



Exemption Request Form (2023)

Council has extended the short-term Interim Control By-law (ICBL) exemption program through [Staff Report CAO2022-16](#) for minor development that will commence construction **imminently** (shovel-ready) while Interim Control By-law No. 2021-024 remains in effect.

Eligible Minor Development Types

Subject to available servicing capacity, the Town will accept ICBL exemption applications for the following eligible minor development types for Council's consideration:

- Development of an existing registered vacant lot;
- Consent applications to create new minor infill lots;
- Changes of use from one permitted use in the Zoning By-law to another, whether or not they require any additional servicing capacity allocation.

***NEW* Additional Residential Dwelling Units (ADUs) within or accessory to existing residential dwellings do not need an ICBL exemption, provided that they can be demonstrated as accessory to the primary use.**

Consent applications for new minor infill lots will be accepted by the Town **after an ICBL exemption has been granted** for the subject property.

Major developments that are the subject of active Planning Act applications, including site plans, draft plans of subdivision, and vacant land condominiums **are not required to submit an ICBL exemption application**. Exemptions in such cases will be considered concurrently with the planning application process. Please reach the Town of Collingwood Planner assigned to your file for further details.

Timelines

Exemption requests for eligible development types will be considered by Council during two intake periods while the ICBL remains in effect.

First Intake of ICBL Exemption Applications

Submit your application	January 3 – February 10, 2023
Development Operations Standing Committee (Target)	March 13, 2023
Council Consideration (Target)	March 27, 2023

Second Intake of ICBL Exemption Applications (if ICBL remains in effect AND subject to available servicing capacity)

Submit your application	No later than May 12, 2023
Development Operations Standing Committee	June 12, 2023
Council Consideration	June 26, 2023



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Submission Requirements

<p>Changes of Use</p> <p>(from one permitted use in the Zoning By-law to another)</p>	<p>All change of use applications are required to provide the following prepared by a professional engineer or similar qualified professional, to the Town's satisfaction:</p> <ul style="list-style-type: none"> • An estimate of water servicing capacity allocation, in cubic metres per day (m³/day) and Single Dwelling Unit Equivalents (SDU); • Hydraulic load and sanitary sewage flow calculations that compare the existing use and the proposed use, based on the Ontario Building Code Table 7.6.3.2 A for Sizing of Water Distribution Systems (hydraulic load) and Table 8.2.1.3 B for All Occupancies other than Residential (sanitary sewage flow). <p>*NOTE* The Town has proposed amendments to the Servicing Capacity Allocation Policy (SCAP) through Staff Report CAO2022-16, which if approved in early 2023, would not require the above-noted information. Please reach out to Planning Staff if you have any questions.</p>
<p>All other eligible minor development types</p>	<p>Documentation that the proposal complies with the Town's Zoning By-law, or does not comply and will require relief from the provisions of the Town's Zoning By-law through a Minor Variance or Zoning By-law Amendment application.</p> <p>Supporting information is required, such as:</p> <ul style="list-style-type: none"> • A sketch plan showing property dimensions, proposed building location, setbacks, lot coverage, etc.

Application Form

Please complete the following Request Form to be considered for an exemption under the Interim Control By-law (ICBL). All requests are to be submitted to planning@collingwood.ca to be considered by the Strategic Initiatives Standing Committee during two intake periods while the ICBL remains in effect. Any decision of the Strategic Initiatives Standing Committee must be ratified by Town Council. Please review the timeline above and provided on the Engage Collingwood website for details to the evaluation process.

Please note that an exemption request received under the approved process in no way confers on the applicant an exemption from the Interim Control Bylaw. Applications will be reviewed in accordance with the short-term exemption program and available servicing capacity thresholds and any decisions undertaken by an applicant relative to this process are understood to be at the applicant's risk.



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For details please review the Timeline provided at [Engage Collingwood](#). If you are not sure if you need to apply for an exemption, please email planning@collingwood.ca or call 705-445-1290 ext. 3275 or ext. 3284.

Application/Property Owner Information	
Property Owner (Required):	
Email:	Telephone:
Applicant (if different than above):	
Email:	Telephone:
Agent (if different than above):	
Email:	Telephone:
Developer (if different than above):	
Email:	Telephone:
Builder (if different than above):	
Email:	Telephone:
Development Details	
Civic Address of property to be developed OR M-Plan# AND Related Blocks OR Legal Survey Description AND name of business if applicable:	
Does this development require a building permit only (i.e. no planning approvals are needed)?	
Yes (please specify below)	No
	I'm not sure



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Does this development relate to other planning or development applications you have submitted to Town of Collingwood (i.e. subdivision, zoning or official plan amendment, site plan, severance application)?

Yes No

If yes, please provide a brief description of related development files below, including any file number or reference number if known:

Reason for exemption request (if additional space is required, please attached to your request form):

What is the planned timeline for your development from start to finish? If applicable, please include the approximate dates for any related planning applications, construction of the development, and the potential occupancy.



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What type of development are you constructing and how many units or households are projected for your development?

Land use type: commercial industrial residential
Unit type: apartment townhouse semi-detached home single home

Number of units or households:

Proposed building area for industrial and commercial development:

What is the estimated water servicing capacity allocation, in cubic metres per day (m³/day) and Single Dwelling Unit Equivalents (SDU) for the project?

For residential projects, the below table provides standard Single Dwelling Unit Equivalents (SDU).

Dwelling Type	Maximum Demand (m ³ /unit/day)	SDU Equivalents
Single Detached	1.334	1.00
Semi-detached	1.242	0.93
Townhouse	1.104	0.83
Apartment	0.874	0.66
Accessory Residential Unit *	0.874 *	0.66 *

NOTE Accessory Residential Units within or accessory to an existing residential dwelling are not required to apply for an ICBL exemption, and can proceed directly to Zoning Certificate and Building Permit applications, provided that they can be demonstrated as accessory to the primary use.

Change of Use applications are required to provide hydraulic load and sanitary sewage flow calculations that compare the existing use and the proposed use, based on the Ontario Building Code Table 7.6.3.2 A for Sizing of Water Distribution Systems (hydraulic load) and Table 8.2.1.3 B for All Occupancies other than Residential (sanitary sewage flow), prepared by a professional engineer or similar qualified professional, to the Town's satisfaction.



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Is a plan/design of the property being developed that includes the footprint and dimensions of the structures to be built that require Town water included with my exemption request form?

Yes No Pending

Does the proposed development comply with the Town’s Zoning By-law? (Compliance with the [Zoning By-law](#) to be stated to the best of your ability, please provide rationale)

Yes No Pending

Will the application require a Minor Variance or Zoning By-law Amendment application?

Yes No Pending

Are there any additional explanatory materials or graphics that may help communicate the request included with this exemption request form:

Yes No Pending

The content of this request form may be provided to Council in an agenda package available to the public. If you have concerns to the release of this information in a public format, please provide your concerns with your request form.

- I consent to my information being provided in a public forum for consideration by Standing Committee and Council on a meeting agenda open to the public.
- I do not consent to the information contained in this request form to be made available to the public, and have attached my submissions to the sensitivity of disclosing such information.

Applicant Signature

Signature of Property Owner (Required)

Date

Signature of Applicant (if different from above)

Date

All requests are to be submitted to planning@collingwood.ca to be considered by the Development & Operations Standing Committee during two intake periods while the ICBL remains in effect.

Any decision of the Development & Operations Standing Committee must be ratified by Town Council, and is subject to available servicing capacity. Applicants will be contacted with the results of the exemption request.

Please review the timeline in this form or as provided on the [Engage Collingwood](#) website for details to the evaluation process.