



Township of  
**Leeds and the  
Thousand Islands**

## DEVELOPMENT APPLICATION

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

### OFFICE USE ONLY

<b>Application:</b>	D14-2025-002	<b>Date Received:</b>	March 7, 2025
<b>Roll Number:</b>	812-025-11800	<b>Deemed Complete:</b>	April 9, 2025
<b>Application Fee:</b>	\$1500 Application \$215 Sewage Review	<input checked="" type="checkbox"/> Cheque	<input type="checkbox"/> Cash <input type="checkbox"/> Interac <input type="checkbox"/> N/A
<b>Posting of Sign By:</b>	<input checked="" type="checkbox"/> Owner	<input checked="" 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 checked="" type="checkbox"/> N/A

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

- ☐ Zoning By-Law Amendment ☐ Official Plan Amendment  
☐ Site Plan Agreement

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

- ☐ TLTI – Staff ☐ Leeds, Grenville & Lanark Health Unit  
☐ CRCA ☐ St. Lawrence Parks Commission  
☐ 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 with setbacks identified (1 hard copy (11x17 paper or less) and 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: **08128120251180000000**  
Civic Address: **91 Shipmans Lane, Lansdowne, ON K0E 1L0** PT LT 14 CON 1  
Legal Description (Concession, Lot, Part, Reference Plan numbers): **LANDSDOWNE**  
**LANDSDOWNE AS IN LR167372; TW LR167372 EXCEPT THE EASEMENT THEREIN RE: PT 3 28R11890 & PT LT 14 CON 1 E OF PT 3 28R11890; LEEDSTHOUSAND ISLANDS; TOGETHER WITH AN EASEMENT OVER REGISTRY LANDS BEING PTS 7 & 9 28R13775 AS IN LR390**  
234  
Date subject land acquired by current owner: **2024/04/30**

**5. REGISTERED OWNER(S)**

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

Name(s): **Michael David Tippin and Anne Marie Tippin**

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 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** 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)

**The subject property has no known easements, right-of-ways, or restrictive covenants that impact the proposed development.**

**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.)

The property at 91 Shipman's Lane is a waterfront residential lot located along the St. Lawrence River within the Thousand Islands Special Policy Area. It measures approximately 0.6274 hectares and contains a one-story detached dwelling, a two-story detached garage, a dock, and a boat shelter. The site is partially within a Provincially Significant Wetland (PSW) and a regulated floodplain, requiring adherence to floodplain management and environmental protection policies. It features rock outcrops, stone retaining walls, and sloped terrain towards the waterfront, with the highest elevation at approximately 81m GSC and floodplain elevation at 76.1m GSC. The Ivy Lea Complex PSW requires a 30-metre setback for new development, which has been incorporated into the proposal. Despite these constraints, the proposed garage expansion and gatehouse have been designed to minimize environmental impact and comply with municipal zoning and conservation authority regulations.

<b>7.3 Dimensions of Subject Land</b>			
Total Lot Area:	<b>0.6274</b> hectares	<b>1.55</b> acres	
Lot Depth: <b>77.2</b>	metres	<b>253.3</b>	feet
Lot Width (frontage): <b>298</b>	metres	<b>977.69</b>	feet
<b>7.4 Road Access (include name)</b>			
<input type="checkbox"/> Provincial Highway: _____			
<input type="checkbox"/> County Road: _____			
<input type="checkbox"/> Municipal Road: _____			
<input checked="" type="checkbox"/> Private Right-of-Way: <b>Shipman's Lane</b>			
<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 Servicing – Water</b>	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 checked="" type="checkbox"/> Drilled	<input checked="" 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 Servicing – Sewage</b>	Existing	Proposed	Not Applicable
Municipal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Privately-Owned			
<input checked="" type="checkbox"/> Individual Sanitary Sewage System	<input checked="" 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 Servicing – Storm Drainage</b>	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. OFFICIAL PLAN, ZONING BY-LAW AND LAND USE INFORMATION		
8.1	Official Plan Designation: <b>Rural Lands &amp; Environmental Protection Area (as per the Township of Leeds and the Thousand Islands Official Plan)</b>	
8.2	Special Policy Area: <input checked="" type="checkbox"/> 1000 Islands <input type="checkbox"/> Highly Sensitive Lake Trout Lake <input checked="" type="checkbox"/> No	
8.3	Zoning: <b>Shoreline Residential (RS) – Site-Specific Amendment Requested</b>	
8.4	Is this a designated heritage property: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8.5	Existing Use(s): (indicate uses and length of time uses have continued)	
	<b>The property has been used as a residential waterfront lot for over 20 years, featuring a single detached dwelling, a detached garage, a dock, and a boat shelter.</b>	
8.6	Proposed Use(s): <b>The proposed use remains residential with modifications to existing structures, including: Expansion of the detached garage to include habitable space (home office, gym, and washroom). Increase in maximum garage height from 7.0 metres to 9.9 metres. Recognition of a gatehouse for waste and parcel storage.</b>	
8.7	Existing Use on Adjacent Lands:	
	North: Low-density residential waterfront properties & Ivy Lea Complex PSW	South: Lawrence River & privately owned Island 69D (owned by the applicant)
	East: Additional low-density residential properties and natural shoreline	West: Shipman's Point marina & The Ivy Lea Club (recreational waterfront area)
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 contamination. Note: When a property is being proposed for a more sensitive land 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.)	
	<b>The property has historically been used for residential purposes with no known industrial or commercial use. There is no suspected contamination requiring a Record of Site Condition (RSC).</b>	
8.9	Indicate any current or previous application under the <i>Planning Act</i> affecting the subject land:	
	Application Type	File Number
	Minor Variance	File Status
	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	

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

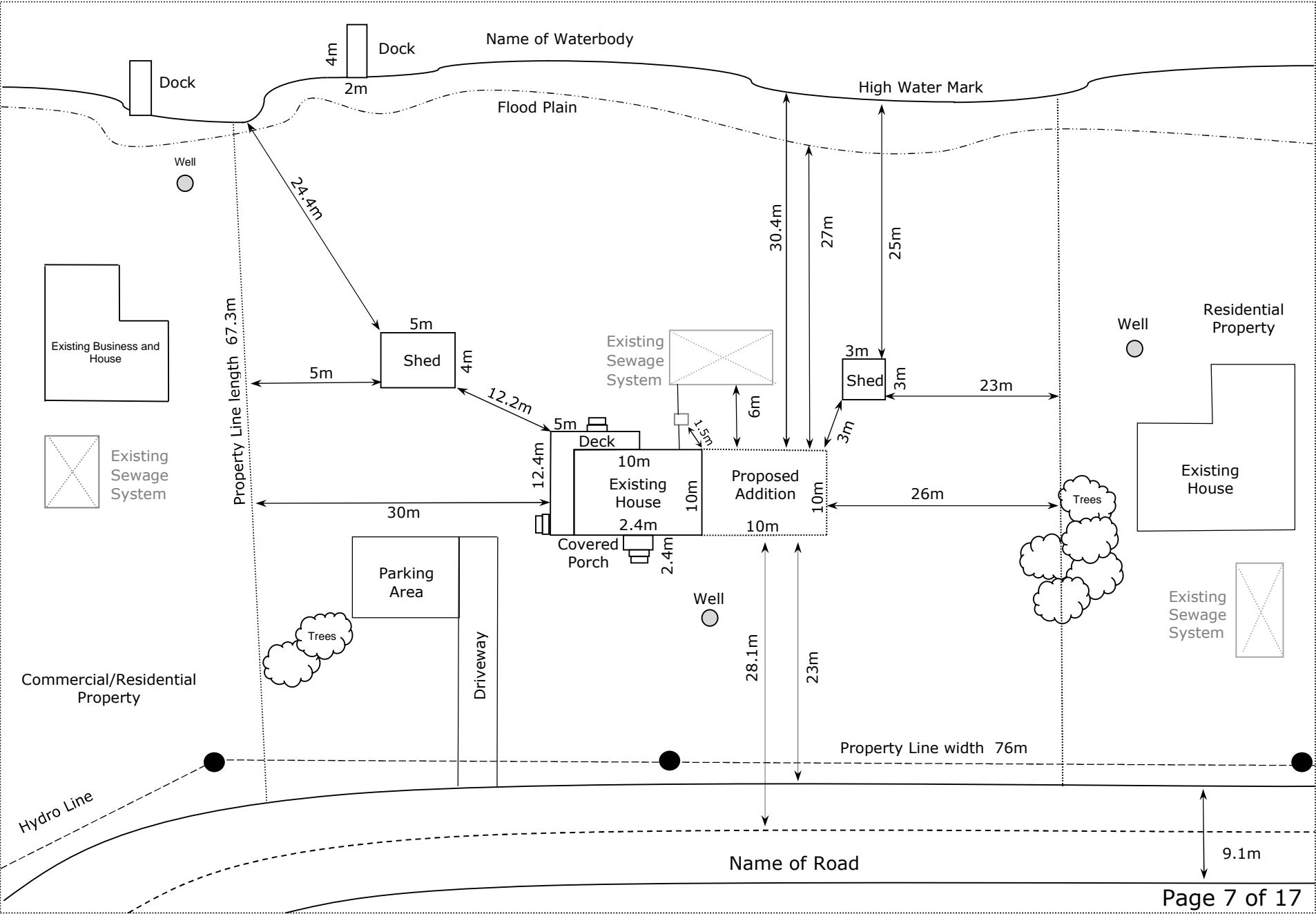
- (a) The boundaries and dimensions of the subject land.
- (b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot line.
- (c) The approximate location of all natural and artificial 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	
Exist. dwelling	289 +/-	<b>289 +/-</b>	1	<b>38.9m</b>	<b>10.1m</b>	<b>8.0m +/-</b>	<b>2015</b>
Exist. garage	<b>94.6 +/-</b>	<b>132.8 +/-</b>	2	<b>15.1m</b>	<b>8.07m</b>	<b>9.17m +/-</b>	<b>2015</b>
Exist. open decks	<b>66.65 +/-</b>	<b>66.65 +/-</b>	1				
Exist. cov. decks	32.41 +/-	<b>32.41 +/-</b>	1				

**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
Exist. dwelling	9.6m	19.85m	19.46m	44.78m	8.4m	8.12m	64.5m	59.4m	
Exist. garage	43.74m	21.26m	41.6m	27.2m	21.26m	1.8m	61.3m	61.3m	
Exist. open decks	8.4m	16.5m	17.3m	54.5m	8.4m	5.4m	68.2m	63.1m	
Exist. cov. decks	10.6m	16.8m	19.6m	49.5m	10.6m	8.8m	61.6m	56.5m	

**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	
Prop. garage. add.	71.29	71.29	1	13.65m	8.05m	9.9m	2025
Prop. cov. ext. stair	14.72	14.72		8.05m	1.83m	7.4m	2025
Prop. gate house	4.46	4.46	1	2.44m	1.83m	2.43m	2025

**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
Prop. garage. add.	43.74m	21.26m	41.6m	27.2m	21.26m	1.8m	61.3m	61.3m	
Prop. cov. ext. stair	58.2m	22.1m	40.5m	27.5m	22.1m	2.0m	73.6m	70.4m	
Prop. gate house	11.4m	4.7m	12.6m	1.2m	12.6m	0.0m	4.7m	4.7m	

**11.3** Proposed Parking & Loading Spaces

Proposed Number of Standard Parking Spaces:

Proposed Number of Barrier Free Parking Spaces:

Proposed Number of Loading Spaces:

<b>12. ZONING BY-LAW INFORMATION</b>
<b>12.1</b> Proposed Zoning: <b>Shoreline Residential (RS) – Site-Specific Amendment</b>
<b>12.2</b> Description of Proposal: (describe nature and extent of the rezoning request, reasons for rezoning) <b>The requested Zoning By-law Amendment (ZBLA) seeks site-specific relief to permit modifications to the property, including: Expansion of the detached garage to include habitable space (home office, gym, and washroom). Increase in the maximum permitted height of the garage from 7.0 metres to 9.9 metres. Formal recognition of a gatehouse as an accessory structure for refuse and parcel storage. The amendment ensures compliance with zoning regulations while enhancing the property's functionality and environmental compatibility.</b>
<b>12.3</b> Is the requested amendment consistent with the Provincial Policy <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Statement (PPS)? Explain how the requested amendment is consistent with the PPS. <b>The amendment is consistent with the PPS, 2024, as it: Protects natural heritage by maintaining a 30-metre setback from the Provincially Significant Wetland (PSW) and ensuring no negative ecological impact. Mitigates flood risks in accordance with PPS Section 5.2 (Natural Hazards) by ensuring development does not encroach upon the regulatory floodplain and complies with CRCA regulations. Supports efficient land use by utilizing existing private water and septic services, reducing infrastructure demands (PPS Section 3.1). Maintains land-use compatibility by preserving the residential character while introducing functional improvements that align with surrounding properties. The proposal adheres to PPS policies on natural heritage, hazard mitigation, and sustainable development, ensuring responsible property enhancement.</b>
<b>12.4</b> Is the requested amendment consistent with the County Official <input type="checkbox"/> Yes <input type="checkbox"/> No Plan? Explain how the requested amendment conforms with the County Official Plan. <b>The property is designated Rural Lands and partially within a Provincially Significant Wetland (PSW) under the United Counties of Leeds and Grenville Official Plan (UCLG OP). The amendment conforms to the County Official Plan by: Supporting low-density residential use while preserving natural features. Ensuring no encroachment into the PSW and adhering to floodplain and erosion hazard mitigation policies. Complying with setback and conservation requirements to protect water quality and wetland function. The amendment maintains the rural and environmental integrity of the County's planning vision.</b>
<b>12.5</b> Is the requested amendment consistent with the Township <input type="checkbox"/> Yes <input type="checkbox"/> No Official Plan? Explain how the requested amendment conforms with the Township Official Plan. <b>The property is designated Rural and partially within an Environmental Protection Area in the Township of Leeds and the Thousand Islands Official Plan (TLTI OP). The proposal conforms to the Township Official Plan by: Respecting natural heritage protection policies through a 30-metre setback from the PSW. Aligning with floodplain and erosion hazard regulations under the Cataraqui Region Conservation Authority (CRCA). Maintaining compatibility with surrounding residential and recreational waterfront uses. The amendment ensures that the proposed modifications adhere to municipal planning goals while enhancing the property's functionality.</b>
<b>12.6</b> Does the proposal require an amendment to the Township Official <input type="checkbox"/> Yes <input type="checkbox"/> No Plan? If yes, list the application number:

<b>12.7</b>	Is the application within an area where the Municipality has pre-determined the minimum and maximum density requirements, or the minimum and maximum height requirements	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide a statement of these requirements:		
<b>The Shoreline Residential (RS) Zone under Zoning By-law No. 07-79 sets a maximum height of 7.0 metres for accessory structures. The requested amendment seeks relief to increase the garage height to 9.9 metres to accommodate habitable space for a home office, gym, and washroom while maintaining compatibility with the surrounding built form.</b>		
<b>12.8</b>	Does the zoning amendment alter the boundaries of an existing area of settlement or require a new area of settlement to be implemented?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If the answer to 12.8 is yes, provide the current Official Plan policies if any dealing with the alteration or establishment of an area of settlement:		
<b>(The amendment does not affect settlement area boundaries; it applies only to site-specific zoning relief.)</b>		
<b>12.9</b>	Does the zoning amendment remove land from an area of employment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If the answer to section 12.9 is yes, provide the current Official Plan policies, if any, dealing with the removal of land from an area of employment:		
<b>(The property is designated for residential use, and the amendment does not involve removing land from an employment area.)</b>		
<b>12.10</b>	Are the lands subject to zoning with conditions?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If the answer to Section 12.10 is yes, provide an explanation of how the proposed amendment complies with the Official Plan policy relating to the zoning with conditions:		
<b>(There are no existing zoning conditions that impact the proposed amendment.)</b>		

<b>12.11</b>	Would this request permit development on a privately owned and operated individual or communal septic system more than 4500 litres of effluent per day?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes to Section 12.11 The following studies are required:		
(a)	A servicing options report	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(b)	a hydrogeological report	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>12.12</b>	Name(s) and address(es) of the holders of any mortgages, charges, and other encumbrances of the property.	
<b>12.13</b>	What is your proposed strategy for consulting with the public?	
<p><b>The public consultation strategy will follow the Township's statutory requirements to ensure transparency and compliance. The Township will provide public notice of the application and schedule a formal public meeting where residents and stakeholders can submit comments. The applicant has pre-consulted with the Township of Leeds and the Thousand Islands and the Cataraqui Region Conservation Authority (CRCA) to ensure that the proposal aligns with municipal and environmental regulations. If needed, residents and stakeholders will have the opportunity to provide input during the public meeting, and any concerns raised will be addressed in accordance with municipal policies.</b></p>		

**13.0 OFFICIAL PLAN INFORMATION****13.1** Is the Application:☒ Site Specific☐ Applicable to a larger area or the entire Municipality**13.2** Does the application propose to change, replace, or a policy in the Official Plan? ☐ Yes ☒ No

Is yes, what is the policy to be changed, replaced or deleted?

**N/A****13.3** Does the application propose to add a policy to the Official Plan ☐ Yes ☒ No**13.4** What is the purpose of the requested amendment?

**The proposed Zoning By-law Amendment (ZBLA) seeks site-specific relief to permit modifications to existing structures and introduce new site elements, including: Expansion of the detached garage to include habitable space for a home office, gym, and washroom. Increase in the maximum permitted height of the garage from 7.0 metres to 9.9 metres. Formal recognition of a gatehouse (refuse storage shed) as an accessory structure. The amendment ensures compliance with zoning and conservation authority regulations while enhancing the property's functionality.**

**13.5** What is the designation of the subject lands according to the Official Plan of the United Counties of Leeds and Grenville and explain how the proposed amendment conforms with it:

**The property is designated Rural Lands and partially within a Provincially Significant Wetland (PSW) under the United Counties of Leeds and Grenville Official Plan. The proposed amendment conforms with the Official Plan by: Respecting natural heritage protection policies through maintaining a 30-metre buffer from the PSW. Complying with hazard mitigation guidelines by modifying development to align with floodplain and erosion hazard regulations. Ensuring land use compatibility with existing residential and recreational waterfront uses.**

**13.6** What is the current designation of the subject land in the Township Official Plan and what land uses does the designation authorize?

**The property is designated Rural and partially within an Environmental Protection Area in the Township of Leeds and the Thousand Islands Official Plan. The Rural designation permits: Residential uses, Home-based businesses, Resource-based recreational uses. The Environmental Protection Area applies to the Ivy Lea Complex PSW, requiring a 30-metre setback for new development. The proposed ZBLA ensures compliance with these environmental policies.**

**13.7** Does the requested amendment propose to change or replace a designation of a parcel of land in the Official Plan? ☐ Yes ☒ No

If yes, what is the proposed designation?

**N/A**

**13.8** What are the land uses that the requested official plan amendment would authorize?

**N/A**

**13.9** Would this request permit development on a privately owned and operated individual or communal septic system more than 4500 litres of effluent per day? ☐ Yes ☒ No

If yes to Section 13.9 The following studies are required: Submitted

(a) A servicing options report ☐ Yes ☐ No

(b) a hydrogeological report ☐ Yes ☐ No

**13.10** Please indicate whether this land, or land within 120 metres of it, is the subject of an application by the applicant under the act for:

	Subject Lands			Adjacent Lands		
	Yes	No	File No.	Yes	No	File No.
Other Applications						
Minor Variance	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Consent	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Amendment to Official Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Amendment to Zoning By-Law	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Minster's Zoning Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Plan of Subdivision	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Site Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other Applications:	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

If yes has been answered one or more times, please specify the following on a separate page:

- 1) the lands affected
- 2) the name of the approval authority considering it
- 3) The purpose of the application
- 4) the status of the application
- 5) effect of the application

Is the separate page attached? ☒ Yes ☐ No ☐ Not Applicable

**13.11** If a policy in the official plan is being changed, replaced or deleted or if a policy is being added, indicate the proposed text of the requested amendment or attach a draft of the amendment.

**The requested Zoning By-law Amendment (ZBLA) does not propose any changes to the Official Plan but instead seeks site-specific relief to accommodate modifications to the property. The amendment includes the expansion of the detached garage to incorporate habitable space for a home office, gym, and washroom, as well as an increase in the maximum accessory building height from 7.0 metres to 9.9 metres. Additionally, it aims to formally recognize a gatehouse as an accessory structure for refuse and parcel storage. A draft of the requested amendment is attached for review.**

<b>13.12</b>	If the requested amendment changes or replaces a schedule in the official plan, indicate the requested schedule and text that accompanies it:
<b>The requested amendment does not propose to change or replace any schedule in the Official Plan. The application seeks site-specific relief under the existing land use designation to allow modifications to the detached garage and formal recognition of a gatehouse.</b>	
<b>13.13</b>	If the requested amendment alters all or any part of the boundary of an area of settlement or establishes a new area of settlement, indicate the current official plan policies, dealing with the alteration or establishment of an area of settlement:
<b>The requested amendment does not alter the boundary of an existing settlement area, nor does it propose to establish a new area of settlement. The property remains designated as Rural Lands and Environmental Protection Area, with site-specific zoning relief requested for residential improvements.</b>	
<b>13.14</b>	If the requested amendment removes the subject land from an area of employment, indicate the current official plan policies dealing with the removal of land from an area of employment:
<b>The proposed amendment does not remove land from an area of employment. The subject property is designated for residential and recreational uses, and the requested site-specific amendment maintains compatibility with existing land use policies.</b>	
<b>13.15</b>	Is the requested amendment consistent with the Provincial Policy Statement (PPS)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain how the requested amendment is consistent with the PPS:	
<b>The requested amendment is consistent with the Provincial Policy Statement (PPS), 2024, as it protects natural heritage by maintaining a 30-metre setback from the Provincially Significant Wetland (PSW) and ensuring no negative ecological impact. It mitigates flood risks in accordance with PPS Section 5.2 (Natural Hazards) by ensuring development does not encroach upon the regulatory floodplain and complies with CRCA regulations. The amendment promotes efficient land use by utilizing existing private water and septic services, reducing infrastructure demands (PPS Section 3.1), while maintaining land use compatibility by preserving the residential character and ensuring improvements align with surrounding properties.</b>	
<b>13.16</b>	What is the proposed strategy for consulting with the public?
<b>The public consultation strategy will follow the Township of Leeds and the Thousand Islands' requirements, including public notice and a formal public meeting. The Township will notify residents and stakeholders, providing an opportunity for feedback. The applicant has engaged in pre-consultation with the Township and the Cataraqui Region Conservation Authority (CRCA) to ensure compliance with planning and environmental regulations. Any concerns raised during the public consultation process will be addressed in alignment with municipal policies.</b>	



**14. AUTHORIZATION & 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 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 Michael Tippin and Anne Tippin,  
(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):

Njo Mathew EFI Engineering  
(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 meeting 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): [Signature]

Date: March 07, 2025



**15. AGREEMENT TO INDEMNIFY & STATUTORY DECLARATION**I/We, Nigel Mathew  
(name of owner, applicant or authorized agent)Of the Township of Leeds and the Thousand Islands  
(name of Municipality)In the County of Leeds and Grenville  
(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: Township of Leeds & the 1000 Islands  
(name of municipality)in the United Counties of Leeds & Grenville  
(name of County)This 7<sup>th</sup> day of March, 2025.  
Signature of Commissioner of Oaths, etc.

Michelle K. Hannah,  
a Commissioner for Taking Oaths,  
Clerk, The Corporation of the Township  
of Leeds and the Thousand Islands,  
Section 1 (2) (1). R.S.O. 1990 c.C17.

(Official Stamp of Commissioner of Oaths)