

PLANNING REPORT

TO: PLANNING ADVISORY COMMITTEE

FROM: PLANNING AND DEVELOPMENT

MEETING DATE: TUESDAY, JULY 28, 2026

SUBJECT: DP2026-05 – 215 JAMES A. BRENNAN ROAD
CLASS III DEVELOPMENT PERMIT

Background:

Property: 215 JAMES A. BRENNAN ROAD

Legal Description: LEEDS CON 1 PT LOT 13

Official Plan: EMPLOYMENT LANDS

Development Permit: EMPLOYMENT DISTRICT

Lot Coverage: 60%

Purpose and Effect:

To operate a building contractor's shop for Songwood Contracting Ltd. and coffee roasting in the existing building consisting of 226m² in the dimensions of 12.3m x 18.4m.

The request includes the construction of an additional L-shaped building to the northeast of the existing building for the purpose of a storage building.

Parking will be located along the front of the property, with a delivery area in front of each building and an outdoor storage area to the rear of the proposed new building.

Background:

The proposed change of use converts an existing building formerly used as an automotive body shop to a building contractor's shop in the Employment District of the Development Permit By-law. Additionally a portion of the existing building is to be used for coffee roasting production. A new storage building will be located to the north on a level area.

The property has frontage along James A Brennan Road, is located across from a welding business and backs onto municipal property. A vacant lot is located on the south side and an electrical contractor is located to the north. The property has one vehicular access into the site. A number of shipping containers on site will be removed as an outdoor storage area is proposed to be located to the rear of the new contracting

storage building which will not be visible from the street. Existing mature trees are located along the rear of the property.

Angled parking spaces will be buffered with trees planted along the front of the property and a delivery area has been identified in front of the existing and proposed building.



View of the Front of 215 James A. Brennan Road

PROVINCIAL PLANNING STATEMENT:

The Provincial Planning Statement, 2024 (PPS) provides direction on matters of provincial interest pertaining to land use planning and all development proposals must be consistent with the policies therein. The full PPS document can be found at <https://www.ontario.ca/page/provincial-planning-statement-2024>. Policies which repeat or are not relevant to the current proposal have been omitted from commentary below.

2.1 Planning for People and Homes

6. Planning authorities should support the achievement of *complete communities* by:
- a) accommodating an appropriate range and mix of land uses, *housing options*, transportation options with *multimodal* access, employment, *public service facilities* and other institutional uses, recreation, parks and open space, and other uses to meet long-term needs.

2.4 Strategic Growth Areas

2.4.1 General Policies for Strategic Growth Areas

1. Planning authorities are encouraged to identify and focus growth and development in *strategic growth areas*.
2. To support the achievement of *complete communities*, a range and mix of *housing options*, *intensification* and more mixed-use development, *strategic growth areas* should be planned:
 - a) to accommodate significant population and employment growth;

2.8 Employment

2.8.1 Supporting a Modern Economy

1. Planning authorities shall promote economic development and competitiveness by:

- a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;
- b) providing opportunities for a diversified economic base;
- d) encouraging *intensification* of employment uses and compatible, compact, mixed-use development to support the achievement of *complete communities*;

2.8.2 Employment Areas

1. Planning authorities shall plan for, protect and preserve *employment areas* for current and future uses, and ensure that the necessary *infrastructure* is provided to support current and projected needs.
2. Planning authorities shall protect *employment areas* that are located in proximity to *major goods movement facilities and corridors*, including facilities and corridors identified in provincial transportation plans, for the *employment area* uses that require those locations.

3.6 Sewage, Water and Stormwater

2. *Municipal sewage services* and *municipal water services* are the preferred form of servicing for *settlement areas* to support protection of the environment and minimize potential risks to human health and safety.

COMMENT:

The proposed use is consistent with policies as set out in the Provincial Planning Statement supporting a complete community and contributing to employment.

OFFICIAL PLAN:

Goals and Objectives (3.4.1) Employment Lands

The goal of the Employment Lands is to support the expansion of the Town's employment base through flexible land use policies which recognize the dynamic nature of a changing regional economy.

The objectives of this designation are to:

1. To provide for commercial and industrial uses which require larger land areas;
2. To ensure access to efficient transportation links;
3. To provide commercial and industrial development opportunities which will not result in land use conflicts in accordance with Ministry of Environment Guideline on Compatibility Between Industrial Facilities and Sensitive Land Uses;
4. To enhance economic development opportunities within the Town of Gananoque.

Permitted Uses:

Development within the Employment Lands shall generally take place in the form of an industrial, business or commercial park. The following uses relate to the current proposal in the Employment Lands:

1. Manufacturing and processing
2. Heavy equipment and recreational vehicle sales and service
3. Open storage
4. Service commercial uses ancillary to the above
5. Other commercial uses appropriate or compatible with an industrial/commercial mixed-use area or business park.

Employment Lands Policies (3.4.2.)

Council through zoning and site plan control shall endeavor to maintain the character and scale of the development in the Employment Lands area and to ensure appropriate regulatory control.

Site Plan Control shall apply to new or expanded trade and industry uses in order to regulate the physical character of development and to ensure compatibility with established land uses. Particular attention will be placed on appropriate buffering of the permitted uses from adjacent non-compatible uses as well as ensuring that there is sufficient and immediate access to transportation links.

COMMENT:

The change of use from an automotive body shop to a building contractor's shop with coffee roasting will contribute to a diversified economic base on James A Brennan Road. The site will be intensified with the addition of a proposed contracting storage building.

The proposed use and new structure are compatible with the established land uses on James A Brennan Road. The location provides for good access and connectivity to Highway 401.

Development Criteria (5.4.4)

In addition to the policies established for the Employment Lands policy area, general development criteria are provided under Section 5.4.4. The following development criteria relate to the current proposal:

- The provision of safe access onto or from a local or Town road
- Adequate access to, and provision of, off-street parking.
- Barrier-free access to public and commercial buildings and the designation of parking spaces for physically challenged persons.
- Access and maneuvering of emergency vehicles.
- The availability of municipal services and the cost of upgrading services.
- Adequate grade drainage or stormwater management and erosion control.
- Safety and Security (including lighting, site orientation, and lines of sight).
- Preservation and protection of street trees, canopies and forest.

COMMENT:

The proposed new structure will provide for additional storage for the contracting operations. The setback of the new building is consistent with the setback of the existing building from the street with the exception of the L shaped addition. The existing storage containers on site will be eliminated and outdoor storage will be provided behind the building. Garbage and recycling will be located to the rear of the existing building.

The existing access into the property from the street will be maintained. There are no sidewalks along James A. Brennan Road.

The proposed use is generally consistent with the Employment Lands policies of the Official Plan designation.

Development Criteria will be addressed in the review of the Development Permit By-law.

DEVELOPMENT PERMIT:

The subject property is designated Employment District within the Development Permit By-law. The intent of the Employment District designation is to provide for employment opportunities within areas of the Town that provide a wide range of uses and also allow complimentary uses for employees and other residents of the Town. Development standards are intended to limit land use conflicts and provide for buffering and screening through increased landscape site design requirements.

Section 9.1 Uses

The proposal includes a change of use from an former automotive body shop to a commercial office space and small manufacturing for Songwood Contracting/Haymakers. The new use is permitted within the Employment District of the Development Permit By-law.

Building Contractor's Shop is defined as a place of business for persons employed in building trades such as painting, plumbing, electrical work, masonry, metal working and carpentry, or truck, bulldozer, loading and backhoe operating.

A portion of the building is to be used for coffee roasting production and manufacturing is permitted in the Employment District in the Development Permit By-law.

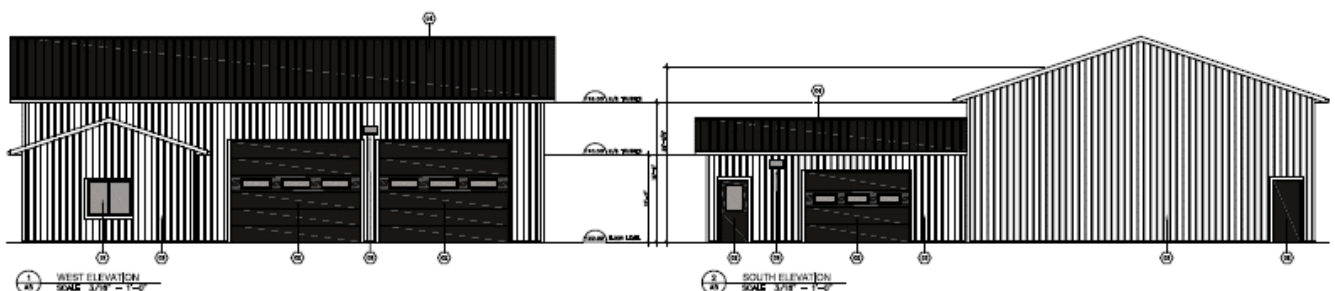
Manufacturing Plant is defined as the use of land, buildings or structures for the purpose of producing, assembling, making, preparing, inspecting, finishing, treating, altering, warehousing or storing or adopting for sale of any goods, substance, article or service.

COMMENT

The use as a Building Contractors' Shop and Manufacturing are permitted on the Employment lands.

In support of the application and the proposed coffee roasting business, the applicant submitted documentation for Traffic and Noise, Emissions and Vibration. The submissions were reviewed and it was determined that the proposed use of the building would be similar to the previous automotive autobody use. Staff did not seek formal traffic brief or separate noise, emissions and vibration reports. If the scale of the operations changed, formal reports would be required.

Public Works have requested a grading plan to be submitted for review and final approval. This is a condition of approval..



Elevation of the Proposed Contracting Storage Building

Section 9.2 Site Provisions

Section 9.2 of the By-law establishes site requirements for the permitted and discretionary uses. The provisions for the proposed site plan and the provisions for the accessory greenhouse are as follows:

Provision	Required	Existing	Proposed Storage Building
Lot Area (min.)	743m ²	4047m ²	
Lot Coverage (max.)	60%	5.6% (226m ²)	6.9% (279m ²) 12.5% Total
Lot Frontage (min.)	18m	60.9m	
Front Yard Setback (min.)	7m	18.1m	8.9m
Exterior Side Yard Setback (min.)	NA	NA	
Interior Side Yard Setback (min.)	3m	6m	11.2m
Rear Yard Depth (min.)	6m	36m	36m
Building Height (max.)	15m	4.6m	6.1m

COMMENT:

The proposed new storage building will meet all requirements of the site provisions. Consideration of an increased setback for the new construction was given, however, the property provides some challenges with the existing tree line and slope (rear) and ditch (side yard).

The new building is proposed to have two loading doors facing the street and a loading door in the front L shape portion of the building. Wall pack lighting will be located at the front of the structure.

To provide additional landscaping, the applicant is proposing to install a total of 8 trees along the frontage of the site. It was indicated that there will be no modifications to the existing services to the site.

Parking and Storage of Vehicles (3.32)

The By-law indicates that for a Manufacturing use the required number of parking spaces for this use is 1 space per 95 m² (1,022.6 ft²) of gross floor area and 1 space per every 3 employees per shift. The existing building consists of 226 m² and the proposed building consists of 279 m² for a total of 505m². A total of 7 parking spaces are required.

COMMENT:

The site plan provides for seven (7) spaces including one (1) barrier free parking space at the front entrance. A delivery area is provided in front of each building.

CIRCULATION TO AGENCIES

Circulation to all property owners within 120m of the site and the prescribed agencies (comments received to date):

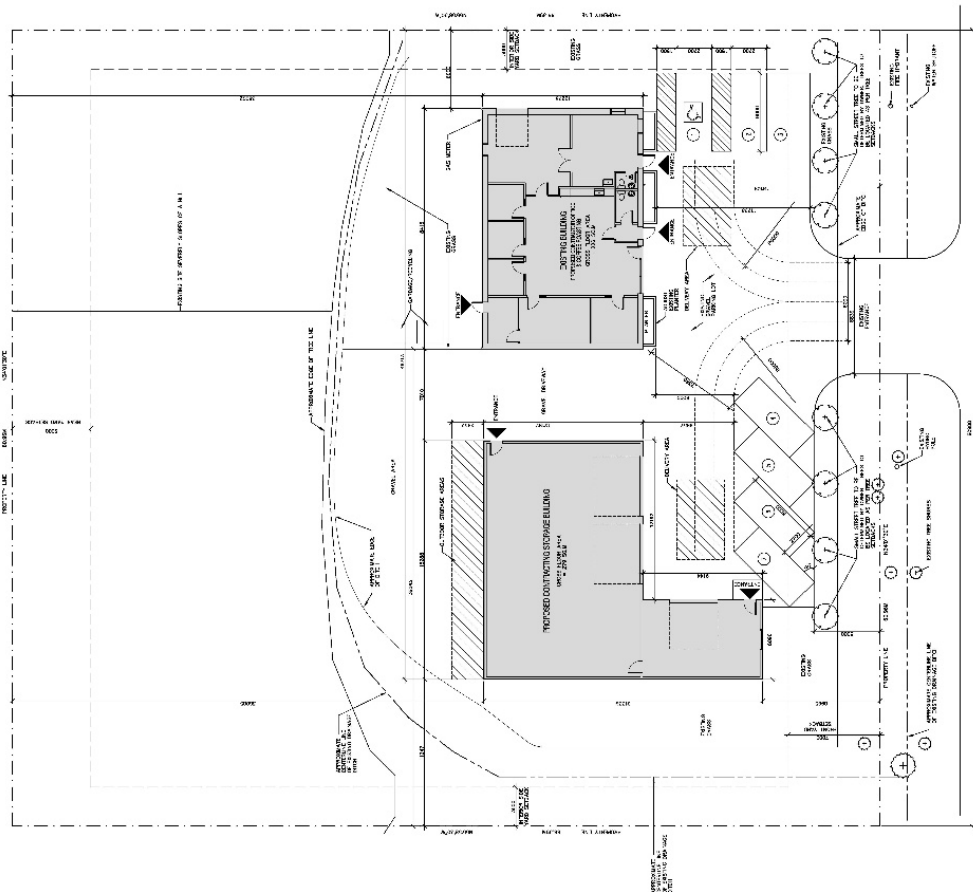
CAO	No comments.
Chief Building Official	
CRCA	No comments or concerns.
School Boards: CDSBEO and UCDSB	

Utilities: Bell Canada/Canada Post/ Cogeco/Enbridge Gas/ Eastern Ontario Power/Hydro One (OPG)	Enbridge – no objection. Enbridge has the right to amend or remove development conditions.
EMS: Fire/LG Paramedic/Police	
Southeast Public Health	No objection providing the coffee roasting manufacturing business completes the steps and complies with the Ontario Food Premises legislation.
Public Works, Water/Sewer Utilities	
St. Lawrence Parks Commission/MTO/ Other Commenting Agencies	MTO – No land development review required.
Neighbourhood: Posting and 120m Circulation	No comments received from the public.

Staff have no objection to DP2026-05 Songwood Contracting Ltd. – 215 James A. Brennan Road, to operate a proposed contractor office and coffee roasting in an existing building consisting of 226m² and construct a new contracting storage building consisting of 279m² on the property subject to the following:

- A grading and drainage plan to be submitted to the satisfaction of the Public Works Department;
- The Owner comply with the Ontario Food Premises legislation to the satisfaction of the Southeast Public Health Unit;
- The Owner enter into a Development Permit Agreement within one year of the Notice of Decision or the approval may lapse; and
- All costs associated with fulfilling the conditions of this decision are borne by the Owner.

APPROVAL	
	Trudy Gravel, Assistant Planner
	Brenda Guy, Manager of Planning and Development

[illegible]

WESLEY BRENNEN FORD



1 SITE PLAN
40 SCALE 1 : 150

**SONGWOOD
CONTRACTING**

DATE	DESCRIPTION	DAYS
10/12/2017	10/12/2017	1

DETAIL	REFERENCE SYMBOL
1	2
3	4
5	6
7	8
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11	12
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97	98
99	100

$$\frac{X}{Y} = \frac{\text{detail No. X}}{\text{drawing No. Y}}$$



DRAWINGS MUST NOT BE SCALED
CONTAIN OR SMALL MARKS AND BE RESPONSIBLE
FOR ALL DIMENSIONS AND SHALL REPORT ANY DIS
CREPANCY TO THE ARCHITECT BEFORE PROCEEDING
WITH ANY WORK.

PROJECT:

PROPOSED NEW CONTRACTING STORAGE BUILDING

EXISTING BUILDING - COLLECTOR OFFICE & OFFICE WASTING

LOCATION:

216 JAMES A. BRENNAN RD., CANAQUOKE

SONGWOOD CONTRACTING LTD

DATE PRINTED:

DWG. BY:	SCALE	DRAWING NO.
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DATE	1 : 1 55 C
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AO

DATE		
JUNE 2025		

PROJECT No. 2026-80

NOTICE OF MEETING Proposed Class III Development Permit

Planning Advisory Committee for the Town of Gananoque will hold a Meeting on **TUESDAY, JULY 28, 2026 at 6:00 P.M.** in the **TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 King Street East, Gananoque** to provide recommendations to Council on the concurrent applications below.

AND FURTHER TAKE NOTICE that the Council for the Corporation of the Town of Gananoque will hold a Public Meeting on **WEDNESDAY, AUGUST 12, 2026 at 5:00 P.M.** at the **TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 King Street East, Gananoque** to consider the following applications:

*The **TOLL-FREE PHONE NUMBER** and **ACCESS CODE** will be found on the meeting agenda, posted to the Town website at <https://www.gananoque.ca/town-hall/meetings> prior to the meeting.

File No. **DP2026-05**

APPLICANT & OWNER: Songwood Contracting Ltd.

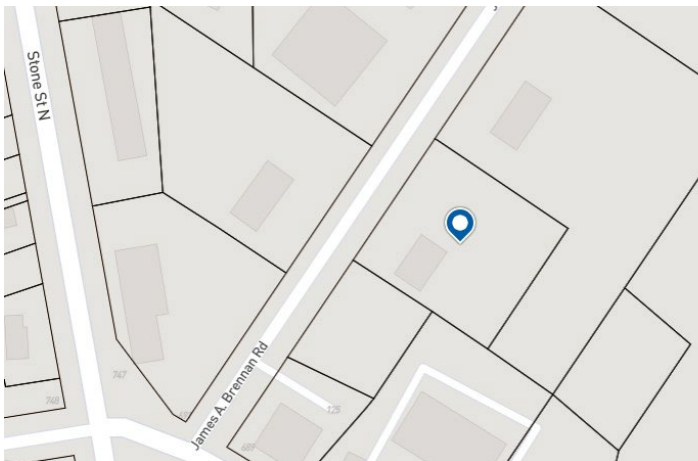
The property municipally and legally described as
215 JAMES A. BRENNAN ROAD
LEEDS CON 1 PT LOT 13 Town of Gananoque

has applied to the Town of Gananoque for a Development Permit for a
**OPERATE A BUILDING CONTRACTOR'S SHOP AND MANUFACTURING PLANT FOR THE
PURPOSES OF COFFEE ROASTING TO AN EXSITING BUILDING AND CONSTRUCT A NEW
STORAGE BUILDING ON THE SUBJECT LANDS.**

Additional information in relation to the proposed development permit is available for inspection on the Town website at <https://www.gananoque.ca/town-hall/meetings>, by emailing assistantplanner@gananoque.ca or by calling Trudy Gravel, Assistant Planner at 613-382-2149 ext. 1129.

If you wish to provide comment or input you may do so at the public meeting or in writing prior to the meeting.

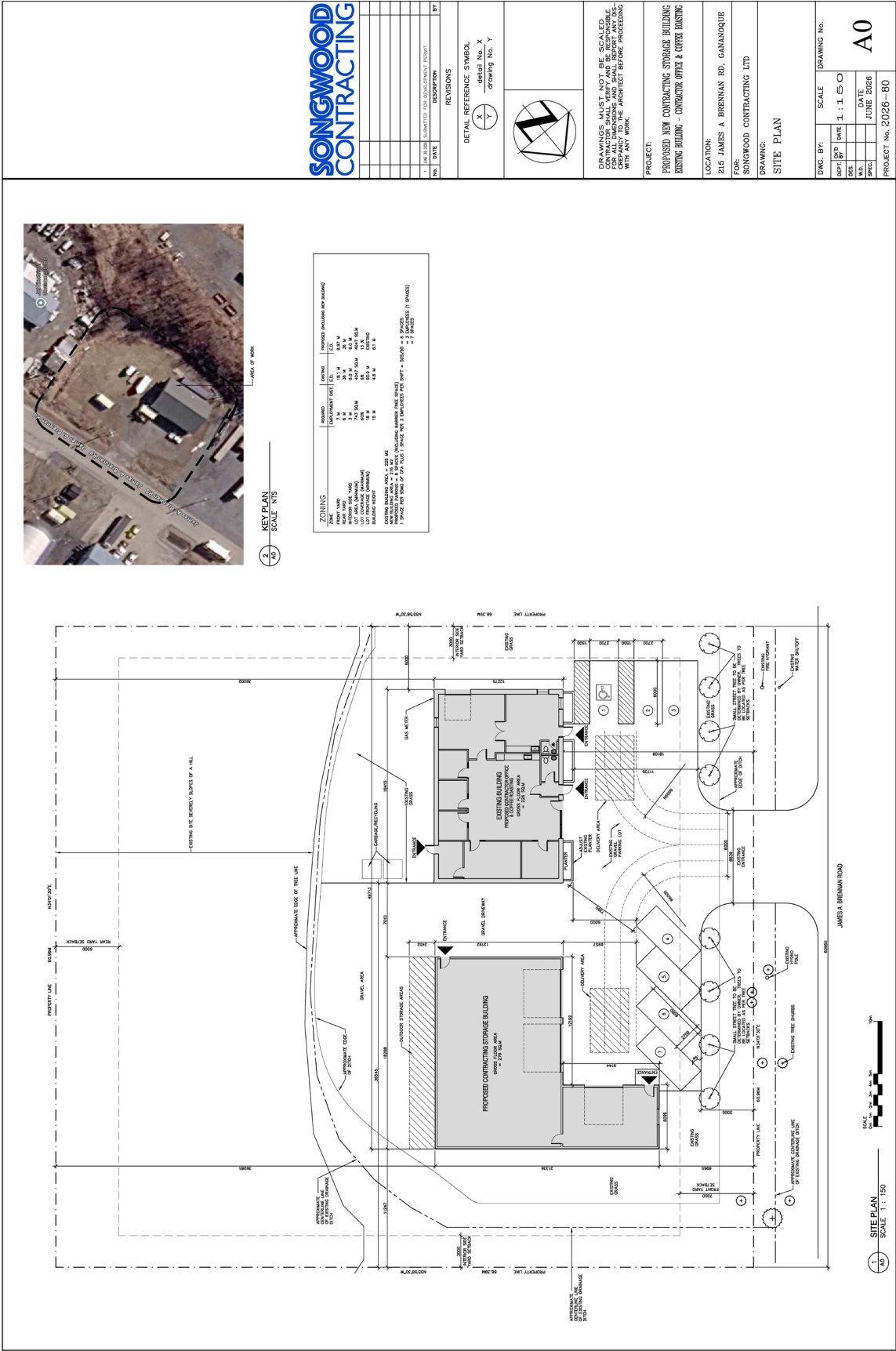
Note: Only the applicant of a development permit has a right to appeal a decision or non-decision on an application to the Ontario Land Tribunal where the application meets the requirements established through the official plan and development permit by-law.



DATED this 2ND day JULY, 2026

Brenda Guy
Manager of Planning and Development

SITE PLAN





APPLICATION FOR DEVELOPMENT PERMIT APPROVAL
Section 70.2 of the Planning Act, RSO 1990, as amended

This application form **MUST** be accompanied with **all** the submission requirements in order to be considered a complete application. **Incomplete applications will not be processed until all information is provided.**

A Pre-consultation meeting with Planning and Development staff is **REQUIRED PRIOR TO SUBMISSION** of this application. At that time, approval stream and submission requirements will be determined. **ALL** applications require the following:

ALL applications require the following:

- ☐ Complete application form signed including declaration of applicant*
- ☐ Proof of ownership, deed of property or offer to purchase and sale*
- ☐ Legal survey and/or Building Location Survey for the subject property*
- ☐ If the development is for commercial and/or employment, multi-residential – One (1) large scale paper copy of all plans shall be submitted along with one set of reduced 11" x 17" of all plans and your electronic copy. Plans are to be in a standard scale format (1:250 1:500)
- ☐ Application fee as outlined in the pre-consultation form payable to the Town of Gananoque*
- ☐ Deposit fee as outlined in the pre-consultation form payable to the Town of Gananoque*
- ☐ Fees payable to the Cataraqui Region Conservation Authority, if applicable. Contact the CRCA for more information.

CONTACT INFORMATION		
Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of The Planning Act and will be used to process this application.		
Name of Applicant: THEODORE GRAHAM	Complete Address including Postal Code: 215 JAMES A BRENNAN RD GANANOQUE, ON K7G 1N8	Phone: 613-793-3978
	E-mail: THEO@SONGWOODCONTRACTING.CA	
Name of Property Owner (if different than applicant):	Complete Address including Postal Code:	Phone:
	E-mail:	
Architect/Designer/Planner: BARRY JOHNSON, BCIN	Complete Address including Postal Code: 43 Cannifton Rd, Belleville, ON K8N 4T9	Phone: 613-391-1585
	E-mail: barryj@rbjconcepts.net	
Engineer: MARTIN BURGER, P.ENG	Complete Address including Postal Code: 654 Norris Ct, Kingston, ON K7P 2R9	Phone: 613-634-1789
	E-mail: mburger@groundengineer.ca	
Land Surveyor:	Complete Address including Postal Code:	Phone:
	E-mail:	

PROPERTY			
Street or Property Address (if applicable): 215 James A Brennan Road		Roll Number (if known): 081400001539500	
LEGAL DESCRIPTION			
Lot/Con/Plan: LEEDS CON 1 PT LOT 13			
Frontage (m/ft): 60.96/200'	Depth (m/ft): 66.39/218'	Lot Area: 4047 SQ.M	

SUBMISSION REQUIREMENTS

The applicant/agent is responsible for ensuring that the submission requirements are met, including confirming that all the information listed below is shown on the required plans by checking off each box.

Site Plan(s) including scaled accurate measurements of:

- Title, location and date of project including legend and scale (graphic bar scale as well as written ratio scale);
- Dimensions and areas of the site including existing natural and artificial features i.e: buildings, watercourses, wetlands, woodlands.
- Dimensions and gross floor area of all building and structures to be erected;
- Existing structures to be retained, removed or relocated;
- Distances between lot lines and the various buildings, structures, parking areas, driveways and other features;
- Proposed elevation of finished grades including area to be filled or excavated, retaining walls, drainage ditches;
- Parking areas including number, size of spaces and dimensions. The plans shall have regard for **Ontario Regulation 413/12 made under Accessibility for Ontarians with Disabilities Act, 2005**. This shall include, but not be limited to, providing appropriate designated parking spaces and unobstructed building access features.
- Access driveways including curbing and sidewalks
- Proposed fire routes and fire route sign locations
- Dimensions and locations of loading zones, waste receptacles and other storage spaces;
- Location, height and type of lighting fixtures including information on intensity and the direction in which they will shine relative to neighbouring streets and properties;
- Location of sign (sign permit to be applied for through the Building Permit process) as per By-law 2005-41;
- Location, type and size of any other significant features such as fencing, gates and walkways.

Drainage Plan(s) including scaled accurate measurements of:

- Drainage Plan must demonstrate proposed development is handled on-site and does not infringe on neighbouring properties;

Landscape Plan(s) including scaled accurate measurements of:

- Landscape Plan showing size, type and location of vegetation, areas to be seeded or sod. Plan to show existing landscape features to be retained, removed or relocated;

Site Servicing Plan(s) including scaled accurate measurements of:

- Site Servicing Plan (plan/profile) including layout of existing water, sewer, gas lines, proposed connections, utility easements, fire hydrants, hydro poles, lighting, trees, transformers and pedestals.

Grade Control and Drainage Plan(s) including scale accurate measurements of:

- Existing elevations on subject and adjacent lands and long centerline or adjacent street lines, which are to be geodetic;
- Location of any creeks, ravines or watercourses with elevations and contours;
- Arrows indicating the proposed direction of flow of all surface water;
- Location and direction of swales, surface water outlets, rip-rap, catch basins, rock, retaining walls, culverts
- Existing and/or proposed right-of-ways or easements

Elevation and Cross-Section Plan(s) including scale accurate measurements of:

- Coloured elevation drawings or renderings of each side of the building to include materials being used and their consideration to the neighbourhood (PHOTOS OF EXISTING BUILDING ARE PERMITTED IF NO ADDITIONS ARE BEING UNDERTAKEN)
- Drawings that show plan, elevations and cross section views for each building or structure to be erected;
- Conceptual design of building;
- Relationship to existing buildings, streets and exterior areas to which members of the public have access to;
- Exterior design including character, scale, appearance and design features of the proposed building;
- Design elements of adjacent Town road including trees, shrubs, plantings, street furniture, curbing and facilities designed to have regard for accessibility
- Photographs of the subject land and abutting streetscape on both side of the street

☐ **Supporting Studies and Reports.** Technical reports/plans or studies may be required to assist in the review process of a Development Permit Application. Applications for Development Permit may be required to submit the following studies or reports. Applicants should consult with Municipal staff to determine site specific requirements:

- | | |
|---|---|
| ☐ Air, Noise or Vibration Study | ☐ Sanitary System Design & sufficient capacity |
| ☐ Archaeological Study | ☐ Servicing Options Report |
| ☐ Drainage and/or stormwater management report | ☐ Source Water Protection – Risk Management Assessment |
| ☐ Environmental Impact Assessment for a natural heritage feature or area | ☐ Sun/Shady Study |
| ☐ Erosion and Sediment Control Plan | ☐ Traffic Study |
| ☐ Geotechnical Study and Hydrogeological Study | ☐ Vegetation Inventory/Preservation |
| ☐ Heritage Resource Assessment/Study | ☐ Visual Impact Assessment |
| ☐ Hydrogeology/Groundwater Study | ☐ Water Distribution System & sufficient capacity |
| ☐ Phase I Environmental, investigation if required | ☐ Wave Uprush Study |
| ☐ Form 1's – Record of Future Alteration (Water, Sewer and Storm) | ☐ Supporting Land Use Planning Report |
| | ☐ Other: |

NOTES TO OWNER/APPLICANT:

- Applications may be subject to any Town incurred costs over and above the fees set out (See By-law 2016-047) being a by-law to establish general fees and rates for various services provided by the municipality). This is in the form of a deposit fee in the amount of \$2,000 payable to the Town of Gananoque for peer reviews of various studies as outlined in the application.
- Cataraqui Region Conservation Authority (CRCA) - Applications may be subject to review and a separate cheque payable to the CRCA. Fees are identified on the CRCA website <https://cataraquiconservation.ca/pages/permit-fees>. The Town recommends that you consult with a Conservation Authority Officer prior to making application.
- The applicant/owner may be required to provide 100% security of the cost of works in the form of a Letter of Credit or Certified Cheque upon signing of the Development Permit Agreement for all Class III applications and any Class that may require a background study or legal registration of documents.
- Security will remain with the Town until such time as the works are completed for any agreement. A 15% holdback will be maintained for a period of one year after the works are completed. This will be applicable at the time of agreement.

Existing Use(s):

Auto repair shop

Length of time the existing use of the subject lands have continued: UNKNOWN.Has the property been designated as a Heritage Site? ☐ Yes ☒ NoIs the property presently under a Site Plan/Development Permit Agreement? ☐ Yes ☒ NoHas the property ever been subject of an application under Section 34 (Zoning), 41 (Site plan) or 45 (Minor Variance) of the Planning Act? ☐ Yes ☒ NoHas the property ever been subject of an application under Section 70.2 (Development Permit By-law) of the Planning Act? ☐ Yes ☒ No

If the property has been subject of applications under the Planning Act noted above, provide the file number(s) and the status of the application?

Proposed Use(s):• Building Contractors office and a small coffee roasting manufacturing area in existing building and new proposed storage building.Is the **Use** permitted or permitted subject to criteria as set out in the development permit by-law? ☒ Yes ☐ No

How has the applicable criteria have been addressed?

Is/Are variation(s) requested? ☒ Yes ☐ No

If yes, what variation is requested and why?

Parking being restricted from front yard setback.

Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law.

Maintain 5m landscape area in front yard setback

Abutting Land Use(s) – east, west, north, south:

East - Building contractors shop

West - Welding Shop

North - Building Contractors Shop

South - Open site currently used for storage

Is the Development to be phased?	☐ Yes ☒ No
What is the anticipated date of construction?	
Is the land to be divided in the future?	☐ Yes ☒ No
Are there any easements, right-of-ways or restrictive covenants affecting the subject land?	☐ Yes ☒ No
If yes, please provide details (and copies of covenants with application submission).	

Plan Details: Please ensure that measurements are consistent with plan			
☐ Residential	☐ Commercial	☒ Employment Lands/ Industrial	☐ Institutional
Building Coverage: 13 (%) 505 (sq.m)		Landscape Coverage: 65 (%) 2628 (sq.m)	
Building Height: 6.1m	No. of Storeys: 1	No. of Units: 2	Storage of Garbage: EXTERIOR BINS

Parking Area:	Existing Parking Surface ☐ Paved ☒ Gravel ☐ Permeable Parking Area ☐ Other			
	Proposed Parking Surface: ☐ Paved ☒ Gravel ☐ Permeable Parking Area ☐ Other			
	# of Existing Parking Spaces 3 (no painted lines)	# of New Parking Spaces 6	# of Accessible Parking Spaces 1	Total # of Parking Spaces 7
	Dimension of Parking Spaces (m/ft): 2.7m x 6m (9'x20')		Dimensions of Accessible Parking Spaces (m/ft): 2.7m x 6m two 1.5m x 6m buffer (9'x20' + two 5'x20' buffer)	

LOADING SPACES, if applicable: DELIVERY AREA	Number of Loading Spaces: N/A	Dimensions of Loading Spaces (m/ft): N/A
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Heritage Tourist Inn/Bed and Breakfast/Short Term Accommodation*:		☐ Yes	☒ No
Is this an application for a Heritage Tourist Inn?	☐ Yes	☒ No	
Number of Guest Rooms:	☐ 1	☐ 2	☐ 3 ☐ 4 ☐ 5 ☐ 6
NOTE: A Heritage Tourist Inn will require a Heritage Resource Assessment evaluating the heritage significance of the property including a description of historic features is required with the submission of this application.			
Is this an application for a Bed and Breakfast?	☐ Yes	☐ No	
Number of Guest Rooms:	☐ 1	☐ 2	☐ 3
Is this an application for a Short Term Accommodation?	☐ Yes	☐ No	
Number of Guest Rooms:	☐ 1	☐ 2	☐ 3

Access*:	Potable Water*:	Sewage Disposal*:	Stormwater*:
☒ Municipal Street	☒ Town Owned/operated Water System	☒ Town Owned/Operated Sewage System	☒ Town Owned/Operated Sewers
☐ Existing Private Road/ Lane	☐ Private Well	☐ Private Septic and Tile Field	☐ Swales
☐ Existing Right-of-way	☐ River	☐ Other	☐ Ditches
☐ Unopen Road Allowance	☐ Other:		☐ Other
☐ Other:			
Provide any applicable hook-up approvals and/or permit number(s) applicable to the above:			

Water Access (where access to the subject land is by water only)	
Docking Facilities (specify)	Parking Facilities (specify)
distance from subject land _____	distance from subject land _____
distance from nearest public road _____	distance from nearest public road _____

EXISTING BUILDINGS:	Building 1 - Primary	Building 2 - Accessory
Type of Structure (ie: wood concrete)	Wood	
Date Constructed:		
Front Line Setback:	18.1m	
Rear Lot Line Setback:	36m	
Side Lot Line Setback:	6m	
Side Lot Line Setback:	36.5m	
Height:	4.6m	
Dimensions:	18.4m x 12.3m	
Floor Area:	226m ²	

PROPOSED BUILDINGS:		Building 1 - Primary	Building 2 - Accessory
	Type of Structure (ie: wood concrete)	Wood	
	Proposed Date of Construction:	Summer 2026	
	Front Line Setback:	8.96m	
	Rear Lot Line Setback:	36m	
	Side Lot Line Setback:	49.7m	
	Side Lot Line Setback:	11.2m	
	Height:	6.1m	
	Dimensions:	18.3m x 12.2m 6.1m x 9.1m (L SHAPED)	
	Floor Area:	279m ²	
Attached Additional Page, if necessary			

AUTHORIZATION BY OWNER

I/We, the undersigned being the registered owner(s) of the subject lands, hereby authorize THEODORE GRAHAM (print name) to be the applicant in the submission of this application.

Furthermore, I/we, being the registered owner(s) of the subject lands, hereby authorize Town of Gananoque members of Council, Committee of Council and Municipal Staff, to enter upon the property for the purposes of conducting a site inspection with respect to the subject application.

THEODORE GRAHAM

Owner Name (Please Print)



Signature of Owner

Owner Name (Please Print)

Signature of Owner

Signature of Witness (not applicant)

Date

CONSENT BY OWNER

I/We, THEODORE GRAHAM, (print name(s)) am/are the registered owner(s) of the land that is the subject of this application for Development Purposes and for purposes of the Municipal Freedom of Information and Protection of Privacy Act. I/We hereby authorize the use, or disclosure, to any person or public body, of any personal information collected under the authority of the Planning Act of the purpose of processing this application.



Signature of Owner

Signature of Owner

JUNE 30, 2026

Signature of Witness (not applicant)

Date

DECLARATION OF APPLICANT

(Print) I, THEODORE GRAHAM of the TOWN of GANANOQUE in the PROVINCE of ONTARIO solemnly declare that:

I understand that the applicant/owner will be required to provide 100% security of the outside works in the form of a Letter of Credit or Certified Cheque until such time as the works are completed. A 15% holdback will be maintained for a period of one year after the works are completed. This will be applicable at the time of agreement.

All of the above statements contained in the application are true and I 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*.

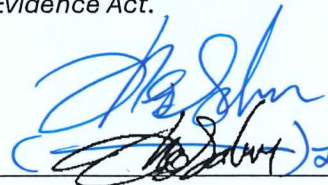
Declared/Sworn before me at

TOWN OF GANANOQUE

this 30TH 2ND day of JUNE 2026.


Town of Gananoque
Lynsey Zufelt, Deputy Clerk

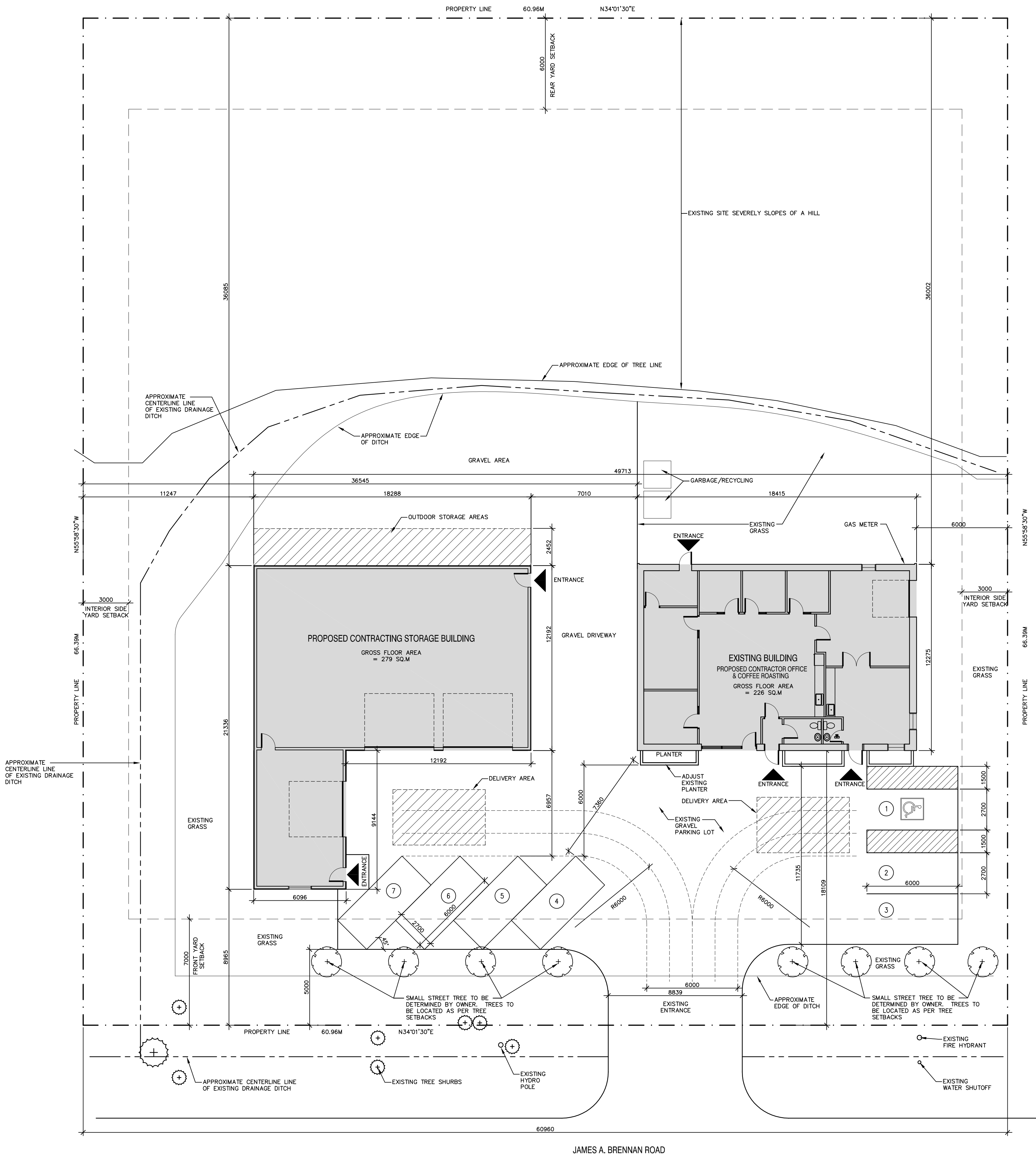
Signature of a Commissioner, etc



Signature of Applicant

Office Use Only:		Roll No: 081400001539500
Official Plan Designation: Employment Lands	Development Permit Designation: Employment District	Other:
Access (Entrance Permits etc):	Water and Sewer Hookup (Permits etc):	Other:
Other Concurrent Applications: ☐ Cash-in-Lieu of Parking ☐ condo Approval ☐ Consent/Severance ☐ Official Plan Amendment ☐ Subdivision Approval		
Date Application Received: July 2, 2026	Date Application Deemed Complete: July 2, 2026	Fees Received: \$1900 July 2, 2026

For additional details please contact: Brenda Guy, Manager of Planning and Development
 Town of Gananoque, 30 King Street East, Gananoque, ON K7G 1E9
 (613) 382-2149 ext.1126 E-mail: bguy@gananoque.ca



1 SITE PLAN
A0 SCALE 1 : 150



2 KEY PLAN
A0 SCALE NTS

ZONING			
ZONE	REQUIRED	EXISTING	PROPOSED (INCLUDING NEW BUILDING)
FRONT YARD	7 M	18.1 M	8.97 M
REAR YARD	6 M	36 M	36 M
INTERIOR SIDE YARD	3 M	6.0 M	6.0 M
LOT AREA (MINIMUM)	743 SQ.M	4047 SQ.M	4047 SQ.M
LOT COVERAGE (MAXIMUM)	60%	6%	13 %
LOT FRONTAGE (MINIMUM)	18 M	60.9 M	EXISTING
BUILDING HEIGHT	15 M	4.6 M	6.1 M

EXISTING BUILDING AREA = 226 M2
NEW BUILDING AREA = 279 M2
PROPOSED PARKING = 8 SPACES (INCLUDING BARRIER FREE SPACE)
1 SPACE PER 95M2 OF GFA PLUS 1 SPACE PER 3 EMPLOYEES PER SHIFT = 505/95 = 6 SPACES
= 3 EMPLOYEES (1 SPACES)
= 7 SPACES

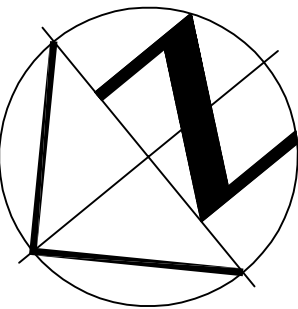
SONGWOOD
CONTRACTING

1	JUNE 30 2026	SUBMITTED FOR DEVELOPMENT PERMIT	
No.	DATE	DESCRIPTION	BY

REVISIONS

DETAIL REFERENCE SYMBOL

X	detail No. X
Y	drawing No. Y



DRAWINGS MUST NOT BE SCALED
CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE
FOR ALL DIMENSIONS AND SHALL REPORT ANY DIS-
CREPANCY TO THE ARCHITECT BEFORE PROCEEDING
WITH ANY WORK.

PROJECT:

PROPOSED NEW CONTRACTING STORAGE BUILDING
EXISTING BUILDING - CONTRACTOR OFFICE & COFFEE ROASTING

LOCATION:

215 JAMES A BRENNAN RD, GANANOQUE

FOR:

SONGWOOD CONTRACTING LTD

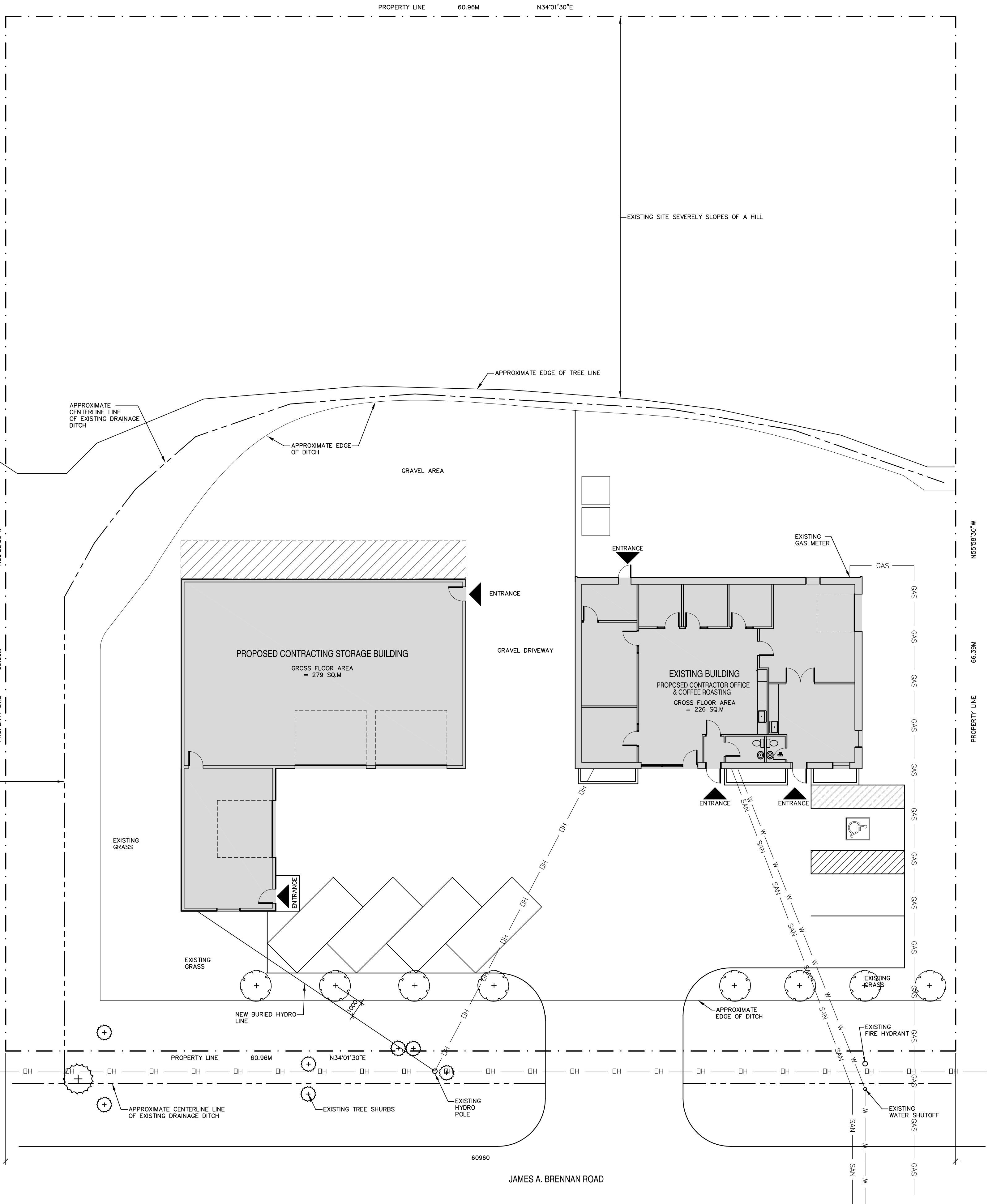
DRAWING:

SITE PLAN

DWG. BY:	SCALE	DRAWING No.
DEPT. CK'D BY DATE	1 : 1 5 0	
DES.		
W.D.	DATE	
SPEC.	JUNE 2026	

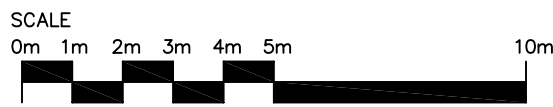
PROJECT No. 2026-80

A0



1
A1

SERVICING PLAN
SCALE 1 : 150



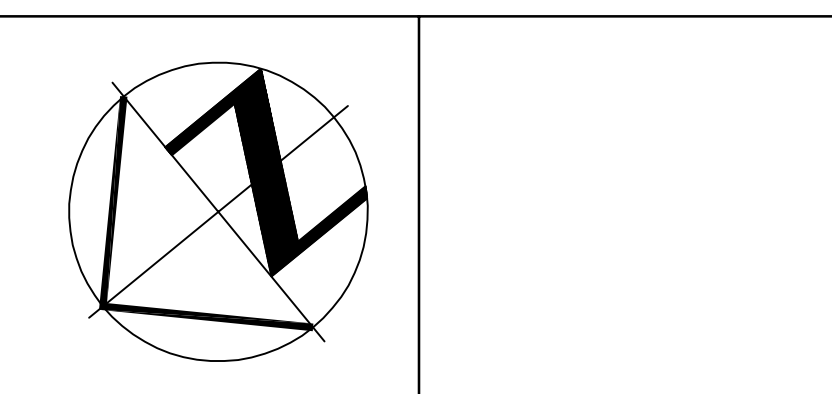
LEGEND	
— GAS —	GAS LINE
— W —	WATERLINE
— SAN —	SANITARY LINE
— OH —	OVERHEAD LINES

SONGWOOD
CONTRACTING

No.	DATE	DESCRIPTION	BY
1	JUNE 30 2026	SUBMITTED FOR DEVELOPMENT PERMIT	

REVISIONS

DETAIL REFERENCE SYMBOL	
X Y	detail No. X drawing No. Y



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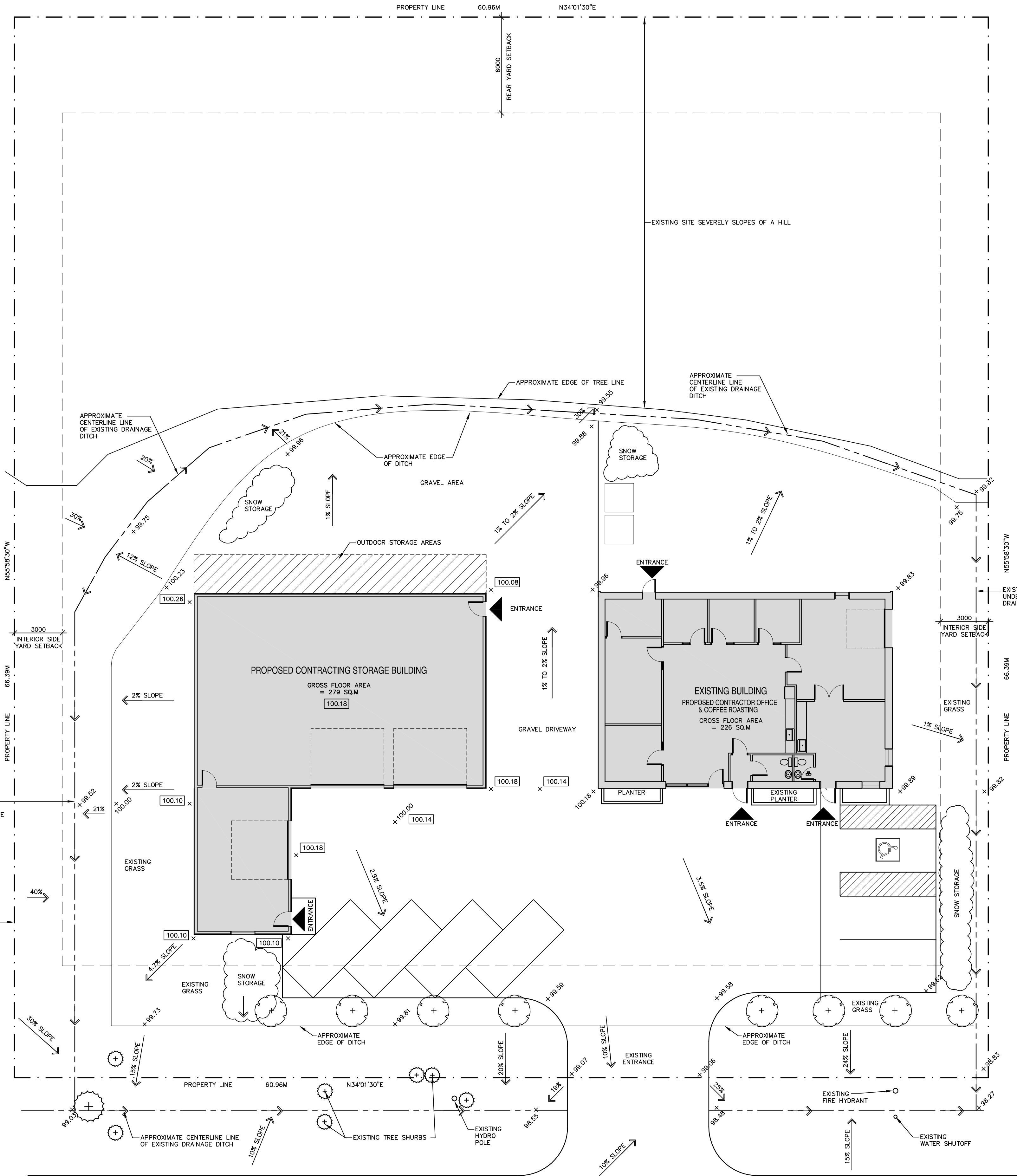
PROJECT:
PROPOSED NEW CONTRACTING STORAGE BUILDING
EXISTING BUILDING - CONTRACTOR OFFICE & COFFEE ROASTING

LOCATION:
215 JAMES A BRENNAN RD, GANANOQUE

FOR:
SONGWOOD CONTRACTING LTD

DRAWING:
SERVICING PLAN

DWG. BY:			SCALE	DRAWING No.
DEPT.	CK'D BY	DATE	1 : 1 5 0	
DES.				
W.D.				
SPEC.			DATE	
			JUNE 2026	
PROJECT No. 2026-80				A1



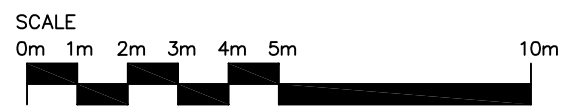
LEGEND

→ EXISTING SLOPE

+99.89 EXISTING GRADE

x 100.18 PROPOSED GRADE

1 SITE DRAINAGE
A2 SCALE 1 : 150



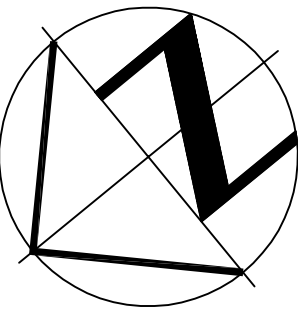
SONGWOOD
CONTRACTING

1	JUNE 30 2026	SUBMITTED FOR DEVELOPMENT PERMIT	
No.	DATE	DESCRIPTION	BY

REVISIONS

DETAIL REFERENCE SYMBOL

X detail No. X
Y drawing No. Y



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EXISTING BUILDING - CONTRACTOR OFFICE & COFFEE ROASTING

LOCATION:

215 JAMES A BRENNAN RD, GANANOQUE

FOR:

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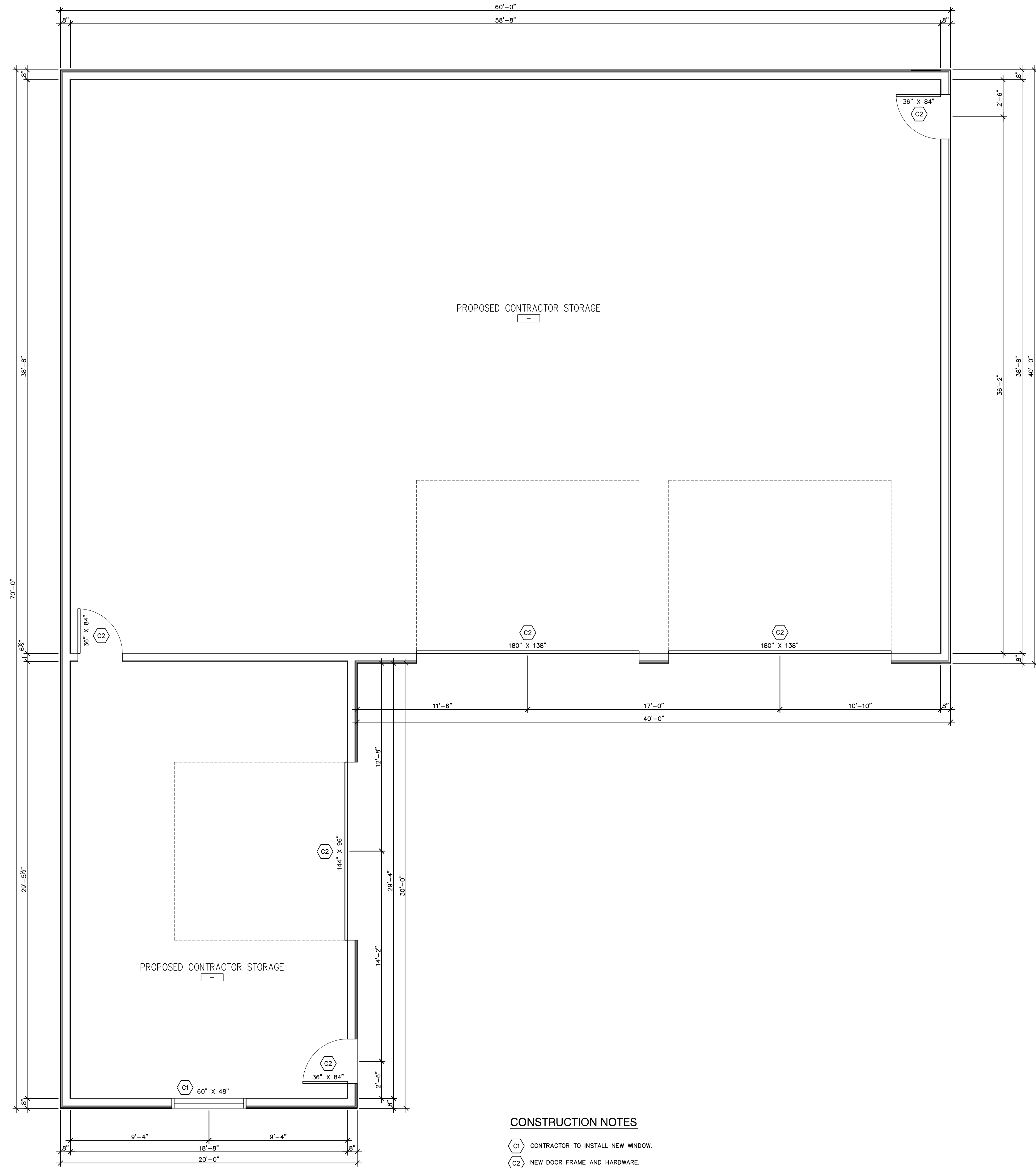
DRAWING:

DRAINAGE PLAN

DWG. BY:	SCALE	DRAWING No.
DEPT. CK'D BY DATE	1 : 1 5 0	
DES.		
W.D.	DATE	
SPEC.	JUNE 2026	

PROJECT No. 2026-80

A2



1 FLOOR PLAN
A3 SCALE 1/4" = 1'-0"

- CONSTRUCTION NOTES
- C1 CONTRACTOR TO INSTALL NEW WINDOW.
 - C2 NEW DOOR FRAME AND HARDWARE.
 - C3 VINYL SIDING (COLOUR WHITE)
 - C4 METAL ROOFING (COLOUR BLACK)
 - C5 EXTERIOR LIGHT FIXTURE TO BE SELECTED BY OWNER

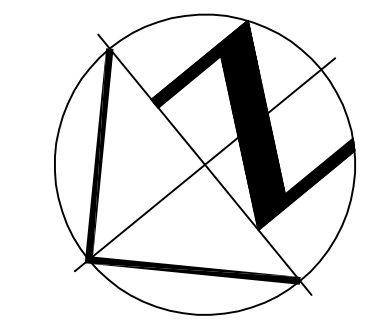


1	JUNE 30 2026	SUBMITTED FOR DEVELOPMENT PERMIT	
No.	DATE	DESCRIPTION	BY

REVISIONS

DETAIL REFERENCE SYMBOL

X detail No. X
Y drawing No. Y



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PROPOSED NEW CONTRACTING STORAGE BUILDING
EXISTING BUILDING - CONTRACTOR OFFICE & COFFEE ROASTING

LOCATION:

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FOR:

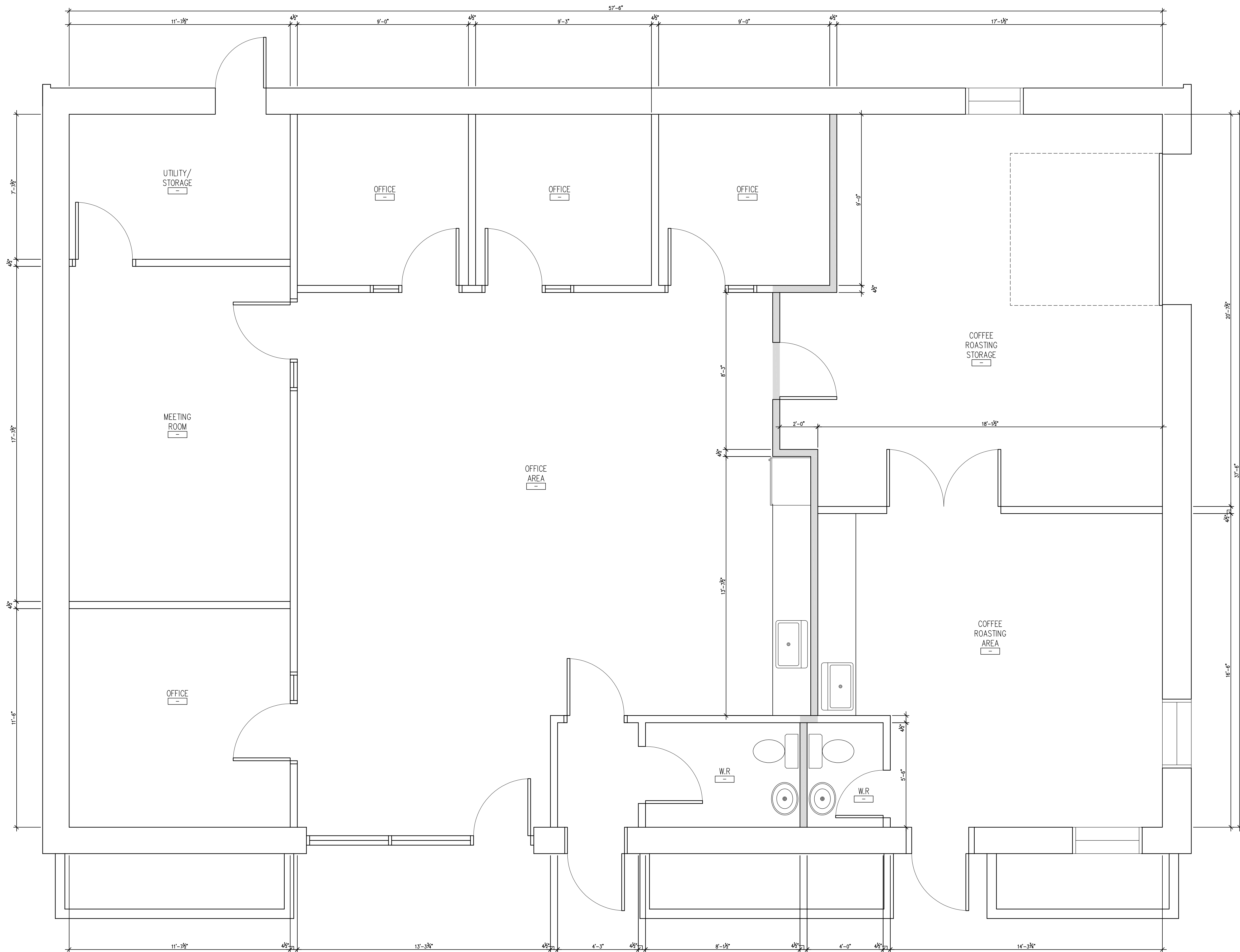
SONGWOOD CONTRACTING LTD

DRAWING:

PROPOSED NEW CONTRACTING
STORAGE BUILDING FLOOR
PLAN

DWG. BY:	SCALE	DRAWING No.
DEPT. CK'D BY	DATE	AS SHOWN
DES.		
W.D.	DATE	
SPEC.	JUNE 2026	
PROJECT No. 2026-80		

A3



1
A4

EXISTING BUILDING
PROPOSED FLOOR PLAN
SCALE 3/8" = 1'-0"

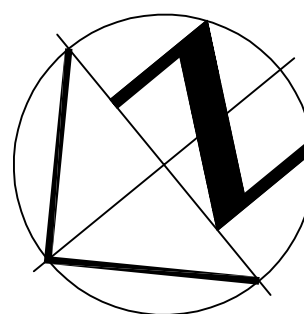
SONGWOOD
CONTRACTING

1	JUNE 30 2026	SUBMITTED FOR DEVELOPMENT PERMIT	
No.	DATE	DESCRIPTION	BY

REVISIONS

DETAIL REFERENCE SYMBOL

$\frac{X}{Y}$ detail No. X
drawing No. Y



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PROJECT:

PROPOSED NEW CONTRACTING STORAGE BUILDING
EXISTING BUILDING - CONTRACTOR OFFICE & COFFEE ROASTING

LOCATION:

215 JAMES A BRENNAN RD, GANANOQUE

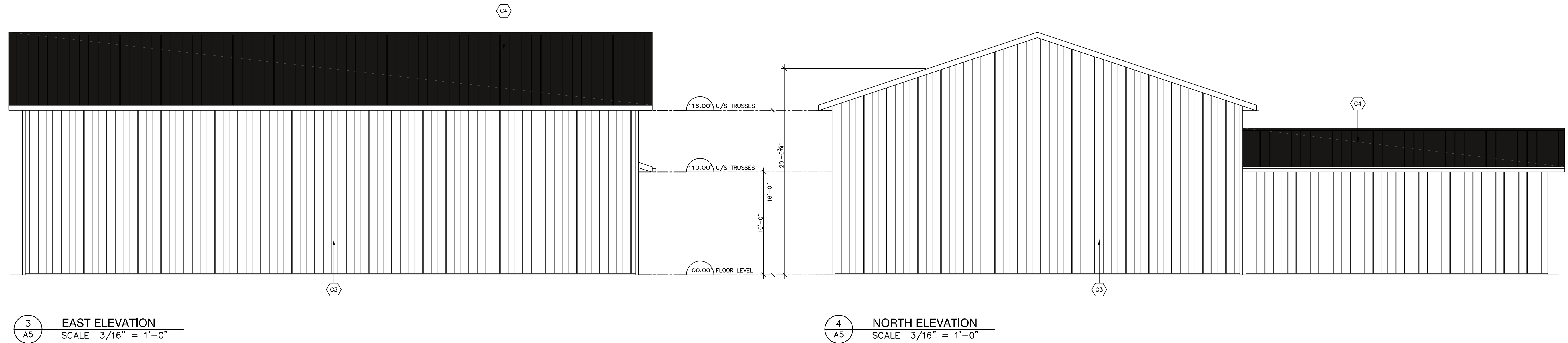
FOR:

SONGWOOD CONTRACTING LTD

DRAWING:

EXISTING BUILDING
PROPOSED FLOOR PLAN

DWG. BY:			SCALE	DRAWING No. A4
DEPT.	CK'D BY	DATE	AS SHOWN	
DES.				
W.D.				
SPEC.				
			DATE JUNE 2026	
PROJECT No. 2026-80				



CONSTRUCTION NOTES

- C1 CONTRACTOR TO INSTALL NEW WINDOW.
C2 NEW DOOR FRAME AND HARDWARE.
C3 VINYL SIDING (COLOUR WHITE)
C4 METAL ROOFING (COLOUR BLACK)
C5 EXTERIOR LIGHT FIXTURE TO BE SELECTED BY OWNER

SONGWOOD
CONTRACTING

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REVISIONS

DETAIL REFERENCE SYMBOL

X	detail No. X
Y	drawing No. Y

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PROJECT:

PROPOSED NEW CONTRACTING STORAGE BUILDING
EXISTING BUILDING - CONTRACTOR OFFICE & COFFEE ROASTING

LOCATION:

215 JAMES A BRENNAN RD, GANANOQUE

FOR:

SONGWOOD CONTRACTING LTD

DRAWING:

ELEVATIONS

DWG. BY:	SCALE	DRAWING No.
DEPT. CK'D BY	DATE	AS SHOWN
DES.		
W.D.	DATE	
SPEC.	JUNE 2026	
PROJECT No. 2026-80		

A5