



PLANNING, DEVELOPMENT AND RECREATION DEPARTMENT  
100 Water Street East, 2<sup>nd</sup> Floor  
P.O. Box 877  
Cornwall, ON K6H 5T9  
Tel: (613) 930-2787 ext. 2328  
Fax: (613) 930-7426  
planning@cornwall.ca

SERVICE D'URBANISME,  
DÉVELOPPEMENT ET DES LOISIRS  
100, rue Water, 2<sup>e</sup> étage  
C.P. 877  
Cornwall ON K6H 5T9  
Tél: (613) 930-2787 poste 2328  
Télec: (613) 930-7426

## Phase 1 ESA Letter Request

Contact Information	
Contact Name	
Phone Number	
Email Address	
Mailing Address	

Subject Property Information	
Municipal Address	
Legal Address (if known)	

**The cost of a Phase 1 ESA Letter is \$170. Payment can be made:**

- By cheque made out to "The Corporation of the City of Cornwall."
- By credit card (with a 3% surcharge) over the phone or in person. Please contact Ely Daniels at 613-930-2787 ext. 2328 to process payment.

- Please complete and return to **planning@cornwall.ca**
- Phase 1 ESA Letters have a turnaround time of **10 to 15 business days.**

Notes