

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 SITE PLAN CONTROL

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

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.

The following information and material are to be provided in an application under Subsection 34 of the Planning Act, R.S.O. 1990, c.P. 13 as amended:

### 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



11. Access to the subject land is by way of: (check the applicable box)

- |  |              |
|--|--------------|
| Provincial Highway                           | County Road  |
| Municipal road that is maintained all year   | Right of way |
| Municipal road that is maintained seasonally | Private road |

12. The existing use(s) of the subject land is/are:

13. Are there any building(s) or structure(s) on the subject land?

- Yes                      No

26.1 If the answer to item 13. is yes, for each building or structure identify the following:

Type	Setback from Lot Lines (m)				Height (m)	Dimensions/Floor Area number of storeys
	Front	Rear	Side	Side		

14. The proposed use(s) of the subject land is/are:

15. Are any building(s) or structure(s) proposed to be built on the subject land?

- Yes                      No

15.1 If the answer to item 15. is yes, for each building or structure identify the following:

Type	Setback from Lot Lines (m)				Height (m)	Dimensions/Floor Area number of storeys
	Front	Rear	Side	Side		

16. Proposed Parking

Number of Parking Spaces:

Underground \_\_\_\_\_ Surface \_\_\_\_\_

Below Grade \_\_\_\_\_ Total: \_\_\_\_\_

16.1 Surface of Parking Area

Gravel

Asphalt

other: \_\_\_\_\_

17. If known, the date the subject land was acquired by the current owner:

\_\_\_\_\_

18. If known, the date the existing buildings or structures on the subject land were constructed:

Building or Structure

Date Constructed

19. If known, the length of time that the existing uses of the subject land have continued:

Use

Length of Time

20. Water is provided to the subject land by: (check the applicable box)

a publicly owned and operated piped water system

a privately owned and operated individual well

a privately owned and operated communal well

other: \_\_\_\_\_

21. Sewage disposal\* is provided to the subject land by: (check the applicable box)

a publicly owned and operated sanitary sewage system

a privately owned and operated individual or communal septic system

other: \_\_\_\_\_

(\*Note: Prior to filing this application for a change in use (land or building) please consult the Township for confirmation of servicing requirements.)

22. Storm drainage is provided by: (check the applicable box)

sewers                      ditches  
swales                      other : \_\_\_\_\_

23. If known, is the subject land the current subject of an application under the Planning Act for an Official Plan Amendment, a Plan of Subdivision/Condominium, Site Plan Control, Minor Variance or Consent?

Yes                      No

23.1 If the answer to item 20 is yes, and if known:

File number: \_\_\_\_\_ Status of application: \_\_\_\_\_

File number: \_\_\_\_\_ Status of application: \_\_\_\_\_

File number: \_\_\_\_\_ Status of application: \_\_\_\_\_

24. If known, has the subject land ever previously been the subject of an application under Section 34 (i.e. Zoning Amendment) of the Planning Act?

Yes                      No

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

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

- (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.)

26. This application for an amendment to the Zoning By-law is consistent with policy statements issued under subsection 3(1) of the Act:

Yes No

26.1 The subject land is within an area of land designated under any provincial plan or plans:

Yes No

26.2 If the answer to 23.1 is yes, does this application conform to or does not conflict with the applicable provincial plan or plans?

Yes No

**27. Acknowledgement:**

In consideration of the Township of Essa accepting this application:

- a. The Applicant agrees to submit the prescribed fee with this application which is intended to cover the costs to be incurred by the Township of Essa in processing this application. Fees may be submitted by cheque made payable to the Township of Essa, or cash or [Electronic Fund Transfer](#). Credit cards may be accepted up to a limit of \$750.
- b. The Applicant agrees to submit any monies required as legal / peer-review deposit to be paid by the applicant, at time of application submission, or any other deposit required to provide for a review of the application.

**28. Affidavit or Sworn Declaration**

I/We, \_\_\_\_\_ of the \_\_\_\_\_ 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

**29. 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

*Please note that the application fee and Legal/Peer Review Deposit are initial payments and are not intended to represent all costs to the applicant. Where complex proposals are presented, and outsourced expertise is deemed necessary, relevant submission materials will be circulated to Peer Review Consultants and charged back to the applicant.*