



**Township of Essa – Planning & Development Department
Planning & Development Required Studies Glossary**

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Plans & Drawings

Site Sketch

Drawn by hand or digitally to illustrate the subject proposal, and is intended to show all relevant details relating to a proposed. A site sketch is usually only sufficient to accompany very minor development proposals, such as Building Permit Applications and Committee of Adjustment Applications.

Formal Site Plan

To be completed by a qualified drafting professional, architect or engineer, and is intended to show all relevant site design details relating to a proposal.

Landscape Plans

To be completed by a qualified landscaping professional, and is intended to show the locations and details associated with all new and existing landscaping details.

Elevation Drawings

To be completed by a qualified drafting professional, architect, or engineer, and are intended to show the character, scale and appearance of all buildings in relation to the site.

Draft Plan of Subdivision/Condominium

To be completed by a qualified drafting professional, architect, or engineer, and are intended to show the character, scale and appearance of all buildings in relation to the site.

Planning Studies/Materials

Planning Justification Report

This study is intended to provide a land use planning justification and an objective planning analysis that evaluates the impacts, implications, and merits of a proposal. This study is to be prepared by a professional planner.



Township of Essa – Planning & Development Department Planning & Development Required Studies Glossary

Site Plan Design Brief

This document is intended to briefly describe the site plan design and provide information regarding rationale for the site design to assist in reviewing the site plan. It explains why the site has been designed in the manner it has. The study is to be prepared by a professional planner or architect.

Land Use Compatibility/Impact Study

This study is intended to examine potential conflicts that may arise as a result of the development, and ways in which compatibility issues can be mitigated. The study is to be prepared by a professional planner.

Draft Official Plan Amendment and Schedule

This drafted document is to inform the real amending by-law and to specify the exceptions which the proposed seeks from the Official Plan.

Draft Zoning By-law Amendment and Schedule

This drafted document is to inform the real amending by-law and to specify the exceptions which the proposed seeks from the Zoning By-law.

Active Transportation Plan

Two deliverables are suggested to generate an Active Transportation Plan. One (1) written briefing, outlining the proposed Active Transportation Plan, and a full-size Concept Plan identifying key elements (i.e. sidewalks, multi-use trails/pathways, bike lanes, etc.) and how they facilitate movement throughout the Site.

Engineering Studies & Plans

Functional Servicing Report

This study is to be prepared by a professional engineer, and assess existing municipal infrastructure, stormwater management facilities, and internal services required to service a proposed project.

Stormwater Management Study



Township of Essa – Planning & Development Department Planning & Development Required Studies Glossary

This study, and the plans that accompany it, must illustrate that there will be no impact on stormwater quality or quantity as a result of development of the lands. It must recommend appropriate controls, such as low impact development, and stormwater management facilities and infrastructure. Monitoring measures must also be laid out. This study must be prepared by a water resources civil engineer or hydrologist.

Grading and Drainage Study

This study, and the plans that accompany it, must outline what grading changes are proposed to accommodate development of the lands and how site drainage will be managed. It should also ensure that there is no impact to surrounding uses. This study must be prepared by a civil engineer.

Sediment and Erosion Control Study

This study, and the plans that accompany it, must demonstrate how erosion will be prevented and sediment will be controlled during and after the occurrence of site alterations. This study must be prepared by a civil engineer.

Servicing Study

This study, and the plans that accompany it, must outline how the proposed development will be serviced by sanitary and water services without having a negative impact on existing services, groundwater resources, the environment, etc. The study must demonstrate the availability and adequacy of any existing servicing to withstand the added demand. This study must be prepared by a civil engineer.

Traffic Impact or Transportation Study

This study must demonstrate that the proposed development will not negatively impact traffic flows or conditions, and must outline any improvements that are required to appropriately manage traffic. This study must be prepared by a civil or transportation engineer.

Structural Engineering Report

This study must demonstrate the safety, adequacy, and/or compatibility of an existing or proposed building or structure to house a proposed use or range of uses. This study must be prepared by a structural engineer.



Township of Essa – Planning & Development Department Planning & Development Required Studies Glossary

Environmental Studies

Environmental Site Assessment

This study must establish that the subject site either has no environmental contaminants or that those contaminants can be safely dealt with or removed in order to allow for the proposed development. An assessment is regulated by legislation under the Ministry of the Environment. This study is to be prepared by a geotechnical engineer, hydrogeologist or geoscientist.

Environmental Impact Study

This study must show that there is no negative impact on natural heritage features and functions, including watercourses, soils, vegetation, and wildlife, on and around a site as a result of proposed development of the lands. This study must also outline mitigation measures and monitoring strategies. The study must be prepared by an environmental planner, an ecologist, an environmental/wildlife scientist or technologist/technician, or biologist.

Floodplain Analysis or Natural Hazards Study

This study must demonstrate that a proposed development is not susceptible to an unacceptable flood, erosion, or slope instability hazard, and/or that it does not create such a hazard on surrounding lands. The analysis must be prepared by a geotechnical engineer, a water resources engineer, or a hydrogeologist.

If this study is to assess the Flood Fringe and Floodway areas within the Angus Settlement Area, please consult the Nottawasaga Valley Conservation Authority.

Groundwater Level Assessment

This study must establish the high groundwater level observations and trends across the development area to ensure that all footing drains are located a minimum of 0.3m above the highest observed or anticipated groundwater level. This study is to be prepared by a geotechnical engineer, hydrogeologist, or geoscientist.

Geotechnical Report

This report is to communicate the site conditions and design and construction recommendations to the site design, building design, and construction personnel.



Township of Essa – Planning & Development Department Planning & Development Required Studies Glossary

It would provide specific information on subsurface soil, rock, and water conditions. This report is to be prepared by a professional geotechnical engineer.

Hydrological Impact Study

This study is required to demonstrate that a proposal will not negatively impact groundwater resources, which includes an associated impact on existing users and the natural environment. The study is to be completed by a geoscientist, geotechnical engineer, or hydrologist.

Water Conservation Plan

This study is intended to outline water conservation measures and target to be achieved by a proposal. The study is to be prepared by a professional engineer or hydrologist.

Landfill Assessment (MOE D4 Study)

This study must demonstrate that a proposed development will not be negatively impacted by, and can safely be developed adjacent to or near an active or former landfill site. The study is to be completed by a geoscientist, hydrogeologist, or geotechnical engineer.

Tree Inventory & Preservation Plan

This study must assess any impact on trees located on and adjacent to the proposed development area. It must demonstrate minimal impact, as well as mitigation measures, preservation strategies, and restoration schedules. The study must be prepared by a landscape architect, arborist, environmental planner, ecologist, or forestry technician/technologist.

Risk Assessment for Source Water Protection

This study is intended to assess any potential threats posed to a well-head protection area by a proposed development. It must address specific requirements of the Source Water Protection Plan.

Cultural Heritage Studies

Archeological Site Assessment



Township of Essa – Planning & Development Department Planning & Development Required Studies Glossary

This study must identify, preserve, and protect archeological resources that are located or have the potential to be located on a site. An assessment is to be prepared by a consultant archeologist.

Cultural Heritage Impact Study

This study is intended to identify and protect cultural heritage resources, landscapes, views, structures, or features located on or around a subject site. The study must be prepared by a heritage planner, architect, or other heritage professional.

Heritage Impact Assessment

This study is intended to identify the heritage features of a property, those built form elements that should be conserved, and identify how the proposed development will impact those heritage features. This study is to be prepared by a heritage planner, architect, or other heritage professional.

Agricultural Studies

Agricultural Minimum Distance Separations (MDS) Study

The intent of this study is to prevent land use conflicts and minimize nuisance complaints associated with livestock and manure storage and handling facilities through the completion and analysis of one or more MDS calculations. An MDS study is to be prepared by a professional planner or agrologist.

Agricultural Impact Study

The intent of this study is to assess and minimize the impact of a development proposal on agricultural land uses on the site and surrounding lands. The study is to be prepared by a professional planner or agrologist.

Agricultural Assessment Report

This study must assess the viability of a property for agricultural production or use. The study is to be prepared by an agrologist.

Nutrient Management Strategy

A Nutrient Management Strategy is a specific study required to set out a nutrient management plan for manure and fertilizer storage and use in agricultural



Township of Essa – Planning & Development Department Planning & Development Required Studies Glossary

operations. A strategy must be prepared by someone certified under the Nutrient Management Act and must be approved by the Ministry of Agricultural, Food and Rural Affairs.

Other Studies & Reports

Financial Impact Study

This study is intended to examine the potential direct and indirect impacts of a development on the existing local economy. This study is to be prepared by an economist or market analyst.

Employment Study

This study is intended to outline the impacts of a proposed use on employment areas, employment densities, job creation, and related employment data across a specific area. This study is to be prepared by an economist or market analyst.

Commercial Market Impact Study

This study is intended to examine the potential impact of a commercial development on the existing local markets of the same or of similar variety.

Residential Impact Study

This study is intended to examine existing housing stock with respect to absorption and vacancy rates, and how a proposed development will impact housing stock and market activity. The study is to be prepared by an economist or market analyst.

Affordable Housing Study

This study is intended to demonstrate that a residential development proposal will meet requirements associated with achieving a minimum municipal target for low and moderate income housing supply. The study is to be prepared by a professional planner.

Industrial Impact Study

This study is intended to provide a basis for determining if an industrial development proposal is appropriate for the development and use of the lands. The study is to be prepared by a professional planner.



Township of Essa – Planning & Development Department Planning & Development Required Studies Glossary

Aggregate Extraction Compatibility Report

This study is intended to demonstrate that an aggregate extraction operation will not have an adverse impact on lands, resident, infrastructure, and environmental features or functions on and around the subject lands. The study is to be prepared by a professional planner.

Noise & Vibration Study

This study is intended to demonstrate that the operation of the proposed use will not produce any noise or vibration emission beyond acceptable levels. The study is to be prepared by an acoustics engineer.

Odour, Dust or other Emissions Impact Study

This study is intended to demonstrate that the operation of the proposed use will not produce any odour, dust, or other type of emission beyond acceptable levels. The study is to be prepared by an environmental engineer or scientist.

Illumination Study

This study is to assess the adequacy of lighting to serve a site and to assess the impact of lighting on adjacent properties and uses. The study is to be prepared by a civil engineer or architect.