> Does the requested amendment propose to change the designation of a parcel of land in the Official Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specify the current designation to be changed and the land uses which are authorized by the designation:	
Specify the proposed new designation:	
What land uses would be authorized in the new designation of the requested Official Plan amendment?	
<b>12.3</b> Is a site-specific policy area proposed as part of the Official Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>12.4</b> Does the requested amendment propose to change a schedule in the Official Plan? (Applies if answer yes to 12.2 & 12.3 & 12.5)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide/attach the new schedule and text that accompanies it, if applicable.	

<b>12.5</b> Does the requested amendment propose to alter all or any part of the boundary of an area of settlement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, specify the current Official Plan policies, if any, dealing with the alteration of an area of settlement:	
<b>12.6</b> Is the requested amendment consistent with the County Official Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain how the requested amendment is consistent with the County Official Plan.	
<b>12.7</b> Is the requested amendment consistent with the Provincial Policy Statement (PPS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain how the requested amendment is consistent with the PPS:	

**NOTE: Section 13 applies only to Minor Variance Applications**

**13.0 MINOR VARIANCE INFORMATION**

**13.1** Description of Proposal

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**13.2** Variance Requested from Zoning By-Law:

Section	Zone Requirement	Proposed Standard	Variance Required

**13.3** Why is it not possible to comply with the provisions of the Zoning By-Law?

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**NOTE:** Proposed construction to be clearly staked on site.

**14. AUTHORIZATION & PERMISSION TO ENTER**

**Owner's Authorization**

The Owner must complete the following to authorize the applicant to make the application on their behalf (if Owner 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 and pay any associated fees on our behalf (if applicable):

\_\_\_\_\_  
(name of applicant(s))

- ✓ Hereby authorize Council, Committees of Council, and Township Staff or authorized agents to enter the subject property 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 1 week prior to the hearing date of your application.

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

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

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

I/We, \_\_\_\_\_  
(name of applicant(s))

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 Ontario Municipal Board 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 Ontario Municipal Board 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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

<b>SUPPORTING DOCUMENTS CHECKLIST</b>			
<b>Reports, Studies, Plans - Check all submitted with application</b>			
<input type="checkbox"/>	Archaeology Assessment	<input type="checkbox"/>	Market Needs/Impact Study or Brief
<input type="checkbox"/>	Argology & Soil Capacity Study	<input type="checkbox"/>	Mine hazard Study/Abandon Pit/Quarry
<input type="checkbox"/>	Assessment of Adequate Public Services/Conceptual Site Service Study	<input type="checkbox"/>	Mineral Aggregate Resources Impact Study
<input type="checkbox"/>	Assessment of Landform Feature	<input type="checkbox"/>	Minimum Distance Separation I & II
<input type="checkbox"/>	Conceptual Site Plan/Subdivision Plan	<input type="checkbox"/>	Municipal Servicing Study
<input type="checkbox"/>	Cultural Heritage Impact Assessment*	<input type="checkbox"/>	Noise Study (Vibration/Air Quality)
<input type="checkbox"/>	Draft County Policy Plan Amendment	<input type="checkbox"/>	Nutrient Management Strategy
<input type="checkbox"/>	Draft Local Official Plan Amendment	<input type="checkbox"/>	Phasing Plan
<input type="checkbox"/>	Environmental Impact Study	<input type="checkbox"/>	Planning Justification Report
<input type="checkbox"/>	Environmental Planning Study/ Sub-Watershed Study	<input type="checkbox"/>	Propane Facility Hazard Assessment
<input type="checkbox"/>	Environmental Site Assessment, Phase II/Record of Site Conditions	<input type="checkbox"/>	Property Transfer/Deed of Land
<input type="checkbox"/>	Erosion & Sediment Control Plan	<input type="checkbox"/>	Reasonable Use Study
<input type="checkbox"/>	Farm Operation and Ownership	<input type="checkbox"/>	Risk Management Study
<input type="checkbox"/>	Financial Impact Assessment*	<input type="checkbox"/>	Sensitive Land Use Report
<input type="checkbox"/>	Floodplain and Hazard Lands Boundary Plan/Analysis	<input type="checkbox"/>	Septic Permit
<input type="checkbox"/>	Floor Plans & Elevation Drawings	<input type="checkbox"/>	Servicing Options Report
<input type="checkbox"/>	Gas Well Study/Gas Migration Study	<input type="checkbox"/>	Shadow Analysis
<input type="checkbox"/>	Geotechnical Study/Slope Stability	<input type="checkbox"/>	Shoreline Study/Dynamic Beach
<input type="checkbox"/>	Groundwater Impact Assessment	<input type="checkbox"/>	Soil report
<input type="checkbox"/>	Hydrogeological Study and Terrain Analysis	<input type="checkbox"/>	Stormwater Management Plan
<input type="checkbox"/>	Hydrological Impact Analysis	<input type="checkbox"/>	Transportation Impact Study of Brief/Parking Impact Analysis
<input type="checkbox"/>	Impact Assessment of Adjacent Waste Disposal Sites/ Former Landfills	<input type="checkbox"/>	Tree Inventory Preservation and Protection Plan
<input type="checkbox"/>	Urban Design/Landscape Plans	<input type="checkbox"/>	Wind Study
<input type="checkbox"/>	Wellhead Protection Plan or Intake Protection Zone (circle applicable)	<input type="checkbox"/>	Other:

**NOTE:** Studies identified with an asterisk (\*) will likely require a peer review at the cost of the developer.