

# 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 DEVELOPMENT AGREEMENT - (SUBDIVISION)**

1. Name of approval authority: **TOWN OF TECUMSEH**
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 \_\_\_\_\_

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. Has the parcel ever been the subject of an application for approval of a plan of subdivision under Section 51 or for 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.

\_\_\_\_\_

\_\_\_\_\_

9. Current Official Plan Land Use designation of subject land: \_\_\_\_\_

10. Please provide the following information pertaining to the draft development plan:

	Number of units or dwellings	Number of lots or blocks	Area in hectares	Units per hectare	Number of Parking Spaces
<b>RESIDENTIAL</b>					
Detached					
Semi-detached					
Multiple attached					
Apartment					
Seasonal					
Mobile Home					
Other residential					
<b>SUB-TOTAL</b>					
<b>NON-RESIDENTIAL</b>					
Commercial					
Industrial					
Institutional					
Park or Open Space					
Roads					
Other use					
<b>SUB-TOTAL</b>					
<b>TOTAL</b>					

11. If one of the proposed uses referred to in item 10 above is identified as “other residential”, “institutional” or “other use”, please describe the use below:

“other residential” \_\_\_\_\_

“institutional” \_\_\_\_\_

“other use” \_\_\_\_\_

12. 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

13. Access to subject parcel:

- Municipal Road     County Road     Provincial Highway  
 Private     Water

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.

---

14. Type of proposed water supply:

- Municipally owned and operated     Well     Other (specify)\_\_\_\_\_

**NOTE:**

**If the proposed plan of subdivision will permit development of MORE than 5 lots or units on a privately owned and operated individual or communal well, please include the following reports with application submission:**

1. A servicing options report; and
2. A hydrological report.

15. Type of proposed sanitary sewage disposal:

- Municipally owned and operated     Septic     Other (specify)\_\_\_\_\_

**NOTE:**

**If the proposed plan of subdivision will permit development of FEWER than 5 lots or units on a privately owned and operated individual or communal septic system and MORE THAN 4500 litres of effluent will be produced per day as a result of the development being completed, please include the following reports with application submission:**

1. A servicing options report; and
2. A hydrological report.

**Servicing Options Report IS NOT required if LESS THAN 4500 litres of effluent will be produced per day.**

**BOTH REPORTS WILL BE REQUIRED IF MORE THAN 5 LOTS ARE PROPOSED REGARDLESS OF EFFLUENT PRODUCTION.**

16. Type of proposed storm drainage:

- sewers     ditches     swales     Other (specify)\_\_\_\_\_

17. If the application is for approval of a condominium development:

- (a) Has a site plan for the condominium been approved and has a site plan agreement been entered into?\_\_\_\_\_
- (b) Has a building permit for the condominium been issued?\_\_\_\_\_
- (c) Is the condominium under construction or has it been completed?\_\_\_\_\_
- (d) If construction has been completed, please provide date of completion:\_\_\_\_\_
- (e) Is the condominium a conversion of a building containing residential rental units? **If yes,** provide the number of units to be converted:\_\_\_\_\_

18. Explain whether the proposed plan of subdivision **is consistent** with policy statements issued under subsection 3(1) of the Act – (Provincial Policy Statement):\_\_\_\_\_

---

---

19. 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**

20. If known, indicate whether the subject lands contain any areas of archaeological potential: \_\_\_\_\_  
\_\_\_\_\_

**NOTE:**

**If the proposed plan of subdivision will permit development on land that contains known archaeological resources or areas of archaeological potential, please include the following reports with application submission:**

- 1. An archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (conservation of Resources of Archaeological value) of the *Ontario Heritage Act*; and**
- 2. A conservation plan for any archaeological resources identified in the assessment.**

21. If known, indicate whether the subject land is the subject of an application under the Planning Act

- for:
- |  |  |
|--|--|
| <input type="checkbox"/> Minister's Zoning Order Amendment | <input type="checkbox"/> Approval of a Plan of Subdivision |
| <input type="checkbox"/> Official Plan Amendment           | <input type="checkbox"/> Zoning By-law Amendment           |
| <input type="checkbox"/> Consent to sever                  | <input type="checkbox"/> Minor variance                    |

If known, indicate the file number/name and status of the foregoing application:

\_\_\_\_\_

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.*

**AUTHORIZATION**

**(PLEASE SEE NOTE BELOW)**

TO: CLERK  
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 Council for the Town of Tecumseh;
2. appear on my/our behalf at any hearing(s) of the application; and
3. provide any information or material required by Town Council 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.**

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

	PLANNING FEE	DEPOSIT <sup>1</sup>	TOTAL
Official Plan Amendment	\$2,200	\$500	\$2,700
Zoning By-law Amendment	\$2,200	\$500	\$2,700
-Minor Amendment <sup>2</sup>	\$1,100	\$250	\$1,350
Holding (H) Removal By-law	\$775	NIL	\$775
Temporary Use By-law	\$1,100	\$250	\$1,350
-Renewal of By-law	\$775	NIL	\$775
Plan of Subdivision/Condominium	\$2,200	\$500	\$2,700
Part Lot Control By-law	\$750	NIL	\$750
Development Control Agreement	\$2,200	\$3,500	\$5,700
-Amendment of Agreement	\$1,100	\$500	\$1,600
Site Plan Control Agreement	\$2,200	\$500	\$2,700
-Major Amendment	\$1,100	\$500	\$1,600
-Minor Amendment (minor revisions to drawings and as determined by Director of Planning)	\$775	\$500	\$1,275
<b>NOTES: <sup>1</sup></b> Upon the depletion of the applicable deposit amount required to cover the costs for outside technical services (including, but not limited to, engineering and legal services), the applicant will be required to submit an additional deposit of \$500.00. All costs incurred by the Town for outside technical services over and above the deposit will be reimbursed to the Town by the applicant.			
<b><sup>2</sup></b> A minor zoning By-law Amendment Application is proposed to include the following: <ul style="list-style-type: none"> <li>• For sites currently zoned Agricultural – any addition to permitted range of uses.</li> <li>• For sites already zoned – any change to existing regulations.</li> </ul>			

I hereby understand and agree that upon the depletion of the applicable deposit amount required to cover the costs for outside technical services (including, but not limited to, engineering and legal services along with any advertising costs), I will be required to submit an additional deposit of \$500.00. I hereby further understand and agree that all costs incurred by the Town for outside technical services over and above the deposit will be reimbursed to the Town by the applicant upon receipt of invoicing from the Town.

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

APPLICATION	ERCA REVIEW FEE
Major Official Plan Amendment <i>OR</i> Major Zoning By-law Amendment	\$300
Minor Official Plan Amendment <i>OR</i> Minor Zoning By-law Amendment (ie. Single Unit Dwelling development)	\$200
Combined Official Plan Amendment <i>AND</i> Zoning By-law Amendment	\$275
Site Plan Control	\$200
Draft Plan of Subdivision / Condominium	\$300
Part Lot Control Exemption	\$115

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date