



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

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

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

<input type="checkbox"/> Zoning By-Law Amendment	<input type="checkbox"/> Official Plan Amendment
<input type="checkbox"/> Site Plan Agreement	

2. PRE-CONSULTATION (Attach supporting documentation)

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

3. COMPLETE APPLICATION REQUIREMENTS

- Complete Application Form
- Authorization of Applicant (if applicable)
- Affidavit signed by a Commissioner of Oaths, Notary, etc. (Available at Office)
- Township and other Agency (if applicable) Applications and Fees
- Cover Letter and/or report
- Survey Plan (if available)
- Deed
- Scaled Sketch 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: _____

Civic Address: _____

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

Date subject land acquired by current owner: _____

5. REGISTERED OWNER(S)

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

Name(s): _____

Company Name (if applicable): _____

Mailing Address: _____

Phone (home): _____ Phone (cell): _____

Email Address: _____

6. APPLICANT INFORMATION

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

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.)

7.3 Dimensions of Subject Land			
Total Lot Area:	hectares	acres	
Lot Depth:	metres	feet	
Lot Width (frontage):	metres	feet	
7.4 Road Access (include name)			
<input type="checkbox"/> Provincial Highway: _____			
<input type="checkbox"/> County Road: _____			
<input type="checkbox"/> Municipal Road: _____			
<input type="checkbox"/> Private Right-of-Way: _____			
<input type="checkbox"/> Water Only: _____			
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:			
7.6 Servicing – Water	Existing	Proposed	Not Applicable
Municipal Piped Water System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Privately Owned and Operated Well			
<input type="checkbox"/> Dug	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Drilled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Communal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lake or Other Water Body:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.7 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"/>
7.8 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"/>

8. OFFICIAL PLAN, ZONING BY-LAW AND LAND USE INFORMATION		
8.1 Official Plan Designation:		
8.2 Special Policy Area: <input type="checkbox"/> 1000 Islands <input type="checkbox"/> Highly Sensitive Lake Trout Lake <input type="checkbox"/> No		
8.3 Zoning:		
8.4 Is this a designated heritage property: <input type="checkbox"/> Yes <input type="checkbox"/> No		
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 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.)		
8.9 Indicate any current or previous application under the <i>Planning Act</i> affecting the subject land:		
Application Type	File Number	File Status
Minor Variance		
Site Plan Agreement		
Zoning By-Law Amendment		
Official Plan Amendment		
Consent		
Subdivision		
Other:		
<input type="checkbox"/> There have been no previous Planning Act applications affecting the subject lands		

8.10 Potential Land Use Constraints:	On Subject Lands	On Adjacent Lands Within	No
Agricultural Operation including Livestock Facility or Stockyard (If Yes, MDS info must be submitted)	<input type="checkbox"/>	<input type="checkbox"/> 1000m	<input type="checkbox"/>
Waste Management Site or Landfill	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input type="checkbox"/>
Sewage Treatment Plant or Waste Stabilization	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input type="checkbox"/>
Provincially Significant Wetland (PSW)	<input type="checkbox"/>	<input type="checkbox"/> 120m	<input type="checkbox"/>
Locally Significant Wetland (LSW)	<input type="checkbox"/>	<input type="checkbox"/> 50m	<input type="checkbox"/>
Area of Natural and Scientific Interest (ANSI)	<input type="checkbox"/>	<input type="checkbox"/> 50m	<input type="checkbox"/>
Flood Plain	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Wellhead Protection (Village of Lansdowne)	<input type="checkbox"/>	N/A	<input type="checkbox"/>
James W. King Intake Protection Zone - St. Lawrence River - South of Gananoque (OP Schedule A6)	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Licensed Mine, Pit or Quarry or an area designated for Aggregate Extraction	<input type="checkbox"/>	<input type="checkbox"/> 1000m	<input type="checkbox"/>
Rehabilitated Mine/Pit/Quarry Site?	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input type="checkbox"/>
Industrial or Commercial Use, or Wrecking Yard 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"/>	Adjacent	<input type="checkbox"/>
Lands suspected to be contaminated	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input type="checkbox"/>
Has grading of the subject land been changed by adding earth or other material(s)?	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Designated Heritage Building/Site	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input type="checkbox"/>
8.11 Additional information that may be relevant to the review of the application:			

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:

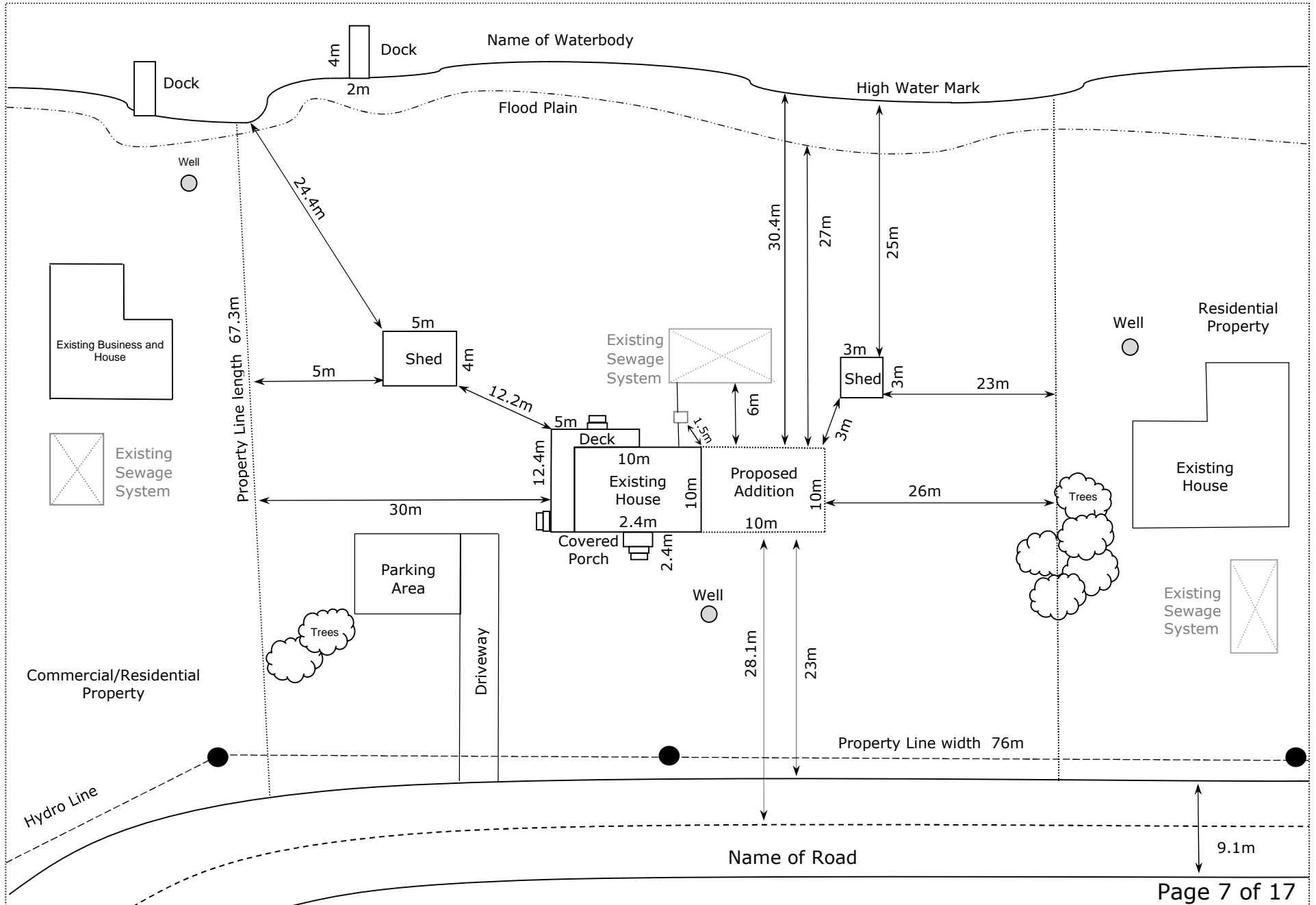
- (a) The boundaries and dimensions of the subject land.
- (b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot line.
- (c) The approximate location of all natural and artificial 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	

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

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

10.3 Existing Parking & Loading Spaces

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

Existing Number of Loading Spaces: _____

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

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

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

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

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

11.3 Proposed Parking & Loading Spaces

Proposed Number of Standard Parking Spaces:

Proposed Number of Barrier Free Parking Spaces:

Proposed Number of Loading Spaces:

12. ZONING BY-LAW INFORMATION

12.1 Proposed Zoning:

12.2 Description of Proposal: (describe nature and extent of the rezoning request, reasons for rezoning)

12.3 Is the requested amendment consistent with the Provincial Policy Statement (PPS)? Yes No

Explain how the requested amendment is consistent with the PPS.

12.4 Is the requested amendment consistent with the County Official Plan? Yes No

Explain how the requested amendment conforms with the County Official Plan.

12.5 Is the requested amendment consistent with the Township Official Plan? Yes No

Explain how the requested amendment conforms with the Township Official Plan.

12.6 Does the proposal require an amendment to the Township Official Plan? Yes No

If yes, list the application number:

12.7 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 Yes No

If yes, provide a statement of these requirements:

12.8 Does the zoning amendment alter the boundaries of an existing area of settlement or require a new area of settlement to be implemented? Yes 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:

12.9 Does the zoning amendment remove land from an area of employment? Yes 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:

12.10 Are the lands subject to zoning with conditions? Yes 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:

13.0 OFFICIAL PLAN INFORMATION	
13.1	Is the Application: <input type="checkbox"/> Site Specific <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No Is yes, what is the policy to be changed, replaced or deleted?
13.3	Does the application propose to add a policy to the Official Plan <input type="checkbox"/> Yes <input type="checkbox"/> No
13.4	What is the purpose of the requested amendment?
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:
13.6	What is the current designation of the subject land in the Township Official Plan and what land uses does the designation authorize?
13.7	Does the requested amendment propose to change or replace a designation of a parcel of land in the Official Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the proposed designation?

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

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 type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Consent	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Amendment to Official Plan	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Amendment to Zoning By-Law	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Minster’s Zoning Order	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Other Applications:	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input 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.

13.12 If the requested amendment changes or replaces a schedule in the official plan, indicate the requested schedule and text that accompanies it:

13.13 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:

13.14 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:

13.15 Is the requested amendment consistent with the Provincial Policy Statement (PPS)? Yes No

If yes, explain how the requested amendment is consistent with the PPS:

13.16 What is the proposed strategy for consulting with the public?

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 _____,
 (name(s) of owner(s) or company)

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

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

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

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

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

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

Agree to stake the area of any proposed construction a minimum of 1 week prior to the hearing/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: _____

15. AGREEMENT TO INDEMNIFY & STATUTORY DECLARATION

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

Of the _____
(name of Municipality)

In the _____
(name of County)

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

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

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

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

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

Signature(s): _____

Declared before me at the: _____
(name of municipality)

in the _____
(name of County)

This _____ day of _____, 20_____.

Signature of Commissioner of Oaths, etc.

(Official Stamp of Commissioner of Oaths)