



Application Number: _____

Site Plan Control Application (Including Site Plan Amendments)

This application (including all plans required) must be completed and returned to the Town Planner 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 permit 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, along with all of the applicable information on the attached check list.

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

1. Date Application Received _____

2. Date Application Deemed Complete _____

3. Applicant's Name _____
Telephone _____
Address _____
Email _____

4. Agent's Name (if any) _____

Telephone _____

Address _____

Email _____

5. Registered Owner's Name _____

Telephone _____

Address _____

Email _____

6. Signature(s) of Registered Owner (s) _____

7. Location/Description of Subject Lands

Municipal Address _____

Legal Description _____

8. Assessment Roll Number _____

9. 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: _____
Owner

Date: _____

Personal information on this form is collected under the authority of Section 41 of the Planning Act, the Town of Essex Official Plan By-Law number 940 (section 9.13) and will be used to assess applications for site plan control and for the site plan control agreement, if the application is approved. Questions about required information should be directed to the Administrator, Town of Essex, 33 Talbot St. S., Essex, Ontario, N8M 1A8 (519) 776-7336.

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA and all other relevant legislation. Questions regarding the collection, use and disclosure of the personal information may be directed to the Clerk of the Town of Essex.

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 right of way 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); Bicycle parking spaces; Barrier free parking spaces.
 - Distance from parking and loading areas to lot lines and buildings.
 - Landscaped areas (including type of 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 and recycling 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), and attached light fixtures.

- 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).

3. Additional Information required

Copy of deed to property.