



Development Application

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

Office Use Only				
Application:		Date Received:		
Roll Number:		Deemed Complete:		
Application Fee:		<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	<input type="checkbox"/> Interac <input type="checkbox"/> Online
Septic Review Fee:		<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	<input type="checkbox"/> Interac <input type="checkbox"/> Online
Posting of Sign By:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Posting of Sign Fee:	<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	<input type="checkbox"/> Interac	<input type="checkbox"/> Online
1. Application Type (Check all that apply)				
<input type="checkbox"/> Minor Variance/Permission Application				
<input type="checkbox"/> Site Plan Control Agreement				
2. Complete Application Requirements				
<input type="checkbox"/> Complete Application Form and Fees				
<input type="checkbox"/> Cover Letter				
<input type="checkbox"/> Authorization of Applicant/Agent (if applicable)				
<input type="checkbox"/> Affidavit signed in front of a Commissioner for Taking Affidavits, Notary, etc. (Available at the Township Office by appointment)				
<input type="checkbox"/> Planning Justification Report (if required)				
<input type="checkbox"/> Transfer/Deed (if recently purchased)				
<input type="checkbox"/> Reference Plan (if available)				
<input type="checkbox"/> Scaled Plot Plan - See Section 11.4 for an example				
<input type="checkbox"/> Construction Details, Floor Plans, Elevations				
<input type="checkbox"/> Photographs of Existing Development				
<input type="checkbox"/> All Supporting Information identified through Pre-Consultation				
3. Subject Lands Information				
Assessment Roll Number:				
Civic Address:				
Legal Description (Concession, Lot, Part, Reference Plan Numbers):				
Date subject land acquired by current owner:				

4. Registered Owner Information

Contact information for every owner of the subject property must be included. If company, identify principals. A separate page may be submitted, if needed.

Company Name or Owner Name(s):

Mailing Address:

Phone Number(s):

Email Address(es):

Agree to have the email address(es) added into the Municipality's Contact List.

5. Applicant/Agent Information

If an applicant is NOT the owner of the subject lands, written authorization from **all registered owner(s)** must be obtained appointing the agent and authorizing them to make the application (Section 12).

5.1 Is the applicant the same as the owner?

Yes (same information as above)

No (please fill out below **and** complete Section 12)

5.2 Company Name or Agent's Name(s):

Mailing Address:

Phone Number(s):

Email Address(es):

Agree to have the email address(es) added into the Municipality's Contact List.

6. Subject Lands Characteristics

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

6.2 Site Description: (briefly describe factors that may impact the proposed development, such as lot configuration, steep slopes or low-lying areas, natural features, etc.)

6.3 Dimensions of Subject Land			
Total Lot Area:	hectares	acres	
Lot Depth:	metres	feet	
Lot Width (frontage):	metres	feet	
6.4 Road Access (include name)			
<input type="checkbox"/> Public Road:			
<input type="checkbox"/> Private Right-of-Way:			
<input type="checkbox"/> Water Only:			
6.5 If access to the subject land is by water only, provide details of parking and docking facilities to be used for a site visit:			
6.6 Servicing – Water	Existing	Proposed	Not Applicable
Municipal Piped Water System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Well	<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"/>
6.7 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"/>
6.8 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"/>

7. Official Plan, Zoning By-Law and Land Use Information		
7.1 Official Plan Designation(s):		
7.2 Special Policy Area: <input type="checkbox"/> 1000 Islands <input type="checkbox"/> Highly Sensitive Lake Trout Lake <input type="checkbox"/> No		
7.3 Zoning:		
7.4 Existing Use(s): (indicate uses and length of time uses have continued)		
7.5 Proposed Use(s):		
7.6 Existing Use on Adjacent Lands:		
North:		South:
East:		West:
7.7 Previous Use(s): indicate all previous land uses on the subject lands or adjacent lands including any industrial or commercial use, or if there is suspected contamination		
7.8 Indicate any current or previous application(s) under the Planning Act affecting the subject lands:		
Application Type	File Number	Application Status
Minor Variance/Permission		
Site Plan Control Agreement		
Zoning By-Law Amendment		
Official Plan Amendment		
Consent		
Plan of Subdivision		
Other:		
<input type="checkbox"/> There have been no previous Planning Act applications affecting the subject lands		

7.9 Potential Land Use Constraints:	On Subject Lands	On Adjacent Lands Within	No
Agricultural Operation including Livestock Facility or Stockyard (If Yes, MDS Calculation May Be Required)	<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 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	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input type="checkbox"/>
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"/>	<input type="checkbox"/> N/A	<input type="checkbox"/>
7.10 Heritage Review	On Subject	On Adjacent	No
	Lands	Lands Within	
Designated Heritage Property	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input type="checkbox"/>
If this property is designated under the Ontario Heritage Act, please specify the By-Law and the reason for the heritage designation:			

9. Existing Structures and Setbacks on Subject Lands (Indicate any to be demolished)

9.1 Existing Structures in metres. Include all existing structures associated with the subject lands, 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	

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

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

9.3 Existing Parking & Loading Spaces

Existing Number of Standard Parking Spaces: _____ Existing Number of Barrier Free Parking Spaces: _____

Existing Number of Loading Spaces: _____

10. Proposed Structures and Setbacks on Subject Lands

10.1 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	

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

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

10.3 Proposed Parking & Loading Spaces

Proposed Number of Standard Parking Spaces:

Proposed Number of Barrier Free Parking Spaces:

Proposed Number of Loading Spaces:

11. Required Plans

- 11.1** A detailed plan in metric has been attached with the required information as noted in Section 11.2. Yes No
- All required site plan drawings, elevations, cross-sections, grading, drainage, etc. along with the required information as noted in Section 11.3. Yes No

11.2 Plan Requirements

A detailed plan **is required** to be submitted with this application. The plan 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.

11.3 Site Plan Requirements

In addition to Section 11.2, 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
 - (i) 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.

12. Authorization for Agent, Permission to Enter and Acknowledgement Form

All Registered Owner(s) must complete this section. If a digital signature is used, the confirmation email from the owner confirming the authenticity of their signature may be 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)/Authorized Company)

- Hereby authorize Council, Members of the Committee of Adjustment, Township Staff and various agencies to enter the subject property without notice to conduct site inspections related to this application.
- Agree to stake the area of any proposed development a minimum of 15 days prior to the date of the public hearing. Failure to do so may result in the deferral of the decision by the Committee.**
- Agree to ensure that any driveway/private roads are accessible during the circulation period of the application so that Committee members, Township Staff and various agencies do not have any barriers blocking access to the subject land. This includes the removal of snow.
- Water access only properties will require a boat ride, which is to be provided by the owner/agent. Township Staff will advise of the pre-scheduled date for the boat ride and will schedule a suitable time. Boat rides are not conducted during certain months of the year for safety reasons.
- 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(s). Failure to do so will result in the hearing for this application being cancelled. Additional fees may be incurred. Township Staff can post the required signage for a fee.
- 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, etc. will be part of the public record and will also be available to the general public.

Signature(s): _____

Date: _____

13. Agreement to Indemnify and Statutory Declaration (This form must be signed in the presence of a Commissioner for Taking Affidavits, a Notary, etc.)

I/We, _____
 (Name of Owner, Applicant or Authorized Agent on behalf of the Owner)

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 Land 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 Ontario Land 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 for Taking Affidavits, etc.

(Official Stamp)