

**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, FEBRUARY 23, 2021 at 6:00 P.M.** via **TELECONFERENCE** using the toll-free number and access code provided on the meeting agenda (posted on the website the Friday prior to the scheduled meeting) to hear and consider the following Class II Development Permit application:

File No. DP2021-01

APPLICANT: **COLBOURNE & KEMBEL ARCHITECTS INC.**  
OWNER: **ONGWANADA NON-PROFIT  
HOUSING CORPORATION**

The property municipally and legally described as

**335 HENRIETTA STREET**  
PLAN 86 LOT 719 GAN R E  
TOWN OF GANANOQUE

has applied to the Town of Gananoque for a Development Permit to  
**CREATE SLEEPING ACCOMMODATIONS IN THE CELLAR OF  
THE EXISTING SINGLE-DETACHED DWELLING**

Additional information in relation to the proposed development permit application is available on the Town website at <https://www.gananoque.ca/town-hall/meetings> or by calling Chanti Birdi at 613-382-2149 ext. 1129, or emailing [assistantplanner@gananoque.ca](mailto:assistantplanner@gananoque.ca).

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 LPAT where the application meets the requirements established through the official plan and development permit by-law.



DATED this 3<sup>rd</sup> day FEBRUARY, 2021

\_\_\_\_\_  
Brenda Guy  
Manager of Planning and Development



DP2021-01

**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 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:

- Complete application form signed including declaration of applicant.
- Copy of the deed of property or offer to purchase and sale
- Two (2) large scale copies of all plans being submitted, two reduced 8.5" x 11" of each plan and one electronic copy in pdf format. Plans are to be in a standard scale format (1:250 1:500)
- Application fee payable to the Town of Gananoque:
  - Class I \$500
  - Class II \$1,500
  - Class III \$1,700
  - Amendment to Class I, Class II or Class III \$700
- Deposit fee in the amount of \$2,000 payable to the Town of Gananoque for peer reviews of studies for a Class II/Class III
- Copy of the most recent survey of the subject property
- Cataraqui Region Conservation Authority.** Subject to review and a separate cheque payable to the Cataraqui Region Conservation Authority. See fee schedule. Clearance letter will be required by the Town.

**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: Colbourne & Kembel, Architects Inc.	Complete Address including Postal Code: 739D Arlington Park Place Kingston, ON K7M 6B4	Phone: <u>613-384-2240</u> Fax: <u>613-384-1277</u> E-mail: <u>rhonda@ckai.ca</u>
Name of Property Owner (if different than applicant): Ongwanada	Complete Address including Postal Code: 191 Portsmouth Ave Kingston, ON K7M 8A6	Phone: <u>613-548-4419</u> Fax: <u>ksligh@ongwanada.com;</u> E-mail: <u>alamb@ongwanada.com</u>
Architect/Designer/Planner: Colbourne & Kembel, Architects Inc.	Complete Address including Postal Code: 739D Arlington Park Place Kingston, ON K7M 6B4	Phone: <u>613-384-2240</u> Fax: <u>613-384-1277</u> E-mail: <u>rhonda@ckai.ca</u>
Engineer:	Complete Address including Postal Code:	Phone: _____ Fax: _____ E-mail: _____
Ontario Land Surveyor:	Complete Address including Postal Code:	Phone: _____ Fax: _____ E-mail: _____

Street or Property Address (if applicable): 335 Henrietta Street

**LEGAL DESCRIPTION**

Lot/Con/Plan: Lot719 Plan 86 east of the Gananoque River

Frontage:	Depth:	Area (sq.m):	Area (acres):
_____	_____	_____	_____

DP2021-01

**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:
  - o Title, location and date of project including legend and scale (graphic bar scale as well as written ratio scale);
  - o Dimensions and areas of the site including existing natural and artificial features i.e: buildings, watercourses, wetlands, woodlands.
  - o Dimensions and gross floor area of all building and structures to be erected;
  - o Existing structures to be retained, removed or relocated;
  - o Distances between lot lines and the various buildings, structures, parking areas, driveways and other features;
  - o Proposed elevation of finished grades including area to be filled or excavated, retaining walls, drainage ditches;
  - o 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.
  - o Access driveways including curbing and sidewalks
  - o Proposed fire routes and fire route sign locations
  - o Dimensions and locations of loading zones, waste receptacles and other storage spaces;
  - o 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;
  - o Location of sign (sign permit to be applied for through the Building Permit process) as per By-law 2005-41;
  - o Location, type and size of any other significant features such as fencing, gates and walkways.
  
- Drainage Plan(s)** including scaled accurate measurements of:
  - o 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:
  - o 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:
  - o 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:
  - o Existing elevations on subject and adjacent lands and long centerline or adjacent street lines, which are to be geodetic;
  - o Location of any creeks, ravines or watercourses with elevations and contours;
  - o Arrows indicating the proposed direction of flow of all surface water;
  - o Location and direction of swales, surface water outlets, rip-rap, catch basins, rock, retaining walls, culverts
  - o Existing and/or proposed right-of-ways or easements
  
- Elevation and Cross-Section Plan(s)** including scale accurate measurements of:
  - o Drawings that show plan, elevations and cross section views for each building or structure to be erected;
  - o Conceptual design of building;
  - o Relationship to existing buildings, streets and exterior areas to which members of the public have access to;
  - o Exterior design including character, scale, appearance and design features of the proposed building;
  - o Design elements of adjacent Town road including trees, shrubs, plantings, street furniture, curbing and facilities designed to have regard for accessibility
  - o 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:

<ul style="list-style-type: none"> <li><input type="checkbox"/> Servicing options report</li> <li><input type="checkbox"/> Hydrogeological Study</li> <li><input type="checkbox"/> Drainage and/or stormwater management report</li> <li><input type="checkbox"/> Environmental Impact Assessment for a natural heritage feature or area</li> <li><input type="checkbox"/> Archaeological Assessment</li> <li><input type="checkbox"/> Influence area study for development in proximity to a waste management facility or industrial use</li> <li><input type="checkbox"/> Traffic Study</li> <li><input type="checkbox"/> Heritage Resource Assessment</li> <li><input type="checkbox"/> Mine hazard rehabilitation assessment</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Phase I Environmental Study and if investigation as required</li> <li><input type="checkbox"/> Noise and/or vibration study</li> <li><input type="checkbox"/> Source Water protection study</li> <li><input type="checkbox"/> MDS I or II calculation</li> <li><input type="checkbox"/> Minimum Separation distance calculation for an industrial use or a waste management facility</li> <li><input type="checkbox"/> Confirmation of sufficient reserve sewage system capacity and reserve water system capacity</li> <li><input type="checkbox"/> Vegetation Inventory and/or Tree Preservation Plan</li> <li><input type="checkbox"/> Supporting Land Use Planning Report</li> </ul>
---	--

DP2021-01

<b>Existing Use(s):</b>	
Length of time the existing use of the subject lands have continued:    Since 1992 – (29 years)	
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 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? If yes, provide the file number and the status of the application?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Proposed Use(s):</b>	
Is the <b>Use</b> permitted or permitted subject to criteria as set out in the development permit by-law and how have the applicable criteria have been addressed? <div style="padding-left: 20px;">yes permission for cellar bedroom</div>	
Is a variation requested? Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law. <div style="padding-left: 20px;">permission for cellar bedroom</div>	
Abutting Land Use(s): <div style="padding-left: 20px;">Residential</div>	
Is the Development to be phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What is the anticipated date of construction?	March 2021
Is the land to be divided in the future?	No
Are there any easements, right-of-ways or restrictive covenants affecting the subject land?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Plan Details:</b>			
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional
	Lot Area:  _____ (sq.m)	Building Coverage:  _____ (%) _____ (sq.m)	Landscape Coverage:  _____ (%) _____ (sq.m)
Building Height:  One Storey	No. of Storeys:  _____	No. of Units:  _____	Method of Garbage Storage:  _____
Parking Surface: Existing: <u>asphalt</u> Proposed: <u>no change</u>	Number of Parking Spaces: Existing: _____ Proposed: _____ Total: _____	Dimensions of Parking Spaces:  _____	Number of Accessible Spaces:  _____
Loading Spaces:  N/A	Number of Loading Spaces:  _____	Dimensions of Loading Spaces:  _____	Other:  _____

<b>Heritage Tourist Inn/Bed and Breakfast:</b>			
Is this an application for a Heritage Tourist Inn? <input type="checkbox"/> Yes <input 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 <input type="checkbox"/> Other _____	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 <input type="checkbox"/> Other _____
<b>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.			

DP2021-01

EXISTING BUILDINGS:	Building 1	Building 2
Type of Structure		
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	Building 2
Type of Structure:		
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		

<b>Access:</b>			
<input checked="" type="checkbox"/> Municipal Street	<input type="checkbox"/> Unopen Road Allowance	<input type="checkbox"/> Existing Right-of-way	<input type="checkbox"/> Other _____
Name of Street/Road: Henrietta Street			
Entrance Approvals and Permit Number(s):			
If the application will result in the creation of a new private road, a request for street naming will have to be submitted in conjunction with this application, to be approved by Council. N/A			


<b>Water Access (where access to the subject land is by water only)</b>	
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>Services:</b>			
<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):			

DP2021-01

**AUTHORIZATION BY OWNER**

I/We, the undersigned being the owner(s) of the subject land of this application for a consent, hereby authorize Colbourne & Kembel, Architects Inc. (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 the Members of Council, Planning Advisory Committee and the Town of Gananoque staff members, to enter upon the property for the purposes of conducting a site inspection with respect to the attached application.

Alastair Lamb, Ongwanada	
 Owner Name (Please Print)	Owner Name (Please Print)
Signature of Owner	Signature of Owner
Signature of Witness (not applicant)	Date

**CONSENT BY OWNER**

Complete the consent of the owner concerning personal information set out below.

I/We, Ongwanada, 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)	Date

**DECLARATION OF APPLICANT**

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ 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. 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/Sworn before me at _____ this _____ day of _____, 20____.	
Signature of a Commissioner, etc	Signature of Applicant

<b>Office Use Only:</b>		Roll No: 08 14 000 015 432 00
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"/> Condominium Approval <input type="checkbox"/> Consent/Severance	<input type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Subdivision Approval	
Date Application Received: January 18, 2021	Date Application Deemed Complete: January 21, 2021	Fees Received:

DP2021-01

**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 the current General Fees and Rates Bylaw. 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 Clerk/Manager of Planning and Development or the Director of Public Works, Community Services 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 Clerk or the Manager of Planning and Development, within their respective areas of jurisdiction.

-----

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that:

I am aware of the current Town of Gananoque General Fees and Rates for various services provided by the Town.

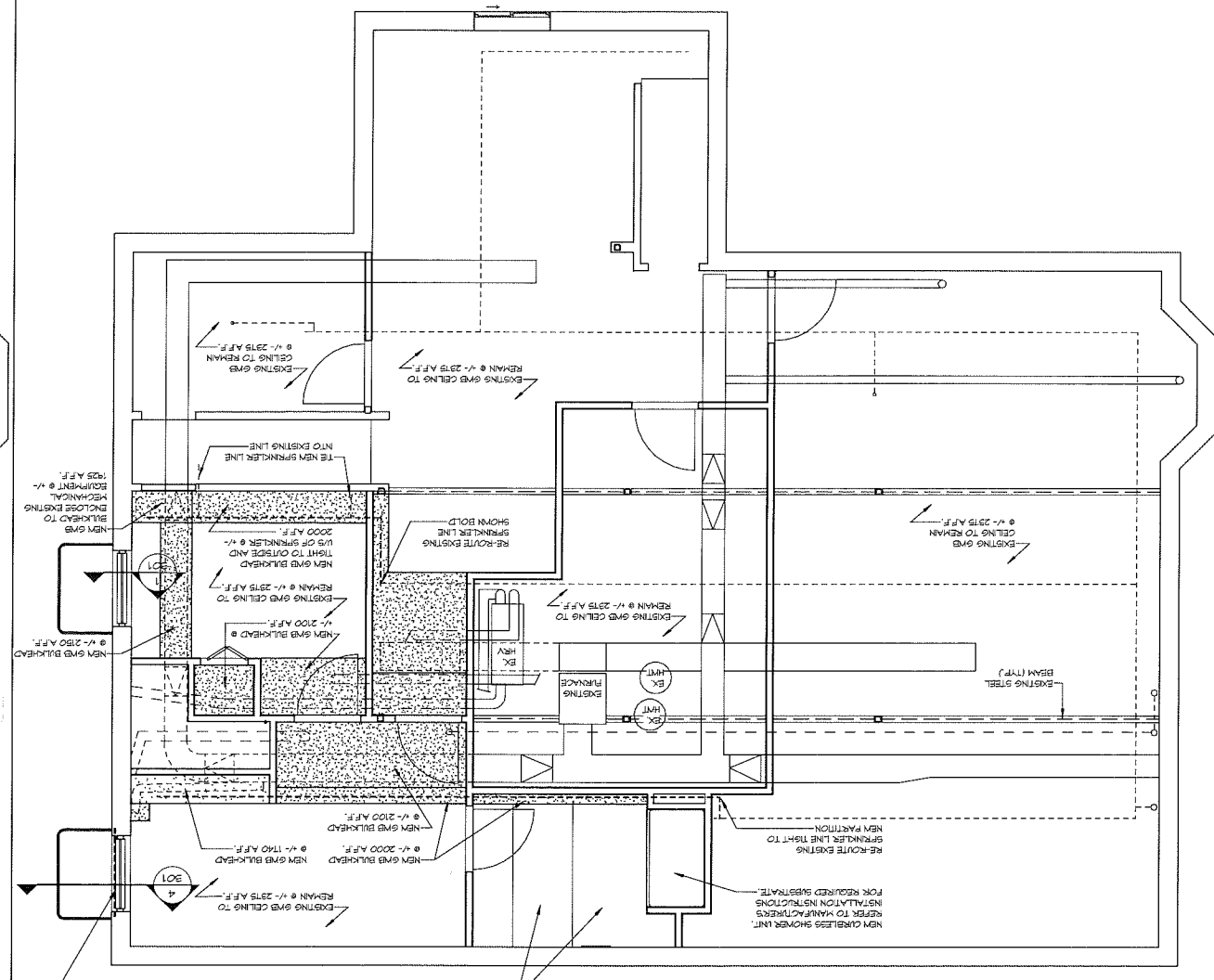
Furthermore, I accept the Town's peer review process whereby I agree to provide the Town of Gananoque with a deposit in the amount of \$2,000 (two thousand dollars) in order to conduct the necessary peer review(s) in the completion of my planning application. In the event that payment is not received for such peer reviews, the Town may use the deposit to do so or any other securities being held.

\_\_\_\_\_  
Print Name – Owner/Applicant

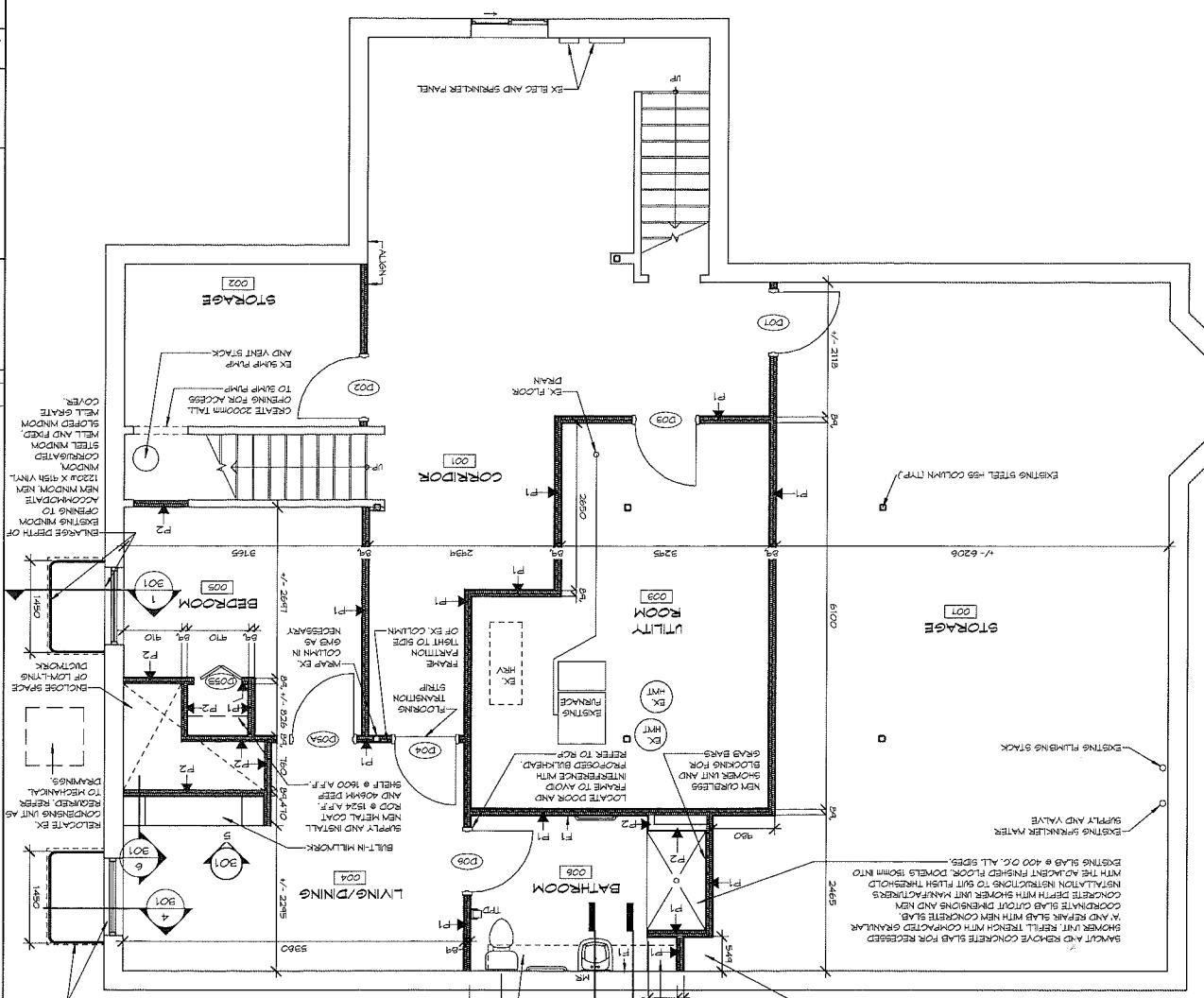
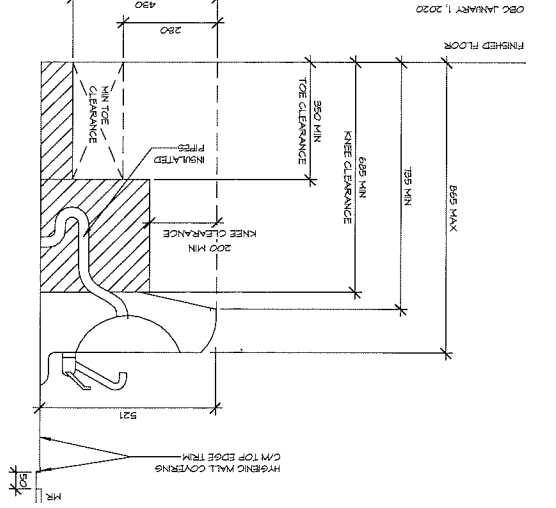
\_\_\_\_\_  
Signature – Owner/Applicant

\_\_\_\_\_  
Date

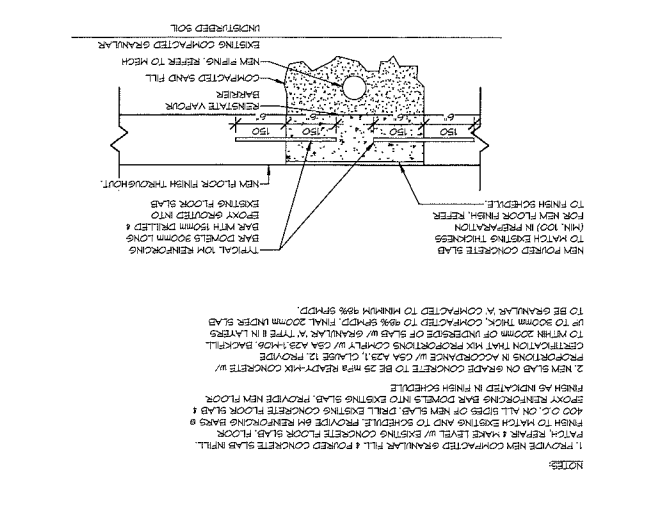
\_\_\_\_\_  
Clerk or Manager of Planning and Development



4 SINK AND MIRROR MOUNTING DETAIL  
SCALE: 1:10



3 SECTION THROUGH TRENCH  
SCALE: 1:10



GENERAL DEMOLITION NOTES:

1. REFER TO MECHANICAL AND ELECTRICAL DRAWINGS FOR COMPLETE EXTENT OF MECHANICAL AND ELECTRICAL DEMOLITION.
2. CONTRACTOR TO REVIEW DEMO REPORT AND THEIR BID PRICE. INCLUDE REMOVAL OF ANY DISAPPOINTED EXISTING MATERIALS IN THE AREA OF DEMOLITION TO BE CARRIED OUT IN ACCORDANCE WITH ANY APPLICABLE REGULATIONS IN FORCE IN ONTARIO.
3. CONTRACTOR TO PROVIDE ALL PERMITTING NECESSARY FOR MECHANICAL AND ELECTRICAL WORK AND REMOVE ALL MATERIALS TO BE DEMOLISHED.
4. REFER TO DEMOLITION SUBMITTALS REPORT FOR ALL WORK. CONTRACTOR MUST COMPLY WITH REGULATIONS AND LAWS WHEN HANDLING AND DISPOSING OF DISAPPOINTED SUBSTANCES.
5. PATCH AND REPAIR WHERE EXISTING ELECTRICAL AND MECHANICAL EQUIPMENT, PIPING, CONDUIT OR DUCTWORK HAS BEEN REMOVED. REFER TO MECHANICAL AND ELECTRICAL DRAWINGS.

GENERAL CONSTRUCTION NOTES:

1. ALL NEW AND EXISTING MECHANICAL, PLUMBING, SPRINKLER AND ELECTRICAL EQUIPMENT MUST BE CONCEALED WITHIN GNB BULKHEAD OR WALL. REFER TO MECHANICAL AND ELECTRICAL DRAWINGS AND SUBCONTRACTORS.
2. REFER TO MECHANICAL AND ELECTRICAL DRAWINGS FOR COMPLETE EXTENT OF MECHANICAL AND ELECTRICAL WORK.

PROJECT: 31 - BASEMENT RENOVATION  
DRAWING: CONSTRUCTION AND CEILING PLANS  
SCALE: As indicated  
LOCATION: 335 HENRIETTA ST., GEMANOQUE, ON

OWNER: ONTARIO ASSOCIATION OF ARCHITECTS  
DESIGNER: COLBOURNE & KEMBEL ARCHITECTS INC.

NO.	DATE	BY	REVISIONS/SUBMISSIONS
1	2020/12/01	J.C.	ISSUED FOR PERMIT REVIEW AND CONSTRUCTION

NOTES:  
THIS DRAWING AND SPECIFICATIONS ARE THE SOLE PROPERTY OF COLBOURNE & KEMBEL ARCHITECTS INC. AND SHALL NOT BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF COLBOURNE & KEMBEL ARCHITECTS INC. ALL RIGHTS RESERVED.  
DIMENSIONS MUST NOT BE SCALE. VERIFY DIMENSIONS ON SITE.