

Telephone: (705) 424-9917  
Fax: (705) 424-2367  
Website: www.essatownship.on.ca  
Email: plan@essatownship.on.ca



Township Administration Centre  
5786 County Road #21  
Utopia, Ontario  
L0M 1T0

## APPLICATION FOR PRE-CONSULTATION

Date: \_\_\_\_\_

Please complete and submit this form to the Planning Department at the Township of Essa. A \$1000.00 Legal/Peer Review Deposit is required for all Pre-Consultation Applications, alongside the \$750.00 Pre-Consultation Application Fee. Should more money be required in the Peer Review, it will be at additional cost to the Applicant. Any remaining balance of this Deposit will be returned to the Applicant, at the Applicant's written request, following the conclusion of the Pre-Consultation Process. This Deposit will not be retained by the Municipality for any pending future Applications.

These fees may be submitted in the form of a cheque, cash, or debit via the cashier at the Municipal Administrative Office. Payment by courier and/or Electronic Fund Transfer (ETF) may also be accepted. Submissions can be made to the "Township of Essa Administrative Office" at 5786 County Road 21, Utopia, Ontario L0M 1T0. Please direct the submission to the attention of Manager of Planning (plan@essatownship.on.ca).

Upon receipt of a completed application form and required submission materials, staff will conduct an initial review and provide Notice of Complete Pre-Consultation Application in order to schedule a Pre-Consultation Meeting. Staff will provide a required studies list to the applicant following the meeting.

Please note that from the date of the notice of a complete application, the Township expects to take approximately 5-7 weeks to review, circulate and organize the Pre-Consultation comments (and meeting if required).

**Please also ensure that the following materials are submitted in support of the Pre-Consultation application:**

1. Completed Pre-Consultation Application form;
2. A Planning Justification Brief 1-page max. outlining the nature of the proposal;
3. Aerial Photo with Concept Plan overlaid;
4. Concept Plan; and
5. Application Fees.

Please see page 8 for specific requirements of the above.

## APPLICANT INFORMATION

Please note that all numeric measurements are to be in metric. (NOTE: 3.28 ft – 1 m, 10.76 ft<sup>2</sup> = 1 m<sup>2</sup>.) Application will be considered incomplete if in imperial measurement.

**1. Owner / Agent:**

a. Name of Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_

b. Name of Agent: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_

c. Name of Charge/Mortgage Holder/Other Encumbrance: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_

## AUTHORIZATION

(To be signed by the Registered Owner, if Agent has been appointed.)

As of the date of this application, I/we are the Registered Owner(s) of the lands described in this application, and I/we have examined the content of this application and hereby certify that the information submitted in the application is correct insofar as I/we have knowledge of these facts, and I/we authorize (*Agent*) \_\_\_\_\_ of (*Association*) \_\_\_\_\_ to submit this application on my/our behalf to the Municipality.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_ in the County/District/Region of \_\_\_\_\_ on the \_\_\_\_\_ day of the month of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Signature of Owner



**PROPOSED SITE DEVELOPMENT**

**11. The proposed development and use(s) of the subject land is/are:**

**12. The proposed Township of Essa Official Plan Designation (if applicable):**

**13. The proposed Township of Essa Zoning(s) (if applicable):**

**13.1 Is the proposed use currently permitted under the Township of Essa's Official Plan and Zoning By-law 2003-50?**

Yes

No

**PROPOSED PLANNING AND DEVELOPMENT APPLICATION(S)**

**14. Please indicate below what you believe to be the required Planning Applications in order to facilitate the proposed development (please circle):**

- Consents (Severances);
- Minor Variance;
- Official Plan Amendment;
- Zoning By-law Amendment;
- Site Plan Approval; and
- Subdivision Control.

**15. Have any other applications been made in order to facilitate development on the subject property? Please specify below:**

**16. Survey or scaled drawing requirements:**

**(\*Note: The Pre-Consultation scaled drawings are preliminary and may be simplified; not all components listed are expected at this stage.)**

- (a) the boundaries of the Owner's total holdings with \*metric dimensions;
- (b) the boundaries of the "Subject Land" with \*metric dimensions;
- (c) the location, widths and names of the existing streets or highways which abut the Subject Land;
- (d) the location, size, area and use of all proposed and/or existing buildings, with metric dimensions and relationship to the lot boundaries clearly marked thereon;
- (e) the location and size of proposed parking area(s) with \*metric dimensions and proposed surfaces marked thereon;
- (f) the location of any landscaping and/or fencing proposed, with the type and height clearly marked thereon;
- (g) natural and artificial features (existing and proposed) such as buildings, railways, highways, pipelines, watercourses, drainage ditches, swamps and wooded areas within or adjacent to the Subject Land, as well as the location of any septic tank, tile bed or well to the Ontario Building Code specifications;
- (h) the location and direction of any lighting proposed;
- (i) any right-of-ways or other easements;
- (j) the slope of the land, in order to establish the relationship between the grade of abutting highways and the grade of the Subject Land, and to determine the drainage of the land (this information may be given in the form of contours, spot elevations, or written description); and
- (k) indicate scale, north point and legend.

**(\*Note: If any of the proposed buildings are to contain separate units such as an apartment building or shopping plaza, or are of a complex nature, please indicate the type of use (number of 2-bedroom units, etc.) or type of retail (grocery, restaurant, etc.) stores.)**

**17. Affidavit or Sworn Declaration**

I/We, \_\_\_\_\_ of \_\_\_\_\_ of \_\_\_\_\_ in the County/City/Region of \_\_\_\_\_ solemnly declare that all the above statements contained within the application are true, and I/We make the above solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and affect as if made under oath, and by virtue of the Canada Evidence Act.

Sworn/Declared before me at the municipality of \_\_\_\_\_ in the County/City/Region of \_\_\_\_\_ on the \_\_\_\_\_ day of the month of \_\_\_\_\_ , \_\_\_\_\_ .

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Signature of Owner(s)

**18. FREEDOM OF INFORMATION**

In accordance with the provisions of the Planning Act, it is the policy of the Planning Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I, \_\_\_\_\_, the applicant, hereby acknowledge the above-noted 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 and solicitors, will be part of the public record and will also be available to the general public.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**19. AGREEMENT OF OWNER/AGENT:**

a. Additional Fee(s) (if applicable):

The Owner/Agent hereby agrees that they shall reimburse the Township of Essa on demand for all costs incurred by the Township of Essa in processing this application over and above the application fee, including, but without limiting the foregoing, the costs of planning assessment and planning surveys, legal fees, peer review costs, the costs of servicing notices and advertising, survey fees and engineering fees, where required or appropriate.

b. Deeming Inactive:

The Owner/Agent hereby agrees that the application will be deemed inactive after two (2) years of non-activity on the file, in accordance with By-law 2016-04, as deemed by the Township.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

## **PLANNING JUSTIFICATION BRIEF:**

- 1-page max. outlining the nature of the proposal;
  - An introduction to/history of the property (current use; proposed use)
  - Land Use Compatibility (existing designation and zoning of the land; size of lot; neighbouring uses; permitted uses)
  - (Where applicable) Brief description of the anticipated impact to: Active Transportation, Traffic, Parking, Employment, and Commerce.
  - Conclusion (why the proposed use/building addition are justified)

## **AERIAL IMAGE REQUIREMENTS:**

- Detailed imagery of the subject property and surrounding properties immediately adjacent to it (a screenshot from an online map is acceptable); and
- Concept plan overlaid on the subject property.

## **CONCEPT PLAN REQUIREMENTS**

- Location of the property and immediate surroundings (including property dimensions);
- Use of adjoining lands;
- Location of existing and proposed structures and features such as pedestrian and vehicular access, parking, septic system and water supply (if applicable), road allowances, rights of way, streets and highways, watercourses, drainage ditches, railway corridors, and natural features (trees and vegetation);
- Existing and proposed lot fabric (as appropriate);
- Proposed setbacks from lot lines, watercourses and significant natural features; and
- Other relevant information, as appropriate, to assist staff in understanding the proposal.