



**MUNICIPALITY OF TRENT HILLS**  
 66 Front St. P.O. Box 1030, Campbell ford, On K0L 1L0  
 Phone: 705-653-1900  
 Fax: 705-653-5904

**APPLICATION FOR CONSENT**

Application Fee \$900.00

For Office Use Only

Date Filed	File Number	Hearing Date	Comments To Be Received By	Card Issued	Yes No
				Fee Paid	Yes No

1. Name of Owner \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone No. (Home) \_\_\_\_\_ (Business) \_\_\_\_\_  
 Name of Authorized Agent or Solicitor \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone No. \_\_\_\_\_ E-mail address: \_\_\_\_\_

Please specify the name of the person who is to be contacted about the application.

Owner  Agent  Solicitor

2. Purpose of the Application

- \_\_\_\_\_  
 Transfer (creation of a new lot, addition to a lot, easement )  
 \_\_\_\_\_  
 Other (charge, lease, correction of title)

3. Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged

\_\_\_\_\_

Relationship, if any, to owner

\_\_\_\_\_

4. Location of Land

Municipality \_\_\_\_\_ **Present Lot Size:** \_\_\_\_\_

Concession \_\_\_\_\_ Lot No. \_\_\_\_\_

Registered Plan No. \_\_\_\_\_

Lot/Block \_\_\_\_\_ Name of Street \_\_\_\_\_

Street No. \_\_\_\_\_

SEVERANCE FILE # \_\_\_\_\_ ROLL # \_\_\_\_\_

5. (a) Description of land intended to be **SEVERED**  
Frontage/Width \_\_\_\_\_ Depth \_\_\_\_\_ **Area** \_\_\_\_\_  
Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_
- (b) Number and use of buildings and structures on the land to be severed  
Existing \_\_\_\_\_ Proposed \_\_\_\_\_
- (c) Type of access (see guide) \_\_\_\_\_
- (d) Type of Water supply proposed (see guide) \_\_\_\_\_
- (e) Type of sewage disposal proposed (see guide) \_\_\_\_\_

6. (a) Description of land intended to be **RETAINED**  
Frontage/Width \_\_\_\_\_ Depth \_\_\_\_\_ **Area** \_\_\_\_\_  
Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_
- (b) Number and use of buildings and structures to be retained  
Existing \_\_\_\_\_ Proposed Use \_\_\_\_\_
- (c) Type of access \_\_\_\_\_
- (d) Type of water supply proposed \_\_\_\_\_
- (e) Type of sewage disposal proposed \_\_\_\_\_

7. History of the Subject Land  
Has the subject land ever been the subject of an application for approval of a plan of Subdivision or consent under the Planning Act?

Yes  No  Unknown

If yes and known, provide the Application File Number and the decision made on the application. \_\_\_\_\_

8. Land Use Classifications

What is the existing Official Plan designation of the subject land?

\_\_\_\_\_

What is the existing zoning of the subject land?

\_\_\_\_\_

9. Current Applications

Is the owner or agent for additional consents on the holding simultaneously with this application?

Yes  No

SEVERANCE FILE # \_\_\_\_\_ ROLL # \_\_\_\_\_

Is the subject land currently the subject of a proposed official plan or official plan amendment?

Yes  No  Unknown

If yes, and if known, specify the File Number \_\_\_\_\_

Is the subject land currently the subject of an application for a zoning by-law amendment or minor variance?

Yes  No  Unknown

10. Land Uses/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	ON THE SUBJECT LAND (RETAINED AND PROPOSED SEVERED)	SPECIFY DISTANCE FROM PROPOSED SEVERED PARCEL)	WITHIN 500 METRES OF THE SUBJECT LAND (neighbouring lands)
An agricultural operation (including abattoir),			
Livestock facility or stockyard (animal type and #)			
A commercial or industrial use			
A watercourse (ie. creek, stream, river)			
A wetland (ie. Marsh, swamp, low, seasonally wet areas, or wooded wet areas)			
A steep slope			
An active or abandoned rail line			
An active or abandoned mine site (specify)			
A landfill (active or non-operation)			
Provincial Park or Crown Lands			
An active or abandoned mine site (specify)			
A rehabilitated mine site			
A noxious industrial site			
A natural gas or petroleum pipeline			
A sewage treatment plan or waste stabilization			

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11. Other Information

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

Note: The declaration on this page MUST be endorsed, by the applicant(s), and/or agent in front of the Commissioner before this application will be accepted.

If an agent is acting for the property owner a letter of authorization must accompany this application and all fees are payable upon receipt of this application.

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**DECLARATION**

I/We, \_\_\_\_\_  
of the Township/Town of \_\_\_\_\_ in the County of \_\_\_\_\_  
solemnly declare that all the statements contained in this application for consent and all the supporting documents are true and that I/We make this solemn declaration conscientiously believing it to be true and complete and knowing that it is of the same force and effect as if made under oath and virtue of the CANADA EVIDENCE ACT.

**DECLARED** before me at the

\_\_\_\_\_ of  
\_\_\_\_\_ in the  
County of \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_

\_\_\_\_\_  
A Commissioner, etc.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Agent

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**MUNICIPALITY OF TRENT HILLS  
APPLICATION GUIDE**

1. If an agent or solicitor on behalf of an Applicant signs this application, 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.
2. An additional fee of **\$200.00 may be required for Septic bed inspection** if property is not located with the urban portion of the municipality with access to public sewer lines. This fee will be forwarded to the Building Department as partial fee for a Septic Permit as required by the Building Permit. Septic Bed Inspection area requires 4'x4'x4'x4'excavation for examination by the Septic Inspector in the area of the proposed Septic bed.
3. There may be an additional request for proof of quantity and quality of potable water as a requirement of rezoning.
4. Each copy of the application must be accompanied by a sketch showing:
  - Abutting landowner by grantor, its boundaries and dimensions.
  - The distance between the grantor's land and the nearest municipal lot line or appropriate landmark (e.g. bridge, railway crossing, etc.)
  - The parcel of land that is the subject of the application, its boundaries and dimensions.
  - The approximate location of all natural and artificial features on the subject land (e.g. buildings, railways, highways, watercourses, drainage ditches, banks, slopes, swamps, wooded areas, wells and septic tanks) and the location of any of these features on adjacent lands which may affect the application;
  - The use of adjoining land (e.g. residential, agricultural, cottage, commercial, etc.)
  - The location, width and names of all road allowances, right of way or unopened road allowances.
  - The location and nature of any restrictive covenant or easement affecting the subject land.
5. It is required that two copies of this application be filed, together with the sketch of the property, and it's location within the municipality, on paper no larger than 8 ½ x 11" accompanied by a fee of **\$900.00** in cash or cheque made payable to the Municipality of Trent Hills. This fee is non-refundable.

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**NOTICE**  
**PRIVATE SEWAGE DISPOSAL SYSTEM APPLICATION**  
**FOR CONSENT APPLICATION, AMENDMENTS TO THE ZONING BY-LAW &**  
**PLANS OF SUBDIVISION**

Your application will be assessed by Building Department staff to determine if the proposed lots can be serviced by a private sewage disposal system. Staff comments are submitted to the Municipal approval authority regarding your severance or rezoning application. The fee and test hole must be prepared and examined prior to the public meeting date of the Planning Application.

The required size of the test area for septic inspection must be 4 feet square x 4 feet depth for examination by Municipal staff and the area clearly marked as to it's location. Please call the Building Dept. when the test area is ready for inspection with reference to the file number and property location.

A fee of **\$200.00 is payable to the Municipality of Trent Hills** (\$50.00 per lot for a Plan of Subdivision) to cover the cost of the inspection and preparing a written report for the approving authority. The applicable fees are paid before the inspection. This fee is nonrefundable but may apply as a portion of the fee charged toward Approval of Sewage Installation at the Building Permit stage of development.

**A REPORT FROM THE CONTRACTOR PREPARING THE SITE REGARDING SOIL TYPE IS REQUIRED.**  
**PLEASE CONTACT THIS OFFICE AS SOON AS THE TEST HOLE HAS BEEN PREPARED**

To ensure that your application is processed, please complete this form and return it with payment to:

Municipal Office, 2<sup>nd</sup> Floor Building Department,  
66 Front Street S, Box 1030, Campbellford, ON K0L 1L0.

Severance/Rezoning/Subdivision Application # \_\_\_\_\_

Property Roll # \_\_\_\_\_

Civic Address (if available) \_\_\_\_\_

Location: \_\_\_\_\_

Lot \_\_\_\_\_ Concession \_\_\_\_\_ Plan \_\_\_\_\_ Ward \_\_\_\_\_

Applicant's Names: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code \_\_\_\_\_ --

Phone Number: \_\_\_\_\_

.....  
**OFFICE USE:** \_\_\_\_\_ Charge to Account # 607216

Amount of Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

**PERMIT # :** \_\_\_\_\_