

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 OFFICIAL PLAN AMENDMENT

1. Name of approval authority: COUNTY OF ESSEX
2. Name of Official Plan being amended: _____
3. Date application received by Municipality: _____
4. Date application deemed complete by Municipality: _____
5. 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

6. 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. _____
7. Size of subject parcel in metric units (or attach a survey or registered plan if more appropriate):
Frontage _____ Depth _____ Area _____
8. Current use of subject land: _____

9. Proposed change to Official Plan land use **designation** affecting subject land:

Current Official Plan designation: _____

Current land use(s) permitted: _____

Proposed Official Plan designation: _____

Proposed land use(s) permitted: _____

NOTE: If a change in land use designation is proposed, the applicant is to provide a copy of the Map Schedule from the Official Plan with the proposed change and accompanying text indicated thereon.

10. 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

11. Proposed change to Official Plan land use **policy** affecting subject land:

Existing land use policy to be deleted or amended: _____

Land use policy to be added: _____

Purpose of new or amended land use policy: _____

New land uses permitted by change in land use policy: _____

Text of proposed land use policy change being applied for **(use separate sheet of paper if needed)**:

If the requested amendment alters all of any part of the boundary of an area of settlement or establishes a new area of settlement, provide the current official plan policies, if any, dealing with the alteration or establishment of an area of settlement **(use separate sheet of paper if needed)**:

If the requested amendment removes the subject land from an area of employment, provide the current official plan policies, if any, dealing with the removal of land from an area of employment **(use separate sheet of paper if needed)**:

12. Current land use of abutting property:

North: _____

South: _____

East: _____

West: _____

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

14. 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**

15. Type of proposed water supply:

Municipally owned and operated Well Other (specify) _____

16. Type of proposed sanitary sewage disposal:

Municipally owned and operated Septic Other (specify) _____

NOTE:

If the proposed amendment will permit development 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.

17. Type of proposed storm drainage:

sewers ditches swales Other (specify) _____

18. Please indicate whether the subject land or any land within 120 metres of the subject land is the subject of an application made by the applicant for approval of one of the following:

Official Plan Amendment Zoning By-law Amendment Site Plan Control

Consent to Sever Approval of a Plan of Subdivision Minor Variance

Minister's Zoning Order Amendment

If known, please provide the following with respect to the application(s):

File number/name: _____

Name of approval authority: _____

Lands affected: _____

Purpose of application(s): _____

Status of application(s): _____

Effect of the application(s) on the amendment proposed by this 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 ¹	TOTAL
Official Plan Amendment	\$2,200	\$500	\$2,700
Zoning By-law Amendment	\$2,200	\$500	\$2,700
-Minor Amendment ²	\$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
NOTES: ¹ 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.			
² A minor zoning By-law Amendment Application is proposed to include the following: <ul style="list-style-type: none"> • For sites currently zoned Agricultural – any addition to permitted range of uses. • For sites already zoned – any change to existing regulations. 			

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