



2026

Come for a visit. Stay for a lifestyle.

Application for:

Plan of Subdivision
Plan of Condominium
Draft Approval Extension
Redline Revision Request
Subdivision & Development
Agreements

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



**Application for A Plan of Subdivision
& Related Applications**
Corporation of the Municipality of Trent Hills

Come for a visit. Stay for a lifestyle.

For New Plans of Subdivision and Plan of Condominium Applications:

It is recommended that all applicants seeking to undertake a Plan of Subdivision or a Plan of Condominium within the Municipality of Trent Hills first consult with the Trent Hills Planning Department. A formal pre-consultation with members of the Municipality is a recommended first step, as municipal staff will review the proposal at an early stage, review the potential support for such a proposal, and outline the required steps and studies that may be required as a part of the application. Due to change in Provincial Policy, pre-consultations are no longer a required step of an application for a Plan of Subdivision or a Plan of Condominium, but are still recommended as the advice provided by staff can help scope the proposal and set development on the right track.

For Draft Approval Extensions and Redline Revision Requests

It is recommended that all applicants seeking to undertake a Draft Approval Extension or Redline Revision Request within the Municipality of Trent Hills first consult with the Trent Hills Planning Department to keep them informed of any changes and to discuss whether they can be supported. A pre-consultation is not needed unless major changes to the development are proposed.

For a Draft Approval Extension, please include any and all reasons that the Draft Plan could not be executed by the deadline. If there are no proposed changes to the number of units and servicing of the subject lands, Section 6, 7, 9, 10, and 12 are not required.

For Redline Revision Request, please illustrate the changes to units/services that are required as a part of the Revision. Sections 7, 9, 10, and 12 are not required unless requested by the Municipality.

For Subdivision and Developer Agreements

This application is only required if a new Subdivision Agreement between the developer and the Municipality is needed for any reason without other changes to the approved Draft Plan of Subdivision.

Developer Agreements consist of agreements between a private company and a municipality for road, utilities, and other infrastructure projects. The Municipality will decide which Sections of the application are required to be completed on a case-by-case basis.

Application Sections

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Complete Applications

Only complete applications, which includes the appropriate drawings, will be processed. Deficiencies in the application will be noted by staff and must be remedied before the Municipality issues a Notice of Complete Application.

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 or delays.

Sections listed as **Optional** are not required for a complete application. These sections are not required under O. Reg 544/06 as a part of a complete application for a Plan of Subdivision under the Planning Act. These sections may assist Staff in supporting the proposal and provide additional materials to bring before Council.

Checklist

- A Complete Application ☐
- 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. ☐
- The following supporting materials must be included: ☐
 - Two (2) full size and one (1) reduced sized copies of all drawings and/or plans; ☐
 - One (1) copy of any correspondence, approvals, or permits from outside agencies/departments; ☐
 - Two (2) copies of all studies and reports required; ☐
 - Two (2) copies of a survey prepared by an Ontario Land Surveyor; ☐
 - A digital PDF version of the submission, including all required drawings and/or plans; and ☐
 - Any other reports, studies, or information as required within this application. ☐

TRENT HILLS PLAN OF SUBDIVISION APPLICATION FORM

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:**

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):	
Proposed Uses:	
Zoning Designation:	

4.3 Trent Hills Official Plan Conformity		
Current Official Plan Designation:		
Please explain how the application conforms with the Official Plan Designation:		
Does the application seek to alter the boundary of an area of settlement, or implement a new area of settlement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes , please provide details of the Official Plan/Official Plan Amendment that support this expansion:		
Does the application seek to remove land from an area of employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes , please provide details of the Official Plan/Official Plan Amendment that supports this removal:		
Are the subject lands within an area where the municipality has set minimum or maximum density or height requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes , please state those requirements below:		

TRENT HILLS PLAN OF SUBDIVISION APPLICATION FORM

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 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?

Are there any easements or restrictive covenants on the subject land?

Yes ☐

No ☐

Unknown ☐

If **Yes**, please describe the covenant/easement and its effect:

4.6 Current Applications

Is the Owner or Agent submitting any Zoning By-law Amendments or Minor Variance 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:

TRENT HILLS PLAN OF SUBDIVISION APPLICATION FORM

4.7 Previous Applications

Has there been a previous Consent, Severance, Plan of Subdivision, or Plan of Condominium to the Subject Lands?

☐ Yes

☐ No

If **Yes**, Application Number:

Status of Application:

Has there been a Previous Zoning By-law Amendment, Minor Variance, or Official Plan Amendment to the Subject Lands?

☐ Yes

☐ No

If **Yes**, Application Number:

Status of Application:

Have there been any other previous applications or Minister's Zoning Orders to the Subject Lands?

☐ Yes

☐ No

If **Yes**, Application Number:

Status of Application:

4.8 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. Proposed Land Uses

5.1 Proposed Subdivision

Please provide a general description of the plan of subdivision:

TRENT HILLS PLAN OF SUBDIVISION APPLICATION FORM

5.2 Subdivision Land Uses Breakdown					
Proposed Land Use	# of Units	# of Lots and/or Blocks on the Draft Plan	Area (ha.)	Density (units/ha.)	# of Parking Spaces
Detached Residential					
Semi-detached Residential					
Multiple attached Residential					
Apartment Residential					
Seasonal Residential					
Mobile Home					
Other Residential (specify):					
Commercial					
Industrial					
Institutional (specify):					
Park/Open Space	N/A			N/A	N/A
Roads	N/A			N/A	N/A
Other (specify):					

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5.3 If *Institutional*, *Other Residential*, or *Other* were selected, please include a more thorough description of the proposed land use:

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5.4 If applicable, give an estimate on the Housing Affordability of the proposed development. (Optional)

Example: Semi-detached – 10 units; 250 sq. m., \$600,000

Housing Type	# of Units	Unit Size (square metres)	Estimated Sale Price/Rent
Single-Detached			
Semi-detached/Duplex			
Row or Townhouse			
Apartment			
Seasonal			
Mobile Home			
Other (specify)			

5.5 If applicable, what types of amenity space(s) are proposed for the subject lands?

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6. Servicing and Utilities¹

6.1 Sewage Disposal		
Service Type		Potential Information/Reports
Sewage Disposal	a) Public piped sewage system <input type="checkbox"/>	Municipality should confirm that capacity will be available to service the development at the time of lot creation or re-zoning. Description:
	b) Public or private communal septic <input type="checkbox"/>	Communal systems for the development of more than 5 lots/units: servicing statement ² , hydrogeological report ³ , and indication whether a public body is willing to own and operate the system ⁴ Communal systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent: hydrogeological report ² Description:
	c) Individual Septic System(s) <input type="checkbox"/>	Individual septic systems for the development of more than 5 lots/units: servicing options statement ¹ and hydrogeological report ² Individual septic systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent: hydrogeological report ² Description:
	d) Other <input type="checkbox"/>	To be described by applicant Description:

¹ Under current Municipal Policies, Plans of Subdivision are only permitted within settlement areas on sites that have access to Municipal Water and Sanitary Systems.

² Confirmation that the municipality concurs with the servicing options statement that will facilitate the review of the proposal.

³ Before undertaking a hydrogeological report, consult MMAH about the type of hydrogeological assessment that is expected given the nature and location of the proposal

⁴ Where communal services are proposed (water and/or sewage), these services must be owned by the Municipality

6.2 Water Supply

Service Type	Potential Information/Reports
<p>a) Public piped water system</p> <p><input type="checkbox"/></p>	<p>Municipality should confirm that capacity will be available to service the development at the time of lot creation or re-zoning.</p> <p>Description:</p>
<p>b) Public or private communal well(s)</p> <p><input type="checkbox"/></p>	<p>Communal well systems for the development of more than 5 lots/units: servicing options statement¹, hydrogeological report² and indication whether a public body is willing to own and operate the system³</p> <p>Communal well system for non-residential development where water will be used for human consumption: hydrogeological report²</p> <p>Description:</p>
<p>c) Individual Wells</p> <p><input type="checkbox"/></p>	<p>Individual wells for the development of more than 5 lots/units: servicing options statement¹, hydrogeological report²</p> <p>Individual well system for non-residential development where water will be used for human consumption: hydrogeological report²</p> <p>Description:</p>
<p>d) Communal surface water</p> <p><input type="checkbox"/></p>	<p>Approval of "water taking permit" under Section 34 of the Ontario Water Resources Act is necessary for this type of servicing</p> <p>Description:</p>
<p>e) Individual surface water</p> <p><input type="checkbox"/></p>	<p>Service options report</p> <p>Description:</p>
<p>f) Other</p> <p><input type="checkbox"/></p>	<p>To be described by applicant. Studies as required by the Municipality.</p> <p>Description:</p>

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6.3 Stormwater Management

Service Type		Potential Information/Reports
Storm Drainage	a) Sewers <input type="checkbox"/>	A preliminary stormwater management report is recommended, and should be prepared concurrent with any hydrogeological reports for submission within the application. A stormwater management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval Description:
	b) Ditches or Swales <input type="checkbox"/>	A preliminary stormwater management report is recommended. Description:
Storm Drainage	c) Other <input type="checkbox"/>	To be described by applicant. Studies as required by the Municipality. Description:

6.4 Subject Lands Access

Road Access	a) Provincial Highway <input type="checkbox"/>	Application for an access permit should be made prior to submitting this application (See Appendix A). An access permit is required from MTO before any development can occur.
	b) Municipal or other public road maintained all year <input type="checkbox"/>	Detailed road alignment and access will be confirmed when the development application is made.
	c) Municipal road maintained seasonally <input type="checkbox"/>	Subdivision or condominium developments are not usually permitted on seasonally maintained roads.
	d) Right-of-way <input type="checkbox"/>	Access by right of ways on private roads are not usually permitted, except as part of condominium.
Water Access	<input type="checkbox"/>	Information from the owner of the docking facility on the capacity to accommodate the proposal will assist with the review.

7. Cultural Heritage Significance

7.1 Do the subject lands contain any areas of archaeological potential?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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7.2 If the subject lands contain known archaeological resources or areas of archaeology potential, the following are required:

<input type="checkbox"/>	An archaeological assessment prepared by a person who holds a license that is effective with respect to the subject land, issued under Part VI of the Ontario Heritage Act;
<input type="checkbox"/>	A Conservation Plan for any archaeological resources identified in the assessment; and
<input type="checkbox"/>	Any other studies/resources as requested by the Municipality.

7.3 Are there any structures that the Municipality has deemed to be of cultural or historic significance on or adjacent to the subject lands?

<input type="checkbox"/> Yes, Subject Lands	<input type="checkbox"/> Yes, Adjacent Lands	<input type="checkbox"/> No
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7.4 If **Yes**, is the structure a Designated Heritage building, or is listed on the Municipality's Heritage Registry under the Ontario Heritage Act?

<input type="checkbox"/> Designated	<input type="checkbox"/> Listed
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8. Additional Information for Condominium Applications Only

8.1 If the proposed development is a Plan of Condominium, please indicate the following:

a) Has a site plan for the proposed condominium been approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) Has a site plan agreement been entered into?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) Has a building permit for the proposed condominium been issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d) Has construction of the development site started?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e) Has construction been completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes , please indicate the date of completion:		
f) Is the proposed condominium a conversion of a building containing rental residential units?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes , indicate the number of units to be converted:		

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8.2 Information on specific types of Condominium

Please check any that apply. The required information for each type of condominium must be included in the application package to be considered a complete application.

a) Amalgamations <input type="checkbox"/>	Where 2 or more corporations may amalgamate.
	Provide a plan showing the relationship of the previous condominiums to be amalgamated. Include file numbers, approval dates, and any other relevant information as requested by the Municipality.
b) Vacant Lands <input type="checkbox"/>	Condominiums in which each owner may decide what type of structure, if any, will be built on his or her lot. This kind of development may be suitable for a mobile home development, for example.
	Provide information on proposed servicing and status of required permits.
c) Phased <input type="checkbox"/>	Condominium developments which would allow a single condominium to be built in phases.
	Provide a summary outline of the number of units and common elements to be developed in each specific phases and any common elements to be made available in subsequent phases.
d) Common Elements <input type="checkbox"/>	Condominiums in which common elements are defined but the land is not divided into units.
	Provide a map showing the affected freehold properties outside the specific condominium site. Identify common elements and property ownerships.
e) Leaseholds <input type="checkbox"/>	The initial term of the lease must be from 40 years to 99 years and the leasehold unit owner could sell the unit without consent of the landowner.
	Provide information regarding what happens at the end of the lease period. Include established dates and other restrictions.

9. Provincial Policy

9.1 Conformity with Provincial Policy Statements?

List of relevant plans which the proposed development must adhere to:

- | | |
|---|--|
| <input type="checkbox"/> Provincial Planning Statement, 2024 | <input type="checkbox"/> County of Northumberland Official Plan |
| <input type="checkbox"/> Oak Ridges Moraine Conservation Plan, 2017 (if applicable) | <input type="checkbox"/> Municipality of Trent Hills Official Plan |
| <input type="checkbox"/> Other (specify): | |

Is the proposed plan consistent with any and all policy statements issued under subsection 3(1) of the Planning Act?

☐ Yes

☐ No

Please explain how the plan is consistent with the subsection listed above:

Is the subject land within an area designed under any provincial plan(s)?

☐ Yes

☐ No

If **Yes**, please explain how the proposed development conforms or does not conflict with provincial plan(s)?

10. Significant Features Checklist**10.1 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)
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
An agricultural operation (including abattoir)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Livestock facility or stockyard (animal type and #)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
A commercial or industrial use	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
A watercourse (i.e. creek, stream, river)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
A wetland (i.e. Marsh, swamp, low, seasonally wet areas, or wooded wet areas)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
A steep slope	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
An active or abandoned rail line	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
A landfill (active or non-operation)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Provincial Park or Crown Lands	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
An active or abandoned mine site (specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
A rehabilitated mine site	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
A noxious industrial site	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
A natural gas or petroleum pipeline	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
A sewage treatment plant or waste stabilization	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

11.Additional Information

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

12. Public Consultation Strategy

12.1 Please include any strategies or methods for consulting with the public in respect to the application. At least one (1) public hearing is a statutory requirement under the Planning Act.

a) Public Hearing(s)	<input checked="" type="checkbox"/>
b) Open House	<input type="checkbox"/>
c) Workshops/Charrettes	<input type="checkbox"/>
d) Surveys/Questionnaires	<input type="checkbox"/>
e) Other (specify):	<input type="checkbox"/>

12.2 Please include any other information or requests related to public consultation and engagement in respect to the application:

13. 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(s) 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