

Draft Plan of Subdivision or Condominium 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 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 draft plan, prepared by a qualified professional, including but not limited to the following proposed development features, in metric units, as applicable:
 - total number of lots or blocks, and the number of lots or blocks for each use
 - total number of units or dwellings, and the number of units or dwellings for each use
 - total area of land in hectares, and the area of land for each use
 - total number of units or dwellings per hectare, and the number of units or dwellings per hectare for each use
 - total number of parking spaces, and the number of parking spaces for each use
 - access and servicing information
 - For a phased development, the phasing, extent and order of development for each phase
- Supporting documentation as identified in an associated pre-consultation review (*for example, comment response matrix, property survey, reports, studies, assessments, etc.*)
See Appendix A for a list of studies the Town may require at its sole discretion to form a complete application.
- 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.

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

1. Type of Application:

Plan of Subdivision	Plan of Condominium
☒ Draft Plan of Subdivision	☐ Draft Plan of Vacant Land Condominium
☐ Major Amendment to Draft Plan of Subdivision	☐ Draft Plan of Condominium
☐ Minor Amendment (Red Line) to Draft Plan of Subdivision	☐ Major Amendment to Draft Plan of Condominium
☐ Extension of Draft Plan of Subdivision Approval	☐ Minor Amendment (Red Line) to Draft Plan of Condominium
☐ Amendment to Subdivision Agreement	☐ Draft Plan of Condominium after Site Plan Application / Condominium Exemption
	☐ Extension of Draft Plan of Condominium Approval
	☐ Amendment to Condominium Agreement
	Amendment to Registered Condominium Description
	☐ Standard ☐ Common Element ☐ Vacant Land ☐ Phased ☐ Leasehold

2. Applicant Information:

Project Name: Pretty River Reserve

First Name: _____ Last Name: _____

Company Name (if applicable) John Welton Custom Homebuilding Ltd.

Street #: 66 Street Name: Kirby Avenue Unit #: _____

Mailing Address (if different): _____

Town/City: Collingwood Province: Ontario Postal Code: L9Y 3Y8

Country: Canada Primary Phone #: 416.346.0883

Email: johnzwelton@sunvalehomes.com 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.

3. Registered Property Owner Information:

If known, provide date the subject property was acquired by the current owner: 2/16/2021

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: Not Applicable 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) No Civic Address

Legal Description (Lot/Concession/Plan/Block): Block 183, PLAN 51M-945

Registered Plan Number: 51M-945 Assessment Roll Number or PIN: 433108000703135

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):

[See Registry](#)

Indicate the type of access to the subject property:

Access Type	Existing	Proposed
Provincial Highway	☐	☐
County Road	☐	☐
Municipal Road, maintained	☒ all year ☐ seasonally	☒ all year ☐ seasonally
Other Public Road or Right-of-way	☐	☐
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:

[Not Applicable](#)

Provide the following property details:

Property Dimensions	Entire Property	Area affected by this application (if only a portion of entire property)
Frontage (m):	20 m	---
Depth (m):	Irregular	---
Area (m ²):	1.9 ha	---
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:

Is it the intent of this application to permit development of **more than five lots or units** on privately owned and operated individual or communal wells? ☐ Yes ☐ No

If Yes, a Servicing Options report and a Hydrogeological report are to be provided with this application.

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

Is it the intent of this application to permit development of **five or more lots or units** on privately owned and operated individual or communal septic systems? ☐ Yes ☒ No

If Yes, a Servicing Options report and a Hydrogeological report are to be provided with this application.

Is it the intent of this application to permit development of **fewer than five lots or units** on privately owned and operated individual or communal septic systems, **and more than 4500 litres of effluent would be produced per day** as a result of the development being completed?

☐ Yes ☒ No

If Yes, a Servicing Options report and a Hydrogeological report are to be provided with this application.

Is it the intent of this application to permit development of ***fewer than five lots or units*** on privately owned and operated individual or communal septic systems, ***and 4500 litres of effluent or less would be produced per day*** as a result of the development being completed?

☐ Yes ☒ No

If Yes, a Hydrogeological report is to be provided with this application.

Type of Storm Drainage	Existing	Proposed
Sewers	☒	☒
Ditches	☐	☐
Swales	☐	☐
Other	☐ Specify:	☐ Specify: SWM pond (Eden Oak).

Does the subject property contain any areas of archaeological potential? ☐ Yes ☒ No

Is it the intent of this application to permit development on lands that contain known archaeological resources or areas of archaeological potential? ☐ Yes ☒ No

If Yes, the following documents are to be provided with this application:

- i) an Archaeological Assessment prepared by a person who holds a licence that is effective with respect to the subject property, issued under Part VI (Conservation of Resources of Archaeological Value) of the *Ontario Heritage Act*; and,
- ii) a Conservation Plan for any archaeological resources identified in the assessment.

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

Official Plan Designation:	Greenfield Residential Community Areas and Future Neighbourhoods
Zoning By-Law Designation:	Residential Third Density (H19) R3-61

Is the subject property within one of the following policy areas?

Policy Area	
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 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

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:

Does the owner of the subject property and/or the applicant own or have a legal interest in any lands abutting the property? ☐ Yes ☒ No

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

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	☒	☐	Unknown (Liberty)	Registered
Consent	☐	☐		
Official Plan Amendment	☒	☐	D084511	Approved by LPAT
Zoning By-Law Amendment	☒	☐	D084511	Approved by LPAT
Minor Variance	☐	☐		
Site Plan Control	☐	☐		
Minister's Zoning Order	☐	☐		
Other – Specify:	☒	☐		

Please attach a separate page if more space is required.

Provide an explanation of how the proposed Draft Plan conforms with the Town of Collingwood Official Plan:

See PJR for explanation on conformity.

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

See PJR for explanation on conformity.

Is the subject property within an area of land designated under any provincial plan(s)?
☐ Yes ☒ No

If Yes, provide an explanation of how the proposed Draft Plan conforms or does not conflict with the provincial plan(s):

Provide the proposed strategy for consulting with the public with respect to this application:

Public Consultation as per the Planning Act - Statutory Public Meeting, Notice

Is this application for phased (partial) draft plan approval? ☐ Yes ☒ No

If Yes, indicate the following:

Number of Lot/Units to be approved in this Phase:	0
Number of Blocks to be approved in this Phase:	8
Lot/Unit Numbers from M-Plan or Plan of Condominium:	0
Block Numbers from M-Plan or Plan of Condominium:	Blocks 1-5, St A, Blocks 6-7

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	0	0	0	0	0
Sem-Detached Residential	0	0	0	0	0
Multiple Attached Residential (Townhouse)	33	33	1.21	27.27	66 (2 per unit)
Apartment Residential	0	0	0	0	0
Seasonal Residential	0	0	0	0	0
Mobile Home	0	0	0	0	0
Other Residential	0	0	0	0	0
Commercial	0	0	0	0	0
Industrial	0	0	0	0	0
Institutional	0	0	0	0	0
Park or Open Space	3	0	0.14	0	0
Roads	1	0	0.57	0	0
Other	0	0	0	0	0
TOTALS	35	33	1.9	27.27	66

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 _____

If this application is for a Draft Plan of Condominium, complete the following:

Has a Site Plan application for the condominium been approved?	☐ Yes ☒ No
Has a Site Plan Agreement been executed and registered on title?	☐ Yes ☒ No
Has a Building Permit been issued for the proposed condominium?	☐ Yes ☒ No
What is the status of construction? <i>*If Construction has been completed, provide date of completion:</i> _____	☐ Construction not yet started ☐ Construction underway ☐ Construction complete *
Is the proposed condominium a conversion of a building containing residential rental units?	☐ Yes # of Units to be converted: _____ ☐ No

If this application is for approval of a condominium description, indicate the number of parking spaces shown on the Draft Plan that are dedicated to:

Detached Residential _____ Semi-detached Residential _____

If this application is for approval of a condominium description, provide a description of the lands being added to the Draft Approved Plan/Condominium Description:

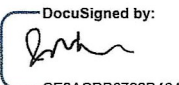
Reference Plan Number: _____ Assessment Roll Number or PIN: _____

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

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: John Z. Welton

Signature:  _____ Date: 4/2/2026

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: Kristine Loft

Company Name (if applicable): Loft Planning Inc.

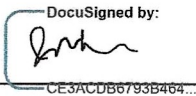
Street #: 25 Street Name: Maple Street Unit #:

Mailing Address (if different):

Town/City: Collingwood Province: Ontario Postal Code: L9Y 2P7

Country: Canada Primary Phone #: 705.446.1168

Email: kristine@loftplanning.com Alternate Phone #:

Signature:  Date: 4/2/2026

Print Name: John Welton

Where there are multiple owners of the same property, only one authorized signature is required.

8. Declarations:

I, (print name) Kristine Loft of (name of City or Town) Clearview in the ☐ Region or ☒ County of Simcoe 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 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: Kristine Loft

Signature: Kristine Loft Date: April 10th 2026

DECLARED before me

at the ☒ Town, or the ☐ City
of: Collingwood

in the ☒ County, or the ☐ Region
of: Simcoe

this 10th day
of April, 2026

] Signature of Commissioner:

] [Signature]

] Commissioner's Stamp:

Daniel Marcus Edward Miziolek,
 a Commissioner, etc.,
 Province of Ontario,
 for the Corporation of the Town of Collingwood.
 Expires July 15, 2027.

Appendix A

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 a development application is available at the time of submission, enabling the Town to make informed decisions within the time periods prescribed by the *Planning Act*. Any information provided in support of an application for development submitted under the *Planning Act* is considered public and is available for public review.

☒ Active Transportation Report	☐ Heritage Conservation Plan	☐ Record of Site Condition
☐ Affordable Housing Report	☐ Height Survey of Adjacent Buildings	☐ Recreation Needs Study
☐ Agricultural Impact Assessment	☐ Heritage Impact Assessment	☐ Rental Housing Conversion Study
☐ Air Quality Study	☐ Hydrogeology/Hydrology Study	☐ Residential Land Needs Assessment
☐ Area Management Plan for Stormwater	☐ Illumination Plan	☐ Restoration Plan
☐ Archaeological Assessment	☐ Infrastructure Servicing Study	☐ Restricted Land Use Declaration Form
☐ Secondary Plan	☐ Land Assembly Documents	☐ Sensitive Land Use Report
☐ Building Details (including elevations, colours, materials)	☐ Land Use Compatibility Study	☒ Servicing Plan
☐ Building Matrix	☐ Landfill Impact Study	☐ Shoreline Study
☐ Carbon Emissions Assessment	☐ Landscape Plan	☐ Sun/Shadow and/or Wind Analysis
☐ Consultation Strategy	☐ Marina or Coastal Engineering Study	☒ Site Plan/Proposed Draft Plan of Subdivision and/or Condominium
☐ CPTED Report (Crime Prevention through Environmental Design)	☐ Master Drainage Plan	☐ Slope Stability Report
☐ Contamination Management Plan and Remediation Study	☐ Master Fire Plan	☒ Soil Report
☐ Cultural Heritage Report	☐ Master Servicing Study/Servicing Options Report	☐ Spray Analysis – Golf Courses
☐ D4 Landfill Study	☐ Mineral Aggregate Resource Analysis	☐ Statement of Conformity with Minimum Distance Separation Formula
☐ Employment Land Needs Assessment	☐ Municipal Financial Impact Assessment	☒ Stormwater Management Report/Plan
☐ Engineer's Report (Building Condition)	☐ Natural Hazard Study	☐ Street Parking Study
☒ Environmental Impact/Natural Heritage Study	☒ Needs/Justification Assessment	☒ Survey (completed within the last five years preceding the application submission date)

☐ Economic Cost/Benefit Analysis	☐ Neighbourhood Design Plan	☐ Sub-Watershed Plan
☐ Electrical Economic Evaluation Plan	☐ Neighbourhood Traffic Calming Options Report	☐ Sustainability Assessment
☒ Environmental Site Assessment	☐ Noise and/or Vibration Study	☒ Traffic/Transportation Impact Study
☐ Erosion Hazard/Sediment Control Plan	☐ Odour, Dust Nuisance Assessment and Mitigation Report	☐ Transportation Design Study
☐ Fire Safety Plan	☐ Park Concept Plan	☒ Tree Inventory and/or Tree Preservation Study
☐ Fisheries Impact Study	☐ Parking Study	☐ Top-of-Bank Demarcation
☐ Floodplain Analysis	☐ Peer Review Studies	☒ Urban Design Report including Architecture and Streetscape Design
☐ Flooding, Erosion and Slope Stability Study	☐ Pest Control Plan	☐ Wellhead Protection Area – Risk Assessment Report
☐ Fluvial Geomorphology Analysis	☒ Phase I Environmental Site Assessment	☐ Wind Analysis
☒ Functional Servicing Report/Servicing Options Report	☐ Phase II Environmental Site Assessment	☐ Written Notice from the Risk Management Official – as required under Section 59 of the Clean Waters Act
☒ Geotechnical/Soil Stability Report	☐ Phasing Plan	
☐ Grading Plan (Cut and Fill Plan)	☒ Planning Report	
☐ Growth Management Analysis	☐ Public Consultation Strategy	