



August 12, 2024

Mr. Steve Stone  
Community Planner  
Planning Services  
Town of Collingwood  
Collingwood, ON

**VIA EMAIL ONLY**

Dear Mr. Stone,

**RE: Cranberry Marsh – Hill Ridge Homes  
11589 Highway 26  
H Removal Application  
Town File No. D11322**

Please accept this letter and the appended application form as our application for ‘H’ removal. Your files will show that the residentially zoned lands of the above-noted are zoned R3-34 (H-10). In addition, the subject lands are currently under site plan approval review with the fifth submission nearing completion.

In summary, the H-10 provisions requirements will have been met as follows:

1. Archaeological study. Completed and submitted to the Ministry (Amik, May 31, 2021).
2. Completion and acceptance of a stormwater analysis on subject lands and adjacent lands. Tatham SWM Report of March 4, 2022 has been subject to town and NVCA reviews with final acceptance anticipated August 2024.
3. Completion of a phase 2 environmental audit. Phase 2 report completed by Peto MacCallum January 2022.
4. Adoption of a site plan control by-law. We anticipate final review and a staff report to Council recommending conditional approval in September, 2024.

5. Completion and acceptance of a traffic study. A TIS was prepared by Tatham (January 2022) and has been reviewed, commented on and deemed acceptable through the site plan review process.

The Owners will be contacting the Planning Department to confirm application fee payment processing.

We understand that Planning Staff prefer to take the application for H removal to the same Council cycle as the conditional site plan approval. Therefore, although items 2 and 4 above remain in process, this subject application can be processed concurrently.

Yours Truly,



Travis & Associates  
Colin Travis MCIP RPP

Cc: Owner: Hill Ridge Homes