



**THE CORPORATION OF THE TOWN OF COLLINGWOOD
SITE PLAN APPLICATION**

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 L9Y 0W6

FILE NO.: D 111015

APPLICATION FOR:

Project Name: Block 4 (aka Block D)
BALMORAL VILLAGE RETIREMENT RESIDENCE : APARTMENTS

Please forward the application to your consultants

The Application is to be in accordance with the *Urban Design Manual, Development Standards* and Check List. The documents are located at the following links:

The Urban Design Manual: <http://www.collingwood.ca/files/collingwood-urban-design-manual.pdf>
Development Standards http://www.collingwood.ca/files/Developmentstandards_0.pdf

Plans Must be Unbound and Folded separately to Approximately 8 1/2" x 14" (216mm by 357mm) assembled in four (4) Complete sets 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 including; draft OPA's and ZBAs. For the most part your application is distributed for comment electronically. Consult pages 5 & 6 of this application for a Checklist of a Complete Submission.

- Site Plan Application
Enclosed herewith the fee of: **\$6,000.00**
((\$4,000.00 flat fee plus a \$2,000.00 contingency fee)
- Amendment to Site Plan Control Agreement
Enclosed herewith the fee of: **\$4,000.00**
((\$3,000.00 flat fee plus a \$1,000.00 contingency fee)
- Minor Adjustment to Site Plan Control Agreement
Enclosed herewith the fee of: **\$1,500.00**
((\$500.00 flat fee plus a \$1,000.00 contingency fee)
- Discharge of Site Plan Control Agreement
Enclosed herewith the fee of: **\$500.00**
(Original file number D11 _____)
- Radio Communications – Protocol Conformity Review Process
Enclosed herewith the fee of: **\$5,900.00**
((\$3,900.00 flat fee plus a \$2,000.00 contingency fee)
- Model Home Application
Enclosed herewith the fee of: **\$5,900.00**
((\$3,900.00 flat fee plus a \$2,000.00 contingency fee)
- All 3rd submission drawings will require a further **\$500.00**

The above application fees have been adopted and approved under By-law No. 2009-003 by the Council of the Town of Collingwood.

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 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

THE CORPORATION OF THE TOWN OF COLLINGWOOD SITE PLAN APPLICATION

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.

**** Engineering Services apply an administration fee through the Site Plan Agreement for the review, design and inspection of the site works in the amount of 3% of total construction costs. There is a minimum fee of \$2,000 for industrial/commercial projects and \$10,000 for residential condominiums.**

***** Please be aware that in order to prepare the Site Plan Agreement, the provision of \$5,000.00 is required as a deposit for legal costs and expenses incurred by the Town for the preparation, registration, administration and enforcement of the Site Plan Agreement. If legal costs exceed this amount, the owner shall provide additional monies to cover Town legal costs.**

****** Please be aware that The Corporation of the County of Simcoe applies additional fees to planning applications. Kindly 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:

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 as well as electronic files:*

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 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 type="checkbox"/> Environmental Site Assessment *(4)	<input checked="" type="checkbox"/> Noise Study (3)
<input 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 checked="" type="checkbox"/> Parking Report/Analysis *(3)
<input type="checkbox"/> Economic Cost Benefit Impact Analysis *(3)	<input 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 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 checked="" 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"/>

**TO BE SUBMITTED
WEEK OF
JULY 27**

TO BE COMPLETED BY APPLICANT:

Project Name: BALMORAL VILLAGE RETIREMENT RESIDENCE ? APARTMENTS

Project Address: 14 HARBOUR STREET WEST, COLLINGWOOD

Project Description: 128 SUITE RETIREMENT RESIDENCE ? CLUBHOUSE, 44 UNIT SENIORS APARTMENT BUILDING

Legal Description: BLOCK A PLAN SIM-1049

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

Registered Owner & Contact Information (s): COLLINGWOOD SENIORS GP LTD

Address: Street: 3205 EDWORTH CR City: OAKVILLE Postal Code: L6M 0B3

Land Line: 416 616-1069 Cell Phone: 647 559-7379

E-mail: mcjamieson@rogers.com Fax: _____

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 _____

Send Communications to:

Applicant/Consultant/Project Manager (Please indicate): GLENN LUCAS

Address: Street: 24 DEBRA CR City: BARRIE Postal Code: L4N 3T1

Land Line: _____ Cell Phone: 705 727-8335

E-mail: glucas@rogers.com Fax: _____

Project name: BALMORAL VILLAGE RETIREMENT RESIDENCE

Registered Owner: COLLINGWOOD SENIORS GP LTD

Agent: CAROL JAMIESON

- Please complete **Additional Contact Information** on the supplied sheet at the end of this document.

Zoning existing: R4-S proposed if applicable: _____

Official Plan existing: RESIDENTIAL MIXED USE proposed if applicable: _____

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

Sewer – Municipal Private (if applicable): _____

Proposed Uses: 128 SUITE RETIREMENT RESIDENCE ? CLUBHOUSE, 44 UNIT SENIORS APARTMENT

Site Area (sq. m / ha): 10,175.33 # of Units 128 RETIREMENT SUITES 44 APARTMENT UNITS

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

Site Plan Application BUILDING A: 8244.07
BUILDING B: 5382.33
BUILDING C: 6385.00

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

Exterior Materials & Colours BASE: NG STONE - OLD ONTARIO GREY
2ND & 3RD FLOORS: ROYAL WOODLAND SIDING - WALNUT
4TH FLOOR: SIDING OR STUCCO - BROWNSTONE

Legal Information for Agreement Preparation

Certificate of Title Required _____ Enclosed

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

Do you anticipate a new mortgage being added in the near future? NO

Who has authority to bind the corporation? (Name and Title) STEVEN GRAHAM, PRESIDENT

Solicitor Contact Information: JOHN WEIR (McCARTER GRESKIN BEYON WEIR LLP)
(519) 571-8800 ext 106 jweir@mgtplaw.com

OWNER'S AUTHORIZATION FOR AGENT

I/we Steve Graham authorize GLENN LUCAS

to act as our agent(s) for the purpose of this application. [Signature]
(Signature of owner)

DATED at the of: Town of Oakville, ON
(City or Town) (Which City or Town)

this 22nd day of July, 20 15.

OWNER'S AUTHORIZATION FOR ACCESS

I/we, GLENN LUCAS of the CITY
(City or Town)

BARRIE in the COUNTY OF SIMCOE
(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]
Signature of Owner AGENT

[Signature]
Signature of Witness

DECLARATION

I. 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, GLENN LUCAS, of CITY
(City or Town)

of BARRIE in the COUNTY OF SIMCOE
(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 TOWN of COLLINGWOOD
(City or Town) (Which City or Town)

in the COUNTY of SIMCOE this 22 (Region or County)
(Which Region or County)

day of JULY, 2015.

Signature of Owner/Applicant/Agent

Signature of Commissioner

The application **MUST** be **COMPLETED** in accordance to the Urban Design Manual, Development Standards and Check List. The documents are located at the following links:

<http://www.collingwood.ca/files/collingwood-urban-design-manual.pdf>
http://www.collingwood.ca/files/Developmentstandards_0.pdf

Please submit a CD containing a digital drawing in AutoCAD DWG and PDF file in release 2000 or newer. A WORD format description of the proposal is required for use in public meetings. Submissions can be forwarded via e-mail if under 10 megabytes the applicant may facilitate a CD or other electronic means to supply the electronic information required. 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 the Standing Committee and/or Council. Please forward these up-to-date .pdf images to the Town planner assigned to the application and to bboucher@collingwood.ca following discussions with the planner. Your cooperation is appreciated.

At the end of this process, to facilitate the Site Plan Agreement, Planning Services requires five (5) original signed and executed Site Plan Agreements and five (5) full sets of final approved plans. These plans are required to form part of the executed Site Plan Agreement. These plans will be stamped site plan approved and will accompany the Site Plan Agreement.

This application continues on the next page.

THE CORPORATION OF THE TOWN OF COLLINGWOOD SITE PLAN APPLICATION

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 4 collated sets held together by elastic bands. Your application will be distributed electronically for comments therefore: **CDs or electronic files must be provided. Your cooperation is appreciated. (Please Complete and Submit with Plans)**

	1st Submission Minimum Required	Please Note 2 nd Submission Unless otherwise requested.	Plan Number	Radio Communication	Yes	No
Site Plan #br of Plans	4	2		4	✓	
Grading and Drainage Plan	4	2			✓	
Site Servicing Plan	4	2			✓	
Tree Preservation Plan	3	2				
Landscaping Plan and Details	4	2			✓	
Building Elevations	4	2		4	✓	
Floor Plans	4	2				
Storm Water Management Report	4				✓	
Planning Report	3					
Traffic Impact	4					
Environmental Impact Statement	3					
Geotechnical Investigation	3				✓	
Air Quality and Odour Study NOISE	3				✓	
Environmental Noise Impact	2					
Phase 1 Site Assessment	3					
Architectural	3					
Heritage Impact Assessment	4					
Survey	1					
Completed Application Form	2			2		
Summary Response To 1 st Submission Comments	1					
Letter of Authorization (only if area of application not utilized)						
Appropriate Fee	2	2				
Cost Estimates-electronic word		2				
Coloured Photo Renderings						

*Some reports may or may not be necessary please see page 2 of this application and discuss at the preconsultation meeting and the Town Planner assigned to the file.

Contact Information:

Project Name: BALMORAL VILLAGE RETIREMENT RESIDENCE : APARTMENTS

Registered Owner: COLLINGWOOD SENIORS GP LTD

Agent:

Name: GLENN LUCAS (LUCAS & ASSOCIATES)

Address: Street 24 DEBRA CR City: BARRIE Postal Code: L4N 3T1

Land Line: _____ Cell Phone: (705) 727-8335

E-mail: glucas@rogers.com Fax: _____

Solicitor:

Name: JOHN WEIR (McCARTER GRESKIN BEYNON WEIR LLP)

Address: Street: 675 RIVERBEND DRIVE City: KITCHENER Postal Code: N2K 3S3

Land Line: (519) 571-8800 Cell Phone: _____

E-mail: jweir@mgbwlaw.com Fax: _____

Engineer:

Name: KEVIN MORRIS (CF CROZIER : ASSOCIATES)

Address: Street: 40 HURON City: COUN. Postal Code: L9Y 3W4

Land Line: (705) 446-3510 Cell Phone: (705) 446-8953

E-mail: kmorris@cfcrozier.com Fax: _____

Landscape Architect:

Name: MIKE HENSEL (HENSEL DESIGN GROUP)

Address: Street: 312 PEEL City: COLLING. Postal Code: L9Y 3W4

Land Line: (705) 443-8394 Cell Phone: (705) 441-2856

E-mail: mike-h@rogers.com Fax: (705) 443-8494

Architect:

Name: BOB DYCK (ROBERT J DYCK ARCHITECT : ENGINEER INC.)

Address: Street: 78 BENTON City: KITCHENER Postal Code: N2G 3H3

Land Line: (519) 571-0224 Cell Phone: (519) 498-8314

E-mail: bob@rjdyckarchitect.com Fax: (519) 571-8886

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 Municipal Offices 55 Ste. Marie Street, Unit 302, Collingwood. ON L9Y 0W6. 705-445-1290 Fax: 705-445-1463 Extension: 3269

JULY 22, 2015

PROJECT NO: 362-4007

SENT VIA: DELIVERED

Town of Collingwood – Planning Services
55 Ste. Marie Street
Suite 302
Collingwood, ON L9Y 0W6

Attention: Nancy Farrer, Director of Planning

Re: FIRST ENGINEERING SUBMISSION – BALMORAL BLOCK 4 (MTCO)
SITE PLAN APPLICATION
HARBOUR STREET, TOWN OF COLLINGWOOD

Dear Nancy,

Enclosed, please find for the review of the municipality the first submission package for the site plan application for Block 4 of the Balmoral Village development in the Town of Collingwood. The project will be a senior retirement and residence development.

Our firm has been retained by the Owner, Collingwood Seniors GP Ltd., to act as the Engineer of Record for the development applications associated with this project. C.F. Crozier & Associates Inc. holds a valid Certificate of Authorization (#100075779) from the Association of Professional Engineers of Ontario and is duly able to provide engineering services. We hereby certify that the design has been reviewed by a senior engineer and conforms to the most current edition of the Town's Engineering Standards. A detailed transmittal is attached to this letter that lists the documentation submitted in support of this application.

The Plan of Subdivision for the Balmoral Village project was registered in April 2015, and the Owner is proceeding with a development application with the goal to execute a Site Plan Agreement before the end of 2015. Prior to execution of this agreement the Owner will also be applying for a conditional foundation permit for the early fall. Due to the unique and complex nature of this development there have been ongoing consultations with the Town and NVCA over the past three years. A formal pre-consultation meeting was held on February 20, 2015, and we have prepared the attached memo that responds to the technical comments supplied by Town Engineering staff at this meeting.

If you have any questions regarding the submission, please contact the undersigned. Thank you.

Respectfully submitted,

C.F. CROZIER & ASSOCIATES INC.



Kevin Morris, P.Eng.
Partner
KM/ch

Cc. Steve Graham, Collingwood Seniors GP Ltd.
Glenn Lucas, Lucas & Associates.

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**Town of Collingwood Pre-consultation Development Committee meeting on February 20, 2015
Balmoral Village Block 4 Senior Residence: Engineering Department Technical Comments**

	TOWN COMMENT	COMMENT RESPONSE
1	All aspects of the site plan design are to conform to the Balmoral Village Subdivision engineering drawings, reports and Subdivision Agreement.	Acknowledged.
2	A Stormwater Management Design Brief will need to be submitted on behalf of this site plan development, identifying drainage catchment areas with a detailed storm sewer design sheet. Drainage flows toward Harbour Street to incorporate quality control measures.	Acknowledged & report submitted.
3	Individual storm service laterals will be required for all buildings at the sump pump discharge points.	Acknowledged.
4	We note that this site is located within NVCA jurisdictional boundaries and will be subject to their review and comments.	Acknowledged.
5	Detailed design of sanitary servicing to be provided and shown on the site plan and plan & profile drawing(s). A Sanitary Sewer Design sheet to be provided for this site plan development.	Acknowledged. Design sheet and overall sanitary servicing plan have been provided as part of the 1 st submission package. Plan and profile drawings of all internal roadways will be completed as part of the 2 nd submission package.
6	The proposed driveway to be as per to Town's Development Standards (STD. No. 406).	Acknowledged. Entrance design is based on approved Harbour Street drawings dated March 2015.
7	Minimum width of internal roads is to be 7.2 m. This is external of the parking area laneways.	Acknowledged.
8	Provide snow storage location.	Refer to site plan by Dyck Architect. Snow will be removed from the property.
9	Parking Spaces – Accessible parking features to conform to the Integrated Accessibility Standards Regulation Guidelines, April 2014, Part 4.1 – Design of Public Spaces Standard. Provide the required accessible parking features and parking space widths.	Acknowledged. Refer to the site plan prepared by Dyck Architect.
10	Provide emergency fire route and show truck template for access analysis.	Acknowledged. Refer to the site plan prepared by Dyck Architect.

**Town of Collingwood Pre-consultation Development Committee meeting on February 20, 2015
Balmoral Village Block 4 Senior Residence: Engineering Department Technical Comments**

	TOWN COMMENT	COMMENT RESPONSE
11	The Town has concerns with the elevation difference between Harbour Street and the buildings shown. The concerns exist regarding the overall height of the buildings in relocation to Harbour Street. Building design to incorporate a half wall or exposed foundation wall (or walk out) basement design. 3:1 side slopes to First floor will not be accepted.	Acknowledged. Refer to the detailed grading plan for the relationships between the proposed retirement residence and Harbour Street ROW. A maximum 5:1 slope has been identified within the north apron of the residence.
12	The overall grading concept to conform to the overall grading plan prepared for the Balmoral Village Subdivision.	Acknowledged & confirmed.
13	1.5m concrete sidewalk to be installed as shown, remove optional label.	Refer to the site plan prepared by Dyck Architect.
14	Landscaping along Harbour Street to incorporate a streetscape enhanced tree design along the property boundary and Harbour Street as outlined in the Balmoral Village Subdivision Agreement.	Acknowledged. Refer to plans prepared by Hensel Design Group.

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**CROZIER
& ASSOCIATES**
Consulting Engineers

The HarbourEdge Building
40 Huron Street, Suite 301
Collingwood, ON
L9Y 4R3

T.705-446-3510
F.705-446-3520
cfcrozier.ca

TRANSMITTAL

DATE July 22, 2015 **FILE NO.** 362-4007
RE Balmoral Block 4 MTCO- 1st Submission Detailed Design Package

TO Nancy Farrer, Director of Planning Services
COMPANY Town of Collingwood
FROM Kevin Morris, P.Eng.

ENCLOSED ITEMS	NO. OF COPIES	SENT VIA
Letter of Site Plan Application Summary	1	
Site Plan Application Form	2	
Architectural Drawing Set (Renaissance Nouveau Architects)	5	
Engineering Drawing Set (Crozier & Associates)	5	
Landscaping Drawing Set (Hensel Design Group)	5	
Photometrics Plans (Mighton Engineering)	5	Delivered
Servicing & Stormwater Management Implementation Report (Crozier & Associates)	3	
Geotechnical Investigation (CMT Consultants)	3	
Noise Impact Study (HGC)	3	
CD containing PDF copies of all the above noted documents	2	
Cheque made payable to the Town of Collingwood (\$6,000.00)	1	

COMMENTS

Please find enclosed the items listed above for the first submission for the Balmoral Block 4 site plan application. If you have any questions feel free to contact the undersigned. Thank you.

C.F. CROZIER & ASSOCIATES INC.

Kevin Morris, P.Eng.
Project Engineer