



Site Plan Control, Model Home, and Radio Communication Tower Application

Town of Collingwood

Planning Services

Phone: 705-445-1030

Email: planning@collingwood.ca

Office use only:
Reference #:

Please Read Before Completing Application

The applicant is responsible for ensuring the accuracy of all submitted materials. A complete application submission must include:

- This form, completed in full, and including all required signatures (**digital signatures accepted**)
- Planning Justification Report or cover letter of explanation
- A detailed site plan, prepared by a qualified professional, showing proposed development features, including but not limited to the following, in metric units, as applicable:
 - key plan (showing location and extent of subject property and the use of abutting properties and buildings)
 - existing and proposed buildings and structures (including their locations, elevations, dimensions, setbacks, height, etc.)
 - site statistics chart to address zoning compliance, including gross floor area, lot coverage, landscaped open space, floor space index, etc.
 - roads, entrances, curbing detail, lighting, driveways, walkways, sidewalks, fencing, road widenings, easements, loading areas and loading zones, signage, etc.
 - parking details, including location, number of parking stalls, proposed surface treatment, bicycle parking, etc.
 - location of electrical, gas or other utility services
 - location of waste, recycling, and snow storage facilities
 - For a phased development, the phasing, extent, and order of development for each phase
- Site servicing and grading drawings
- Building plans and elevations
- Landscaping plans (with topographical and environmental features shown)
- Supporting documentation as identified in an associated pre-consultation review (i.e., comment response matrix, property survey, reports, studies, assessments, etc.)
See Appendix A for a list of studies the Town may require at its sole discretion to form a complete application.
- Application fee and contingency deposit (as per current [Fees & Service Charges](#))
- Completed and signed [Additional Costs Deposit Agreement](#)

Applications are accepted through the Town's Public Portal by registering for an account. To register and/or apply, please [visit the secure Portal](#).

Additional information may be requested during the review of this application.

1. Type of Application:

Please select the type of application:

Major Site Plan Control

Minor Site Plan Control (500 square metres or less)

Amendment to Site Plan Control Agreement

Minor Adjustment to Site Plan Control Agreement

Discharge of Site Plan Control Agreement

Radio Telecommunication Tower / Broadcasting Antenna System

Model Home

2. Applicant Information:

Project Name: _____

First Name: _____ Last Name: _____

Company Name (if applicable) _____

Street #: _____ Street Name: _____ Unit #: _____

Mailing Address (if different): _____

Town/City: _____ Province: _____ Postal Code: _____

Country: _____ Primary Phone #: _____

Email: _____ Alternate Phone #: _____

Purchaser or Purchaser's Agent? (for the property identified in Section 5)

If so, a copy of the portion of the agreement of purchase and sale that authorizes the purchaser to apply must be submitted with this application.

Additional Contacts for this application, including but not limited to, an Engineer, Designer, Landscape Architect, Architect, Solicitor, etc. may be [added to the Portal](#) on the Contacts page. Contacts added will each require a registered Portal account in order to view contents of the application online. Questions? Email planning@collingwood.ca

3. Registered Property Owner Information:

If known, provide the date the subject property was acquired by the current owner: _____

Is the registered owner the same as the Applicant in Section 2 above?

Yes No **If No**, please complete the following:

First Name: _____ Last Name: _____

Company Name (if applicable): _____

Street #: _____ Street Name: _____ Unit #: _____

Mailing Address (if different): _____

Town/City: _____ Province: _____ Postal Code: _____

Country: _____ Primary Phone #: _____

Email: _____ Alternate Phone #: _____

Additional Property Owner(s)? Please provide additional owner information on an attached separate page.

4. Mortgagee/Charge Information (if applicable):

If there are holders of any mortgages, charges or other encumbrances on the subject property, please provide details as follows:

First Name: _____ Last Name: _____

Company Name (if applicable) _____

Street #: _____ Street Name: _____ Unit #: _____

Mailing Address (if different): _____

Town/City: _____ Province: _____ Postal Code: _____

Country: _____ Primary Phone #: _____

Email: _____ Alternate Phone #: _____

Please provide additional holders for mortgages, charges or encumbrances on a separate page.

5. Property Information:

Civic Address (if applicable) _____

Legal Description (Lot/Concession/Plan/Block): _____

Registered Plan #: _____ Assessment Roll Number or PIN: _____

Are there any easements or restrictive covenants affecting the subject property? Yes No

If Yes, provide a copy of documentation and a brief description of each easement or restrictive covenant and its effect (attach separate page if necessary):

Indicate the type of access to the subject property:

Access Type	
Provincial Highway	
County Road	
Municipal Road, maintained	all year seasonally
Other Public Road or Right-of-way	
Other, including by water	Specify:

If access type is by a **provincial highway or county road**, a separate application to each authority may be required. Please review requirements with these authorities directly.

If access is by **water only**, identify the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road:

Provide the following property details:

Property Dimensions	Entire Property	Area affected by this application (if only a portion of entire property)
Frontage (m):		
Depth (m):		
Area (m ²):		
Additional Comments:		

Check the applicable water and sewage disposal servicing, and type of storm drainage below:

Water Service	Existing	Proposed
Municipal Servicing		
Private Well – Individual		
Private Well – Communal		
Bay or Other Water Body		
Other	Specify:	Specify:

Sewage Disposal	Existing	Proposed
Municipal Servicing		
Private – Individual*		
Private – Communal*		
Other	Specify:	Specify:

Type of Storm Drainage	Existing	Proposed
Sewers		
Ditches		
Swales		
Other	Specify:	Specify:

Describe any alterations proposed for grading, drainage and stormwater management purposes:

Provide the current Town of Collingwood Official Plan and Zoning By-Law designations below:

Official Plan Designation:	
Zoning By-Law Designation:	

Is the subject property within one of the following policy areas?

Policy Area	Yes	No
Property Designated under Part IV or V of the <i>Ontario Heritage Act</i>	Yes	No
<i>If yes, please specify area:</i>		
Secondary Plan Area	Yes	No
<i>If yes, please specify area:</i>		

Is the subject property within one of the following regulated areas?

Regulated Area	Yes	No
Intake Protection Zone (<i>South Georgian Bay Lake Simcoe Sourcewater Protection Plan, as amended</i>)	Yes	No
Wellhead Protection Area (<i>South Georgian Bay Lake Simcoe Sourcewater Protection Plan, as amended</i>)	Yes	No
Nottawasaga Valley Conservation Authority (NVCA)	Yes	No
Grey Sauble Conservation Authority (GSCA)	Yes	No

Check the current and proposed land use(s) for the subject property:

Land Uses	Current Use(s)	Proposed Use(s)
Residential		
Commercial		
Industrial/Employment Lands		
Vacant		
Community Services		
Other	Specify:	Specify:

What is the length of time the existing uses have continued on the subject property?

Describe the existing use(s) on adjacent properties:

Adjacent Property Location	Existing Use(s)
North:	
East:	
South:	
West:	
Additional Comments:	

Does the owner of the subject property and/or the applicant own or have a legal interest in any lands abutting the subject property?

Yes No

If Yes, please describe the location and the extent of the legal interest:

Are there any buildings or structures existing or proposed on the subject property?

Yes No

If Yes, complete the following tables, as applicable, for **each** building or structure (in metric units):
(attach separate page if necessary)

Existing	Type	Front Setback (m)	Rear Setback (m)	Side Setback (m)	Side Setback (m)	Height (m)	Dimensions/Floor Area (m ²)	Approximate Date of Construction
#1:								
#2:								
#3:								
#4:								

Proposed	Type	Front Setback (m)	Rear Setback (m)	Side Setback (m)	Side Setback (m)	Height (m)	Dimensions/Floor Area (m ²)
#1:							
#2:							
#3:							
#4:							

Has the subject property ever been the subject of an application for any of the following under the *Planning Act*? **If Yes**, include the reference or file number and current status:

Type	Yes	No	File Number	Status
Plan of Subdivision or Condominium				
Consent				
Official Plan Amendment				
Zoning By-Law Amendment				
Minor Variance				
Minister's Zoning Order				
Other –Specify :				

Please attach a separate page if more space is required.

6. Permission for Access:

The owner(s) of the subject property, as identified in Section 3 of this form, hereby authorize Town staff, and any other applicable parties relevant to this application, to enter onto the subject property during regular business hours for the purpose of reviewing this application.

Print Name: _____

Signature: _____ Date: _____

Where there are multiple owners of the same property, only one authorized signature is required.

7. Authorization for Agent:

The owner(s) of the subject property, as identified in Section 3 of this form, do hereby authorize and appoint the person named below to act as agent for the purposes of this application:

Name of Agent: _____

Company Name (if applicable): _____

Street #: _____ Street Name: _____ Unit #: _____

Mailing Address (if different): _____

Town/City: _____ Province: _____ Postal Code: _____

Country: _____ Primary Phone #: _____

Email: _____ Alternate Phone #: _____

Signature: _____ Date: _____

Print Name: _____

Where there are multiple owners of the same property, only one authorized signature is required.

8. Declarations:

I, (print name) _____ of (name of City or Town) _____ in the _____ Region or _____ County of _____ solemnly declare that I am the (choose one of the following):

Owner of the subject property Agent for the Owner Officer/Employee of the Owner
Purchaser of the subject property Agent for the Purchaser

and that in the matter of this application for the property as described above, I have examined the contents of, and any attachments to, this application, read and understood the information in this Declaration page, and hereby certify that the statements contained herein are true, accurate, and in accordance with the Planning Act, insofar as I have knowledge of these facts. 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.

Applications must be complete and accurate to be processed. Incomplete or inaccurate applications will be returned for re-submission. The Town may deem an application to be incomplete and refuse all submitted information if it considers the quality of the submission unsatisfactory.

Personal information collected by the Town of Collingwood through this application including any information obtained during its processing, is collected under the authority of the Planning Act, Municipal Act, and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), all as may be amended from time to time. Such information will form part of the public record, is subject to MFIPPA, and may be disclosed or published as part of Council agendas and/or public consultation processes.

By signing this Declaration and executing the Additional Costs Deposit Agreement, the parties acknowledge and agree that all required application fees and any costs incurred by the Town in processing this application, including peer review consultant fees, shall be borne by the applicant, agent, or owner.

Print Name: _____

Signature: _____ Date: _____

DECLARED before me] Signature of Commissioner:
at the _____ Town, or the _____ City]
of: _____] _____
in the _____ County, or the _____ Region] Commissioner's Stamp:
of: _____]
this _____ day]
of _____, 20____]

Appendix A

Complete Application Requirements

Any or all of the information outlined in this Appendix may be requested from applicants to ensure that all relevant and required information pertaining to a development application is available at the time of submission, enabling the Town to make informed decisions within the time periods prescribed by the *Planning Act*. Any information provided in support of an application for development submitted under the *Planning Act* is considered public and is available for public review.

<input type="checkbox"/> Active Transportation Report	<input type="checkbox"/> Heritage Conservation Plan	<input type="checkbox"/> Record of Site Condition
<input type="checkbox"/> Affordable Housing Report	<input type="checkbox"/> Height Survey of Adjacent Buildings	<input type="checkbox"/> Recreation Needs Study
<input type="checkbox"/> Agricultural Impact Assessment	<input type="checkbox"/> Heritage Impact Assessment	<input type="checkbox"/> Rental Housing Conversion Study
<input type="checkbox"/> Air Quality Study	<input type="checkbox"/> Hydrogeology/Hydrology Study	<input type="checkbox"/> Residential Land Needs Assessment
<input type="checkbox"/> Area Management Plan for Stormwater	<input type="checkbox"/> Illumination Plan	<input type="checkbox"/> Restoration Plan
<input type="checkbox"/> Archaeological Assessment	<input type="checkbox"/> Infrastructure Servicing Study	<input type="checkbox"/> Restricted Land Use Declaration Form
<input type="checkbox"/> Secondary Plan	<input type="checkbox"/> Land Assembly Documents	<input type="checkbox"/> Sensitive Land Use Report
<input type="checkbox"/> Building Details (including elevations, colours, materials)	<input type="checkbox"/> Land Use Compatibility Study	<input type="checkbox"/> Servicing Plan
<input type="checkbox"/> Building Matrix	<input type="checkbox"/> Landfill Impact Study	<input type="checkbox"/> Shoreline Study
<input type="checkbox"/> Carbon Emissions Assessment	<input type="checkbox"/> Landscape Plan	<input type="checkbox"/> Sun/Shadow and/or Wind Analysis
<input type="checkbox"/> Consultation Strategy	<input type="checkbox"/> Marina or Coastal Engineering Study	<input type="checkbox"/> Site Plan/Proposed Draft Plan of Subdivision and/or Condominium
<input type="checkbox"/> CPTED Report (Crime Prevention through Environmental Design)	<input type="checkbox"/> Master Drainage Plan	<input type="checkbox"/> Slope Stability Report
<input type="checkbox"/> Contamination Management Plan and Remediation Study	<input type="checkbox"/> Master Fire Plan	<input type="checkbox"/> Soil Report
<input type="checkbox"/> Cultural Heritage Report	<input type="checkbox"/> Master Servicing Study/Servicing Options Report	<input type="checkbox"/> Spray Analysis – Golf Courses
<input type="checkbox"/> D4 Landfill Study	<input type="checkbox"/> Mineral Aggregate Resource Analysis	<input type="checkbox"/> Statement of Conformity with Minimum Distance Separation Formula
<input type="checkbox"/> Employment Land Needs Assessment	<input type="checkbox"/> Municipal Financial Impact Assessment	<input type="checkbox"/> Stormwater Management Report/Plan
<input type="checkbox"/> Engineer's Report (Building Condition)	<input type="checkbox"/> Natural Hazard Study	<input type="checkbox"/> Street Parking Study
<input type="checkbox"/> Environmental Impact/Natural Heritage Study	<input type="checkbox"/> Needs/Justification Assessment	<input type="checkbox"/> Survey (completed within the last five years preceding the application submission date)
<input type="checkbox"/> Economic Cost/Benefit Analysis	<input type="checkbox"/> Neighbourhood Design Plan	<input type="checkbox"/> Sub-Watershed Plan

<input type="checkbox"/> Electrical Economic Evaluation Plan	<input type="checkbox"/> Neighbourhood Traffic Calming Options Report	<input type="checkbox"/> Sustainability Assessment
<input type="checkbox"/> Environmental Site Assessment	<input type="checkbox"/> Noise and/or Vibration Study	<input type="checkbox"/> Traffic/Transportation Impact Study
<input type="checkbox"/> Erosion Hazard/Sediment Control Plan	<input type="checkbox"/> Odour, Dust Nuisance Assessment and Mitigation Report	<input type="checkbox"/> Transportation Design Study
<input type="checkbox"/> Fire Safety Plan	<input type="checkbox"/> Park Concept Plan	<input type="checkbox"/> Tree Inventory and/or Tree Preservation Study
<input type="checkbox"/> Fisheries Impact Study	<input type="checkbox"/> Parking Study	<input type="checkbox"/> Top-of-Bank Demarcation
<input type="checkbox"/> Floodplain Analysis	<input type="checkbox"/> Peer Review Studies	<input type="checkbox"/> Urban Design Report including Architecture and Streetscape Design
<input type="checkbox"/> Flooding, Erosion and Slope Stability Study	<input type="checkbox"/> Pest Control Plan	<input type="checkbox"/> Wellhead Protection Area – Risk Assessment Report
<input type="checkbox"/> Fluvial Geomorphology Analysis	<input type="checkbox"/> Phase I Environmental Site Assessment	<input type="checkbox"/> Wind Analysis
<input type="checkbox"/> Functional Servicing Report/Servicing Options Report	<input type="checkbox"/> Phase II Environmental Site Assessment	<input type="checkbox"/> Written Notice from the Risk Management Official – as required under Section 59 of the Clean Waters Act
<input type="checkbox"/> Geotechnical/Soil Stability Report	<input type="checkbox"/> Phasing Plan	
<input type="checkbox"/> Grading Plan (Cut and Fill Plan)	<input type="checkbox"/> Planning Report	
<input type="checkbox"/> Growth Management Analysis	<input type="checkbox"/> Public Consultation Strategy	