

TO: The Corporation of the Town of Collingwood ("Town")  
P.O. Box 157, Collingwood, ON L9Y3Z5  
C/o Planning Services  
55 Ste. Marie Street, Unit 302  
Collingwood, ON

FILE NO.: D 1201315\_\_\_\_\_

Project Name: Charleston Homes Subdivision 8004/7972 Poplar Sideroad & 4331080012023200 High St\_\_\_\_\_

The following documents are the development standards for the Town of Collingwood.  
Please consult them prior to submitting.

**The Urban Design Manual:** <http://www.collingwood.ca/files/collingwood-urban-design-manual.pdf>  
**Development Standards:** [http://www.collingwood.ca/files/Developmentstandards\\_0.pdf](http://www.collingwood.ca/files/Developmentstandards_0.pdf)

Plans and drawings must be **Unbound and Folded separately to approximately 8 1/2" x 14" (216 mm by 357 mm) and assembled in collated sets along with reports and held together by elastic bands.** We require digital information for this submission including documents, drawings, and supporting reports. The drawings are required in AutoCAD DWG and PDF file in release 2000 or newer. All written reports being submitted must be in .pdf format and Word Format for the application description. Your application will be distributed electronically for comments therefore: CD's or electronic files must be provided. For complete submission instructions, consult, complete, and forward *the application check-list to your consultants* which appears on page 7 & 8 of this application

**APPLICATION FOR:**

D1201	<input checked="" type="checkbox"/> Draft Plan Review – Subdivision Enclosed herewith the fee of: (\$15,495.00 flat fee plus \$2,000.00 contingency fee)	<b>\$17,495.00</b>
D07	<input type="checkbox"/> Draft Plan Review – Condominium Enclosed herewith the fee of: (\$4,075.00 flat fee plus \$2,000.00 contingency fee)	<b>\$6,075.00</b>
D072	<input type="checkbox"/> Condominium Exemption Enclosed herewith a flat fee of: (\$2,410.00 flat fee plus \$2,000.00 contingency fee)	<b>\$4,410.00</b>
D1202	<input type="checkbox"/> Extension of Draft Approval Enclosed herewith the flat fee of: (\$2,410.00 flat fee plus \$2,000.00 contingency fee)	<b>\$4,410.00</b>
D1203	<input type="checkbox"/> Revision to Draft Approved Plan of Subdivision Enclosed herewith the fee of: (\$3,785.00 flat fee plus \$2,000 contingency fee)	<b>\$5,785.00</b>
D1204	<input type="checkbox"/> Red Line Revision to Draft Plan of Subdivision Enclosed herewith the fee of: (\$3,785.00 flat fee plus \$2,000 contingency fee)	<b>\$5,785.00</b>
D1208	<input type="checkbox"/> Registration of Plan of Subdivision – Subdivision Agreement Enclosed herewith the fee of: (Legal fee deposit to be submitted Prior to drafting the agreement and The Subdivision Administration Fee is due upon the Execution of the Agreement.	

**\* NOTE: Our flat fee is non-refundable and payable upon submission of the application.**

**\*\*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).  
*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.

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.

The costs associated with all required studies shall be borne by the Applicant. 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. *\*The number in brackets represents the number of paper copies which may be required for distribution. Electronic files are a must as well:*

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

<input type="checkbox"/> Active Transportation Report *(4)	<input type="checkbox"/> Illumination Study *(3)
<input type="checkbox"/> Affordable Housing Report *(2)	<input type="checkbox"/> Marina or Coastal Engineering Study *(3)
<input checked="" type="checkbox"/> Archeological Assessment *(3)	<input type="checkbox"/> Master Fire Plan *(3)
<input type="checkbox"/> Cultural Heritage Report *(2)	<input type="checkbox"/> Needs/Justification Report *(3)
<input checked="" type="checkbox"/> Environmental Site Assessment *(4)	<input checked="" type="checkbox"/> Noise Study (3)
<input checked="" type="checkbox"/> Environmental Impact / Natural Heritage Study*(4)	<input type="checkbox"/> Odour /Nuisance /Dust /Vibration Study *(3)
<input type="checkbox"/> D4 Landfill Study *(3)	<input type="checkbox"/> Parking Report/Analysis *(3)
<input type="checkbox"/> Economic Cost Benefit Impact Analysis *(3)	<input checked="" type="checkbox"/> Planning Report, covering letter, draft Official Plan Amendment and/or draft Zoning By-law Amendment *(4)
<input type="checkbox"/> Electrical Economic Evaluation Plan *(3)	<input type="checkbox"/> Shadow Analysis *(3)
<input type="checkbox"/> Fire Safety Plan *(3)	<input type="checkbox"/> Spray Analysis - Golf Courses *(3)
<input type="checkbox"/> Fisheries Impact Study *(3)	<input checked="" type="checkbox"/> Stormwater Management Report *(4)
<input type="checkbox"/> Flooding, Erosion and Slope Stability Report (3)	<input type="checkbox"/> Sustainability Analysis *(3)
<input checked="" type="checkbox"/> Functional Servicing Report 9 *(3)	<input checked="" type="checkbox"/> Traffic Impact Study *(3)
<input checked="" type="checkbox"/> Geotechnical /Soil Stability Report *(3)	<input type="checkbox"/> Tree Preservation Plan *(3)
<input type="checkbox"/> Growth Management Report *(3)	<input type="checkbox"/> Urban Design Report including Architecture and Streetscape Design *(3)
<input type="checkbox"/> Heritage Impact Assessment *(3)	<input type="checkbox"/> Wellhead Protection Area - Risk Assessment Report*(4)
<input type="checkbox"/> Hydrogeological /Hydrology Study *(3)	<input type="checkbox"/> The studies required by Section 4.4.3.7 of this Official Plan
<input type="checkbox"/>	<input type="checkbox"/>

**Subdivision/Condominium Administration Fee**

**Collingwood Public Works & Engineering apply an administration fee through the Agreement for the review, design and inspection of the site works in the amount of 5% of the total Town works for construction. In the case of Condominium the minimum fee will be \$10,000.00 and in the case of Subdivision the minimum fee will be \$10,000.00.**

**Subdivision Agreement**

**The provision of \$15,000.00 for the registration of a Plan of Subdivision is required as a deposit for legal costs and expenses incurred by the Town for the preparation, registration, administration and enforcement of the Agreement. If legal costs exceed this amount, the owner shall provide additional monies to cover Town legal costs.**

**TO BE COMPLETED BY APPLICANT:**

**Project Name:**

Charleston Homes Subdivision

Project Address: 7972 and 8004 Poplar Sideroad and unaddressed parcel

Project Description: Draft Plan of subdivision consisting of 367 single detached dwellings and townhouse units, open space areas and associated parkland and SWM facilities.

Legal Description: Part of Lot 40, Concession 10, Geographic Township of Nottawasaga

Assessment Roll #: \_\_\_\_\_ PIN (Property Identifier No.): \_\_\_\_\_

Registered Owner & Contact Information (s): 1674715 Ontario Limited (Charleston Homes) c/o Charlie Kuiken

Address: Street: 143 Dennis Street City: Rockwood Postal Code: N0B 2K0  
P.O. Box 760

Land Line: 519-856-4054 Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: 519-856-4105

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. Are there any easements or restrictive covenants affecting the subject land?

- No
- Yes – if yes, please describe briefly  
\_\_\_\_\_

3. Is or has the subject land been the subject of an application for approval of a Plan of Subdivision under Section 51 of the Planning Act, for a Consent under Section 53 of the Planning Act, a Minor Variance, approval of a Site Plan, or for an amendment to an Official Plan/Zoning By-law? Unknown

- No
- Yes – if yes, please include file number and status of application \_\_\_\_\_

4. Official Plan Designation: Residential, Environmental Protection and Rural.

5. Zoning: (H6)R3, (H6)R2, DR, RU and EP. Application for rezoning submitted concurrently.

6. Total number of lots 281 (Singles) or blocks 18 (86 townhouse units) shown on the draft plan.

7. Total Area of Land shown on Draft Plan: 31.44 ha

8. Total number of units/dwellings shown on Draft Plan:  
367: 281 single detached lots & 18 townhouse blocks for 86 units

9. Total number of units/dwellings shown on the draft plan for the following uses:

- Detached Residential: 281 Area (Hectares): 14.11 Units/Ha: 20
- Semi-Detached Residential: \_\_\_\_\_ Area (Hectares): \_\_\_\_\_ Unit/Ha: \_\_\_\_\_
- Multiple attached Residential: 86 Area (Hectares): 2.08 Unit/Ha: 41
- Apartment Residential: \_\_\_\_\_ Area (Hectares): \_\_\_\_\_ Unit/Ha: \_\_\_\_\_
- Seasonal Residential: \_\_\_\_\_ Area (Hectares): \_\_\_\_\_ Unit/Ha: \_\_\_\_\_
- Mobile Home: \_\_\_\_\_ Area (Hectares): \_\_\_\_\_ Unit/Ha: \_\_\_\_\_
- Other Residential: \_\_\_\_\_ Area (Hectares): \_\_\_\_\_ Unit/Ha: \_\_\_\_\_
- Commercial: \_\_\_\_\_ Area (Hectares): \_\_\_\_\_ Unit/Ha: \_\_\_\_\_
- Industrial: \_\_\_\_\_ Area (Hectares): \_\_\_\_\_ Unit/Ha: \_\_\_\_\_
- Institutional: \_\_\_\_\_ Area (Hectares): \_\_\_\_\_ Unit/Ha: \_\_\_\_\_
- Park or Open Space: 8 Area (Hectares): 7.26 Unit/Ha: \_\_\_\_\_
- Roads: N/A Area (Hectares): 6.86
- Other: SWM and Reserves Area (Hectares): 1.13

10. Parking (spaces shown on draft plan):

Total parking spaces: TBD - ZBL requires a minimum of 2 per dwelling.

- Detached Residential: \_\_\_\_\_
- Semi-Detached Residential: \_\_\_\_\_
- Multiple Attached Residential: \_\_\_\_\_
- Apartment Residential: \_\_\_\_\_
- Seasonal Residential: \_\_\_\_\_
- Mobile Home: \_\_\_\_\_
- Other Residential: \_\_\_\_\_
- Commercial: \_\_\_\_\_
- Industrial: \_\_\_\_\_
- Institutional: \_\_\_\_\_
- Other: \_\_\_\_\_

\*\*If application is for approval of a condominium description, total number of parking spaces shown on draft plan for:

- Detached residential use: \_\_\_\_\_
- Semi-detached residential use: \_\_\_\_\_

10. 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:

County Road (Poplar Sideroad) and Municipal Road (High Street).

11. 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:

12. 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	[ ]	<input checked="" type="checkbox"/>
(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) _____	[ ]	[ ]

Sewage Disposal

(a) Municipally operated sanitary sewers	[ ]	<input checked="" type="checkbox"/>
(b) Individual septic tank	[ ]	[ ]
(c) Pit privy	[ ]	[ ]
(d) Holding tank	[ ]	[ ]
(e) Other (specify) _____	[ ]	[ ]

13. A servicing options report and a hydrological report will be required if:

- The plan would permit development of more than five (5) lots or units on privately owned and operated individual or communal wells;
- The plan would permit development of five (5) or more lots or units on privately owned and operated individual or communal septic systems;
- The plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced/day as a result of the development being completed;
- The plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems and 4500 litres of effluent or less would be produced/day as a result of the development being completed (only hydrological report required)

14. Does the subject land contain any areas of archaeological potential?

- No
- Yes – if yes, Archaeological Impact Assessment must be conducted by Licensed Professional
- Unknown – if unknown, Archaeological Impact Assessment must be conducted by Licensed Professional

15. Will Storm Drainage be provided by:

- Sewers
- Ditches
- Swales
- Other: On-site stormwater management facilities.

16. If the application is for approval of a condominium description:

- Has a site plan for the proposed condominium been approved and/or has a Site Plan Agreement been entered into? \_\_\_\_\_

CORPORATION OF THE TOWN OF COLLINGWOOD DRAFT PLAN OF  
SUBDIVISION, REGISTRATION, AND CONDOMINIUM APPROVAL

- Has a building permit for the proposed condominium been issued? If yes, date of issuance: \_\_\_\_\_
- Is the proposed condominium under construction or been completed? If yes, date: \_\_\_\_\_
- If construction has been completed, what is the date of completion? \_\_\_\_\_
- Is the proposed condominium a conversion of a building containing residential rental units? If yes, how many units are to be converted? \_\_\_\_\_

17. Is the plan consistent with policy statements issued under subsection 3(1) of the Planning Act?

- Yes
- No – If no, how is it inconsistent? \_\_\_\_\_

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

- No
- Yes – If yes, does the plan conform to or not conflict with the applicable provincial plan(s)? Yes, see Planning Report.

**Send Communications to (Indicate appropriate title):**

Applicant/Consultant/Project Manager: MHBC c/o Kris Menzies

Address: 113 Collier Street Postal Code: L4M 1H2

Telephone: 705-728-0045 ext 230 Fax: 705-728-2010

E-mail: kmenzies@mhbcplan.com Cell phone: \_\_\_\_\_

**Legal Information for Agreement Preparation**

Certificate of Title Required Agreement information to be provided at a later date

Enclosed

Is the property mortgaged? N [Yes] [N] Mortgagee: \_\_\_\_\_

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

Who has authority to bind the corporation? \_\_\_\_\_

I hereby declare that the statements herein are to the best of my knowledge a true and complete representation of the purpose and intent of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OWNERS AUTHORIZATION FOR AGENT**

I/we Charleston Homes c/o Charle Kulken authorize MHBC

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


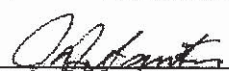
Signature of Owner 

DATED at the Township of Guelph/Eramosa, this  
11th day of December, 20 15.

**OWNERS AUTHORIZATION FOR ACCESS**

I/we, Charleston Homes c/o Charlie Kuiken of the Township  
of Guelph/Eramosa in the County of Wellington

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**

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 as to the correctness of the information submitted, insofar as I have knowledge of these facts.

I, Kris Menzies of City  
(City or Town)  
of Barrie 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 City of Barrie

In the \_\_\_\_\_ of \_\_\_\_\_ this 21st

day of December, 2015.

 Signature of Owner/Applicant Agent  
 Signature of Commissioner

Lynn Marie Stockley, a Commissioner, etc.,  
Province of Ontario, for MacNaughton Hermesen  
Bryan Glendon  
Bryan Glendon Planning Limited.  
Expires July 31, 2016.

The Submission must be **COMPLETED**, and in compliance The Urban Design Manual  
<http://www.collingwood.ca/files/collingwood-urban-design-manual.pdf> Development Standards  
[http://www.collingwood.ca/files/Developmentstandards\\_0.pdf](http://www.collingwood.ca/files/Developmentstandards_0.pdf)  
A digital drawing in AutoCAD DWG and/or DXF file in Release 14 or newer must be provided.

**CHECKLIST FOR COMPLETE SUBMISSION** – Call prior to attending our Offices to arrange a suitable time to submit the application and to confirm the application is complete for circulation.

A word format description of the proposal is required for use in agenda's and Council presentations. Submissions can be forwarded via e-mail if under 10 megabytes otherwise a CD or other appropriate means of electronic files are to be supplied. Please call for the appropriate email address 705-445-1290.

\*Applicants please note: In order for the Agreement and Authorizing By-law to be presented to Council, Planning Services must create power point 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 Committee of Whole and/or Council. Please forward these up-to-date .pdf images to the Town planner assigned to the application and to [bboucher@collingwood.ca](mailto:bboucher@collingwood.ca) following discussions with the planner. Your cooperation is appreciated.

Please forward this application to your consultants

**Plans and drawings must be *Unbound and Folded separately* to approximately 8 1/2" x 14" (216 mm by 357 mm) and assembled in collated sets along with reports and held together by elastic bands. Your application will be distributed electronically for comments therefore: **CDs or electronic files must be provided****

*(Please Complete and Submit with Plans)*

	Minimum Required	Plan Number	Yes	No
Draft Plan of Subdivision (full size)	4		X	
Draft Plan of Subdivision (reduced)	4		X	
Grading and Drainage Plan	4		X	
Site Servicing Plan	4		X	
Landscaping Plan and Details	4			X

Planning Report	4		X	
Draft Plan – digital version to Town of Collingwood specifications	1		X	
Survey	1		X	
Registered Deed of Title	1			
Storm Water Management Report	4		X	

Completed Application Form	1		X	
Letter of Authorization (see application Pages 6,7&8)	1			
Cost Estimates	2			
Appropriate Fee			X	
<b>Other</b> Requirement (i.e. road widening information, required letters, etc.)	Functional Servicing Report, Traffic Impact Study, Geotechnical Investigation & Slope Stability Analysis, Environmental Impact Study, Stage 1-2 Archaeological Assessment, Phase 1 Environmental Site Assessment, Noise Study			
Explain				

**Some reports may or may not be necessary please discuss at preconsultation meeting and the Town Planner assigned to the file.**

**Exemptions for Plans of Condominium**

Information Required for Condominium Exemption / Condominium Conversion Applications:

- Executed development or site plan agreement(s)
- Four (4) copies of the plan of condominium (large size) and four (4) copies of a reduced plan of condominium.
- A digital copy of the plan to the specifications of the Town of Collingwood.
- If the building is an existing rental property, a copy of the Engineers report completed to the satisfaction of the Municipal Engineer that indicates the building is appropriate and sound for conversion and sale, and a planning rationale explaining how the conversion does not adversely affect the rental accommodation of the Town of Collingwood.



**Additional Contact Information:**

Project Name: Charleston Homes Subdivision

Registered Owner: 1674715 Ontario Limited (Charleston Homes) c/o Charlie Kuiken

**Agent:**

Name: MHBC c/o Kris Menzies

Address: 113 Collier Street, Barrie, L4M 1H2

Phone: 705-728-0045 ext. 230 Fax: 705-728-2010

Email: kmenzies@mhbcplan.com Cell Phone: \_\_\_\_\_

**Engineer:**

Name: C.C. Tatham & Associates c/o Dan Hurley

Address: 115 Sandford Fleming Drive, Suite 200, Collingwood, L9Y 5A6

Phone: 705-444-2565 Fax: 705-444-2327

Email: dhurley@cctatham.com Cell Phone: \_\_\_\_\_

**Landscape Architect:**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Architect:**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Solicitor:**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ 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. a41 and will be used to contact the applicant regarding progress of their application. This information is used by staff members and relevant agencies when processing the application. It is also available to members of the public inquiring about the application. Questions about this procedure should be directed to The Corporation of the Town of Collingwood ("Town") c/o Planning Services (705) 445-1290.