

Township of Essa

Site Planning Process

1. Submit application with site plan
 - Site plan fee is \$2,000.00
 - Site plan deposit for legal and engineering expenses is \$2,000.00
 - Site plan should be professionally drawn showing elevations and how stormwater will be addressed (drawn by a professional civil engineer)
2. Other Applicable Fees include:
 - Simcoe County Review Fee \$250.
 - NVCA Confirm w/their office
 - Township Fire Dept. Review Fee \$75.
 - List is not inclusive and may involve other applicable fees
3. Site plan will be reviewed by Township staff, our consulting engineer, the County of Simcoe and Nottawasaga Valley Conservation Authority (NVCA)
 - **County's interest lies with traffic and stormwater management**
 - NVCA's interest lies with stormwater management
4. An agreement will be drawn up by the Township lawyer, agreement states land will be developed only as approved, changes must be resubmitted for approval from the Municipality
 - Staff must be advised of legal ownership and any interests on property (ie mortgages)
 - All owners and those with interest must sign the site plan agreement (ie bank representatives must sign as a party to the agreement)
 - To save legal fees, staff should be notified of any changes to interest in property (ie new mortgages)
5. Applicant to prepare an estimate of the cost of site works, Township consulting engineer is to approve this (security posted in amount of 30%)
6. Township Council to approve of site plan, agreement and securities
7. Applicant must post securities to cover the above estimate
8. Building permit issued once site plan agreement signed, securities posted, and plans reviewed (and applicable fees)
9. Development charges to be paid at time of issuance of building permit
 - REFER to Current Development Charges Chart