



Come for a visit. Stay for a lifestyle.

Application For:
Pre-Consultation

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 Pre-Consultation

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Corporation of the Municipality of Trent Hills

Pre-Consultation Application Requirements:

We recommend that all applicants submit a Development Inquiry Form (available on the Municipal website) to the Municipality of Trent Hills before submitting the Pre-consultation form. This will allow staff to provide available information and any pertinent policy requirements prior to submitting any fees. Please include a copy of the Development Inquiry Planning response with your application.

Please provide the following:

1. **One (1) original application** (*signed*). If an authorized agent is acting on behalf of the owner, the agent may sign the application, *provided* the authorization section of the application is completed.
2. **One (1) copy of the Development Inquiry Form** response.
3. **One (1) copy of the proposal sketch / concept** shall be attached at the back of each copy of the application form.
4. **Please indicate the following on your sketch (a sample sketch has been attached to assist you):**

The sketch shall show the following information:

- a. the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- b. the approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge or railway crossing;
- c. the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- d. the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- e. the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that
 - i. are located on the subject lands and on land that is adjacent to it, and
 - ii. in the applicant's opinion may affect the application;
- f. the current use(s) of lands that are adjacent to the subject land (for example residential, agricultural or commercial);

- g. 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;
- h. if access to the subject land is by water only, the location of the parking and boat docking facilities to be used; and the location and nature of any easement affecting the subject land.

* Please show the location of any existing well, septic tank, septic field, or weeping bed on both the severed and retained parcels and the setbacks for any existing well, septic tank, septic field and/or weeping bed from the proposed new lot line.

- 5. All measurements on the application and sketch should be in metric. Note that “frontage” refers to road frontage, not water frontage.
- 6. **The Pre-consultation FEE** is in the current Municipality of Trent Hills Fees and Charges By-Law. **Fees are non-refundable.** If paying by cheque, please make the cheque payable to the Municipality of Trent Hills.
- 7. **A Pre-consultation meeting** may be scheduled by staff to obtain additional information related to the proposal. Should you wish to have a pre-consultation, please advise staff within the application. You will be contacted for a meeting date and time once staff have had an opportunity to review the submitted information.



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Applicant Information	
Name:	Home Phone No.:
	Work Phone No.:
	Cell Phone No.:
	Email Address:
Address: (including Postal Code)	

Authorized Agent / Purchaser Information	
Name:	Phone No.:
	Fax Number:
Address: (including Postal Code)	
Email Address:	
If purchaser, has Agreement of Purchase and Sale been included	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please specify the person is to be contacted about this application: Owner <input type="checkbox"/> Agent <input type="checkbox"/> Solicitor <input type="checkbox"/> Purchaser <input type="checkbox"/>	

Purpose of the Application
<input type="checkbox"/> _____ Transfer (creation of a new lot, addition to a lot, easement)
<input type="checkbox"/> _____ Other (charge, lease, correction of title, certificate of cancellation)

Project Details	
Type of Access:	
Type of Water Supply Proposed:	
Type of Sewage Disposal Proposed:	
Type of Storm Drainage:	
Additional Information:	

Land Use Certification
What is the existing Official Plan designation of the subject land?
What is the existing zoning of the subject land?

History of the Subject Lands
When was the subject property acquired by the current owner?
Are there any easements or restrictive covenants affecting the subject land? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, file number? _____
Has the property been subject to previous consent applications? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, when? _____

Sketch

A survey plan or sketch showing (The owner is required to attach the following drawings to the application and which will form part of the application):

- 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, indicating 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, roads, 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 travelled 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.

Other Information

If there is any other information that you think may be useful to the Planning Department or to any agency which will be reviewing this application, please explain below, or on a separate page.

Signatures	
Owner/Agent:	
Date:	

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.



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Appendix A
Record of Pre-Consultation
(To be completed by Municipal Staff)

Corporation of the Municipality of Trent Hills

Pre-Consultation and Complete Application Submission Requirements

APPLICANT INFORMATION	
Owner/ Agent:	
Telephone No.:	
Email Address:	
Address:	

LOCATION OF LAND	
Municipality:	Present Lot Size:
Concession:	Lot No.:
Registered Plan:	Lot/Block
Name of Street:	Street No.:

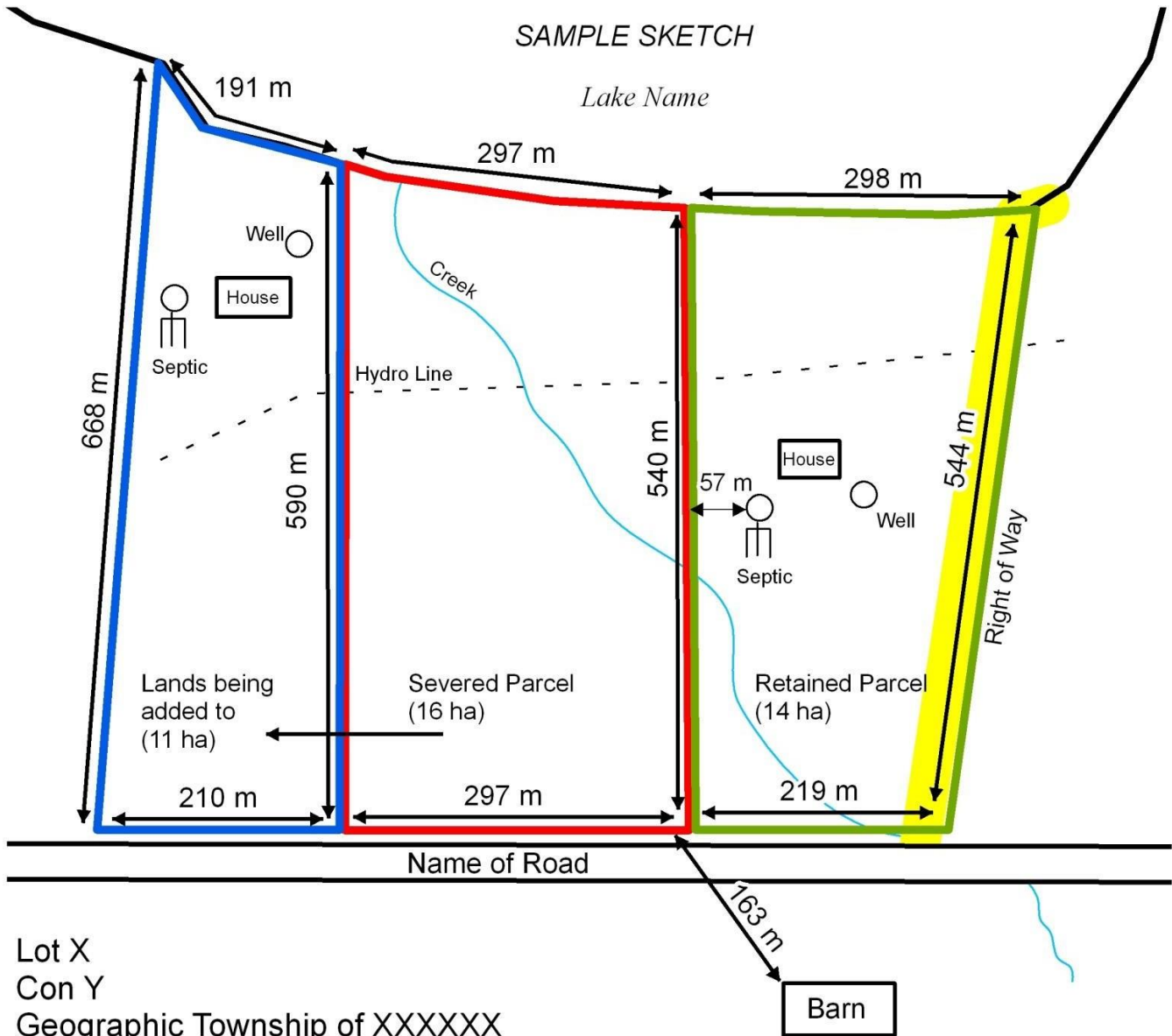
APPLICATION TO BE SUBMITTED:			
Official Plan Amendment	<input type="checkbox"/>	Zoning By-law Amendment	<input type="checkbox"/>
Plan of Subdivision	<input type="checkbox"/>	Plan of Condominium	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>	Consent	<input type="checkbox"/>
Minor Variance	<input type="checkbox"/>	Other	<input type="checkbox"/>

STUDIES, REPORTS, AND PLANS REQUIRED:	
Land Use Planning Report, which may include a review of proposed density	<input type="checkbox"/>
Land Use Compatibility Assessment	<input type="checkbox"/>
Sub Watershed Study	<input type="checkbox"/>
Market Impact Study	<input type="checkbox"/>
Urban Design Plan	<input type="checkbox"/>
Agricultural Impact Assessment	<input type="checkbox"/>
Environmental Impact Study	<input type="checkbox"/>
Environmental Site Assessment	<input type="checkbox"/>
Master Servicing Plan	<input type="checkbox"/>
Stormwater Management Report	<input type="checkbox"/>
Site Evaluation Report	<input type="checkbox"/>
Servicing Study	<input type="checkbox"/>
Noise/ Vibration Study	<input type="checkbox"/>
Hydrogeological Assessment	<input type="checkbox"/>
Traffic Impact Assessment	<input type="checkbox"/>
Archaeological Assessment	<input type="checkbox"/>
Cultural Heritage Impact Assessment	<input type="checkbox"/>
Financial Impact Assessment	<input type="checkbox"/>
Geotechnical Study	<input type="checkbox"/>
Tree Preservation Study	<input type="checkbox"/>
Any other study required by the Municipality	<input type="checkbox"/>

Other Studies required:

Other Agencies to be contacted:

SAMPLE SKETCH



Lot X
 Con Y
 Geographic Township of XXXXXX
 Municipality of XXXXXX
 Civic Address XXXXX

Scale: XXXXX

Severed parcel - outlined in red
 Retained parcel - outlined in green
 Lands being added to - outlined in blue
 Right-of-way - coloured in yellow