

## NOTICE OF MEETING Proposed Class III Development Permit

**TAKE NOTICE** that the Planning Advisory Committee/Committee of Adjustment for the Town of Gananoque will hold a Meeting on **TUESDAY, JUNE 28, 2022 at 6:00 P.M.** via **TELECONFERENCE\*** and **IN-PERSON** in the TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 KING STREET EAST to consider and provide a recommendation to Council on the Development Permit application below.

**AND TAKE FURTHER NOTICE** that the Council for the Corporation of the Town of Gananoque will hold a Public Meeting on **TUESDAY, JULY 12, 2022 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-hall/meetings> prior to the meeting.

File No. **DP2022-11**

APPLICANT: **Lisa Robichaud**  
OWNER: **Michael Bishop**

The property municipally and legally described as  
**380 MAPLE STREET NORTH**  
PLAN 86 PERCIVALS PLAN PT LOT 3 PT BEAVER RD  
Town of Gananoque

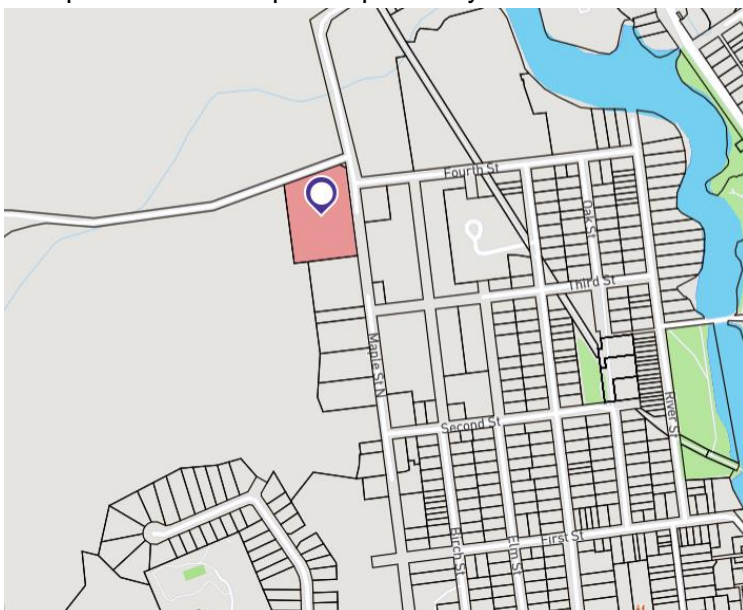
has applied to the Town of Gananoque for a Development Permit for

**A SHORT TERM ACCOMMODATION WITH TWO GUEST ROOMS AT THE SUBJECT PROPERTY**

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](mailto:assistantplanner@gananoque.ca) or by calling Chanti Birdi 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.

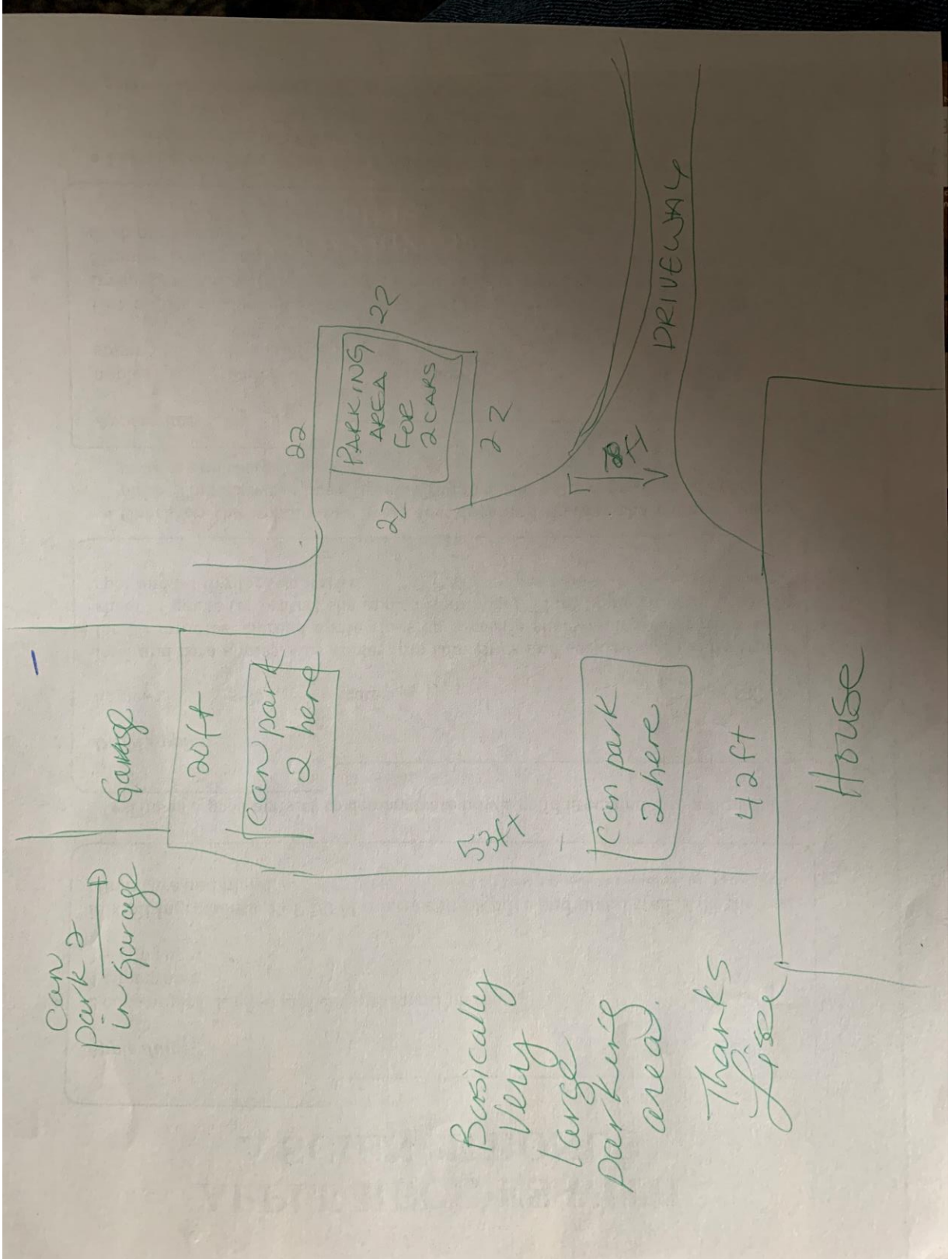
**Note:** Only the applicant of a development permit has a right to appeal a decision or non-decision on an application to the Ontario Land Tribunal where the application meets the requirements established through the official plan and development permit by-law.



**DATED** this 9<sup>th</sup> day of **JUNE, 2022**

\_\_\_\_\_  
Brenda Guy  
Manager of Planning and Development  
[bguy@gananoque.ca](mailto:bguy@gananoque.ca)  
613-382-2149 ext. 1126

Proposed Site Plan





DP 20 22 / 11

**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
- ✓ Copy of the most recent survey of the subject property
- ✓ 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 <del>\$1,700</del>
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 any peer reviews of background studies – Class II/Class III applications
- ✓ Separate cheque payable to Cataraqui Region Conservation Authority, if applicable. 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: <del>LISA ROBICHAUD</del> + MICHAEL BISHOP	Complete Address including Postal Code: 380 maple st North Gananoque ON K7G 1E8 3A3	Phone: <u>613 532 2412</u>	
		Fax: _____	
		E-mail: <u>liserobichaud1@gmail.com</u>	
Name of Property Owner (if different than applicant):	Complete Address including Postal Code:	Phone: _____	
		Fax: _____	
		E-mail: _____	
Architect/Designer/Planner:	Complete Address including Postal Code:	Phone: _____	
		Fax: _____	
		E-mail: _____	
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): <u>380 maple st North</u>			
LEGAL DESCRIPTION			
Lot/Con/Plan: <u>PLAN 86 PERCIVALS PLAN PT LOT 3 PT Beaver Rd</u>			
* Frontage: <u>540</u>	* Depth: <u>370</u>	Area (sq.m): _____	Area (acres): <u>4 acres</u>

**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:
  - 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"/> 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 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): primary household dwelling

Length of time the existing use of the subject lands have continued: 12 years

Has the property been designated as a Heritage Site?  Yes  No

Is the property presently under a Site Plan Agreement?  Yes  No

Has the property ever been subject of an application under Section 34 (Zoning), 41 (Site plan) or 45 (Minor Variance) of the Planning Act?  Yes  No

If yes, provide the file number and the status of the application?  
- Not since we have owned it

Proposed Use(s):  
- home

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?  
yes

Is a variation requested? Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law.  
NO

Abutting Land Use(s):

Is the Development to be phase?  Yes  No

What is the anticipated date of construction?  
N/A

Is the land to be divided in the future?  
N/A

Are there any easements, right-of-ways or restrictive covenants affecting the subject land?  Yes  No

Plan Details:			
<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: <u>20ft</u>	No. of Storeys: <u>1 1/2</u>	No. of Units: <u>1</u>	Method of Garbage Storage: <u>Garage</u>
Parking Surface: Existing: <u>6 to 8</u> Proposed: _____	Number of Parking Spaces: Existing: <del>2</del> <u>6 to 8</u> Proposed: _____ Total: _____	Dimensions of Parking Spaces: _____	Number of Accessible Spaces: _____
Loading Spaces:	Number of Loading Spaces: _____	Dimensions of Loading Spaces: _____	Other: _____

Heritage Tourist Inn/Bed and Breakfast:			
Is this an application for a Heritage Tourist Inn? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Number of Guest Rooms: <input type="checkbox"/> 1 <input checked="" 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? <u>Air BNB</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Number of Guest Rooms: <input type="checkbox"/> 1 <input checked="" 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.			

this application is for a short term accommodation (airbnb) for 2 rooms

EXISTING BUILDINGS:		Building 1	Building 2
BUILT 1952-	Type of Structure <i>Home</i>	<i>Home</i>	<i>GARAGE</i>
	Date Constructed: <i>2003 last renovated</i>		
	Front Line Setback:		
	Rear Lot Line Setback:		
	Side Lot Line Setback:		
	Side Lot Line Setback:		
	Height:		
	Dimensions:		<i>25' x 40'</i>
	Floor Area: <i>2800 sq ft</i>		
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

**Access:**

Municipal Street       Unopen Road Allowance       Existing Right-of-way       Other \_\_\_\_\_

Name of Street/Road:  
*380 maple street North Gananogre*

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.

**Water Access** (where access to the subject land is by water only)

Docking Facilities (specify)	Parking Facilities (specify)
<i>N/A</i> distance from subject land _____	distance from subject land _____
distance from nearest public road _____	distance from nearest public road _____

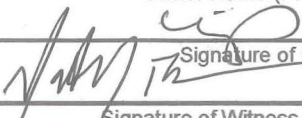
**Services:**

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):



**AUTHORIZATION BY OWNER**

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

<u>MICHAEL BISHOP</u> Owner Name (Please Print)	Owner Name (Please Print) <u>MICHAEL BISHOP</u>
 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, Lisa Robichaud + Michael Bishop, 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 Access to Information Act for the purpose of processing this application.

 Signature of Owner	 Signature of Owner
Signature of Witness (not applicant)	<u>June 3rd / 2022</u> Date



**DECLARATION OF APPLICANT**

I, LISA ROBICHAUD TAYLOR 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.

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 <u>Gananoque</u> this <u>6th</u> day of <u>June</u> , 20 <u>22</u> .  Signature of a Commissioner, etc	 Signature of Applicant
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<b>Office Use Only:</b>	Roll No:	
Official Plan Designation: <u>Residential</u>	Development Permit Designation: <u>Residential</u>	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: <u>June 3, 2022</u>	Date Application Deemed Complete: <u>June 9, 2022</u>	Fees Received:

**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.

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I, Michael Bishop of the town of Gananoque in the  
province of Ontario 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.

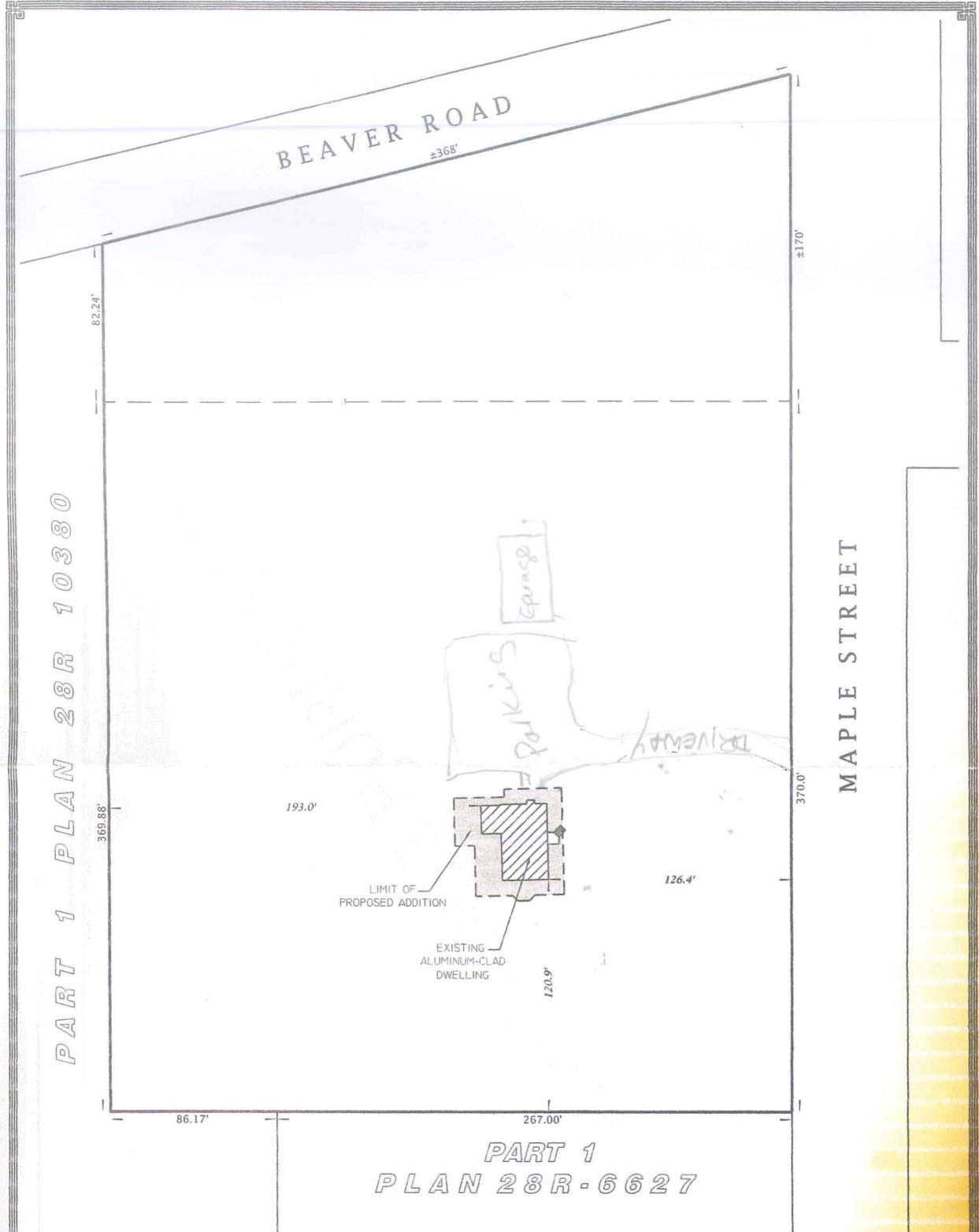
Michael Bishop  
Print Name – Owner/Applicant

  
Signature – Owner/Applicant

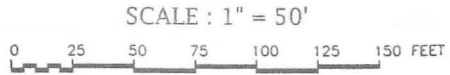
\_\_\_\_\_  
Date

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





SKETCH ILLUSTRATING  
 PART OF LOT 3  
 COMPILED PLAN NO. 86  
 TOWN OF GANANOQUE  
 COUNTY OF LEEDS



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 ONTARIO LAND SURVEYORS

COMPLETION DATE: SEPTEMBER 26, 2003

FILE NO. 48005K

NO.	BY	DATE	REVISIONS

**COLLETT SURVEYING LTD.**  
 75 KING ST. E. - P.O. BOX 121 BROCKVILLE, ONTARIO - K6V 5V2  
 TEL. 613-342-2611 OR 1-800-267-4433  
 E-MAIL : ols@collettsurveying.on.ca

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 SURVEYOR'S  
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can park 2  
in garage

Garage

20ft

can park  
2 here

22

PARKING  
AREA  
FOR  
2 CARS

22

22

22

POH

DRIVEWAY

50ft

can park  
2 here

42ft

House

Basically  
Very  
large  
parking  
area.

Thanks  
Lisa

