



2026

Come for a visit. Stay for a lifestyle.

Application for:

Part-lot Control Exemption By-law  
Deeming By-law

**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](mailto:planning@trenthills.ca)



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## Application for a Part-lot Control Exemption By-law Deeming By-law

### Corporation of the Municipality of Trent Hills

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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.

A Part-lot Control Exemption By-law can only be passed for property located within a registered Plan of Subdivision. For the purposes of the Planning Act, the Municipality of Trent Hills considers the original plans of Campbellford, Hastings, and Warkworth to be registered Plans of Subdivision.

Part-lot Control Exemption is primarily used to divide the units of semi-detached and townhouse units into individual freehold lots. The affected dwelling must meet the zoning requirements and provisions for the zone in which it is located.

A Deeming By-law deems areas of land to no longer be part of a registered plan of subdivision, allowing for certain types of lots on a plan of subdivision to merge. Under the Planning Act, adjoining lots in a Plan of Subdivision may not merge, be added to, or change unless they are removed from the Plan of Subdivision.

## TRENT HILLS PART-LOT CONTROL EXEMPTION 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: ☐ Purchaser: ☐

### 2. Date of Application

2.1 Date of Application
Date of Application:

**3. Subject Land Information****3.1 Location of Subject Land**

Municipality:	
Concession:	Lot No.:
Registered Plan:	Block/Lot No.:
Name of Street:	Street No.:

**3.2 Description of Subject Land**

Lot Area:	
Frontage:	Depth:
Existing Use(s):	
Current Zoning Designation:	

**3.3 Trent Hills Official Plan Conformity**

Current Official Plan Designation:
Please explain how the application conforms with the Official Plan Designation:

**3.4 History of Subject Land**

Date acquired by Current Owner:
Are there any easements or restrictive covenants on the subject land?
<div style="display: flex; justify-content: space-around;"> <span>Yes <input type="checkbox"/></span> <span>No <input type="checkbox"/></span> <span>Unknown <input type="checkbox"/></span> </div>
If <b>Yes</b> , please describe the covenant/easement and its effect:

**3.5 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:

**3.6 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):

**4. Part-lot Control Exemption/Deeming By-law Information****4.1 Purpose of Application**

Why is Part-lot Control Exemption/Deeming By-law required for this property?

# TRENT HILLS PART-LOT CONTROL EXEMPTION APPLICATION FORM

## 4.2 Lot Information/Lot to be Deemed Not Part of a Plan of Subdivision

Total Number of Lots/Units to be Created:

Lots #	Area:	Frontage:	Depth:
Lots #	Area:	Frontage:	Depth:
Lots #	Area:	Frontage:	Depth:
Lots #	Area:	Frontage:	Depth:

## 4.3 Land Use

Existing Use:	Proposed Use:

## 4.4 Structures on Subject Land

Include a general description of proposed or existing structures and buildings on the subject lands, and how they will be affected by Part-lot Control Exemption or Deeming:

Please list the following for an **existing** primary structure on the severed land:

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

# of units:

Please list the following for a **proposed** primary structure on the severed land:

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

# of units:

## TRENT HILLS PART-LOT CONTROL EXEMPTION APPLICATION FORM

### 4.5 Subject Land Site Access

How is the subject land accessed?

- |   |   |
|---|---|
| <input type="checkbox"/> Provincial Highway                   | <input type="checkbox"/> County Highway                       |
| <input type="checkbox"/> Municipal Road Maintained Year-round | <input type="checkbox"/> Municipal Road Maintained Seasonally |
| <input type="checkbox"/> Private Lane/Other                   | <input type="checkbox"/> Water                                |

If access to the subject lands will be by water only, please describe the parking and docking facilities used or to be used by the proposed development, and state the approximate distance these facilities are from the subject land and the nearest public road:

### 4.6 Water Supply

How will Water be provided to the subject land:

- |   |   |
|---|---|
| <input type="checkbox"/> Existing Municipal Water           | <input type="checkbox"/> Proposed Municipal Water           |
| <input type="checkbox"/> Existing Communal Well             | <input type="checkbox"/> Proposed Communal Well             |
| <input type="checkbox"/> Existing Individual Well           | <input type="checkbox"/> Proposed Individual Well           |
| <input type="checkbox"/> Existing Lake/Surface Water Source | <input type="checkbox"/> Proposed Lake/Surface Water Source |
| <input type="checkbox"/> Other (Specify):                   |   |

### 4.7 Sewage Disposal

How will Sewage Disposal be provided to the subject land:

- |  |  |
|--|--|
| <input type="checkbox"/> Existing Municipal Sewage System  | <input type="checkbox"/> Proposed Municipal Sewage System  |
| <input type="checkbox"/> Existing Communal Septic System   | <input type="checkbox"/> Proposed Communal Septic System   |
| <input type="checkbox"/> Existing Individual Septic System | <input type="checkbox"/> Proposed Individual Septic System |
| <input type="checkbox"/> Other (Specify):                  |  |

### 4.8 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:

- |   |   |
|---|---|
| <input type="checkbox"/> A Servicing Options Report | <input type="checkbox"/> A Hydrogeological Report |
|---|---|

### 4.9 Stormwater Management

How will stormwater be managed on the subject land?

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Storm Sewers | <input type="checkbox"/> Ditches          |
| <input type="checkbox"/> Swales       | <input type="checkbox"/> Other (Specify): |

**4.10 Subject Land Other Information**

Is there any other information about the subject land that might be beneficial to the application?

**5. Cultural Heritage Significance (Optional)****5.1 Do the subject lands contain any areas of archaeological potential?**
☐ Yes

☐ No
**5.2 If the subject land 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.   |

**5.3 Are there any structures that the Municipality has deemed to be of cultural or historic significance on or adjacent to the subject land?**
☐ Yes, Subject Land

☐ Yes, Adjacent Lands

☐ No

If **Yes**, is the structure a Designated Heritage building, or is listed on the Municipality's Heritage Registry under the Ontario Heritage Act?

☐ Designated

☐ Listed



## 6. Provincial Policy

### 6.1 Conformity with Provincial Policy Statements

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

- |   |  |
|---|--|
| <input type="checkbox"/> Provincial Policy 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)?

## 7. Sketch

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

<input type="checkbox"/>	The boundaries and dimensions of the subject land;
<input type="checkbox"/>	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 <b>Front</b> yard lot line, <b>Rear</b> yard lot line, and <b>Side</b> yard lot lines;
<input type="checkbox"/>	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);
<input type="checkbox"/>	The current uses on land that is adjacent to the subject land;
<input type="checkbox"/>	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;
<input type="checkbox"/>	If access to the subject land is by water only, the location of parking and docking facilities to be used;
<input type="checkbox"/>	The location and nature of any easement(s) affecting the subject land;

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

## 8. Significant Features Checklist

8.1 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 Land?		Distance (m)
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 plan or waste stabilization	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**9. 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.

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**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