



ACKNOWLEDGEMENTS AND PLANNING APPLICATION proposals

Acknowledgment of the Planning Act and Freedom of Information

Personal information on these forms is collected under the authority of the Planning Act, R.S.O. 1990, c. P.13, as amended, and will be used to contact the applicant regarding the progress of their application. This information will be used by the Town and relevant agencies for processing this application and will also be available to members of the public inquiring about the application and is subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.

Acknowledgment of Public Information

The applicant grants the Town of Collingwood (TOC) permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports, or distribution to the public either online or through other means for the purpose of application review. The applicant agrees to provide in electronic form, to the TOC for internal and external use and distribution to the public either online or through other means for the purposes of application review.

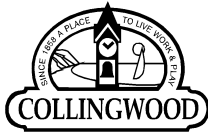
If the applicant believes there may be a security risk by allowing the public access to any portion of these documents, the applicant must indicate the portion of the document(s) to which this concern applies, along with supporting documentation outlining the reasons for concern, along with the document submitted as part of the application. Planning Department Professionals or delegates will consider, but will not be bound to agree with, such submissions prior to reproduction, in whole or in part, any identified portions for internal use, inclusion in staff reports, or public distribution via electronic means.

Development applications are published on the Proposed Major Developments page, accessible by clicking the link below.

[Proposed Major Developments](#)

The Owner/Applicant/Agent acknowledges and agrees that: All costs incurred by the municipality processing this application will be borne by the payee/applicant as deemed fit by the Municipality. In addition, the Town may require further or other reports that it determines are necessary to address such exceptional circumstances which may or not be sent directly to the agency. As described and implemented by Official Plan Amendment #16, these may include but are not limited to, engaging peer review consultants to evaluate the proposal, and supporting submissions shall also be borne by the payee/applicant.

The Treasury Department/Finance schedule is accessible via this [button](#) and outlines the current fees as well as other notable items.



THE CORPORATION OF THE TOWN OF COLLINGWOOD APPLICATION FOR OPA, ZBA, HOLDING and
TEMPORARY USE AMENDMENTS

TO: The Corporation of the Town of Collingwood
Mailing: (small envelopes) P.O. Box 157, Collingwood, ON L9Y3Z5
Planning Services planning@collingwood.ca

FILE NO.: D _____
(Municipality Use)

APPLICATION FOR:

Project Name: _____

Pursuant to one or more of the following Sections 22, 34, 36, 37 and/or 39 of the *Ontario Planning Act*, as amended, I/WE submit an application for: (please check the appropriate box) *We require two copies of all plans and reports.

Application For:

- ☐ An amendment to the Official Plan and an amendment to the Zoning By-law
- ☐ An amendment to the Official Plan
- ☐ An amendment to the Zoning By-law
- ☐ Removal of a Holding Provision from a Zone
- ☐ A Temporary Use By-Law Amendment
Enclosed herewith the fee of:

Application Fees:

Our flat fee is non-refundable and payable upon submission of the application. Consult the Treasury Departments landing page for the current Fees & Charges
<https://www.collingwood.ca/council-government/budget-taxes/fees-charges>

Please be aware that the Nottawasaga Valley Conservation Authority (NVCA) and the Grey Sauble Conservation Authority (GSCA) apply additional fees to planning applications. Kindly contact the NVCA directly at 1-705-424-1479 or GSCA 1-519-376-3076 for information related to their respective fee submission(s) and application(s).

Please be aware that The Corporation of the County of Simcoe applies additional fees to planning applications. Contact the County directly at 1-705-726-9300 for information related to their respective fee submission(s) and application(s).

The Owner/Applicant/Agent acknowledges and agrees that:

All required application fees shall be paid in cash or by cheque made payable to the Town of Collingwood at the time of submission of the application. In the event that all fees are not paid in full at the time of submission the application shall be deemed incomplete.

Contingency fees will be utilized to cover costs associated with this application when deemed necessary by the Town of Collingwood, i.e. professional consultants and legal advice. Any portion of the contingency fee not used in connection with the review and completion of an application will be returned. The applicant further agrees to pay any additional costs and expenses beyond the initial contingency fee, which shall be determined by staff of the Corporation of the Town of Collingwood in the event that the amount of the initial contingency fee taken is insufficient.

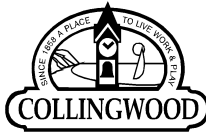
In addition, under exceptional site circumstances, the Town may require further or other reports which it determines are necessary to address such exceptional circumstances.

All Costs incurred by the municipality in engaging peer review consultants in order to evaluate the proposal and supporting submissions shall also be borne by the applicant.

**We require two copies of all plans and reports except for **

And as per OPA #16 the studies required may include any of the following:

☐ Active Transportation Report	☐ Illumination Study
☐ Affordable Housing Report	☐ Marina or Coastal Engineering Study
☐ Archeological Assessment	☐ Master Fire Plan



THE CORPORATION OF THE TOWN OF COLLINGWOOD APPLICATION FOR OPA, ZBA, HOLDING and
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☐ Cultural Heritage Report	☐ Needs/Justification Report
☐ Environmental Site Assessment	☐ Noise Study
☐ Environmental Impact / Natural Heritage Study	☐ Odour /Nuisance /Dust /Vibration Study
☐ D4 Landfill Study	☐ Parking Report/Analysis
☐ Economic Cost Benefit Impact Analysis	☒ Planning Report, covering letter, draft Official Plan Amendment and/or draft Zoning By-law Amendment
☐ Electrical Economic Evaluation Plan	☐ Shadow Analysis
☐ Fire Safety Plan	☐ Spray Analysis - Golf Courses
☐ Fisheries Impact Study	☐ Stormwater Management Report
☐ Flooding, Erosion and Slope Stability Report	☐ Sustainability Analysis
☐ Functional Servicing Report	☐ Traffic Impact Study
☐ Geotechnical /Soil Stability Report	☐ Tree Preservation Plan
☐ Growth Management Report	☐ Urban Design Report including Architecture and Streetscape Design
☒ Heritage Impact Assessment	☐ Wellhead Protection Area - Risk Assessment Report
☐ Hydrogeological /Hydrology Study	☐ The studies required by Section 4.4.3.7 of this Official Plan
☐	☐

TO BE COMPLETED BY APPLICANT:

Project Name: 35 Elgin Street

Project Address: 35 Elgin Street, Collingwood ON

Project Description: to build an accessory structure with a garage and accessory dwelling unit

Legal Description:

Registered Plan No. Lot or Block

Concession No. Lot

Reference Plan No. Parts

Assessment Roll #:

PIN (Property Identifier No.):

Registered Owner & Contact Information(s):

Owner Ryan Richard Jay & Karen Elaine Jay

Address: Street: City: Collingwood Postal Code: L9y 3L6

Land Line: Cell Phone

E-mail: Fax:

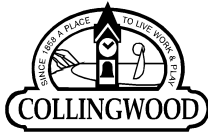
Send Communications to:

Applicant/Consultant/Project Manager (Please indicate):

Address: Street: City: Collingwood Postal Code:

Land Line: Cell Phone

E-mail: Fax:



1. Is the property affected by one or more of the following regulations?

- ☐ The Source Water Protection Plan Intake Protection Zone or Wellhead Protection Area _____
- ☒ the Nottawasaga Valley Conservation Authority (N.V.C.A.) _____
- ☐ the Grey Sauble Conservation Authority (G.S.C.A.) _____
- ☒ The Town of Collingwood Heritage District _____

2. List all associated planning applications being submitted for consideration along with this submission including but not limited to: Minor Variance, Special Permission, Site Plan Control, Consent, Subdivision, Condominium, Parking Exemption, etc.

3. What is the applicant's interest in the Subject Property? (The applicant must be an owner, prospective buyer, and if the latter a copy of an accepted Offer to Purchase must be submitted).

4. Date of acquisition of the Subject Property by the owner:

5. The names and addresses of the holder of any mortgages, charges or other encumbrances in respect of the Subject Property:

Description of the Subject Property:

6. Are there any easements or restrictive covenants affecting the Subject Property? (*Please check appropriate box*)

☒ No

☐ Yes - If yes, please describe each easement or covenant and its effect

7. Dimensions of the Subject Property (In Metric):

Frontage _____ Depth _____ Area _____

8. Identify whether access to the Subject Property is by a Provincial Highway, County Road, a Municipal Road that is maintained all year or seasonally, private road, or a right of way or by water:

9. If access to the Subject Property is by water only, the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road:

10. Particulars of all buildings and structures on or proposed for the Subject Property (specify gross floor area, number of storeys, locations, date of construction, etc.):

11. Official Plan Designation of the Subject Property:



Present Designation and Permitted Uses _____

Requested Designation and Permitted Uses _____

(If an Official Plan Amendment is being requested)

12. Does the requested amendment add, change, replace or delete an Official Plan Policy or Designation?

☒ No

☐ Yes – if yes, please specify which policy or designation is to be added, changed, or replaced

13. Zoning of the Subject Property:

Present Zoning and Density/Height Restrictions

Requested Zoning

(If a Zoning By-law Amendment is being requested) structure with a max size of 100.2m²

14. Zoning By-Law Amendment Application Conformity:

The current designation of the subject land in the applicable official plans, and an explanation of how the application conforms with the official plans?

15. Present Use of the Subject Property:

residential

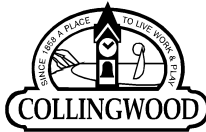
16. Date when the existing buildings or structures on the Subject Property were constructed:

17. Length of time the existing uses of the Subject Property have continued:

18. Present Use of lands abutting the Subject Property:

19. What is the nature and extent of the proposed amendments?

20. What is the reason for the proposed amendments?



21. What is the proposed use of the Subject Property?

22. The planning rational for requesting the Official Plan and/or Zoning By-law amendment must be outlined in your attached covering letter, planning report and draft OPA amendments. Please supply an electronic copy in word format.

23. If proposed use is Residential, indicate the proximity of the subject property to Community Facilities (parks, schools, etc.) within five hundred metres (500m).

24. Services existing and proposed for the Subject Property: *(please check appropriate box)*

Water Supply

	<u>Existing</u>	<u>Proposed</u>
(a) Municipally operated piped water supply	☒ []	☒ []
(b) Drilled well on subject land	[] []	[] []
(c) Dug well on subject land	[] []	[] []
(d) Sand point	[] []	[] []
(e) Communal well	[] []	[] []
(f) Lake or River	[] []	[] []
(g) Other (specify) _____	[] []	[] []
(H) Expected Water Usage expressed in SDU's	[] []	[] []

Sewage Disposal

(a) Municipally operated sanitary sewers	☒ []	☒ []
(b) Individual septic tank	[] []	[] []
(c) Pit privy	[] []	[] []
(d) Holding tank	[] []	[] []
(e) Other (specify) _____	[] []	[] []

25. Is storm drainage provided to the Subject Property by sewers, ditches, swales or other means?

26. Is or has the subject property or land within 120 metres ever been the subject of an application for minor variance under Section 45 of the Planning Act or its predecessor? *(Please check appropriate box)*

- ☐ No
☐ Yes
☒ Unknown

If the answer is yes, describe briefly (i.e. date of application, file number, nature of relief, status of application, etc.)



-
-
27. Is or has the subject property or land within 120 metres ever been the subject of an application for a plan of subdivision or consent under Section 51 or 53 of the Planning Act? *(Please check appropriate box)*

☐ No
☐ Yes
☒ Unknown

If the answer is yes, describe briefly (i.e. date of application, file number, nature of relief, status of application, etc.)

28. Has the Subject Property or land within 120 metres ever been the subject to a previous application for either an Official Plan Amendment or Zoning By-law Amendment pursuant to the Planning Act? *(Please check appropriate box)*

☐ No
☐ Yes
☒ Unknown

If the answer is yes, describe briefly (i.e. date of application, file number, nature of relief, status of application, etc.)

29. In the case of a requested amendment to a lower-tier municipality's official plan, the current designation of the subject land in the upper-tier municipality's official plan and an explanation of how he proposed amendment conforms to the upper-tier municipality's official plan.

See Planning Justification Report

30. An explanation of how the requested amendment is consistent with the policy statements issued under subsection 3 (1) of the Act.

See Planning Justification Report

31. Is the subject land within an area of land designated under any provincial plan(s)?

☒ No
☐ Yes, if yes, an explanation of how the requested amendment conforms or does not conflict with the provincial plan or plans.

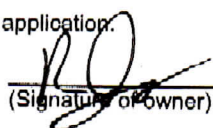


32. Supplementary and support material to accompany application, where applicable:
- (a) A current survey of the property prepared by an Ontario Land Surveyor indicating topographical contours and other natural and artificial features such as existing buildings and their uses, railways, highways, pipelines, watercourses, drainage, ditches, swamps, and wooded areas within or adjacent to the subject land. This survey should clearly indicate the land that is the subject to the amendment.
 - (b) The submitted survey or site plan should indicate:
 - i. Property dimensions and related street lines, including reference to the nearest intersecting street;
 - ii. Location, dimension and size (number of units, number of storeys, floor area, etc.) of all proposed buildings and accessory facilities and their proposed use(s);
 - iii. Parking lot and driveway layout including loading bays and garbage pickup areas dimensions of parking spaces and aisle widths;
 - iv. Dimensions of front, side and rear yards, and distances between adjacent buildings;
 - v. Landscaping and other natural and artificial features (easements, railway lines, pipelines, watercourses, culverts, etc.);
 - vi. Summary of site coverage with regard to percentage of building coverage and percentage of landscaped area;
 - vii. The method of servicing subject property (sanitary sewers, public water, septic tanks, private wells).

OWNERS AUTHORIZATION FOR AGENT

I/we Ryan Jay and Karen Jay authorize Krystin Kennie, Georgian Planning Solutions

to act as our agent(s) for the purpose of this application.


(Signature of Owner)

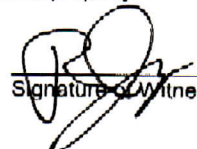
DATED at the Town of Collingwood, this
(City or Town) (which City or Town)

12th day of June, 2024.

OWNERS AUTHORIZATION FOR ACCESS

I/we, Ryan Jay and Karen Jay, of the Town of
(City or Town)
Collingwood in the County of Simcoe hereby
(Which City or Town) (Region or County)
permit Town staff and its representatives to enter upon the premises during regular business hours for the purpose of performing inspections of the subject property.


Signature of Owner


Signature of Witness



DECLARATION

IN THE MATTER of an application for the development of the lands as described above, I/We have examined the contents of this application and certify as to the correctness of the information submitted, insofar as I have knowledge of these facts.

I, Krystin Rennie, Georgian Planning Solutions of the Town of Collingwood of
(City or Town)

Collingwood in the County of Simcoe
(Which City or Town) (Region or County)

SOLEMNLY DECLARE THAT:

All above statements and the statements contained in all of the exhibits transmitted herewith are true. **AND** 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.

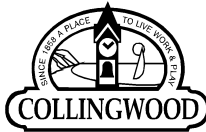
DECLARED before me at the Town of Collingwood
in the County of Simcoe this 22
day of July, 2024.

Krystin Rennie
Signature of Owner/Applicant/Agent

Deanne Hughes
Signature of Commissioner

Deanne Melissa Hughes,
a Commissioner, etc.,
Province of Ontario,
for the Corporation of the Town of Collingwood.
Expires February 12, 2025.

This application continues on the next page.



THE CORPORATION OF THE TOWN OF COLLINGWOOD APPLICATION FOR OPA, ZBA, HOLDING and
TEMPORARY USE AMENDMENTS
2019

FILE NO.: D _____ (Municipality Use)

Contact Information:

Project Name: _____ 35 Elgin Street

Registered Owner: _____ Ryan Jay and Karen Jay

Agent/Contact

Name: _____ Georgian Planning Solutions, Krystin Rennie

Address: Street: _____ 17 Brock Cres City: _____ Collingwood Postal Code: _____ L9Y 4A4

Land Line: _____ 705-446-0530 Cell Phone: _____ 705-606-7526

email: _____ krennie@georgianplanning.ca Fax: _____

Solicitor:

Name: _____

Address: Street: _____ City: _____ Postal Code: _____

Land Line: _____ Cell Phone: _____

email: _____ Fax: _____

Engineer:

Name: _____

Address: Street: _____ City: _____ Postal Code: _____

Land Line: _____ Cell Phone: _____

email: _____ Fax: _____

Landscape Architect:

Name: _____

Address: Street: _____ City: _____ Postal Code: _____

Land Line: _____ Cell Phone: _____

email: _____ Fax: _____

Architect:

Name: _____

Address: Street: _____ City: _____ Postal Code: _____

Land Line: _____ Cell Phone: _____

email: _____ Fax: _____

Additional Information or Contacts:

Freedom of Information

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