

Application to Amend The Official Plan  
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Corporation of the Township of Essa  
5786 Simcoe County Road #21  
Utopia, Ontario  
LOM 1B2



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**THE CORPORATION OF THE TOWNSHIP OF ESSA**  
**OFFICIAL PLAN AMENDMENT APPLICATION**

The fee for an Official Plan Amendment application to the Corporation of the Township of Essa is:

**\$ 5,000.00**

payable at the time an application is submitted.

**Application fees are non-refundable.**

If the application fee is being paid by cheque or money order, such cheque or money order shall be made payable to:  
*"Township of Essa"*

**NOTE:**

Additional fees may apply depending upon circumstances, i.e., amended original application, further studies as required, legal or engineering expertise needed, etc.

**County of Simcoe**

The County of Simcoe requires an application fee of **\$2,000.00** payable to them upon the Official Plan Amendment being adopted by Essa Township and the adoption package being delivered to the County of Simcoe for their approval.

**Nottawasaga Valley Conservation Authority (NVCA) Approvals**

Should the NVCA be required to give a Technical Study Review, a minimum fee of **\$500.00** may be required.

**REQUIRED:**

Hire a Professional Planner to prepare and submit a Planning Justification Report; and  
An Engineer to prepare a Functional Servicing Report.

**ADDITIONAL INFORMATION REGARDING THIS APPLICATION MAY BE OBTAINED BY CONTACTING**

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
PLANNING & DEVELOPMENT DEPARTMENT**

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5786 County Road #21  
Utopia, Ontario  
L0M 1T0



Telephone: (705) 424-9770  
Aimee Powell:  
apowell@essatownship.on.ca

TOWNSHIP OF ESSA

APPLICATION TO AMEND THE  
OFFICIAL PLAN OF THE  
TOWNSHIP OF ESSA

<b>TOWNSHIP OF ESSA</b>	<b>Application Fee: \$ 5,000</b>	<b>Receipt #:</b> _____
Planning & Development Department	<b>Application No:</b> _____	<b>OPA No.</b> _____
5786 County Road 21	<b>Date Received:</b> _____	
Utopia, ON L0M 1T0	<b>Assessment Roll No:</b> <u>43-21 -</u>	
Telephone: 705-424-9770	<b>Official Plan Designation:</b> _____	
E-mail: chealey@essatownship.on.ca	<b>Zone Category:</b> _____	

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.

Pursuant to Sections 17 & 21 of the *Planning Act*, R.S.O. 1990, c. P. 13 as amended, I/We submit an application with the required fee to amend the Official Plan of the Township of Essa.

**1. Owner/Agent**

Name of Owner: \_\_\_\_\_

Mailing: Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Tel. No: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Tel. No: \_\_\_\_\_

**2. Description of Subject Land:\***

Township Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Registered Plan: \_\_\_\_\_ Lot No: \_\_\_\_\_

Reference Plan: \_\_\_\_\_ Part (s): \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Roll Number: \_\_\_\_\_

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(\*Note: A copy of a survey or scaled drawing and a reduced copy (21.6 x 27.9 cm) must be submitted with the application. See Section 10 for a specified list of requirements).

**3. Dimensions of Subject Land (in metric):**

**Land Subject to Amendment Total Holding:**

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Area: \_\_\_\_\_

Width of Road Allowance: \_\_\_\_\_

- 3.1 Does the proposed amendment apply to lands affected by aboriginal land claim negotiations or an area covered by a provincial/aboriginal co-management agreement?  
 No     Unknown

**4. Status of Other Applications Under the Planning Act**

4.1 Are there any other applications under the *Planning Act*, including applications before the Ontario Municipal Board, for approval of an official plan amendment, a zoning by-law amendment, a minor variance, a plan of subdivision, a consent or a site plan that includes land:

- a) **that is the subject land:**  
 Yes (if known, complete below)       No       Unknown

Name of the Approval Authority considering the application.  
(e.g. Ministry of Municipal Affairs and Housing, County of Simcoe, Council)  
\_\_\_\_\_  
\_\_\_\_\_

Type of Application and File No.: \_\_\_\_\_

Legal description of the land that is the subject of the application.  
\_\_\_\_\_

Purpose of the application and the effect on the proposed official plan amendment.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current status of the application (e.g. in process, appealed).  
\_\_\_\_\_  
\_\_\_\_\_

- b) **that is within 120 metres of the subject land:**  
 Yes (if known, complete below)       No       Unknown

Name of the Approval Authority considering the application.  
(e.g. Ministry of Municipal Affairs and Housing, County of Simcoe, Council, Committee of Adjustment)  
\_\_\_\_\_  
\_\_\_\_\_

Type of Application and File No. \_\_\_\_\_

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Legal description of the land that is the subject of the application.

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Purpose of the application and the effect on the proposed official plan amendment.

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Current status of the application (e.g. in process, appealed).

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**5. Type of Planning Document**

*Describe the type of planning document.*

5.1 a) Does the planning document only clarify wording or correct mistakes?

Yes                       No                       Unknown

b) Does the planning document propose to add, delete or revise current Official Plan policy **without** redesignating areas of the municipality?                       Yes                       No

**If Yes to any of the above, proceed to Section 9.**

c) Does this plan amendment propose a site specific re-designation of a parcel of land?

Yes                       No                       Unknown

**If Yes, proceed to Section 5.2**

5.2 If this is an official plan amendment that is a site specific re-designation of a parcel of land:

a) What is (are) the current designation(s) of the subject land in the Official Plan?

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b) What land uses are permitted by the current designation(s) on the subject land in the Official Plan?

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c) What land uses will be permitted by the proposed designation(s) on the subject land?

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**6. SERVICING - To be completed for proposed amendments described in Sections 5.1 (c)**

6.1 Indicate in a) and b) the proposed servicing type for the subject land. Select the appropriate servicing type from Appendix A found at the end of this form. Attach and provide the name of the servicing information/reports as indicated in Appendix A.

a) Indicate the proposed sewage disposal system \_\_\_\_\_

b) Indicate the proposed water supply system \_\_\_\_\_

c) Name of servicing information/report \_\_\_\_\_

Attached                       Not Attached (if not attached, where can it be found?)

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6.2 Indicate in a), b) and c) the proposed access and storm drainage for the subject land. Select the appropriate type from Appendix B found at the end of this form. Attach and provide the name of any servicing information as indicated in Appendix B.

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a) Indicate the proposed road access. \_\_\_\_\_

b) Indicate the proposed storm drainage system. \_\_\_\_\_

c) Is the preliminary stormwater management report attached?  Yes  No

If not attached as a separate report, where can it be found? \_\_\_\_\_

6.3 Is the proposed amendment(s) consistent with the recommendations of the N.V.C.A. watershed plan, if any?  
 Yes  No  Not applicable

6.4 Does the proposed amendment(s) conform to the N.V.C.A. master drainage, sub-watershed or shoreline management plan, if any?  
 Yes  No  Not applicable

**7. CURRENT and PREVIOUS USE OF THE SUBJECT LAND** - To be completed for proposed plan amendment(s) described in Sections 5.1(d).

7.1 What is the current and previous use of the subject land?

Current Use(s): \_\_\_\_\_

All previous known uses: \_\_\_\_\_

7.2 Has there been an industrial or commercial use on the subject land or land adjacent to the subject land?  
 Yes  No

If yes, specify the use: \_\_\_\_\_

7.3 Has the grading of the subject land been changed by adding earth or other material?  
 Yes  No  Unknown

7.4 Has a gas station been located on the subject land or land adjacent to the subject land at any time?  
 Yes  No  Unknown

7.5 Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?  
 Yes  No  Unknown

7.6 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site?  
 Yes  No

7.7 What information did you use to determine the answers to the above questions?  
\_\_\_\_\_

7.8 If Yes to 7.2, 7.3, 7.4, 7.5, or 7.6, a previous use inventory is needed, showing all former uses of the subject land, or if appropriate, the adjacent land.

Is the previous use inventory attached?  Yes  No

If no, where can it be found? \_\_\_\_\_

**8. Provincial Policy**

8.1 Table 1 below lists the features or development circumstances of interest to Council and the Ministry of Municipal Affairs and Housing. Complete Table 1 and be advised of the potential information requirements in noted sections.

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Table 1 - Significant Features Checklist

Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES ( )	NO ( )		
Non-farm development near designated urban areas or rural settlement areas			metres	Demonstrate sufficient need within 20-year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES ( )	NO ( )		
Class 1 Industry <sup>o</sup>			metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry <sup>5</sup>			metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry within 1000 metres			metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site			metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant			metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization pond			metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Active railway line			metres	Evaluate impacts within 100 metres
Controlled access highways or freeways, including designated future ones			metres	Evaluate impacts within 100 metres
Operating mine site			metres	Will development hinder continuation or expansion of operations?
Non-operating mine site within 1000 metres			metres	Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater			metres	Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station			metres	Determine possible impacts within 200 metres.
High Voltage electric transmission line			metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors			metres	Will the corridor be protected?
Prime agricultural land			metres	Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.

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Agricultural operations			metres	Development to comply with the Minimum Distance Separation Formulae.
Mineral aggregate resource areas			metres	Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations			metres	Will development hinder continuation of extraction?

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Features or Development Circumstances	(a) if a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES ( )	NO ( )		
Mineral and petroleum resource areas			metres	Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries			metres	Will development hinder continued operation or expansion?
Significant wetlands			metres	Demonstrate no negative impacts.
Significant portions of habitat of endangered and threatened species			metres	Demonstrate no negative impacts
Significant: fish habitat, woodlands southeast of the Canadian Shield, valleylands, areas of natural and scientific interest, wildlife habitat			metres	Demonstrate no negative impacts.
Sensitive groundwater recharge areas, headwaters and aquifers			metres	Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant built heritage resources and cultural heritage landscapes			metres	Development should conserve significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources			metres	Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development.
Great Lakes - St. Lawrence River System			metres	Within the regulatory shoreline assess the impact of development.
Erosion hazards			metres	Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains			metres	Where one-zone flood plain management is in effect, development is not permitted within the flood plain.  Where two-zone flood plain management is in effect, development is not permitted within the floodway.  Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA.
Hazardous sites 4 and rehabilitated mine sites			metres	For development on rehabilitated mine sites, an application for approval from the Ministry of Northern Development and Mines should be made concurrently.



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Contaminated sites			metres	Assess an inventory of previous uses in areas of possible soil contamination.
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1. Class 1 industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
2. Class 2 industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
3. Class 3 industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.
4. Hazardous sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays (leda), organic soils) or unstable bedrock (Karst topography).

**8.2 Regard to the Provincial Policy Statement**

For each feature or development circumstance of potential concern identified in Table 1, identify how regard was had to the Provincial Policy Statement. Explain below or attach on a separate page.

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8.3 For proposed plan amendments that include permanent housing (i.e. not seasonal) complete Table 2 - Housing Affordability. For each type of housing and unit size, complete the rest of the row. For individual residential lots, indicate the lot frontage. Information should be based on the best information available at the time the official plan amendment application is made. If additional space is needed, attach on a separate page.

Table 2 - Housing Affordability

For example: Semi-detached - 10 units: 1000 sq.ft./5.5 sq. metres. \$119,900

Housing Type	# of Units	Unit Size (sq.ft.) and/or Lot Frontage	Estimated Selling Price/Rent
Single Detached			
Link/Semi Detached			
Row or Townhouse			
Apartment Block			
Other Types or Multiples			

8.4 Is there any other information which may relate to the affordability of the proposed housing, or the type of housing needs served by the proposed plan amendment?

Yes  No      If Yes, explain in Section 9.1 or attach on a separate page.

**9. Other Information**

9.1 Is there any other information that may be useful to the Council, County of Simcoe and the Ministry of Municipal Affairs and Housing in reviewing this official plan amendment (e.g. efforts made to resolve outstanding objections or concerns)? If so, explain below or attach on a separate page.

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**10. 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.

**11. Acknowledgement**

In consideration of the Township of Essa accepting this application to amend its Official Plan:

- 1) 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.

**12. 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 \_\_\_\_\_ of \_\_\_\_\_  
in the County/City/Region of \_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Owner(s)/Agent

**13. Owner's Consent**

As of the date of this application, I/We are the registered owner(s) of the lands described in this application, I/We have examined the content of this application, I/We certify as to the correctness of the information submitted with the application insofar as I/We have knowledge of these facts, and I/We concur with the submission of this application to the Municipality.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_  
in the County/District/Region of \_\_\_\_\_ this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Owner (s)

\_\_\_\_\_  
Owner (s)

\_\_\_\_\_  
Commissioner, etc.

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**APPENDIX A - Sewage Disposal and Water Supply**

Service Type	Potential Information/Reports
Sewage Disposal	a) Public piped sewage system Municipality should confirm that capacity will be available to service the development at the time of lot creation or re- zoning.
	b) Public or private communal septic systems Communal systems for the development of more than 5 lots/units: servicing options statement, hydrogeological report, and indication whether a public body is willing to own and operate the system ; .  Communal systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent: hydrogeological report.
	c) Individual septic system(s) Individual septic systems for the development of more than 5 lots/units: servicing options statement and hydrogeological report.  Individual septic systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent: hydrogeological report.
	d) Other To be described by the applicant.
Water Supply	a) Public piped water system Municipality should confirm that capacity will be available to service the development at the time of lot creation or re- zoning.
	b) Public or private communal well(s) Communal well systems for the development of more than 5 lots/units: servicing options statement, hydrogeological report and indication whether a public body is will to own and operate the system ; .  Communal well systems for non-residential development where water will be used for human consumption: hydrogeological report.
	c) Individual well(s) Individual wells for the development of more than 5 lots/units: servicing options statement and hydrogeological report.  Individual wells for non-residential development where water will be used for human consumption: hydrogeological report.
	d) Communal surface water Approval of "water taking permit" under Section 34 of the Ontario Water Resources Act is necessary for this type of servicing.
	e) Individual surface water Servicing options report.
	f) Other To be described by applicant.

**Notes:**

1. Confirmation that the municipality concurs with the servicing options statement will facilitate the review of the amendment.
2. Before undertaking a hydrogeological report, consult MMAH about the type of hydrogeological assessment that expected given the nature and location of the official plan amendment.
3. Where communal services are proposed (water and/or sewage), these services must be owned by the municipality.

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APPENDIX B - Storm Drainage and Road Access

Service Type	Potential Information/Reports
Storm Drainage	<ul style="list-style-type: none"> <li>a) Sewers</li> <li>b) Ditches or swales</li> <li>c) Other</li> </ul> <p>A preliminary stormwater management report is recommended, and should be prepared concurrent with any hydrogeological reports for submission with the amendment. A storm water management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval.</p>
Road Access	<ul style="list-style-type: none"> <li>a) Provincial highway</li> </ul> <p>Application for an access permit should be made concurrent with this amendment. An access permit is required from MTO before any development can occur.</p>
	<ul style="list-style-type: none"> <li>b) Municipal or other public road maintained all year</li> </ul> <p>Detailed road alignment and access will be confirmed when the development application is made.</p>
	<ul style="list-style-type: none"> <li>c) Municipal road maintained seasonally</li> </ul> <p>Subdivision or condominium development is not usually permitted on seasonally maintained roads.</p>
	<ul style="list-style-type: none"> <li>d) Right of way</li> </ul> <p>Access by right-of-ways on private roads are not usually permitted, except as part of condominium.</p>

**APPLICANT'S CONSENT  
(FREEDOM OF INFORMATION)**

In accordance with the provisions of the Planning Act, it is the policy of the Planning and Development 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.

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

\_\_\_\_\_  
Date