



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

OFFICE USE ONLY			
<b>Application:</b>	D13-2025-021	<b>Date Received:</b>	May 15, 2025
<b>Roll Number:</b>	812-025-03600	<b>Deemed Complete:</b>	May 29, 2025
<b>Application Fee:</b>	\$850.00	<input type="checkbox"/> Cheque	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Interac <input type="checkbox"/> N/A
<b>Posting of Sign By:</b>	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Staff (\$50 Fee) <input type="checkbox"/> Other
<b>Posting of Sign Fee:</b>	<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	<input type="checkbox"/> Interac <input checked="" type="checkbox"/> N/A
<b>1. APPLICATION TYPE</b> <i>(Check all that apply)</i>			
<input checked="" type="checkbox"/> Minor Variance Application			
<input type="checkbox"/> Site Plan Agreement			
<b>2. PRE-CONSULTATION</b> <i>(Attach supporting documentation)</i>			
<input checked="" type="checkbox"/> TLTI – Staff		<input type="checkbox"/> Leeds, Grenville & Lanark Health Unit	
<input checked="" type="checkbox"/> CRCA		<input type="checkbox"/> St. Lawrence Parks Commission	
<input type="checkbox"/> Other:			
<b>3. COMPLETE APPLICATION REQUIREMENTS</b>			
<input type="checkbox"/> Complete Application Form			
<input type="checkbox"/> Authorization of Applicant (if applicable)			
<input type="checkbox"/> Affidavit signed by a Commissioner of Oaths, Notary, etc. (Available at Office)			
<input type="checkbox"/> Township and other Agency (if applicable) Applications and Fees			
<input type="checkbox"/> Cover Letter and/or report			
<input type="checkbox"/> Survey Plan (if available)			
<input type="checkbox"/> Deed			
<input type="checkbox"/> Scaled Sketch as per Section 11 (1 hard copy (11x17 paper or less) or 1 digital copy)			
<input type="checkbox"/> Minimum Distance Separation Calculation Form (if applicable)			
<input type="checkbox"/> All Supporting Information identified through Pre-Consultation including DRT			
<b>4. SUBJECT LAND</b>			
Assessment Roll Number: <u>08-12-812-25-03600-0000</u>			
Civic Address: <u>162-164 River Rd.</u>			
Legal Description (Concession, Lot, Part, Reference Plan numbers): <u>Part Lot 3, Concession 1 Parts 1-2 Plan 28R 14891</u>			
Date subject land acquired by current owner: <u>Jan 2018</u>			

**5. REGISTERED OWNER(S)**

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

Name(s): William Montgomery, Joanne Montgomery

Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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)

\*None\*

**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.)

Natural rocky slope from the north to the south. Property is raised off the road significantly. River Road splits the lands (main lands/water lot).



**7.3 Dimensions of Subject Land**

Total Lot Area: <u>825.4 sq/m</u>	hectares	acres
Lot Depth: <u>30.5m</u>	metres	feet
Lot Width (frontage): <u>26.9m</u>	metres	feet

**7.4 Road Access (include name)**

- ☐ Provincial Highway: \_\_\_\_\_
- ☐ County Road: \_\_\_\_\_
- ☒ Municipal Road: River 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 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 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 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) <u>Holding Tank (individual)</u>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify): <u>Natural Slope/Drainage</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**8. OFFICIAL PLAN, ZONING BY-LAW AND LAND USE INFORMATION****8.1** Official Plan Designation: *Rural***8.2** Special Policy Area: ☒ 1000 Islands ☐ Highly Sensitive Lake Trout Lake ☐ No**8.3** Zoning: *Residential Shoreline / Flood Plain-***8.4** Is this a designated heritage property: ☐ Yes ☒ No**8.5** Existing Use(s): (indicate uses and length of time uses have continued)*Residential: Residence with cottage (bunkie)***8.6** Proposed Use(s):*Residential: Residence with cottage (bunkie)***8.7** Existing Use on Adjacent Lands:North: *Rural*South: *St. Lawrence River*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)*None.***8.9** Indicate any current or previous application under the *Planning Act* affecting the subject land:Application Type *Minor Variance* File Number *^* File Status *Approved with errors*

Minor Variance

Site Plan Agreement

*D13-2022-035*

Zoning By-Law Amendment

Official Plan Amendment

Consent

Subdivision

Other:

☒ 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 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: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>
<b>8.11 Additional information that may be relevant to the review of the application:</b>			
<p><i>Due to miscommunication, the first minor variance did not reflect the overall height of the dwelling intended. We seek to amend that with this second minor variance.</i></p> <p><i>The overall area of the deck between the two buildings has been reduced. From the corner of the cottage back will be a natural surface - grass/field stone. That area has now been squared off behind the cottage as opposed to a 45° angle in 1<sup>st</sup> proposal. Stairs have been moved away from road by changing configuration.</i></p>			
<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 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.

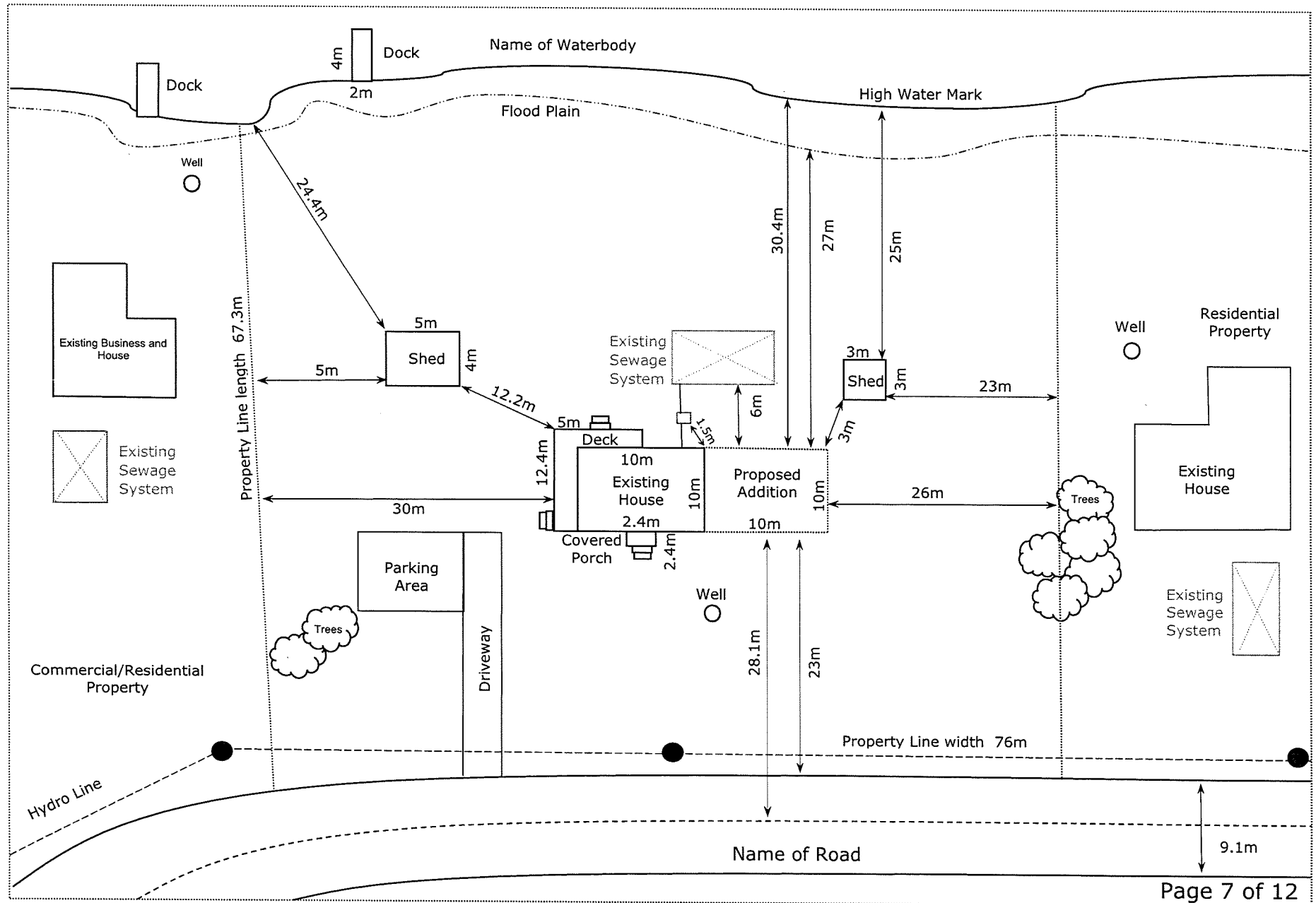
**9.3 Site Plan Requirements**

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	
#164 - 2 Story	108.66 sq/m	217.3 sq/m	2	11.41m	11.08m	9.5m	unknown
#162 - 1 Story	37.9 sq/m	37.9 sq/m	1	6.78m	5.59m	4.8m	unknown.
movable shed	6.8 sq/m	6.8 sq/m	1	2.3m	2.9m	3m	unknown
Various Decks (per site plan)							

**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
#164 - 2 Story	2.3m	13.96m	1.2m	15.6m	12.48m	—	6.3m		
#162 - 1 Story	3.4m	3.88m	17.3m	19.27m	15.3m	—	7.1m		
Shed			9.09m	8.74m	—	—	—		
#164 - Roadside Deck	1.53m	10.7m	5.0m	25.7m	14.91m	—	5.1m		
#162 - Roadside Deck	1.02m	4.92m	17.8m	26.4m	13.02m	—	4.7m		
*old deck will be replaced & added to new deck*									

**10.3 Existing Parking & Loading Spaces**

Existing Number of Standard Parking Spaces: 3 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 <i>*front corner to back corner</i>			Year Built
				Length	Width	Height	
Relocated Bunkie	37.9m	113.7 sq/m	2 + Basement Walkout	6.78m	5.59m	9.4m Walkout 7.0 average.	
Bunkie Rd. Deck <i>*Existing*</i>		37.1 sq/m.					
<i>*Expanding Deck behind the existing deck. 55.1 sq/m. to connect to bunkie *already pre-approved to connect &amp; expand from last minor variance.</i>							

**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
Relocated Bunkie	4.9m	3.88m	17.3m	17.75m	16.78m	—	8.5m		Height.
Bunkie Road Deck.	1.3m	4.92m	16.0m	15.4m	13.02m	—	4.7m		9.4m walkout 7.0 average.

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

This entire proposal is all for the connectivity of the site (due to rock/heights) and improvement of site drainage. Shifting the Bunkie back in the same line of sight with the cottage is an overall site improvement and expands the non-conforming set backs overall. The relocation of the decking as well improved non-conforming issues, in addition to the proposed connections between the house and bunkie will improve the livability and flow between the two buildings on site for us.

**12.2** Variance Requested from Zoning By-Law: Expansion of a legal non-complying structure

Section	Zone Requirement	Proposed Standard	Variance Required
3.21(b)	Reconstruction of non-conf * expansion/ Connection of decking w relocation	Relocation	Shift Back 1.5m
3.31(iv)	10m road setback	4.9m Bunkie	1.3m deck (per site plan)
3.31b	30m water setback	16.78m Bunkie	(per site plan)
5.5(b)	10% lot coverage	18.6% existing	non-conforming no change
3.34 Sleep Cabins	Max Height 5.0m	9.4m	4.4m to walkout

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

This is an expansion of a legal non-complying use which requires a variance. (height)



**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 Joanne Montgomery,  
(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 15 days prior to the hearing 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): J. Montgomery

Date: Thurs. May 15/25

**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 Bill and Joanne Montgomery,  
(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):

Joanne Montgomery  
(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.
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- ☒ 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): J. Montgomery  
Planning

Date: April 11/25



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

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

Of the TWP. LEEDS AND THE THOUSAND ISLANDS  
 (name of Municipality)

In the United Counties of Leeds & 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): J. Montgomery

Declared before me at the: TWP. LEEDS AND THE THOUSAND ISLANDS  
 (name of municipality)

in the United Counties of Leeds and Grenville  
 (name of County)

This 15<sup>th</sup> day of May, 2025.

Amanda Werner-Mackeler  
 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)