

**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.

East: open space (vacant, natural heritage)  
 West: Residential, open space

<b>CONTACT INFORMATION</b>		
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:	Complete Address including Postal Code:	Phone:
Emily Elliott, MHBC Planning Ltd	#200-540 Bingemans Centre Dr, Kitchener ON N2B 3X9	519 576-3650
	E-mail: eelliott@mhbcplan.com	
Name of Property Owner (if different than applicant):	Complete Address including Postal Code:	Phone:
1000989284 Ontario Inc.	100 Citigate Dr, Ottawa, ON K2J 6K7	(613) 690-3389
	E-mail: rpierce@tomlinsongroup.com	
Architect/Designer/Planner:	Complete Address including Postal Code:	Phone:
Emily Elliott, MHBC Planning Ltd	#200-540 Bingemans Centre Dr, Kitchener ON N2B 3X9	519 576-3650
	E-mail: eelliott@mhbcplan.com	
Engineer:	Complete Address including Postal Code:	Phone:
Kyle Nielissen, Forefront Engineering Inc	1329 Gardiners Road, Suite 210 Kingston, ON, Canada K7P 0L8	613 634-9009
	E-mail: Kyle.Nielissen@Forefronteng.ca	
Land Surveyor:	Complete Address including Postal Code:	Phone:
Shawn Leroux, JD Barnes Limited	62 Steacie Drive, Suite 103, Ottawa	613 731-7244
	E-mail: sleroux@jdbarnes.com	

<b>PROPERTY</b>			
Street or Property Address (if applicable):		Roll Number (if known):	
205 Elmwood Drive		081400002029322	
<b>LEGAL DESCRIPTION</b>			
Lot/Con/Plan:			
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 (m/ft):	Depth (m/ft):	Lot Area:	
irregular	irregular	28.66ac	

**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:

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

Length of time the existing use of the subject lands have continued:

Has the property been designated as a Heritage Site?

☐ Yes☒ No

Is the property presently under a Site Plan/Development Permit Agreement?

☐ Yes☒ No

Has the property ever been subject of an application under Section 34 (Zoning), 41 (Site plan) or 45 (Minor Variance) of the Planning Act?

☐ Yes☒ No

Has 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?

**No****Proposed Use(s):****Residential**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?

**Refer to Planning Justification Report**

Is/Are variation(s) requested?

☒ Yes☐ No

If yes, what variation is requested and why?

To reduce the floodplain setback from 30m (required) to 15m

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

Refer to Forefront Engineering memo which reviewed the CRCA Floodplain Mapping

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

East: open space (vacant, natural heritage)

West: low rise residential

North: low rise residential

South: St. Lawrence River

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

Plan Details: Please ensure that measurements are consistent with plan			
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Employment Lands/ Industrial	<input type="checkbox"/> Institutional
Building Coverage:  _____ (%)      _____ (sq.m)		Landscape Coverage:  _____ (%)      _____ (sq.m)	
Building Height:	No. of Storeys:	No. of Units:	Storage of Garbage:

<b>Parking Area:</b>	Existing Parking Surface			
	<input type="checkbox"/> Paved <input type="checkbox"/> Gravel <input type="checkbox"/> Permeable Parking Area <input checked="" type="checkbox"/> Other			
	Proposed Parking Surface:			
	<input checked="" type="checkbox"/> Paved <input type="checkbox"/> Gravel <input type="checkbox"/> Permeable Parking Area <input type="checkbox"/> Other			
	# of Existing Parking Spaces	# of New Parking Spaces	# of Accessible Parking Spaces	Total # of Parking Spaces
	Dimension of Parking Spaces (m/ft):		Dimensions of Accessible Parking Spaces (m/ft):	

<b>LOADING SPACES, if applicable:</b>	Number of Loading Spaces:	Dimensions of Loading Spaces (m/ft):
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<b>Heritage Tourist Inn/Bed and Breakfast/Short Term Accommodation*:</b>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is this an application for a Heritage Tourist Inn?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Number of Guest Rooms:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6
<b>NOTE: A Heritage Tourist Inn</b> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Number of Guest Rooms:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Is this an application for a Short Term Accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Number of Guest Rooms:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3

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

<b>Water Access</b> (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 _____

<b>EXISTING BUILDINGS:</b>		Building 1 - Primary	Building 2 - Accessory
	Type of Structure (ie: wood concrete)		
	Date Constructed:		
	Front Line Setback:		
	Rear Lot Line Setback:		
	Side Lot Line Setback:		
	Side Lot Line Setback:		
	Height:		
	Dimensions:		
	Floor Area:		

PROPOSED BUILDINGS:		Building 1 - Primary	Building 2 - Accessory
	Type of Structure (ie: wood concrete)		
	Proposed Date of Construction:		
	Front Line Setback:		
	Rear Lot Line Setback:		
	Side Lot Line Setback:		
	Side Lot Line Setback:		
	Height:		
	Dimensions:		
	Floor Area:		
Attached Additional Page, if necessary			



**AUTHORIZATION BY OWNER**

I/We, the undersigned being the registered owner(s) of the subject lands, hereby authorize MHBC Planning Ltd (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.

ROB PIERCE

Owner Name (Please Print)

[Signature]

Signature of Owner

[Signature]

Signature of Witness (not applicant)

Owner Name (Please Print)

Signature of Owner

Sept 4, 2025

Date

**CONSENT BY OWNER**

I/We, \_\_\_\_\_, (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]

Signature of Owner

[Signature]

Signature of Witness (not applicant)

Signature of Owner

Sept 4, 2025

Date

**DECLARATION OF APPLICANT**

(Print) 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 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

City of Kitchenerthis 15<sup>th</sup> day of September, 2025.

David William Aston, a Commissioner, etc.,  
Province of Ontario for MacNaughton Hermes  
Britten Clarkson Planning Limited.

Expires January 9, 2026  
Signature of a Commissioner, etc

[Signature]

Signature of Applicant

<b>Office Use Only:</b>		Roll No: 020 29300
Official Plan Designation: Residential Floodplain	Development Permit Designation: Residential & Waterfront Overlay	Other:
Access (Entrance Permits etc):	Water and Sewer Hookup (Permits etc):	Other:
Other Concurrent Applications:	<input type="checkbox"/> Cash-in-Lieu of Parking <input type="checkbox"/> condo Approval <input type="checkbox"/> Consent/ Severance	<input type="checkbox"/> Official Plan Amendment <input checked="" type="checkbox"/> Subdivision Approval
Date Application Received: September 15, 2025	Date Application Deemed Complete:	Fees Received: September 23, 25

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