



DEVELOPMENT APPLICATION

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

OFFICE USE ONLY			
Application:	D13-2025-010	Date Received:	March 3, 2025
Roll Number:	812-025-49600)	Deemed Complete:	April 3, 2025
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)*

☒ TLTI – Staff Kyle Peel
 ☐ Leeds, Grenville & Lanark Health Unit

☒ CRCA Hailey Esdon, Development Officer
 ☐ 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 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: 0812812025496000000

Civic Address: 208 Downie Island, Lansdowne (Township of)

Legal Description (Concession, Lot, Part, Reference Plan numbers): PIN 44218 - 0156 LT
PT FLOAT OR DOWNIE ISLAND, PL 120 IN THE ST. LAWRENCE RIVER IN FRONT OF THE TWP OF LANSDOWNE AS IN LR371970; LEEDS/THOUSAND ISLANDS

Date subject land acquired by current owner: May 21, 2021

5. REGISTERED OWNER(S)

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

Name(s): _____ Lindsay Bolton & Craig Bolton

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 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): _____

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)

hydro easement

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.)

Proposed shed is to be accessory structure to existing cottage on St. Lawrence River. The lot is long and narrow with Hydro easement separating the water access only site from the remaining majority of the deep forested property. Site consist of high, exposed areas, natural feature bedrock with shallow pockets of thin soil overburden. The slope near the existing cottage is rough bedrock. The shed is approximately 7 m horizontal elevation from the water and located a greater distance from the water than any other existing property structure. There is bedrock ledge and an elevated course rift running bilateral parallel lengths through property providing limited space for accessory shed placement to remain functionally accessible to cottage and water only boat access.

7.3 Dimensions of Subject Land

Total Lot Area:		hectares	7	acres
Lot Depth:	254	metres	836	feet
Lot Width (frontage):	111	metres	366	feet

7.4 Road Access (include name)

- ☐ Provincial Highway: _____
- ☐ County Road: _____
- ☐ Municipal Road: _____
- ☐ Private Right-of-Way: _____
- ☒ Water Only: Water access 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:

Vehicle parking and water access via marina on mainland. Boat docking at property using previously installed docks

7.6 Servicing – Water

Existing Proposed Not Applicable

Municipal Piped Water System

☐☐☒

Privately Owned and Operated Well

☐ Dug☐☐☐☐ Drilled☐☐☐☐ Communal☐☐☐

Lake or Other Water Body:

☒☐☐

Other:

☐☐☐**7.7 Servicing – Sewage**

Existing Proposed Not Applicable

Municipal

☐☐☒

Privately-Owned

☒ Individual Sanitary Sewage System☒☐☐☐ Communal Sanitary Sewage System☐☐☐☐ Composting/Self-Contained Toilet☐☐☐☐ Privy☐☐☐☐ Outhouse☐☐☐

Other: (Specify)

☐☐☐**7.8 Servicing – Storm Drainage**

Existing Proposed Not Applicable

Sewers

☐☐☐

Ditches

☐☐☐

Swales

☐☐☐

Other (Specify): _____

☐☐☐

8. OFFICIAL PLAN, ZONING BY-LAW AND LAND USE INFORMATION		
8.1 Official Plan Designation: Rural		
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: Island Residential (RI)		
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)		
Cottage property		
8.6 Proposed Use(s):		
See Planning Justification Report; shed (3.3 x 4.5m, i.e., 14.85 sq m) accessory structure to existing cottage at 208 Downie Island. Shed location to fall within the 30m setback line from the water, farther back than the existing cottage structure. Chosen location is a level site that is elevated and back from the water for storage while still allowing for accessibility and proximity to current existing cottage structure.		
8.7 Existing Use on Adjacent Lands:		
North:	waterway	South: neighbouring cottage property
East:	neighbouring cottage property	West: neighbouring cottage property
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)		
Cottage use only. No industrial or commercial use. No 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 checked="" 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 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 type="checkbox"/> 120m	<input checked="" 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 checked="" 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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Specify Use: _____			
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 checked="" 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 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"/>
8.11 Additional information that may be relevant to the review of the application:			
Please see Planning Justification Report.			
We really tried to be compliant and place the shed in a location that was no closer to the water than any other existing structure on the property in a location that was safe, stable and practical while remaining accessible to water access only cottage that sits on a large, but very narrow property with much surrounding water in two separate bays that makes the majority of useful places close to the water. Alternatively the only location that would be compliant with 30m setback would lie on elevated, unstable rock or on the far side of hydro easement, nearly 100m from any indoor or outdoor living space.			
<input checked="" type="checkbox"/> Provided on a Separate Sheet - Please see Planning Justification Report			

9. REQUIRED PLANS

9.1 A detailed sketch in metric has been attached with the required ☒ Yes ☐ No information as noted in Section 9.2.

All required site plan drawings, elevations, cross-sections, ☒ Yes ☐ No grading, drainage, etc. along with the required information as noted in Section 9.3.

9.2 Sketch Requirements

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

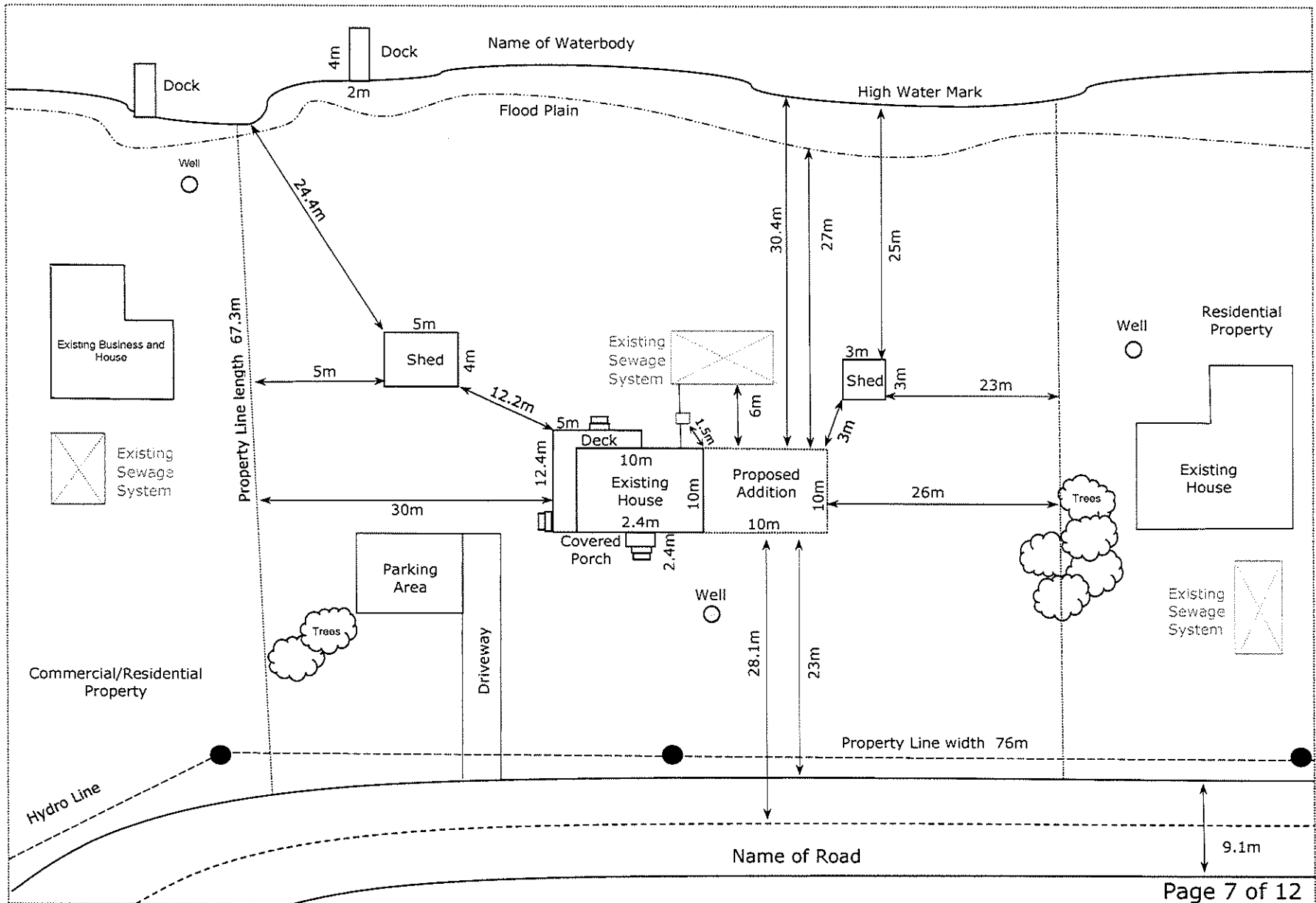
- (a) The boundaries and dimensions of the subject land.
- (b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot line.
- (c) The approximate location of all natural and artificial 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	
Cottage	103.7 m ²		1	12.2 m	8.5 m	3.9 m	1972
old shed	2.9 m ²		1	1.8m	1.6m	2.1m	unknown
Deck	50.7 m ²		1	13.7 m	3.7 m		unknown
boat port	103.7 m ²		1	12.2m	8.5 m		unknown
fixed dock	52.4 m ²		1	10.7m	4.9m		unknown
floating dock	29.3 m ²		1	12.2m	2.4m		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
Cottage	11m	46m	85m	174m	11m				
old shed	4.6m	21m	101m	180m	4.6m				
Deck	6.7m	41m	85 m	178m	6.7m				
boat port	0m	13m	88m	195m	0m				
fixed dock	0m	24m	61m	197m	0m				
floating dock	0m	32m	55m	190m	0m				

10.3 Existing Parking & Loading Spaces boat access only

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	
shed	14.85 m2	14.85 m2	1	4.5 m	3.3 m	3.6 m	2024

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
shed	17.4m	32m	96m	168m	17.4m				

11.3 Proposed Parking & Loading Spaces

boat access only

Proposed Number of Standard Parking Spaces: 0

Proposed Number of Barrier Free Parking Spaces: 0

Proposed Number of Loading Spaces: 0

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

Please see planning justification report. We built an accessory structure for storage conveniently located a functional distance from the existing cottage structure, but farther back from the water than any current structure on the property. We are seeking relief of 12.6 m as the only functional location for our project lies within the 30 m setback.

12.2 Variance Requested from Zoning By-Law:

Section	Zone Requirement	Proposed Standard	Variance Required
3.32(b)	Where any lot is adjacent to a waterbody or watercourse, any building, structure, campsite, agricultural use that includes the keeping of livestock, and septic disposal system shall be set back a minimum of 30.0 metres (98.43 ft.) from the high water mark.	To construct within the 30m setback of the high water mark.	seeking relief for 12.6 m. Proposed accessory structure is 17.4 m from water

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

Please see Planning Justification Report. The shed is to be located 17.4m from the water, at an elevation greater than 7m above water level. The location was chosen behind / farther from the water, than the existing cottage, but still within an accessible distance for ease of use for storage. Furthermore, finding an acceptable site location was challenging due to the uneven, sloped and rocky terrain, while maintaining a location between the cottage and the existing hydro easement, to ensure the shed remained practical and accessible. The property may be large in area, but is quite long, narrow with multiple water bays and has a small essential usable area once the exiting structures and undulating shoreline with surrounding water frontage is considered. A location for the shed accessory structure that was both compliant with setback requirements and allowed for practical use does not exist.

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 Lindsay Bolton & Craig Bolton

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


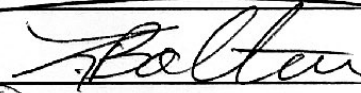
being the registered owner(s) of the subject property of this application:

- ☐ 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:

~~Feb~~ ^(C2) March 3, 2025

14. AGREEMENT TO INDEMNIFY & STATUTORY DECLARATIONI/We, Craig Bolton
(name of owner, applicant or authorized agent)Of the Ameliasburg
(name of Municipality)In the Prince Edward County
(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): [Signature]Declared before me at the: Township of Leeds and the 1000 Islands
(name of municipality)in the United Counties of Leeds and Grenville
(name of County)This 3rd day of March, 2025.[Signature]
Signature of Commissioner of Oaths, etc.

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.

(Official Stamp of Commissioner of Oaths)