



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

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

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

Please forward this application to your consultants and ensure plan congruency.

The submission is to be in accordance with the documents listed below and [Check List](#) located on page 8

[Consult this link prior to submitting your application for pertinent documents](#)

**Collate two (2) complete sets** folded 8 1/2" x 14" (216mm by 357mm) separately (no binding strip) held together by elastic bands. Your 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. Submissions for OPA's and ZBA's must be submitted in draft format in .pdf and *Word Format* including the application description. Consult pages 5 & 6 of this application for a *Checklist of a Complete Submission*.

**APPLICATION FOR:**

D1201

Draft Plan Review – Subdivision

D07

Draft Plan Review – Condominium

Draft Plan Review – Condominium AFTER Site Plan Approval

D072

Condominium Exemption

D1202

Extension of Draft Approval

D1203

Revision to Draft Approved Plan of Subdivision

D1204

Red Line Simple Revision to Draft Plan of Subdivision

D1208

Registration of Plan of Subdivision – Subdivision Agreement

(Legal fee deposit to be submitted prior to drafting the agreement and The Subdivision Administration Fee is due upon the Execution of the Agreement. Contact [Engineering@collingwood.ca](mailto:Engineering@collingwood.ca))

**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>

**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).

**Be aware** 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).

**Matters to address:**

Yes

No

**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. Contact the Public Works and the Engineering Department for fee structure [engineering@collingwood.ca](mailto:engineering@collingwood.ca)




**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.



Are the subject lands or uses impacted by any current municipal review initiatives?

Due-care will be taken to ensure plans are in agreement between development disciplines to ensure uniformity between all parties

**Building Department**

1. **Building Code and Related Standards.** A full review for compliance with the Ontario Building Code, related standards and applicable law will be completed at the time of the application for a building permit with same being processed within the prescribed timeframes as required by the *Building Code Act*.
2. **Applicable Laws & Building Permits Approvals** from other agencies are required in many instances before a building permit can be processed and issued. These approvals are not administered by Building Services. The fastest way to obtain a building permit is to ensure all of these other approvals are completed (or do not apply) before applying for a building permit. Building Services is required by law to prioritize applications that are fully complete in terms of applicable law approvals and document submissions. Building permit documents must be consistent with applicable law approvals. Please refer to our [Applicable Law Checklist](#) for more information.
3. **E-Permits.** All building permit applications, drawings and supporting document shall conform to the [e-Permit Document Guidelines](#) and be submitted through the [Town's e-Permit Services](#).
4. **Pre-Consult.** We encourage a pre-consultation meeting with Building Services prior to the submission of your building permit application to ensure the application is complete as possible to avoid processing delays.
5. **Civic addressing** will be assigned by Building Services in accordance with By-law No. 2013-046
6. **Signs.** All signage shall comply with the Town of Collingwood's Sign By-law No. 2012-110 and sign permit(s) shall be obtained from the Chief Building Official where applicable.
7. **Fees and Charges.** All building permit fees and applicable development charges shall be paid prior to issuance of a building permit.

Please refer to the [Building Services website](#) for more information or contact us at [building@collingwood.ca](mailto:building@collingwood.ca)

***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 which may or not be sent directly to the agency.

**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.

These reports are required electronically as well as in paper format.

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

<input type="checkbox"/> Active Transportation Report	<input type="checkbox"/> Illumination Study
<input type="checkbox"/> Affordable Housing Report	<input type="checkbox"/> Marina or Coastal Engineering Study
<input type="checkbox"/> Archeological Assessment	<input type="checkbox"/> Master Fire Plan
<input type="checkbox"/> Cultural Heritage Report	<input type="checkbox"/> Needs/Justification Report



**CORPORATION OF THE TOWN OF COLLINGWOOD DRAFT PLAN OF SUBDIVISION REGISTRATION, AND CONDOMINIUM APPROVAL 2020**

<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 *(3)
<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"/>

**Be aware** 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 [planning@collingwood.ca](mailto:planning@collingwood.ca)

**TO BE COMPLETED BY APPLICANT:**

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

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

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

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

Assessment Roll #:4331 \_\_\_\_\_ PIN (Property Identifier No.): \_\_\_\_\_

Registered Owner & Contact Information (s): \_\_\_\_\_

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?

- |                          |                          |   |
|--------------------------|--------------------------|---|
| Yes                      | No                       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | The Nottawasaga Valley Conservation Authority referred to as the NVCA. (The NVCA will review your application and you must contact the NVCA at 705-424-1479 for the fee amount) |
| <input type="checkbox"/> | <input type="checkbox"/> | The Grey Sauble Conservation Authority (GSCA) (The GSCA charge to review planning applications.) at 519-376-3076  |



- The Source Water Protection Plan Intake Protection Zone or Wellhead Protection Area
- Town of Collingwood Heritage District
- The Source Water Protection Plan Intake Protection Zone or Wellhead Protection Area

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?

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

\_\_\_\_\_

4. The current designation of the subject land in the applicable official plans, and an explanation of how the draft plan conforms with the official plans:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Zoning: \_\_\_\_\_

6. Total number of lots \_\_\_\_\_ or blocks \_\_\_\_\_ shown on the draft plan.

7. Total Area of Land shown on Draft Plan: \_\_\_\_\_

8. Total number of units/dwellings shown on Draft Plan:  
\_\_\_\_\_

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

- Detached Residential: \_\_\_\_\_ Area (Hectares): \_\_\_\_\_ Units/Ha: \_\_\_\_\_
- Semi-Detached Residential: \_\_\_\_\_ Area (Hectares): \_\_\_\_\_ Unit/Ha: \_\_\_\_\_
- Multiple attached Residential: \_\_\_\_\_ Area (Hectares): \_\_\_\_\_ Unit/Ha: \_\_\_\_\_
- 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: \_\_\_\_\_ Area (Hectares): \_\_\_\_\_ Unit/Ha: \_\_\_\_\_



**CORPORATION OF THE TOWN OF COLLINGWOOD DRAFT PLAN OF  
SUBDIVISION REGISTRATION, AND CONDOMINIUM APPROVAL  
2020**

- Roads: \_\_\_\_\_ Area (Hectares): \_\_\_\_\_
- Other: \_\_\_\_\_ Area (Hectares): \_\_\_\_\_

10. Parking (spaces shown on draft plan):

Total parking spaces: \_\_\_\_\_

- 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: \_\_\_\_\_

11. 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:

\_\_\_\_\_

12. 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:

\_\_\_\_\_

13. 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) \_\_\_\_\_ [ ] [ ]

Sewage Disposal

(a) Municipally operated sanitary sewers [ ] [ ]

(b) Individual septic tank [ ] [ ]

(c) Pit privy [ ] [ ]

(d) Holding tank [ ] [ ]

(e) Other (specify) \_\_\_\_\_ [ ] [ ]

14. 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)

15. 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

16. Will Storm Drainage be provided by:

- Sewers
- Ditches
- Swales
- Other: \_\_\_\_\_

17. 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? \_\_\_\_\_
- 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? \_\_\_\_\_

18. An explanation of how the plan is consistent with policy statements issued under subsection 3 (1) of the Act?

Yes, If the answer is yes and explanation of how the plan conforms or does not conflict with the provincial plan or plans.

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

**Please indicate to whom we send Communications to:**

The Applicant, Consultant, or Project Manager: \_\_\_\_\_  
(Circle One)

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**Legal Information for Agreement Preparation**

Certificate of Title Required \_\_\_\_\_

Enclosed

Is the property mortgaged? \_\_\_\_\_ [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 \_\_\_\_\_ 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**

- 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, \_\_\_\_\_, of \_\_\_\_\_ (City or Town)

of \_\_\_\_\_ (Which City or Town) in the \_\_\_\_\_ (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

**Forward this application** to your development disciplines to ensure due-care is taken to produce plans that are in agreement and uniformity between all parties.





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*(Complete and Submit with Plans)*

	Minimum Required	Plan Number	Yes	No
Draft Plan of Subdivision (full size)	2			
Draft Plan of Subdivision (reduced)	2			
Grading and Drainage Plan	2			
Site Servicing Plan	2			
Landscaping Plan and Details	2			
Planning Report	1			
Draft Plan – digital version to Town of Collingwood specifications	1			
Survey	1			
Registered Deed of Title	1			
Storm Water Management Report	2			
Completed Application Form	2			
Letter of Authorization (see application Pages 6,7&8)	1			
Cost Estimates	2			
Appropriate Fee				
<b>Other</b> Requirement (i.e. road widening information, required letters, etc.)				
Explain				

**Some reports may or may not be necessary this would have been discussed at the 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)
- Two (2) copies of the plan of condominium (large size) and two (2) 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.



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

**Contact Information:**

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

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

**Agent:**

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

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

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

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

**Solicitor:**

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

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

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

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

**Engineer:**

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

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

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

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

**Landscape Architect:**

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

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

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

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

**Architect:**

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

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

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

E-mail: \_\_\_\_\_ 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 Planning Services, Town of Collingwood Municipal Offices 55 Ste. Marie Street, Unit 302, Collingwood.ON . P.O. Box 157, L9Y 3Z5 705-445-1290 Extension: 3269 [planning@collingwood.ca](mailto:planning@collingwood.ca)