

**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 Binghamans 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 Binghamans 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): 205 Elmwood Drive			
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

☒ Plan of Subdivision ☐ Revision of Draft Plan Approval ☐ Revision to Conditions of Draft Approval ☐ Extension of Draft Plan Approval ☐ Registration of Phase of Draft Plan Approval ☐ Other _____	☐ Plan of Condominium ☐ Standard Condominium ☐ Vacant Land ☐ Common Element ☐ Phased ☐ Exemption to Draft Plan ☐ Other _____
--	---

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?	☐ Yes	☒ No
Has the grading of the land been changed by adding earth or other material?	☐ Yes	☒ No
Has there been industrial or a commercial use on the subject lands or adjacent land?	☐ Yes	☒ No
Has a gas station, petroleum or other fuel stored on the subject land or adjacent land at any time?	☐ Yes	☒ 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:					
☐ Standard	☐ Phased	☐ Leasehold	☐ Common Elements	☐ Vacant land	☐ 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?	☐ Yes	☒ No
Has a Building Permit been issued?	☐ Yes	☒ No
Is the Building under Construction?	☐ Yes	☒ No
Is the Building completed?	☐ Yes	☒ No
If Yes, the date of completion	☐ Yes	☐ No
Is this a conversion from residential rental units? No		
If Yes, the number of units to be converted	☐ Yes	☐ 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	66	66	4.59	14.3	
Residential – semi-detached/duplex					
Residential – row	37	5	1.05	35.2	
Residential – triplex					
Residential – apartment					
Commercial					
Industrial					
Park, Open Space	n/a	5	2.18	n/a	n/a
Roads	n/a		1.98	n/a	n/a
Are there any easements or restrictive covenants affecting the subject lands? ☒ Yes ☐ No If yes, describe (List and identify purpose):					

Access: ☒ Municipal Street ☐ Unopen Road Allow ☐ Existing ROW ☐ 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)	Parking Facilities (specify)
distance from subject land _____	distance from subject land _____
distance from nearest public road _____	distance from nearest public road _____

Services: ☒ Municipal Water and Sewer ☐ Municipal Water & Private Sewage ☐ Private Well and Municipal Sewage ☐ 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

☐ Official Plan Amendment ☐ Consent ☒ Development Permit ☐ Subdivision Approval ☐ 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.

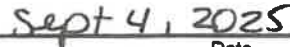


Signature of Owner

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: <u>081400002029322</u>
Official Plan Designation: <u>Residential</u>	Development Permit Designation: <u>Residential</u>	Other: _____
Access (Entrance Permits etc): _____	Water and Sewer Hookup (Permits etc): _____	Other: _____
Date of Submission: <u>September 15, 2025</u>	Application Complete: <u>BG</u> Manager of Planning and Development	<u>January 5, 2026</u> 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



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

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

PROPERTY

Street or Property Address (if applicable): 205 Elmwood Drive	Roll Number (if known): 081400002029322
---	---

LEGAL DESCRIPTION

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): irregular	Depth (m/ft): irregular	Lot Area: 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:

- | | |
|---|---|
| ☐ 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):**Vacant**

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

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?

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 ReportIs/Are variation(s) requested? ☒ Yes

If yes, what variation is requested and why?

To reduce the floodplain Setback from 30m (required) to 15m and to reduce detached lot frontage from 15m to 11m.

Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law. Refer to Forefright 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?	☐ 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: _____ (%) _____ (sq.m)		Landscape Coverage: _____ (%) _____ (sq.m)	
Building Height:	No. of Storeys:	No. of Units:	Storage of Garbage:

Parking Area:	Existing Parking Surface			
	☐ Paved ☐ Gravel ☐ Permeable Parking Area ☒ Other			
	Proposed Parking Surface:			
	☒ Paved ☐ Gravel ☐ Permeable Parking Area ☐ 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):	

LOADING SPACES, if applicable:	Number of Loading Spaces:	Dimensions of Loading Spaces (m/ft):
---------------------------------------	---------------------------	--------------------------------------

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)		
	Date Constructed:		
	Front Line Setback:		
	Rear Lot Line Setback:		
	Side Lot Line Setback:		
	Side Lot Line Setback:		
	Height:		
	Dimensions:		
	Floor Area:		

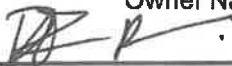
PROPOSED BUILDINGS:		Building 1 - Primary	Building 2 - Accessory
	Type of Structure (ie: wood concrete)		
	Proposed Date of Construction:		
	Front Line Setback:		
	Rear Lot Line Setback:		
	Side Lot Line Setback:		
	Side Lot Line Setback:		
	Height:		
	Dimensions:		
	Floor Area:		
Attached Additional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

J. Ailey

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 of Owner

J. Ailey

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 15th day of September, 2025.

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

Expires January 9, 2026
Signature of a Commissioner, etc



Signature of Applicant

Office Use Only:		Roll No: 081400002029322
Official Plan Designation: Residential	Development Permit Designation: Residential	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: September 15, 2025	Date Application Deemed Complete: January 5, 2026	Fees Received: September 15, 2025

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

Peer Review/Consultant Services

In order to streamline the Town of Gananoque's planning process, professional or 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:

Condominium Applications	Air, Noise or Vibration Study	Sanitary System Design & sufficient capacity
Consent Applications	Archaeological Study	Servicing Options Report
Cost Estimate of Works	Drainage and/or stormwater management report	Source Water Protection – Risk Management Assessment
Development Permit Applications	Environmental Impact Assessment for a natural heritage feature or area	Sun/Shady Study
Official Plan Amendment	Erosion and Sediment Control Plan	Traffic Study
Local Planning Appeal Tribunal	Geotechnical Study/Hydrogeological Study	Vegetation Inventory/Preservation
Part Lot Control	Heritage Resource Assessment/Study	Visual Impact Assessment
Subdivision Applications	Hydrogeology/Groundwater Study	Water Distribution System & sufficient capacity
	Phase I Environmental, investigation if req'd	Wave Uprush Study
	Form 1's – Record of Future Alteration (Water, Sewer and Storm)	Supporting Land Use Planning Report

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 Manager of Planning and Development or the Director of Public Works within their respective areas of jurisdiction.

All costs for the peer review consultants and legal costs for preparation of agreements and/or registration shall be fully paid by the applicant/owner. A deposit will be received by the Town as part of application submission requirements in the amount of \$2,000 (two thousand dollars). Any costs above and beyond the initial security will be invoiced to the applicant/owner.

All invoices 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, the Town will recover its costs from any other securities which have been posted for the project by the applicant/owner.

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 Finance Department by either the Clerk or the Manager of Planning and Development, 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 current Town of Gananoque 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 any necessary peer review(s) as deemed by the Town or preparation of legal agreements including registration in the completion of my planning application. In the event that payment is not received for such peer reviews, the Town may use the deposit to do so or any other securities being held.

Emily Elliott
Print Name – Owner/Applicant

EE Elliott
Signature – Owner/Applicant

Sept 15/25
Date

Manager of Planning/Development or his/her designate

DRAFT PLAN OF SUBDIVISION

LEGAL DESCRIPTION

PART OF LOT 16, CONCESSION 1,
GEOGRAPHIC TOWNSHIP OF LEEDS
TOWN OF GANANOQUE
COUNTY OF LEEDS

OWNER'S CERTIFICATE

I HEREBY AUTHORIZE MACNAUGHTON HERMSEN BRITTON CLARKSON PLANNING LIMITED
TO SUBMIT THIS PLAN FOR APPROVAL.

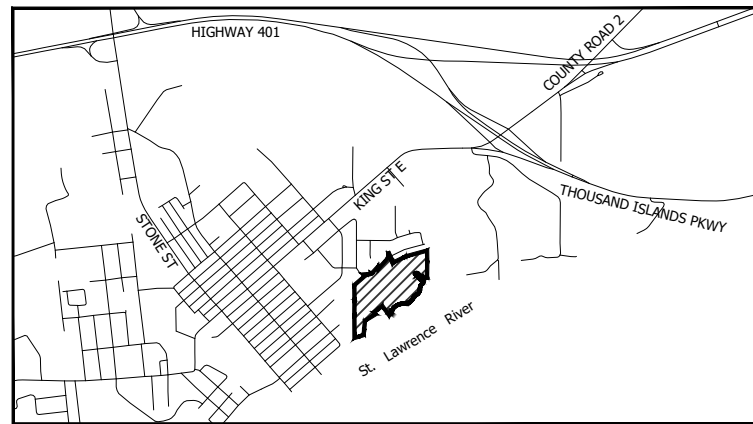
Date: _____
ROB PIERCE
1000989284 ONTARIO INC.

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED ON THIS
PLAN AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND
CORRECTLY SHOWN.

Date: _____
SHAWN LEROUX, O.L.S., O.L.I.P., A.L.S.
J.D BARNES LIMITED

KEY PLAN



Scale: 1:45,000

ADDITIONAL INFORMATION

Required Under Section 51 (17) of the Planning Act, R.S.O., 1990, c.P.13 as Amended

- | | | |
|--|----------------------------|--------------------------|
| (a) As Shown | (e) As Shown | (j) As Shown |
| (b) As Shown | (f) As Shown | (k) Services As Required |
| (c) As Shown | (g) As Shown | (l) As Shown |
| (d) Residential, Park, Open Space, Servicing | (h) Municipal Water Supply | (i) Unknown |

AREA SCHEDULE

DESCRIPTION	LOTS/BLOCKS	UNITS	AREA
Low Density Residential - Singles	1-66	66	4.597 ha
Low Density Residential - Townhouses	67-70	23	0.614 ha
Multiple Residential	71	12-14	0.440 ha
Residential Lot Addition	72		0.955 ha
Parks	73-74		0.516 ha
Open Space	75-77		2.184 ha
Servicing	78-79		0.243 ha
Servicing/Trail Connection	80		0.039 ha
Future Development	81-82		0.012 ha
Roads			1.986 ha
Total	82	101-103	11.586 ha

NOTES

- All dimensions are in metres unless otherwise shown.
- Environmental features provided by WSP, 2025-05-23, & FFE, August 2025
- Boundary information has been compiled from Plan 28R-15673 and Confirmed by field Survey by J.D. Barnes Ltd. May 13, 2025
- Contains information licensed under the Open Government Licence - Ontario.

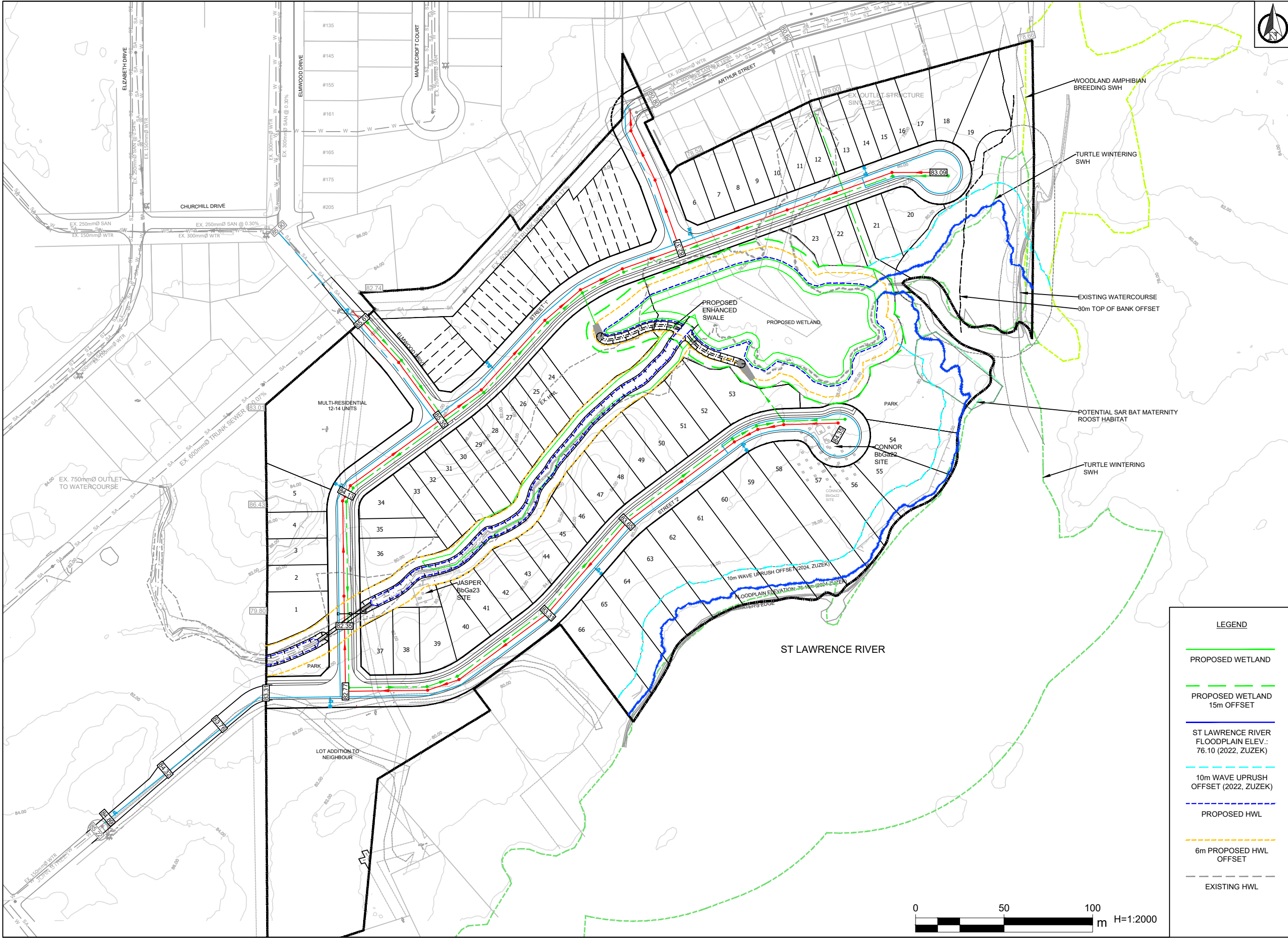
Revision No.	Date	Issued / Revision	By

Stamp	Date
	May 28, 2026
	File No.
	9137BK
Project	Plan Scale
	1:1000 (Arch D)
	Drawn By
File Name	Checked By
	EE

Project	VL - Elmwood Drive, Gananoque R.W. Tomlinson Limited 100 CitiGate Drive, Ottawa ON
File Name	DRAFT PLAN OF SUBDIVISION
Dwg No.	1 of 1

Scale Bar 0 10 25 50 100m

K:\3137BK - 305 Elmwood Drive, Gananoque\3137BK-Draft Plan of Subdivision_28May2026.dwg



- LEGEND**
- PROPOSED WETLAND
 - PROPOSED WETLAND 15m OFFSET
 - ST LAWRENCE RIVER FLOODPLAIN ELEV.: 76.10 (2022, ZUZEK)
 - 10m WAVE UPRUSH OFFSET (2022, ZUZEK)
 - PROPOSED HWL
 - 6m PROPOSED HWL OFFSET
 - EXISTING HWL



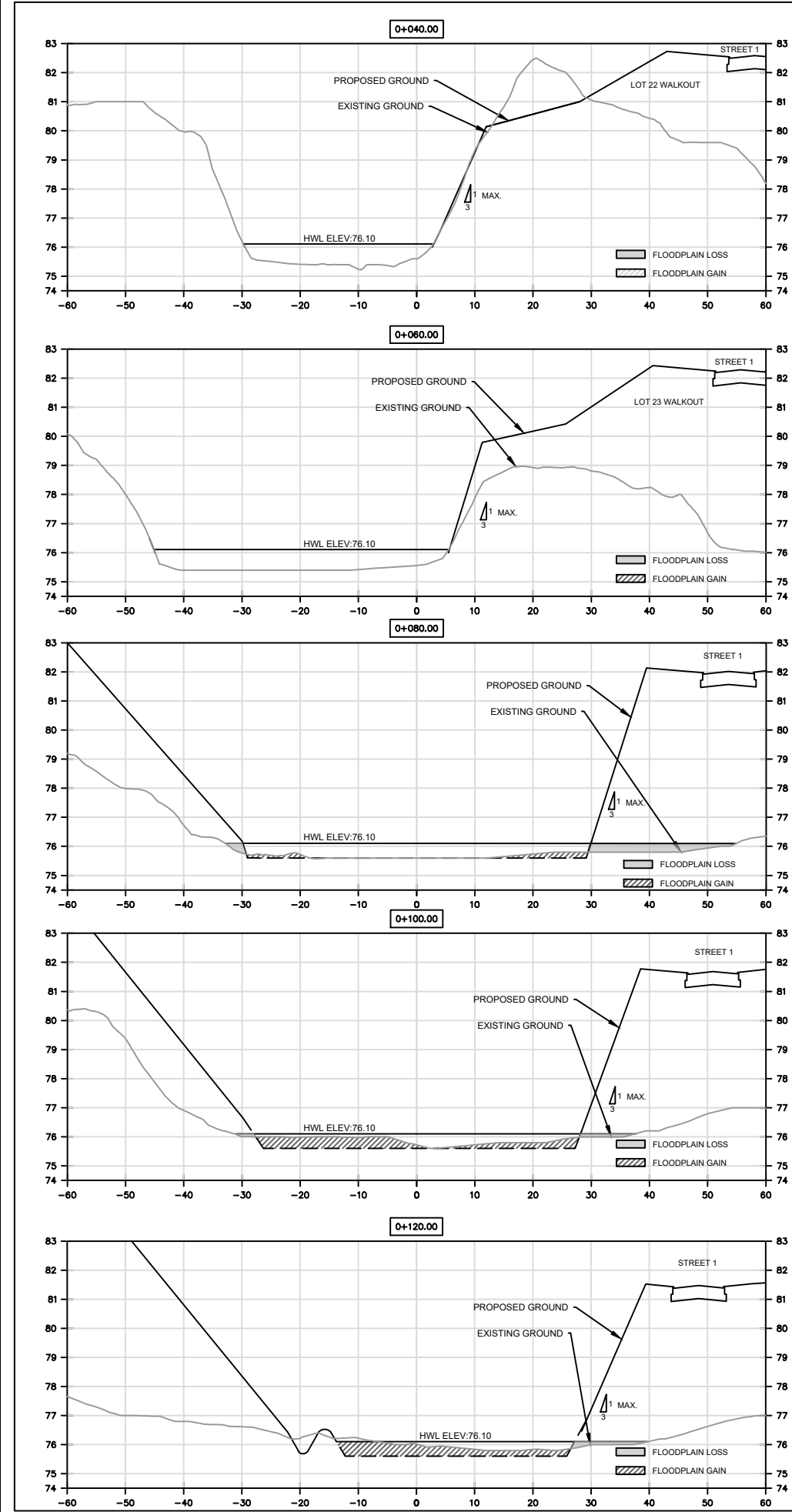
1329 Gardiners Road, Suite 210
Kingston, ON, Canada K7P 0L8
613.634.9009 tel.
1.866.884.9392 fax.

Client
1000989284 ONTARIO INC.

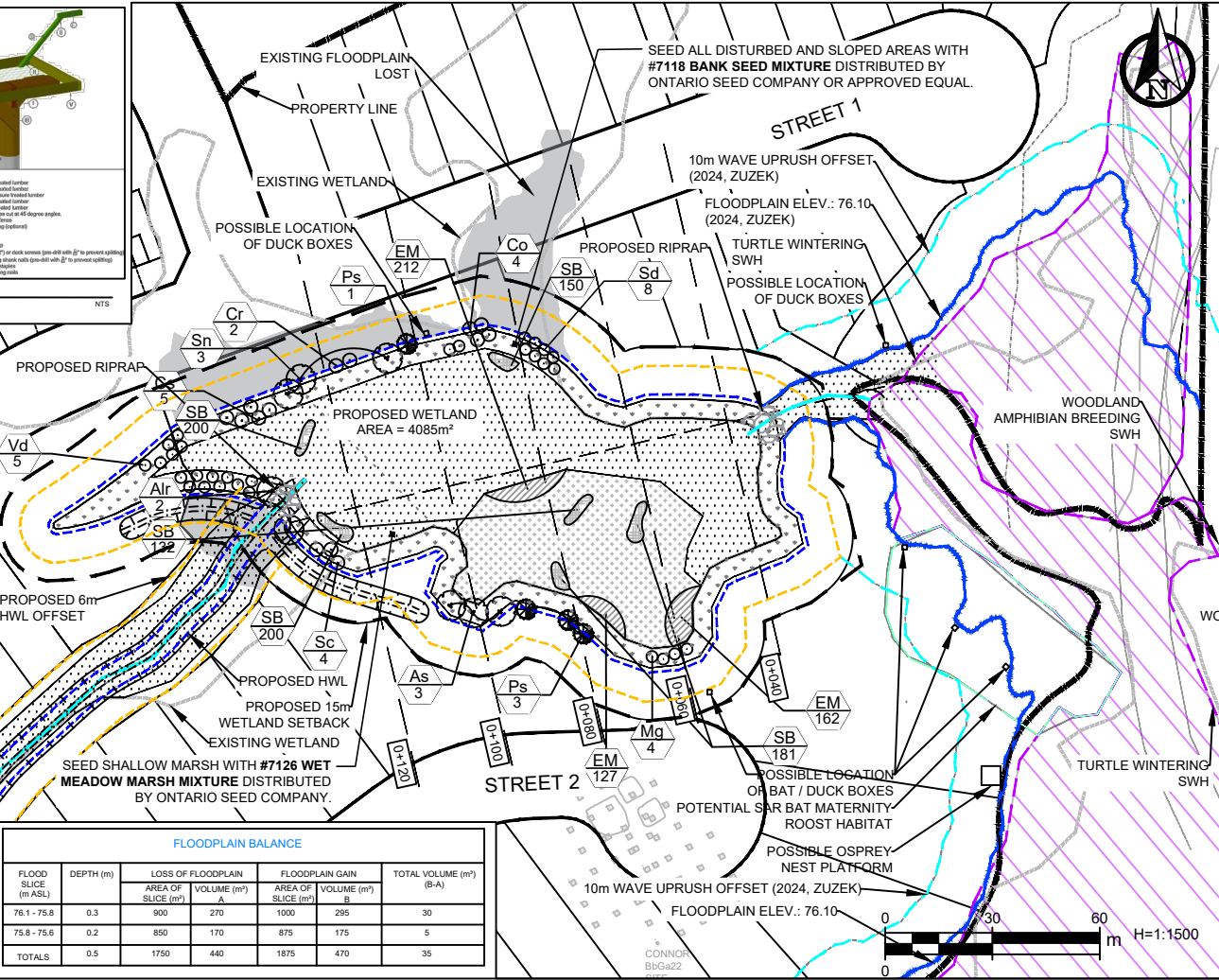
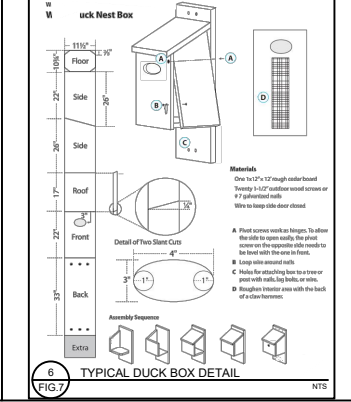
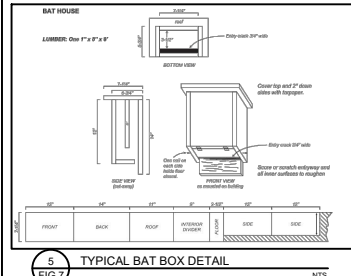
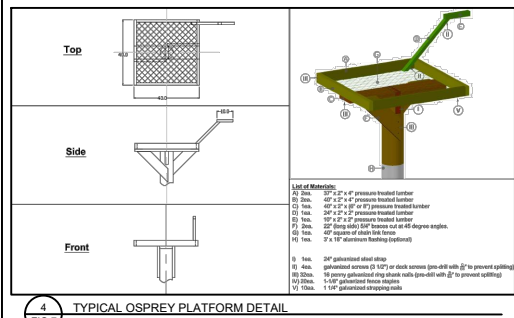
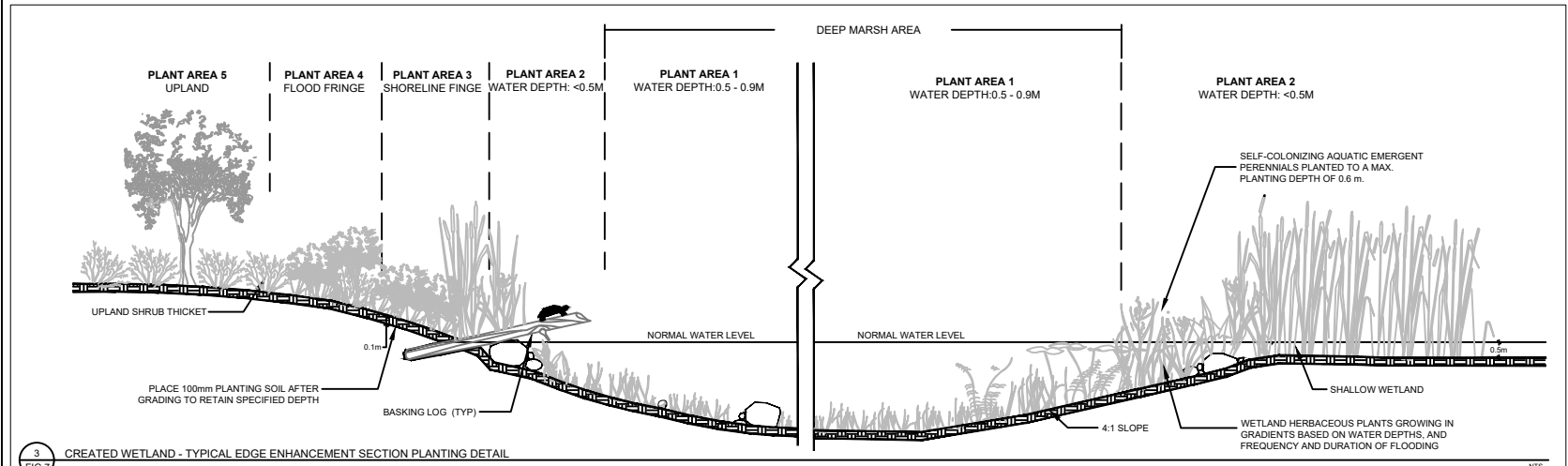
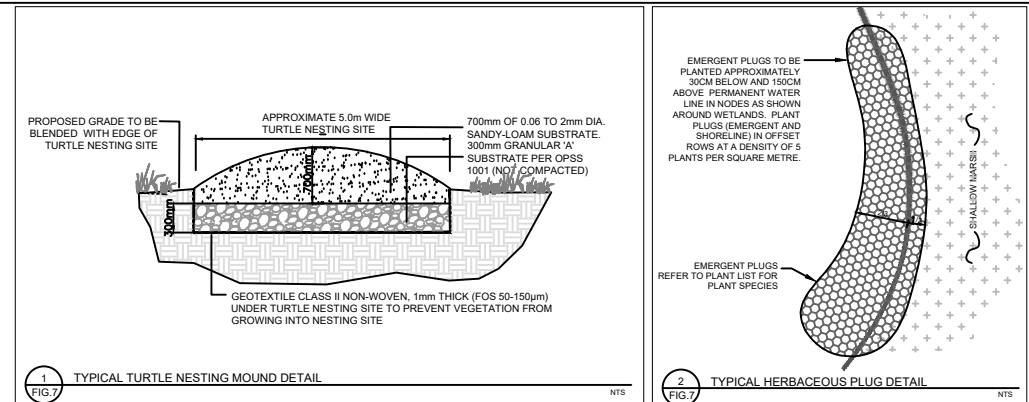
Project
VL - ELMWOOD DRIVE

Drawing
CONCEPT PLAN

Drawn by: EP	Checked by: JH	Project No.
Designed by: KMN	Approved by: KMN	Drawing No.
Date: MAY 2026		CP
Scale: 1:2000 ANSI B (11x17)		



PLANT MATERIAL SCHEDULE - ELMWOOD SUBDIVISION						
SYMBOL	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE CAL(mm)HT(cm)	ROOT	REMARKS
TREES						
Ar	2	Alnus rugosa	Speckled Alder	200cm	WB	min. 3 stems, full crown
As	3	Acer saccharinum	Silver Maple Clump	200cm	WB	min. 3 stems, full crown
Sn	3	Salix nigra	Black Willow Clump	200cm	WB	min. 3 stems, full crown
Ps	4	Pinus strobus	White Pine	100cm	BB	full upper & lower branching
SHRUBS						
Co	4	Cephalanthus occidentalis	Buttombush	60cm	WB	min. 3 stems
Cr	2	Cornus racemosa	Gray Dogwood	60cm	WB	min. 3 stems
Cs	5	Cornus sericea	Red Osier Dogwood	60cm	WB	min. 3 stems
Mg	4	Myrica gale	Sweet Gale	60cm	WB	min. 3 stems
Sc	4	Salix cordata	Heart-Leaved Willow	60cm	WB	min. 3 stems
Sd	8	Salix discolor	Pussy Willow	60cm	WB	min. 3 stems
Vl	5	Viburnum trilobum	Highbush Cranberry	60cm	WB	min. 3 stems
EMERGENT(SUBMERGENT(S)) HERBACEOUS PLUGS						
EM	125	Acorus americanus	Sweet Flag		Plug	5 per square metre
EM	125	Sagittaria latifolia	Broadleaf Arrowhead		Plug	5 per square metre
EM	125	Schoenoplectus pungens	Three-square bulrush		Plug	5 per square metre
EM	125	Schoenoplectus tabernaemontani	Soft-stemmed bulrush		Plug	5 per square metre
SB	150	Typha latifolia	Common Cattail		Plug	5 per square metre
SB	200	Alisma plantago-aquatica	Water Plantain		Plug	5 per square metre
SB	200	Nuphar variegata	Yellow Pond Lily		Plug	5 per square metre
SB	313	Potamogeton natans	Floating Pondweed		Plug	5 per square metre



FLOODPLAIN BALANCE					
FLOOD SLICE (m ASL)	DEPTH (m)	LOSS OF FLOODPLAIN AREA OF SLICE (m²) A	FLOODPLAIN GAIN AREA OF VOLUME (m³) B	TOTAL VOLUME (m³) (B-A)	
76.1 - 75.8	0.3	900	270	295	30
75.8 - 75.6	0.2	850	170	175	5
TOTALS	0.5	1750	440	1875	35

LEGEND

- 15m PROPOSED WETLAND SETBACK
- EXISTING WETLAND LIMIT
- EXISTING FLOODPLAIN
- PROPOSED 6m HWL OFFSET
- PROPOSED HWL
- 10m WAVE UPRUSH
- POTENTIAL SAR BAT MATERNITY ROOST
- TURTLE WINTERING SWH
- OSC#7126 CUSTOM WET MEADOW MARSH MIX
- DEEP MARSH TO NATURALIZE
- OSC#7118 CUSTOM BANK SEED MIXTURE
- PROPOSED SHRUBS
- PROPOSED TREES
- PLANT KEY SPECIES QUANTITY

Benchmark

No.	Revision/Issue	Date

Forefront Engineering Inc

1329 Gardiners Road, Suite 210
Kingston, ON, Canada K7P 0L8
613.634.9009 tel.
1.866.884.9392 fax.

Client
1000989284 ONTARIO INC.

Project
VL - ELMWOOD DRIVE

Drawing
PROPOSED ENHANCED WETLAND

Drawn by: EP	Checked by: JH	Project No.
Designed by: KMN	Approved by: KMN	Drawing No.

Date:
MAY 2026

Scale:
1:1500
ANSI B (11x17)

FIG.7

CONCEPTUAL MASTER PLAN

VL - ELMWOOD DRIVE
TOWN OF GANANOQUE

-  Possible Location of Duck Boxes
-  Possible Location of Bat Boxes



Concept design prepared by MHBC Planning.
AI-assisted rendering has been used to
create this graphic. This image is conceptual
and may not represent final site or building design.

JUNE 2026



PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE