



**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

How to Submit a Zoning By-law Application:

<b>Steps for Application Submission</b>	<b>Instructions</b>
1. General Inquiry	Contact 519-776-7336 ext. 1128 for general zoning information/inquiries and for requesting an appointment to speak with a Planner. General questions are: what is my property zoned, what uses are permitted on my property, the building department told me to speak with a planner about my construction proposal.
2. Prepare your proposal	Draw a sketch or site plan. Include property lines, existing and proposed structures, their uses, and their square footage. Measure the dimensions of all structures and distances from property lines. Include all features such as driveways, septic systems, and utility and service locations.
3. Download Application Form	Visit <a href="http://www.essex.ca">www.essex.ca</a> Planning application forms <a href="#">Planning - Town of Essex</a> . Complete application in draft, leave blanks on any question you are unsure of.
4. Request a Preconsultation	Contact 519-776-7336 ext. 1128 or email <a href="mailto:essexplanning@essex.ca">essexplanning@essex.ca</a> and request a preconsultation with a planner. Email your draft application form and site plan to <a href="mailto:essexplanning@essex.ca">essexplanning@essex.ca</a> . The Planning Clerk will be in contact with you for available appointment dates.
5. Preconsultation Meeting	The planner will meet with you to discuss your draft application and submitted information. You will be advised of the feasibility of the proposal, any revisions to the application, or if further information is required.
6. Draft Application Submission	After the preconsultation meeting the applicant via email will submit the final application and site plan/drawings of the proposed project. After review, the Planner will circulate the proposal to internal departments and external agencies for comments, requests for supporting studies, or required further information.
7. Comments & Terms of Reference for Studies	The Planner will compile all comments received from circulation and provide a preconsultation package to the applicant. This will advise of any outstanding information or studies required for deeming the application complete. Terms



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	of reference for any required studies will be provided by the planner.
8. Final Application Submission	Applicant submits all required studies and information via email requested in the preconsultation package. Planner reviews information and schedules a commission meeting.
9. Commission & Fee Payment	The applicant will meet with the Planner, sign the application documents and pay the fee. A receipt of payment will be provided by the Planning Clerk. The planner will advise if a deposit fee is required for the review of any required studies.
10. Planning Report	Administration will produce a report detailing the proposed application, which will include planning comments, and comments from respective internal and external agencies, and will provide a recommendation to Council. Applicants will receive a copy of these comments prior to the scheduled public meeting date.
11. Public Meeting Notice Sign	The Planning Clerk will contact the applicant when the public notice property sign is ready for pick up. These signs identify the proposal, purpose and date of the Public Meeting. A \$50.00 deposit per sign is required at the time of sign pick up. The public notice sign must be placed on the property, in a visual location from the roadside, until the date of the meeting hearing. Returned signs are reimbursed the deposit fee.
12. Notice of Public Meeting	In accordance with the Planning Act all Zoning Bylaw applications must be circulated to all property owners located within 120 metres of the subject lands. The applicant will receive a copy of the public notice. Notice of Public meetings are circulated a minimum of 20 days prior to the public meeting date.
13. Public Meeting	A public meeting in front of Council will be held in the Town of Essex Council Chambers, located at 33 Talbot Street South, Essex Centre. Applicants will be notified of the date and time via the Notice of Public Meeting. <b>Confirmation of attendance</b> is required through the Clerks Department at: <a href="#">Agendas and Minutes - Town of Essex</a> . At the public meeting, administration will provide the Planning report and present a brief presentation. Meeting protocol includes that all staff, applicants, and public delegates must be recognized by the Mayor/Chair of the Meeting prior to speaking at the public



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	meeting. The meeting is to discuss the application at hand only, and a decision can be made at the end of the public meeting or can be deferred to the next regular Council meeting. Applicants are required to be present or have a representing agent present to answer questions of Council.
14. Council Meeting	After the public meeting, Administration will prepare a second report to be moved forward for the next available regular scheduled Council meeting. Council will vote to approve, defer, or deny the application. Administration will provide a copy of the decision as required by the Planning Act. In accordance with the Planning Act, all Zoning Bylaw decisions are subject to a 20-day appeal period. If no appeals are received, the decision of the application will be deemed legal and binding.
15. Notice of Appeal Period Lapse	All applicants will receive a Notice of Appeal Lapse after 20 days. If an appeal is received administration will contact the applicant. If no appeals are received, the decision of Council is legal and binding.
16. Update of the Zoning Bylaw	Administration will circulate the decision to all internal and external agencies and update the Zoning Bylaw.
17. Contact Staff/Assistance	Please contact staff if you have any questions regarding this process at 519-776-7336 ext. 1128 or <a href="mailto:essexplanning@essex.ca">essexplanning@essex.ca</a> between the hours of 8:30 am to 4:30 pm Monday to Friday.