



S - \_\_\_\_\_

1. **OWNERSHIP / APPLICANT DETAILS**

1.1 **Name of Applicant(s)** \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

1.2 **Name of Owner (if different from Applicant)** \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

**NOTE:** It is requested that all communications be sent to:  
\_\_\_\_\_ Owner \_\_\_\_\_ Applicant

1.3 **Name of Mortgagee(s)** \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

Registration No. \_\_\_\_\_

1.4 **Name of Project (to be used throughout construction of project as reference by Municipality)**

\_\_\_\_\_

2.0 **PROPERTY DETAILS**

2.1 **Particulars of Subject Property**

Plan No. \_\_\_\_\_ Lot(s) \_\_\_\_\_

Concession No. \_\_\_\_\_ Lot(s) \_\_\_\_\_

Municipal Street Address \_\_\_\_\_

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

(Obtainable from Tax Bill / Assessment Notice)

2.1.2 Does the owner have an interest in, or own any adjoining lands which are not to be included in this amendment? If yes, please describe the locations.

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2.3 **Municipal Services**

Available

Connected

Water

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Sanitary Sewers

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Storm Sewers

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2.4 **Surrounding Land Use**

Describe existing land uses of surrounding lands.

North 

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South 

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East 

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West 

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3.0 **PROPOSAL DETAILS**

3.1 Brief **Explanation of Application and Proposal** and Basis for Requesting Amendments / Approval.

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3.2 **Proposed Parking**

Number of Parking Spaces - Underground \_\_\_\_\_  
- Surface \_\_\_\_\_  
- Below Grade \_\_\_\_\_  
*TOTAL:* \_\_\_\_\_

Surface of Parking Area  
(gravel / asphalt / other) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.3 **Proposed Loading**

Surface of Loading Area  
(gravel / asphalt / other) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4.0 **DRAWING DETAILS**

Ten copies of a survey or scale drawing must be submitted with the application and should include thereon:

- (1) the boundaries of the owners total holding with dimensions;
- (2) the boundaries of the subject land with dimensions;
- (3) the location, widths and names of the existing streets or highways which abut the subject lands;
- (4) the location, size and use of all proposed and/or retained buildings with dimensions and relationship to the lot boundaries clearly marked thereon;
- (5) the location and size of proposed parking area(s) with dimensions and proposed surface marked thereon;
- (6) the location of any landscaping and/or fencing proposed, with the type and height clearly marked thereon;

- (7) 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 Township's specification);
- (8) the location and direction of lighting proposed;
- (9) the slope of the land, in order to establish the relationship between the grade and 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);
- (10) any rights-of-way or other easements on or abutting the subject lands;
- (11) for subdivision applications, please include frontage and area details for each lot and block on the proposed subdivision;
- (12) indicate scale, north point and legend.

**NOTE:** For plan and drawing requirements for Site Plan Approval, please see SAMPLE Site Plan Control Guidelines.

5.0 **SIGNATURES**

I, \_\_\_\_\_ of \_\_\_\_\_

in the County of \_\_\_\_\_ solemnly declare that:

All of the above statements and the statements contained in all of the exhibits submitted herewith, are true, and I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the \_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ of )  
\_\_\_\_\_ )  
\_\_\_\_\_ in the )  
\_\_\_\_\_ )  
County of \_\_\_\_\_ )  
\_\_\_\_\_ )  
This \_\_\_\_\_ day of )  
\_\_\_\_\_ )  
\_\_\_\_\_ 20 \_\_\_\_ )

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

As of the date of this application, I am the registered owner of the lands described in this application, I have examined the contents of this application, I certify as to the correctness of the information submitted with the application insofar as I have knowledge of these facts, and I concur with the submission of this application to the Municipality.

I agree to pay the Planning Application Fee as established by By-law to the Township of Essa, as an application fee at the time of filing this application. I understand that this fee is to cover any legitimate costs of processing this application. The applicant agrees to pay any costs which exceed this fee. No assurance is given that the payment of the fee will result in approval.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)

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**Date Received:** \_\_\_\_\_ **Checked by:** \_\_\_\_\_

**Official Plan Provisions:** \_\_\_\_\_

**By-Law:** \_\_\_\_\_ **Zone:** \_\_\_\_\_ **Sections:** \_\_\_\_\_

**Amendment File No.:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_