



Come for a visit. Stay for a lifestyle.

## Site Plan Application

- Site Plan
- 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](mailto:planning@trenthills.ca)



**Site Plan /  
Site Plan Amendment Application**

Come for a visit. Stay for a lifestyle.

**Corporation of the Municipality of Trent Hills**

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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 includes the appropriate sketches, will 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:
  - 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;
  - Two (2) copies of all studies and reports required;
  - Two (2) copies of a survey prepared by an Ontario Land Surveyor; and
  - A digital PD 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 and Charges By-law.
- ii. An additional fee will be applicable if the subject application is within a Conservation Authority regulation limit, based on the applicable Conservation Authority and their current charge(s). Payment must accompany the complete application.

This fee is non-refundable. All fees are subject to change.

<b>For Office Use Only</b>	
<b>Application Fee in accordance with the current Trent Hills Fees and Charges By-law Plus Applicable Conservation Authority Fees (if required)</b>	
Date Filed:	
File Number:	
Hearing Date:	
Comments to be Received By:	
Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No                      Amount: _____	

<b>Applicant Information</b>	
Name:	Home Phone No.:
	Work Phone No.:
	Fax Number:
Address: (including Postal Code)	
Email Address:	

<b>Authorized Agent / Solicitor Information</b>	
Name:	Phone No.:
	Fax Number:
Address: (including Postal Code)	
Email Address:	

Please specify the person to be contacted about this application:

Owner     Agent     Solicitor

<b>Property Information:</b>	
<b>Legal Description of the subject land:</b>	
Civic Address:	Ward:
Concession:	Lot No.:
Registered Plan:	Part No. / Block No.
<b>Dimensions of Lands:</b>	
Width:	Depth:
Area:	Road Frontage / Water Frontage
<b>Ownership Information:</b>	
Are you the registered owner of the subject lands?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you act on behalf of the registered owner?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have an offer to purchase or Agreement of Sale in respect to the subject lands?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If applicable, what is the scheduled closing date?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Facilities (Please state if existing or proposed)</b>	
Water:	
Municipally operated piped water supply: _____	
Drilled well / Dug Well on subject land: _____	
Other (please specify): _____	
Storm Drainage is provided by:	
<input type="checkbox"/> Sewers <input type="checkbox"/> Swales <input type="checkbox"/> Ditches <input type="checkbox"/> Other (Specify)	
Sewage Disposal:	
Municipally operated sanitary sewers: _____	
Individual septic tank: _____	
Other (please specify): _____	
Type of Road Access (county road, municipal road)	

Description of Subject Lands
What is the existing Official Plan designation of the subject land?
What is the existing zoning of the subject land?
Present Use of Subject Lands:
Proposed Use of Subject Lands:
<b>Existing Buildings / Structures</b> – Where there are any buildings on the subject land, provide a detailed sketch for each. Please be aware that an up to date location survey will be required for most applications.
Type: _____ Date Constructed: _____ Front lot line setback: _____ Rear lot line setback: _____ Side lot line setback: _____ Side lot line setback: _____ Height: _____ Dimensions: _____ Floor Area: _____ Lot Coverage (%): _____
Type: _____ Date Constructed: _____ Front lot line setback: _____ Rear lot line setback: _____ Side lot line setback: _____ Side lot line setback: _____ Height: _____ Dimensions: _____ Floor Area: _____ Lot Coverage (%): _____
Type: _____ Date Constructed: _____ Front lot line setback: _____ Rear lot line setback: _____ Side lot line setback: _____ Side lot line setback: _____ Height: _____ Dimensions: _____ Floor Area: _____ Lot Coverage (%): _____
<i>Please attach additional sheet(s) if required.</i>

**Proposed Use(s) and Building(s):**

Proposed Use(s) of subject land:

**Proposed Buildings / Structures – Where any building(s) or structure(s) are proposed to be built on the subject land, indicate for each:**

Type: \_\_\_\_\_ Date to be Constructed: \_\_\_\_\_  
Front lot line setback: \_\_\_\_\_ Rear lot line setback: \_\_\_\_\_  
Side lot line setback: \_\_\_\_\_ Side lot line setback: \_\_\_\_\_  
Height: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Floor Area: \_\_\_\_\_ Lot Coverage (%): \_\_\_\_\_  
Proposed use of building: \_\_\_\_\_

Type: \_\_\_\_\_ Date to be Constructed: \_\_\_\_\_  
Front lot line setback: \_\_\_\_\_ Rear lot line setback: \_\_\_\_\_  
Side lot line setback: \_\_\_\_\_ Side lot line setback: \_\_\_\_\_  
Height: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Floor Area: \_\_\_\_\_ Lot Coverage (%): \_\_\_\_\_  
Proposed use of building: \_\_\_\_\_

Type: \_\_\_\_\_ Date to be Constructed: \_\_\_\_\_  
Front lot line setback: \_\_\_\_\_ Rear lot line setback: \_\_\_\_\_  
Side lot line setback: \_\_\_\_\_ Side lot line setback: \_\_\_\_\_  
Height: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Floor Area: \_\_\_\_\_ Lot Coverage (%): \_\_\_\_\_  
Proposed use of building: \_\_\_\_\_





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 outlined 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 areas 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 (ie: 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 By-law are to be satisfied (ie: 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 sides of the development;
- Site Servicing, Grading and Drainage Plans – as part of the Site Plan review process, site servicing, grading and drainage 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.

## 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.

## 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 (ie: Minor Variance Application, Building Permit, etc.) and additional fees and charges (ie: 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.

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 Site Plan / 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 Agent:	Signature of Agent:
Printed Name of Agent:	Printed Name of Agent:
Date:	Date:

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:** .....

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Planning Department Representative