

SITE PLAN CONTROL APPLICATION

This application (including all plans required) must be completed and returned to the Administrative Assistant of the Town of Essex, 33 Talbot St. South, Essex, Ontario, N8M 1A8. Telephone (519) 776-7336.

An application fee of _____ (cheque) payable to the Corporation of the Town of Essex must accompany each application for site plan control. A separate building fee will be required upon application for a building permit.

A copy of the deed for the lands in question is required for purposes of registering the site plan agreement. To avoid delays the deed should be submitted with the completed application, including all of the applicable information as per the attached check list.

All plans submitted should be blackline (6 copies of each plan) and no larger than 28 cm x 43 cm (11" x 17") wherever possible to facilitate processing of the application and registration of the necessary agreement package at the local registry office.

1. DATE OF APPLICATION _____

2. APPLICANT'S NAME _____

TELEPHONE _____

ADDRESS _____

3. AGENT'S NAME _____

TELEPHONE _____

ADDRESS _____

4. REG. OWNER'S NAME _____

TELEPHONE _____

ADDRESS _____

5. SIGNATURE OF REGISTERED OWNER _____

6. LOCATION/DESCRIPTION OF SUBJECT LANDS

MUNICIPAL ADDRESS _____

LEGAL DESCRIPTION _____

7. ASSESSMENT NO. _____

8. PROPOSED USE OF PROPERTY _____

I hereby declare that the information contained in this application (including all plans submitted as part of the application package) are to the best of my knowledge a true and complete representation of the purpose and intent of this application and I further agree to reimburse the Town of Essex for all costs incurred in the processing of this application, including all administrative, legal and planning costs.

Per: _____

Date: _____

(File No. _____)

Personal information on this form is collected under the authority of the Planning Act, 1983, s. 40, Town of Essex Official Plan By-Law #1946 .8.6 and By-Law #2034 and will be used to assess applications for site plan control and for the site plan control agreement if approved. Questions about this collection should be directed to the Administrator, Town of Essex, 33 Talbot St. S., Essex, Ontario, N8M 1A8 (519) 776-7336.

TOWN OF ESSEX

CHECK LIST - SITE PLAN APPROVAL INFORMATION REQUIREMENTS

1. All applications for site plan approval must be accompanied by a site plan containing the following:
 - Scale and North Arrow.
 - Site dimensions for the subject lands (including total site area in square metres or hectares).
 - Abutting streets, alley and walkways (including r.o.w. widths).
 - Buildings to be erected, retained and/or enlarged (including dimensions).
 - Parking and loading areas (including number of spaces, size, aisle width, curbs and surface treatment).
 - Distance from parking and loading areas to lot lines and buildings.
 - Landscaped areas (including treatment such as grass, ornamental paving, earth berms and trees; and the percentage of landscaped open areas in relation to the total site area).
 - Walls, fences (type, location, height).
 - Refuse storage areas (including type and height of any enclosure).
 - Freestanding outdoor signs (height, size, location).
 - Other freestanding structures (including poles, light standards, utility vaults).

2. A separate landscaping plan, elevation drawing(s) and site servicing plan will be required for all developments involving multiple-family residential dwellings (i.e. townhouse and apartment buildings) of 25 units or more and all non-residential buildings (or additions of 185 square metres or more).
 - Separate landscape plan drawn to scale.
 - Elevation drawing(s) drawn to scale - depicting full exterior view of all sides of the building(s) shown on the site plan (including height, exterior finishes, location and size of windows, doors, all signage attached to exterior of building(s)).
 - Site servicing plan drawn to scale - depicting proposed lot grading and site servicing details (including storm drainage, sewage disposal, water supply and other on-site utilities).