



Draft Plan of Subdivision or Condominium 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 draft plan, prepared by a qualified professional, including but not limited to the following proposed development features, in metric units, as applicable:
 - total number of lots or blocks, and the number of lots or blocks for each use
 - total number of units or dwellings, and the number of units or dwellings for each use
 - total area of land in hectares, and the area of land for each use
 - total number of units or dwellings per hectare, and the number of units or dwellings per hectare for each use
 - total number of parking spaces, and the number of parking spaces for each use
 - access and servicing information
 - For a phased development, the phasing, extent and order of development for each phase
- Supporting documentation as identified in an associated pre-consultation review (*for example, 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.

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

1. Type of Application:

| Plan of Subdivision | Plan of Condominium |
|---------------------------------------------------------|-------------------------------------------------------------------------------|
| Draft Plan of Subdivision | Draft Plan of Vacant Land Condominium |
| Major Amendment to Draft Plan of Subdivision | Draft Plan of Condominium |
| Minor Amendment (Red Line) to Draft Plan of Subdivision | Major Amendment to Draft Plan of Condominium |
| Extension of Draft Plan of Subdivision Approval | Minor Amendment (Red Line) to Draft Plan of Condominium |
| Amendment to Subdivision Agreement | Draft Plan of Condominium after Site Plan Application / Condominium Exemption |
| | Extension of Draft Plan of Condominium Approval |
| | Amendment to Condominium Agreement |
| | Amendment to Registered Condominium Description |
| | Standard Common Element Vacant Land Phased Leasehold |

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.

3. Registered Property Owner Information:

If known, provide 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 Number: _____ 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 | Existing | | Proposed | |
|-----------------------------------|----------|------------|----------|------------|
| Provincial Highway | | | | |
| County Road | | | | |
| Municipal Road, maintained | all year | seasonally | all year | seasonally |
| Other Public Road or Right-of-way | | | | |
| Other, including by water | Specify: | | 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 property 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: |

Is it the intent of this application to permit development of **more than five lots or units** on privately owned and operated individual or communal wells? Yes No

If Yes, a Servicing Options report and a Hydrogeological report are to be provided with this application.

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

Is it the intent of this application to permit development of **five or more lots or units** on privately owned and operated individual or communal septic systems? Yes No

If Yes, a Servicing Options report and a Hydrogeological report are to be provided with this application.

Is it the intent of this application to permit development of **fewer than five lots or units** on privately owned and operated individual or communal septic systems, **and more than 4500 litres of effluent would be produced per day** as a result of the development being completed?

Yes No

If Yes, a Servicing Options report and a Hydrogeological report are to be provided with this application.

Is it the intent of this application to permit development of **fewer than five lots or units** on privately owned and operated individual or communal septic systems, **and 4500 litres of effluent or less would be produced per day** as a result of the development being completed?

Yes No

If Yes, a Hydrogeological report is to be provided with this application.

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

Does the subject property contain any areas of archaeological potential? Yes No

Is it the intent of this application to permit development on lands that contain known archaeological resources or areas of archaeological potential? Yes No

If Yes, the following documents are to be provided with this application:

- i) an Archaeological Assessment prepared by a person who holds a licence that is effective with respect to the subject property, 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.

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: |

Does the owner of the subject property and/or the applicant own or have a legal interest in any lands abutting the property? Yes No

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

Has the subject property ever been the subject of an application for any of the following under the *Planning Act*? **If Yes**, include the 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 | | | | |
| Site Plan Control | | | | |
| Minister's Zoning Order | | | | |
| Other – Specify: | | | | |

Please attach a separate page if more space is required.

Provide an explanation of how the proposed Draft Plan conforms with the Town of Collingwood Official Plan:

Provide an explanation of how the proposed Draft Plan is consistent with policy statements issued under subsection 3(1) of the *Planning Act*:

Is the subject property within an area of land designated under any provincial plan(s)?
Yes No

If Yes, provide an explanation of how the proposed Draft Plan conforms or does not conflict with the provincial plan(s):

Provide the proposed strategy for consulting with the public with respect to this application:

Is this application for phased (partial) draft plan approval? Yes No

If Yes, indicate the following:

| | |
|------------------------------------------------------|--|
| Number of Lot/Units to be approved in this Phase: | |
| Number of Blocks to be approved in this Phase: | |
| Lot/Unit Numbers from M-Plan or Plan of Condominium: | |
| Block Numbers from M-Plan or Plan of Condominium: | |

Complete the following table, as applicable:

| Proposed Use | Number of Units/Dwellings | Number of Lots/Blocks | Area of Land (Hectares) | Number of Units per Hectare | Number of Parking Spaces |
|-------------------------------------------|---------------------------|-----------------------|-------------------------|-----------------------------|--------------------------|
| Single Detached Residential | | | | | |
| Sem-Detached Residential | | | | | |
| Multiple Attached Residential (Townhouse) | | | | | |
| Apartment Residential | | | | | |
| Seasonal Residential | | | | | |
| Mobile Home | | | | | |
| Other Residential | | | | | |
| Commercial | | | | | |
| Industrial | | | | | |
| Institutional | | | | | |
| Park or Open Space | | | | | |
| Roads | | | | | |
| Other | | | | | |
| TOTALS | | | | | |

If any of the above proposed uses are identified as “Other Residential”, Institutional”, or “Other”, provide a description of each use:

Other Residential _____

Institutional _____

Other _____

If this application is for a Draft Plan of Condominium, complete the following:

| | | |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----|
| Has a Site Plan application for the condominium been approved? | Yes | No |
| Has a Site Plan Agreement been executed and registered on title? | Yes | No |
| Has a Building Permit been issued for the proposed condominium? | Yes | No |
| What is the status of construction? <i>*If Construction has been completed, provide date of completion:</i> _____ | Construction not yet started Construction underway Construction complete * | |
| Is the proposed condominium a conversion of a building containing residential rental units? | Yes # of Units to be converted: _____ | No |

If this application is for approval of a condominium description, indicate the number of parking spaces shown on the Draft Plan that are dedicated to:

Detached Residential _____ Semi-detached Residential _____

If this application is for approval of a condominium description, provide a description of the lands being added to the Draft Approved Plan/Condominium Description:

Reference Plan Number: _____ Assessment Roll Number or PIN: _____

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

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
Purchaser of the subject property

Agent for the Owner
Agent for the Purchaser

Officer/Employee of the Owner

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 | |