

PLANNING AND DEVELOPMENT DEPARTMENT
Administration Centre
10 Wellington St. E.
Alliston, Ontario
L9R 1A1

Website: www.newtecumseth.ca
Email: planning@newtecumseth.ca
Tel: (705) 435-3900

GENERAL INFORMATION

This application form must be completed in its entirety and submitted to the Town for consideration.

Approval of a Draft Plan of Subdivision or Condominium is required to divide property into separate parcels for the purpose of conveyance.

The approval process includes consideration for the location of roads, parks, schools, homes and businesses. The plan must also address servicing issues related to stormwater management, sewage treatment, water supply as well as the protection of natural features such as woodlots or wetlands.

Pursuant to subsection 51(17) of the *Planning Act*, the applicant shall provide the municipality such information or materials as the municipality may require. The municipality may refuse to accept or further consider the application until the prescribed information, material and the required fees are received. Personal information on this form is collected under the legal authority of the *Planning Act*, R.S.O. 1990, C.p. 13 as amended.

Complete and accurate submissions are required to ensure that the file can be processed. **Incomplete or inaccurate applications will be returned to the applicant for re-submission.** Except for required signature(s), answers must be typed or neatly printed in dark ink, suitable for reproduction. All sections must be completed, or marked "N/A" (not applicable), as the case may be.

DRAFT PLAN OF SUBDIVISION APPLICATION CHECKLIST

BEFORE SUBMITTING AN APPLICATION, PLEASE ENSURE THE FOLLOWING IS COMPLETED:

- Fully completed all parts of your application form.
- Signed the application form in all appropriate locations and obtained the signed authorization of the owner if you are not the property owner.
- Attached the applicable nonrefundable fees and deposits. Cheques should be made out to the Town of New Tecumseth.
- Attached three (3) copies of the proposed draft plan, sketches or any required drawings in accordance with the requirements outlined in the application.
- Attached three (3) copies of all studies and reports to be submitted with the application.
- Attached three (3) copies of any correspondence or permits from other agencies relevant to the submission.
- Attached one (1) digital copy of all required plans, sketches, reports, etc. that form part of this application.

The development being proposed may also require an Official Plan Amendment and/or a Zoning By-law Amendment. Please confirm with the Town's Planning and Development Department whether or not your proposed development requires any of the aforementioned amendments.

If at any time you have questions or concerns regarding your application, please contact the Planning and Development Department at 705-435-3900.

OUTLINE OF THE DRAFT PLAN OF SUBDIVISION/CONDOMINIUM REVIEW AND APPROVAL PROCESS

The following is a brief description of the process which provides information on how to ensure that the application is reviewed as efficiently as possible:

Step 1	Application Pre-consultation
<p>All applicants are encouraged to arrange a pre-consultation meeting with the Planning and Development Department. Pre-consultation assists the applicant in making the appropriate submission. During the pre-consultation meeting, applicants will be provided with relevant information regarding the proposal including the policies and requirements of the Town and how they may impact the proposal. Applicants will also be advised with regard to related approvals, and other agencies that could be consulted with to obtain further information.</p>	

Step 2	Submission of Application and Initial Review
<p>Applications will not be officially accepted until they are deemed complete. When an application has been submitted, it will then be reviewed to ensure that it is complete and that all of the relevant information and fees have been submitted. The application must be accompanied by all information as prescribed in this application. If the subject property has joint ownership, signatures of all joint owners are required on the application. Once deemed complete, the applicant will be required to post a sign on the property.</p>	

Step 3	Comprehensive Review
<p>Following the initial review, and on the determination that the application is complete and accurate, a comprehensive review will take place. At this time the application will be reviewed by all relevant municipal departments and may also be reviewed by the Town's solicitor. During this process the application will also be circulated to other review agencies as applicable such as the Nottawasaga Valley Conservation Authority, the County of Simcoe, Provincial Ministries, etc. As this process takes place, applicants may be advised of additional submission requirements to address any issues which may arise.</p> <p>The comprehensive review process also includes public input. Information concerning the application will be circulated by mail to adjacent property owners and interest groups and the applicant will be required to post a sign on the property. Sign guidelines are attached to this application. It is the responsibility of the applicant to ensure that all signs are posted in accordance with the instructions attached to this application, and that the signs stays in place for the required posting period. Failure to do so will require that this process be repeated resulting in unnecessary delays to the processing of the application.</p>	

Step 4	Public Meeting/Committee of the Whole/Council Meeting
<p>Following the comprehensive review, the Planning and Development Department will prepare a public meeting report detailing the application. The public meeting is the opportunity for anyone to voice their support or objection to the application. Following the public meeting, the application is usually referred back to staff for further consideration, and to address any comments made at the public meeting. The applicant may also be required to submit further information as a result of the discussion regarding the application.</p> <p>Following the public meeting, a second report will be prepared by the Planning and Development Department addressing all comments received as well as Town concerns. The Planning and Development Department then makes a recommendation to approve, refuse or defer the application. The Committee of the Whole makes the decision which is then ratified by Council. It is advised that the applicant be present at the meeting in order to answer any questions of Council or the public. Draft plan approval is subject to various conditions from the Town and other external agencies. A time period of usually three (3) years is given to satisfy all conditions. Once all conditions have been satisfied, Final approval is given and registration of lots can take place.</p> <p>All decisions regarding the application are subject to an appeal period of 20 days during which an appeal may be filed by applicants, agencies, interest groups and/or the public to the OMB. If a decision is appealed, applicants will be contacted to discuss the appeal and it's implications on the proposal.</p>	

1. Applicant Information

All communication will be directed to the Prime Contact only. Please indicate who this will be.

Prime Contact:

a) **Registered Owner(s)** Name(s) :

Project Name :

Address :

Mailing Address (If different):

Telephone :

Fax :

Email Address :

Date Subject Land was acquired by current owner :

Date of the Application :

Are the subsurface rights and the surface rights held by the same owner? **YES** or **NO**
If **NO**, who owns the rights? Please provide contact information.

b) **Agents** Name :

Solicitor Planner Other: _____

Address :

Telephone :

Fax :

Cell Phone :

Email Address :

4. Previous and Current Land Use

a) Land Use History	i) What is the current use (Zoning) of the subject lands?
	ii) What were the previous uses of the subject lands?
	iii) Has there been industrial/commercial uses on this site? YES or NO
	iv) Has there ever been petroleum or other fuel stored on the subject lands or adjacent lands? YES or NO
	v) Has there been filling, or has the grading otherwise changed on the site? YES or NO
	vi) Is there reason to believe the site may have been contaminated by former uses on the site or adjacent sites? YES or NO
b) If any of the above were answered YES, then a previous use inventory showing all former uses of the subject lands, or adjacent lands if appropriate, is required. Previous use Inventory Attached? YES or NO	

5. Additional Information for Condominium Applications Only

a) Has a site plan been approved? YES or NO If Yes, has an agreement been entered into? YES or NO
b) Has a building permit been issued for the proposed condominium? YES or NO
c) Is the proposed condominium under construction, completed or not under construction? UNDER CONSTRUCTION or COMPLETED or NOT UNDER CONSTRUCTION If COMPLETED , what was the completion date?
d) Is the proposed condominium a conversion of a building containing residential units? YES or NO If YES , how many units are to be converted? _____

6. Servicing

Please check the appropriate box under each of the servicing options.

Servicing	Type of Servicing	Proposed	
		Check	Requirements
Potable Water System	Publicly owned and operated piped water system		Confirmation from Town that capacity will be available and allocated to this proposal at, or prior to, the time of lot creation.
	Privately owned and operated individual or communal well		a) Communal or individual well systems for the development of more than five lots or units will require a servicing options report and a hydrogeological report.. b) Communal well systems for non-residential development where water will be used for human consumption will require a Hydrogeological Report.
	Lake or other water body		Approval of a "Water Taking Permit" under Section 34 of the Ontario Water Resources Act is necessary.
	Other Means		To be described by the Applicant.
Sewage Disposal	Publicly owned and operated sanitary sewage system		Confirmation from Town that capacity will be available and allocated to this proposal at, or prior to, the time of lot creation.
	Privately owned and operated individual septic system		Proposals 5 units or less and generating less than 4500 litres per day effluent will require a Hydrogeological Report
	Privately owned and operated communal septic system		a) Proposals 5 units or less and generating less than 4500 litres per day effluent will require a Hydrogeological Report b) Proposals 6 to 20 units will require a Servicing Options Report (including an Environmental Impact Assessment Report) and Hydrogeological Report. c) Proposals greater than 20 units require a Public Communal System.
	Privy		
	Other means		To be described by the Applicant.
Storm Drainage	Storm Sewer		A preliminary Stormwater Management Report is recommended, and should be prepared concurrently with any hydrogeological reports for submission with this Application. A stormwater management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval.
	Ditches/Swales		
	Other : <i>Please Specify</i>		
Roads (See (a) on next page)	Provincial Highway		Application for an access permit should be made to the Ministry of Transportation prior to submitting this Application to the Town. Approval of the access permit is required before any development can occur.
	Municipal Road - Maintained Year Round		Municipal road alignment and access will be confirmed when the development application is made.
	Municipal Road - Maintained Seasonally		Municipal road alignment and access will be confirmed when the development application is made.
	Other public road		To be described by the Applicant.
	Right of Way		Not permitted except as part of a condominium. Road alignment and access will be confirmed when the development application is made.

6. Servicing cont. Please check the appropriate box under each of the servicing options.

Servicing	Type of Servicing	Available	
		Yes	No
Other Services	Electricity		
	School Bussing		
	Garbage Collection		
	Natural Gas		

a) If access to the subject land is by private road, or if "other public road" or "right of way" was indicated, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

7. Affordable Housing Information Please complete the following table.

# OF UNITS	UNIT SIZE (SQ. M.)	ESTIMATED PRICE/RENT PER MONTH	TENURE
SINGLE DETACHED			
SEMI-DETACHED			
ROW OR TOWNHOUSES			
APARTMENT BLOCK			
OTHER			

a) Is there any other information relating to affordability of the proposed housing, or type of housing needs served by the proposal? **YES** or **NO**

If Yes, please explain.

8. Archaeological Potential

a) Does the subject land contain any areas of archaeological potential?

YES or **NO**

i) If Yes, an archaeological assessment is required, prepared by a person who holds a license 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

ii) A conservation plan for any archaeological resources identified in the assessment is also required.

9. Provincial Policy/Plans and County of Simcoe Official Plan

a) Using a separate piece of paper, please confirm how this proposal is consistent with the Provincial Policy Statement, 2014 issued under subsection 3(1) of the *Planning Act R.S.O. 1990*.

b) Does the subject land fall within a designated area under any provincial plan or plans?

YES or **NO**

If yes, please list and state the designation:

c) If yes to b), does the application conform to, or not conflict with the plan(s)?

YES or **NO**

d) Briefly explain how the proposed development conforms to the policies of the County of Simcoe Official Plan.

10. Pre-consultation

a) Which municipal departments/agencies (if any) have you pre-consulted with in regard to this application?

Please attach any relevant correspondence or briefs.

11. Owner's Authorization

I, (we) _____, being the registered owner(s) of the subject
(Name(s) of owner, individuals or company)

L
ands, hereby authorize _____ to prepare and submit a
(Name of Agent)
Draft Plan of Subdivision/Condominium application for approval.

Signature of Owner(s) _____
Date

Note: If the owner is an incorporated company, the company seal shall be applied. If there is not a company seal, a statement of authority to bind is required.

12. Agreement on Costs

I have enclosed the applicable application processing fees and deposits.

I, _____, being the applicant for the
(Name of Applicant)
subject lands, hereby agree that notwithstanding that the agent may make payments on my behalf, I shall be solely and fully responsible for paying all costs the municipality may incur in the processing of this application. I further agree that such costs shall be paid promptly upon being invoiced by the Town, failing which, such costs, and interest and administration fees, may be collected, which may include recovering costs as taxes.

NOTE: Development Charges may be applicable to the development, which this application, if approved, will facilitate. Any questions with respect to the applicability of the Town's Development Charge By-law should be made to the Director of Finance.

Signature of Applicant _____
Date

13. Declaration: *This must be signed by the applicant in the presence of a Commissioner*

I (we), _____, of the _____ of
_____, County/Region of _____ solemnly
declare that all the statements contained in this application and all supporting documentation are true, and I (we) 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**.

DECLARED before me at the _____ in the County/Region of
_____ this _____ day of _____, _____.

Signature of Owner(s) or Authorized Agent _____
Signature of Commissioner

Signature of Owner(s) or Authorized Agent

14. Applicant's Consent (Freedom of Information)

In accordance with the provisions of the *Planning Act*, it is the policy of the Town of New Tecumseth to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I

_____, the applicant, hereby acknowledge the above-noted and provide my consent in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* that all the information in this application and any supporting documentation provided by myself, my agents, consultants and solicitors, as well as commenting letters or reports issued by the municipality and other review agencies will be part of the public record and will also be available to the general public.

Signature of Applicant

Date

15. Public Notification of Planning Application and Signage Agreement

In compliance with the *Planning Act*, your application for Draft Plan of Subdivision/Condominium will be circulated to affected parties who, in all probability will be visiting the site prior to submitting their comments. The area subject to the proposed Draft Plan of Subdivision/Condominium must be clearly marked. Complete application signs must be posted 15 days after the giving of notice of a complete application. The public meeting sign must be posted 20 days prior to the public meeting. Both signs must remain posted until the date the appeal period has expired.

It is the responsibility of the applicant to ensure the signs are securely posted on the subject lands so that they are visible and legible from a public roadway. It is the responsibility of the applicant to provide the signs, therefore the Town is not responsible for any damages from the improper posting of the signs. Please consult the sign notice guidelines as attached to this application.

In the event that the property is not marked, Council may decline to hear the application until such time as the posting of the signs has been completed and a date for the next meeting is available, or Council may deny the application. Any additional cost caused by the deferment shall be paid by the applicant, agent or solicitor. In the case of rural properties, the appropriate emergency number (911) must be part of the site address on the application.

I/We _____ (owner/agent) have submitted an application for Draft Plan of Subdivision/Condominium to the Corporation of the Town of New Tecumseth, and hereby confirm that I/we have received the sign and acknowledge the information outlined in the above notice.

Dated this _____ day of _____, 20 ____ .

Signature of Applicant

Signature of Witness

16. Owners Consent For Municipal Staff and Council to Enter the Site

I/We, _____ am/are the owner(s) of the land that is the subject of this consent application and give permission to municipal staff and the Council of the Town of New Tecumseth to enter onto the subject land for the purpose of inspecting the lands to evaluate the merits of the application.

Signature of Applicant

Date

Signature of Applicant

This application package is to be submitted to:

**The Planning Department
Town of New Tecumseth
Box 910, 10 Wellington Street E.
Alliston, Ontario
L9R 1A1**



TOWN OF NEW TECUMSETH SIGN NOTICE GUIDELINES

MAJOR APPLICATIONS

The following guidelines shall be followed when preparing “Complete Application” and “Public Meeting” signs. Sample “Complete Application” and “Public Meeting” sign text is included below. *Note: See Planning Act Regulations 543/06, 544/06 and 545/06 as necessary for regulations prescribing notice requirements.*

- (a) The sign should not be less than 1.5 square metres in size (approximately 4 ft x 4 ft).
- (b) The sign should be of a high quality and prepared by a professional sign maker.
- (c) The final wording to be placed on the sign shall be submitted to the Town’s Planning Department for approval prior to the erection of the sign, and should be in accordance with the format outlined below.
- (d) Sign lettering should be black on a white background, 50mm high bold and both upper and lower case. The words “NOTICE OF COMPLETE APPLICATION” or “NOTICE” should be upper case and 100mm high.
- (e) The sign should be placed along the front of the property, approximately mid-point between the two adjacent lot lines, and should be erected a minimum distance of 3 metres from the lot line, but no farther than 6 metres from said lot line. In the case of properties with more than one street frontage, the front is deemed to mean the frontage with primary road access, or in the case of properties without any road access, the shorter of the two frontages. No sign should be placed within a distance of 9 metres from the intersection of streetlines on a corner lot.
- (f) Upon posting the sign on the property, and prior to the holding of the Public Meeting, the Applicant shall provide the Clerk with an Affidavit verifying that the required sign has been posted in accordance with all requirements of the applicable Regulation(s) (see above). If the sign was not posted as required, it may delay the processing of the application, and/or the public meeting may need to be postponed and rescheduled at the Applicant’s expense.
- (g) Within 15 days of an affirmative notice of complete application, a complete application sign shall be posted on the property and remain posted throughout the processing of the application. For a public meeting, the sign shall be posted a minimum of 20 days prior to the date of the Public Meeting. In both cases, the signs should be removed within 7 days of the last day for appeal, or the Town may remove said sign at the expense of the owner.
- (h) The text of each sign is to read or be similar to the following:

NOTICE OF COMPLETE APPLICATION

Application has been made (*for amendment to the Town of New Tecumseth Official Plan and/or Zoning By-law #2014-126 and/or for approval of a Draft Plan of Subdivision/Condominium*) to permit the development of (*proposed use*) on this property. Notice of a Public Meeting will be forthcoming.

Information related to the proposed application(s) can be viewed in the offices of the Planning Department between 8:30 a.m. and 4:30 p.m., Monday to Friday, 10 Wellington Street East, Alliston.

Further information relating to the (*proposed Amendment(s) and/or Draft Plan*) or a written copy of this notice is available from the Clerk, Town of New Tecumseth Administration Centre, 10 Wellington Street East, Alliston.
Telephone: (705) 435-3900 or (905) 729-0057.

NOTICE

Application has been made (*for amendment to the Town of New Tecumseth Official Plan and/or Zoning By-law #2014-126 and/or for approval of a Draft Plan of Subdivision/Condominium*) with the purpose and effecting of permitting (*proposed use*) on this property.

A Public Meeting will be held at (*location*), (*address*) on (*date*) at (*time*). Any person may write in advance or attend to present submissions.

Further information relating to the (*proposed Amendment(s) and/or Draft Plan*) or a written copy of this notice is available from the Clerk, Town of New Tecumseth Administration Centre, 10 Wellington Street East, Alliston.
Telephone: (705) 435-3900 or (905) 729-0057.

Digital Plan Specifications

The Town of New Tecumseth has incorporated conditions into the Subdivision/Condominium Approval Application and the Subdivision/Condominium Draft Plan Approval to make it mandatory for all new development to be processed in a digital format. The legal survey digital information will be directly input into the County of Simcoe's Land Information Network Cooperative (LINC) digital mapping program. The digital version of the draft plan and the final plan will be accepted through e-mail, or CD.

Inquiries can be made at:

The Town of New Tecumseth, Engineering Department
10 Wellington St. East
Alliston, ON L9R 1A1
Phone: 705-435-3900 ext.1241
Email: msprayson@newtecumseth.ca

Format and Delivery

Completed digital draft plans and final plans of subdivision must be in AutoCAD Release 2004, 2005, 2006, or DXF, and be delivered on CD or via e-mail at the address listed above. One digital copy of the draft plan and one digital copy of the final plan are required.

Each CD or e-mail delivered must be labeled identifying the legal property description, contractor's/surveyor's name, file name and date delivered. Files may be compressed using a .zip format.

Drawing Accuracy

All line and arc segments in the digital drawing file must be drawn to legal survey accuracy and must mathematically close to form the perimeter of each lot or block.

The distances and bearings of each line and arc segment in the digital file must coincide with the distances and bearings of each line and arc segment on the hard copy plan of subdivision registered at the Land Titles office.

It is acknowledged that it is not possible to mathematically close each lot or block on the digital plan of subdivision using the distances and bearings of each line and arc segment described on the hard copy plan of subdivision.

It is acceptable to round off the units and angles in the digital plan of subdivision in order for the distances and bearings of each line and arc segment to coincide with the distances and bearings on the hard copy plan of subdivision.

Layer Standard

All line and arc segments which form lots or blocks must be drawn on layer PLAN_LT.

All lots or blocks must be identified with a text entity inserted on layer PLAN_T2.

The digital plan of subdivision file may contain additional line, arc and text data not called for in this standard, however, no other entities other than those described in this document may be inserted on layers PLAN_LT and PLAN_T2.

	LAYER NAME	LINE TYPE	LAYER COLOUR
LINE AND ARC SEGMENT INSERTION LAYER	PLAN_LT	CONTINUOUS	WHITE
TEXT ENTITY INSERTION LAYER	PLAN_T2		WHITE

The insertion point of each text entity must be within the boundaries of the lot or block. Lot and block text must be entered using a standard AutoCAD font. Example: TXT.SHX

AutoCAD File Drawn to Legal Survey Accuracy as per the Town of New Tecumseth Specification

Please Note: Additional Layers in the above drawing were turned off for illustration clarity.