



Compliance Letter Application

**Town of Collingwood
Planning Services**

Phone: 705-445-1030

Email: planning@collingwood.ca

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|------------------|
| Office use only: |
| Reference #: |
| |

Please Read Before Completing Application

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

- This form, completed in full, and including all required signatures (**digital signatures accepted**)
- Application fee and contingency deposit, if applicable (as per current [Fees & Service Charges](#))

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 #: _____

Applicant is:

Owner Agent for Owner (complete Section 6) Lawyer Other _____

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| <p>Additional Contacts for this application 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</p> |
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2. Registered Property Owner 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.

3. Type of Compliance Letter:

Zoning & Permitted Uses

Site Plan Control Agreement

Heritage

Absolute Title

More than One Property*

Propane Tanks – Confirmation of Use

Committee of Adjustment Agreements and/or Land Sales, Easements & Encroachments

4. Property Information:

Civic Address (if applicable) _____

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

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

**More than one Property*? Complete the below information for an additional property.
Please attach a separate page if more space is required.**

Civic Address (if applicable) _____

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

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

5. Information to be Provided:(by the Town)

Check all that apply:

Zoning and Permitted Use(s)

Official Plan Designation

Compliance with Building Setback Provisions in the Town's [Zoning By-Law](#)
(comment is only provided when an up-to-date and legible survey is attached)

Survey or Real Property Report attached

Active or Approved *Planning Act* Applications, including Committee of Adjustment

Propane Exchange Program

Heritage Significance

Is there additional information you want to provide? Complete below or attach a separate page if more space is required.

6. Authorization for Agent:

The owner(s) of the subject property, as identified in Section 2 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.

A Compliance Letter does not verify the lawful or proposed use of a property.

No comment is provided on open building permits or outstanding building inspections. The Town offers a separate Building Compliance Report which can be applied for separately via your [Portal Account](#).

No comment is provided on Property Standards or other By-Law matters. Contact By-Law Services directly at bylaw@collingwood.ca.

No comment is provided on local improvements or servicing. Contact Development Engineering directly at developmentengineering@collingwood.ca.

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 public consultation processes.

By signing this Declaration, 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.