



Consent 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 Consent application submission must include:

- This form, completed in full, and including all required signatures (**digital signatures accepted**)
- A site plan or detailed sketch showing the following, in metric units, as applicable:
 - the boundaries and dimensions of any land abutting the subject property that is owned by the owner of the subject property
 - the approximate distance between the subject property and the nearest lot line or landmark such as a bridge or railway crossing
 - the boundaries and dimensions of the subject property, the part that is intended to be severed, and the part that is intended to be retained
 - the location of all property(ies) previously severed from the parcel originally acquired by the current owner of the subject property
 - the approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that,
 - i. are located on the subject property and on land that is adjacent to it, and
 - ii. in the applicant’s opinion, may affect the application
 - the current uses of land that is adjacent to the subject property (*for example, residential, agricultural or commercial*)
 - the location, width and name of any roads within or abutting the subject property, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way
 - if access to the subject property will be by water only, the location of the parking and boat docking facilities to be used; and
 - the location and nature of any easement affecting the subject property
- Supporting documentation as applicable (i.e., planning reports, studies, assessments, etc.)
- Application fee and contingency deposit* (as per current [Fees & Service Charges](#))
*Contingency deposit to be determined at time of application
- Completed and signed [Additional Costs Deposit Agreement](#)

The applicant or agent is responsible to post Notice of Public Meeting signage on the property. Failure to post signage will result in automatic deferral to the next scheduled public meeting. Planning Services will contact the applicant or agent for sign pick-up.

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. Type of Application:

What is the type and/or purpose of the proposed consent?

Creation of a new lot*

Lot addition

Lot line adjustment

Easement

Charge

Lease

Correction of Title

Other _____

*If proposing new lot creation, confirm if a Certificate of Official is required for the retained lands:

Yes

No

If Yes, submit a statement from a Lawyer that there is no land abutting the subject property (severed and/or retained) that is owned by the registered owner(s) of the subject property, other than land that could be conveyed in accordance with section 50 of the *Planning Act*.

Provide, *if known*, the name of the person to whom the property or an interest in the property is to be transferred, charged, or leased:

2. 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 #: _____

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.

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

3. Registered Property Owner Information:

If known, provide the date the subject property was acquired by 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 #: _____ 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	Lot to be Retained	Lot to be Severed
Provincial Highway		
County Road		
Municipal Road, maintained	all year seasonally	all year seasonally
Other Public Road or Right-of-way	Specify:	Specify:
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	Lot to be Retained	Lot to be Severed
Frontage (m):		
Depth (m):		
Area (m ²):		
Existing Use(s) of Land(s):		
Proposed Use(s) of Land(s):		

Check the applicable water and sewage disposal servicing, and type of storm drainage below:

Water Service	Lot to be Retained	Lot to be Severed
Municipal Servicing		
Private Well – Individual		
Private Well – Communal		
Bay or Other Water Body		
Other	Specify:	Specify:

Sewage Disposal	Lot to be Retained	Lot to be Severed
Municipal Servicing		
Private – Individual		
Private – Communal		
Other	Specify:	Specify:

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

Provide the current Town of Collingwood Official Plan and Zoning By-Law designations below:

Designations	Lot to be Retained	Lot to be Severed
Official Plan Designation:		
Zoning By-Law Designation:		

Explain how the application conforms with the Town of Collingwood Official Plan:

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>		
<i>If yes, please specify area:</i>		
Secondary Plan Area		
<i>If yes, please specify area:</i>		

Is the property within any of the following regulated areas?

Regulated Area	Yes	No
Intake Protection Zone (<i>South Georgian Bay Lake Simcoe Sourcewater Protection Plan, as amended</i>)		
Wellhead Protection Area (<i>South Georgian Bay Lake Simcoe Sourcewater Protection Plan, as amended</i>)		
Nottawasaga Valley Conservation Authority (NVCA)		
Grey Sauble Conservation Authority (GSCA)		

Are there any buildings or structures existing or proposed on the subject property?

Yes

No

If Yes, complete the following tables, as applicable, for **each** building or structure (in metric units):
(attach separate page if necessary)

Existing	Type	Front Setback (m)	Rear Setback (m)	Side Setback (m)	Side Setback (m)	Height (m)	Dimensions/Floor Area (m ²)	Approximate Date of Construction
#1:								
#2:								
#3:								
#4:								

Proposed	Type	Front Setback (m)	Rear Setback (m)	Side Setback (m)	Side Setback (m)	Height (m)	Dimensions/Floor Area (m ²)
#1:							
#2:							
#3:							
#4:							

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				
Other – if yes, specify below:				

Has any land been severed from the parcel originally acquired by the current owner of the subject property?

Yes

No

If Yes, please specify:

Date of the transfer: _____

Name of the transferee: _____

Uses of the severed land: _____

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

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 Agent for the Owner Officer/Employee of the Owner
Purchaser of the subject property Agent for the Purchaser

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 due to an application submission and any information gathered during the processing of the application is collected under the authority of the Planning Act as amended, the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Personal information collected will form part of the public record and is public information subject to MFIPPA regulations and may be published as part of a Council agenda 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____]