



**Township of Seguin**  
Application for  
**SITE PLAN APPROVAL**

**AS PER BY-LAW 2015-071, APPLICANTS ARE REQUIRED TO PRE-CONSULT WITH THE TOWNSHIP PLANNING DEPARTMENT PRIOR TO SUBMITTING AN APPLICATION.**

**SITE PLAN APPROVAL APPLICATION CHECKLIST**

**Please ensure you have completed the following prior to submitting your application:**

- Fully complete all sections of the application.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- Application fees attached made payable to the Township of Seguin.
  - \$800.00 – Site Plan Application Agreement Major
  - \$400.00 – Site Plan Application Agreement Minor
    - \$1500.00 – Site Plan Application Agreement Legal Deposit
  - \$350.00 – Site Plan Application Agreement - Amendment
    - \$750 – Site Plan Application Agreement - Amendment Legal Deposit
- 10 copies of sketch or site plan (in metric) in accordance with the requirements of the application form. All sketches or site plans must be *drawn to scale, in metric units only*.
- Copy of any correspondence, approvals or permits from outside agencies/departments.

- Copy of all studies and reports required to be submitted with your application.
- Copy of your completed Consultation Form from the Planning Department.
- Copy of your Deed.

Council members and/or Township staff may conduct site inspections of your lands. By submitting this application you are authorizing the Township to access your lands for the purposes of conducting the required site inspection. Please be advised that where access is by water or by summer maintained municipal road or by private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

You may be required to submit a copy of the Deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the Planning Act, the Provincial Policy Statement, and the Township of Seguin Official Plan. Please be advised that technical and supporting studies submitted as part of a complete application may be required to be peer reviewed. If a Peer Review is required, the cost will be at the expense of the applicant in accordance with policies of the Seguin Official Plan. The Planning Department will obtain prior authorization to proceed with the peer review from the applicant. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for you to attend to the identified submission deficiencies. We will not hold incomplete applications in our office.

If you require additional assistance regarding this application please contact the Planning Department at:

**Township of Seguin  
5 Humphrey Dr.  
Seguin, ON, P2A 2W8  
Bus: 705-732-4300  
Fax: 705-732-6347  
Toll Free: 1-877-473-4846**

## **List of Appendices**

1. Emergency Contact References
2. On-Site Sewage System Review – Planning Act Proposal
3. Endangered Species Act (ESA), 2007 Implications for Landowners



**Township of Seguin**  
Application for  
**SITE PLAN APPROVAL**

<b>OFFICE USE ONLY</b>		Date Stamp:
Application No.: S- _____ - _____ - _____		
File Name: _____		
Civic Address: _____		
Application Complete:	Fee Received:	
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
<input type="checkbox"/> No	<input type="checkbox"/> No	

**ROLL # 4903-\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 0000**

Did you pre-consult with the Township Planning Department?  Yes  No

*Please submit a copy of your completed "Pre-Consultation Form".*

**Pre-consultation Date:** \_\_\_\_\_

**Attending Planner:** \_\_\_\_\_

**1. CONTACT INFORMATION:**

*All communication will be directed to the Primary Contact only. Copies of correspondence will be sent to all parties and filed according to Township procedure.*

**Primary Contact:** \_\_\_\_\_

**a) Registered Owner(s):** \_\_\_\_\_

*(List all owners and contact information if multiple exist)*

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

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

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

**b) Agent:** \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

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

**c) Planner:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**d) Surveyor:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**e) Solicitor:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**f) Engineer:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

## 2. DESCRIPTION OF SUBJECT LANDS

**a) Concession(s):** \_\_\_\_\_

**b) Lot(s):** \_\_\_\_\_

**c) Registered Plan No. :** \_\_\_\_\_ **Lot(s)/Block(s):** \_\_\_\_\_

**d) Reference Plan No. :** \_\_\_\_\_ **Part(s):** \_\_\_\_\_

**e) Geographic Township (former municipality):** \_\_\_\_\_

**f) Civic Address:** \_\_\_\_\_

**g)** Dimensions of subject lands:

Frontage (m)	Depth (m)	Area (ha)

**h)** Official Plan (current designation of subject lands): \_\_\_\_\_

**i)** Zoning (current zoning of subject lands): \_\_\_\_\_

**j)** Are there any easements or right-of-ways affecting the subject lands?

- Yes
- No

If yes, indicate and describe the purpose of the easement or right-of-ways:

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### **3. DEVELOPMENT INFORMATION**

**a)** Date the subject land was acquired by the current Owner:

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**b)** Existing uses of the subject land:

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**c)** Length of time that the existing uses have continued:

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**d)** Proposed uses of the subject land:

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*\*Attach a separate description if necessary*

e) Location of all existing and proposed structures on the subject land (metric):

**Existing:**

Type of building/structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side yard (m)	Rear yard (m)
1.				
2.				
3.				
4.				

**Proposed:**

Type of building/structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side yard (m)	Rear yard (m)
1.				
2.				
3.				
4.				

*\*Attach separate sheet if more than 4 existing or proposed structures*

f) Dimensions of all existing and proposed structures on subject land.

**Existing:**

Building	Ground Floor Area (m <sup>2</sup> )	Gross Floor Area (m <sup>2</sup> )	# of Stories	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

**Proposed:**

Building	Ground Floor Area (m <sup>2</sup> )	Gross Floor Area (m <sup>2</sup> )	# of Stories	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

**g) What are the adjacent land uses:**

To the north: \_\_\_\_\_

To the south: \_\_\_\_\_

To the west: \_\_\_\_\_

To the east: \_\_\_\_\_

**4. ACCESS**

**a) Access to the subject land is provided by:** \_\_\_\_\_

- Provincial highway
- Municipal road (year round)
- Municipal road (seasonal)
- Private road / Right-of-Way
- Other road
- Water

**b) If access to the subject land is by water only, indicate the following:**

*Provide written confirmation of parking and docking facilities.*

**Docking** facility: \_\_\_\_\_

Distance from docking to subject land: \_\_\_\_\_

Distance from docking to nearest public road: \_\_\_\_\_

**Parking** facility: \_\_\_\_\_

Distance from docking to parking: \_\_\_\_\_

Distance from parking to nearest public road: \_\_\_\_\_



## 5. SERVICES

a) Water is provided to the subject land by:

- Private well
- Privately owned/operated communal well
- Lake or other water body
- Other: \_\_\_\_\_

b) Sewage disposal is provided to the subject land by:

- Private sewage system
- Privately owned/operated communal sewage system
- Privy
- Other: \_\_\_\_\_

c) Storm drainage is provided to the subject land by:

- Ditches
- Swales
- Natural
- Other: \_\_\_\_\_

## 6. OTHER APPLICATIONS

Indicate if the subject land is the subject to any applications currently under the Planning Act:

Application	File #	Status
Plan of Subdivision/ Condominium (Section 51)		
Consent (Section 53)		
Minor Variance (Section 45)		
Zoning By-law (Section 34)		
Official Plan (Section 22)		
Site Plan (Section 41)		

**7. DIRECTIONS: HOW TO GET THERE**

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

Directions from Seguin Township Office (5 Humphrey Dr. Hwy 141) to your site:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 8. PLANS REQUIRED

Please attach 10 copies of the sketch, site plan or survey **drawn to scale, in metric.**

*One copy must be submitted on 8.5" x 11" paper and an electronic version in Adobe Acrobat pdf format.*

Minimum requirements will be a sketch showing the following:

- The boundaries and dimensions (frontage, depth and area) of the subject land.
- The location, size and type of all existing and proposed buildings and structures on the subject land and showing the location of all facilities and works to be provided. Indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.
- The approximate location of all topographical, natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the Applicant, may affect the Application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The current uses on land that is adjacent to the subject land.
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- If the subject land has lake frontage, label the lake name.
- The location and nature of any easement affecting the subject land.
- North arrow and scale.
- Location and distances from property line of all proposed and existing structures.

*In addition, the Township may require the following:*

- Proposed widening of highways that abut the land.
- Facilities which provide access to and from the land. (ie: ramps, curbs and traffic direction signs)
- Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways.
- Walkways and walkway ramps and all other means of pedestrian access.
- Facilities for the lighting.
- Snow storage areas.
- Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands.
- Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material.
- Easements conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the municipality or local board thereof on the land.
- Grading and alteration in elevation or contour of the land and provision for the disposal of storm, surface, and waste water from the land and from any buildings or structures.
- Construction mitigation facilities.

**10. AUTHORIZATION BY OWNER**

*Applicable if an Agent is making this application on your behalf.*

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), \_\_\_\_\_ the undersigned,  
*Registered Owner(s)*  
being the Registered Owner(s) of the subject land, hereby authorize  
\_\_\_\_\_ to act as my Agent with respect to the  
*Agent*  
preparation and submission of this Application.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**11. FREEDOM OF INFORMATION AND PRIVACY**

Personal information contained in this form, collected and maintained pursuant to Section 41 of The Planning Act, will be used for the purpose of responding to the Application and creating a public record. The Owner’s Signature acknowledges that “personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;” per Section 14(1)(c) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Township photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Director of Planning at the Township of Seguin at (705) 732-4300.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

**12. DECLARATION OF OWNER/AGENT**

*Must be signed by the Owner(s)/Agent in the presence of a Commissioner.*

I \_\_\_\_\_ (Owner(s)/Agent) of the  
\_\_\_\_\_ of \_\_\_\_\_ in the  
County/District/Regional Municipality of \_\_\_\_\_ do  
solemnly declare that all of the statements contained in this Application are  
true 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 \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Agent (if Applicable)

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Commissioners Stamp

**13. ADDITIONAL FEES**

If Planning, Engineering and/or legal fees are incurred by the Township pertaining to this Application, the Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for same.

\_\_\_\_\_  
Signature of Owner(s)/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Please submit this application to the Township of Seguin Planning Department at:**

**Township of Seguin  
5 Humphrey Dr.,  
Seguin, ON, P2A 2W8  
Bus: 705-732-4300  
Fax: 705-732-6347  
Toll Free: 1-877-473-4846**



## **APPENDIX 1**

### **Agency Contact References**

#### **1. Ministry of Transportation**

Pre-Consultation Office Contact

##### **Ministry of Transportation**

Northern Regional Office:  
PO Box 3030  
447 McKeown Ave  
North Bay ON P1B 8L2  
Attn: Planning & Design Section  
Corridor Control Office  
(705) 497-5456  
(705) 497-5223

Huntsville Area Office:  
207 Main Street West  
Huntsville, Ontario P1H 1Z9  
(705) 789-2392

#### **2. North Bay-Mattawa Conservation Authority**

Septic System Installation & Approval (see Appendix 3)

##### **Parry Sound:**

69A Bowes St  
Parry Sound ON  
P2A 2L5  
(705) 746-7566

##### **North Bay:**

701 Oak St.  
North Bay ON  
P1B 9T1  
(705) 474-5420

#### **3. Ministry of Environment, Conservation, and Parks**

North Bay Area Office  
Unit 16 & 17, 191 Booth Rd  
North Bay, ON P1A 4K3  
(705) 497-6865

#### **4. Ministry of Natural Resources and Forestry**

Parry Sound Office  
7 Bay St  
Parry Sound, ON P2A 1S4  
(705) 746-4201

## APPENDIX 2



# **ON-SITE SEWAGE SYSTEM REVIEW – PLANNING ACT PROPOSAL**

## **GUIDELINE**

It is very important to consult with the planning approval authority at the beginning of the planning process before submitting an application. In a growing number of municipalities/planning boards pre-consultation is a requirement. Pre-consultation will ensure you are aware of what information and supporting materials may be required, and what provincial and local interests may need to be addressed as part of your application. Providing complete information when you submit an application will ensure timely consideration of the application. As part of your complete application to the planning approval authority you may require supporting documentation such as an on-site sewage system review.

The required information in this application will allow the North Bay-Mattawa Conservation Authority (NBMC) to review your planning proposal in accordance with Part 8 of the Ontario Building Code (OBC), NBMC policies for lot creation, municipal zoning by-laws and other applicable law. It is the responsibility of the applicant to include all relevant information and documents that establish compliance with such law(s). It is important to note that the NBMC is not the approval authority for planning applications. The NBMC does, however, consult with the appropriate approval authority to ensure they receive the proper information needed to make a decision.

The NBMC will conduct site inspections and provide comments on lots less than 4 ha (10 acres) in size. Lots that are greater than or equal to 4 ha in size may require site inspections if there are constraints associated with development, however, in the majority of cases they are subject to a desktop review. Unless otherwise specified, NBMC on-site sewage system comments are based on the ability of a proposed lot to accommodate development (a single family dwelling, a well, and room to accommodate an initial and a replacement Class 4 on-site sewage system) based on the OBC minimum requirements for a 3-bedroom single family dwelling (with less than or equal to 20 fixture units and less than 200m<sup>2</sup> floor area). On-site sewage system sizing calculations are based on a fully raised system with a T-time of 50. The retained lands are also assessed to ensure that the minimum setbacks as required under the OBC are maintained from proposed lot lines.

To ensure that the application can be processed without delays, the applicant must confirm that the application is complete, with all information requested and forms completed to a level of detail that does not leave any uncertainty.

The applicant **MUST** flag lot lines as to ensure NBMC staff can properly identify all components of the proposed planning application.

### **FEE SCHEDULE** – (SUBMIT WITH APPLICATION)

<b>Planning Comments only (Desktop Review)</b> Lots <b>greater</b> than 4 ha (10 acres) in size with no constraints	<b>\$150.00</b>
<b>Planning Site Inspection + Comments</b> Lots <b>less</b> than 4 ha (10 acres) in size	<b>\$300.00</b>
<b>Subdivision/Vacant Land Condominium Review (Part 8, OBC)</b>	<b>\$1,200.00 for the first 10 lots</b> <b>\$60.00 for each additional lot</b>

## APPENDIX 3

Ministry of  
Natural Resources

Ministère des  
Richesses naturelles

Ferry Sound District Office  
Southern Region  
7 Bay Street  
Parry Sound, Ontario P2A 1S4

Telephone: (705) 746-4201  
Facsimile: (705) 746-8828



February 28, 2011

## **ENDANGERED SPECIES ACT (ESA), 2007 IMPLICATIONS FOR LANDOWNERS**

### **WHAT IS THE ESA, 2007?**

Ontario is home to more than 30,000 plant and animal species. Most have stable populations, but some have declined or disappeared. Currently, more than 180 species are considered "at risk" because of a variety of threats including habitat loss, pollution, competition from invasive species, climate change and over harvesting.

Ontario's new *Endangered Species Act (ESA), 2007* provides a strong legislative framework for the protection and recovery of Ontario's native endangered and threatened species and their habitats, while balancing the social and economic well-being of citizens and communities.

One component of the *ESA, 2007* is the establishment of the Species at Risk in Ontario (SARO) List. This list identifies species that have been classified as being at risk by the Committee on the Status of Species at Risk in Ontario (COSSARO).

There are two key protection provisions in the *ESA, 2007*:

- Section 9 prohibits killing, harming, harassing, possessing, collecting, buying and selling etc species listed as extirpated, endangered or threatened on the SARO List.
- Section 10 prohibits the damage or destruction of the protected habitat of species listed as extirpated, endangered or threatened on the SARO List.

### **DOES THIS AFFECT ME?**

The *ESA, 2007* came into force in June 2008 and is binding on everyone including individuals, businesses, municipal governments and the provincial government. This information sheet is designed to assist you in understanding the various responsibilities under the *ESA* when planning or conducting activities that may affect endangered or threatened species and their habitat.

### **DEFINITIONS**

Species are classified based on five status definitions that include:

**Extinct** – A native species that no longer lives anywhere in the world.

**Extirpated** – A native species that no longer exists in the wild in Ontario but still exists elsewhere.

**Endangered** – A native species facing extinction or extirpation.

**Threatened** – A native species at risk of becoming endangered in Ontario.

**Special Concern**<sup>1</sup> – A native species that is sensitive to human activities or natural events which may cause it to become endangered or threatened.

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<sup>1</sup> Special Concern species are listed on the SARO list but are not protected under the *ESA 2007*. However, new Planning Act decisions should ensure that the significant habitat of special concern species is protected as "significant wildlife habitat" (as per the Provincial Policy Statement).

## ROLES AND RESPONSIBILITIES

### Landowners and Development Proponents:

Landowners and development proponents are responsible for ensuring that they follow *all* relevant laws in Ontario including the *ESA*. They may need to take specific action to ensure that land uses or activities would not contravene the *ESA*.

Proponents considering new development or land use activities should consult with the municipality and MNR as appropriate, to determine the potential for endangered or threatened species in an area. Proponents should consider conducting an appropriate level of ecological site assessment<sup>2</sup> where there is potential that an endangered or threatened species or its habitat is present on a site. The purpose of such site assessment is to obtain information on endangered and threatened species and their habitat that may exist on or adjacent to a site, and the nature of these values.

Since the *Building Code Act* does not enable a municipality to withhold issuance of a building permit where the *ESA* could be contravened, the onus is on the proponent to ensure that a development or activity under the authority of a building permit is in compliance with the *ESA*.

### Municipalities:

As with other landowners and development proponents, municipalities are responsible for ensuring that their activities don't contravene the *ESA*.

Municipalities must also continue to ensure that their *Planning Act (PA)* decisions are consistent with the habitat protection direction set out in the Provincial Policy Statement (PPS) and ensure they have adequate information about the potential for listed species and their habitats before making a *PA* decision.

MNR recommends that municipalities check existing available information sources to determine the potential endangered and threatened species whose range encompasses a subject property, and then review available information on the habitat requirements of these species. Where there is a potential that an endangered or threatened species or its habitat is present on or adjacent to a site, MNR recommends that municipalities generally require proponents to undertake an appropriate level of ecological site assessment as described in MNR's *Natural Heritage Reference Manual (2010)*.

Municipalities may also assist by raising awareness with landowners and proponents about the *ESA*, and endangered and threatened species, and could play a valuable role in knowledge transfer, communication and stewardship.

### Ministry of Natural Resources (MNR):

MNR is available to advise municipalities, landowners or development proponents on how to avoid being in contravention with the *ESA* and when authorizations may be required for activities, where there is a potential impact on an endangered or threatened species or its protected habitat.

To assist municipalities and planning boards, MNR's Parry Sound District provided information in 2009 that identified the species at risk that are either known to occur, or presumed to occur, in each geographic township and municipality. The information provided included descriptions of the key habitats and the timing of key life history events for each species. MNR will provide updates as new information becomes available.

MNR's role under the *PA* and One Window Planning Service (OWPS) **was not changed by the *ESA, 2007*** such that MNR does not have a role in reviewing site-specific development applications that are under municipal approval authority unless the municipality makes a request through MMAH. MNR will continue to provide technical advice and approve what is significant habitat for endangered and threatened species for purposes of the *PA* and the *PPS*.

For more information on the *ESA, 2007* or to view the Species at Risk in Ontario List, please visit the species at risk website at: [www.ontario.ca/speciesatrisk](http://www.ontario.ca/speciesatrisk) or contact:

Phung Tran, Landscape Planning Biologist  
Telephone: 705-646-5557 E-mail: [phung.tran@ontario.ca](mailto:phung.tran@ontario.ca)

<sup>2</sup> Additional information regarding ecological site assessment may be obtained from MNR's *Natural Heritage Reference Manual, 2<sup>nd</sup> Edition, 2010* at <http://www.mnr.gov.on.ca/en/Business/LUEPS/Publication/249081.html>



