



**THE CORPORATION OF THE TOWN OF COLLINGWOOD**  
**Committee of Adjustment Application for Consent**

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

**Consent FILE NO.: D10** \_\_\_\_\_  
(Municipality Use)

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

The undersigned hereby applies to the Committee of Adjustment for the Town of Collingwood, under Section 53 or 57 of the Planning Act, 1990, R.S.O. 1990.c.P.13 as amended, for consent to sub-divide or for a certificate of validation for the subject lands describe hereafter. We require application forms, reports and correspondence electronically. Our preferred service is through our 24/7 online portal system and a registered portal user.

One signed and commissioned application is to be filed with the Secretary-Treasurer of the Committee of Adjustment, together with a **sketch or survey** referred to and described on the last page of this application and Note 3, accompanied by an application fee via online portal by credit card, cash or by cheque made payable to the Treasurer of the Corporation of the Town of Collingwood and directed to the Treasury at the above address. All our applications are to be provided digitally and we prefer that they are provided through our 24/7 online portal service. This will enable the registered payee to pay via credit card once attached as a contact to the project. If you are paying by cheque please direct it to the Treasurer and to the address above.

Please check off all that apply:

Consent Application \_\_\_\_\_

Specify the total number of additional consents n the subject property \_\_\_\_\_ \$ \_\_\_\_\_ (total fee submitted)

Certificate of Validation Fee  
(flat fee)

If applicant does not attend the scheduled Committee of Adjustment meeting resulting in deferral and re-circulation of Notice, then a flat fee will apply.

If this Consent to Sever results in the re-addressing to adjacent home owners, a flat fee per affected address will apply.

A deposit fee may be required for studies or legal fees to be determined by Planning Services

Development Agreement this will be associated with Committee of Adjustment and A Consent to Sever or a Minor Variance

**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 that** 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).

**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.

**To have** a sign containing the information regarding the application and the date and time of the public hearing in this regard, erected on the subject property.

**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

**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 Heritage Study	<input type="checkbox"/> Odour /Nuisance /Dust /Vibration Study
<input type="checkbox"/> D4 Landfill Study	<input type="checkbox"/> Parking Report/Analysis
<input type="checkbox"/> Economic Cost Benefit Impact Analysis	<input type="checkbox"/> Planning Report, covering letter, draft Official Plan Amendment and/or draft Zoning By-law Amendment
<input type="checkbox"/> Electrical Economic Evaluation Plan	<input type="checkbox"/> Shadow Analysis
<input type="checkbox"/> Fire Safety Plan	<input type="checkbox"/> Spray Analysis - Golf Courses
<input type="checkbox"/> Fisheries Impact Study	<input type="checkbox"/> Stormwater Management Report*3
<input type="checkbox"/> Flooding, Erosion and Slope Stability Report	<input type="checkbox"/> Sustainability Analysis
<input type="checkbox"/> Functional Servicing Report 9	<input type="checkbox"/> Traffic Impact Study
<input type="checkbox"/> Geotechnical /Soil Stability Report	<input type="checkbox"/> Tree Preservation Plan
<input type="checkbox"/> Growth Management Report	<input type="checkbox"/> Urban Design Report including Architecture and Streetscape Design
<input type="checkbox"/> Heritage Impact Assessment	<input type="checkbox"/> Wellhead Protection Area - Risk Assessment Report
<input type="checkbox"/> Hydrogeological /Hydrology Study	
<input type="checkbox"/> FSR	<input type="checkbox"/> Water Allocation Self Assessment

**TO BE COMPLETED BY APPLICANT:**

1. Name of Owner/Applicant (circle one) \*  
 \_\_\_\_\_  
 Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 \* See Note 1

2. Name of Agent \*\*  
 \_\_\_\_\_  
 Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 \* See Note 1

3. Description of Subject Property:  
 Municipal Street Address: \_\_\_\_\_  
 Registered Plan No. \_\_\_\_\_ Lot or Block \_\_\_\_\_

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

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

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

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

- The Source Water Protection Plan Intake Protection Zone or Wellhead Protection Area \_\_\_\_\_
- the Nottawasaga Valley Conservation Authority (N.V.C.A.) \_\_\_\_\_
- the Grey Sauble Conservation Authority (G.S.C.A.) \_\_\_\_\_
- the Town of Collingwood Heritage District \_\_\_\_\_

5. (a) Type and purpose of proposed transaction. *(Please check appropriate box)*

- Conveyance (specify - e.g. new lot, addition to a lot)
- Other (specify -e.g. lease, easement, partial mortgage, right-of-way, validation certificate)

\_\_\_\_\_

(b) Name of person(s) (purchaser, lessee, etc.) to whom land or interest in land is intended to be conveyed, leased, etc:

\_\_\_\_\_

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

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

\_\_\_\_\_

7. Description of land intended to be severed:

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

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

Number and use of buildings and structures (both existing and proposed) on the land to be severed:

\_\_\_\_\_

8. Description of land intended to be retained:

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

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

Number and use of buildings and structures (both existing and proposed) on the land to be severed:

\_\_\_\_\_

9. Number of new lots (not including retained lots) proposed:

\_\_\_\_\_

10. Type of road access:

	Retained Lands:	Proposed Lands:
Provincial Highway, County Road		
Municipal Road, maintained	<input type="checkbox"/> All year <input type="checkbox"/> Seasonally	<input type="checkbox"/> All year <input type="checkbox"/> Seasonally
Another public road, or Right-of-way		

If yes to Provincial Highway or County Road have you made application to the appropriate authority? \_\_\_\_\_

If access to subject land will be by water only (*Please check appropriate boxes*):

Retained Lands:

- Yes  
 No

Proposed Lands:

- Yes   
 No

If proposed access is by water, what boat docking and parking facilities are available on the mainland? (Specify approximate distance to land and nearest public road, etc.)  
 \_\_\_\_\_

11. What type of water supply is proposed? (*Please check appropriate box*)

TYPE	PROPOSED LOT	RETAINED LOT
Publicly owned and operated piped water supply	[ ]	[ ]
Privately owned and operated individual or communal well	[ ]	[ ]
Expected Water Usage (if applicable)	[ ]	_____
Other (specify) _____		

12. What type of sewage disposal is proposed? (*Please check appropriate box*)

TYPE	PROPOSED LOT	RETAINED LOT
Publicly owned and operated Sanitary sewage system	[ ]	[ ]
Privately owned and operated Individual or communal septic system	[ ]	[ ]
Privy	[ ]	[ ]
Other (specify) _____		

13. The current designation of the subject land in the applicable official plans and an explanation of how the application conforms with the official plans: \_\_\_\_\_

14. The current Zoning By-law designation of the subject land is: \_\_\_\_\_

15. Has any land been severed from the parcel originally acquired by the owner of the subject land? (*Please check appropriate box*)

- (a)  
 Yes  
 No

(b) If the answer to (a above) is yes, please indicate the following:

- i. The date of the transfer: \_\_\_\_\_
- ii. The name of the transferee: \_\_\_\_\_
- iii. Use of the parcel: \_\_\_\_\_

16. Has the subject land ever been the subject of an application for consent under Section 53 of the Planning Act, or its predecessor? *(Please check appropriate box)*

- Yes
- No

If yes, please specify the file number of the application and the decision on the application:

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17. Has the subject land ever been the subject of an application for approval of a plan of subdivision under Section 51 of the Planning Act, or its predecessor? *(Please check appropriate box)*

- Yes
- No

If yes, please specify the file number of the application and the decision on the application:

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18. Is the owner, applicant or his/her authorized agent considering applying for additional consents on this holding in the future? *(Please check appropriate box)*

- Yes
- No

If yes, please specify the extent and nature of future consents:

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

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20. An explanation of how the application is consistent with policy statements issued under subsection 3(1) of the act.

- Yes, if the answer is yes an explanation of how the application conforms or does not conflict with the provincial plan or plans.
- No

Please explain:

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21. Whether the subject land is within an area of land designated under any provincial plan or plans.

- Yes, if the answer is yes an explanation of how the application conforms or does not conflict with the provincial plan or plans
- No

Please explain:

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**OWNERS AUTHORIZATION FOR AGENT**

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

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

\_\_\_\_\_  
(Signature of 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  
(Which City or Town) (Region or County)

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**

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

\_\_\_\_\_ 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

**NOTES:**

1. 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 and seal (if any) must be affixed.
2. Written authorization must accompany the application, if this application is signed by an agent or solicitor on behalf of an applicant.
3. Each copy of the application must be accompanied by a sketch or survey, in metric units showing:

- i) The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- ii) The distance between the subject land the nearest township lot line or landmark such as a bridge or railway crossing.
- iii) The boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained.
- iv) The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- v) 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.
- vi) The existing uses on adjacent land, such as residential, agricultural and commercial uses.
- vii) 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.
- viii) If access to the subject land is by water only, the location of the parking and boat docking facilities to be used.
- ix) The location and nature of any easement affecting the subject land.

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**FOR OFFICE USE ONLY:**

1. To be completed prior to Meeting:
- a. Committee Submission No. \_\_\_\_\_
  - b. Meeting Date \_\_\_\_\_
  - c. Date of receipt of completed application \_\_\_\_\_
  - d. Checked by \_\_\_\_\_
  - e. Zoning By-law No. \_\_\_\_\_ Section(s) \_\_\_\_\_ Zone \_\_\_\_\_
  - f. Official Plan Designation \_\_\_\_\_
  - g. Agricultural Land Use Classification in Canada Land Inventory \_\_\_\_\_
  - h. Site visit carried out by staff or Committee member: Yes [ ] No [ ]
  - i. Minor Variance or By-law Amendment needed: Yes [ ] No [ ]
  - j. Authorization of owner received (if required): Yes [ ] No [ ]
  - k. Conformity with the Agricultural Code of Practice (if applicable): Yes [ ] No [ ]