

PLANNING AND DEVELOPMENT DEPARTMENT
Town Hall
24 Tupper St., W.
Alliston, Ontario
L9R 1H2

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

GENERAL INFORMATION

Please attend DART to Pre-consult with Staff.

Property owners within the Heritage Conservation District looking at this application are required to consult with staff to determine if the proposed project/work requires a heritage permit and the stream associated with the permit. Please ensure Development Application Review Team meeting (DART) is completed prior to filling out this application. The process for reviewing an application is established by the Beeton Heritage District Plan. Personal information on this form is collected under the legal authority of the Planning Act and the Heritage Act of Ontario.

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

The Town has developed a heritage permit system to manage alteration permits for properties designed under Part IV of the Ontario Heritage Act. Proposals will be reviewed and evaluated against the Heritage Conservation District's Statement of Objectives, Statement of Cultural Heritage Values and District significance and Architectural Styles noted in the guidelines. Proposed alterations or developments will be evaluated by staff to determine if the proposed works require a permit and further if it requires Council approval.

Minor Applications have a 60 day review process and are approved or denied by internal staff.

Major Applications have a 90 day review process and are approved or denied by Council.

HERITAGE APPLICATION CHECKLIST

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

1. Fully complete all parts of the application form.
2. Sign the application form in all appropriate locations and obtain the signed authorization of the owner if you are not the property owner.
3. Attach one (1) digital copy* of all sketches, plans or any required drawings in accordance with the requirements outlined in the application.
4. Attach one (1) digital copy* of all studies and reports to be submitted with the application.
5. Attach one (1) copy* of any correspondence or permits from other agencies relevant to the submission.
6. Photographs of the current condition of the Heritage Building and property.

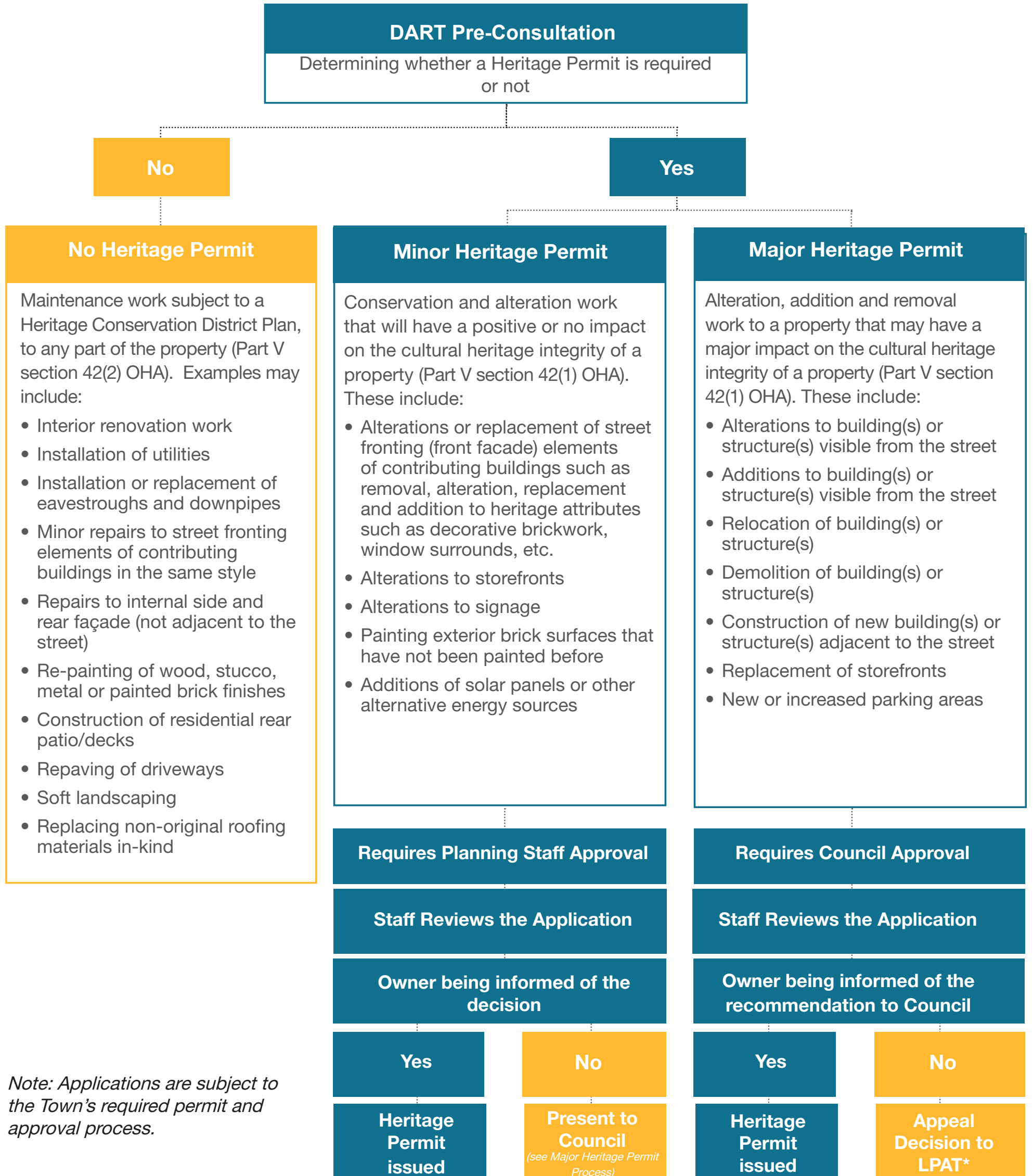
***Hard copies should be available should the Town request them.**

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 signatures, 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.

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

BEETON HERITAGE CONSERVATION DISTRICT PERMIT APPROVAL PROCESS

Heritage Permit Process for property designated in a heritage conservation district under Part V Section 41(1) of the Ontario Heritage Act (OHA) with proposed Bill 108 amendments



Note: Applications are subject to the Town's required permit and approval process.

*Local Planning Appeal Tribunal (LPAT)

APPLICATION FOR HERITAGE CONSERVATION DISTRICT

FOR OFFICE USE ONLY
File No.:

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) :

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. Existing and Proposed Structures Please fill in appropriate information in the chart below.
 If more space is needed, please attach a separate page to this application.

Building Type:				
Existing or Proposed				
Date of Construction				
Ground Floor Area (m²)				
Gross Floor Area (m²)				
Number of Stories				
Width (m)				
Length (m)				
Height (m)				
Use				
Setback from Front Lot Line (m)				
Setback from Rear Lot Line (m)				
Setback from Side Lot Lines (m)				

5. Servicing

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

Servicing	Type of Servicing	Existing		Proposed	
		Yes	No	Yes	No
Water System	Publicly owned and operated piped water system				
	Privately owned and operated well				
	Lake or other water body				
	Other Means				
Sewage Disposal	Publicly owned and operated sanitary sewage system				
	Privately owned and operated individual septic tank				
	Privately owned and operated communal septic system				
	Privy				
	Other means				
Storm Drainage	Storm Sewer				
	Ditches/Swales				
	Other : Please Specify				
Roads	Provincial Highway				
	Municipal Road - Maintained Year Round				
	Municipal Road - Maintained Seasonally				
	Other public road				
	Right of Way				
<p>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.</p>					
Servicing	Type of Servicing	Existing		Proposed	
		Yes	No	Yes	No
Other Services	Electricity				
	School Bussing				
	Garbage Collection				
	Natural Gas				

6. Pre-consultation

- a) Which municipal departments/agencies have you pre-consulted with in regard to this application?
Please attach any relevant correspondence or briefs.

7. Status of Other Planning Applications

- a) Has the land ever been the subject of an application for approval of a plan of subdivision, consent or any application under Section 45 of the Planning Act?

YES or **NO**

If yes, and if known, indicate the application file number and the decisions made on the application.

- b) Is the subject land also the subject of an application for site plan approval?

YES or **NO**

If yes, and if known, indicate the file number and the status of the application.

- c) Has the owner previously applied for relief in respect of the subject property or are there any intentions of applying for further relief in respect of the subject property?

YES or **NO**

If yes, describe briefly:

8. Drawings and Additional Information

- a) **Please attach one (1) digital copy of sketch drawn to scale or survey** showing existing and proposed information:

- boundaries and dimensions of 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 or structures from the front yard lot line, rear yard lot line and the side yard lot lines
- 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 (i.e. buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks)
- current uses on land that is adjacent to the subject land
- location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way
- location and nature of any easement affecting the subject land

Please refer to the attached example sketch.

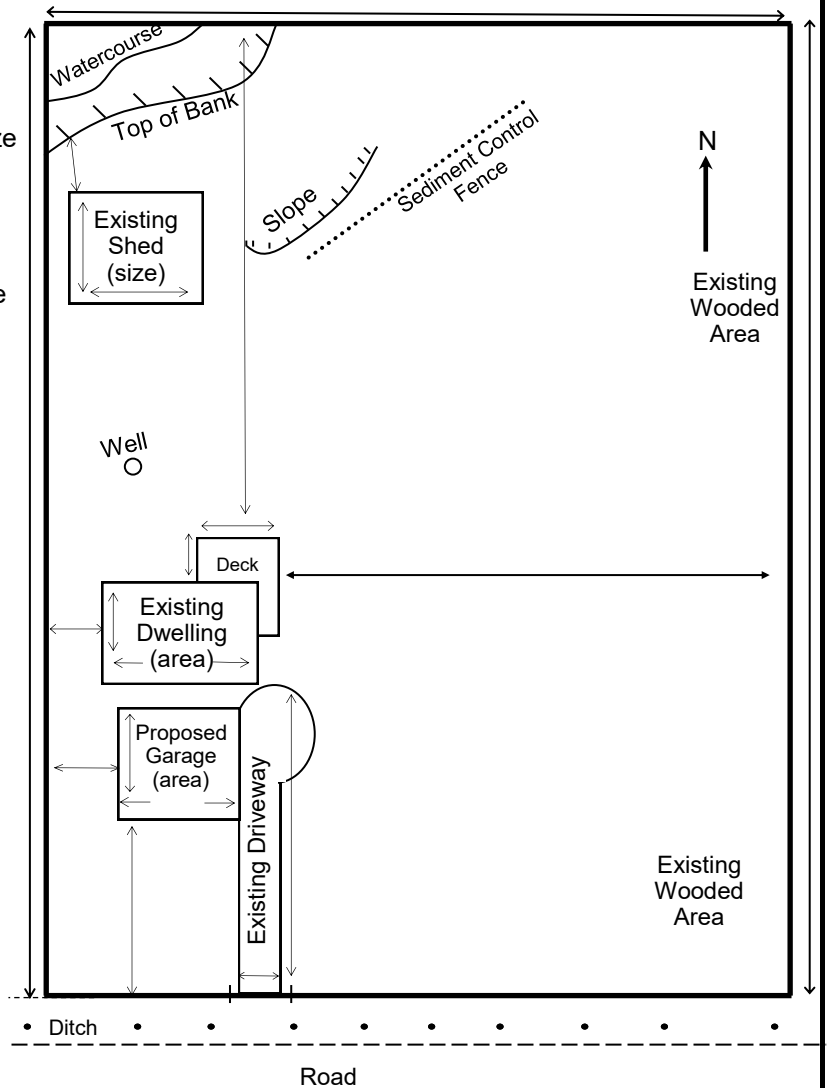
- b) **Please also submit one (1) digital copy of all studies and reports** required to be submitted with this application or prepared in support of the application.

Example Sketch

Your sketch must show the following information:

- Legal description of property and roll number
- North Arrow (North should be to the top of the page)
- Lot frontage & depth measurements, and total size
- Proposed location, dimension, and size of the proposed lot in relation to the existing lot.
- Location of all land previously severed from land originally acquired by the current owner.
- Boundaries & dimensions of any land abutting the subject land that is owned by the applicant
- Existing uses on adjacent lands
- Location of topographical, natural & built features, including:
 - cliff edges, steep slopes
 - streams, wetlands, watercourses, ponds, drainage areas
 - woods, hedgerows, trees
 - agricultural fields and features
 - railway, hydro easements, trails, etc.
 - existing buildings, structures, etc.
- Location and distance from property line of all proposed and existing development, including:
 - buildings
 - accessory buildings, facilities, structures, including pools and decks
 - driveway, septic system, wells, etc.
 - parking areas, storage areas
 - cut &/or fill areas, berms, retaining walls, culverts, etc.
 - hydro, gas, phone, water, sewer services
 - sidewalks
- Measurements showing distance from proposed development to:
 - front, side and rear lot lines
 - any cliff edges, streams, woods fence lines, hedgerows, septic systems, etc.
 - any roads, railways, hydro corridors
- Sediment and erosion control measures
- Existing direction of drainage and swales
- Proposed changes in grade (filling, excavation, etc.)

NOTE: Each arrow needs to be accompanied by a distance!



Failure to provide the requested information may result in your application being delayed.

This information is being collected in accordance with the Planning Act, 1990, c.P.13, for the purpose of defining the development proposal. A site visit to the property may be conducted to review this application, without further notice in accordance with the Planning Act, 1990, C.p.13.

9. Owner's Authorization :

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

lands, hereby authorize _____ to prepare and submit a
(Name of Agent)
Heritage District 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.

10. 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.

Signature of Applicant _____
Date

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

I, (we) _____, of the _____ of
_____ County 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

12. Applicant's Consent (Freedom of Information)

In accordance with the provisions of the Planning Act and the Heritage 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

14. Owners Consent For Municipal Staff and Committee to Enter the Site

I/We, _____ am/are the owner(s) of the land that is the subject of this minor variance application and give permission to Municipal Staff 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:

**Planning and Building Department Town of New Tecumseth
24 Tupper St., W.
Alliston, Ontario
L9R 1H2
planning@newtecumseth.ca**