

APPLICATION FOR TRAVEL TRAILER LICENCE OR LICENCE EXEMPTION

(Complete and attach all information prior to submitting this application)

1. Applicant Information

Name:	
Mailing Address:	
Phone Number:	
Email:	

Note: If Applicant is not the registered owner of the property, the Applicant must have the owner’s consent to apply for this licence.

2. Property Information

Property Owner:	
Civic Address:	
Roll Number:	
Zoning:	

Note: If no civic address has been assigned for this property, one must be applied for prior to submitting this application.

Note: If a new entranceway or where substantial changes to an existing entranceway are required or proposed, a ‘Driveway Permit’ must be applied for and approved, prior to submitting this application.

3. Travel Trailer Information: (Not required for Special Occasion Application)

Make & Model:			
Serial Number or VIN:			
Licence Plate:			
Length:		Colour:	

Note: Please attach four pictures of trailer if already located on the property (One of each side of trailer).

4. Licence Fees

- \$400.00 Annual Application Fee
- \$400.00 Vacant Land Preparation License
- No Fee - Building Permit License Exemption

Building Permit Number: _____

Special Occasion Exemption request

Name of event, site plan and description of event required.

Written permission from property owner and time period of event required.

5. Service Information

Sewage and Grey Water:

Will the travel trailer be connected to an existing sewage disposal system on the property?

Yes *If yes, an approval from the Public Health Sudbury and Districts is required.

No

Will a grey water pit be utilized?

Yes *If yes, an approval from the Public Health Sudbury and Districts is required.

No

Will the site be serviced with an outhouse?

Yes *If yes, an approval from the Public Health Sudbury and Districts is required.

No

If the travel trailer is not connected to a holding tank or sewage disposal system, or is not serviced by a grey water pit or outhouse, you may be asked to provide the following on site:

_____ Dumping receipts from an accredited dumping facility or service provider

_____ Confirmation of the use of a certified portable receptacle

Electrical:

Will the travel trailer be directly connected to services?

Yes

No

* If yes, please provide the Electrical Safety Authority approval for connection. This requirement only applies if the travel trailer will have a direct connection to the electricity distribution system (i.e., not an extension cord plugged into an outlet.)

Fire Safety:

For occupancy, the travel trailer will be required to have a working smoke and CO monitor and a fire extinguisher. Using extension cords as a power source is not allowed.

6. Required Submissions

- Site Plan** - a drawing showing the location or proposed location of the travel trailer in relation to the boundaries of the property and including all existing buildings, sewage systems, wells, and watercourses/waterbodies. Such drawing shall include property dimensions, the position of the travel trailer on site including setbacks from all lot boundaries, existing buildings, well, septic system, parking spaces, driveway, fire pit and watercourses/waterbodies.

- Proof of Property Ownership** - if required under Section 2 and Section 4 above.
- Pictures** - as required under Section 3 above.
- Permits/Approvals** - referenced in Section 4 and 5 above if applicable.
- License Fee** - as required under Section 4 above.

Applicant Signature:		Date:
Property Owner Signature:		Date:

FOR OFFICE USE ONLY	
Permit #	Date Issued:
Inspection Date:	Issued by: