



**THE CORPORATION OF THE TOWN OF COLLINGWOOD**  
**Committee of Adjustment Application for Minor Variance**  
**2019**

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

**FILE NO.: D13** \_\_\_\_\_  
(Municipality Use)

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

The undersigned hereby applies to the Committee of Adjustment for the Town of Collingwood, under Section 45 of the Planning Act, 1990, R.S.O. 1990.c. P. 13 as amended, for relief, as described in this application, from By-law No. 87-61 (as amended), or By-law 10-93 (as amended), or By-law No. 10-80

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 in cash or by cheque made payable to the Treasurer of the Corporation of the Town of Collingwood. We require 2 copies of all plans and reports as well as electronic submittal.

D131	<input type="checkbox"/> Minor Variance Application Fee	\$1,560.00
D132	<input type="checkbox"/> Incidental (minimal review) Minor Variance Application Fee	\$560.00
	<input type="checkbox"/> 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.	\$360.00
	<input type="checkbox"/> A contingency fee may be required for studies or legal fees to be determined by Planning Services	\$2,080.00

The above application fees have been adopted and approved under By-law No. 2018 - 090 by the Council of the Town of Collingwood.

***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.

**Our flat fee is non-refundable and payable upon submission of the application.** The applicant further agrees to pay any additional costs and expenses regarding this application which shall be determined by staff of the Corporation of the Town of Collingwood.

**Please 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).

**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.

1. Name of Owner/Applicant (circle one) \* \_\_\_\_\_

Contact Mailing Information: Street \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Cell No.: \_\_\_\_\_

\* See Note 2

2. Name of Agent \*\* \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Cell No.: \_\_\_\_\_

\* See Note 2

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. Present Official Plan designations applying to the land:

\_\_\_\_\_

6. Present Zoning By-law designations applying to the land:

\_\_\_\_\_

7. Proposed use of subject land:

\_\_\_\_\_

\_\_\_\_\_

8. Nature and extent of relief applied for:

\_\_\_\_\_

\_\_\_\_\_

9. Why is it not possible to comply with the provisions of the by-law?

\_\_\_\_\_

\_\_\_\_\_

10. Dimensions of land affected:

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Area: \_\_\_\_\_

Width of Street: \_\_\_\_\_

11. Particulars of all buildings and structures on or proposed for the subject land (specify ground floor area, gross floor area, number of storeys, width, length, height, etc.):

Existing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Location of all buildings and structures on or proposed for the subject land (specify distance from side, rear and front lot lines in metres.):

Existing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Whether access to the subject land is by a provincial highway, a municipal road that is maintained all year or seasonally, another public road or a right of way or by water.

\_\_\_\_\_

\_\_\_\_\_

14. If access to the subject land 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.

\_\_\_\_\_

\_\_\_\_\_

15. Date of acquisition of subject land by the owner:

\_\_\_\_\_

16. Date of construction of all buildings and structures on subject land:

\_\_\_\_\_

17. Existing uses of the subject property:

\_\_\_\_\_

18. Existing uses of the abutting properties:

\_\_\_\_\_

19. Length of time the existing uses of the subject property have continued:

\_\_\_\_\_

20. Water is provided to the subject land by a: *(please check appropriate box)*

- Publicly owned and operated piped water system
  - Privately owned and operated individual or communal well
  
  - Lake or other water body or other means (please explain)
- 

21. Sewage disposal is provided to the subject land by a: *(please check appropriate box)*

- Publicly owned and operated sanitary sewage system
  - Privately owned and operated individual or communal septic system
  - Privy or other means (please explain)
- 

22. Storm drainage is provided by: *(please check appropriate box)*

- Sewers
  - Ditches
  - Swales
  - Other means (please explain)
- 

23. Has the subject land ever been the subject of an application for minor variance under Section 45 of the Planning Act or its predecessor? *(Please check appropriate box)*

- Yes
- No

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

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24. Is the subject property 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)*

- Yes
- No

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

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25. Approximate location of all natural and/or artificial features on the subject property and on the land that are adjacent that may affect the application i.e. building, railways, road, water course, drainage ditches, rivers or stream banks, wetland, wooded areas, wells and septic tanks.

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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

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**OWNERS AUTHORIZATION FOR ACCESS**

I/we, \_\_\_\_\_, of the \_\_\_\_\_  
of \_\_\_\_\_

\_\_\_\_\_ 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 \_\_\_\_\_  
of \_\_\_\_\_

\_\_\_\_\_ in the \_\_\_\_\_.

**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. (a) Additions and alterations to single dwelling detached, semi-detached and row house dwellings;  
(b) Regularizing non-conforming setbacks, coverage, height, etc. associated with "as-constructed" single family detached, semi-detached and row house dwellings;  
(c) New buildings or structures naturally and normally accessory and related to single

- Family detached, semi-detached and row house dwellings;  
(d) New detached single family, semi-detached and row house dwellings that is not a Model Home, Sales Office or subject to Site Plan Approval pursuant to Section 41 of the *Planning Act*.
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.
  4. Each copy of this application must be accompanied by a sketch or survey showing the following:
    - i) The boundaries and dimensions of the subject land.
    - ii) The location, size and type of all existing and proposed buildings and structures on the subject land, indication the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
    - iii) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
    - iv) The current uses on land that is adjacent to the subject land.
    - v) 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.
    - vi) If access to the subject land is by water only, the location of the parking and docking facilities to be used.
    - vii) The location and nature of any easement affecting the subject land
  5. The applicant/owner hereby agrees 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.

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**FOR OFFICE USE ONLY:**

Date received: \_\_\_\_\_

Checked by: \_\_\_\_\_

Official Plan Provisions: \_\_\_\_\_ Zoning By-law Provisions: \_\_\_\_\_

Committee of Adjustment Submission No.: \_\_\_\_\_ Hearing Date: \_\_\_\_\_