



Pre-Servicing and Plan of Subdivision/Condominium Agreement/Registration Application

Town of Collingwood

Development Engineering

Phone: 705-445-1030

Email: developmentengineering@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 application submission must include:

- This form, completed in full, and including all required signatures (**digital signatures accepted**)
- A cover letter including the following:
 - summary of the submission contents;
 - summary of any design element(s) that is not in accordance with Town Standards (if any), complete with justification for the deviation(s); and
 - confirmation that designs completed by sub-consultants (landscape, hydro, utilities, etc.) conform with the proposed grading and municipal services within the development.
- A copy of the Draft Plan Conditions as approved by the Town
- A PDF copy of the Draft Approved Plan of Subdivision or Condominium
- A copy of the Draft M-Plan (Subdivision), or Plan of Survey (Condominium)
- Drawing Package (See [Appendix](#) for a comprehensive list of inclusions)
- Current legal description of the property
- Application fee and deposits (as per current [Fees & Service Charges](#))
- Completed and signed [Additional Costs Deposit Agreement](#)

See [Appendix](#) for a list of studies the Town may require at its sole discretion to form a complete application. For more details, please refer to the webpage for [Engineering Development Standards](#).

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:

Select the type of application:

Pre-Servicing Agreement <i>A Pre-Servicing agreement application is required when an applicant is proposing to construct site works prior to completion of the registration process for a Plan of Subdivision or Condominium.</i>
Plan of Subdivision Agreement/Registration <i>A Plan of Subdivision Agreement/Registration application is required after Draft Approval has been issued by the Town in accordance with the provisions of the Planning Act, and the applicant is proceeding towards design and final Plan of Subdivision registration.</i>
Plan of Condominium Agreement/Registration <i>A Plan of Condominium Agreement/Registration application is required after Draft Approval has been issued by the Town in accordance with the provisions of the Planning Act, and the applicant is proceeding towards design and final Plan of Condominium registration.</i>

2. 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

3. Registered Property Owner Information:

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 land, 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): _____

Assessment Roll Number or PIN: _____ Draft Plan File # _____

Date Draft Plan Approval Issued: _____ Expiry Date: _____

Area of Land to be Subdivided (hectares): _____

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 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 regulated areas?

Regulated Area		
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

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, please describe the location and the extent of any legal interest:

Complete the following table, as applicable:

Proposed Use	Number of Units/ Dwellings	Number of Lots/Blocks	Area of Land (Hectares)	Number of Units per Hectare	Number of Parking Spaces
Single Detached Residential					
Sem-Detached Residential					
Multiple Attached Residential (Townhouse)					
Apartment Residential					
Seasonal Residential					
Mobile Home					
Other Residential					
Commercial					
Industrial					
Institutional					
Park or Open Space					
Roads					
Other					
TOTALS					

If any of the above proposed uses are identified as “Other Residential”, Institutional”, or “Other”, provide a description of each use:

Other Residential _____

Institutional _____

Other _____

Is there a parkland dedication requirement? Yes No

If Yes, please check as applicable: Cash-in-lieu 5% land residential 2% land commercial

6. Servicing

Check the applicable box below where existing infrastructure is within 100 metres of the development:

Type	Within 100 metres
Municipal Water	
Municipal Sanitary Sewer	
Municipal Storm Sewer / Ditch	
Hydro / Electric	
Gas	
Telecom	
Other	Specify:

Pre-Servicing Application ONLY:

Please identify works proposed to be completed through this Pre-Servicing Agreement application:

Earth Works, including _____

Drainage Works, including _____

Underground Servicing, including _____

Road Works, including _____

Other (specify) _____

7. 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.

8. 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.

9. 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 no works shall be undertaken on the property until an Agreement is fully authorized by By-law and by the approval authority for the Town. Notwithstanding the above, new site works, including [filling/grading](#) and the destruction of trees may be advanced subject to approved permits duly issued in accordance with the [Fill By-law 2003-103](#) as amended and the [By-law to Destroy Trees 2012-84](#);

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 and accurate, 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 _____]	_____

Appendix

Complete Application Requirements

Any or all of the information outlined in this Appendix may be requested from applicants to ensure that all relevant and required information pertaining to this application is available at the time of submission, enabling the Town to make informed decisions. **Additional information may be requested during the review process.** Any information provided in support of this application is considered public and is available for public review. *For more details, please refer to the webpage for [Engineering Development Standards](#).*

Drawing Package, including (if applicable) the following:

<input type="checkbox"/> Conceptual/Preliminary landscape plans (including a conceptual planting plan and details that identify buffers, trail systems, screens, entrances, stormwater management ponds, and park and open space areas)	<input type="checkbox"/> Plan and Profile drawings (See Section 3.7 in the Engineering Development Standards for full details)	<input type="checkbox"/> Storm drainage areas (overland flow route)
<input type="checkbox"/> Erosion and sedimentation control	<input type="checkbox"/> Sanitary drainage areas	<input type="checkbox"/> Stormwater management facilities (details of inlets/outlets)
<input type="checkbox"/> General servicing plan	<input type="checkbox"/> Special feature plans/drawings (such as entrance features, retaining walls, berms, etc.)	<input type="checkbox"/> Tree preservation plans
<input type="checkbox"/> Overall lot grading plan	<input type="checkbox"/> Standard/special details including fencing types, acoustical features	

Studies/Reports, including (if applicable) the following:

<input type="checkbox"/> Environmental Site Assessment Report (Phase 1,2 ESA)	<input type="checkbox"/> Revised Traffic Report where required by Conditions of Draft Plan Approval	<input type="checkbox"/> Stormwater Management Report (including copies of reports submitted to conservation authority)
<input type="checkbox"/> Geotechnical Soils Report for the purposes of construction	<input type="checkbox"/> Sanitary Sewer Design Calculations on standard Design Sheets	<input type="checkbox"/> Tree Preservation Report
<input type="checkbox"/> Hydrogeological Report	<input type="checkbox"/> Servicing Options Report	<input type="checkbox"/> Updates of Feasibility and/or Pre-Design Reports (prepared to support the draft plan or previous/preliminary submission(s))
<input type="checkbox"/> Natural Hazards Study	<input type="checkbox"/> Slope Erosion Control Study	<input type="checkbox"/> Urban Design and Architectural Control Guidelines
<input type="checkbox"/> Noise and/or Acoustical & Vibration Study	<input type="checkbox"/> Storm Sewer Design Calculations on standard Design Sheets	<input type="checkbox"/> Watermain Network Analysis
<input type="checkbox"/> Record of Site Condition		<input type="checkbox"/> Additional studies as required per the Conditions of Draft Plan Approval