



CORPORATION OF THE TOWN OF COLLINGWOOD DRAFT PLAN OF SUBDIVISION REGISTRATION, AND CONDOMINIUM APPROVAL

TO: The Corporation of the Town of Collingwood
Mailing: (small envelopes) P.O. Box 157, Collingwood, ON L9Y3Z5
Planning Services planning@collingwood.ca

FILE NO.: D _____
(Municipality Use)

Project Name: _____

Please forward this completed application to your consultants and ensure plan congruency.

Our preferred method of providing planning proposals is our registered portal. This will enable the registered portal user associated as a contact to provide electronic documents and payment via credit card. We must set the project status to "under review" to enable this functionality.

APPLICATION FOR:

D1201	☐ Draft Plan Review – Subdivision
D07	☐ Draft Plan Review – Condominium
	☐ Draft Plan Review – Condominium AFTER Site Plan Approval
D072	☐ Condominium Exemption
D1202	☐ Extension of Draft Approval
D1203	☐ Revision to Draft Approved Plan of Subdivision
D1204	☐ Red Line Simple Revision to Draft Plan of Subdivision
D1208	☒ Registration of Plan of Subdivision – Subdivision Agreement

(Legal fee deposit to be submitted prior to drafting the agreement and The Subdivision Administration Fee is due upon the Execution of the Agreement. Contact Engineering@collingwood.ca)

Application Fees:

Our flat fee is non-refundable and payable upon submission of the application. Consult the Treasury Departments landing page for the current Fees & Charges <https://www.collingwood.ca/council-government/budget-taxes/fees-charges>

Be aware that the Nottawasaga Valley Conservation Authority (NVCA) and the Grey Sauble Conservation Authority (GSCA) apply additional fees to planning applications. Contact the NVCA directly at 1-705-424-1479 or GSCA 1-519-376-3076 for information related to their respective fee submission(s) and application(s).

Be aware The Corporation of the County of Simcoe applies additional fees to planning applications. Contact the County directly at 1-705-726-9300 for information related to their respective fee submission(s) and application(s).

Matters to Acknowledge

Yes	No	<u>Subdivision/Condominium Administration Fee</u>
☐		Collingwood Public Works & Engineering apply an administration fee through the Agreement for the review, design and inspection of the site works in the amount of 5% of the total Town works for construction. Contact the Public Works and the Engineering Department for fee structure engineering@collingwood.ca

☐

Subdivision Agreement

A fee is required for the registration of a Plan of Subdivision is required as a deposit for legal costs and expenses incurred by the Town for the preparation, registration, administration and enforcement of the Agreement. If legal costs exceed this amount, the owner shall provide additional monies to cover Town legal costs.

☐
☐
☐

- ☐ Are the subject lands or uses impacted by any current municipal review initiatives?
- ☐ Due-care will be taken to ensure plans are in agreement between development disciplines to ensure uniformity between all parties

Building Department

1. **Building Code and Related Standards.** A full review for compliance with the Ontario Building Code, related standards and applicable law will be completed at the time of the application for a building permit with same being processed within the prescribed timeframes as required by the *Building Code Act*.
2. **Applicable Laws & Building Permits Approvals** from other agencies are required in many instances before a building permit can be processed and issued. These approvals are not administered by Building Services. The fastest way to obtain a building permit is to ensure all of these other approvals are completed (or do not apply) before applying for a building permit. Building Services is required by law to prioritize applications that are fully complete in terms of applicable law approvals and document submissions. Building permit documents must be consistent with applicable law approvals. Please refer to our [Applicable Law Checklist](#) for more information.
3. **E-Permits.** All building permit applications, drawings and supporting document shall conform to the [e-Permit Document Guidelines](#) and be submitted through the [Town's e-Permit Services](#).
4. **Pre-Consult.** We encourage a pre-consultation meeting with Building Services prior to the submission of your building permit application to ensure the application is complete as possible to avoid processing delays.
5. **Civic addressing** will be assigned by Building Services in accordance with By-law No. 2013-046
6. **Signs.** All signage shall comply with the Town of Collingwood's Sign By-law No. 2012-110 and sign permit(s) shall be obtained from the Chief Building Official where applicable.
7. **Fees and Charges.** All building permit fees and applicable development charges shall be paid prior to issuance of a building permit.

Please refer to the [Building Services website](#) for more information or contact us at

building@collingwood.ca

The Owner/Applicant/Agent acknowledges and agrees that:

All required application fees shall be paid in cash or by cheque made payable to the Town of Collingwood at the time of submission of the application. In the event that the prescribed fees are not paid in full at the time of submission the application shall be deemed incomplete.

Contingency fees will be used to cover any costs associated with this application when deemed necessary by the Town of Collingwood, i.e. professional consultants and legal advice. Any portion of the contingency fee not used in connection with the review and completion of an application will be returned. The applicant further agrees to pay any additional costs and expenses beyond the initial contingency fee, which shall be determined by staff of the Corporation of the Town of Collingwood in the event that the amount of the initial contingency fee taken is insufficient.

In addition, under exceptional site circumstances, the Town may require further or other reports which it determines are necessary to address such exceptional circumstances which may or not be sent directly to the agency.

All Costs incurred by the municipality in engaging peer review consultants in order to evaluate the proposal and supporting submissions shall also be borne by the applicant.

These reports are required electronically as well as in paper format.

And as per OPA #16 the studies required may include any of the following:

☐ Active Transportation Report	☐ Illumination Study
☐ Affordable Housing Report	☐ Marina or Coastal Engineering Study
☐ Archeological Assessment	☐ Master Fire Plan
☐ Cultural Heritage Report	☐ Needs/Justification Report



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☐ Environmental Site Assessment	☐ Noise Study
☐ Environmental Impact / Natural Heritage Study	☐ Odour /Nuisance /Dust /Vibration Study
☐ D4 Landfill Study	☐ Parking Report/Analysis
☐ Economic Cost Benefit Impact Analysis	☐ Planning Report, covering letter, draft Official Plan Amendment and/or draft Zoning By-law Amendment
☐ Electrical Economic Evaluation Plan	☐ Shadow Analysis
☐ Fire Safety Plan	☐ Spray Analysis - Golf Courses
☐ Fisheries Impact Study	☐ Stormwater Management Report *(3)
☐ Flooding, Erosion and Slope Stability Report	☐ Sustainability Analysis
☐ Functional Servicing Report	☐ Traffic Impact Study
☐ Geotechnical /Soil Stability Report	☐ Tree Preservation Plan
☐ Growth Management Report	☐ Urban Design Report including Architecture and Streetscape Design
☐ Heritage Impact Assessment	☐ Wellhead Protection Area - Risk Assessment Report
☐ Hydrogeological /Hydrology Study	☐ The studies required by Section 4.4.3.7 of this Official Plan
☐	☐

Be aware in order for the Agreement and Authorizing By-law to be presented to Council, Planning Services must create power point presentations. Upon all **final approval** comments being provided to the applicant, the Town requires updated electronic coloured building elevations as well as a coloured rendering of the final landscape plan. The Agreement and Authorizing By-law will be presented to the Standing Committee and/or Council. Please download these up-to-date .pdf images to the registered portal.

TO BE COMPLETED BY APPLICANT:

Project Name: _____

Project Address: _____

Project Description: _____

Legal Description: _____

Assessment Roll #:4331 _____ PIN (Property Identifier No.): _____

Registered Owner & Contact Information (s): _____

Address: Street: _____ City: _____ Postal Code: _____

Land Line: _____ Cell Phone: _____

E-mail: _____ Fax: _____

1. Is the property affected by one or more of the following regulations?

Yes ☐ No ☐

The Nottawasaga Valley Conservation Authority referred to as the NVCA. (The NVCA will review your application and you must contact the NVCA at 705-424-1479 for the fee amount)
The Grey Sauble Conservation Authority (GSCA) (The GSCA charge to review planning applications.) at 519-376-3076



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The Source Water Protection Plan Intake Protection Zone or Wellhead Protection Area

☐

☐

Town of Collingwood Heritage District

☐

☐

The Source Water Protection Plan Intake Protection Zone or Wellhead Protection Area

2. Are there any easements or restrictive covenants affecting the subject land?

☐ No

☐ Yes – if yes, please describe briefly

3. Is or has the subject land been the subject of an application for approval of a Plan of Subdivision under Section 51 of the Planning Act, for a Consent under Section 53 of the Planning Act, a Minor Variance, approval of a Site Plan, or for an amendment to an Official Plan/Zoning By-law?

☐ No

☐ Yes – if yes, please include file number and status of application

4. The current designation of the subject land in the applicable official plans, and an explanation of how the draft plan conforms with the official plans:

5. Zoning: _____

6. Total number of lots _____ or blocks _____ shown on the draft plan.

7. Total Area of Land shown on Draft Plan: _____

8. Total number of units/dwellings shown on Draft Plan:

9. Total number of units/dwellings shown on the draft plan for the following uses:

☐ Detached Residential: _____ Area (Hectares): _____ Units/Ha: _____

☐ Semi-Detached Residential: _____ Area (Hectares): _____ Unit/Ha: _____

☐ Multiple attached Residential: _____ Area (Hectares): _____ Unit/Ha: _____

☐ Apartment Residential: _____ Area (Hectares): _____ Unit/Ha: _____

☐ Seasonal Residential: _____ Area (Hectares): _____ Unit/Ha: _____

☐ Mobile Home: _____ Area (Hectares): _____ Unit/Ha: _____

☐ Other Residential: _____ Area (Hectares): _____ Unit/Ha: _____

☐ Commercial: _____ Area (Hectares): _____ Unit/Ha: _____

☐ Industrial: _____ Area (Hectares): _____ Unit/Ha: _____

☐ Institutional: _____ Area (Hectares): _____ Unit/Ha: _____

☐ Park or Open Space: _____ Area (Hectares): _____ Unit/Ha: _____

Expected Water Usage _____ SDU's _____



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☐ Roads: _____ Area (Hectares): _____

☐ Other: _____ Area (Hectares): _____

10. Parking (spaces shown on draft plan):

Total parking spaces: _____

☐ Detached Residential: _____

☐ Semi-Detached Residential: _____

☐ Multiple Attached Residential: _____

☐ Apartment Residential: _____

☐ Seasonal Residential: _____

☐ Mobile Home: _____

☐ Other Residential: _____

☐ Commercial: _____

☐ Industrial: _____

☐ Institutional: _____

☐ Other: _____

**If application is for approval of a condominium description, total number of parking spaces shown on draft plan for:

☐ Detached residential use: _____

☐ Semi-detached residential use: _____

11. Identify whether access to the Subject Property is by a Provincial Highway, County Road, a Municipal Road that is maintained all year or seasonally, private road, or a right of way or by water:

12. If access to the Subject Property is by water only, the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road:

13. Services existing and proposed for the Subject Property: *(please check appropriate box)*

<u>Water Supply</u>		<u>Existing</u>	<u>Proposed</u>
(a)	Municipally operated piped water supply	[]	[]
(b)	Drilled well on subject land	[]	[]
(c)	Dug well on subject land	[]	[]
(d)	Sand point	[]	[]
(e)	Communal well	[]	[]
(f)	Lake or River	[]	[]



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(g) Other (specify) _____ [] []

Sewage Disposal

(a) Municipally operated sanitary sewers [] []

(b) Individual septic tank [] []

(c) Pit privy [] []

(d) Holding tank [] []

(e) Other (specify) _____ [] []

14. A servicing options report and a hydrological report will be required if:

- ☐ The plan would permit development of more than five (5) lots or units on privately owned and operated individual or communal wells;
- ☐ The plan would permit development of five (5) or more lots or units on privately owned and operated individual or communal septic systems;
- ☐ The plan would 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/day as a result of the development being completed;
- ☐ The plan would 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/day as a result of the development being completed (only hydrological report required)

15. Does the subject land contain any areas of archaeological potential?

- ☐ No
- ☐ Yes – if yes, Archaeological Impact Assessment must be conducted by Licensed Professional
- ☐ Unknown – if unknown, Archaeological Impact Assessment must be conducted by Licensed Professional

16. Will Storm Drainage be provided by:

- ☐ Sewers
- ☐ Ditches
- ☐ Swales
- ☐ Other: _____

17. If the application is for approval of a condominium description:

- ☐ Has a site plan for the proposed condominium been approved and/or has a Site Plan Agreement been entered into? _____
- ☐ Has a building permit for the proposed condominium been issued? If yes, date of issuance: _____



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- ☐ Is the proposed condominium under construction or been completed? If yes, date: _____
- ☐ If construction has been completed, what is the date of completion? _____
- ☐ Is the proposed condominium a conversion of a building containing residential rental units? If yes, how many units are to be converted? _____

18. A n explanation of how the plan is consistent with policy statements issued under subsection 3 (1) of the Act?

- ☒ Yes, If the answer is yes and explanation of how the plan conforms or does not conflict with the provincial plan or plans.

Please see accompanying Planning Justification Report

- ☐ No – If no, how is it inconsistent? _____

Please indicate to whom we send Communications to:

The Applicant, Consultant, or Project Manager: MHBC (c/o Kory Chisholm)
(Circle One)

Address: 113 Collier Street, Barrie, ON Postal Code: L4M 1H2

Telephone: 705 728 0045 x 224 Fax: _____

E-mail: kchisholm@mhbcplan.com Cell phone: _____

omudalige@mhbcplan.com

Legal Information for Agreement Preparation

Certificate of Title Required _____

Enclosed ☒

Is the property mortgaged? No [Yes] [N] Mortgagee: N/A

Do you anticipate a new mortgage being added in the near future? No

Who has authority to bind the corporation?

Charles Kaiken President

I hereby declare that the statements herein are to the best of my knowledge a true and complete representation of the purpose and intent of this application.

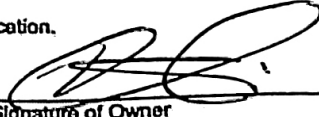
Signature: [Signature] Date: June 9/23



OWNERS AUTHORIZATION FOR AGENT

I/we Poplar Developments I Inc. authorize MHBC (c/o Kory Chisholm)

to act as our agent(s) for the purpose of this application.

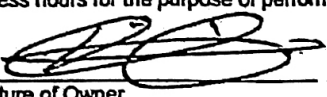

Signature of Owner

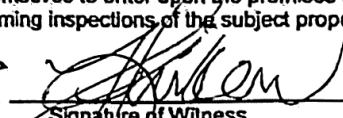
DATED at the Town of Rockwood this
9th day of June, 20 23.

OWNERS AUTHORIZATION FOR ACCESS

I/we, Poplar Developments I Inc., of the Town
of Rockwood in the County of Wellington.

hereby permit Town staff and its representatives to enter upon the premises during regular business hours for the purpose of performing inspections of the subject property.


Signature of Owner


Signature of Witness

DECLARATION

1. No works shall be undertaken on the property until the Site Plan Agreement is fully authorized by By-law and Council. Notwithstanding the above, new site works, including filling/grading and the destruction of trees may be advanced subject to permits having been duly issued in accordance with the Fill By-law, as amended No. 03-103 and the By-law to Destroy Trees No. 2012 – 84.

IN THE MATTER of an application for the development of the lands as described above, I/we have examined the contents of this application and certify as to the correctness of the information submitted, insofar as I have knowledge of these facts.

I, Kory Chisholm (MHBC), of City
(City or Town)

of Barrie in the _____
(Which City or Town) (Region or County)

SOLEMNLY DECLARE THAT:

All above statements and the statements contained in all of the exhibits transmitted herewith are true. AND 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.

DECLARED before me at the _____ of _____

in the _____ of _____ this _____

day of _____, 20 _____.

Signature of Owner/Applicant/Agent

Signature of Commissioner

Forward this application to your development disciplines to ensure due-care is taken to produce plans that are in agreement and uniformity between all parties.



I/we _____ authorize _____
to act as our agent(s) for the purpose of this application.

DATED at the _____ of _____, this
_____ day of _____, 20 _____.

I/we, _____, of the _____
of _____ in the _____

hereby permit Town staff and its representatives to enter upon the premises during regular business hours for the purpose of performing inspections of the subject property.

DECLARATION

1. No works shall be undertaken on the property until the Site Plan Agreement is fully authorized by By-law and Council. Notwithstanding the above, new site works, including filling/grading and the destruction of trees may be advanced subject to permits having been duly issued in accordance with the Fill By-law, as amended No. 03-103 and the By-law to Destroy Trees No. 2012 – 84.

IN THE MATTER of an application for the development of the lands as described above, I/We have examined the contents of this application and certify as to the correctness of the information submitted, insofar as I have knowledge of these facts.

of _____ in the _____.

(Which City or Town) (Region or County)

All above statements and the statements contained in all of the exhibits transmitted herewith are true. **AND** 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.

SWORN remotely by Kory Chisholm, stated as being located in the City of Barrie, before me at the City of Barrie, this 13th day of June, 2023, in accordance with O. Reg. 431/20, Administering Oath or Declaration Remotely.


Signature of Commissioner

Solveig Katrin Elleaust-Estevae,
Commissioner, etc., Province of Ontario,
for MacNaughton Hermes
Britton Clarkson Planning Limited,
Expires December 22, 2023.

Forward this application to your development disciplines to ensure due-care is taken to produce plans that are in agreement and uniformity between all parties.



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The drawings are required inAutoCAD, DWG, and PDF file in release 2000 or newer. Submissions for OPA's and ZBA's must besubmitted in draft format in .pdf and *Word Format* including the application description. Consult thisapplication for a *Checklist of a Complete Submission*.

Some reports may or may not be necessary this would have been discussed at the pre-consultation meeting and the Town Planner assigned to the file.

Required	Plan Number	Yes	No
Draft Plan of Subdivision (full size)			
Draft Plan of Subdivision (reduced)			
Grading and Drainage Plan			
Site Servicing Plan			
Landscaping Plan and Details			
Planning Report			
Draft Plan			
Survey			
Registered Deed of Title			
Storm Water Management			
Report, FSR, Water			
Matrix,Pre-Consultation			
Matrix,			
Completed Application Form			
Letter of Authorization			
(see application Pages 6,7&8)			
Cost Estimates			
Appropriate Fee			
Other Requirement (i.e. road widening information, required letters, etc.)			
Explain			

Exemptions for Plans of Condominium

Electronic Information Required for Condominium Exemption / Condominium Conversion Applications:

- ☐ Executed development or site plan agreement(s)
 - ☐ A digital copy of the plan to the specifications of the Town of Collingwood.
 - ☐ If the building is an existing rental property, a copy of the Engineers report completed to the satisfaction of the Municipal Engineer that indicates the building is appropriate and sound for conversion and sale, and a planning rationale explaining how the conversion does not adversely affect the rental accommodation of the Town of Collingwood.
- Two Mylars of approved plans for execution by Authorized Town Staff



FILE NO.: D _____
(Municipality Use)

Contact Information:

Project Name: _____

Registered Owner: _____

Agent:

Name: _____

Address: Street: _____ City: _____ Postal Code: _____

Land Line: _____ Cell Phone: _____

E-mail: _____

Solicitor:

Name: _____

Address: Street: _____ City: _____ Postal Code: _____

Land Line: _____ Cell Phone: _____

E-mail: _____ Fax: _____

Engineer:

Name: _____

Address: Street: _____ City: _____ Postal Code: _____

Land Line: _____ Cell Phone: _____

E-mail: _____ Fax: _____

Landscape Architect:

Name: _____

Address: Street: _____ City: _____ Postal Code: _____

Land Line: _____ Cell Phone: _____

E-mail: _____ Fax: _____

Architect:

Name: _____

Address: Street: _____ City: _____ Postal Code: _____

Land Line: _____ Cell Phone: _____

E-mail: _____ Fax: _____

Additional Information or Contacts

Freedom of Information

Personal information on this form is collected under the authority of the *Planning Act*, R.S.O 1990, c. P.13, as amended and will be used to contact the applicant regarding progress of their application. This information will be used by the Town and relevant agencies for processing of this application and will also be available to members of the public inquiring about the application and is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended. Questions about this procedure should be directed to Planning Services, Town of Collingwood Municipal Offices 705-445- 1290

planning@collingwood.ca



ACKNOWLEDGEMENTS AND PLANNING APPLICATION proposals

■ Acknowledgment of the Planning Act and Freedom of Information

Personal information on these forms is collected under the authority of the Planning Act, R.S.O. 1990, c. P.13, as amended, and will be used to contact the applicant regarding the progress of their application. This information will be used by the Town and relevant agencies for processing this application and will also be available to members of the public inquiring about the application and is subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.

■ Acknowledgment of Public Information

The applicant grants the Town of Collingwood (TOC) permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports, or distribution to the public either online or through other means for the purpose of application review. The applicant agrees to provide in electronic form, to the TOC for internal and external use and distribution to the public either online or through other means for the purposes of application review.

If the applicant believes there may be a security risk by allowing the public access to any portion of these documents, the applicant must indicate the portion of the document(s) to which this concern applies, along with supporting documentation outlining the reasons for concern, along with the document submitted as part of the application. Planning Department Professionals or delegates will consider, but will not be bound to agree with, such submissions prior to reproduction, in whole or in part, any identified portions for internal use, inclusion in staff reports, or public distribution via electronic means.

Development applications are published on the Proposed Major Developments page, accessible by clicking the link below.

[Proposed Major Developments](#)

The Owner/Applicant/Agent acknowledges and agrees that: All costs incurred by the municipality processing this application will be borne by the payee/applicant as deemed fit by the Municipality. In addition, the Town may require further or other reports that it determines are necessary to address such exceptional circumstances which may or not be sent directly to the agency. As described and implemented by Official Plan Amendment #16, these may include but are not limited to, engaging peer review consultants to evaluate the proposal, and supporting submissions shall also be borne by the payee/applicant.

The Treasury Department/Finance schedule is accessible via this [button](#) and outlines the current fees as well as other notable items.