



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

FILE NO.: _____
(Municipal Use)

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 file in release 2000 or newer.

APPLICATION FOR:

- Land Sale (L07)
- Easement (D15)
- Encroachment (D16)

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>

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.

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.

TO BE COMPLETED BY 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 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 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 (see next page)

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 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 _____
(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. **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 land, 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 travelled 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 and 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.

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 planning@collingwood.ca