

Site Plan Control, Model Home, and Radio Communication Tower 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 site plan, prepared by a qualified professional, showing proposed development features, including but not limited to the following, in metric units, as applicable:
 - key plan (showing location and extent of subject property and the use of abutting properties and buildings)
 - existing and proposed buildings and structures (including their locations, elevations, dimensions, setbacks, height, etc.)
 - site statistics chart to address zoning compliance, including gross floor area, lot coverage, landscaped open space, floor space index, etc.
 - roads, entrances, curbing detail, lighting, driveways, walkways, sidewalks, fencing, road widenings, easements, loading areas and loading zones, signage, etc.
 - parking details, including location, number of parking stalls, proposed surface treatment, bicycle parking, etc.
 - location of electrical, gas or other utility services
 - location of waste, recycling, and snow storage facilities
 - For a phased development, the phasing, extent, and order of development for each phase
 - Site servicing and grading drawings
 - Building plans and elevations
 - Landscaping plans (with topographical and environmental features shown)
 - Supporting documentation as identified in an associated pre-consultation review (i.e., 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.

1. Type of Application:

Please select the type of application:

- ☐ Major Site Plan Control
- ☒ Minor Site Plan Control (500 square metres or less)
- ☐ Amendment to Site Plan Control Agreement
- ☐ Minor Adjustment to Site Plan Control Agreement
- ☐ Discharge of Site Plan Control Agreement
- ☐ Radio Telecommunication Tower / Broadcasting Antenna System
- ☐ Model Home

2. Applicant Information:

Project Name: Racquet Club - 12 Stewart Road

First Name: _____ Last Name: _____

Company Name (if applicable) 12 Stewart Road Inc.

Street #: 142 Street Name: Hume Street Unit #: _____

Mailing Address (if different): _____

Town/City: Collingwood Province: Ontario Postal Code: L9Y1V5

Country: Canada Primary Phone #: 416-968-2310

Email: acarter@assante.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.

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 the current owner: 4/1/2025

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: Nil _____ 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) 12 Stewart Road

Legal Description (Lot/Concession/Plan/Block): PT LT 43 CONC 10, NOTTAWASAGA PT 2

51R8882; COLLINGWOOD

Registered Plan #: _____ Assessment Roll Number or PIN: 433105000219016

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 land 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):	25.14 m	
Depth (m):	61.30 m	
Area (m ²):	0.154 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:

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:

Describe any alterations proposed for grading, drainage and stormwater management purposes:

[See engineering drawing set.](#)

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

Official Plan Designation:	Prestige Employment
Zoning By-Law Designation:	Industrial Park (M5)

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:

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:	Industrial (Collingwood Fuels)
East:	Industrial (Mixed use building, including a golf simulator)
South:	Industrial (Collingwood Fuels property)
West:	Industrial (Car detailing company)
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, please 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 (m²)	Approximate Date of Construction
#1:	Industrial	15.28 m	24 m	7.62 m	7.70 m	15 m	215 sqm	
#2:								
#3:								
#4:								

Proposed	Type	Front Setback (m)	Rear Setback (m)	Side Setback (m)	Side Setback (m)	Height (m)	Dimensions/Floor Area (m²)
#1:	Industrial	22.50 m	14.50 m	6.01 m	6.0 m	10.0 m	XXXXXX
#2:						9.07m	GrFA-325SQM/GFA-496SQM
#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 reference or 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	☐	☐		
Minister's Zoning Order	☐	☐		
Other –Specify :	☐	☐		

Please attach a separate page if more space is required.

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: Alex Carter

Signature:  Date: 2/25/2026

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.

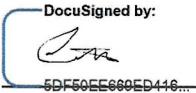
Street #: 25 Street Name: Maple Street Unit #: _____

Mailing Address (if different): _____

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

Country: Canada Primary Phone #: 705-446-1168

Email: krisine@loftplanning.com Alternate Phone #: 705-888-4710

Signature:  Date: 2/25/2026

Print Name: Alex Carter

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

8. Declarations:

I, (print name) Kristine Loft, Loft Planning Inc. of (name of City or Town) Township of 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/Employer 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: Feb 26, 2026

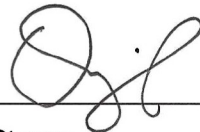
DECLARED before me

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

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

this 26th day
of February, 2026

] Signature of Commissioner:

] 

] 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	