



# The Corporation of The Town of Amherstburg

## PLANNING PRE-SUBMISSION APPLICATION

### **INSTRUCTIONS**

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Verify that you are using the most current application form.

**The application form, and all required information, documents, and drawings are confidential.**

Include the following documents when submitting this form: Deed or Offer to Purchase, Sketch or a recent Plan of Survey of subject land, Conceptual Site Plan, Draft Plan (if required) and any other document or drawings required for the development proposal. Provide as much information as possible, even if conceptual or draft.

Read and complete the application form in full, sign and date.

Submit application form, supporting information, and application fee to Planning Services Department, 3295 Meloche Rd, Amherstburg ON, N9V2Y8 or [planning@amherstburg.ca](mailto:planning@amherstburg.ca).

An application will be terminated without notice after 60 days of inactivity.

### **PRE-SUBMISSION PROCESS**

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The Planning Service Development will review the application form and attached documents for any errors, omissions, or clarification. A Pre-Submission package is circulated to relevant municipal departments and external agencies to determine what supporting studies, documents, and information are required, if any.

The Pre-Submission process does not imply or suggest any position or decision whatsoever on behalf of The Corporation of the Town of Amherstburg. Municipal departments and external agencies may provide comments for processes that are not indicated in Section 3. These comments are for information purposes only and do not represent the official position of the municipal department or external agency.

A Pre-Submission Letter outlining the required studies, documents, and information is sent by email and/or regular mail to the authorized agent, or in the absence of an authorized agent, the applicant listed in Section 1 and is valid for one year.

Changes to the proposed development after a Pre-Submission Letter is provided may require, at the discretion of the City Planner or their delegate, another Pre-Submission application including payment of the application fee.

It may be determined during the review of a development application that additional supporting studies, documents and information are required because of issues arising during the processing of that application. The applicant will be required to provide all supporting studies, documents and information identified through the Pre-submission process and through the review of any development application.

## **FEE**

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Verify fee before submitting the application. Fee is subject to change. Method of payment: Cash, debit, or by Certified Cheque or Personal Cheque payable to The Town of Amherstburg.

**Total Application Fee = \$400**

**DATE RECEIVED STAMP**

**Engineering review fees may be applicable as per Amherstburg's User fee by-law.**

**If the subject lands are located within 120 m of a Provincially Significant Wetland, Significant Woodland, Area of Natural or Scientific Interest or Significant Species at Risk Habitat, the applicant may be required to complete a natural heritage review. The initial pre-consultation cost of the natural heritage review is \$565 and should additional work, such as an Environmental Impact Assessment, be required, the applicant will be responsible for all costs associated with review. Costs associated with the review will be invoiced to the applicant through the Town of Amherstburg. The applicant will be responsible for finding their own qualified biologist to complete the Environmental Impact Assessment, if required, and will be responsible for all costs associated with the assessment.**

## **CONTACT INFORMATION**

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Planning Services Development  
3295 Meloche Rd  
Amherstburg ON N9V 2Y8

Telephone: 519-736-5408  
Fax: 519-736-9859  
Email: [planning@amherstburg.ca](mailto:planning@amherstburg.ca)  
Web Site: [www.amherstburg.ca](http://www.amherstburg.ca)

# 1. APPLICANT AND AGENT INFORMATION

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Provide in full the name of the applicant, and, if applicable, the agent, and include the name of the contact person, and address, postal code, phone number, fax number and email address. If the applicant is a numbered company, provide the name of the principals of the company. If there is more than one applicant, copy this page, complete in full and submit with this application.

All communication regarding the application will be with the agent authorized by the owner to file the application. If there is no agent, all communication will be with the applicant.

## Applicant

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
*Name of Contact Person*

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Agent Authorized by the Owner to File the Application

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
*Name of Contact Person*

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# PLANNING PRE-SUBMISSION APPLICATION

## 2. SUBJECT LAND INFORMATION

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Municipal  
Address

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Legal  
Description

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Assessment  
Roll Number

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Frontage (m)

Depth (m)

Area (sq m)

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Existing Uses

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If known, the lengths of time that the existing uses have continued: \_\_\_\_\_

Previous Uses

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If known, has the subject land ever been subject of: *(leave blank if unknown)*

An application for a plan of subdivision or consent: No  Yes  File: \_\_\_\_\_

An application for an amendment to a zoning by-law: No  Yes  File: \_\_\_\_\_

An application for approval of a site plan: No  Yes  File: SPC- \_\_\_\_\_

A Minister's Zoning Order: No  Yes  OR#: \_\_\_\_\_

*Ontario Regulation*

# PLANNING PRE-SUBMISSION APPLICATION

## 3. PROPOSED DEVELOPMENT INFORMATION

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A. Describe the nature and scope of the proposed or conceptual development. For a residential development, indicate the proposed number of dwelling units and number of parking spaces. For a non-residential development, indicate the proposed total gross floor area and number of parking spaces. Be descriptive as possible.

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B. What Planning Act process will you apply for? Check all that apply:

- |  |  |
|--|--|
| <input type="checkbox"/> Official Plan Amendment (OPA) | <input type="checkbox"/> Zoning By-law Amendment (ZBA) |
| <input type="checkbox"/> Plan of Subdivision (DPS)     | <input type="checkbox"/> Plan of Condominium (DPC)     |
| <input type="checkbox"/> Condominium Conversion (CC)   | <input type="checkbox"/> Part Lot Control (PLC)        |
| <input type="checkbox"/> Site Plan Control (SPC)       |  |

Staff may determine that additional processes may apply. This will be indicated in the Pre-Submission Letter.

C. For an Official Plan Amendment (OPA), describe the amendment being sought. Indicate what land use designation or Special Policy Area you are requesting or amending:

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D. For a Zoning By-law Amendment (ZBA), describe the amendment being sought and attach a Conceptual Site Plan. Indicate what zoning district or site-specific provision you are requesting or amending:

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E. For a Plan of Subdivision, Plan of Condominium, Condominium Conversion, or Part Lot Control, attach a Draft Plan.

F. For Site Plan Control, attach a Conceptual Site Plan.

# PLANNING PRE-SUBMISSION APPLICATION

## 4. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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**WATER** – Indicate whether water will be provided to the subject land by:

- Publicly owned & operated piped water system
- Privately owned & operated individual well
- Privately owned & operated communal well
- Other \_\_\_\_\_

**SANITARY** - Indicate whether sewage disposal will be provided to the subject land by:

- Publicly owned & operated sanitary sewage system
- Privately owned & operated individual septic system \*
- Privately owned & operated communal septic system \*
- Other \_\_\_\_\_

\* If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed submit a Servicing Options Report and a Hydrogeological Report.

**STORM DRAINAGE** - Indicate whether storm drainage will be provided by:

- Sewers
- Ditches
- Swales
- Other \_\_\_\_\_

## 5. SKETCH OF SUBJECT LAND

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Attach a sketch showing, in metric units:

- a) the boundaries and dimensions of the subject land;
- b) the location, size and type of all existing buildings and structures on the subject land, including their distance from the front lot line, rear lot line and side lines;
- c) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application;
- d) the current uses of all land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- f) if access to the subject land will be water only, the location of the parking and docking facilities to be used; and
- g) the location and nature of any easement affecting the subject land.

# PLANNING PRE-SUBMISSION APPLICATION

## 6. ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE

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### Previous Use of Property

- Residential       Industrial       Commercial       Institutional  
 Agricultural       Parkland       Vacant       Other

- a) If previous use of the property is Industrial or Commercial, specify use:  
\_\_\_\_\_
- b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?  
 Yes       No       Unknown
- c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?  
 Yes       No       Unknown
- d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?  
 Yes       No       Unknown
- e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?  
 Yes       No       Unknown
- f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?  
 Yes       No       Unknown
- g) Have the lands or adjacent lands ever been used as a weapons firing range?  
 Yes       No       Unknown
- h) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?  
 Yes       No       Unknown
- i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?  
 Yes       No       Unknown
- j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?  
 Yes       No       Unknown

*\* Possible uses that can cause contamination include but are not limited to: operation of electrical transformer stations, disposal of waste minerals, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry-cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals that are present.*

- k) If current or previous use of the property is industrial or commercial, or if YES to any of a) to j) above, please attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

# PLANNING PRE-SUBMISSION APPLICATION

## 7. ACKNOWLEDGEMENTS

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### **Receipt and Termination of Application, Fees, Pre-Submission Letter, & Confidentiality**

I acknowledge that receipt of this application by the Town of Amherstburg does not guarantee it to be a complete application. Further review of the application will occur and I may be contacted to provide additional information and/or resolve any discrepancies with the application as submitted. After 60 days of inactivity the Town of Amherstburg may terminate the application without notice.

I further acknowledge that once the application is accepted as complete that no fees will be refunded.

I further acknowledge that the Pre-Submission Letter is valid until the expiry date indicated in the Pre-Submission Letter, or in the absence of an expiry date, is valid for a period of one year from the date of the Pre-Submission Letter.

I further acknowledge that it may be determined during the processing of a future development application that additional supporting studies, documents, and information are required, and that the applicant will be required to provide all supporting studies, documents, and information identified in the Pre-submission letter and the review.

I further acknowledge that while this application and all material provided are confidential, the Town of Amherstburg may share the application and material with other external agencies in order to determine what supporting studies, documents, and information are required, and that the provisions of the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act may apply.

### **Species at Risk**

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c.6*. This could require me to register an activity, get a permit or other authorization from the Ministry of the Environment, Conservation and Parks (MECP) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P.13* approval given by the Town of Amherstburg does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

Additional information can be found at:

<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species> or by contacting MECP at [SAROntario@ontario.ca](mailto:SAROntario@ontario.ca)

### **Acknowledgement**

I acknowledge that I have read and understand the above statements:

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Signature of Applicant or Agent

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Date



# PLANNING PRE-SUBMISSION APPLICATION

## DO NOT COMPLETE BELOW – STAFF USE ONLY

### Receipt and Assignment of Pre-submission Application

I have received this Pre-submission Form and assigned it to the Planner below.

\_\_\_\_\_  
*Signature of Town Planner or Manager*

\_\_\_\_\_  
*Date*

CHRIS ASPILA Ph. D, GISP, MCIP, RPP  
MANAGER OF PLANNING SERVICES

This application has been assigned to:

Adam Coates

Janine Mastronardi

Sarah French

\_\_\_\_\_

### Processing Information

Fee Paid: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Type:  Cash  Certified Cheque  Personal Cheque  Debit

Pre-Submission No: PS- \_\_\_\_\_

Liaison sent on \_\_\_\_\_

Comment due by \_\_\_\_\_

Pre-submission Letter sent on \_\_\_\_\_ by  Email  Mail

**THIS IS THE LAST PAGE OF THE APPLICATION FORM**