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Township of Essa Pre-Consultation Form

Please complete and submit this form to the Planning and Development Department at the Township of Essa. An application fee in the amount of \$200 is required to be submitted in the form of a cheque, cash or debit via the cashier at the Municipal Administrative Office. 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 Liam Munnoch, Junior Planner (705-424-9917 ext. 104).

Upon receipt of a completed application form and required submission materials, staff will make an initial review and provide a written Notice of Complete Pre-Consultation Application in order to schedule a pre-consultation meeting.

The applicant will be updated of the following milestones throughout the process:

- Notice of a Complete Pre-Consultation Application (1 to 2 weeks from the date of submission);
- Circulation of Application and Submission Materials (2 to 3 weeks from the date of the '*Notice of Complete Pre-Consultation Application*'); and
- Date of the Pre-Consultation Meeting.

Please note that from the date of the '*Notice of Complete Pre-Consultation Application*', the Township expects to take approximately 4 weeks to review, circulate and schedule the pre-consultation meeting.

Please also ensure that the following materials are submitted in support of the pre-consultation application:

- Aerial Photo with Concept Plan overlaid (6 Copies);
- Concept Plan (6 Copies); and
- Digital Copy of all materials (USB format).

Please see page 7 for specific requirements of the above.

Applicant Information

Registered Owner: _____

Address: _____

Telephone Number: _____

Email Address: _____

If the Applicant is not the Registered Owner

Name of Agent, Solicitor, or Consultant: _____

Address: _____

Telephone Number: _____

Email Address: _____

Authorization

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

As of the date of this application, I am the Registered Owner of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I authorize the submission of this application on my behalf of:

whom I have appointed as my Agent. _____
Please print name of Agent

Date: _____

Signed: _____
Signature of Owner

Please print name

Property Description

Municipal Address: _____

Legal Description: _____

Roll Number: _____

Is the property currently vacant?

Yes

No

Is the property regulated by the Nottawasaga Valley Conservation Authority (NVCA)?

Yes

No

Does the property front a Provincial or County Road?

Provincial Road

County Road

Nearest Intersection: _____

Lot Area (m²): _____

Lot Frontage (m²): _____

Please describe the current use of the property: _____

County of Simcoe Official Plan Designation: _____

Township of Essa Official Plan Designation: _____

Township of Essa Zoning By-law 2003-50 Zone: _____

Proposed Site Development

Proposed Township of Essa Official Plan Designation (if applicable): _____

Proposed Township of Essa Zoning By-law 2003-50 Zone (if applicable): _____

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

Proposed Planning and Development Applications

Please indicate below the required Planning and Development Applications in order to facilitate the proposed development (please circle):

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

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

Declaration

I, _____ certify that the information provided in this document is true to the best of my knowledge, that all required supporting documentation has been enclosed and submitted with this form, and that this information can be shared with various agencies and departments as part of the planning review process.

Further, by submitting this application, I agree to allow the Township of Essa, its employees and agents to enter the subject property for the purpose of conducting site visits that may be necessary to process this request.

Date: _____

Signature: _____

Aerial Image Requirements:

- Six (6) copies of a 24" by 36" aerial and six (6) reduced copies of that aerial to 11" by 14";
- Detailed imagery of the subject property and surrounding properties immediately adjacent to it; and
- Concept plan overlaid on the subject property.

Concept Plan Requirements:

- Six (6) copies of a 24" by 36" concept plan and six (6) reduced copies of that concept plan to 11" by 14";
- 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 ways, streets and highways, watercourses, drainage ditches and natural features (trees and vegetation);
- Existing and proposed lot fabric (as appropriate);
- Proposed setbacks from lot lines and significant natural features; and
- Other relevant information, as appropriate, to assist staff in understanding the proposal.

Digital Copy:

- Files saved in .PDF format; and
- Provided on one (1) USB.

FOR TOWNSHIP STAFF USE ONLY

Date of Application Submission: _____

Notice of Complete Application date: _____

Pre-Consultation Meeting scheduled for: _____

Submission Checklist:

- Completed Application Form
- Required Fee submitted (\$200)
- Aerial Image and subsequent copies received
- Concept Plan and subsequent copies received
- Digital copies received

Reviewed by: _____