



2026

Come for a visit. Stay for a lifestyle.

Application for:

Site Plan Control
Site Plan Amendment

Please submit your completed application to:

Planning Department
The Municipality of Trent Hills
66 Front Street South
P.O. Box 1030
Campbellford, Ontario
K0L 1L0

Tel: (705) 653-1900
Fax: (705) 653-5203
E-mail: planning@trenthills.ca



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Application for a Site Plan Control Site Plan Amendment

Corporation of the Municipality of Trent Hills

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Complete Applications

Note: By-law 2022-062 requires that the applicant consult with the Municipality prior to submitting their application. Please also ensure to review the Site Plan Application Guidelines. It is the responsibility of the applicant(s) to ensure the accuracy and completeness of the application prior to its submission to this office, to avoid any misunderstandings.

1. Application Form

- i. Only complete applications, which include the appropriate sketches, shall be processed.
- ii. If the application is signed by an agent or solicitor on behalf of the applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.
- iii. Provide the following supporting materials along with your application (electronic copies are also accepted):
 - Two (2) full size and one (1) reduced size copies of all drawings and/or plans;
 - One (1) copy of any correspondence, approvals, or permits from outside agencies/departments;

TRENT HILLS CONSENT APPLICATION FORM

- Two (2) copies of all studies and reports required;
- Two (2) copies of a survey prepared by an Ontario Land Surveyor; and
- A digital PDF version of the submission, including all required drawings and/or plans.

2. Application Fee:

- i. It is required that one complete copy of this application be filed, accompanied by the necessary supporting materials, accompanied by the applicable fee in accordance with the current Municipality of Trent Hills Fees & Charges By-law.
- ii. An additional fee will be applicable if the subject application is within a Conservation Authority regulated area, based on the applicable Conservation Authority and their current charge(s). Payment must accompany the complete application.

The fee is non-refundable. To confirm the correct fee information, please refer to the most recent Fees & Charges By-law located on the Municipality's website, or by contacting a member of the Planning Department.

For Office Use Only

Application Information		
Date Filled:		
File Number:		
Hearing Date:		
Comments to be Received By:		
Fee Paid:	☐ Yes ☐ No	Amount:

1. Owner/Agent/Developer Contact Information

1.1 Applicant Information	
Name:	Primary Phone No.:
	Alternate Phone No.:
	Fax Number:
Address:	
Email Address:	

1.2 Authorized Agent/Solicitor Information	
Name:	Primary Phone No.:
	Alternate Phone No.:
	Fax Number:
Address:	
Email Address:	

Please specify the person to be contacted about this application:

Owner: ☐ Agent: ☐ Solicitor: ☐

2. Date of Application & Application Type

2.1 Purpose of the Application:
Type of Application:
Date of Application:

3. Information of Mortgage Holders, Charges, or Other Encumbrances**3.1 Additional Contact #1 Information (if applicable)****Company Name:**

Primary Contact Name:

Phone No.:

Alternate Phone No.:

Fax No.:

Address:

Email Address:

3.2 Additional Contact #2 Information (if applicable)**Company Name:**

Name:

Primary Phone No.:

Alternate Phone No.:

Fax No.:

Address:

Email Address:

3.3 Additional Contact #3 Information (if applicable)**Company Name:**

Name:

Primary Phone No.:

Alternate Phone No.:

Fax No.:

Address:

Email Address:

4. Subject Land Information

4.1 Location of Subject Land		
Municipality:	Geographic Township:	
Concession:	Lot No.:	
Registered Plan:	Block/Lot No.:	
Name of Street:	Street No.:	

4.2 Description of Subject Land		
Lot Area:		
Frontage:	Depth:	
Existing Use(s):		
Current Zoning Designation:		

4.3 History of Subject Land		
Date acquired by Current Owner:		
When were the buildings or structures on the subject lands first built?		
How long have the current uses continued on the property?		

4.4 Existing Structures		
Are there any buildings or structures on the subject land? ☐ Yes ☐ No		
If Yes , how many structures are present:		
Please list the following for the primary structure (i.e. primary dwelling) on the subject land:		
Type/Use:	Height:	Lot Coverage:
Setbacks Front Yard:	Rear Yard:	Side Yard:
Please list the following for the secondary structure (i.e. garage/shed) on the subject land:		
Type/Use:	Height:	Lot Coverage:
Setbacks Front Yard:	Rear Yard:	Side Yard:
Please list the following for any other relevant structure on the subject land:		
Type/Use:	Height:	Lot Coverage:
Setbacks Front Yard:	Rear Yard:	Side Yard:

4.5 Proposed Structures

Include a general description of proposed structures and buildings on the subject land, if any:

Please list the following for the proposed primary structures on the subject land:

Type/Use:	Height:	Lot Coverage:
Setbacks Front Yard:	Rear Yard:	Side Yard:

Please list the following for any other proposed structures on the subject land:

Type/Use:	Height:	Lot Coverage:
Setbacks Front Yard:	Rear Yard:	Side Yard:

4.6 Current Applications

Is the Owner or Agent submitting any Zoning By-law Amendment Applications simultaneously with this application?

☐ Yes ☐ No If **Yes**, file number:

Is the Owner or Agent submitting an Official Plan Amendment Applications simultaneously with this application?

☐ Yes ☐ No If **Yes**, file number:

Is the Owner or Agent submitting any other Applications simultaneously with this application?

☐ Yes ☐ No If **Yes**, file number:

4.7 Previous Uses of Subject Land

Have any of the following uses historically taken place on or adjacent to the Subject Lands? (check any that apply):

☐ Gas Station	☐ Industrial Use	☐ Orchard
☐ Laundromat	☐ Dry Cleaner	☐ Earth/Soil Infill

☐ Other (please specify):

5. Facilities

5.1 Water Supply

How will Water be provided to the severed land:

- | | |
|---|---|
| ☐ Existing Municipal Water | ☐ Proposed Municipal Water |
| ☐ Existing Communal Well | ☐ Proposed Communal Well |
| ☐ Existing Individual Well | ☐ Proposed Individual Well |
| ☐ Existing Lake/Surface Water Source | ☐ Proposed Lake/Surface Water Source |
| ☐ Other (Specify): | |

5.2 Sewage Disposal

How will Sewage Disposal be provided to the severed land:

- | | |
|--|--|
| ☐ Existing Municipal Sewage System | ☐ Proposed Municipal Sewage System |
| ☐ Existing Communal Septic System | ☐ Proposed Communal Septic System |
| ☐ Existing Individual Septic System | ☐ Proposed Individual Septic System |
| ☐ Other (Specify): | |

5.3 Individual or Communal Septic Systems (if applicable)

If the application would permit development on privately owned land and operated individual or communal septic systems that would produce more than **4500** litres of effluent per day as a result of the development, please include the following attached studies:

- | | |
|---|---|
| ☐ A Servicing Options Report | ☐ A Hydrogeological Report |
|---|---|

5.4 Stormwater Management

How will stormwater be managed on the severed land?

- | | |
|---------------------------------------|---|
| ☐ Storm Sewers | ☐ Ditches |
| ☐ Swales | ☐ Other (Specify): |

5.5 Parking/Loading

Existing	Proposed
# of Parking Spaces:	# of Parking Spaces:
# of Barrier Free Parking Spaces:	# of Barrier Free Parking Spaces:
# of Loading Spaces:	# of Loading Spaces:
Surface Treatment of Parking Area:	
Parking Area Coverage:	Landscaped Area Coverage:

5.6 Other Facility Requirements

Please include anything else that may be relevant or has been requested by staff:

6. Sketch

6.1 Please include a sketch, survey plan, or diagram showing the following:

☐	The boundaries and dimensions of the subject land
☐	The location, size, and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the Front yard lot line, Rear yard lot line, and Side yard lot lines.
☐	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. (i.e. buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, and septic systems).
☐	The current uses on land that is adjacent to the subject land.
☐	The location, width, and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way.
☐	If access to the subject land is by water only, the location of parking and docking facilities to be used.
☐	The location and nature of any easement(s) affecting the subject land.

If a detailed plan is not attached, a sketch can be included below:

7. Significant Features Checklist

7.1 Land use / Features			
Are any of the following uses or features on the subject land or within 500 meters of the subject land? (check appropriate space)			
Use of Feature	Is the Feature within 500m of the Subject Lands?		Distance (m)
An agricultural operation (including abattoir)	☐ Yes	☐ No	
Livestock facility or stockyard (animal type and #)	☐ Yes	☐ No	
A commercial or industrial use	☐ Yes	☐ No	
A watercourse (i.e. creek, stream, river)	☐ Yes	☐ No	
A wetland (i.e. Marsh, swamp, low, seasonally wet areas, or wooded wet areas)	☐ Yes	☐ No	
A steep slope	☐ Yes	☐ No	
An active or abandoned rail line	☐ Yes	☐ No	
A landfill (active or non-operation)	☐ Yes	☐ No	
Provincial Park or Crown Lands	☐ Yes	☐ No	
An active or abandoned mine site (specify)	☐ Yes	☐ No	
A rehabilitated mine site	☐ Yes	☐ No	
A noxious industrial site	☐ Yes	☐ No	
A natural gas or petroleum pipeline	☐ Yes	☐ No	
A sewage treatment plan or waste stabilization	☐ Yes	☐ No	

8. Additional Information (Optional)

8.1 Please include any other information that would support the proposed development:

9. Other Requirements

9.1 Additional Drawings

The owner is required to attach the following drawings to the application, which will form part of the application (where applicable):

- Survey plan or a sketch based on (or similar to) an Ontario Land Surveyor's description of all lands in the owner's possession in the vicinity of the subject application with the lands covered by this application outline and hatched;
- Large scale detailed plan of the proposed development showing:
 - ☐ Proposed location, height, dimensions and uses of all building(s) and structure(s) including massing, conceptual design and general type of building materials and the use of all remaining lands on site;
 - ☐ Facilities to provide access to and from the lands, access driveways (including driveways for emergency vehicles) and the surfacing of such area and driveways;
 - ☐ Loading and parking facilities;
 - ☐ Walkways including surfacing thereof and all other means of pedestrian access;
 - ☐ Facilities of the lighting (including flood lighting), of the lands, or of any buildings or structures thereon;
 - ☐ Exterior façade and other signage;
 - ☐ Landscaping plan – retaining walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the land or the protection of the adjoining lands (i.e. planting and landscape strips, etc.);
 - ☐ Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage, waste, and snow as applicable;
 - ☐ Road widening and/or easements required by the Municipality;
 - ☐ Zoning information providing information as to how applicable requirements of the Zoning Bylaw are to be satisfied (i.e. parking, building floor area, parking area, landscaped area, required setbacks, lot coverage, number of units, etc.);
 - ☐ Elevation plans – dimension drawings illustrating the design of all side of the development;
- Site Servicing, Grading, and Drainage Plans – as part of the Site Plan review process, site servicing, grading, and draining plans may be required. Requirements for this approval may include provision of a Stormwater Management Report and/or appropriate stormwater attenuation measures. A qualified Professional Engineer is required to prepare this report. Approval of these plans will occur concurrently with the Site Plan. The following information must be submitted for review and approval, and may be included on the Site Plan or on a separate plan:
 - ☐ Stormwater Management Facilities, such as catch basins, storm sewer, rooftop detention and parking lot detention. On some sites, a detailed Stormwater Management Report (minimum of four (4) copies) must also be submitted;
 - ☐ Location of private well (if applicable);

- ☐ Sanitary sewers and service connection, including existing services on abutting streets (if applicable);
- ☐ Location of private sewage disposal system (if applicable);
- ☐ Watermains, service connections and hydrants, including existing services abutting streets (if applicable)
- ☐ If the project abuts a County Road, the applicant shall contact Northumberland County to determine whether any additional setbacks, road widening, or permits, etc. will be necessary. The Municipality shall be informed that any such requirements have been satisfied.

9.2 Pre-consultation

Applicants are advised to request a pre-consultation meeting with municipal staff, prior to the submission of the application to gain preliminary planning review and direction. Detailed information of the proposed development, lot characteristics, surrounding land uses and natural features are required at the pre-consultation stage. Failure to undertake pre-consultation will result in delays in the processing of the application, as municipal staff may be unable to determine the completeness and accuracy of the application. To ensure a timely and complete review, all required information should be submitted at the time of the application.

9.3 Security

As a condition of Site Plan Approval, the Owner must develop the land in accordance with the approved plan(s), and provide the required facilities such as landscaping, at their expense. To guarantee the installation and maintenance of required facilities, a suitable bond or letter of credit from the owner may be required.

The applicant hereby acknowledges and agrees:

- i. To reimburse the Municipality for any costs incurred in processing the application which are above and beyond the amount of the application fee.
- ii. If required by the Municipality to pay a deposit in addition to the application fee, prior to the processing of this application to cover anticipated professional and other processing costs beyond the normal application requirements.
- iii. That plans submitted in conjunction with this application are not reviewed for compliance with the Ontario Building Code and related regulation. It is the responsibility of the owner/agent and designer to ensure that all plans submitted with the application comply with the basic requirements of the Ontario Building Code.
- iv. That there may be additional approvals (i.e.: Minor Variance Application, Building Permit, etc.) and additional fees and charges (i.e.: Building Permit fees, Development Charges, etc.) associated with any development approved in conjunction with this application.
- v. That the agent/owner may be required to provide additional information that will assist the Municipality in assessing this application. Applicants and agents acknowledge that the Municipality may not be able to process the application unless additional information is submitted.

10. Affidavit or Sworn Declaration

NOTE: The declaration must be endorsed, by the applicant(s), before this application will be accepted.

If an agent is acting for you, a letter must be attached authorizing to act on your behalf.

Declaration

I/We, _____
 of the Municipality of _____ in the County
 of _____ solemnly declare that all the statements contained in
 this application for a plan of subdivision/condominium and all the supporting document are true
 and that I / We make this solemn declaration conscientiously believing it to be true and
 complete and knowing that is of the same force and effect as it made under oath and virtue of
 the Canada Evidence Act.

Signature of Applicant:	Signature of Applicant:
Printed Name of Applicant:	Printed Name of Applicant:
Date:	Date:
Signature of Benefitting Property Owner:	Signature of Benefitting Property Owner:
Printed Name of Benefitting Property Owner:	Printed Name of Benefitting Property Owner:
Date:	Date:
Signature of Agent:	Signature of Agent:
Printed Name of Agent:	Printed Name of Agent:
Date:	Date:

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Declared before me at the _____ of

_____ in the County of _____

this _____ day of _____ 20_____.

A Commissioner, etc.

The information on this form is being collected under the authority of section 4 of the *Municipal Freedom of Information and Protection of Privacy Act*. This information will be used for the purpose of processing an access request under the *Act*. Enquiries regarding the collection of this information should be directed to the Office of the Clerk / Freedom of Information Coordinator, Municipality of Trent Hills, 66 Front St. S., Campbellford, Ontario, K0L 1L0, (705) 653-1900.

For office use only

Planning File No.:

.....

Pre-consultation Date:

.....

Date of Receipt of Application:

Date deemed complete:

.....

Hearing Date:

Checked by:

Authorization of Owner Received: Yes No N/A

Date:

- Commissioner's Seal-

.....

Planning Department Representative