



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

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

**Address of subject lands:** \_\_\_\_\_

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. 2010-040 (as amended).

One signed and commissioned application is to be filed with the Secretary-Treasurer of the Committee of Adjustment, together with a **sketch or survey** accompanied by an application fee paid via [online portal](#), cash or by cheque made payable to the Treasurer of the Corporation of the Town of Collingwood.

Minor Variance Application (full review)

Incidental Minor Variance Application (minimal review)

**Application Fees:**

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. Consult the Treasury Departments landing page for the current [Fees & Charges](#)

Additional fees may be required:

If applicant does not attend the scheduled Committee of Adjustment meeting resulting in deferral and re-circulation of the Notice then a flat fee will apply.

A contingency fee may be required for studies or legal fees to be determined by Planning Services.

If the applicant does not attend the scheduled Committee of Adjustment meeting resulting in deferral and re-circulation of the Notice then a flat fee will apply.

***The Owner/Applicant/Agent acknowledges and agrees:***

**That all required application fees** shall be paid online via the public portal, cash, 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.

**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.

**\*NEW\* Notice of Public Meeting Signs** are to be posted by the applicant or agent in accordance to the Planning Act and Planning Services sign requirements. Failure to post the sign will result in automatic deferral to the next scheduled public meeting. Planning Services will contact the owner/agent for sign pick-up. Please read the sign requirements.

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

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

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

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

2. Name of Agent \*\* \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
\* 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?  
Source Water Protection Plan Intake Protection Zone or Wellhead Protection Area  
Nottawasaga Valley Conservation Authority (N.V.C.A.)  
Grey Sauble Conservation Authority (G.S.C.A.)  
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. Dimensions of land affected (metres):  
Frontage                  Depth                  Area                  Width of Street

9. Existing uses/structures (including height, dimensions, floor area, if applicable)  
\_\_\_\_\_  
\_\_\_\_\_

10. Description of proposal (including height, dimensions, floor area, if applicable)  
\_\_\_\_\_  
\_\_\_\_\_

11. Existing Building Setbacks (metres):  
Front lot line                  Front Yard                  Interior Side Yard                  Exterior Side Yard  
  
Rear Yard                  Height                  Lot Coverage (%)                  Landscape Open Space (%)

12. Proposed Building Setbacks (metres):

|                |            |                    |                          |
|----------------|------------|--------------------|--------------------------|
| Front lot line | Front Yard | Interior Side Yard | Exterior Side Yard       |
| Rear Yard      | Height     | Lot Coverage (%)   | Landscape Open Space (%) |

13. Nature and extent of relief applied for:

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

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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.

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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.

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

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

17. Existing uses of the subject property:

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18. Existing uses of the abutting properties:

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

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

Public    Privately    Lake or other water body (please explain) \_\_\_\_\_

21. Sanitary Sewage disposal is provided to the subject land by:  
Public Private Privy or other means (please explain) \_\_\_\_\_

22. Storm drainage is provided by:  
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.)

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

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.)

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

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.

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

**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 post and remove the sign, and 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.

## Committee of Adjustment Sign Requirements

### NOTICE TO OWNER/AGENT

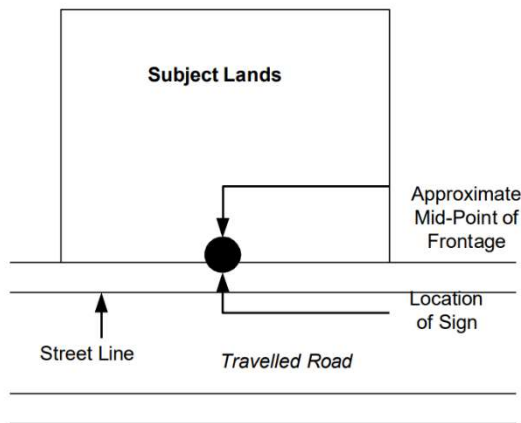
Please be advised that in order to provide proper notice of the Committee of Adjustment Public Meeting regarding the respected application, the Planning Act requires that a sign containing the Notice of Public Meeting and sketch plan be placed on the subject property prior to a public meeting.

Minor Variance sign posting requirement is **10 days** prior to the public meeting. Consent sign posting is **14 days** prior to the public meeting. Planning Services advises that the sign be posted as soon as it is received. Failure to post the sign in accordance to the *Planning Act* will result in an automatic deferral to the next scheduled public meeting.

Sign posting requirements:

- Must be in a visible location on the subject lands.
- Must be affixed to the metal step stake and placed in the ground.
- Do not post the sign on any trees.
- Owner/agent must take a picture of the posted sign and submit to the Secretary Treasurer ([rshugan@collingwood.ca](mailto:rshugan@collingwood.ca))
- Sign is required to remain posted for 20 days after the public meeting.

Example for sign location:



I, \_\_\_\_\_, on this date \_\_\_\_\_

Understand the sign requirements and have received the Committee of Adjustment sign.

\_\_\_\_\_  
Signature of Owner/Agent

### **Freedom of Information and Acknowledgement**

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 the 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 through [planning@collingwood.ca](mailto:planning@collingwood.ca) or by telephone 705-445-1290