



INFORMATION GUIDE & APPLICATION FORM

The Corporation of the Town of LaSalle
 Development & Strategic Initiatives Department
 5950 Malden Road, LaSalle, Ontario N9H 1S4
 Telephone: 519-969-7770 Fax: 519-969-0194

APPLICATION BEING SUBMITTED		FEE
<input type="checkbox"/>	Consent	\$1,400 + \$1,200 +\$300 ERCA Fee

THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:	
Town of LaSalle, Development & Strategic Initiatives Department 5950 Malden Road, LaSalle, Ontario N9H 1S4	Telephone: 519-969-7770 Facsimile: 519-250-0194

REMOVE THE FIRST TWO PAGES AND RETAIN FOR FUTURE REFERENCE
<p>A fee is required to be submitted with the completed application form.</p> <p>Other related applications may be submitted and processed concurrently.</p> <p>A separate justification report may be used to address any of the questions within the application form.</p>

GENERAL INFORMATION
No more than one (1) new building lot can be created per consent application filed with the Town of LaSalle.

STEPS IN THE PROCESS	
<p>Step 1</p> <p>Consult with Town of LaSalle Planning Staff: Applicants are required to meet with Town Planning Staff prior to submitting a Consent application. This is a formal meeting to be scheduled between the Applicant and Town of LaSalle Staff before submitting an application.</p> <p>The pre-application consultation process is intended to identify issues early in the process and to identify the reports, studies, plans and information required to be submitted as part of a complete application. A complete application enables the Committee of Adjustment to make informed decisions within a reasonable period of time and ensures that Town Staff, the public and other stakeholders have access to the relevant information early in the process.</p> <p>While every effort has been made to identify information needs at this stage, additional issues and/or information needs may be identified through the application review process and may be requested at that time.</p>	
<p>Step 2</p> <p>Complete and submit the application form: Following your pre-application consultation, you will be required to complete and submit the required application form, and provide;</p> <ul style="list-style-type: none"> • A Cheque, made payable to the “Town of LaSalle”, to cover the application fee; • A sketch plan, including information as outlined on page 7, subsection 17; • Your written authorization, identifying by name the individual who will act as your agent or solicitor for filing and handling your application(s), if applicable; • Additional information (reports, studies, plans, etc.) that was identified at the pre-application consultation meeting. To expedite the review process, you are strongly encouraged to submit photographs or other relevant documentation that will assist in evaluating your application. To avoid delays, please ensure that your application is complete, that all drawings are neat and legible and that all dimensions are accurate. 	

STEPS IN THE PROCESS

Step 3 Complete application accepted and preliminary staff review is undertaken: A preliminary staff review is undertaken, and the application is assessed for completeness and either accepted or returned to the applicant, requesting further information. If complete, a file is opened and timelines for processing are established.

Step 4 The Application is circulated to internal Departments, ERCA, the County of Essex, and Essex Power, and where required to other external agencies, and notice is given as prescribed by the Planning Act: Now that the application is complete, Planning Staff circulate the application, explaining the nature of the subject application, and inviting comment.

Public notification is given, pursuant to the Planning Act requirements, including the posting of a sign on the affected property. As part of the public notification, language will be included in the written notice encouraging interested residents/property owners to contact Town Planning Staff in advance of the statutory public meeting to provide comments and to obtain information regarding the subject application.

Step 5 Staff Report to Committee of Adjustment: A Staff Report is prepared, explaining the nature of the subject application, providing relevant background information and recommendations.

Step 6 LaSalle Committee of Adjustment Statutory Public Meeting and Decision: The Committee of Adjustment of the Town of LaSalle is the decision making authority with regard to Consent Applications.

The Committee of Adjustment holds a statutory public meeting to obtain formal input and public comments. Following this meeting, the Committee makes a decision.

Where an application is referred back to Town Staff, the owner/applicant/agent should contact Planning Staff to discuss the options and opportunities going forward, and for clarification of the referral.

Where an agreement is required to be prepared, Town Staff work with the Town Solicitor to prepare an agreement for review and adoption by Council. Where an agreement is required, the applicant will need to prepare and submit engineering plans and other documents (such as legal plans of survey). Once an agreement has been prepared, a By-law to authorize the execution of the agreement is presented to Council for Adoption. It should be noted that the owner/applicant is required to pay all costs associated with the preparation of this agreement, including all legal costs and the costs associated with the preparation of all required engineering plans and legal plans of survey. These costs are not included in the application fee.

Step 7 Notice of Decision. A notice of decision will be sent out by the Secretary-Treasurer of the Committee of Adjustment in accordance with the provisions prescribed by the Planning Act.

Step 8 Appeal Period and Granting Final Approval. If no appeal is made by the end of the appeal period, the decision is final and binding. You will be notified by mail, and, if the application has been approved with conditions, you will need to fulfill those conditions and submit to the Town the appropriate documents to demonstrate that those conditions have been met.

Once the Applicant fulfills all of the conditions as set out in the Notice of Decision, the Secretary-Treasurer of the Committee of Adjustment prepares and issues the Consent Certificate.



TOWN OF LASALLE APPLICATION FORM

APPLICATION BEING SUBMITTED		FEE
<input type="checkbox"/>	Consent	\$1,400 + \$1,200 + \$300 ERCA Fee

<p>CONCURRENT APPLICATIONS FILED Note to Applicant: For each application that is filed concurrently, complete and attach the appropriate application form and fees</p> <p>Please Specify:</p> <hr/> <hr/>	<p style="text-align: center;">OFFICE USE ONLY Date Stamp – Date Received</p> <p>File: _____</p>
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REQUIREMENTS FOR A COMPLETE APPLICATION INCLUDE:	
If the information below is not received together with the required fees, and the information and material required under subsection 53 of the Planning Act, the application will be deemed incomplete, and the application will be returned to the Applicant.	
<input type="checkbox"/>	The completed application form and declarations, including Schedule "A" (Provincial Policy Information Requirements)
<input type="checkbox"/>	A sketch/plan showing the required information as set out on page 7, subsection 17, drawn to scale;
<input type="checkbox"/>	Application Fee made payable to the Town of LaSalle in the amount of \$_____
<input type="checkbox"/>	A Letter of Authorization from the Owner (with dated, original signature) or completion of the Owner's Authorization if the Owner is not filing the application.
<input type="checkbox"/>	Record of Pre-application Consultation
<input type="checkbox"/>	Other information identified at Pre-application consultation meeting.

PLEASE LIST THE REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (supply two paper copies and one digital copy (PDF) of each):
<p><i>Note: This section applies to all reports that were identified at the pre-application consultation meeting as studies required for a complete application.</i></p>

1. Applicant Information:

Complete the information below. All communications will be directed to the Primary Contact.

Note: If additional space is required for Owner(s) information, please attach a separate sheet containing said information.

Registered Owner(s):

Name:

Address:

City:

Postal Code:

Phone:

Cell:

Fax:

Email:

Applicant (complete if the Applicant is not the Owner):

Name:

Address:

City:

Postal Code:

Phone:

Cell:

Fax:

Email:

Agent Authorized by the Owner to file the Application (if applicable):

Name:

Address:

City:

Postal Code:

Phone:

Cell:

Fax:

Email:

2. Which of the above is the Primary Contact?

Owner

Applicant

Agent

3. Date Application Submitted to the Town of LaSalle:

4. Type and Purpose of Subject Consent Application

- Lot Creation *(maximum of one (1) new lot per application)*
- Lot Addition
- Easement/ROW
- Other _____

5. Name of Person(s) to whom the land, or interest in the land, is intended to be conveyed, leased or mortgaged

Name of Person(s): _____

Specify Nature of Relationship with Owner: _____

6. Description of the subject land:

Geographic Township / Planning Area:

Lot(s):

Part Lot(s):

Concession(s):

Registered Plan No.:

Municipal Street Address (if applicable):

Assessment Roll Number:

Lot Area (hectares or square metres):

Lot Frontage (metres):

Lot Depth (metres):

7. Are there any easements, right of ways or restrictive covenants affecting the subject lands? Yes No

If Yes, describe each easement and/or covenant and its effect:

Reference Plan No.	Instrument No.	Purpose of Easement and/or Covenant (e.g. hydro, sewer, pipeline, etc.)

8. Description of Land

Note: If additional space is required, please attach a separate sheet containing the required information.

Land Intended to be Severed:

Frontage (m)	Depth (m)	Area (m ²)	Existing Use	Proposed Use
No. Existing Buildings/Structures:			No. Proposed Buildings/Structures:	
Use of Existing Buildings/Structures (specify):			Proposed Use of Buildings/Structures (specify):	

Land Intended to be Retained:

Frontage (m)	Depth (m)	Area (m ²)	Existing Use	Proposed Use
No. Existing Buildings/Structures:			No. Proposed Buildings/Structures:	
Use of Existing Buildings/Structures (specify):			Proposed Use of Buildings/Structures (specify):	

9. Access: Access to the subject lands will be provided by:

<input type="checkbox"/> Publicly Owned and Maintained Street	<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Other (Specify)
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10. Water Supply: Water supply to the subject lands shall be provided by:

- Municipal piped water Other (specify)

11. Sewage Disposal: Sewage disposal on the subject lands will be provided by:

- Municipal sanitary sewers Other (specify)

12. Storm Drainage: Storm drainage on the subject lands will be provided by:

- Municipal storm sewers Ditches or Swales Other (specify)

13. What is the current Official Plan Designation in the Town of LaSalle Official Plan (lower-tier) and the County of Essex Official Plan (upper-tier)

LaSalle Official Plan Information:

a) What is the land use designation? _____

b) Does the proposal conform? Yes No

c) If no, has a separate application for an Official Plan Amendment been made? Yes No

FILE No.: _____ Status: _____

County of Essex Official Plan Information:

a) What is the land use designation? _____

b) Does the proposal conform? Yes No

c) If no, has a separate application for an Official Plan Amendment been made? Yes No

FILE No.: _____ Status: _____

14. Zoning

a) What is the current zoning of the subject lands?

b) Does the proposed plan comply with the existing zoning? Yes _____ No _____

b) If No, have you made a concurrent application for rezoning?

Yes _____ No _____ File No: _____ Status _____

15. Has the subject land ever been the subject of a previous Consent Application?

An application for Consent under section 53 of the *Planning Act*? YES NO

If yes, provide the following:

FILE No.: _____ Status: _____

16. Other Applications Under Planning Act:

a. Is the subject land the focus of any other application under the Planning Act?

YES NO

b. If the answer was 'yes', please indicate below which applications are affected:

17. A sketch/plan, drawn to scale, illustrating the following, is required:

Please include the above noted existing and proposed buildings and structures on this sketch.

- The boundaries and dimensions of the subject land;
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines, any shorelines as well as their heights, building dimensions and floor areas;
- The approximate location of all natural and artificial features (for example, 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 adjacent lands;
- The current land uses on the subject land and on adjacent lands;
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a publicly owned and maintained road, a private road or a right of way;
- The location and nature of any easement, right of way or restrictive covenant affecting the subject land.

18. Owner's Authorization

This must be completed by the owner if the OWNER IS NOT FILING THE APPLICATION

Note: If there are multiple owners, an authorization letter from each owner (with dated, original signature) is required OR each owner must sign the following authorization.

I, (we) _____, being the
Print (name(s) of owner, individuals or company)

registered owner(s) of the subject lands, hereby authorize _____
Print (name of agent and/or company (if applicable))

To prepare and submit the subject Application.

 Signature

 Day

 Month

 Year

IMPORTANT:

- If the Owner is an incorporated company, the company seal shall be applied in the authorization block above (if there is one).

19. Applicant's Declaration

This must be completed by the person filing the application for the proposed amendment and in the presence of a Commissioner of Oaths

I _____ of the _____
 Print (name of applicant) Print (Name of City, Town, Township, etc.)

in the Region/County/District of _____ solemnly declare that all of the statements
 Print Region/County/District

contained in this Application at _____,
 (description of subject land)

and all supporting documents and plans are true and complete, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the *Canada Evidence Act*.

Declared before me at the Region/County/District of _____, in the Municipality of _____, this _____ day of _____, _____
 (Day) (Month) (Year)

 Signature

 Please print name of Applicant

 Commissioner of Oaths

20. Authorization to Post Public Notice Signage and to Enter Site

I hereby authorize the Town of LaSalle to post "Public Notification" signage and to allow Town Staff to access the subject lands for purposes of evaluation of the subject application, and to conduct site inspections.

 Signature

 Day Month Year

21. Authorization to obtain correspondence/reports/information from the Ministry of Natural Resources and Forestry

I hereby authorize the Town of LaSalle to receive/obtain copies of all correspondence/reports/information that is exchanged between the Ministry of Natural Resources and Forestry, myself and any of my authorized agents/consultants as it pertains to the subject Planning Act Applications and I also authorize the Ministry of Natural Resources and Forestry to release this correspondence/report/information to the Town of LaSalle.

Signature

Day

Month

Year

22. Municipal Freedom of Information Declaration:

In accordance with the provisions of the Planning Act, it is the policy of the Town of LaSalle to provide public access to all development applications and supporting documentation.

In submitting this application and supporting documentation, I _____ (please print name) the owner/applicant/authorized agent, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Signature

Day

Month

Year

PROVINCIAL POLICY INFORMATION REQUIREMENTS

Schedule "A"

Completion of the following will assist the Town of LaSalle in performing a complete review of the subject proposal. Please use a separate sheet if needed.

1. Is the subject application consistent with policy statements issued under subsection 3(1) of the Planning Act?

Identify policies from the Provincial Policy Statement (PPS) that you intend to use to support your application. Note: If additional space is required, please attach a separate sheet containing this information.

Multiple horizontal lines for writing answers to question 1.

2. What is the current and previous use of the subject land?

Current Use(s):
All previous known uses:

3. Has there been an industrial, commercial use or a gas station on the subject land or adjacent land, any grading change of the property by adding fill or other material, any petroleum or other fuel stored on the subject land or land adjacent to the subject land or is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes No

If Yes, please be specific:

Horizontal lines for providing details for question 3.

What information did you use to determine the answers to the above question?

Horizontal lines for providing information for question 3.

4. If Yes to 2, a soils investigation study including previous use inventory is required, showing all former uses of the subject land, or if appropriate, the adjacent land. This study must be prepared by a qualified consultant.

Report attached? Yes No

5. Endangered Species Act

Is the owner/applicant aware of any endangered species or any habitat of an endangered species located on the lands affected by this Planning Act application?

YES NO

If "Yes", please provide information to describe: (a) the endangered species and/or habitat present, and (b) any contact that the owner/applicant has had to date with the Ministry of Natural Resources and Forestry

Have any Endangered Species reports been prepared for the lands affected by this Planning Act application?

YES NO

If "Yes", please provide a copy of this report and any communication that has been submitted to and/or received from the Ministry of Ministry of Natural Resources and Forestry

6. Significant Features Checklist					
Check through the following list. Indicate under YES, NO, or UNKNOWN if a listed feature is on-site or within 500 metres. Indicate under YES, NO, or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements in noted sections.					
FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES	NO	UNKNOWN	IF FEATURE; SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Non-farm development near designated urban areas or rural settlement areas					Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ¹				___ metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry ²				___ metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry ³ within 1000 metres				___ metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site				___ metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant				___ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond				___ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Active railway line				___ metres	Evaluate impacts within 300 metres.
Controlled access highways or freeways, including designated future ones				___ metres	Evaluate impacts within 100 metres.
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater					Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station				___ metres	Determine possible impacts within 200 metres.
High voltage electric transmission line				___ metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors				___ metres	Will the corridor be protected? Noise Study prepared?
Mineral aggregate resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations				___ metres	Will development hinder continuation of extraction? Noise and Dust Study completed?
Mineral and petroleum resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries				___ metres	Will development hinder continued operation or expansion? Noise and Dust Study completed?
Significant wetlands or potentially significant wetlands				___ metres	Provide Environmental Impact Study.
Significant ravine, valley, river and stream corridors and significant portions of habitat of endangered and threatened species				___ metres	Provide Environmental Impact Study.
Significant fish habitat, wildlife habitat, woodlands, valley lands, areas of natural and scientific interest.					Provide Environmental Impact Study.
Sensitive groundwater recharges areas, headwaters and aquifers.					Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.					Development should conserve significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources					Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.
Erosion hazards					Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains					Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies.
Hazardous sites ⁴				___ metres	Slope Study, Flood line Study
Contaminated sites					Assess an inventory of previous uses in areas of possible soil contamination.
Prime agricultural land					Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations				___ metres	Development to comply with the Minimum Distance Separation Formulae and O. P. policies.