

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 SITE PLAN CONTROL AGREEMENT

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. Name and address of any mortgages, charges or other encumbrances in respect of the subject land:

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. 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.

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

10. Current Zoning of subject land: _____

11. Current use of subject land: _____

12. Number and type of buildings or structures **EXISTING** on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area (in metric units) (**attach a site plan drawing**):

13. Date of construction of existing buildings and structures on the subject land:

14. Date subject land was acquired by current registered owner: _____

15. Proposed use of subject land: _____

16. 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

17. Number and type of buildings or structures **PROPOSED TO BE BUILT** on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area (in metric units) (**attach a site plan drawing**):

18. Type of proposed water supply:

- Municipally owned and operated Well Other (specify) _____

19. Type of proposed sanitary sewage disposal:

- Municipally owned and operated Septic Other (specify) _____

20. Type of proposed storm drainage:

- sewers ditches swales Other (specify) _____

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

- for: Minister's zoning order amendment approval of a plan of subdivision
 Official Plan amendment Zoning By-law amendment
 consent to sever minor variance

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

APPLICANT SIGNATURE

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.**

NOTES:

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

- a) the boundaries and dimensions of the subject land;
- b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear yard lot line and the side yard lot lines;
- c) the approximate location of all 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 of features include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks/tile fields;
- d) the current uses on land that is adjacent to the subject lands;
- e) 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;
- f) if access to the subject land is by water only, the location of the parking and docking facilities to be used;
- g) the location and nature of any easement affecting the subject land.

This is what The Planning Act establishes:

- “1. Plans showing the location of all buildings and structures to be erected and showing all facilities and works to be provided in conjunction therewith;***

- 2. Drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing less than twenty-five dwelling units, which drawings are sufficient to display,***
 - (a) the massing and conceptual design of the proposed building;***
 - (b) the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access; and***
 - (c) the provision of interior walkways, stairs, elevators, and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings, but which exclude the layout of interior areas, other than the interior walkways, stairs, elevators and escalators referred to in clause (c), the colour, texture and type of materials, window detail, construction details, architectural detail and interior design.”***

**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