

DEVELOPMENT PERMIT APPLICATION – CLASS II

File No. **DP2026-02** OWNERS: **Amy & Dave Schur**

The property municipally and legally described as
279 NORTH STREET
PLAN 86 LOT 381 GAN RIVER ES
TOWN OF GANANOQUE

has applied to the Town of Gananoque for an application for a Development Permit to
**CONSTRUCT A GARAGE THAT ENCROACHES INTO THE REAR YARD OF NORTH ALLEY FROM
 4.5M TO 2.7M AND RELIEF FOR THE INCREASE OF LOT COVERAGE FROM 10% TO 12.4%
 FOR AN ACCESSORY STRUCTURE**

COMMENT DEADLINE: WEDNESDAY, APRIL 22, 2026

- | | | |
|--------------|--|---|
| Circulation: | () Bell Canada (email)
() Canada Post (email)
() Cataraqui Region Conservation Authority (email)
() Cogeco (email)
() Eastern Ontario Catholic District School (email)
() Eastern Ontario Power (email)
() Enbridge Pipelines Inc.
() Hydro One Inc. (email)
() South East Health Unit (email)
() Leeds Grenville Paramedic Services (email)
() Ministry of Transportation (email)
() Ontario Municipal Property Assessment (email)
() Ontario Power Generation Inc. (email)
() St Lawrence Parks Commission (email)
() Union Gas (email)
() Upper Canada District School Board (email)
() Other: _____ | Town of Gananoque (email)
() Mayor and Council
() CAO and Sr Management Team

() Chief Building Official – B Keyes
() Superintendent of Roads - B Webb
() Superintendent of Utilities- M. Hout
() Public Works – C. Fromentin
() Utilities – C Brennan
() Utility Administrator – T Vandusen |
|--------------|--|---|

If you have any comments/conditions that need to be addressed and/or fees or securities required, please forward them to the undersigned.

- No Comment
- Comments _____

Signature: _____

Trudy Gravel
 Assistant Planner
 30 King Street East
 Gananoque, ON K7G 1E9

NOTICE OF MEETING Proposed Class II Development Permit

TAKE NOTICE that the Planning Advisory Committee/Committee of Adjustment for the Town of Gananoque will hold a Meeting on **TUESDAY, APRIL 28, 2026 at 6:00 P.M.** via **TELECONFERENCE*** and **IN-PERSON** in the TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 KING STREET EAST to consider the following application.

*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-hallpublic-meetings/planning-advisory-committee-meeting-april-28-2026> prior to the meeting.

File No. **DP2026-02**

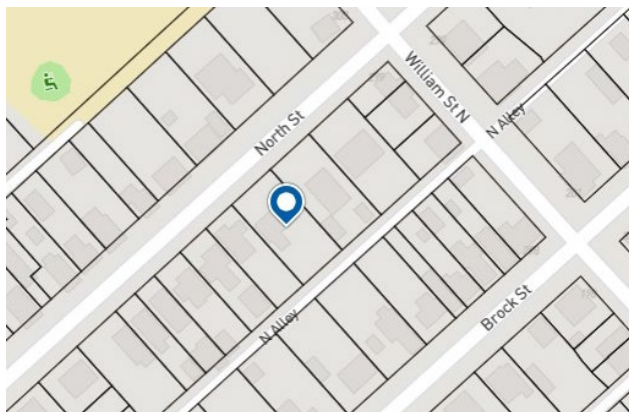
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Additional information in relation to the proposed development permit is available for inspection at the Town Hall Administration Offices located at 30 King Street East, Gananoque, ON, on the Town website at <https://www.gananoque.ca/town-hall/meetings>, by emailing assistantplanner@gananoque.ca or by calling Trudy Gravel 613-382-2149 ext. 1129.

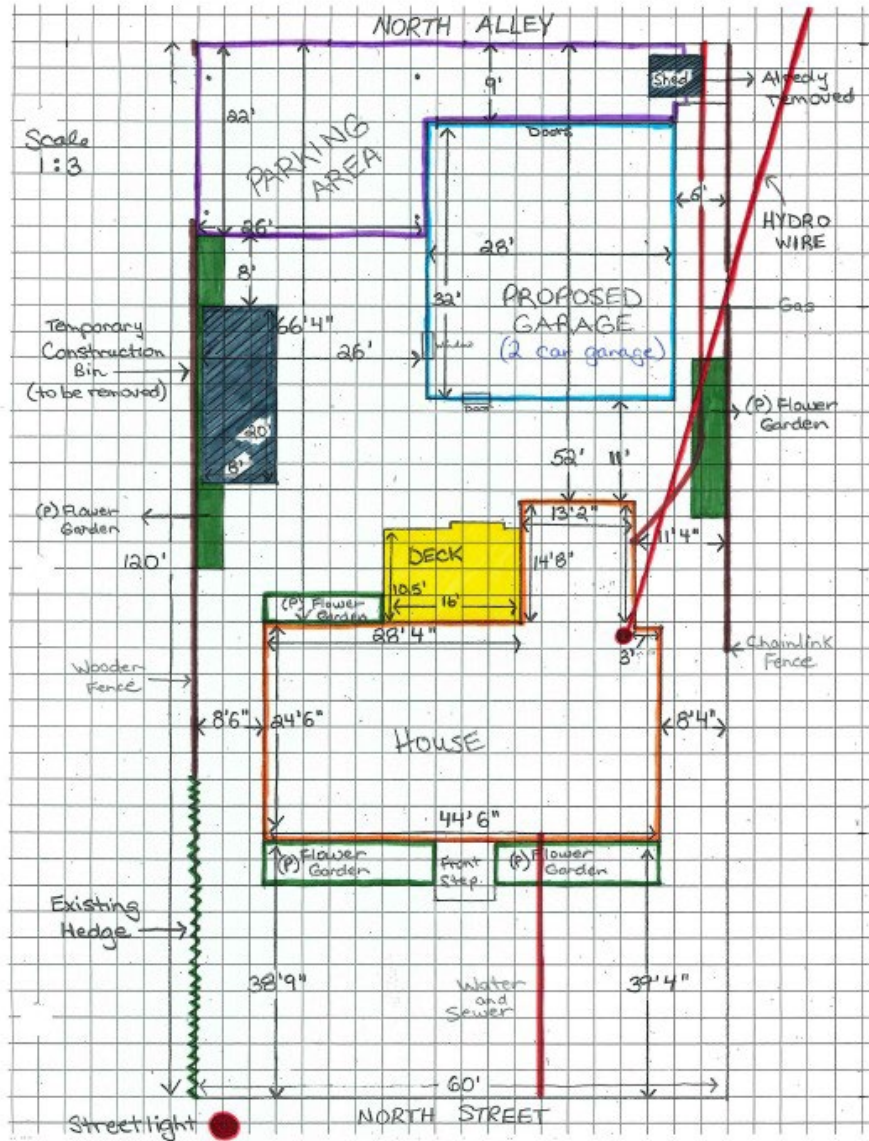
If you wish to provide comment or input you may do so at the public meeting or in writing prior to the meeting.
Note: Only the applicant of a development permit has a right to appeal a decision or non-decision on an application to the Ontario Land Tribunal where the application meets the requirements established through the official plan and development permit by-law.



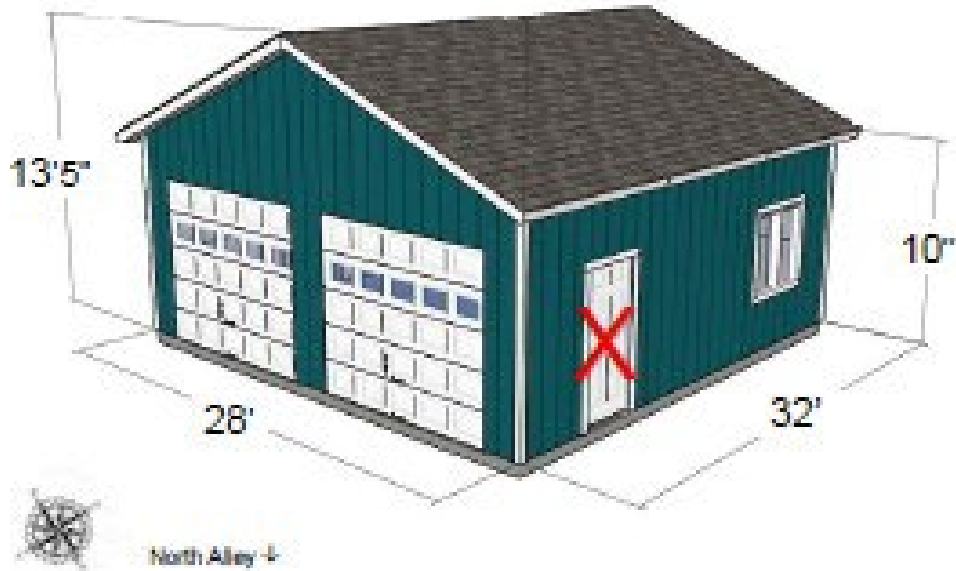
DATED this 14TH day of **APRIL 2026**

Brenda Guy
Manager of Planning and Development
bguy@gananoque.ca
613-382-2149 ext. 1126

Site Plan



Elevation 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: Amy & Dave Schur	Complete Address including Postal Code: 279 North Street, Gananoque, ON K7G 1L9	Phone: [REDACTED]
	E-mail: [REDACTED]	
Name of Property Owner (if different than applicant):	Complete Address including Postal Code:	Phone:
	E-mail:	
Architect/Designer/Planner:	Complete Address including Postal Code:	Phone:
	E-mail:	
Engineer:	Complete Address including Postal Code:	Phone:
	E-mail:	
Land Surveyor:	Complete Address including Postal Code:	Phone:
	E-mail:	

PROPERTY			
Street or Property Address (if applicable): 279 North Street		Roll Number (if known): 081400001528301	
LEGAL DESCRIPTION			
Lot/Con/Plan: PLAN 86 LOT 381 GAN RIVER ES			
Frontage (m/ft): 60'	Depth (m/ft): 120'	Lot Area: 7200 ft²	

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:
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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):	
<ul style="list-style-type: none"> • The subject property is designated Residential within the Official Plan • The subject property is designated Residential within the Development Permit By-law • The property contains an existing single family one storey detached dwelling 	
Length of time the existing use of the subject lands have continued: at least 40 years (from 1986 date on survey date)	
Has the property been designated as a Heritage Site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the property presently under a Site Plan/Development Permit Agreement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the property ever been subject of an application under Section 70.2 (Development Permit By-law) of the Planning Act?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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):	
<p>Accessory structure (detached 2 car garage), in the rear yard which will be accessible from North Alley. Garage doors facing south towards North Alley.</p> <ul style="list-style-type: none"> • Proposed areas in the garage for a workbench, tools, lawn equipment, recycling, home studio, storage and a bathroom (with toilet and sink) 	
Is the Use permitted or permitted subject to criteria as set out in the development permit by-law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How has the applicable criteria have been addressed?	
Is/Are variation(s) requested?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what variation is requested and why?	
Rear Yard - Setback relief of 1.76m from North Alley from the required 4.5m. To maintain a reasonable distance from the dwelling	
Section 3.1- Lot Coverage relief of 2.4% to 12.4% from the required 10%	
Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law.	

Abutting Land Use(s) – east, west, north, south:
All surrounding properties designated Residential within the Official Plan and designated Residential within the Development Permit By-law.

Is the Development to be phased?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What is the anticipated date of construction?	Spring/Summer 2026
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 type="checkbox"/> Yes <input checked="" 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: 30.24 (%) 202.31 (sq.m)		Landscape Coverage: Grass & flower gardens - see site plan _____ (%) _____ (sq.m)	
Building Height: 4.12m (13'5")	No. of Storeys: 1	No. of Units: 0	Storage of Garbage: N/A

Parking Area:	Existing Parking Surface			
	<input type="checkbox"/> Paved <input checked="" type="checkbox"/> Gravel <input type="checkbox"/> Permeable Parking Area <input type="checkbox"/> Other			
	Proposed Parking Surface:			
	<input type="checkbox"/> Paved <input checked="" type="checkbox"/> Gravel <input type="checkbox"/> Permeable Parking Area <input type="checkbox"/> Other			
	# of Existing Parking Spaces 2	# of New Parking Spaces 2 inside garage	# of Accessible Parking Spaces 0	Total # of Parking Spaces 4
	Dimension of Parking Spaces (m/ft): existing gravel area of 6.71m (22')w by 7.93m (26')d for 2 parking spaces		Dimensions of Accessible Parking Spaces (m/ft): N/A	

LOADING SPACES, if applicable: N/A	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*:		<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: N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Number of Guest Rooms: N/A	<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 checked="" type="checkbox"/> No	
Number of Guest Rooms: N/A	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3

Access*:	Potable Water*:	Sewage Disposal*:	Stormwater*:
<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: N/A			

Water Access (where access to the subject land is by water only) N/A	
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:	Single Family Dwelling	Building 1 - Primary	Building 2 - Accessory
Type of Structure (ie: wood concrete)		concrete foundation & wood frame	
Date Constructed:		renovation in 2024/2025	
Front Line Setback:		11.81m (38'9")	
Rear Lot Line Setback: From North Alley		15.85m (52')	
Side Lot Line Setback:		2.59m (8'6") East	
Side Lot Line Setback:		2.54m (8'4") West	
Height:		4.12m (13'5")	
Dimensions:		7.47m(24'6")x13.54m (44'6") 4.01m(13'2")x4.47m(14'8")	
Floor Area:		119.07 sq.m (1281.66 sq.ft)	

PROPOSED BUILDINGS: Accessory (Garage)		Building 1 - Primary	Building 2 - Accessory
Type of Structure (ie: wood concrete)			concrete foundation & wood frame
Proposed Date of Construction:			Spring/Summer 2026
Front Line Setback:			27.10m (88'11")
Rear Lot Line Setback:			2.74m (9') from North Alley
Side Lot Line Setback:			7.93m (26') East
Side Lot Line Setback:			1.83m (6') West
Height:			4.12m (13'5")
Dimensions:			8.53m (28') x 9.75m (32')
Floor Area:			83.24 sq.m (896 sq.ft)
Attached Additional Page, if necessary			



AUTHORIZATION BY OWNER

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

Owner Name (Please Print)	Owner Name (Please Print)
Signature of Owner	Signature of Owner
Signature of Witness (not applicant)	Date

CONSENT BY OWNER

I/We, Amy & Dave Schur, (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
Signature of Witness (not applicant)	March 19, 2026 Date

DECLARATION OF APPLICANT

(Print) I, Amy & Dave Schur of the Town of Gananoque in the Province of Ontario solemnly declare that:

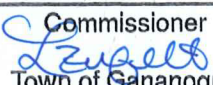
I understand that the applicant/owner will be required to provide 100% security of the outside works in the form of a Letter of Credit or Certified Cheque until such time as the works are completed. A 15% holdback will be maintained for a period of one year after the works are completed. This will be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

GANANOQUE

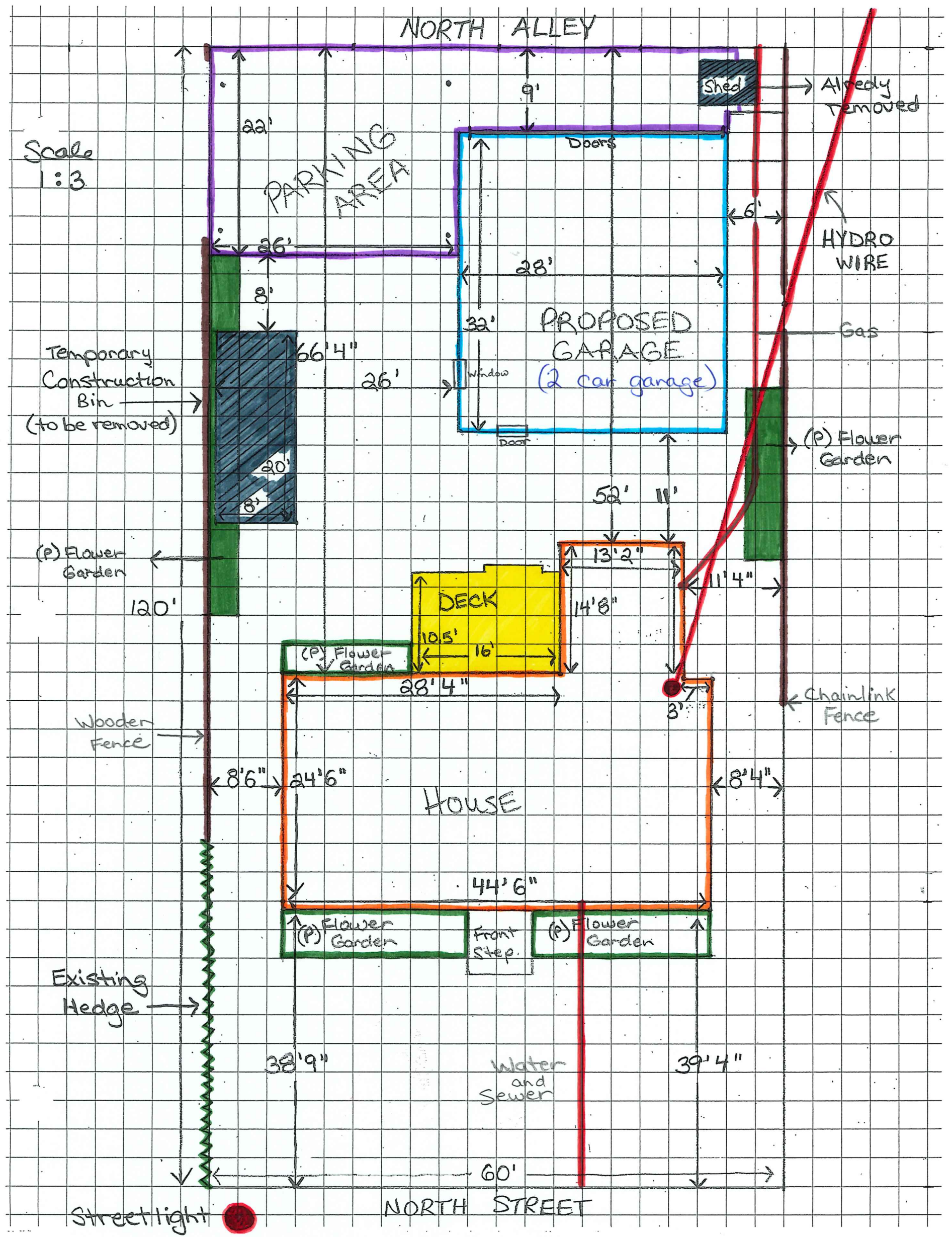
this 19th day of MARCH, 2026.


 Commissioner
 Town of Gananoque
 Lynsey Zufelt, Deputy Clerk
 Signature of a Commissioner, etc

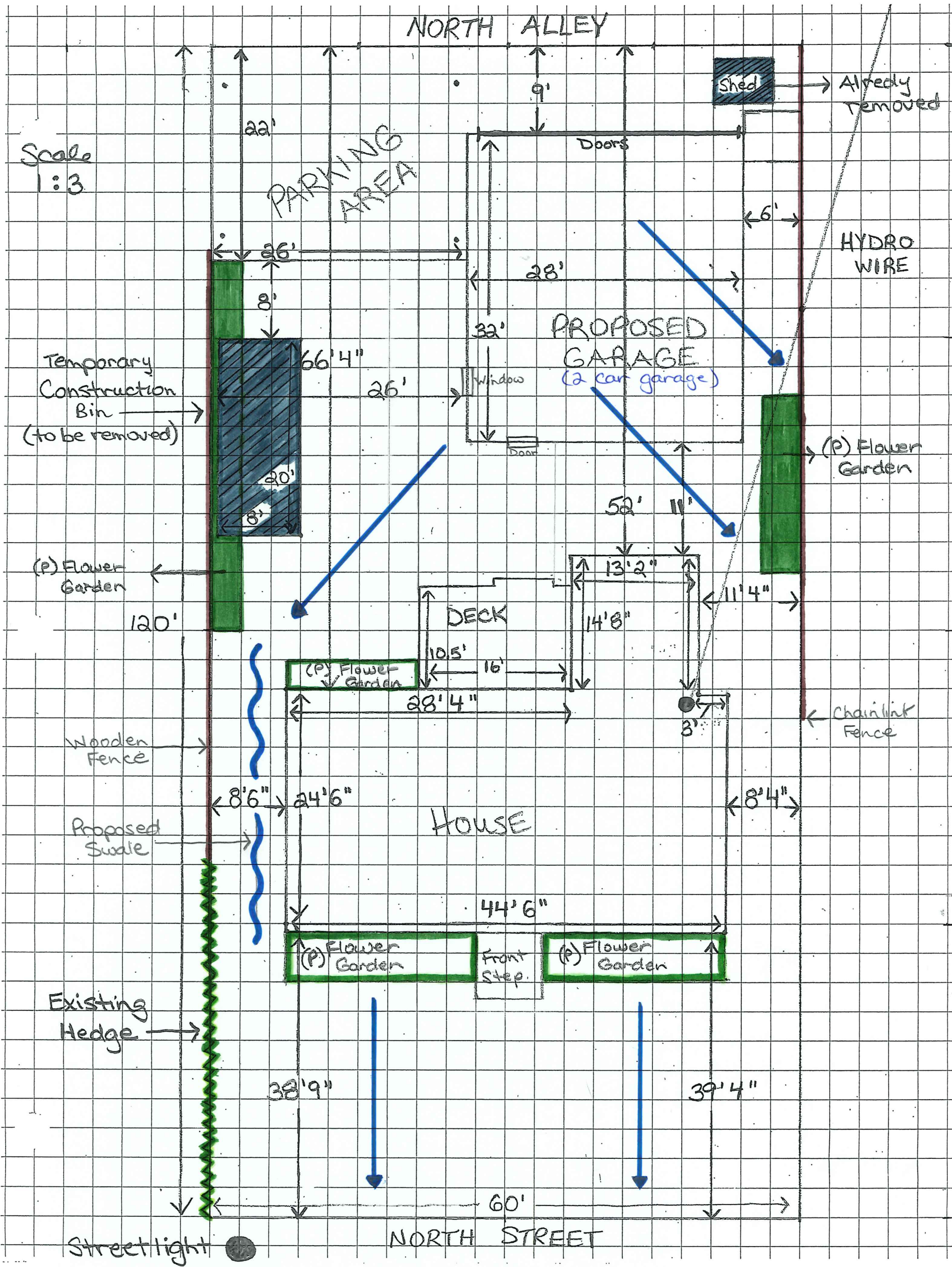

 Signature of Applicant

Office Use Only:		Roll No: 081400001528301
Official Plan Designation: Residential	Development Permit Designation: Residential	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 type="checkbox"/> Subdivision Approval
Date Application Received: March 19, 2026	Date Application Deemed Complete: April 14, 2026	Fees Received: \$1500 March 19, 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



Site Plan Drawing
 Including Existing Dwelling + Deck.
 Proposed Garage
 Existing Parking Spaces
 Temporary Construction Bin (to be removed)
 Previous Shed (already removed)



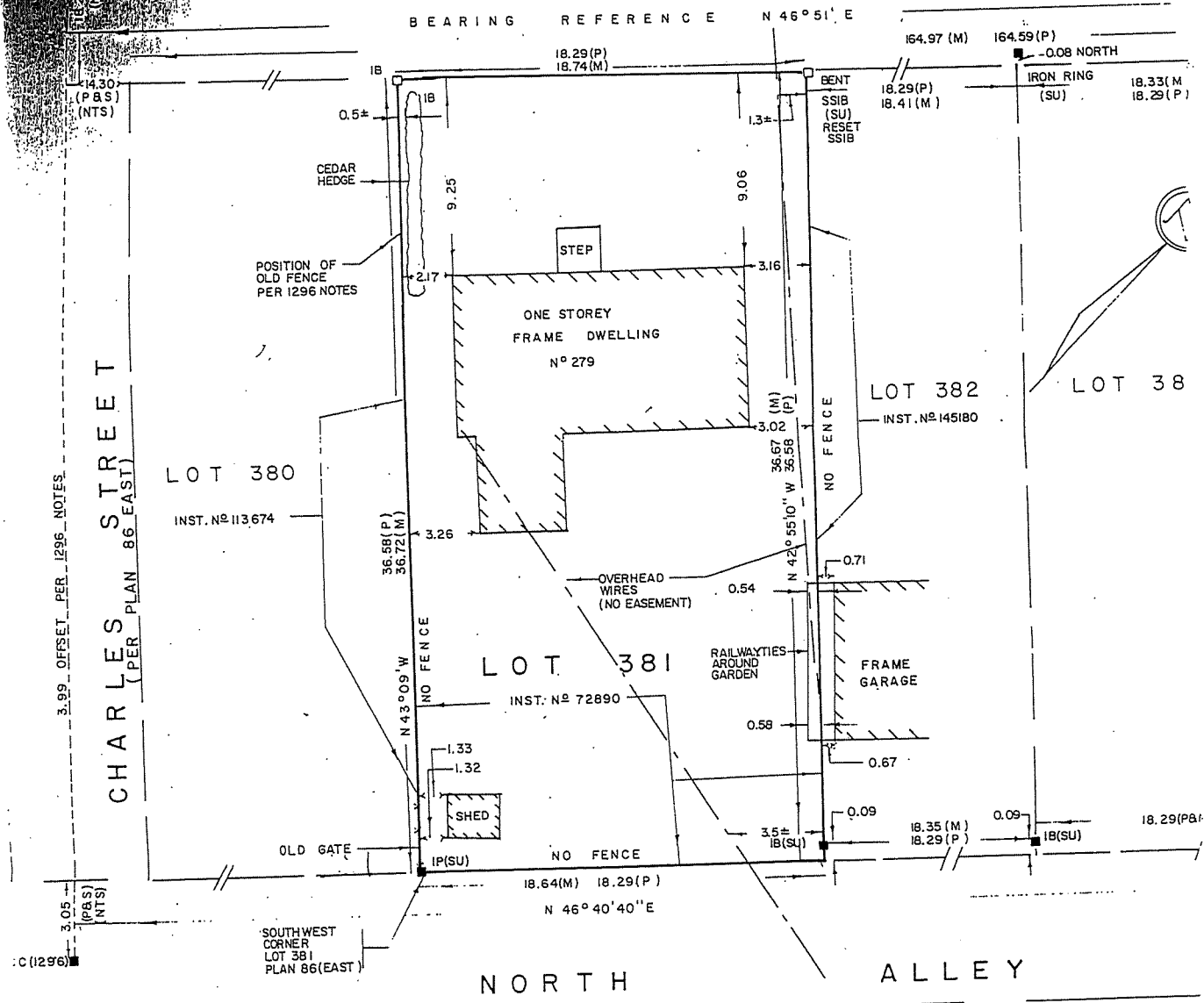
Drainage, Elevation + Landscaping Plan

Note: Lot naturally slopes towards North Street and to the west side of the property. We will be finalizing the already started swale to the East of the dwelling.

NORTH STREET

(PER PLAN 86 EAST.)

BEARING REFERENCE N 46° 51' E



E ASTRONOMIC AND ARE DERIVED FROM EVIDENCE
OTHERLY LIMIT OF NORTH STREET HAVING A BEARING
AS SHOWN ON PLAN 86 (EAST)

1296 DENOTES RONALD H. SMITH, O.L.S.
M DENOTES MEASURED

LEGEND

□	DENOTES	MONUMENT PLANTED
■	"	MONUMENT FOUND
IB	"	IRON BAR
SIB	"	STANDARD IRON BAR
SSIB	"	SHORT STANDARD IRON BAR
IP	"	IRON PIPE
SU	"	SOURCE UNKNOWN
NTS	"	NOT TO SCALE
P	"	PLAN 86 (EAST)
P&S	"	PLAN 86 (EAST) & SET
P&M	"	PLAN 86 (EAST) & MEASURED

SURVEYOR'S C

I CERTIFY THAT:
THE FIELD SURVEY
WAS COMPLETED
1989

Sept. 13, 1989
DATED



279 North Street – Conceptual 2 Car Garage Dimensions

Dave & Amy Schur

Roof Pitch 3/12

Man Door to be located on the North side of the garage towards the dwelling.

Same siding and steel roof as the dwelling.



North Alley ↓