



CORPORATION OF THE TOWN OF ESSEX

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

p: 519.776.7336 f: 519.776.8811 | essex.ca

How to Submit a Site Plan Control Application:

Steps for Application Submission	Instructions
1. General Inquiry	Contact 519-776-7336 ext. 1128 for general zoning information/inquiries and request an appointment with a Planner. General questions are: what is my property zoned, what uses are permitted on the property, the building department advised my construction proposal is subject to Site Plan Control what are the next steps.
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. Create an outline of your proposal and identify the proposed and current use of the property.
3. Download Application Form	Visit www.essex.ca Planning application forms Planning - Town of Essex . Complete the Site Plan Control application in draft, leave blanks on any question you are unsure of.
4. Request a Preconsultation	Contact 519-776-7336 ext. 1128 or email essexplanning@essex.ca and request a preconsultation with a planner. Email your draft application form and site plan to essexplanning@essex.ca . The Planning Clerk will be in contact with you to schedule an appointment date.
5. Preconsultation Meeting	The planner will meet with you to discuss your draft application and submitted information. You will be advised if any further preliminary information is required.
6. Draft Application Submission	After the preconsultation meeting the applicant via email will submit the Site Plan Control application and site plan/drawings of the proposed project. The planner will circulate the proposal to internal departments and external agencies for preliminary



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	comments, this will include any requests for supporting studies, or further information needed.
7. Comments & Request 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 the processing of a complete application. This preconsultation package will be the applicants "checklist" for a complete application submission.
8. Application Submission & Fee Payment	Applicant submits all required studies and information via email requested in the preconsultation package. Submits payment of application fee and required deposit for study peer reviews. A receipt of payment will be provided by the Planning Clerk. Planner reviews and prepares information for 1st submission package.
9. 1st Submission Circulation & Review	The planner will circulate 1st submission package to internal departments and external agencies for review and comment. Applicant will be copied via email.
10. 1st Submission Comments	The planner will compile all received comments into a 1st submission comments package and email to the applicant. Cost for peer reviews will be deducted from the deposit received.
11. 2nd Submission Circulation & Review	Applicant reviews comments from the 1st submission comments package and ensures their consultants address any outstanding concerns. All revised studies, site plans, drawings are forwarded to the planner, for recirculation as the 2nd Submission package.
12. 2nd Submission Comments	The planner compiles the 2nd submission package to internal departments and external agencies for review and comments. Applicant will be copied via email.
13. Compete Application Notice	If all comments and revisions are received as a result of the 2nd submission circulation, and internal and external departments deem the requirements



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	<p>satisfied, the application can then be deemed "complete" by the planner.</p> <p>NOTE: If there are still outstanding items that need to be satisfied additional circulations will be required. An additional deposit may be required.</p> <p>Once the application is deemed "complete" the planner will provide notice to the applicant and schedule an appointment to review the draft Site Plan Control Agreement.</p>
14. Draft Site Plan Control Agreement	<p>The Site Plan Control Agreement is prepared in draft and circulated to internal departments and external agencies, and the applicant for review and comment. If the agreement is acceptable to all parties, the planner will request an assessment for securities.</p>
15. Request for assessment of Securities	<p>Deposit securities are required by the Town of Essex, to ensure proper installation and performance of the work installed by the developer/contractor is upheld. Developers are required to provide cash or an irrevocable letter of credit in the amount equal to 50% of the value of the development. Upon acceptance, that amount is reduced to 25% of the development cost. The remaining 25% is returned to the Developer after assumption from the Town of Essex.</p> <p>The property owner will request their consultant to assess the securities amount and provide to the Town of Essex at essexplanning@essex.ca and the lead planner. This will be reviewed by Town of Essex Administration for compliance and acceptability.</p>
16. Payment of Securities	<p>The applicant will provide either a bank draft, or letter of credit from an accredited bank for the amount of the security. Confirmation of receipt will be provided by administration.</p>
17. Signing of Site Plan Control Agreement and Registration on Title	<p>The applicant and Director of Development Services will sign the agreement and the Town will ensure the agreement is registered to the title of the property. Any outstanding fees are paid in full by the applicant.</p>



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18. Contact Staff/Assistance	Please contact staff if you have any questions regarding this process at 519-776-7336 ext. 1128 or essexplanning@essex.ca between the hours of 8:30 am to 4:30 pm Monday to Friday.
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