

Pre-Consultation Stage 1 Request Form

**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 Stage 1 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 and how they may impact the proposal, approvals required, and external commenting agencies to consult with.

Pre-Consultation Fee

Pursuant to the Town's Fees & Charges By-law, as amended, a non-refundable pre-consultation fee of **\$1,667.00** (fees subject to change) for all potential applications. No fees are required for Minor Variance applications and Consent to Sever Land requests.

Post-Consultation Letter

Town Staff will provide a letter entitled the Record of Consultation, within thirty (30) days of the applicant Pre-Consultation Stage 1 meeting, outlining the required supporting studies, reports, plans and approvals to be submitted in order to process the subject applications. For potential applications of Minor Variance and Consent to Sever Land, Town staff will strive to provide the Record of Consultation within 1 (one) week from the Pre-Consultation Stage 1 applicant meeting.

Disclaimer

Any comments made at the Pre-Consultation Stage 1 meeting are preliminary and subject to further review and circulation at the time of either the Pre-Consultation Stage 2 or the 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 Pre-Consultation Stage 1 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 Pre-Consultation Stage 1 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:
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If at any time you have questions or concerns regarding your application, please contact the **Planning and Development Department at 705-435-3900**

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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:		

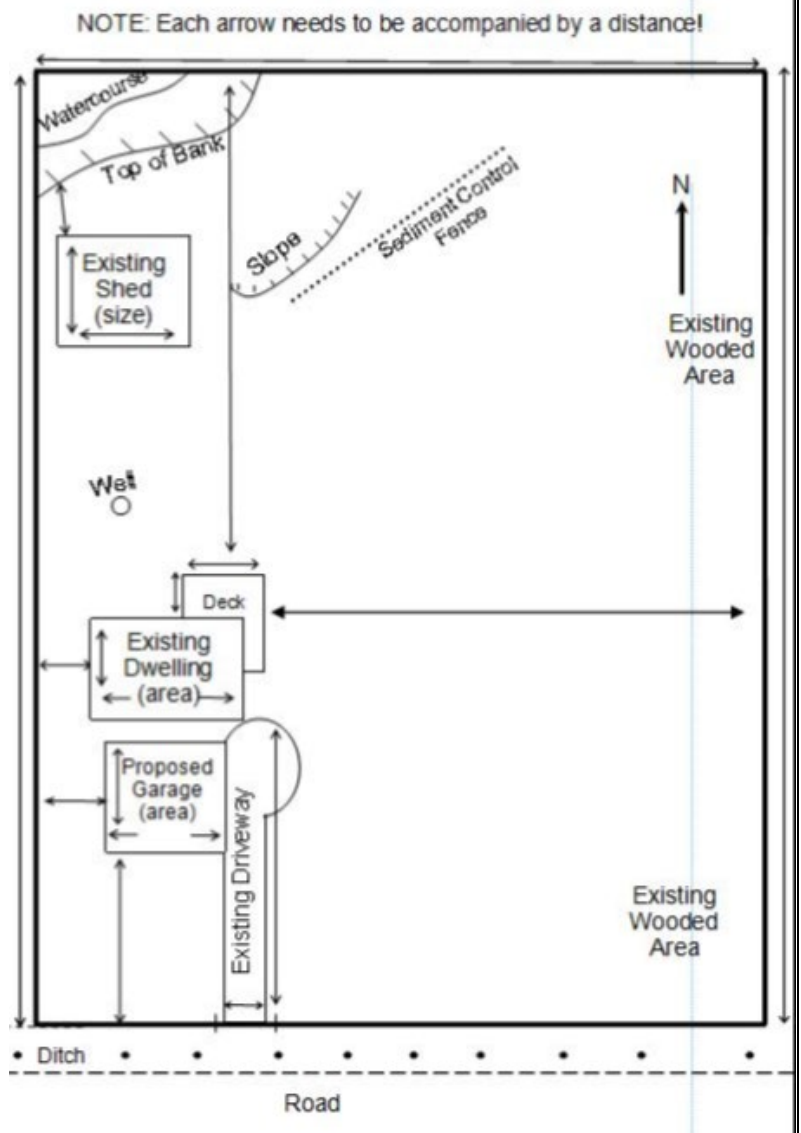
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4. Required Drawing

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

Please refer to the below example drawing.



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<p>septic tanks); and,</p> <ul style="list-style-type: none">• Other relevant information to assist staff in understanding the proposal.	
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