

**Planning and Development Department
Town Administration Centre
10 Wellington Street East
Alliston, Ontario
L9R 1A1**

**Website: www.newtecumseth.ca
Email: planning@newtecumseth.ca
Telephone: 705-435-3900**

General Information

All applicants are required to arrange a pre-consultation meeting with the Development Application Review Team (DART) to assist the applicant in making the appropriate submissions to the Town. During the DART meeting, applicants will be provided with relevant information regarding the proposal including Town requirements, how they may impact the proposal, approvals required, and external commenting agencies to consult with.

Pre-Consultation Fee

Pursuant to the Planning and Engineering Fees By-law No. 2020-118, a non-refundable pre-consultation fee of **\$1,550.00** may be applicable (fees subject to change). To determine if the pre-consultation fee is applicable, please contact the Planning Department.

Post-Consultation Letter

Within one (1) week of the applicant DART meeting, Town Staff will provide a letter outlining the required supporting studies, reports and plans to be submitted in order to process the subject applications.

Disclaimer

Any comments made at the DART meeting are preliminary and subject to further review and circulation at the time of a complete and formal application submission. Commenting on the proposal will not imply or suggest any decision to either support or refuse the application. Further, participating in a DART meeting does not allow the undertaking of construction and/or site alteration or guarantee any approvals. Please note that Town requirements are subject to change.

Before submitting an application, please ensure the following is completed:

- Fully complete all parts of the application form.
- Bring a cheque to the DART applicant meeting for the pre-consultation fee (if applicable). Cheques should be made payable to the Town of New Tecumseth.
- Attach one (1) copy of the required drawing in accordance with the requirements outlined in the application form.
- Submit the completed application form and required drawing through one of the following avenues:

| In Person: | Electronically: |
|---|--|
| Town of New Tecumseth Administration Centre 10 Wellington Street East Alliston, ON L9R 1A1 | planning@newtecumseth.ca |

If at any time you have questions or concerns regarding your application, please contact the **Planning and Development Department at 705-435-3900 Ext. 1301.**

| | | |
|---|----------------------------------|--|
| 1. Applicant Information | | |
| a) Prime Contact: | b) Telephone: | |
| c) Email Address: | | |
| d) Prime Contact's Relation to the Subject Property (check all that apply): | | |
| <input type="checkbox"/> Property Owner | <input type="checkbox"/> Agent | <input type="checkbox"/> Prospective Buyer |
| <input type="checkbox"/> Architect | <input type="checkbox"/> Planner | <input type="checkbox"/> Other |
| 2. Property Description | | |
| a) Municipal Address: | b) Roll Number: | |
| c) Registered Plan No.: | d) Lot / Block: | |
| e) Lot Area (sq. m): | f) Lot Frontage (m): | |
| g) County of Simcoe Official Plan Designation: | | |
| h) Town of New Tecumseth Official Plan Designation: | | |
| i) Town of New Tecumseth Zoning: | | |
| j) What are the existing uses of abutting properties? | | |
| To the North: | To the South: | |
| To the East: | To the West: | |
| 3. Proposal Details | | |
| a) Provide a detailed description of the proposal: | | |

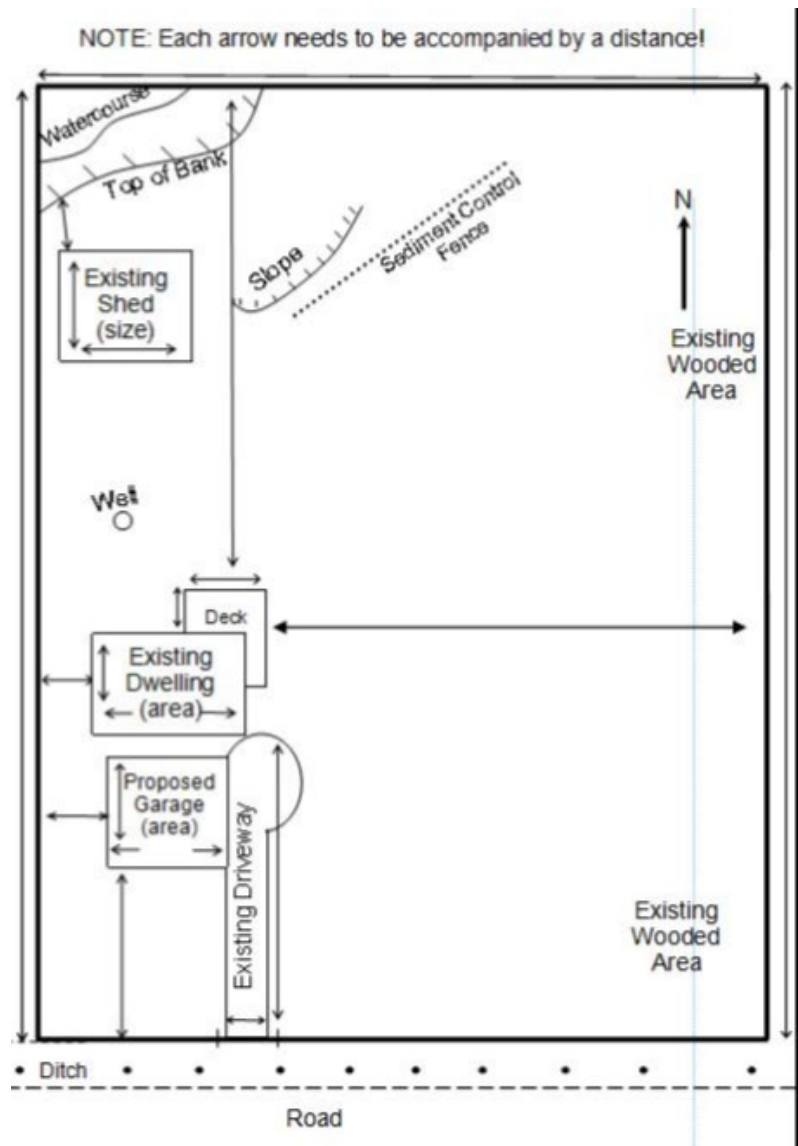
If at any time you have questions or concerns regarding your application, please contact the
Planning and Development Department at 705-435-3900 Ext. 1301.

4. Required Drawing

Please attach one (1) hard copy and/or one (1) digital copy of a drawing showing the below existing and proposed information.

- Provide all measurements in metric;
- Drawing needs to be scaled;
- Gross Floor Area of all structures;
- Indicate the use of each structure;
- Number of storeys for each structure;
- Boundaries and dimensions of the subject land;
- Location, width and name of any roads within or abutting the subject land;
- Location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings and structures from all lot lines;
- Restrictive covenants or easements affecting the subject lands;
- Existing and proposed services and utilities;
- Parking and site circulation;
- Approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that may affect the application (i.e. buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks); and,
- Other relevant information to assist staff in understanding the proposal.

Please refer to the below example drawing.



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Planning and Development Department at 705-435-3900 Ext. 1301.