



Parking Exemption Agreement 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 Parking Exemption Agreement application submission must include:

- This form, completed in full, and including all required signatures (**digital signatures accepted**)
- Planning Justification Report or Cover Letter of explanation
- A detailed Site Plan including, but not limited to the following, as applicable:
 - existing and proposed parking requirements
 - the location, size, and type of all existing and proposed buildings and structures on the subject property, indicating their distance from the front lot line, rear lot line, and side lot lines
 - 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
 - the location of any electrical, gas or other utility services
- Floor plans (to demonstrate Gross Floor Area calculations), as applicable
- Supporting documentation as identified in an associated pre-consultation review (*for example, comment response matrix, property survey, reports, studies, assessments, etc.*)
- Application fee and contingency deposit (as per current [Fees & Service Charges](#))
- Completed and signed [Additional Costs Deposit Agreement](#)

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:

Project Name: _____

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. 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. 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.

4. Property Information:

Civic Address: _____

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

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

Are there any easements or restrictive covenants affecting the subject land? Yes No

If yes, please provide a copy of documentation and provide a brief description of its effect:

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	Specify:
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:		

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:		

Is the 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>	Yes	No
<i>If yes, please specify area:</i>		
Secondary Plan Area	Yes	No
<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>)	Yes	No
Wellhead Protection Area (<i>South Georgian Bay Lake Simcoe Sourcewater Protection Plan, as amended</i>)	Yes	No
Nottawasaga Valley Conservation Authority (NVCA)	Yes	No
Grey Sauble Conservation Authority (GSCA)	Yes	No

Check 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 uses 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:	

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	Reference or 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:				

5. Purpose of Application:

Summarize the reason and/or justification for requiring the proposed parking exemption:

6. Permission for Access:

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

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____]