

# 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>	D14-2025-010	<b>Date Received:</b>	September 5, 2025
<b>Roll Number:</b>	812-025-10500	<b>Deemed Complete:</b>	September 11, 2025
<b>Application Fee:</b>	\$1500	<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 type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input checked="" type="checkbox"/> Staff (\$50 Fee) <input type="checkbox"/> Other
<b>Posting of Sign Fee:</b>	<input checked="" 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: MECP

### 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: 0812812-02510500  
Civic Address: 439-1000 Islands Parkway  
Legal Description (Concession, Lot, Part, Reference Plan numbers): Pt. Lot 12, Concession 1, Lansdowne Part 1, to 4 and 6 28R1612  
Date subject land acquired by current owner: 2017

**5. REGISTERED OWNER(S)**

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

Name(s): Valentina Pollon

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): Michael Preston

Company Name (if applicable): Michael Preston Design

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)

Small right of way on east and west side of property at road entrances

**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.)

3.42 acre property - mostly open with some forested areas closer to the Parkway. Higher elevation at center of property which slopes down towards water.

**7.3 Dimensions of Subject Land**

Total Lot Area:	1.38	hectares	3.42	acres
Lot Depth:	+/- 101.5	metres	+/- 333	feet
Lot Width (frontage):	97.93	metres	321.3	feet

**7.4 Road Access (include name)**

- ☒ Provincial Highway: 1000 Islands Parkway
- ☐ County Road: \_\_\_\_\_
- ☐ Municipal Road: \_\_\_\_\_
- ☐ Private Right-of-Way: \_\_\_\_\_
- ☐ Water Only: \_\_\_\_\_

**7.5** 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 checked="" 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 checked="" type="checkbox"/>
Privately-Owned			
<input checked="" type="checkbox"/> Individual Sanitary Sewage System	<input type="checkbox"/>	<input checked="" 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 checked="" 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					
<b>8.1</b> Official Plan Designation: Rural, FP, PSW					
Low wildland fire hazard, Aquafer (significant), Groundwater Recharge Area					
<b>8.2</b> Special Policy Area: <input checked="" type="checkbox"/> 1000 Islands <input type="checkbox"/> Highly Sensitive Lake Trout Lake <input type="checkbox"/> No					
<b>8.3</b> Zoning: Tourist Commercial (CT), Floodplain (FP), PSW					
<b>8.4</b> Is this a designated heritage property: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
<b>8.5</b> Existing Use(s): (indicate uses and length of time uses have continued)					
Private lodge with accessory dwelling and accessory garage / studio					
Currently under construction - since 2023					
<b>8.6</b> Proposed Use(s):					
Proposal is to change to a residential zoning so that the lodge would become a primary residence					
The accessory dwelling would have cooking facilities removed so that it would no longer be considered a dwelling					
<b>8.7</b> Existing Use on Adjacent Lands:					
North: Unknown		South: St. Lawrence River			
East: Residential		West: Residential			
<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. 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.)					
There was a fishing lodge on this property previously.					
<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	Yes	D11-2023-001	Finalized		
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 type="checkbox"/>	<input checked="" 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 checked="" 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: <u>Commercial Tourism</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.

**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	
Main Lodge	606.77	739.93	2	38.1	29	11.09	under const.
Large Garage	231.22	339.42	1.5	22.86	12.8	8.03	under const.
Small Garage	91.93	155.15	2	9.32	9.87	7.77	under const.
Floating Dock	37.48	37.48	n/a	9	2	n/a	unknown
Frame Dock	12.6	12.6	n/a	7.5	2	n/a	unknown

**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
Main Lodge	32.21	63.48	32.21	49.64	32.21	30.1	65.53	26.11	
Large Garage	30	12.9	96.42	32.85	30	20.79	48.62	27.23	
Small Garage	61.87	20.06	71.17	10.37	61.87	52.27	26.11	19.81	
Floating Dock	n/a	18.6	123	78	n/a	3			
Frame Dock	n/a	56	71	115	n/a	3			

**10.3 Existing Parking & Loading Spaces**

Existing Number of Standard Parking Spaces: 10

Existing Number of Barrier Free Parking Spaces: 1

Existing Number of Loading Spaces: 0

**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	
No new proposed structures							

**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: 10

Proposed Number of Barrier Free Parking Spaces: 0

Proposed Number of Loading Spaces: 0

<b>12. ZONING BY-LAW INFORMATION</b>
<b>12.1</b> Proposed Zoning: Shoreline Residential
<b>12.2</b> Description of Proposal: (describe nature and extent of the rezoning request, reasons for rezoning)
Simply changing from Commercial to Residential. The property is only going to be used in a residential way so the change will eliminate the need for certain fire rating requirements, as well as simplify the overall construction.
<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.
This area has both residential and commercial zoning, with residential being the more predominant.
<b>12.4</b> Is the requested amendment consistent with the County Official <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Plan?
Explain how the requested amendment conforms with the County Official Plan.
This area has both residential and commercail zoning, with residential being the more predominant.
<b>12.5</b> Is the requested amendment consistent with the Township <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Official Plan?
Explain how the requested amendment conforms with the Township Official Plan.
This area has both residential and commercial zoning, with residential being the more predominant.
<b>12.6</b> Does the proposal require an amendment to the Township Official <input type="checkbox"/> Yes <input checked="" 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:		
This property is within the 1000 Islands Special Policy area, with a maximum density of 1 unit per hectare.		
<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>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>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>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:		Submitted
(a)	A servicing options report	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b)	a hydrogeological report	<input type="checkbox"/> Yes <input 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.	
<input checked="" type="checkbox"/> There are no mortgages, charges, or other encumbrances on the property.		
<b>12.13</b>	What is your proposed strategy for consulting with the public?	
Through the Township circulation process.		



**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 Valentina Pollon,  
(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):

Michael Preston

(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): 

Date: August 29, 2025

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

I/We, Michael Preston  
 (name of owner, applicant or authorized agent)  
 Of the City of Kingston  
 (name of Municipality)  
 In the Province of Ontario  
 (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.

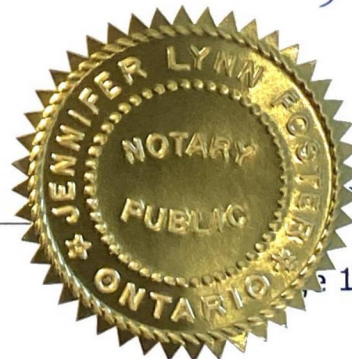
I/We solemnly declare that all of the above statements contained herein and all exhibits transmitted herewith including this application and any required document attached hereto are true, and I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same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

Signature(s): 

Declared before me at the: City of Kingston  
 (name of municipality)  
 in the Province of Ontario, Frontenac County  
 (name of County)

This 5th day of September, 2025.

  
 Signature of Commissioner of Oaths, etc.



(name of Oaths)

Jennifer Foster