



DEVELOPMENT APPLICATION
Section 41 (Site Plan Approval) and
Section 45 (Minor Variance) of the Planning Act

OFFICE USE ONLY

Application:	D13-2024-059	Date Received:	November 18, 2024
Roll Number:	812-025-18400	Deemed Complete:	November 20, 2024
Application Fee:	\$850	<input checked="" type="checkbox"/> Cheque	<input type="checkbox"/> Cash <input type="checkbox"/> Interac <input type="checkbox"/> N/A
Posting of Sign By:	<input checked="" 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 checked="" type="checkbox"/> N/A

1. APPLICATION TYPE (Check all that apply)

- ☒ Minor Variance Application
☐ Site Plan Agreement

2. PRE-CONSULTATION (Attach supporting documentation)

- | | |
|--|--|
| <input checked="" 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 as per Section 11 (1 hard copy (11x17 paper or less) or 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: 08-12-812-025-18400
Civic Address: 120 Ivy Lea Road
Legal Description (Concession, Lot, Part, Reference Plan numbers): PT LT 19 CON 1 LANSDOWNE PT 1 28R12570; LEEDS/THOUSAND ISLANDS
Date subject land acquired by current owner: 2023

5. REGISTERED OWNER(S)

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

Name(s): Township of Leeds and the Thousand Islands

Company Name (if applicable): _____

Mailing Address: P.O. Box 280, 1233 Prince Street, Lansdowne, ON K0E 1L0

Phone (home): 613-659-2415 ext. 211

Phone (cell): _____

Email Address: directoroperations@townshipleeds.on.ca

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 13)*

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): Robert Asselstine

Company Name (if applicable): The Greer Galloway Group

Mailing Address: Unit 2A, 640 Cataraqui Woods Drive, Kingston, ON, K7P 2Y5

Phone (home): _____

Phone (cell): 613-539-3047

Phone (work): 613-536-5420

Email Address: rasselstine@greergalloway.com

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)

N/A

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.)

Existing gravel parking area located at 120 Ivy Lea Road. Proposed paved parking lot and removal of existing shed structure. Paved parking lot will be bordered by concrete barrier curb, 1.0 m landscaped area, and 2.1m timber fence at property limits.

7.3 Dimensions of Subject Land			
Total Lot Area: 0.136	hectares	acres	
Lot Depth: 38	metres	feet	
Lot Width (frontage): 36	metres	feet	
7.4 Road Access (include name)			
<input type="checkbox"/> Provincial Highway: _____			
<input type="checkbox"/> County Road: _____			
<input checked="" type="checkbox"/> Municipal Road: <u>Ivy Lea Road</u>			
<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:			
N/A			
7.6 Servicing – Water	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 checked="" type="checkbox"/>
<input type="checkbox"/> Drilled	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Communal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lake or Other Water Body:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.7 Servicing – Sewage	Existing	Proposed	Not Applicable
Municipal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Privately-Owned			
<input type="checkbox"/> Individual Sanitary Sewage System	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Communal Sanitary Sewage System	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Composting/Self-Contained Toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Privy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Outhouse	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.8 Servicing – Storm Drainage	Existing	Proposed	Not Applicable
Sewers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ditches	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Swales	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (Specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. OFFICIAL PLAN, ZONING BY-LAW AND LAND USE INFORMATION		
8.1 Official Plan Designation:		
Residential, Sand and Gravel Resources Highly Vulnerable Aquifer, Significant Groundwater Recharge Area		
8.2 Special Policy Area: <input checked="" type="checkbox"/> 1000 Islands <input type="checkbox"/> Highly Sensitive Lake Trout Lake <input type="checkbox"/> No		
8.3 Zoning: Rural Residential (RR)		
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)		
Gravel parking lot.		
8.6 Proposed Use(s):		
Asphalt parking lot utilized for boat launch parking from the Ivy Lea Wharf.		
8.7 Existing Use on Adjacent Lands:		
North: Residential	South: Residential	
East: Residential	West: Residential	
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)		
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		

Page 5 of 12

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 minor variance, a detailed sketch **is required**. The sketch must include:

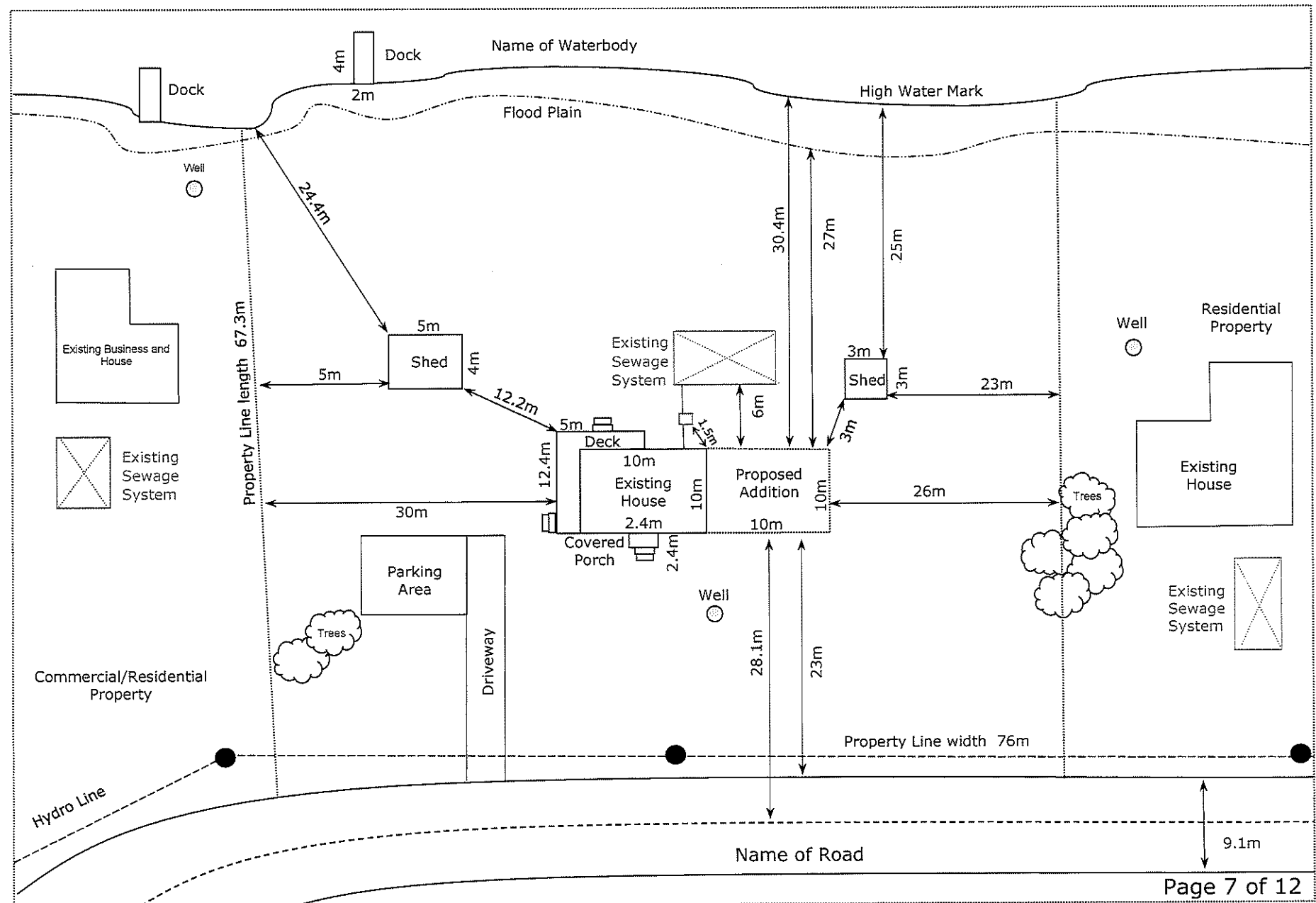
- (a) The boundaries and dimensions of the subject land.
- (b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot line.
- (c) The approximate location of all natural and artificial 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	
Shed (to be demolished)	40 m ²	48 m ²	1	7 m	7 m	4 m	

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
Shed (to be demolished)	26 m	25 m	4 m	3 m	>50 m				

10.3 Existing Parking & Loading Spaces

Existing Number of Standard Parking Spaces: 12

Existing Number of Barrier Free Parking Spaces: 0

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	
N/A							

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
N/A									

11.3 Proposed Parking & Loading Spaces

Proposed Number of Standard Parking Spaces: 12

Proposed Number of Barrier Free Parking Spaces: 1

Proposed Number of Loading Spaces: 0

12. MINOR VARIANCE INFORMATION**12.1 Description of Proposal**

The General Provisions of the Zoning By-Law require that an access driveway designated for two-way traffic be not more than 9.0 m wide. As we are constructing a parking lot designed for boat launch parking, a wider entrance is required to facilitate turning movements into the lot and spaces. We are proposing an entrance that is generally 9.2 m wide and 13.2 m wide at the connection to the street. A widened entrance has been requested by Fire to allow for trucks to turn around when being loaded from the Ivy Lea wharf. This is a major reason for the widened entrance.

12.2 Variance Requested from Zoning By-Law:

Section	Zone Requirement	Proposed Standard	Variance Required
3.26 (f) - Access to Parking Areas	9.0 m maximum entrance width	13.2m Entrance Width	Wider Entrance Than Permitted

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

Turning movements for large boat trailers requires a wider entrance than permitted by the Zoning By-Law. This has been confirmed by vehicle tracking software in AutoCAD Civil 3D.

13. AUTHORIZATIONS & 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 is 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 David Holliday - Director of Operations and Infrastructure (The Township of Leeds and the Thousand Islands),
(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):

Robert Asselstine (The Greer Galloway Group)
(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: November 14, 2024

14. AGREEMENT TO INDEMNIFY & STATUTORY DECLARATION

I/We, David Holliday - Director of Operations and Infrastructure (Township of Leeds and the Thousand Islands)
(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)

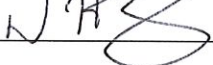
Hereby agree to indemnify and save harmless The Corporation of the Township of Leeds and Thousand Islands (the "Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under the Planning Act.

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: TLTI
(name of municipality)

in the UCLG
(name of County)

This 18 day of November, 2024.

AMANDA ZORA WERNER-MACKELER,
a Commissioner, etc., Province of Ontario,
the Corporation of the Township of Leeds
and the Thousand Islands.
Expires August 18, 2025.


Signature of Commissioner of Oaths, etc.

(Official Stamp of Commissioner of Oaths)