



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: _____

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.

3. Registered Property Owner Information:

If known, provide date the subject property was acquired by the 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 Number: _____ 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	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:

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:

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:

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:	
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 one 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:

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				
Consent				
Official Plan Amendment				
Zoning By-Law Amendment				
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:

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

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:

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:	
Number of Blocks to be approved in this Phase:	
Lot/Unit Numbers from M-Plan or Plan of Condominium:	
Block Numbers from M-Plan or Plan of Condominium:	

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 _____

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: _____

Signature: Al Allender 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: Al Allender 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
Purchaser of the subject property

Agent for the Owner
Agent for the Purchaser

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: Al Allen Date: _____

DECLARED before me

at the _____ Town, or the _____ City
of: _____

in the _____ County, or the _____ Region
of: _____

this _____ day

of _____, 20____

] Signature of Commissioner:

] P. O'Neill

] Commissioner's Stamp:

Pamela O'Neill, a Commissioner, etc.,
Province of Ontario, for Best Investments
Corp. o/a Grandview Homes and its
subsidiaries, associates and affiliates.
Expires June 30, 2026.

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	