Township of Leeds and the Thousand Islands

Development Application

Section 22 (Official Plan Amendment), Section 34 (Zoning Amendment), Section 36 (Holding Zone Removal), Section 41 (Site Plan Approval) of the Planning Act

Office Use Only					
Application:	**D14-2026-012**	**Date Received:**	**September 21, 2026**		
Roll Number:	**816-030-06000**	**Deemed Complete:**	**November 2, 2026**		
Application Fee:	**$1500**	☐ Cheque	☐ Cash	☒ Interac	☐ Online
Septic Review Fee:	**Not Applicable**	☐ Cheque	☐ Cash	☐ Interac	☐ Online

Posting of Sign By:	☐ Owner	☒ Agent	☐ Staff	☐ Other
Posting of Sign Fee:	☐ Cheque	☐ Cash	☐ Interac	☐ Online

1. Application Type (Check all that apply)

☒	Zoning By-Law Amendment	☐	Township Official Plan Amendment
☐	Site Plan Control Agreement	☐	Holding Symbol Removal

2. Complete Application Requirements

- ☐ Complete Application Form and Applicable fees
- ☐ Cover Letter
- ☐ Authorization of Applicant/Agent (if applicable)
- ☐ Affidavit signed in front of a Commissioner for Taking Affidavits, Notary, etc. (Available at the Township Office by appointment)
- ☐ Transfer/Deed (If recently purchased)
- ☐ Reference Plan (if available)
- ☐ Scaled Plot Plan - See Section 12.4 for an example
- ☐ Construction Details, Flood Plans, Elevations (If applicable)
- ☐ Photographs of Existing Development
- ☐ All Supporting Information identified through Pre-Consultation

3. Subject Lands Information

Assessment Roll Number: 08-12-816-030-06000

Civic Address: 244 Back St.

Legal Description (Concession, Lot, Part, Reference Plan Numbers):

Part of lot 6, concession 9

Date subject lands acquired by current owner: 1978

4. Registered Owner Information.

Company Name or Owner Name(s):
PAUL & EVELYN GERVAN

Mailing Address: [redacted]

Phone Number(s)
Email Address(es)

☒ Agree to have the email address(es) added into the Municipality's Contact List.

5. Applicant/Agent Information

5.1 Is the applicant the same as the owner?

☐ Yes (same information as above)

☒ No (please complete Section 5.2)

5.2 Company Name or Owner Name(s): Marty + Tracy Elliott

Mailing Address: [redacted]

Phone Number(s): [redacted]
Email Address(es):

☒ Agree to have the email address(es) added into the Municipality's Contact List.

6. Subject Lands Characteristics

6.1 Please list and describe any existing easements, right-of-ways or restrictive covenants that apply to the subject property (required to be shown on plot plan)

none

6.2 Site Description: (briefly describe factors that may impact the proposed development, such as lot configuration, steep slopes or low-lying areas, natural feature, etc.) rough land, forest, rock

6.3 Dimensions of Subject Land this is for severed parcel

Total Lot Area: 0.07	hectares	acres
Lot Depth: 218.233	metres	feet
Lot Width (frontage): 27.066	metres	feet

6.4 Road Access (include name)

- ☐ Public Road:
- ☒ Private Right-of-Way: Elliott Lane
- ☐ Water Only:

6.5 If access to the subject land is by water only, provide details of parking and docking facilities to be used for a site visit:

not applicable

6.6 Servicing – Water	Existing	Proposed	Not Applicable
Municipal Piped Water System	☐	☐	☒
Privately Owned and Operated Well	☐	☐	☒
Lake or Other Water Body:	☐	☐	☒
Other:	☐	☐	☐

6.7 Servicing – Sewage	Existing	Proposed	Not Applicable
Municipal	☐	☐	☒
Privately-Owned			
☐ Individual Sanitary Sewage System	☐	☐	☒
☐ Communal Sanitary Sewage System	☐	☐	☒
☐ Composting/Self-Contained Toilet	☐	☐	☒
☐ Privy	☐	☐	☒
☐ Outhouse	☐	☐	☒
Other: (Specify)	☐	☐	☐

6.8 Servicing – Storm Drainage	Existing	Proposed	Not Applicable
Sewers	☐	☐	☒
Ditches	☐	☐	☒
Swales	☐	☐	☒
Other (Specify):	☐	☐	☒

7. Land Use Information

7.1 Existing Use(s): (indicate uses and length of time uses have continued)

This is for the severed parcel of land that is vacant

7.2 Proposed Use(s):

This is for the Severed parcel of land that is vacant, and the intent is to remain vacant.

7.3 Existing Use on Adjacent Lands:

North: Seasonal residential South: residential

East: right of way (Elliott lane) West: residential

7.4 Previous Use(s): Indicate all previous land uses on the subject land or adjacent lands including any industrial or commercial use, or if there is suspected contamination. Note: When a property is being proposed for a more sensitive land than its current or most recent use, then a Record of Site Condition (RSC) per the Environmental Protection Act (EPA) is required prior to land use change. Please refer to Ontario Regulation 153/04 for list of uses that may require an RSC.

7.5 Indicate any current or previous application under the Planning Act affecting the subject land:

Application Type	File Number	Application Status
Minor Variance/Permission		
Site Plan Control Agreement		
Zoning By-Law Amendment		
Official Plan Amendment		
Consent	B-125-25	Granted
Plan of Subdivision		
Minister's Zoning Order		
Other:		

☐ There have been no previous Planning Act applications affecting the subject lands

7.6 Potential Land Use Constraints:	On Subject Lands	On Adjacent Lands Within		No
Agricultural Operation including Livestock Facility or Stockyard (If Yes, MDS Calculation May Be Required)	☐	☐	1000m	☒
Waste Management Site or Landfill	☐	☐	500m	☒
Sewage Treatment Plant or Waste Stabilization	☐	☐	500m	☒
Provincially Significant Wetland (PSW)	☐	☐	120m	☒
Locally Significant Wetland (LSW)	☐	☐	50m	☒
Area of Natural and Scientific Interest (ANSI)	☐	☐	50m	☒
Flood Plain	☐		N/A	☒
Wellhead Protection (Village of Lansdowne)	☐		N/A	☒
James W. King Intake Protection Zone - St. Lawrence River - South of Gananoque (OP Schedule A6)	☐		N/A	☒
Licensed Mine, Pit or Quarry or an area designated for Aggregate Extraction	☐	☐	1000m	☒
Rehabilitated Mine/Pit/Quarry Site?	☐	☐	500m	☒
Industrial or Commercial Use, or Wrecking Yard Specify Use: _____	☐	☐		☒
Active Railway Line	☐	☐	500m	☒
Municipal or Federal Airport	☐	☐	500m	☒
Provincial Highway 401	☐	☐	250m	☒
Utility Corridor(s) i.e. Power Lines, Hydro Easement	☐	☐	500m	☒
i.e. Natural Gas or Oil Pipeline, etc.	☐	☐	500m	☒
Gas Station – Currently or at Any Time	☐	☐	Adjacent	☒
Lands suspected to be contaminated	☐	☐	500m	☒
Has grading of the subject land been changed by adding earth or other material(s)?	☐	☐	N/A	☒

7.7 Heritage Review	On Subject Lands	On Adjacent Lands Within		No
Designated Heritage Property	☐	☐	500m	☒

If this property is designated under the Ontario Heritage Act, please specify the By-Law and the reason(s) for the heritage designation:

8. Zoning By-Law Information

8.1 Current Zoning: RU

8.2 Proposed Zoning: RS

8.3 Description of Proposal: (describe nature and extent of the rezoning request, and reasons for rezoning)

adding approximately 0.07 hectare parcel of land from 244 Back St. & 840 Elliott Lane in order to increase the size of existing residential property

8.4 Is the requested amendment consistent with the 2024 Provincial Planning Statement (PPS)? ☒ Yes ☐ No

Explain how the requested amendment is consistent with the PPS.

continued use of residential property

8.5 Is the requested amendment consistent with the United Counties of Leeds and Grenville's Official Plan? ☒ Yes ☐ No

Explain how the requested amendment conforms with the County Official Plan.

will remain residential use

8.6 Is the requested amendment consistent with the Township Official Plan? ☒ Yes ☐ No

Explain how the requested amendment conforms with the Township Official Plan.

no development is planned on lot addition

8.7	Does the proposal require an amendment to the Township Official Plan? If yes, list the application number:	☐ Yes ☒ No
8.8	Is the application within an area where the Municipality has pre-determined the minimum and maximum density requirements, or the minimum and maximum height requirements	☐ Yes ☒ No
If yes, provide a statement of these requirements:		
8.9	Does the zoning amendment alter the boundaries of an existing area of settlement or require a new area of settlement to be implemented?	☐ Yes ☒ No
If the answer to 8.9 is yes, provide the current Official Plan policies if any dealing with the alteration or establishment of an area of settlement:		
8.10	Does the zoning amendment remove land from an area of employment?	☐ Yes ☒ No
If the answer to section 8.10 is yes, provide the current Official Plan policies, if any, dealing with the removal of land from an area of employment:		
8.11	Are the lands subject to zoning with conditions?	☐ Yes ☒ No
If the answer to Section 8.11 is yes, explain how the proposed amendment complies with the Official Plan policies relating to the zoning with conditions:		

8.12	Would this request permit development on a privately owned and operated individual or communal septic system more than 4500 litres of effluent per day?	☐ Yes ☒ No
If yes to Section 8.12, the following studies are required:		Submitted
(a)	A servicing options report	☐ Yes ☐ No
(b)	A hydrogeological report	☐ Yes ☐ No

8.13 Name(s) and address(es) of the holders of any mortgages, charges, and other encumbrances of the property.

☒ There are no mortgages, charges, or other encumbrances on the property.

8.14 What is the proposed strategy for consulting with the public?

Talking with the neighbours

9. Official Plan Information

9.1 Current Township Official Plan Designation(s) and land uses authorized under this designation:

9.2 Special Policy Area: ☐ 1000 Islands ☐ Highly Sensitive Lake Trout Lake ☐ No

9.3 Is the Application:
☐ Site Specific ☐ Applicable to a larger area or the entire Municipality

9.4 Does the application propose to change, replace, or add a policy in the Official Plan? ☐ Yes ☐ No

Is yes, what is the policy to be changed, replaced or deleted?

9.5 Does the application propose to add a policy to the Official Plan ☐ Yes ☐ No

9.6 What is the purpose of the requested amendment?

9.7 What is the designation of the subject lands according to the Official Plan of the United Counties of Leeds and Grenville? Explain how the proposed amendment conforms with it:

9.8 What are the land uses that the requested Official Plan amendment would authorize?

9.9 Would this request permit development on a privately owned and operated individual or communal septic system which treats More than 4500 litres of effluent per day? ☐ Yes ☐ No

If yes to Section 9.9, the following studies are required:	Submitted
(a) A servicing options report	☐ Yes ☐ No
(b) A hydrogeological report	☐ Yes ☐ No

9.10 Please indicate whether this land, or land within 120 metres of it, is the subject of an application by the applicant under the act for:

	Subject Lands			Adjacent Lands		
Other Applications	Yes	No	File No.	Yes	No	File No.
Minor Variance/Permission	☐	☐		☐	☐	
Consent	☐	☐		☐	☐	
Amendment to Official Plan	☐	☐		☐	☐	
Amendment to Zoning By-Law	☐	☐		☐	☐	
Minster's Zoning Order	☐	☐		☐	☐	
Plan of Subdivision	☐	☐		☐	☐	
Site Plan Control	☐	☐		☐	☐	
Other Applications:	☐	☐		☐	☐	

If yes has been answered one or more times, please specify the following on a separate page:

1) the lands affected 2) the name of the approval authority considering it
3) The purpose of the application 4) the status of the application
5) effect of the application

Is the separate page attached? ☐ Yes ☐ No ☐ Not Applicable

9.11 If a policy in the official plan is being changed, replaced, or deleted, or if a policy is being added, indicate the proposed text of the requested amendment and attach a draft of the amendment.

9.12 If the requested amendment changes or replaces a schedule in the Official Plan, indicate the requested schedule and text that accompanies it. Provide a draft Amendment with the proposed change.

9.13 If the requested amendment alters all or any part of the boundary of an area of settlement or establishes a new area of settlement, indicate the current Official Plan policies, dealing with the alteration or establishment of an area of settlement:

9.14 If the requested amendment removes the subject land from an area of employment, indicate the current Official Plan policies dealing with the removal of land from an area of employment:

9.15 Is the requested amendment consistent with the 2024 Provincial Planning Statement (PPS)? ☐ Yes ☐ No

If yes, explain how the requested amendment is consistent with the PPS:

9.16 What is the proposed strategy for consulting with the public?

10. Existing Structures and Setbacks on Subject Lands (Indicate any to be demolished)

10.1 Existing Structures in metres. **Include <u>all</u> existing structures associated with the subject lands, including marine facilities and structures under 10 square metres.**

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Stories	Dimensions			Year Built
				Length	Width	Height	

10.2 Setbacks of Existing Structures to property boundaries, shoreline, etc. in metres

Type of Structure	Front	Side	Side	Rear	Water	Flood Plain	Public Road (centre)	Right-of-Way (edge)	Other _____

10.3 Existing Parking & Loading Spaces

Existing Number of Standard Parking Spaces: Existing Number of Barrier Free Parking Spaces:

Existing Number of Loading Spaces:

11. Proposed Structures and Setbacks on Subject Lands

11.1 Proposed Development **(if any)** in square metres, metres

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Stories	Dimensions			Year Built
				Length	Width	Height	

11.2 Setbacks of Proposed Structures to property boundaries, shoreline, etc. in metres

Type of Structure	Front	Side	Side	Rear	Water	Flood Plain	Public Road (centre)	Right-of-Way (edge)	Other _____

11.3 Proposed Parking & Loading Spaces

Proposed Number of Standard Parking Spaces:

Proposed Number of Barrier Free Parking Spaces:

Proposed Number of Loading Spaces:

12. Required Plans

12.1 A detailed sketch in metric has been attached with the required information as noted in Section 12.2. ☐ Yes ☐ No

All required site plan drawings, elevations, cross-sections, grading, drainage, etc. along with the required information as noted in Section 12.3. ☐ Yes ☐ No

12.2 Sketch Requirements

For zoning and official plan amendment applications, a detailed sketch **is required**. The sketch must include:

(a) The boundaries and dimensions of the subject land.

(b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot line.

(c) The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, flood plains drainage, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that:
  (i) Are located on the subject land and on land that is adjacent to it, and
  (ii) In the applicant's opinion, may affect the application.

(d) The current uses of land that is adjacent to the subject land.

(e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.

(f) If access to the subject land will be by water only, the location of the parking and docking facilities to be used; and

(g) The location and nature of any easement affecting the subject land.

12.3 Site Plan Requirements

In addition to Section 12.2, for site plan applications, drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing fewer than 25 dwelling units which drawings are sufficient to display,

(a) The massing and conceptual design of the proposed building;

(b) The relationship of the proposed building to adjacent buildings, streets and exterior areas to which members of the public have access;

(c) The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;

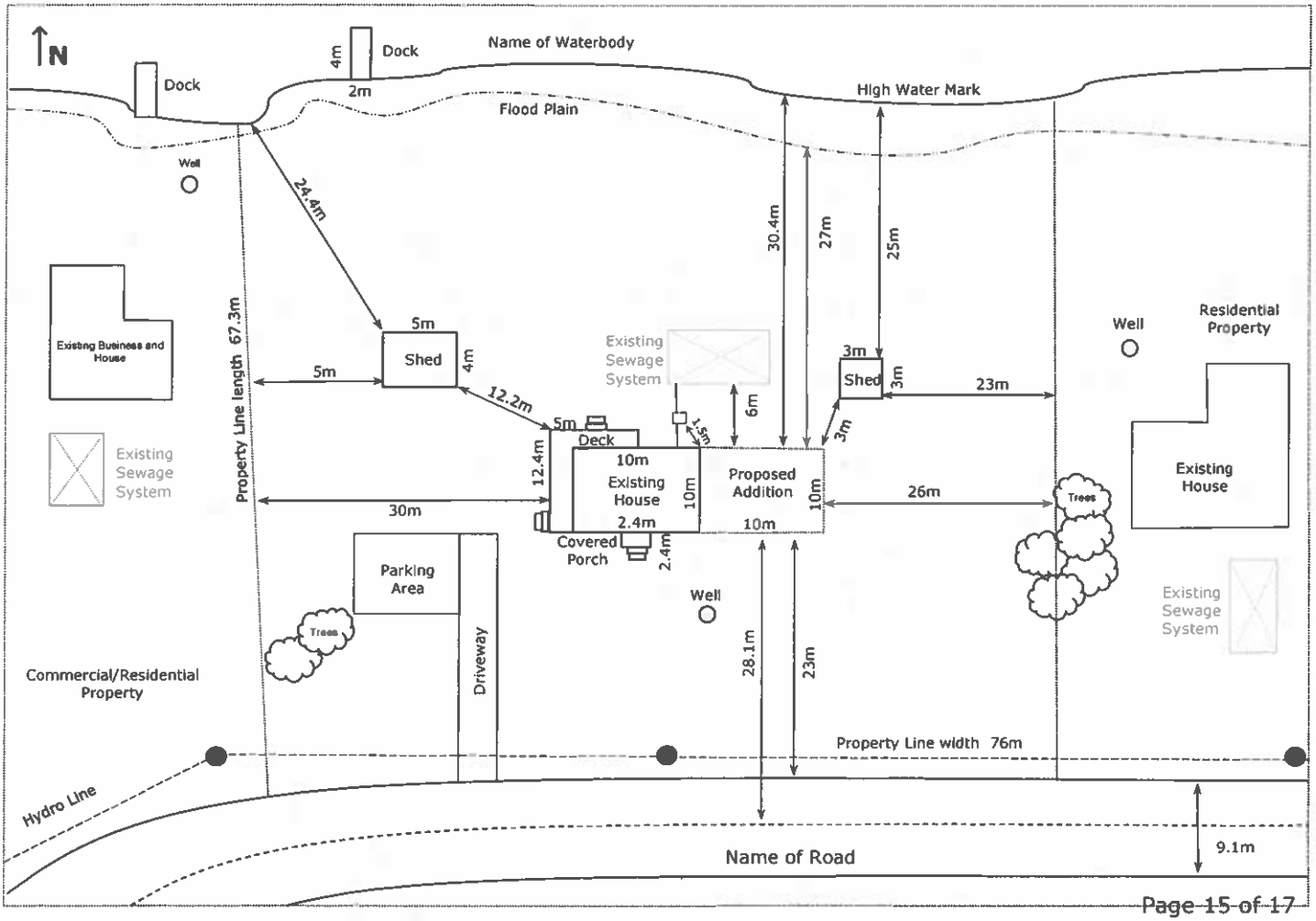
(d) Matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design

(d.1) Matters relating to exterior access to each building that will contain affordable housing units or to any part of such building, but only to the extent that it is a matter of exterior design;

(e) the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and

(f) facilities designed to have regard for accessibility for persons with disabilities.

12.4 Sample Sketch – Measurements, setbacks for all structures must be transcribed onto Sections 10 and 11. Please add a scale measurement to the plan.



13. Authorization for Agent, Permission to Enter and Acknowledgement Form

All Registered Owner(s) must complete this section. If a digital signature is used, the confirmation email from the owner confirming the authenticity of their signature may be required.

I/We Paul and Evelyn Gervan,
(Name(s) of Owner(s) or Company)

being the registered owner(s) of the subject property of this application:

☒ Hereby authorize the following person(s) to act as our agent to prepare, submit the application and pay any associated fees on my/our behalf (if applicable):

Tracy and Marty Elliott
(Name of Applicant(s)/Authorized Agent(s)/Authorized Company)

☒ Hereby authorize Council, Township Staff and various agencies to enter the subject property without notice to conduct site inspections related to this application.

☒ Agree to ensure that any driveway/private roads are accessible during the circulation period of the application so that Council, Township Staff and various agencies do not have any barriers blocking access to the subject land. This includes the removal of snow.

☐ Water access only properties will require a boat ride, which is to be provided by the owner/agent. Township Staff will advise of the pre-scheduled date for the boat ride and will schedule a suitable time. Boat rides are not conducted during certain months of the year for safety reasons.

☒ Agree to post any required signage on site, which is prepared by Township Staff, with respect to this application in the requested timeframe of the Planning Act and upon notification by Township Staff. I/We also agree to provide photographic evidence of the posted sign(s). Failure to do so will result in the hearing for this application being cancelled. Additional fees may be incurred. Township Staff can post the required signage for a fee.

☒ If required, agree to stake the area of any proposed development a minimum of 15 days prior to the date of the public meeting. Failure to do so may result in the deferral of the decision by the Council.

☒ Hereby acknowledge and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants, etc. will be part of the public record and will also be available to the general public.

Signature(s): Paul Gervan

Evelyn Gervan

Date: Sept. 15/2016.

15. Agreement to Indemnify and Statutory Declaration (This form must be signed in the presence of a Commissioner for Taking Affidavits, a Notary, etc.)

I/We, Martin Elliott and Tracy Elliott
(Name of Owner, Applicant or Authorized Agent on behalf of the Owner)

Of the City of Kingston
(Name of Municipality)

In the Province of Ontario
(Name of County)

Hereby agree to indemnify and save harmless The Corporation of the Township of Leeds and Thousand Islands (the "Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the Council approving the applicant's application.

I/We acknowledge and agree that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Ontario Land Tribunal in support of a decision approving the application until the amount has been paid in full.

I/We further acknowledge and agree that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

I/We solemnly declare that all of the above statements contained herein and all exhibits transmitted herewith including this application and any required document attached hereto are true, and I/We 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.

Signature(s): Tracy Elliott
Martin Elliott

Declared before me at the: TWP. LEEDS AND THE THOUSAND ISLANDS
(name of municipality)

in the United Counties of Leeds and Grenville.
(name of County)

This 6th day of October, 2026.

Amanda Zora Werner-Mackeler,
a Commissioner, etc., Province of Ontario,
for the Corporation of the Township of
Leeds and the Thousand Islands.
Expires August 18, 2028.
(Official Stamp)

Amanda Werner-Mackeler
Signature of Commissioner for Taking Affidavits, etc.