



THE CORPORATION OF THE TOWN OF COLLINGWOOD APPLICATION FOR OPA, ZBA, HOLDING and TEMPORARY USE AMENDMENTS

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)

APPLICATION FOR:

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

Pursuant to one or more of the following Sections 22, 34, 36, 37 and/or 39 of the Ontario Planning Act, as amended, I/WE submit an application for: (please check the appropriate box) \*We require two copies of all plans and reports.

Application For:

- Application options: An amendment to the Official Plan and an amendment to the Zoning By-law, An amendment to the Official Plan, An amendment to the Zoning By-law, Removal of a Holding Provision from a Zone, A Temporary Use By-Law Amendment. Enclosed herewith the fee of:

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

Please be aware that the Nottawasaga Valley Conservation Authority (NVCA) and the Grey Sauble Conservation Authority (GSCA) apply additional fees to planning applications. Kindly 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).

Please 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 all fees are not paid in full at the time of submission the application shall be deemed incomplete.

Contingency fees will be utilized to cover 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.

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.

\*We require two copies of all plans and reports except for \*

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

Table with 2 columns and 3 rows listing application options: Active Transportation Report, Affordable Housing Report, Archeological Assessment, Illumination Study, Marina or Coastal Engineering Study, Master Fire Plan.



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<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
<input type="checkbox"/> Flooding, Erosion and Slope Stability Report	<input type="checkbox"/> Sustainability Analysis
<input type="checkbox"/> Functional Servicing Report	<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"/> The studies required by Section 4.4.3.7 of this Official Plan
<input type="checkbox"/>	<input type="checkbox"/>

**TO BE COMPLETED BY APPLICANT:**

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

**Project Address:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

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

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

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

Assessment Roll #: \_\_\_\_\_

PIN (Property Identifier No.): \_\_\_\_\_

**Registered Owner & Contact Information(s):**

**Owner** \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Land Line: \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Send Communications to:**

Applicant/Consultant/Project Manager (Please indicate): \_\_\_\_\_

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?

- 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 \_\_\_\_\_

2. List all associated planning applications being submitted for consideration along with this submission including but not limited to: Minor Variance, Special Permission, Site Plan Control, Consent, Subdivision, Condominium, Parking Exemption, etc.

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3. What is the applicant's interest in the Subject Property? (The applicant must be an owner, prospective buyer, and if the latter a copy of an accepted Offer to Purchase must be submitted).

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4. Date of acquisition of the Subject Property by the owner:

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5. The names and addresses of the holder of any mortgages, charges or other encumbrances in respect of the Subject Property:

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**Description of the Subject Property:**

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

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

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7. Dimensions of the Subject Property (In Metric):

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

8. 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:

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9. 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:

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10. Particulars of all buildings and structures on or proposed for the Subject Property (specify gross floor area, number of storeys, locations, date of construction, etc.):

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11. Official Plan Designation of the Subject Property:



Present Designation and Permitted Uses \_\_\_\_\_

Requested Designation and Permitted Uses \_\_\_\_\_

*(If an Official Plan Amendment is being requested)*

12. Does the requested amendment add, change, replace or delete an Official Plan Policy or Designation?

- No  
 Yes – if yes, please specify which policy or designation is to be added, changed, or replaced

13. Zoning of the Subject Property:

Present Zoning and Density/Height Restrictions

Requested Zoning

*(If a Zoning By-law Amendment is being requested)*

14. Zoning By-Law Amendment Application Conformity:

The current designation of the subject land in the applicable official plans, and an explanation of how the application conforms with the official plans?

15. Present Use of the Subject Property:

16. Date when the existing buildings or structures on the Subject Property were constructed:

17. Length of time the existing uses of the Subject Property have continued:

18. Present Use of lands abutting the Subject Property:

19. What is the nature and extent of the proposed amendments?

20. What is the reason for the proposed amendments?



21. What is the proposed use of the Subject Property?

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22. The planning rationale for requesting the Official Plan and/or Zoning By-law amendment must be outlined in your attached covering letter, planning report and draft OPA amendments. Please supply an electronic copy in word format.

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23. If proposed use is Residential, indicate the proximity of the subject property to Community Facilities (parks, schools, etc.) within five hundred metres (500m).

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

Water Supply

	<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	[ ]	[ ]
(g) Other (specify) _____	[ ]	[ ]
(H) Expected Water Usage expressed in SDU's	[ ]	[ ]

Sewage Disposal

(a) Municipally operated sanitary sewers	[ ]	[ ]
(b) Individual septic tank	[ ]	[ ]
(c) Pit privy	[ ]	[ ]
(d) Holding tank	[ ]	[ ]
(e) Other (specify) _____	[ ]	[ ]

25. Is storm drainage provided to the Subject Property by sewers, ditches, swales or other means?

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26. Is or has the subject property or land within 120 metres ever been the subject of an application for minor variance under Section 45 of the Planning Act or its predecessor? *(Please check appropriate box)*

- No
- Yes
- Unknown

If the answer is yes, describe briefly (i.e. date of application, file number, nature of relief, status of application, etc.)



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27. Is or has the subject property or land within 120 metres ever been the subject of an application for a plan of subdivision or consent under Section 51 or 53 of the Planning Act? *(Please check appropriate box)*

- No
- Yes
- Unknown

If the answer is yes, describe briefly (i.e. date of application, file number, nature of relief, status of application, etc.)

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28. Has the Subject Property or land within 120 metres ever been the subject to a previous application for either an Official Plan Amendment or Zoning By-law Amendment pursuant to the Planning Act? *(Please check appropriate box)*

- No
- Yes
- Unknown

If the answer is yes, describe briefly (i.e. date of application, file number, nature of relief, status of application, etc.)

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29. In the case of a requested amendment to a lower-tier municipality's official plan, the current designation of the subject land in the upper-tier municipality's official plan and an explanation of how he proposed amendment conforms to the upper-tier municipality's official plan.

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30. An explanation of how the requested amendment is consistent with the policy statements issued under subsection 3 (1) of the Act.

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31. Is the subject land within an area of land designated under any provincial plan(s)?

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

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32. Supplementary and support material to accompany application, where applicable:

- (a) A current survey of the property prepared by an Ontario Land Surveyor indicating topographical contours and other natural and artificial features such as existing buildings and their uses, railways, highways, pipelines, watercourses, drainage, ditches, swamps, and wooded areas within or adjacent to the subject land. This survey should clearly indicate the land that is the subject to the amendment.
- (b) The submitted survey or site plan should indicate:
  - i. Property dimensions and related street lines, including reference to the nearest intersecting street;
  - ii. Location, dimension and size (number of units, number of storeys, floor area, etc.) of all proposed buildings and accessory facilities and their proposed use(s);
  - iii. Parking lot and driveway layout including loading bays and garbage pickup areas dimensions of parking spaces and aisle widths;
  - iv. Dimensions of front, side and rear yards, and distances between adjacent buildings;
  - v. Landscaping and other natural and artificial features (easements, railway lines, pipelines, watercourses, culverts, etc.);
  - vi. Summary of site coverage with regard to percentage of building coverage and percentage of landscaped area;
  - vii. The method of servicing subject property (sanitary sewers, public water, septic tanks, private wells).

**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

*This application continues on the next page.*





FILE NO.: D \_\_\_\_\_ (Municipality Use)

**Contact Information:**

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

Registered Owner: \_\_\_\_\_

**Agent/Contact**

Name: \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Land Line: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Solicitor:**

Name: \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Land Line: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Engineer:**

Name: \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Land Line: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Landscape Architect:**

Name: \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Land Line: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Architect:**

Name: \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Land Line: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

email: \_\_\_\_\_ 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 Questions about this procedure should be directed to Planning Services, Town of Collingwood ("The Library" ) 55 Ste. Marie Street, Unit 302, Collingwood.ON L9Y 0W6. 705-445-1290 Fax: 705-445-1463 Extension: 3269