



2025

Come for a visit. Stay for a lifestyle.

Application for:

Minor Variance

**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)



## Application for a Minor Variance Corporation of the Municipality of Trent Hills

Come for a visit. Stay for a lifestyle.

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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. 200/96 as a part of a complete application for a Minor Variance Application under the Planning Act. These sections may assist Staff in supporting the proposal and provide additional materials to bring before Council.

## TRENT HILLS MINOR VARIANCE 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. Subject Land Information

3.1 Location of Subject Land	
Municipality:	Geographic Township:
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 Existing Structures		
Are there any buildings or structures on the subject land? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If <b>Yes</b> , 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:
<b>Setbacks</b> 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:
<b>Setbacks</b> Front Yard:	Rear Yard:	Side Yard:
Please list the following for any other relevant structure on the subject land:		
Type/Use:	Height:	Lot Coverage:
<b>Setbacks</b> Front Yard:	Rear Yard:	Side Yard:

## TRENT HILLS MINOR VARIANCE APPLICATION FORM

### 3.5 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:

### 3.6 Current Applications

Is the Owner or Agent submitting any Consent 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:

### 3.7 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:

## TRENT HILLS MINOR VARIANCE APPLICATION FORM

### 3.8 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):

<input type="checkbox"/> Gas Station	<input type="checkbox"/> Industrial Use	<input type="checkbox"/> Orchard
<input type="checkbox"/> Laundromat	<input type="checkbox"/> Dry Cleaner	<input type="checkbox"/> Earth/Soil Infill
<input type="checkbox"/> Other (please specify):  		

## 4. Proposed Land Uses

### 4.1 Nature and Extent of Relief from the Zoning By-law

What zoning provision is relief required from?

For what purpose is relief requested from this provision?

### 4.2 Proposed Structures

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

Please list the following for the proposed use on the subject land:

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

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

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

## 5. Servicing and Utilities

### 5.1 Site Access:

How will the subject land be 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 land 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:

### 5.2 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):                   |   |

### 5.3 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):                  |  |

### 5.4 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): |

## 6. Cultural Heritage Significance (Optional)

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

☐ Yes

☐ No

6.2 If the subject lands contain known archaeological resources or areas of archaeological potential, the following are required:

- ☐ 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;
- ☐ A Conservation Plan for any archaeological resources identified in the assessment; and
- ☐ Any other studies/resources as requested by the Municipality.

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

☐ Yes, Subject Lands

☐ 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

## 7. Sketch

7.1 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:

## 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 Lands?		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 plant or waste stabilization	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**9. Additional Information (Optional)**

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

**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.

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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/Owner:	Signature of Applicant/Owner:
Printed Name of Applicant/Owner:	Printed Name of Applicant/Owner:
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:

TRENT HILLS MINOR VARIANCE APPLICATION FORM

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