



TO: The Corporation of the Town of Collingwood (TOC)

FILE NO.: \_\_\_\_\_  
(Municipal Use)

**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 the 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 the procedure should be directed to Planning Services, Town of Collingwood email [planning@collingwood.ca](mailto:planning@collingwood.ca)

This planning application form as well as all associated documents and plans are to be provided via our public portal at the following link: <https://cvportal.collingwood.ca/portal>

**Acknowledgment of Public Information:** The applicant grants the 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.

**Project Name:** \_\_\_\_\_

**A reference plan is required in support of this application.** This application is distributed electronically therefore we require digital information including documents, drawings, and supporting reports. The drawings are required in AutoCAD, DWG, and PDF files in release 2000 or newer. All of the above are to be uploaded to the Public Portal to a registered user.

**APPLICATION FOR:**

- Land Sale
- Easement
- Encroachment

**NOTE:** Fees are calculated at the applicable rate at the time of filing and our flat fee is non-refundable. For further information reference the Fees and Services By-Law located on the Treasury Department landing page <https://www.collingwood.ca/council-government/budget-taxes> or review it with planning staff.

**Contingency Deposit fees** will be utilized to cover costs associated with this application when deemed necessary by the TOC, 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 the staff of the Corporation of the Town of Collingwood.

**All Costs** incurred by the municipality in processing this application as well as engaging peer review consultants to evaluate the proposal and supporting submissions shall also be borne by the applicant.

**TO BE COMPLETED BY THE APPLICANT:**

1. Name of Owner/Applicant (circle one) \*

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

\*See Note 2

2. Name of Agent\*

\_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Description of Subject Property:

Municipal Street Address: \_\_\_\_\_

Registered Plan No. \_\_\_\_\_ Lot or Block \_\_\_\_\_

Concession No. \_\_\_\_\_ Lot \_\_\_\_\_

Reference Plan No. \_\_\_\_\_ Parts \_\_\_\_\_

Office Use Roll # \_\_\_\_\_

Description of land

Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

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

- Source Water Protection Plan Intake Protection Zone or Wellhead Protection Area
- Nottawasaga Valley Conservation Authority (NVCA)
- Grey Sauble Conservation Authority (GSCA)
- Town of Collingwood Downtown Heritage Conservation District

5. Over whose lands is the intended easement?

\_\_\_\_\_

6. Are there any easements or restrictive covenants affecting the subject land? *(Please check the appropriate box)*

- No
- Yes, If yes, please describe each easement or covenant and its effect.

\_\_\_\_\_

7. Type of road access:

\_\_\_\_\_

8. Current Official Plan designation of the subject land: \_\_\_\_\_

9. Current Zoning By-law designation of the subject land: \_\_\_\_\_

10. Is the subject land the subject of an application under the Planning Act, as amended for *(Please check the appropriate box)*

- |                               |                              |                             |
|-------------------------------|------------------------------|-----------------------------|
| (a) Official Plan Amendment   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Zoning By-Law Amendment   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Draft Plan of Subdivision | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) Site Plan                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Consent                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (f) Minor Variance            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If the answer is yes to any of the above, please specify the file number(s) and status of the application: \_\_\_\_\_

**OWNERS AUTHORIZATION FOR AGENT**

I/we \_\_\_\_\_ authorize \_\_\_\_\_

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

\_\_\_\_\_  
(Signature of the owner)

DATED at the \_\_\_\_\_ of \_\_\_\_\_, this  
(City or Town) (which City or Town)

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**OWNERS' AUTHORIZATION FOR ACCESS**

I/we, \_\_\_\_\_ of the \_\_\_\_\_ of  
(City or Town)  
\_\_\_\_\_ in the \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Witness

**DECLARATION**

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, \_\_\_\_\_, of the \_\_\_\_\_  
(City or Town)

Of \_\_\_\_\_ in the \_\_\_\_\_  
(which City or Town) (Region or County)

**SOLEMNLY DECLARE THAT:**

All above statements and the statements contained in all 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 \_\_\_\_\_  
(City or Town)

in the \_\_\_\_\_ of \_\_\_\_\_ this

day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner/Applicant/Agent

\_\_\_\_\_  
Signature of Commissioner

NOTES:

1. Each copy of the application must be accompanied by a sketch or survey, in metric units, including the following:
  - i) A reference plan of the intended easement, encroachment, or land sale.
  - ii) The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
  - iii) The distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
  - iv) The boundaries and dimensions of the subject land.
  - v) The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
  - vi) The approximate location of all-natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
  - vii) The existing uses on adjacent lands, such as residential, agricultural, and commercial uses.
  - viii) The location, width, and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public traveled road, a private road, or a right of way.
  - ix) If access to the subject land is by water only, the location of the parking and boat docking facilities to be used; and
  - x) The location and nature of any easement affecting the subject land.
2. Written authorization from all registered owners must accompany the application if the applicant is not the owner of the subject land. If the owner or applicant is a corporation acting without an agent or solicitor, an officer of the corporation and the corporation must sign the application form, and a seal (if any) must be affixed.
3. Written authorization must accompany the application if this application is signed by an agent or solicitor on behalf of an applicant.