

Town of Tecumseh



Guide for *Planning Act* Applications

Before submitting any application, please complete the following four steps:

- **STEP 1:** Contact the planning department to review your proposed development and to schedule a pre-consultation meeting with Town Administration
- **STEP 2:** Fill out the applicable application form
- **STEP 3:** Attach all documents/drawings/information that the application specifically requests
- **STEP 4:** Prepare fee payment in accordance with Fee Schedule attached to the application

If you are unsure of certain sections of the application, please leave that section blank. Town Administration will assist you in completing the application form at time of application submission.

PLEASE NOTE: All applications **MUST BE** signed by the owner or authorized agent, in the presence of a Commissioner. A Commissioner is available at Town Hall.

THE CORPORATION OF THE



TOWN OF TECUMSEH

FORM 1 - PLANNING ACT

APPLICATION FOR CONSENT / SEVERANCE

- 1. Name of approval authority: **TOWN OF TECUMSEH COMMITTEE OF ADJUSTMENT**
- 2. Date application received by Municipality: _____
- 3. Date application deemed complete by Municipality: _____
- 4. Name of registered owner: _____

Telephone number: _____ Fax number: _____

E-Mail address: _____

Full Mailing Address: _____

Name of registered owner's solicitor or authorized agent (if any): _____

Telephone number: _____ Fax number: _____

E-Mail address: _____

Full Mailing Address: _____

Please specify to whom **ALL COMMUNICATIONS** should be sent:

- registered owner
- solicitor
- authorized agent

- 5. Location and description of subject land:

Concession No. _____	Lot(s) No. _____
Registered Plan No. _____	Lot(s) No. _____
Reference Plan No. _____	Part(s) No. _____
Street Address _____	Assessment Roll No. _____

- 6. Size of subject parcel in metric units (**or attach a survey or registered plan if more appropriate**):

Frontage _____	Depth _____	Area _____
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- 7. Are there any easements or restrictive covenants affecting the subject land?
 - Yes
 - No

If yes, please provide a description of each easement or covenant and its effect.

8. Type and purpose of the proposed transaction:

- Creation of a New Lot Farm Split Surplus Dwelling Lot (See Part II)
 Addition to Lot Technical Severance

OTHER

- Mortgage or charge Partial discharge of mortgage Easement/right-of-way
 Correction of title Agreement of sale and purchase Other (specify)_____

9. Name of person(s) [purchaser, lessee, mortgagee, ect.] to whom land or interest in land is intended to be conveyed, leased or mortgaged:_____

10. Relationship (if any) of person(s) named in item 9 above to owner (specify nature of relationship):

11. Description and land use of land intended to be **SEVERED** (in metric units):

Frontage:_____ Depth:_____ Area:_____

Existing use:_____

Proposed use:_____

Number and use of buildings and structures on the land intended to be severed:

Existing:_____

Proposed:_____

Is there any existing access bridge on this parcel? Yes (locate on sketch) No

Is there a water service connection on this parcel? Yes (locate on sketch) No

Is there a sanitary sewer connection on this parcel? Yes (locate on sketch) No

12. Description and land use of land intended to be **RETAINED** (in metric units):

Frontage:_____ Depth:_____ Area:_____

Existing use:_____

Proposed use:_____

Number and use of buildings and structures on the land intended to be retained:

Existing:_____

Proposed:_____

Is there any existing access bridge on this parcel? Yes (locate on sketch) No

Is there a water service connection on this parcel? Yes (locate on sketch) No

Is there a sanitary sewer connection on this parcel? Yes (locate on sketch) No

Is there a storm sewer connection on this parcel? Yes (locate on sketch) No

13. Number of new lots (**not including retained lot**) proposed:_____

14. Access to proposed **SEVERED** lot:

- Municipal Road County Road Provincial Highway Private
 Water Right of Way Municipal Seasonal Road

If access to the subject land is **BY WATER ONLY**, state the parking and docking facilities used or to be used and the approximate distance between these facilities and the nearest public road.

15. Access to proposed **RETAINED** lot:

- Municipal Road County Road Provincial Highway Private
 Water Right of Way Municipal Seasonal Road

If access to the subject land is **BY WATER ONLY**, state the parking and docking facilities used or to be used and the approximate distance between these facilities and the nearest public road.

16. Type of proposed water supply for:

TYPE	SEVERED LOT	RETAINED LOT
Municipally owned and operated piped water	<input type="checkbox"/>	<input type="checkbox"/>
Well	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____		

17. Type of proposed sanitary sewage disposal:

TYPE	SEVERED LOT	RETAINED LOT
Municipally owned and operated sanitary sewers	<input type="checkbox"/>	<input type="checkbox"/>
Septic tank	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____		

18. Type of proposed stormwater management:

TYPE	SEVERED LOT	RETAINED LOT
Municipally owned and operated storm sewers	<input type="checkbox"/>	<input type="checkbox"/>
Overland Flow	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____		

19. When will water supply, sewage disposal services and stormwater management be made available?

20. Have there been any previous severances of land from this holding? Yes No

If yes, please indicate previous severances on the required sketch and supply the following information for each lot severed:

Grantee's name: _____

Relationship (if any to owner): _____

Use of parcel: _____ Date parcel was created: _____

21. Current Official Plan Land Use designation of subject land: _____

22. Has the parcel ever been the subject of an application for approval of a plan of subdivision under Section 51 or a consent under Section 53 of the Act, as amended, or its predecessors?

Yes

No

If yes, please indicate the file number and the decision: _____

23. Please indicate whether the property is the subject of an application for one of the following:

Zoning By-law amendment

Official Plan of Official Plan Amendment approval

minor variance

Minister's zoning order amendment

Consent of approval of a plan of subdivision

If known, indicate the file number and status of the foregoing application(s):

24. Is the owner, solicitor or agent applying for additional consents on this holding simultaneously with this application, or considering applying for additional consents in the future? Yes No

25. Is the owner, solicitor or agent applying for any minor variance or permission to extend or enlarge under Section 45 of The Planning Act, R.S.O. 1990, as amended, in relation to any land that is the subject of this application Yes No

26. Explain whether the proposed consent **is consistent** with policy statements issued under subsection 3(1) of the Act – (Provincial Policy Statement): _____

27. Explain whether the subject land is within an area of land designated under any provincial plan or plans and if such application conforms to or does not conflict with said plans: **NOT APPLICABLE FOR APPLICATIONS WITHIN TOWN OF TECUMSEH**

28. Will the proposed use include the addition of permanent fuel storage? Yes No

If yes, how much fuel storage will be installed (in litres)? _____

(Town Confirmation) Application Requires RMO Review? Yes No

PART II – AGRICULTURAL CONSENTS / SEVERANCES

To be completed by those applicants proposing to sever a lot for the purpose of a Surplus Dwelling.

SURPLUS DWELLING

How long has the applicant owned and actively farmed the subject property: _____

How long has the applicant owned and actively farmed the home farm property: _____

Area of the **home farm property**: _____

I, _____ of the _____ in the
County/District/Regional Municipality of _____ solemnly declare that all 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.

Dated at the _____ of _____ this _____ day of _____, 20____.

Signature of Applicant, Solicitor or Authorized Agent

Declared before me at the _____ of _____ in the _____ of
_____ this _____ day of _____, 20____.

A Commissioner, ect.



The Corporation of the Town of Tecumseh

PERMISSION TO ENTER

TO: The Secretary-Treasurer
Committee of Adjustment
Town of Tecumseh
917 Lesperance Road
Tecumseh, ON N8N 1W9

LOCATION OF THE SUBJECT LAND: _____

I/We, _____
Please print the full name of the owner(s)

The undersigned, being the registered owner(s) of the subject land, hereby authorize the members of the Town of Tecumseh Committee of Adjustment and the Town of Tecumseh staff members, to enter upon the above noted property for the purpose of conducting a site inspection with respect to the attached Application for Minor Variance and/or Consent.

Dated this _____ day of _____, 20_____.

(Signature of the owner(s) or where the owner is a Firm or Corporation, the signature of an Officer of the owner.)

(Where the owner is a Firm or Corporation, please print or type the full name of the person signing.)

NOTE: If the Owner is a Firm or Corporation, the Corporate Seal shall be affixed hereto.

NO DISCUSSION SHALL TAKE PLACE BETWEEN THE COMMITTEE MEMBERS AND THE APPLICANT DURING THE SITE INSPECTION.

AUTHORIZATION

(PLEASE SEE NOTE BELOW)

TO: SECRETARY-TREASURER TO THE COMMITTEE OF ADJUSTMENT
TOWN OF TECUMSEH

Description and Location of Subject Land:

I/We, the undersigned, being the registered owner(s) of the above lands hereby authorize

_____ of the _____ of _____

to:

1. make an application on my/our behalf to the Town of Tecumseh Committee of Adjustment;
2. appear on my/our behalf at any hearing(s) of the application; and
3. provide any information or material required by Town of Tecumseh Committee of Adjustment relevant to the application.

Dated at the _____ of _____ in the _____ of _____,
this ____ day of _____, 20____.

Signature of Witness

Signature of Owner

Signature of Witness

Signature of Owner

Signature of Witness

Signature of Owner

***NOTE: This form is only to be used for applications which are to be signed by someone OTHER THAN the owner.**

NOTES:

Each copy of the application must be accompanied by a sketch, drawn to scale (in metric units), showing (IF APPLICABLE) :

- a) the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- b) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the lands subject to the application;
- c) the approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
- d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- e) 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:
 - i) are located on the subject land and on land that is adjacent to it; and
 - ii) in the applicant's opinion may affect the application.
- f) the current uses on land that is adjacent to the subject lands;
- g) 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;
- h) if access to the subject land is by water only, the location of the parking and docking facilities to be used;
- i) the location and nature of any easement affecting the subject land.

Town of Tecumseh Planning Department Fee Schedule
 (as established by By-law 2019-81)

APPLICATION	PLANNING FEE	TOTAL
Consent / Severance <i>(per each new individual lot created)</i>	\$625 / new lot	\$625 / new lot
- Change of Conditional Approval	\$150	\$150
Minor Variance	\$625	\$625
Special Meeting Fee (in addition to regular fee above)	\$625	Add \$625 to total fee above

ADDITIONAL ESSEX REGION CONSERVATION AUTHORITY (ERCA)
APPLICATION REVIEW FEES
 (TO BE ADDED TO THE TOTAL APPLICATION PAYMENT)

APPLICATION	ERCA REVIEW FEE
Consent / Severance <i>(up to 3 new lots created)</i>	\$200
Minor Variance <i>(up to 3 variances per application)</i>	\$115
Combined Consent <i>AND</i> Minor Variance or Re-Zoning	\$250

 Applicant's Signature

 Date