



SD ____/____

APPLICATION FOR PLAN OF SUBDIVISION/CONDOMINIUM**A Complete Application consists of:**

- ☐ One original and one copy of a complete application form signed including declaration of applicant.
- ☐ One copy of the deed of property
- ☐ Application fee in the amount of \$3,000 plus \$30 per lot/unit payable to the Town of Gananoque – Subdivision
Application fee in the amount of \$2,000 payable to the Town of Gananoque – Condominium
- ☐ Deposit fee in the amount of \$2,000 payable to the Town for any peer reviews of various studies (By-law 2016-047). The owner/applicant is responsible for all peer review fees that the Town incurs in this regard and may be subject to additional invoicing.
- ☐ One scaled copy, one reduced 11 x 17 copy and one digital of the most recent survey of the subject property
- ☐ Two scaled copies, two reduced 11 x 17 copies and one digital copy of the draft plan including:
 - o Boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
 - o Locations, widths and names of proposed roads within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
 - o Approximate dimensions and layout of the proposed lots;
 - o Natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- ☐ Environmental Documentation to accompany the application include:
 - o Evidence respecting the availability and suitability of water and waste water services including where appropriate the preparation of a hydrogeological study, terrain analysis and an impact assessment report in accordance with the Ministry of Environment guidelines and regulations;
 - o Preparation of a servicing options statement;
 - o Preparation of a stormwater drainage plan;
 - o Preparation of a grading plan
 - o Preparation of a sediment and erosion control plan
 - o Studies required under the environmental and development constraints policies as identified in the Official Plan.
- ☐ Planning and Design Considerations include the following:
 - o Consistency with the Lowertown Master Plan where applicable
 - o Lot and block configuration
 - o Compatibility with adjacent uses
 - o Road access, street layout and pedestrian amenities
 - o Parks and open space amenities
 - o Easement and right-of-way requirements
 - o Justification of the need for the Subdivision
 - o Emergency and secondary accesses
- ☐ In considering a draft plan of subdivision, regard shall be had to, among other matters, the criteria of Section 51 (24) of the *Planning Act, R.S.O. 1990*, the Official Plan and the Development Permit.

Applications may be subject to any Town incurred costs over and above the fees set out in the General Fees and Rates By-law for various services provided by the municipality

Subdivision Application may be subject to review and a separate cheque payable to the Cataraqui Region Conservation Authority.

The Town of Gananoque recommends that you consult with a Conservation Authority Officer prior to making application.

Name of Applicant:	Name of Property Owner (if different than applicant):
Emily Elliott, MHBC Planning Ltd	1000989284 ONTARIO INC.
Address:	Address:
#200-540 Bingemans Centre Drive, Kitchener ON N2B3X9	100 CitiGate Drive, Ottawa
Telephone: 519-576-3650	Telephone: 613-690-3389
E-mail: eelliott@mhbcplan.com	E-mail: rpierce@tomlinsongroup.com

Name of Agent, Solicitor or Planning Consultant:	Name of Ontario Land Surveyor:
Emily Elliot- MHBC Planning Ltd	Shawn Leroux, JD Barnes Limited
Address:	Address:
#200-540 Bingemans Centre Drive, Kitchener ON N2B 3X9	62 Steacie Drive, Suite 103, Ottawa
Telephone: 519-576-3650	Telephone: (613) 731-7244 Ext 117
Email: eelliott@mhbcplan.com	Email: sleroux@jdbarnes.com

Street or Property Address (if applicable): <div style="text-align: center; font-weight: bold; margin-top: 10px;">205 Elmwood Drive</div>			
Legal Description: LEEDS CON 1 PT LOT 16 RP 28R12422 PARTS 3 TO 16 21 TO 31 AND 33 TO 35 PT PART 1 RP 28R13585 PART 10			
Frontage: Irregular _____	Depth: Irregular _____	Area (sq.m): 115,860 _____	Area (acres): 28.63 _____

<input checked="" type="checkbox"/> Plan of Subdivision <input type="checkbox"/> Revision of Draft Plan Approval <input type="checkbox"/> Revision to Conditions of Draft Approval <input type="checkbox"/> Extension of Draft Plan Approval <input type="checkbox"/> Registration of Phase of Draft Plan Approval <input type="checkbox"/> Other _____	<input type="checkbox"/> Plan of Condominium <input type="checkbox"/> Standard Condominium <input type="checkbox"/> Vacant Land <input type="checkbox"/> Common Element <input type="checkbox"/> Phased <input type="checkbox"/> Exemption to Draft Plan <input type="checkbox"/> Other _____
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PROPOSED AND CURRENT LAND USE:		
Current designation in the Official Plan Residential		
Current designation in the Development Permit (Zoning) Residential & Waterfront Overlay		
Current use of the property Vacant		
How long has the existing use of the subject lands continued?		
Is the property designated as a Heritage Site?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Has the grading of the land been changed by adding earth or other material?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Has there been industrial or a commercial use on the subject lands or adjacent land?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Has a gas station, petroleum or other fuel stored on the subject land or adjacent land at any time?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
ANY COMMERCIAL OR INDUSTRIAL USES ON THE SUBJECT OR ADJACENT LANDS (specify the uses):		
ANY CONTAMINATION by former uses on the site or adjacent (that you are aware of):		

ABUTTING LAND USE(S):	
East	Vacant land- undeveloped natural heritage features
West	Low rise residential
North	Low rise residential
South	St. Lawrence River

ADDITIONAL INFORMATION FOR CONDOMINIUM APPLICATIONS ONLY:					
Type of Condominium:					
<input type="checkbox"/> Standard	<input type="checkbox"/> Phased	<input type="checkbox"/> Leasehold	<input type="checkbox"/> Common Elements	<input type="checkbox"/> Vacant land	<input type="checkbox"/> Conversion
If the proposed condominium is a conversion of a building containing residential units, what is the number of units to be converted?					# _____

Has a Development Permit (Site Plan) been approved? No. Submitted concurrently with this application.		
Has an Agreement been executed and registered on title?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Has a Building Permit been issued?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the Building under Construction?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the Building completed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If Yes, the date of completion	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this a conversion from residential rental units? No		
If Yes, the number of units to be converted	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please refer to Draft Plan and Planning Justification Report

Proposed Plan Details:	No. of units or dwellings	No. of Lots/Blocks	Area (ha)	Density units/per ha)	No. of Park. Spaces
Residential – single detached	77	77	5.608	6.6 gross density	
Residential – semi-detached/duplex					
Residential – row					
Residential – triplex					
Residential – apartment					
Commercial					
Industrial					
Park, Open Space	n/a	7	2.634	n/a	n/a
Roads	n/a		1.764	n/a	n/a
Are there any easements or restrictive covenants affecting the subject lands? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe (List and identify purpose):					

Access:	<input checked="" type="checkbox"/> Municipal Street	<input type="checkbox"/> Unopen Road Allow	<input type="checkbox"/> Existing ROW	<input type="checkbox"/> Other
Name of Street/Road: Elmwood Drive				
Entrance Approvals and Permit Number(s): NA				

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

Services:	<input checked="" type="checkbox"/> Municipal Water and Sewer	<input type="checkbox"/> Municipal Water & Private Sewage	<input type="checkbox"/> Private Well and Municipal Sewage	<input type="checkbox"/> Private Well and Private Sewage
Water and Sewer Hook-up Approvals and Permit Number(s), if applicable:				

Other Concurrent Applications (provide application number, if applicable): concurrent submission				
<input type="checkbox"/> Official Plan Amendment	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Development Permit	<input type="checkbox"/> Subdivision Approval	<input type="checkbox"/> Building Permit Approval

Other Information: Any other information that may be useful in reviewing this application? If so, explain below
Please see cover letter.

BELOW IS A SUMMARY OF REPORTS AND/OR PLANS THAT MAY BE REQUIRED BUT ARE NOT LIMITED TO THE FOLLOWING:

Planning Rationale	Reviewing Planning Act, Provincial Plans and Official Plan (and Development Permit if applying for a Development Permit application concurrently)
Environmental Impact Assessment	Where application provides for development in or adjacent to an environmentally sensitive area
Traffic Study	Where application provides for development which may result in increased traffic or the need to alter roads or intersections
Air, Noise or vibration study	When required by a provincial guideline
Heritage Study	Development in Lowertown or adjacent to existing heritage properties
Hydrogeology	Development on private services
Erosion Control	Development along shorelines or hazard areas.
Archeological Study	Development proposed on lands located within 300 metres of a shoreline
Tree Preservation Plan	Where development could result in the loss of street trees or wooded areas.

Geo Technical Report	
Stormwater Management Report	
Site Servicing Study	
Draft Plan of Subdivision	
Grading and Drainage Plan	
Street Plan and Profile	
Storm Drainage	
Site Servicing Plan	
Landscaping	
Utility Plan	
Other	

AUTHORIZATION BY OWNER

I/We, the undersigned being the owner(s) of the subject land of this application for a consent, hereby authorize

MHBC Planning Ltd (print) to be the applicant in the submission of this application.

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

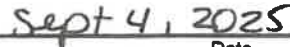


Signature of Owner

Signature of Owner



Signature of Witness (not applicant)



Date

DECLARATION OF APPLICANT

I, Emily Elliott of the City of Kitchener in the Region of Waterloo solemnly declare that:

I understand that the applicant/owner will be required to provide 100% security as per the estimated cost of works by an engineer and approved by the Town 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. Furthermore, I, being the applicant of the subject lands, hereby authorize the Members of Council, Planning Advisory Committee and the Town of Gananoque staff members, to enter upon the property for the purpose of conducting a site inspection with respect to the attached application.

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 before me at the City of Kitchener in the Region of Waterloo this 15th day of September, 2025

David William Aston, a Commissioner, etc.,
Province of Ontario for MacNaughton Hermes
Britton Station Planning Ltd, etc
Expires January 9, 2026.



Signature of Applicant

Office Use Only		Roll No:
Official Plan Designation:	Development Permit Designation:	Other:
Access (Entrance Permits etc):	Water and Sewer Hookup (Permits etc):	Other:
Date of Submission:	Application Complete:	
	Manager of Planning and Development	Date

Questions??

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

Peer Review/Consultant Services

In order to streamline the Town of Gananoque's planning process, peer review services may be contracted out by the Town under By-law 2004-63 and amending By-law 2007-29. These may include but are not limited to the following:

Official Plan Amendment	Sanitary System Design
Condominium Applications	Site Plan Applications
Consent Applications	Subdivision Applications
Environmental Assessment	Storm Water Management
Minor Variance Applications	Traffic Studies
Noise Studies	Water Distribution System
Ontario Municipal Board Representation	Zoning By-law Amendment
Part Lot Control	Other Miscellaneous

The use of and choice of peer review contract consultants for either planning or engineering on any specific project are subject to the approval of either the Chief Administrative Officer/Manager of Planning and Development or the Manager of Public Works within their respective areas of jurisdiction.

All costs for the peer review consultants shall be fully paid by the applicant/developer.

Upon approval of the use of a peer review consultant, the applicant/developer shall execute the agreement below with the Town and post a security deposit of \$2,000 (two thousand dollars).

All submissions, correspondence etc. shall be directed to the Manager of Planning and Development, who shall be responsible for distribution.

All invoices from the peer review consultant shall be paid by the Town and subsequently invoiced to the applicant/developer. If payment is not received by the Town within 30 (thirty) days of receipt, then the Town will recover its costs for the security deposit or any other securities which have been posted for the project by the applicant/developer. In that event, the work shall cease on the project and will not commence again until the outstanding invoice has been paid in full, and the securities topped up to their original balance.

The securities will be held by the Town until the component of the project for which they were posted is complete. Authorization for the release of the securities shall be provided to the Treasury Department by either the Chief Administrative Officer or the Planning Approvals Coordinator, within their respective areas of jurisdiction.

I/We, Emily Elliott of the City of Kitchener in the Region of Waterloo solemnly declare that:

I am aware of the applicable Town of Gananoque By-law 2006-63 and 2007-29 being a By-law to establish general fees and rates for various services provided by the Town.

Furthermore, I accept the Town's peer review process whereby I agree to provide the Town of Gananoque with a deposit in the amount of \$2,000 (two thousand dollars) in order to conduct the necessary peer review(s) in the completion of my planning application. In the event that peer reviews exceed the amount, the owner/applicant is responsible to reimburse the Town and will be subject to additional invoicing for fees that the Town incurs in this regard. The Town may use the deposit to do so or any other securities being held.

Emily Elliott
Print Name – Owner/Applicant

[Signature]
Signature – Owner/Applicant

Sept 15 / 23
Date

Clerk or Manager of Planning and Development