



Minor Variance 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 Minor Variance 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 the subject property
 - the location, size and type of all existing and proposed buildings and structures on the subject property, including the distance of the buildings or structures from the front lot line, rear lot line and side lot lines
 - 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 is by water only, the location of the parking and docking facilities to be used
 - 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:

Please select the type of application:

Technical/Incidental (minimal review)

Full Review

The determination of what qualifies as an Technical/Incidental or a Full Review Minor Variance Application shall be at the discretion of the Director, Growth and Development or their designate. If unsure about the type of Minor Variance application, please contact planning@collingwood.ca.

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 #: _____

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. Property Information:

Civic Address (if applicable):

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

Registered Plan #: _____ Frontage (m): _____

Depth (m): _____ Area(m² or ha): _____

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	
Provincial Highway	
County Road	
Municipal Road, maintained	all year seasonally
Other Public Road or Right-of-way	
Other, including by water	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	Entire Property	Area affected by this application (if only a portion of entire property)
Frontage (m):		
Depth (m):		
Area (m ²):		
Additional Comments:		

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

Water Service	Existing	Proposed
Municipal Servicing		
Private Well – Individual		
Private Well – Communal		
Bay or Other Water Body		
Other	Specify:	Specify:

Sewage Disposal	Existing	Proposed
Municipal Servicing		
Private – Individual		
Private – Communal		
Other	Specify:	Specify:

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

Please describe any alterations proposed for grading, drainage and storm water management purposes:

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

Official Plan Designation:	
Zoning By-Law Designation:	

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 subject 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)		

Check below the current and proposed land use(s) for the subject property:

Land Uses	Current Use(s)	Proposed Use(s)
Residential		
Commercial		
Industrial/Employment Lands		
Vacant		
Community Services		
Other	Specify:	Specify:

What is the length of time the existing use(s) have continued on the subject property?

Describe the existing use(s) on *adjacent* properties:

Adjacent Property Location	Existing Use(s)
North:	
East:	
South:	
West:	
Additional Comments:	

Does the owner of the subject property and/or the applicant, own or have a legal interest in any lands abutting the subject property?

Yes No

If Yes, describe the location and the extent of the legal interest:

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 land ever been the subject of an application for any of the following types under the *Planning Act*? **If yes**, include the reference or file number and current status:

Type	Yes	No	Reference or File Number	Status
Plan of Subdivision or Condominium				
Consent				

Please attach a separate page if more space is required.

5. Minor Variance Information:

Provide the nature and extent of the relief from the Zoning By-Law that is requested:

Why is it not possible to comply with the provisions of the Zoning By-law?

Is there any other information that you think may be useful in the review of this application?
If so, provide below, or attach a separate document with this information.

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

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 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.

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____]	