



Zoning Certificate 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 Zoning Certificate application submission must include:

- This form, completed in full, and including all required signatures (**digital signatures accepted**)
- A site plan (to scale) that includes the following (see site plan example attached):
 - North direction arrow
 - The property line boundaries and dimensions
 - The location, size, height, and type of all existing and proposed buildings and structures
 - Indicate the setback distance of the buildings or structures from the front yard lot line, rear yard lot line and side yard lot lines, and from other buildings or structures
 - Calculations for lot coverage and for landscaped open space (m² and percentage)
 - The location, size, and setback for any services, roads, road allowances, easements, or right-of-way
 - Landscaped areas and hard surfaces such as driveways, walkways, and parking areas including width and setback to adjacent property line(s)
 - Where a building is being proposed, include elevation drawings and floor plans
- Application fee (as per current [Fees & Service Charges](#))

Note:

- Zoning Certificates expire 1 year from the date they are issued.
- A Zoning Certificate is required to be submitted with, and forms part of, a complete building permit application submission.
- Review the [Town of Collingwood's Zoning By-Law](#) to understand the zoning provisions for your proposed project.
- If the property is in an area of regulation by a Conservation Authority, and/or within a Heritage District, and/or within the Ministry of Transportation (MTO) controlled area, a separate development permit may be required.
- If review of existing services are found to be insufficient or substandard for the proposed development, new or replacement services may be required for approval (at the applicant's cost).

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. Applicant Information:

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 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

2. Subject Property Information:

Civic Address: _____

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

Registered Plan #: _____ Frontage (m): _____

Depth (m): _____ Area(sq m or ha): _____

Assessment Roll Number or PIN: _____

Project Name (if applicable): _____

3. Registered Property Ownership Information:

Is the registered owner the same as the Applicant in Section 1 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. Type of Development Proposed:

New Construction

Addition to Existing Building

Detached Accessory Building

Private Swimming Pool

Other (specify below):

Interior Renovation

Demolition

Additional Residential Unit (ARU)

Change of Use/Tenant Fit-Out

5. Servicing Requirements:

Will servicing demands change based on the proposed development? Yes No

If yes, please reach out to the [Building Services Division](#) to discuss requirements.

6. Authorization for Agent:

The owner(s) of the 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 and grant permission to the acting agent to complete 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.)

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.

The parties acknowledge and agree that all required application fees and any costs incurred by the Town in processing this application shall be borne by the applicant, agent, or owner.

Site Plan Example:

Site Plan Example

This site plan example is provided for information purposes only, and does not represent every detail that may be required, or all the minimum standards which may apply.

PLEASE NOTE: USE METRIC FOR ALL MEASUREMENTS AND CALCULATIONS

Show property lines and dimensions

- > Show all proposed setbacks from property lines to existing and proposed structures. Show also separation distance measurement from any other structures on the property.
- > Include width and length of driveway as applicable to the project
- > Include water and sanitary servicing location and size, if they exist.

Public Sidewalk

Street Name

Zoning: _____ Description of Proposed Work: _____

Property Owner's Name: _____ Proposed Height = _____ (specify metres or feet)

Project Address: _____

Total Lot Area = _____ (specify sq m or sq ft)

Existing House/Garage = _____ (specify sq m or sq ft)

Proposed New Structures: _____ (specify metres or feet)

Existing Accessory Buildings = _____ (specify sq m or sq ft)

*Landscaped Open Space Proposed = _____ % *Total proposed Lot Coverage = _____ %

*Landscaped Open Space is the open, unobstructed space on a lot from the ground to the sky, reserved for growth and maintenance of grass, flowers, bushes and other landscaping features such as: walkways, patios, retaining walls, and unenclosed swimming pools. Does not include entrances or parking areas, driveways or ramps, or any open space located beneath or within a building.

Refer to the Zone provisions for the minimum percentage of Landscaped Open Space requirements.

To calculate percentage, start with the total lot area, subtract building footprint areas (existing & proposed). Also subtract areas of driveways and parking, any ramp area or open space beneath buildings. Take that result and divide it by the total lot area, then multiply that by 100 to obtain the proposed percentage of Landscaped Open Space.

*Lot Coverage is the footprint of all existing and proposed structures, including decks above 0.6 m (2 ft) in height from grade. The total of all structures divided by lot area, multiplied by 100 will provide the proposed percentage of Lot Coverage.

Note: Unless provided elsewhere in the Zoning By-law, within a Residential Zone the first 10 sq m of area of an unenclosed deck shall be excluded when calculating lot coverage.

**SITE PLAN EXAMPLE ONLY
For Guidance Purposes**