



**THE CORPORATION OF THE TOWN OF COLLINGWOOD
SITE PLAN APPLICATION Form and associated application form
types**

TO: The Corporation of the Town of Collingwood

FILE NO.: D _____
(Municipality Use)

APPLICATION FOR:

Project Name:

Ensure all plans are congruent with all consultants associated with this project.
This planning application form as well as all associated documents and plans via our public portal at the following link:

<https://cvportal.collingwood.ca/portal>

Development Review Documents to be reviewed prior to submitting plans can be found at the following link:

<https://www.collingwood.ca/building-business/land-use-planning-services/development-planning>

Drawings are required in AutoCAD, DWG, and PDF files released 2000 or newer. Submissions for OPA's and ZBA's must be submitted in draft format in .pdf and *Word Format* including the application description. **NB:** The expectation is that reviews will take place within 4 submissions therefore 4th submission drawings will have an additional charge.

- Site Plan Application
- Site Plan Application for a building of less than 500 sq. m
- Amendment to Site Plan Control Agreement
- Minor Adjustment to Site Plan Control Agreement
- Discharge of Site Plan Control Agreement
(Original file number D11 _____)
- Radio Communications – Protocol Conformity Review Process
- Model Home Application-this is a D1205 number

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.

The Owner/Applicant/Agent acknowledges and agrees:

Upon the project being received through the portal Town Staff will set the project status to “under review” which will provide the opportunity for immediate payment via credit card up to and including \$5,000.00. This project proposal will not progress forward until our Finance Department has received payment via credit card, cheque or EFT payments.

That all required application fees shall be paid by credit card (see above note) EFT, or by cheque. To make payment via EFT contact our Finance Manager for the details. Ensure that complete identification information is provided for easy identification of the payment. We require the project number as provided by the public portal and the address of the subject property to be detailed on all EFT payments or cheques. This will ensure proper deposit to your account. Cheques are to be made payable to the Town of Collingwood at the time of submission of the proposal. The project will not be processed until the payment is received by the Finance Department. The planning department registered professional will deem the proposal fit to be circulated for review comments to internal and external reviewers. It is best practice to place cheques in a separate envelope addressed to Accounts Payable at 97 Hurontario Street, Collingwood, ON L9Y 3Z5. We require all development proposals to be provided electronically and cheques cannot be processed at our physical location. They will be returned to Head Office (Town Hall) located at 97 Hurontario Street and directed to Accounts Payable.

The Contingency fee deposit(s) will be utilized to cover costs associated with the processing of this application when deemed necessary by the Town of Collingwood, i.e., professional consultants and legal fees or any other professional advice deemed necessary by the planning department and Council. Any portion of the deposit fee not used in connection with the review and completion of a project proposal will be returned at the request of the Payee. The payee/applicant further agrees to pay any additional costs and expenses beyond the initial contingency deposit fee, which shall be determined by the staff of the Corporation of the Town of Collingwood if the amount of the initial deposit fee taken is insufficient.

Is the property affected by the regulations of the following?

- | | | |
|--------------------------|--------------------------|--|
| Yes | No | Are the subject lands within? |
| <input type="checkbox"/> | <input type="checkbox"/> | a Secondary Plan Area? |
| <input type="checkbox"/> | <input type="checkbox"/> | the Town of Collingwood Heritage District |
| <input type="checkbox"/> | <input type="checkbox"/> | The Nottawasaga Valley Conservation Authority is 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) |
| <input type="checkbox"/> | <input type="checkbox"/> | The Grey Sauble Conservation Authority (G.S.C.A.) |
| <input type="checkbox"/> | <input type="checkbox"/> | The Source Water Protection Plan Intake Protection Zone or Wellhead Protection Area |

Matters to address:

- | | | |
|--------------------------|--------------------------|--|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the subject lands or uses impacted by any current municipal review initiated? |
| <input type="checkbox"/> | | Due care will be taken to ensure plans are in agreement between development disciplines to ensure uniformity between all parties? |
| <input type="checkbox"/> | | I understand that all 3 rd submission drawings will require a further \$508.00 review fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | Do the lands have full Municipal Services? |
| <input type="checkbox"/> | | I understand that Development Charges for sanitary sewers and water servicing may apply as per By-law No. 2017-080 and 2014-066 which are administered by the Treasury Department. |
| <input type="checkbox"/> | | I understand that this development may be subject to the following:
1. Town Development Charges By-law, Simcoe County Development Charges, Education Levy, Black Ash Creek Special Policy Charges
2. Civic addressing, also known as 911, is administered by the Building Department. If your project requires addressing please access The Street Naming Policy and Civic Addressing By-Law 2014-028 which is on our website http://www.collingwood.ca/files/BL2014-028%20Civic%20Addressing_0.pdf The Building Department administers these matters. Please contact administration@ building@collingwood.ca |

The Owner/Applicant/Agent acknowledges and agrees that:

In addition, under exceptional site circumstances, 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.

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

These reports are required electronically

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

<input type="checkbox"/> Active Transportation Report	<input type="checkbox"/> Illumination Study
<input type="checkbox"/> Affordable Housing Report	<input type="checkbox"/> Marina or Coastal Engineering Study
<input type="checkbox"/> Archeological Assessment	<input type="checkbox"/> Master Fire Plan
<input type="checkbox"/> Cultural Heritage Report	<input type="checkbox"/> Needs/Justification Report
<input type="checkbox"/> Environmental Site Assessment	<input type="checkbox"/> Noise Study
<input type="checkbox"/> Environmental Impact / Natural	<input type="checkbox"/> Odour /Nuisance /Dust /Vibration Study

<input type="checkbox"/> D4 Landfill Study	<input type="checkbox"/> Heritage Study
<input type="checkbox"/> Economic Cost-Benefit Impact Analysis	<input type="checkbox"/> Parking Report/Analysis
<input type="checkbox"/> Electrical Economic Evaluation Plan	<input type="checkbox"/> Planning Report, covering letter, draft Official Plan Amendment, and/or draft Zoning By-law Amendment
<input type="checkbox"/> Fire Safety Plan	<input type="checkbox"/> Shadow Analysis
<input type="checkbox"/> Fisheries Impact Study	<input type="checkbox"/> Spray Analysis - Golf Courses
<input type="checkbox"/> Flooding, Erosion, and Slope Stability Report	<input type="checkbox"/> Stormwater Management Report
<input type="checkbox"/> Functional Servicing Report	<input type="checkbox"/> Sustainability Analysis
<input type="checkbox"/> Geotechnical /Soil Stability Report	<input type="checkbox"/> Traffic Impact Study
<input type="checkbox"/> Growth Management Report	<input type="checkbox"/> Tree Preservation Plan
<input type="checkbox"/> Heritage Impact Assessment	<input type="checkbox"/> Urban Design Report including Architecture and Streetscape Design
<input type="checkbox"/> Hydrogeological /Hydrology Study	<input type="checkbox"/> Wellhead Protection Area - Risk Assessment Report
<input type="checkbox"/> Review Matrix (from pre-consultation)	<input type="checkbox"/> The studies required by Section 4.4.3.7 of this Official Plan
	<input type="checkbox"/> Capacity Allocation Survey

***Applicants please note:** In order for the Agreement and Authorizing By-law to be presented to Council, Planning Services must create PowerPoint 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 formal Committees. Following discussions with the Town Planner download these up to date .pdf images to the existing Public Portal.

TO THE BE COMPLETED BY APPLICANT:

Project Name:

Project Address: _____

Project Description: _____

Legal Description: _____

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

Registered Owner & Contact Information (s): _____

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

E-mail: _____

Land Line: _____ Cell Phone: _____

Communications are to be sent to the:

Please indicate if you are the Applicant, Consultant, or Project Manager?

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

E-mail: _____

Land Line: _____ Cell Phone: _____

Zoning existing: _____ proposed if applicable: _____

Official Plan existing: _____ proposed if applicable: _____

Site Information: Water – Municipal _____ Private (if applicable): _____

Sewer – Municipal _____ Private (if applicable): _____

Proposed Uses: _____

Site Area (sq. m / ha): _____ # of Units _____

Building Area (sq. m) proposed _____ existing (if applicable) _____

Mezzanine Area (sq. m) proposed _____ existing (if applicable) _____

Exterior Materials & Colours _____

Legal Information for Agreement Preparation

Certificate of Title Required _____ Enclosed

Is the property mortgaged? _____ (Yes/No) Mortgagee: _____

Do you anticipate a new mortgage being added in the near future? _____

Who has the authority to bind the corporation? (Name and Title)

Solicitor Contact Information: _____

OWNER'S 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: _____ of _____,
(City or Town) (Which City or Town)

this _____ day of _____, 20 _____.

OWNER'S AUTHORIZATION FOR ACCESS

I/we, _____, of the _____
(City or Town)

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

hereby permit the Town and its representatives to enter upon the property during regular business hours for the purpose of performing inspections of the 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 the correctness of the information submitted, insofar as I have knowledge of these facts.

I, _____, of _____
 (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 of the exhibits transmitted herewith are true. 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. I am the registered owner of the above-noted property or the agent of the owner duly authorized on the owner's behalf.

DECLARED before me at the of _____ of _____
 (City or Town) (Which City or Town)
 in the _____ of _____ this _____ (Region or County)
 (Which Region or County)
 day of _____, 20_____.

 Signature of Owner/Applicant/Agent

 Signature of Commissioner

No rolled plans will be received by Planning Services. Upon final review and approval of this proposal, and to facilitate the Site Plan Agreement and its distribution to interested parties, Planning Services requires five (5) original signed and executed Site Plan Agreements and five (5) full sets of final approved plans along with final approved electronic plans. These plans are required to form part of the executed Site Plan Agreement and will be signed by the Director of Planning. These plans must be folded to allow filing into our approved filing system.

Check List of Administrative Documents and Plans

Check List No.	Description of Document or Plan	Provided
1	Planning Application Form	
2	Agent or Applicant Cover/Proposal Letter	
3	Appropriate Fee	
4	Summary Matrix Response to Pre-Consultation Meeting	
5	Site Plan	
6	Landscape Architect Plans	
7	Architectural Plans	
8	Civil Engineering Plans	
	Survey	
	Notice of Decision	
	Planning Justification Report	
	Capacity Allocation Table	
	Interim Control By-Law Water Exemption	

	Draft Zoning Amendment	
	Draft Official Plan Amendment	
	PowerPoint	
	Cost Estimates-electronic word	
	Coloured Renderings	
	Tree Preservation and Protection Plan	
	Environmental Impact Statement	
	Noise Impact Study	
	Elevations	
	Architectural	
	Heritage Impact Assessment	
	Environmental Impact Study	
	Traffic Impact	
	Storm Water Management Report	
	Geotechnical Investigation	
	Air Quality and Odour Study	
	Environmental Noise Impact	
	Phase 1 Site Assessment	
	Phase 2 Site Assessment	
	Environmental Site Assessment Phase I	
	Environmental Site Assessment Phase II	
	Functional Servicing Report	
	Record of Site Conditions	
	Engineering Record of Site Conditions	
	Supplemental Hydrogeological Investigation	
	Storm Water Management Report	
	Traffic Impact Statement	
	Truck Turning Plan	
	Urban Design Brief	
	External Agency Comment	
	Archaeological Assessment Stage 1	
	Archaeological Assessment Stage 2	
	Floor Plans	

This application continues to the next page, alternatively, all contact information and professional contacts associated with this proposal must be entered into the public portal. Any contact registrants associated with the proposal are enabled to view the review process. Unregistered Portal Professionals to the public portal can be added as a contact to the project but they will not be able to view, pay or add information.

FILE NO.: D _____
(Municipality Use)

Contact Information:

Project Name: _____

Registered Owner: _____

Agent:

Name: _____

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

E-mail: _____

Land Line: _____ Cell Phone: _____

Solicitor:

Name: _____

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

E-mail: _____

Land Line: _____ Cell Phone: _____

Engineer:

Name: _____

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

E-mail: _____

Land Line: _____ Cell Phone: _____

Landscape Architect:

Name: _____

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

E-mail: _____

Land Line: _____ Cell Phone: _____

Architect:

Name: _____

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

E-mail: _____

Land Line: _____ Cell Phone: _____

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 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 this procedure should be directed to Planning Services through our email planning@collingwood.ca or 705-445-1030