



PLANNING ADVISORY/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE AGENDA

On July 11, 2017 @ 6:00 PM

At Emergency Services Building – 340 Herbert Street, Gananoque

Item	Title/Description	Recommended Action/ Attachment	Draft Motion
1	CALL TO ORDER		
2	ADOPTION OF THE AGENDA		Motion
3	HEALTH SAFETY & WELLNESS		
4	DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF		
5	PUBLIC QUESTION/COMMENT		
6	MINUTES OF COMMITTEE (ADOPTION)		
	Minutes of June 27, 2017		Motion
7	DEPUTATIONS		
	None		
8	REPORTS/NEW BUSINESS		
	Brenda Guy		
	Community Planning Permit ✚ CPPS2017-06 30 King Street East (Town of Gananoque)		Motion
9	CORRESPONDENCE		
	None		
10	MEMBERS OF THE PRESS QUESTIONS OR COMMENTS		
11	ADJOURNMENT		Motion



PLANNING ADVISORY/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE MINUTES

Tuesday June 27th 2017 @ 6:00 PM
At Town Hall, Boardroom – 30 King Street East

Item	Title/Description	
1	CALL TO ORDER	
	Chair: Kevin Wood	
	Members: Councillor Brian Brooks	
	Ken Wilson	
	Sheila Burtch	
	Councillor Anne Warren	
	Chuck Marquardt	
	Absent Members: Chris MacDonald	
	Staff: Brenda Guy, Manager of Community Development	
2	ADOPTION OF THE AGENDA	
	MOTION No. 2017-16	
	Moved by: Councillor Brian Brooks	
	Seconded by: Shelia Burtch	
	BE IT RESOLVED THAT PAC/COA/PSC adopt the agenda dated June 27 th , 2017, as posted.	Carried.
3	HEALTH SAFETY & WELLNESS	
4	DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF Brian Brooks noted that he is a board member of Stockinghill, but no declaration of pecuniary interest. The applicant for CPPS2017 is employed by Stockinghill.	
5	PUBLIC QUESTION/COMMENT	None.
6	MINUTES OF COMMITTEE (ADOPTION)	
	MOTION No. 2017-17	
	Moved by: Councillor Anne Warren	
	Seconded by: Chuck Marquardt	
	BE IT RESOLVED THAT PAC/COA/PSC hereby adopt the minutes dated May 30 th , 2017.	Carried.
7	DEPUTATIONS	None.

8	REPORTS/NEW BUSINESS	
	<p>↓ PSC 1/16 – 73 King Street East</p> <p>Kevin McCarthy, Kevin Sayler, Frayne McCarthy were in attendance. Applicant submitted a letter dated May 24th 2017 to PAC members asking to rescind the Orders to Comply at 73 King Street East dated July 5th 2016 for the sign and exterior of the building.</p> <p>Motion No. 2017-18 Moved by: Sheila Burtch Seconded by: Councillor Brian Brooks</p> <p>THAT PROPERTY STANDARDS COMMITTEE rescind the Order to Comply at 73 King Street East for the sign (marquee).</p> <p>Motion No. 2017-19 Moved by: Sheila Burtch Seconded by: Councillor Brian Brooks</p> <p>THAT PROPERTY STANDARDS COMMITTEE rescind the Order to Comply at 73 King Street East for the exterior of the building, due to the works being complete.</p> <p>↓ CPPS 2017-07 284 Garden Street</p> <p>Shannon Calver, owner of the property, was in attendance. The purpose of the application is to seek relief of overall lot coverage to 40% and to permit the maximum accessory building coverage to 16%.</p> <p>MOTION No. 2017-20 Moved by: Kevin Wood Seconded by: Councillor Brian Brooks</p> <p>THAT THE PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/PROPERTY STANDARDS COMMITTEE recommends approval of CPPS2017-07 at 284 Garden Street for a maximum lot coverage of 40 % and a maximum accessory building of 16%.</p>	<p>- Defeated.</p> <p>- Defeated.</p> <p>- Carried.</p>
9	<p>Correspondence</p> <p>Ministry of Municipal Affairs and Ministry of Housing</p> <p>- Letter submitted June 5th 2017</p>	<p>- Received for Info.</p>

10	MEMBERS OF THE PRESS QUESTIONS OR COMMENTS	None.
11	ADJOURNMENT	
	MOTION No. 2017-21 Moved by: Councillor Anne Warren That PAC/COA/PSC adjourn this regular meeting.	

Chair, Kevin Wood

Committee Secretary, Brenda Guy

PLANNING REPORT

TO: **PLANNING ADVISORY COMMITTEE**

FROM: Brenda Guy
Manager of Community Development

DATE: Friday, July-07-17

SUBJECT: CPPS2017/06 – TOWN OF GANANOQUE
CLASS 3

Background:

Property: 30 KING STREET EAST

Legal Desc: PLAN 86 LOT A LOT 1009 GAN R E/S
TOWN OF GANANOQUE

Acreage: 4.04 ACRES

Lot Coverage: 20% MAXIMUM COVERAGE

Official Plan: OPEN SPACE

Community Planning
Permit System: OPEN SPACE

Purpose and Effect:

The purpose of the application is to add an addition to the existing building for the purposes of Town Hall at 30 King Street East.

Provincial Policy Statement

The Provincial Policy Statement, 2014 (PPS) provides direction on matters of provincial interest pertaining to land use matters and all development proposals must be consistent with the policies therein.

1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns

- 1.1.1 Healthy, liveable and safe communities are sustained by:
 - g) ensuring that necessary infrastructure, electricity generation facilities and transmission and distribution systems, and public service facilities are or will be available to meet current and projected needs; and

1.6 Infrastructure and Public Service Facilities

1.6.1 Infrastructure, electricity generation facilities and transmission and distribution systems, and public service facilities shall be provided in a coordinated, efficient and cost-effective manner that considers impacts from climate change while accommodating projected needs. Planning for infrastructure, electricity generation facilities and transmission and distribution systems, and public service facilities shall be coordinated and integrated with land use planning so that they are:

- a) financially viable over their life cycle, which may be demonstrated through asset management planning; and
- b) available to meet current and projected needs.

1.6.3 Before consideration is given to developing new infrastructure and public service facilities:

- a) the use of existing infrastructure and public service facilities should be optimized; and
- b) opportunities for adaptive re-use should be considered, wherever feasible.

1.6.4 Infrastructure and public service facilities should be strategically located to support the effective and efficient delivery of emergency management services.

Public service facilities: means land, buildings and structures for the provision of programs and services provided or subsidized by a government or other body, such as social assistance, recreation, police and fire protection, health and educational programs, and cultural services. Public service facilities do not include infrastructure.

Comment: The Town has identified in the asset management plan and capital budget which meets the intent of the Provincial Policy Statement.

Official Plan

The Official Plan designates the lands as Open Space.

5.3.2.1 Extension or Enlargement under Section 34(10) of the *Planning Act*, R.S.O.1990

Where a property is not zoned in accordance with the existing use, the extension or enlargement of such use may be considered by Councils through the passing of a Zoning Bylaw pursuant to Section 34(10) of the *Planning Act* or by the Committee of Adjustment under Section 45 of the *Planning Act* subject to the following guidelines:

1. The extension or enlargement should not aggravate the non-conforming situation for neighbouring uses.
2. The extension or enlargement should be in a reasonable proportion to the existing use and to the land on which it is to be located.
3. Any extension or enlargement involving land should be minor in relation to the total property. Any major change or adjustment shall require an amendment to this Plan.
4. The proposed extension or enlargement shall not create undue noise, vibration, fumes, smoke, dust, odours, traffic generation nor glare from lights.
5. Adequate buffering, setbacks and other measures necessary to reduce or mitigate any impact shall be required and where possible shall be extended to the existing use.
6. Traffic and parking conditions in the vicinity will not be adversely affected by the application and traffic hazards will be kept to a minimum by appropriate design of ingress and egress

points to and from the site and by improvement of site conditions especially in proximity to intersections.

7. Adequate provisions have been or will be made for off-street parking and loading facilities.
8. Municipal services such as storm drainage, roads, sewer and water are adequate or can be made adequate.
9. Neighbouring land owners will be notified of the proposed extension or enlargement of the non-conforming use before the final decision on the application is made.

Section 3.6.2 Public Open Space

The Town of Gananoque owns a significant amount of open space within the Town's corporate limits. Some of this space is undeveloped and has to date been maintained in its natural state. These lands may be developed for active or passive recreational uses such as parks, boat launches, walking trails, picnic areas, etc. when resources are available. Council may undertake a recreational master plan to assist in its decision making process with respect to the development, sale or purchase of lands intended for public open space.

Comment: The Open Space designation identifies that the Town has a significant amount of open space.

The existing building rests on 4.04 acres of land and the primary use of the property is open space. The Open Space designation for this property is in keeping with the bulk of the property being the playgrounds and large area of open space. The addition would be an extension of the existing use.

Section 5.4.3.3 identifies that Site Plan Control shall apply to "Heritage properties designated under the Ontario Heritage Act". Although the property lands are not designated it is recognized that the existing building (1976-13) and the gazebo (1992-32) are designated.

Community Planning Permit System

The lands are designated Open Space which permits a variety of public service facilities such as recreational uses, marine facilities, parks and any existing uses. The use of an office building for the purposes of public service would be a permitted use.

Overview:

The property of 30 King Street East includes a public service building, playground, gazebo, recreational area. The purpose of the application is to provide an overview on the extension of the existing building, which is designated as a heritage building. The addition will provide for a council chambers, municipal offices and meeting rooms.

Attached is the checklist for the Open Space designation.

Parking requirements are based on Gross Floor Area, which includes the basement, 1st, 2nd and 3rd floor. This is a total of 16,705 sq.ft. and equates to 77 parking spaces. Realistically, the basement (existing) and 3rd floors (existing and proposed) will not be used for the purposes of public service reducing the use of the building to 10,903 sq.ft. and 50 parking spaces. This does not take into account the file storage area in the basement which is approximately 500 sq.ft.(proposed basement).

Within the grounds and area of Town Hall there are public parking on Town Hall Lands, Park Street, Adelaide Street and along King Street. It is anticipated that public meetings held in the Council Chambers would require the parking but that it could be accommodated within the downtown core. It is noted that commercial business within the Commercial Traditional Core do not require parking. Although the Town Hall is designated it is located within the Commercial Traditional core area of King Street East.

Circulation to agencies, notification in newspaper, website:

Canada Post		
CRCA	No comment	
CBO		
Eastern Ontario Power		
Leeds Grenville EMS		
Fire Department		
LG Health Unit	No comment	
Police Department		
Public Works		
Union Gas		
UCDSB	No comment	
Water/Sewer		
Adjacent Property Owners		Two residents contacted staff inquiring to plan availability and confirmation of property.

The application was considered and reviewed by the Gananoque Heritage Committee on June 27, 2017. The architectural firm of +VG Architects presented the applications and the impact on the original structure, identifying how the design of the new build are in keeping with the Guiding Principles in the Conservation of Historic Properties (attached). The following motion was tabled and defeated:

MOTION NO. 2017- 20 Moved by: Jeff Girling Seconded by: Linda Dunford

Be it resolved that the Heritage Advisory Panel recommends to the Committee of the Whole that Alteration Application #2017-01 for 30 King Street East (Town Hall Addition), be approved as presented by +VG The Ventin Group Architects.
(Recorded Vote Attached)

DEFEATED

It is noted that the Town has retained the firm of Carl Bray & Assoc. Ltd. to peer review the design in relation to heritage. Carl Bray, Principal, BLA MAUD PhD OALA CSLA CAHP MCIP RPP, is a landscape architect and heritage planner with graduate degrees in urban design and cultural geography. He has over 30 years of professional experience in both the public and private sectors. The Town has retained Mr. Bray for peer reviews on previous planning

applications. Completion would be prior to Council meeting to consider plan and therefore a condition of approval.

Additionally, it is noted that an archeological study has also been requested with aboriginal consultation due the property and its proximity to the Gananoque River. This is for development within 300m of a shoreline. The assessment will include excavation in the area of the proposed construction. Completion would be prior to construction and therefore a condition of approval.

The following background information is additionally provided:

- Hazardous Building Materials Assessment dated August 7, 2015 by Pinchin
- Geo Technical report dated June 8, 2016
- +VG Architects Presentation to MHC on June 27, 2017 on the Guiding Principles in the Conservation of Historic Properties

Staff recommend approval of the Class III application identified as CPPS2017-06 provided the following conditions are met and approved by Council:

- Recommendations outlined in the Hazardous Building Materials Assessments be incorporated for any works that may disturbed
- The peer review by Carl Bray and Associates be complete and consideration be given to any recommendations
- The archeological study be completed including aboriginal consultation prior to construction

Development Permit Checklist for 30 KING STREET EAST					
		Min. Requirement unless otherwise noted	Existing	Proposed	✓
DP Requirement	DP Designation of Property	Open Space			
	Lot Area, As per DP	Nil	4.04 acres 175,982sq.ft.		✓
	Lot Frontage, As per DP – KSE ST	Nil	190.15'	308' KSE 343' Park Street 748' Brock Street	✓
	Front Yard, As per DP – KSE ST	6m, (19.6')	142'	142'	✓
	Rear Yard, As per DP – BROCK ST	8m, (26.2')	240'	225'	✓
	Interior Side Yard, As per DP	6m, (19.6')	131'	131'	✓
	Other Side Yard, As per DP	0	n/a	n/a	✓
	Exterior Side Yard, PARK ST	6m, (19.6')	183.6'	183.6'	✓
	Lot Coverage, As per DP (maximum)	20%	3.26% existing	6.5% total	✓
Building Height	As per DP (maximum)	12m/39.4'	11.1m	11.1m	✓
Building Size	Gross Floor Area	Existing	7,599		✓
		Addition		9,106	✓
Building Orientation	Bdg location along front yard, parking at side/rear		Existing side and rear	Existing side and additional rear	✓
Seating Capacity					✓
Parking Spaces	Number of Parking Spaces required	77 based on GFA	12+9+5	23+9+5	
	Size	2.7m/8.9' x 6m/19.7' min.	0		✓
	Number of Accessibility Spaces	1/20 spaces	1	2 Total	✓
	Accessibility Size	1.5m/4.9' buffer each side w 2.6m/8.5 space x 6m/19.7' min.	1	2 (A&B)	✓
	Parking Surface	Year round use	asphalt	asphalt	✓
	Aisles	6m/19.7' min.two-way traffic 3.5m/11.5' min.one-way traffic	0		✓
Entrance		6m/19.7' min.two-way traffic 3.5m/11.5' min.one-way traffic	existing	existing	✓
Loading Area	Number of loading areas required	250 sq.m or less – 0 250 to 999 sq.m – 1 1000 to 7499 sq.m – 2 7500 sq.m+ – 2 plus 1/7500 sq.m			-
	Size	14m/45.9' x 3.5m/11.4'			-
	Height clearance	4.25min./13.9'			-
	Located in side or rear yard			<input type="checkbox"/> Yes <input type="checkbox"/> No	-
	Unobstructed access to public street	6m min./19.7'			-
Open Storage	Screened			-	-
Garbage Storage	Fenced and Screened	Wood Metal Shrubbery		-	-
Outside Storage/ Sales and Display	Outside Storage	No storage in front yard Min. 5m/16.4 from side/rear		-	-
		Abut residential Min. 10m/32.58'		-	-
Landscaping	Landscaped Open Space	10% Minimum	96%	93%	✓
	Front yard setback	5m min/16.4' landscaped area within the 7m/24.7'			✓
	Not less than 50% landscaped area	Grass, lawns, trees, shrubs and flowers			✓
	Btwn parking and adjacent lot or street when 4 or more spaces req'd	3 m min./9.8'		North - n/a South - n/a East - n/a West - n/a	✓

High Watermark	Setback from any water	30 m min./98.4' unless Breakwall = 15m min/49.2'		n/a	-
	Accessory Structures – permitted within 30m provided:	Boathouse/Boatport/dock – max length 8m/28.2'		n/a	-
		Stairs/landings – max width 2.5 m/8.2'		n/a	-
		Shed – max 10sq.ft/108sq.ft		n/a	-
		Max height – 4.25m/14.7'		n/a	-
Accessory Bldgs	Any rear or interior setback	1 m min./3.3'		n/a	-
	Front or exterior yards, as per DP	Not further encroaching	Gazebo Block Bldg Black Bldg	90±' 3.5' Existing 14.75' Existing	✓
	Height	4.5 m max./14.8'	Section 15 Defintition	16' is roof ridge 13' is halfway	✓
	Distance to main building	2 m min./6.6'		75±'	✓
	Maximum Size	Less than 20%		0.5%	✓
Other	Designated Heritage Site:			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	✓
	Entrance Overlay			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Sidewalk required			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Street Boulevard	Furniture, trees		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Tree placement	Away from curb where less than 4m		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		6 – 8m apart		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Waterfront Overlay			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Maintain existing vegetation			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Setback from top of slope (except non residential/accessory)	30m min./98.4'		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Tree preservation	Min. 60mm dia/3.5m in height plus		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		10+ grouped of 15 cm measured 1.4 from base		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Maintain waterfront view – building located to side			
		Waterside walkway on multi/commercial dev			
Section 3.2	Auto service Station, commercial garage, gasoline bar, car washing			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Section 3.10	Drive Through			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Section 9.2	Discretionary Use			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

NOTICE OF MEETING Proposed Class III Development Permit

TAKE NOTICE the Planning Advisory Committee/Committee of Adjustment for the Town of Gananoque will hold a Meeting on **TUESDAY, JULY 11, 2017 at 6:00 P.M.** in the **EMERGENCY SERVICES BUILDING, 340 HERBERT STREET**, Gananoque to a recommendation to Council on the application below.

AND FURTHER TAKE NOTICE that the Council for the Corporation of the Town of Gananoque will hold a Meeting on **TUESDAY, JULY 18, 2017 at 6:00 P.M.** in the **EMERGENCY SERVICES BUILDING, 340 HERBERT STREET**, Gananoque to hear the following application to consider a Class III Development Permit:

File No. DP2017/06

OWNER: TOWN OF GANANOQUE

The property municipally and legally described as

30 KING STREET E

PLAN 86 LOT A LOT 1009 GAN R E/S

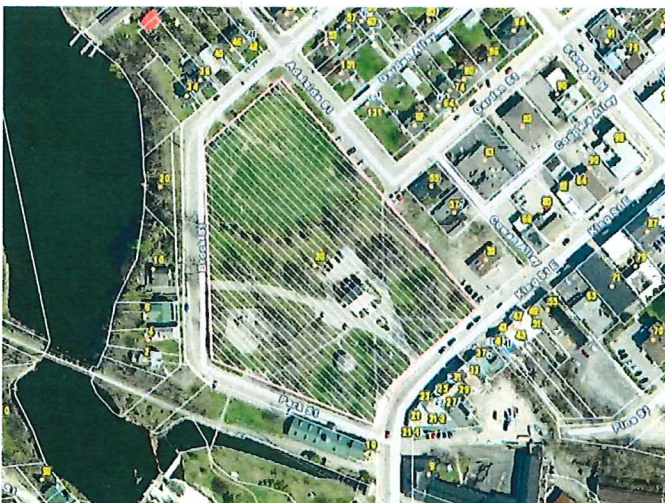
TOWN OF GANANOQUE

has applied to the Town of Gananoque for a Development Permit to
CONSTRUCT AN ADDITION TO AN EXISTING HERITAGE BUILDING

Additional information in relation to the proposed development permit is available for inspection between 8:30 am and 4:30 pm in the Administration Offices at 30 King Street East, Gananoque, ON, or by calling 613 382-2149 ext.1126.

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 OMB where the application meets the requirements established through the official plan and development permit bylaw.



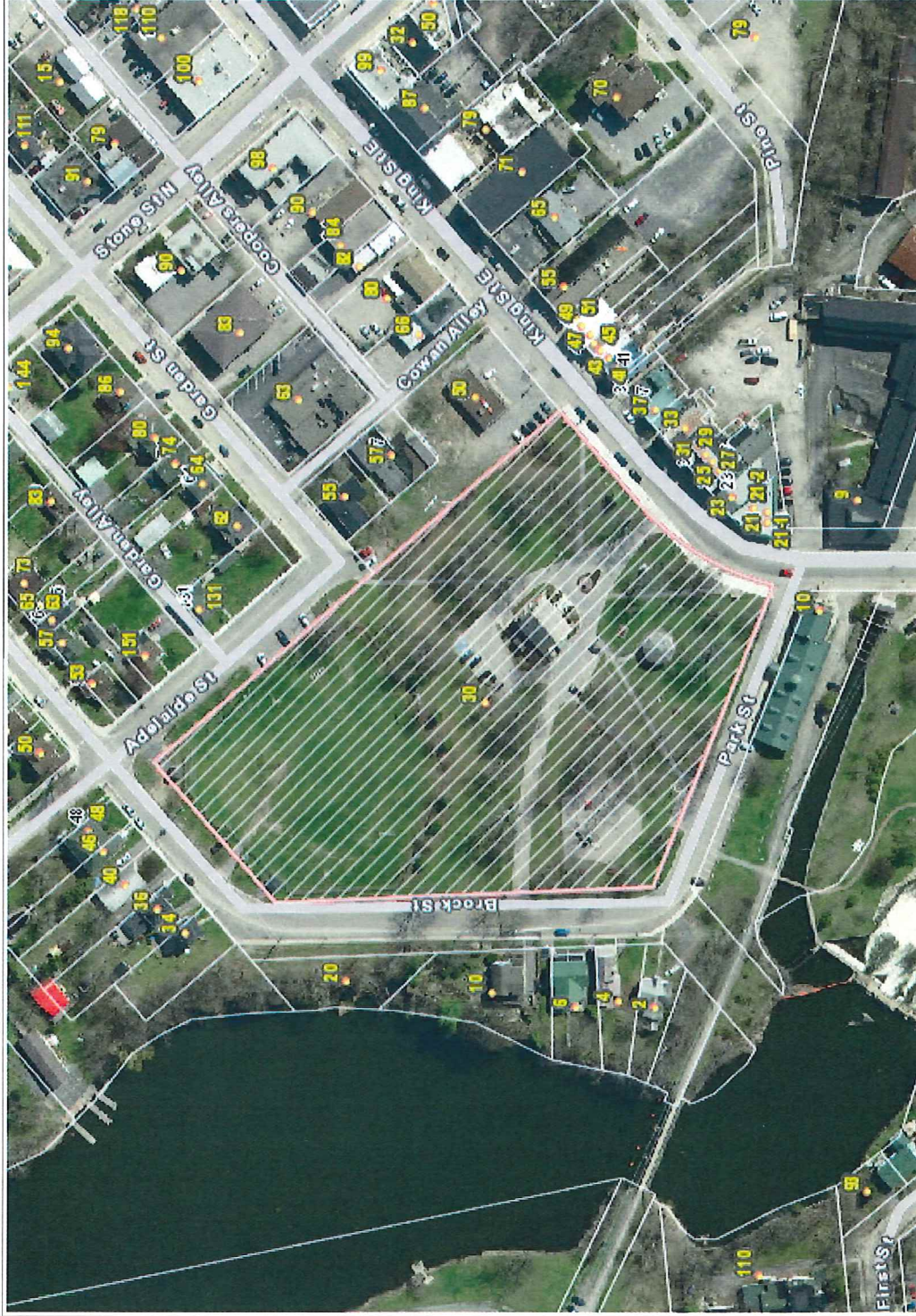
DATED this 22ND day JUNE, 2017

Brenda Guy
Manager of Community Development
bguy@gananoque.ca
613 382-2149 Ext.1126



GANANOQUE

CPPS2017-06
30 KING STREET EAST



Map Printed On 2017-06-09 15:28

Disclaimer This map is illustrative only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation. Designed and produced by: United Counties of Leeds & Grenville. Source of information: UTM, Grid Zone 18, NAD 1983, with data supplied under licence by members of the Ontario Geospatial Data Exchange (OGDE), and Teranet inc. Queens Printer of Ontario.

CPPS 20 17 / 06**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 Community 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 in the amount of \$305.00. 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: Town of Gananoque	Complete Address including Postal Code: 30 KING St. East P.O BOX 100, Gananoque, Ontario, K7G 2T6	Phone: 613-382-2149 Fax: E-mail:
Name of Property Owner (if different than applicant): Town of Gananoque	Complete Address including Postal Code: 30 KING St. East P.O BOX 100, Gananoque, Ontario, K7G 2T6	Phone: 613-382-2149 Fax: E-mail:
Architect/Designer/Planner: +VG The Ventin Group Ltd.	Complete Address including Postal Code: 30 KING St. East P.O BOX 100, Gananoque, Ontario, K7G 2T6	Phone: (519) 754-1652 Fax: E-mail:
Engineer: VRM Associates Engineers	Complete Address including Postal Code: 1349 Sandhill Drive, Suite 201 Ancaster, Ontario L9G 4V5 Canada	Phone: 905-648-0373 Fax: E-mail:
Ontario Land Surveyor: JORDAN – BENNETT Geomatics Inc.	Complete Address including Postal Code: 33 Perth Street P.O. Box 485 Brockville, ON K6V 5V7	Phone: 613-342-7525 Fax: E-mail:

Street or Property Address (if applicable):

LEGAL DESCRIPTION

Lot/Con/Plan: LOT NUMBER 86 EAST

Frontage: 81m	Depth: 172m	Area (sq.m): 19111	Area (acres): 4.722
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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:

<input type="checkbox"/> Servicing options report	<input type="checkbox"/> Phase I Environmental Study and if investigation as required
<input type="checkbox"/> Hydrogeological Study	<input type="checkbox"/> Noise and/or vibration study
<input type="checkbox"/> Drainage and/or stormwater management report	<input type="checkbox"/> Source Water protection study
<input type="checkbox"/> Environmental Impact Assessment for a natural heritage feature or area	<input type="checkbox"/> MDS I or II calculation
<input type="checkbox"/> Archaeological Assessment	<input type="checkbox"/> Minimum Separation distance calculation for an industrial use or a waste management facility
<input type="checkbox"/> Influence area study for development in proximity to a waste management facility or industrial use	<input type="checkbox"/> Confirmation of sufficient reserve sewage system capacity and reserve water system capacity
<input type="checkbox"/> Traffic Study	<input checked="" type="checkbox"/> Vegetation Inventory and/or Tree Preservation Plan
<input type="checkbox"/> Heritage Resource Assessment	<input type="checkbox"/> Supporting Land Use Planning Report
<input type="checkbox"/> Mine hazard rehabilitation assessment	

Existing Use(s):	
Length of time the existing use of the subject lands have continued:	
Has the property been designated as a Heritage Site?	<input checked="" type="checkbox"/> Yes <input 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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, provide the file number and the status of the application?	
Proposed Use(s):	
Is the Use permitted or permitted subject to criteria as set out in the development permit by-law and how have the applicable criteria have been addressed?	
USE AS OFFICE IS A PERMITTED USE	
Is a variation requested? Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law.	
NO VARIATIONS REQUIRED FOR THIS APPLICATION	
Abutting Land Use(s):	
COMMERCIAL AND MUNICIPAL PARK SPACE	
Is the Development to be phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What is the anticipated date of construction?	SEPTEMBER 2017
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 type="checkbox"/> No

Plan Details:			
<input type="checkbox"/> Residential	<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional
	Lot Area: 19111 (sq.m)	Building Coverage: ____ (%) ____ (sq.m)	Landscape Coverage: ____ (%) ____ (sq.m)
Building Height: 12.6 M Existing	No. of Storeys: 3 STOREYS ABOVE GRADE	No. of Units: N/A	Method of Garbage Storage: PICK-UP
Parking Surface: Existing: _____ Proposed: _____	Number of Parking Spaces: Existing: 17 Proposed: 17 Total: 17	Dimensions of Parking Spaces: 2.7m x 6m	Number of Accessible Spaces: 2
Loading Spaces:	Number of Loading Spaces: 0	Dimensions of Loading Spaces:	Other:

Heritage Tourist Inn/Bed and Breakfast:			
Is this an application for a Heritage Tourist Inn?	Number of Guest Rooms:	Is this an application for a Bed and Breakfast?	Number of Guest Rooms:
<input type="checkbox"/> Yes <input type="checkbox"/> No	<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 _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Other _____
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.			

EXISTING BUILDINGS:		Building 1	Building 2
	Type of Structure	BRICK MASONRY STRUCTURE	
	Date Constructed:	1831	
	Front Line Setback:	43 M	
	Rear Lot Line Setback:	118 M	
	Side Lot Line Setback:	64 M	
	Side Lot Line Setback:	40 M	
	Height:	12.6 M	
	Dimensions:	14.5M x 12 M	
	Floor Area:	226 sq.m	
PROPOSED BUILDINGS:		Building 1	Building 2
	Type of Structure:	WOOD AND STEEL STRUCTURE	
	Proposed Date of Construction:	SEPTEMBER 2017	
	Front Line Setback:	43 M	
	Rear Lot Line Setback:	102 M	
	Side Lot Line Setback:	64 M (WEST)	
	Side Lot Line Setback:	40 M (EAST)	
	Height:	11.1 M	
	Dimensions:	14.5 M x 13 M	
	Floor Area:	760 M ²	
Attached Additional Page, if necessary			

Access:			
<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: KING ST. EAST			
Entrance Approvals and Permit Number(s): N/A			
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.			

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 subject land _____	distance from subject land _____
distance from nearest public road _____	distance from nearest public road _____	distance from nearest public road _____	distance from nearest public road _____

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

AUTHORIZATION BY OWNER

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

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, _____, 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

Office Use Only:		Roll No: 015 00300
Official Plan Designation: Open Space.	Development Permit Designation: Open Space.	Other:
Access (Entrance Permits etc): N/A	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:	Date Application Deemed Complete: June 21/2017	Fees Received: