



**THE CORPORATION OF THE TOWN OF COLLINGWOOD**  
**SITE PLAN APPLICATION Form and associated application form**  
**types**

TO: The Corporation of the Town of Collingwood

FILE NO.: D \_\_\_\_\_  
 (Municipality Use)

**APPLICATION FOR:**

**Project Name:**

140 Mountain Road

*Ensure all plans are congruent with all consultants associated with this project.*

*This planning application form as well as all associated documents and plans via our public portal at the following link:*

<https://cvportal.collingwood.ca/portal>

Development Review Documents to be reviewed prior to submitting plans can be found at the following link:

<https://www.collingwood.ca/building-business/land-use-planning-services/development-planning>

Drawings are required in AutoCAD, DWG, and PDF files released 2000 or newer. Submissions for OPA's and ZBA's must be submitted in draft format in .pdf and Word Format including the application description. **NB:** The expectation is that reviews will take place within 4 submissions therefore 4<sup>th</sup> submission drawings will have an additional charge.

- Site Plan Application
- Site Plan Application for a building of less than 500 sq. m
- Amendment to Site Plan Control Agreement
- Minor Adjustment to Site Plan Control Agreement
- Discharge of Site Plan Control Agreement  
(Original file number D11 \_\_\_\_\_)
- Radio Communications – Protocol Conformity Review  
Process
- Model Home Application-this is a D1205 number

**NOTE:** Fees are calculated at the applicable rate at the time of filing and our flat fee is non-refundable. For further information reference the Fees and Services By-Law located on the Treasury Department landing page <https://www.collingwood.ca/council-government/budget-taxes> or review it with planning staff.

**The Owner/Applicant/Agent acknowledges and agrees:**

**Upon the project being received through the portal Town Staff will set the project status to “under review” which will provide the opportunity for immediate payment via credit card up to and including \$5,000.00. This project proposal will not progress forward until our Finance Department has received payment via credit card, cheque or EFT payments.**

**That all** required application fees shall be paid by credit card (see above note) EFT, or by cheque. To make payment via EFT contact our Finance Manager for the details. Ensure that complete identification information is provided for easy identification of the payment. We require the project number as provided by the public portal and the address of the subject property to be detailed on all EFT payments or cheques. This will ensure proper deposit to your account. Cheques are to be made payable to the Town of Collingwood at the time of submission of the proposal. The project will not be processed until the payment is received by the Finance Department. The planning department registered professional will deem the proposal fit to be circulated for review comments to internal and external reviewers. It is best practice to place cheques in a separate envelope addressed to Accounts Payable at 97 Hurontario Street, Collingwood, ON L9Y 3Z5. We require all development proposals to be provided electronically and cheques cannot be processed at our physical location. They will be returned to Head Office (TownHall) located at 97 Hurontario Street and directed to Accounts Payable.

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**The Contingency fee deposit(s)** will be utilized to cover costs associated with the processing of this application when deemed necessary by the Town of Collingwood, i.e., professional consultants and legal fees or any other professional advice deemed necessary by the planning department and Council. Any portion of the deposit fee not used in connection with the review and completion of a project proposal will be returned at the request of the Payee. The payee/applicant further agrees to pay any additional costs and expenses beyond the initial contingency deposit fee, which shall be determined by the staff of the Corporation of the Town of Collingwood if the amount of the initial deposit fee taken is insufficient.

**Is the property affected by the regulations of the following?**

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| Yes                                 | No                                  | Are the subject lands within?  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | a Secondary Plan Area?   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | the Town of Collingwood Heritage District  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | The Nottawasaga Valley Conservation Authority is referred to as the NVCA. (The NVCA will review your application and you must contact the NVCA at (705) 424-1479 for the fee amount) |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The Grey Sauble Conservation Authority (G.S.C.A.)  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The Source Water Protection Plan Intake Protection Zone or Wellhead Protection Area  |

**Matters to address:**

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| Yes                                 | No                                  |  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Are the subject lands or uses impacted by any current municipal review initiated?  |
| <input checked="" type="checkbox"/> |                                     | Due care will be taken to ensure plans are in agreement between development disciplines to ensure uniformity between all parties?  |
| <input checked="" type="checkbox"/> |                                     | I understand that all 3 <sup>rd</sup> submission drawings will require a further \$508.00 review fee.  |
| <input checked="" type="checkbox"/> |                                     | Do the lands have full Municipal Services?   |
| <input checked="" type="checkbox"/> |                                     | I understand that Development Charges for sanitary sewers and water servicing may apply as per By-law No. 2017-080 and 2014-066 which are administered by the Treasury Department.   |
| <input checked="" type="checkbox"/> |                                     | I understand that this development may be subject to the following:<br>1. Town Development Charges By-law, Simcoe County Development Charges, Education Levy, Black Ash Creek Special Policy Charges<br>2. Civic addressing, also known as 911, is administered by the Building Department. If your project requires addressing please access The Street Naming Policy and Civic Addressing By-Law 2014-028 which is on our website <a href="http://www.collingwood.ca/files/BL2014-028%20Civic%20Addressing_0.pdf">http://www.collingwood.ca/files/BL2014-028%20Civic%20Addressing_0.pdf</a> The Building Department administers these matters. Please contact administration@ <a href="mailto:building@collingwood.ca">building@collingwood.ca</a> |

**The Owner/Applicant/Agent acknowledges and agrees that:**

**In addition**, under exceptional site circumstances, 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.

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

**These reports are required electronically**

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

<input type="checkbox"/> Active Transportation Report	<input checked="" type="checkbox"/> Illumination Study
<input type="checkbox"/> Affordable Housing Report	<input type="checkbox"/> Marina or Coastal Engineering Study
<input type="checkbox"/> Archeological Assessment	<input type="checkbox"/> Master Fire Plan
<input type="checkbox"/> Cultural Heritage Report	<input type="checkbox"/> Needs/Justification Report
<input type="checkbox"/> Environmental Site Assessment	<input type="checkbox"/> Noise Study
<input checked="" type="checkbox"/> Environmental Impact / Natural	<input type="checkbox"/> Odour /Nuisance /Dust /Vibration Study

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<input type="checkbox"/> D4 Landfill Study	<input type="checkbox"/> Heritage Study
<input type="checkbox"/> Economic Cost-Benefit Impact Analysis	<input type="checkbox"/> Parking Report/Analysis
<input type="checkbox"/> Electrical Economic Evaluation Plan	<input type="checkbox"/> Planning Report, covering letter, draft Official Plan Amendment, and/or draft Zoning By-law Amendment
<input type="checkbox"/> Fire Safety Plan	<input type="checkbox"/> Shadow Analysis
<input type="checkbox"/> Fisheries Impact Study	<input type="checkbox"/> Spray Analysis - Golf Courses
<input type="checkbox"/> Flooding, Erosion, and Slope Stability Report	<input checked="" type="checkbox"/> Stormwater Management Report
<input checked="" type="checkbox"/> Functional Servicing Report	<input type="checkbox"/> Sustainability Analysis
<input type="checkbox"/> Geotechnical /Soil Stability Report	<input checked="" type="checkbox"/> Traffic Impact Study
<input type="checkbox"/> Growth Management Report	<input checked="" type="checkbox"/> Tree Preservation Plan
<input type="checkbox"/> Heritage Impact Assessment	<input checked="" type="checkbox"/> Urban Design Report including Architecture and Streetscape Design
<input type="checkbox"/> Hydrogeological /Hydrology Study	<input type="checkbox"/> Wellhead Protection Area - Risk Assessment Report
<input checked="" type="checkbox"/> Review Matrix (from pre-consultation)	<input type="checkbox"/> The studies required by Section 4.4.3.7 of this Official Plan
	<input type="checkbox"/> Capacity Allocation Survey

**\*Applicants please note:** In order for the Agreement and Authorizing By-law to be presented to Council, Planning Services must create PowerPoint presentations. Upon all **final approval** comments being provided to the applicant, the Town requires updated electronic coloured building elevations as well as a coloured rendering of the final landscape plan. The Agreement and Authorizing By-law will be presented to formal Committees. Following discussions with the Town Planner download these up to date .pdf images to the existing Public Portal.

**TO THE BE COMPLETED BY APPLICANT:****Project Name:**

140 Mountain Road

Project Address: 140 Mountain Road, Town of Collingwood

Project Description: To construct an industrial building with a building area of 6825.9 sqm + 1771 sqm of Mezzanine space.

The building will contain 36 industrial units with manufacturing and custom workshop space.

Legal Description: PT N1/2 LT 44 CON 10 NOTTAWASAGA, PT 2 PL 51R38668; TOWN OF COLLINGWOOD

Assessment Roll #: 4331050-00219415 PIN (Property Identifier No.): 58260-0567

Registered Owner &amp; Contact Information (s): 2596482 ONTARO LTD.

Address: Street: 7429 Highway 26, P.O. Box 880 City: Stayner Postal Code: L0M 1S0

E-mail: chrismillsap@mvpholdings.ca

Land Line: Cell Phone: 705.446.4915

**Communications are to be sent to the:**Please indicate if you are the Applicant, Consultant, or Project Manager?

Kristine Loft, Loft Planning Inc.

Address: Street: 25 Maple Street City: Collingwood Postal Code: L9Y 2P7

E-mail: kristine@loftplanning.com

Land Line: 705-446-1168 Cell Phone:

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Zoning existing: M5 proposed if applicable: No Change

Official Plan existing: Industrial Park proposed if applicable: No Change

Site Information: Water – Municipal Yes Private (if applicable): \_\_\_\_\_

Sewer – Municipal Yes Private (if applicable): \_\_\_\_\_

Proposed

Uses: An industrial building with a main floor area of 6825.9 sqm and 1771 sqm of Mezzanine space.

The proposed building will contain 36 manufacturing and custom workshop units.

Site Area (sq. m / ha): 20,169 sqm (2 ha) # of Units 36

Building Area (sq. m) proposed 6825 sqm existing (if applicable) Vacant

Mezzanine Area (sq. m) proposed 1771 sqm existing (if applicable) Vacant

Exterior Materials & Colours Metal cladding (dark grey), metal cladding (bone white), aluminum window (black), aluminum door and frame (black) fin wall and roof overhang (portwood red).

**Legal Information for Agreement Preparation**

Certificate of Title Required No Enclosed

Is the property mortgaged? No. (Yes/No) Mortgagee: \_\_\_\_\_

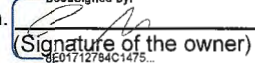
Do you anticipate a new mortgage being added in the near future? No.

Who has the authority to bind the corporation? (Name and Title)  
2596482 ONTARIO LTD.

Solicitor Contact Information: BAULKE STAHR MCNABB LLP, 150 Hurontario St., PO Box 100 Collingwood, ON L9Y 3Z4. 705-445-4930

**OWNER'S AUTHORIZATION FOR AGENT**

I/we 2596482 ONTARO LTD. authorize Kristine Loft, Loft Planning Inc.

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

DATED at the of: Town of Collingwood  
(City or Town) (Which City or Town)

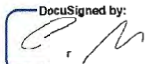
this 2nd day of December, 2022.

**OWNER'S AUTHORIZATION FOR ACCESS**

I/we, 2596482 ONTARO LTD., of the Township  
(City or Town)

of Clearview \_\_\_\_\_ in the County of Simcoe  
(Which City or Town) (Region or County)

hereby permit the Town and its representatives to enter upon the property during regular business hours for the purpose of performing inspections of the property.

  
Signature of Owner

\_\_\_\_\_  
Signature of Witness

**DECLARATION**

1. No works shall be undertaken on the property until the Site Plan Agreement is fully authorized by By-law and Council. Notwithstanding the above, new site works, including filling/grading and the destruction of trees may be advanced subject to permits having been duly issued in accordance with the Fill By-law, as amended No. 03-103 and the By-law to Destroy Trees No. 2012-84.

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 the correctness of the information submitted, insofar as I have knowledge of these facts.

I, Kristine Loft, of Township (City or Town)  
of Clearview 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. 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. I am the registered owner of the above-noted property or the agent of the owner duly authorized on the owner's behalf.

DECLARED before me at the of Town of Collingwood (City or Town) (Which City or Town)

in the County of Simcoe of Simcoe this 20<sup>th</sup> (Which Region or County) (Region or County)

day of December 2022

Kristine Loft  
Signature of Owner/Applicant/Agent

[Signature]  
Signature of Commissioner

**Rebecca Lynn Dahl**  
A Commissioner, etc.,  
County of Simcoe,  
for the Corporation of the Town of Collingwood

*No rolled plans will be received by Planning Services. Upon final review and approval of this proposal, and to facilitate the Site Plan Agreement and its distribution to interested parties, Planning Services requires five (5) original signed and executed Site Plan Agreements and five (5) full sets of final approved plans along with final approved electronic plans. These plans are required to form part of the executed Site Plan Agreement and will be signed by the Director of Planning. These plans must be folded to allow filing into our approved filing system.*

**Check List of Administrative Documents and Plans**

Check List No.	Description of Document or Plan	Provided
1	Planning Application Form	<input checked="" type="checkbox"/>
2	Agent or Applicant Cover/Proposal Letter	<input type="checkbox"/>
3	Appropriate Fee	<input checked="" type="checkbox"/>
4	Summary Matrix Response to Pre-Consultation Meeting	<input checked="" type="checkbox"/>
5	Site Plan	<input checked="" type="checkbox"/>
6	Landscape Architect Plans	<input checked="" type="checkbox"/>
7	Architectural Plans	<input checked="" type="checkbox"/>
8	Civil Engineering Plans	<input checked="" type="checkbox"/>
	Survey	<input checked="" type="checkbox"/>
	Notice of Decision	<input type="checkbox"/>
	Planning Justification Report	<input checked="" type="checkbox"/>
	Capacity Allocation Table	<input type="checkbox"/>
	Interim Control By-Law Water Exemption	<input type="checkbox"/>

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	Draft Zoning Amendment	<input type="checkbox"/>
	Draft Official Plan Amendment	<input type="checkbox"/>
	PowerPoint	<input type="checkbox"/>
	Cost Estimates-electronic word	<input type="checkbox"/>
	Coloured Renderings	<input type="checkbox"/>
	Tree Preservation and Protection Plan	<input type="checkbox"/>
	Environmental Impact Statement	<input type="checkbox"/>
	Noise Impact Study	<input type="checkbox"/>
	Elevations	<input type="checkbox"/>
	Architectural	<input type="checkbox"/>
	Heritage Impact Assessment	<input type="checkbox"/>
	Environmental Impact Study	<input type="checkbox"/>
	Traffic Impact	<input type="checkbox"/>
	Storm Water Management Report	<input type="checkbox"/>
	Geotechnical Investigation	<input type="checkbox"/>
	Air Quality and Odour Study	<input type="checkbox"/>
	Environmental Noise Impact	<input type="checkbox"/>
	Phase 1 Site Assessment	<input type="checkbox"/>
	Phase 2 Site Assessment	<input type="checkbox"/>
	Environmental Site Assessment Phase I	<input type="checkbox"/>
	Environmental Site Assessment Phase II	<input type="checkbox"/>
	Functional Servicing Report	<input type="checkbox"/>
	Record of Site Conditions	<input type="checkbox"/>
	Engineering Record of Site Conditions	<input type="checkbox"/>
	Supplemental Hydrogeological Investigation	<input type="checkbox"/>
	Storm Water Management Report	<input type="checkbox"/>
	Traffic Impact Statement	<input type="checkbox"/>
	Truck Turning Plan	<input type="checkbox"/>
	Urban Design Brief	<input type="checkbox"/>
	External Agency Comment	<input type="checkbox"/>
	Archaeological Assessment Stage 1	<input type="checkbox"/>
	Archaeological Assessment Stage 2	<input type="checkbox"/>
	Floor Plans	<input type="checkbox"/>

*This application continues to the next page, alternatively, all contact information and professional contacts associated with this proposal must be entered into the public portal. Any contact registrants associated with the proposal are enabled to view the review process. Unregistered Portal Professionals to the public portal can be added as a contact to the project but they will not be able to view, pay or add information.*

FILE NO.: D \_\_\_\_\_  
(Municipality Use)

**Contact Information:**

Project Name: 140 Mountain Road

Registered Owner: 2596482 ONTARO LTD.

**Agent:**

Name: Kristine Loft, Loft Planning Inc.

Address: Street: 25 Maple Street City: Collingwood Postal Code: L9Y 2P7

E-mail: kristine@loftplanning.com

Land Line: 705-446-1168 Cell Phone: \_\_\_\_\_

**Solicitor:**

Name: BAULKE STAHR MCNABB LLP

Address: Street: 150 Hurontario St., PO Box 100 City: Collingwood Postal Code: L9Y 3Z4

E-mail: ryan@collingwoodlaw.ca

Land Line: 705-445-4930 Cell Phone: \_\_\_\_\_

**Engineer:**

Name: Kevin Sansom, Tatham Engineering

Address: Street: 115 Sandford Fleming Dr. City: Collingwood Postal Code: L9Y 5A6

E-mail: ksansom@tathameng.com

Land Line: 705.444.2565 Cell Phone: 705.443.0801

**Landscape Architect:**

Name: Stefan Taina, John D. Bell Associates Ltd.

Address: Street: 274 Burton Ave City: Barrie Postal Code: L4N 5W4

E-mail: jdbellassociates@rogers.com

Land Line: 705.722.6278 Cell Phone: \_\_\_\_\_

**Architect:**

Name: Alex Waddell, Waddell Engineering Ltd.

Address: Street: 119 Pinebush Road City: Cambridge Postal Code: N1R 7J8

E-mail: alex@waddelleng.com

Land Line: 519.267.6789 Cell Phone: \_\_\_\_\_

**Additional Information or Contacts**

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**Freedom of Information**

Personal information on this form 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 of 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. Questions about this procedure should be directed to Planning Services through our email [planning@collingwood.ca](mailto:planning@collingwood.ca) or 705-445-1030