

**Corporation of the
Township Of Selwyn**

**By-law No. 2013- 083
(amended by By-law 2022-047)**

**Being a By-law to Licence, Regulate and Govern
Tourist Camps and Trailer Camps within the Township of Selwyn.**

Whereas Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising authority under the Act; and

Whereas Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25. provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and (b) enhance their ability to respond to municipal issues; and

Whereas Section 11 of the Municipal Act, 2001, S.O. 2001, c. 25 provides that a lower tier municipality may pass By-laws within the spheres of jurisdiction set out therein; and

Whereas Section 151 and Section 160 of the Municipal Act, 2001, S.O. 2001, c. 25 provides that a local municipality may provide for a system of licences with respect to a business and pass By-laws licensing businesses under any section of the Municipal Act, 2001 or any other Act; and

Whereas the Municipal Council of The Corporation of the Township of Selwyn deems it to be advisable and necessary for the protection of Township residents and other persons to licence, regulate and govern tourist camps used or maintained as camping or parking grounds for the public and to licence, regulate and govern trailer camps in which trailers or vehicles are used and maintained for parking and camping purposes;

Now Therefore, the Municipal Council of The Corporation of the Township of Selwyn enacts as follows:

Section 1

Definitions

In this By-law:

- 1.01 "Applicant" means a person who has applied for a Permit and/or Licence in accordance with the provisions of this By-law.
- 1.02 "Campsite" means the individual space or part of a tourist camp or trailer camp rented or secured by an individual or family or group of individuals that is occupied by a trailer, tent or automobile or other vehicle used for temporary recreational or camping purposes.
- 1.03 "Clerk" means the Clerk of The Corporation of the Township of Selwyn.
- 1.04 "Licence" means a licence issued by The Corporation of the Township of Selwyn to conduct the business of a Tourist Camp or a Trailer Camp.
- 1.05 "Licencee" means a person who has been issued a permit and licence pursuant to this By-law.
- 1.06 "Municipal Officials" means persons employed by the Corporation of the Township of Selwyn whose duties include inspection and processing of permit and licencing applications.

- 1.07 "Municipal Law Enforcement Officer" means a person employed by the Township, Police Officer, Provincial Offences Officer, or other duly appointed individual charged with the enforcement of non-criminal by-laws, rules, laws codes or regulation enacted by the Township.
- 1.08 "Permit" means a permit issued by the Corporation of the Township of Selwyn to construct or enlarge a Tourist or Trailer Camp.
- 1.09 "Tourist Camp" includes any auto camp and any parcel of land or premises used or maintained as a camping or parking ground for the public, whether or not a fee or charge is paid or made for the rental or use thereof.
- 1.10 "Township" means The Corporation of the Township of Selwyn.
- 1.11 "Trailer" includes any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or propelled by the motor vehicle and is capable of being used for the temporary living, sleeping or eating accommodation of persons, notwithstanding that it may be elevated from the ground or that the running gear is removed or any self-propelled vehicle which itself is designed to be used for temporary accommodation as aforesaid.
- 1.12 "Trailer Camp" means any parcel of land or premises in or upon which a trailer is placed, located, kept or maintained, even if the vehicle is elevated above the ground or its running gear and or wheels are removed.

Section 2

Requirement for a Trailer or Tourist Camp Establishment Permit and Business Licence

- 2.01 Every person carrying on, conducting, operating, maintaining, keeping or engaging in business as a Trailer camp or Tourist camp as defined in this By-law shall be required to obtain and possess;
- (a) a Trailer or Tourist Camp Establishment Permit,
 - (b) an annual Licence to conduct such business from the Township.

Section 3

Application for a Trailer or Tourist Camp Establishment Permit

- 3.01 Every operator of a Trailer or Tourist Camp Establishment shall be required to apply in writing for a Permit;
- (a) On the occasion of the establishment of a new Trailer or Tourist Camp.
 - (b) For the enlargement of an existing Trailer or Tourist Camp.
 - (c) For the resumption of operation of a Trailer or Tourist Camp that has not operated for more than two consecutive years.
- 3.02 The following fees shall be paid at the time of application for a Permit;
- (a) The application fee for a Permit for a new Trailer Camp or a Tourist Camp or for a permit to enlarge an existing Trailer

Consolidated May 24, 2022

Camp or Tourist Camp is \$200.00 plus \$10.00 for each new campsite.

- 3.03 An application for a Permit shall be submitted to the Township and shall include four copies of;
- (a) a complete application in the form prescribed in Schedule "A" attached hereto and forming part of this By-law.
 - (b) a plan for the subject property based on a survey or an accurate to scale drawing containing the following information:
 - (1) Identify the external boundaries and dimension of the contiguous land holdings of the Trailer Camp or Tourist Camp,
 - (2) The location of all temporary or permanent buildings and structures, either existing or proposed, including dimensions to property lines.
 - (3) The location of all existing and proposed roads and driveways, water courses and drainage ditches within or adjacent to the subject lands.
 - (4) The extent of wooded or landscaped areas are to be noted which may be set aside for open space or recreational purposes.
 - (5) The extent and location of all shoreline vegetative buffers.
 - (6) The dimensions and location of each campsite including the distance from property lines.
 - (7) The location of sanitary sewage facilities as well as the location and source of drinking water.
 - (8) The location of all garbage storage areas and facilities, including the distance from property lines.
 - (9) The location of all other storage areas and facilities on the subject property, including the distance from property lines.
 - (10) The location, height and type of lighting.
 - (11) Any other features considered as being required or pertinent to the application.
 - (c) the fee prescribed in section 3.02 above.
- 3.04 The complete application for a Permit shall be circulated to the following Township Departments for review, comment and approval:
- (a) Public Works,
 - (b) Building and Planning ; and
 - (c) Fire Department.
- 3.05 In addition to the application for a Permit as prescribed in this By-law, the applicant shall, where applicable, obtain and submit with the application, approvals or an acceptable indication of approval from the following agencies:
- (a) The Ministry of the Environment, District Office,
 - (b) The Ministry of Natural Resources, District Office,
 - (c) The Ministry of Transportation of Ontario,

- (d) The Medical Officer of Health,
 - (e) The County of Peterborough, and
 - (f) Other agencies as may from time to time be required by law.
- 3.06 The Township may refuse to accept an application for a Permit until:
- (a) all required approvals and inspections have been obtained by the applicant;
 - (b) all required documentation has been provided, and;
 - (c) all permit fees, as set out in section 3.02 above have been paid.
- 3.07 There shall be a separate Permit application for each premise to be used as a Trailer Camp or Tourist Camp.
- 3.08 A satisfactory site plan under this By-law shall exempt the property from site plan control under Section 41 of the Planning Act, R.S.O. 1990, c. P.13.
- 3.09 All existing Trailer or Tourist Camps licenced under previous By-laws and still in operation shall be carried forward on the condition that a copy of the updated plan which accurately depicts the layout of the trailer park containing the information listed below (items 1 -8) be submitted with the 2015 Trailer or Tourist Camp Operators Licence application following the effective date of this By-law.
- (a) Identify the external boundaries and dimension of the contiguous land holdings of the Trailer Camp or Tourist Camp,
 - (b) The location of all temporary or permanent buildings and structures.
 - (c) The location of all existing and proposed roads and driveways, water courses, and drainage ditches within or adjacent to the subject lands.
 - (d) The location of each campsite including the assigned number and street name.
 - (e) The location of sanitary sewage facilities as well as the location and source of drinking water.
 - (f) The location of all garbage storage areas and facilities.
 - (g) The location of all other storage areas and facilities on the subject property.
 - (h) Any other features considered as being required or pertinent to the application

Section 4

Annual Licence Required to Operate a Trailer or Tourist Camp

- 4.01 An application for a licence to operate a Trailer Camp or Tourist Camp shall be submitted annually to the Township and include;
- (a) one completed Application for Trailer or Tourist Camp Operators Licence in the form attached as Schedule "B" to this By-law,

- (b) a Trailer or Tourist Camp Establishment Permit, issued pursuant to section 3 of this By-law, or Licence issued under previous legislation, and
 - (c) the payment of the fee set out in Section 4.02 of this By-law.
- 4.02 That the annual licencing fee for a Trailer or Tourist Camp, Operators Licence be established as part of the Township's Consolidated Fee By-law; and **(updated by Amending By-law 2022-047)**
- 4.03 The complete application for a licence shall be circulated to the Fire and Building and Planning Departments for review, comment and approval.
- 4.04 A Trailer or Tourist Camp Licence will be required each year to operate a Trailer Camp or a Tourist Camp for any portion of a year within the Township. Licences issued shall expire on the 30th day of April of the year following that in which it was issued.
- 4.05 The application for a Licence shall be submitted on or before the 1st day of May each year. Where an application to renew a Licence is not received prior to the 1st day of May the Township may refuse to accept the application.
- 4.06 The Township shall not issue a licence until:
 - (a) all required approvals and inspections have been obtained by the applicant;
 - (b) all required documentation has been provided, and;
 - (c) all licence fees, as set out in section 4.02 above have been paid.
- 4.07 There shall be a separate licence application for each premises to be used as a Trailer Camp or Tourist Camp.

Section 5

Administration – Licence and Permit

- 5.01 Upon the receipt of an application for a Licence or Permit the Township may make, cause to be made, or request any additional documents, investigation or may request such inspections to be made in respect of such application for a Licence or Permit as it deems appropriate or in the interests of the general public, and any costs incurred for such inspection or documents shall be at the applicant's expense to inquire and ascertain that it is in full conformity with the terms of this By-law or other applicable municipal By-laws.
- 5.02 The form of the Permit shall be issued substantially as set out in Schedule "C" attached hereto and forming part of this By-law. The form of the Licence shall be issued substantially as set out in Schedule "D" attached hereto and forming part of this By-law. A Licence or Permit issued by the Township may include additional conditions as deemed appropriate.
- 5.03 A Trailer or Tourist Camp Licence and Permit must be kept posted in a conspicuous place near the registration desk.
- 5.04 When the owner or operator of a Trailer or Tourist Camp changes, the new owner or operator shall notify the Township of the change

within 30 days of such change. Any new owner shall be bound by the provisions of this By-law and any current Licence or Permit issued herein.

- 5.05 Where ownership of the business is not changed or affected but the operating name of a business changes, the licensee shall immediately notify the Township which may issue a replacement Licence where there have been no other changes in the circumstances of the licenced business.
- 5.06 Where a currently licenced business changes location or premise, such new location or premise shall not be deemed to be licenced. The applicant must immediately make application for a new Permit and Licence under this By-law and shall surrender to the Township any previously issued Permit or Licence issued in respect of the previous location or premise.
- 5.07 The Township may refuse to grant a Licence to an applicant who:
- (a) has past breaches of this By-law, and the Township determines that it is not in the public's interest to grant such a Licence to the applicant;
 - (b) has failed to comply with the requirements of this By-law or other applicable By-laws of the Township or any Local Board thereof, or of any Statute, Order-in-Council, or Regulation or the Provincial Legislature or the Parliament of Canada, or any Agency, Board or Commission thereof, in, upon, or in connection with the applied for licenced activity;
 - (c) has outstanding taxes owing to the Township;
 - (d) has any outstanding fines under the Provincial Offences Act, R.S.O. 1990, c. P.33, for the contravention of any provision of this By-law or any other municipal By-law or Provincial statute where such fine is associated with an offence arising out of the conduct, operation of activity within or in conjunction with such business; or
 - (e) where it is determined that it is not in the public interest to issue a Licence.

Section 6

Suspensions/Revocation

- 6.01 The Township may suspend or revoke a Licence or Permit where;
- (a) the Licensee has past breaches of this By-law;
 - (b) in the event that facilities or campsites in a Trailer Camp or Tourist Camp are not used for the purpose for which the Licence was originally issued;
 - (c) where there is or has been a contravention of the site plan provided to the municipality as part of the application;
 - (d) the Licensee has failed to comply with the requirements of this By-law or other applicable By-laws of the Township or of any local Board thereof, or of any Statute, Order-in-Council, or Regulation of the Provincial Legislature or the Parliament of Canada, or of any Agency, Board or Commission thereof, in, upon or in connection with the licenced activity, business,

facilities, equipment, vehicles and any other property used or kept for hire in connection with the licenced activity;

- (e) has any outstanding fines imposed under the Provincial Offences Act, R.S.O. 1990, c. P.33, for the contravention of any provision of this By-law or any other municipal By-law or Provincial statute where such fine is associated with an offence arising out of the conduct, operation or activity within or in conjunction with such business;

- 6.02 The Township may also suspend or revoke a Licence or Permit upon grounds that the conduct of any person, including the officers, directors, employees or agents of a corporation, affords reasonable cause to believe that the person will not carry on or engage in the business in accordance with the law or that it is otherwise determined that it is in the public interest to do so.
- 6.03 Any suspension of a Licence may be subject to such terms and conditions as the Township may prescribe.
- 6.04 No person shall operate any Trailer Camp or Tourist Camp contrary to any Licence or Permit suspension or terms and conditions thereto or where such Licence or Permit has been revoked (subject to the appeal provisions).

Appeal

- 6.05 Where the Township refuses to issue a Permit or Licence or suspends or revokes a Permit or Licence the Township shall notify the Applicant or Licencee in writing of such decision and the said notice shall set out the grounds upon which the decision was made and shall state that the Applicant or Licencee may appeal such decision by filing an appeal with the Township in writing within fifteen (15) days as set out in this By-law. Where the Township refuses to issue a Permit or Licence or suspends or revokes a Permit or Licence, the Applicant or Licencee may appeal the decision to the Council of the Township by filing with the Township Clerk, an appeal in writing of the said decision within fifteen (15) days of the date of mailing the decision of the Township.
- 6.06 Council in considering any appeal shall have regard to;
 - (a) whether or not the Applicant or Licencee and the property or premise in connection with the licenced activity complies with all requirements of this By-law;
 - (b) whether or not the Applicant or Licencee has failed to promptly remedy any reasonable concern with regard to the matters set out in this By-law;
 - (c) whether or not the Applicant or Licencee has committed past breaches of this By-law;
 - (d) whether or not the Applicant or Licencee has failed to comply with the requirements of this By-law or other applicable By-laws of the Township or of any local Board thereof, or of any Statute, Order-in-Council, or Regulation of the Provincial Legislature or the Parliament of Canada, or of any Agency, Board of Commission thereof, in, upon or in connection with the licenced activity, business, facilities, equipment, vehicles and any other property used or kept for hire in connection with the licenced activity; and

- (e) whether or not the Applicant or Licencee has any outstanding taxes owing to the Township in respect of the business or property or premises in question.
- 6.07 Where an appeal is received, the Township shall fix a date and time for such hearing to be considered by Council and shall mail a Notice of Hearing to the Applicant or Licencee (at their last address shown in the records).
- 6.08 The Notice of Hearing shall be mailed at least fifteen days prior to the date and time fixed for the hearing.
- 6.09 At the hearing Council shall receive a report, either verbally or in writing, from relevant officers or employees of the Township who may be involved in the matter.
- 6.10 At the hearing before Council, the Applicant or Licencee shall, either personally or through their agent or solicitor be afforded the opportunity to present such material and evidence relevant to the issue before Council as deemed appropriate and may ask questions of any person presenting evidence or a report to Council.
- 6.11 Council may, after the appropriate hearing is conducted, grant a Permit or Licence or may refuse to issue a Permit or Licence or may revoke or suspend a permit or licence and such decision may be subject to such terms as Council may impose and the decision of Council shall be final and binding.
- 6.12 Council shall, after having heard all of the evidence and submissions made to it by the Applicant or Licencee and Township staff, debate the matter and reach a decision.

Regulations

- 6.13 The Tourist or Trailer camp shall only operate in accordance with a campground plan prepared for the lands and filed with the Township conforming to Section 3.03 (b) and 3.09 of this By-law.
- 6.14 The Tourist or Trailer camp shall only operate in accordance with all applicable laws of the Province of Ontario, the County of Peterborough and the Township of Selwyn and only in accordance with up-to-date approvals issued by all of the applicable authorities. Without limiting the generality of the forgoing, such approvals shall include the approval of the Fire Chief with respect to the presence of appropriate fire prevention facilities and including facilities for effective firefighting, approvals from the Peterborough County City Health Unit and the Ministry of the Environment with respect to sewage disposal systems, potable water supply and distribution systems, including any underground piping necessary for communal water and sewage systems.
- 6.15 Campsites shall be primarily accessible by means of driveways which will permit the passage of motor vehicles and trailers or other vehicles required to service the campsites.
- 6.16 The Tourist or Trailer camp shall only operate on lands properly zoned under the Zoning By-law, for the particular use covered by the proposed Permit/Licence. The Township's Zoning By-law contains additional provisions which regulate trailer park uses and activities. A copy of these provisions will be provided to applicants. However, nothing in this section shall prevent the use of any lands for the purpose of a Tourist or Trailer Camp as defined herein provided that such use was legally established under the Zoning

By-law in existence at the time of the use and that has continued in use uninterrupted since the time it was established. The exception contained within this section shall only extend to that portion of the lands actually being occupied and used for the siting of trailers on the day of coming into force of By-law 9-1988 being February 24, 1988 (within the boundary of former Ennismore Township) and By-law 1983-34 being April 19, 1983 (within the boundary of former Smith Township).

- 6.17 Every operator shall identify each campsite by number or name and such identification shall be clearly and conspicuously posted in a visible area at the entrance to the campsite.
- 6.18 The licensee shall provide sufficient and adequate facilities for the storage and removal of garbage and in any event the garbage shall be stored in animal proof containers.
- 6.19 All licensees shall ensure all fires on the licenced property comply with the current Township Burning By-law.
- 6.20 Trailer or Tourist Camps shall only be operated for a specific consecutive six month period within the timeframe of the 15th day of March to the 15th day of November, inclusive, of each year. During the closed periods, only residential uses as permitted in the Township's Zoning By-law and such buildings, structures and services as are required to maintain the structural integrity of the buildings and structures on sites, shall remain operational.
- 6.21 No person shall construct on any site any structure, addition or add on of any kind unless:
 - (a) the add on has been specifically manufactured for a park model trailer or recreational vehicle.
 - (b) In the case of a deck, such deck must be built so it is capable of being moved or relocated to another location if required, and shall not exceed 100% of the length of the main unit, or 10 feet in depth.
 - (c) No permanent canopies of any kind, extending from the unit, whether or not they cover a deck are permitted, unless same are specifically manufactured for park model trailers or recreational vehicles.
 - (d) No patios, walkways or steps may be located on any site unless same are capable of being removed if required.
 - (e) One accessory structure is permitted to be located on a site provided it does not exceed 8 square metres in area and in all other respects meets the requirements as detailed in the Township' Zoning By-law.
 - (f) Non conformities which existed prior to the day of coming into force of By-law 9-1988 being February 24, 1988 (within the boundary of former Ennismore Township) and By-law 1983-34 being April 19, 1983 (within the boundary of former Smith Township) shall be exempted from the provisions of Section 6.21. Notwithstanding, any structures defined in this section that are substantially altered shall conform to the provision of Section 6.21.

Section 7

Inspections

- 7.01 A Municipal Law Enforcement Officer, may at all reasonable times enter onto land, including buildings, for the purpose of carrying out an inspection to determine whether or not the provisions of this By-law are being complied with, whether a condition of a licence is being complied with or whether an Order of the Court is being complied with.
- 7.02 Despite the provisions of this section, no person shall enter or remain in any room or place actually being used as a dwelling unless,
- (a) the consent of the occupier is obtained, the occupier first having been informed that the right of entry may be refused and, if refused, may only be made under the authority of an order issued under warrant as authorized by the provisions of the Municipal Act, 2001 S.O. 2001, c. 25;
 - (b) an order issued under the provisions of the Municipal Act, 2001 S.O. 2001, c. 25;
 - (c) a warrant issued under the provisions of the Municipal Act, 2001 S.O. 2001, c. 25.;
 - (d) the delay necessary to obtain an order under the provisions of the Municipal Act, 2001 S.O. 2001, c. 25, to obtain a warrant under the provisions of the Municipal Act, 2001 S.O. 2001, c. 25, or the consent of the occupier would result in an immediate danger to the health or safety of any person; or
 - (e) the municipality has given notice of its intention to enter the occupier of the land as required under the provisions of the Municipal Act, 2001 S.O. 2001, c. 25 and the entry is authorized under the provisions of the Municipal Act, 2001 S.O. 2001, c. 25.
- 7.03 For the purposes of an inspection, a Municipal Law Enforcement Officer may;
- (a) require the production for inspection of documents or things relevant to the inspection;
 - (b) inspect and remove documents or things relevant to the inspection for the purposes of making copies or extracts;
 - (c) require information from any person concerning the matter related to the inspection; and,
 - (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purpose of the inspection.
- 7.04 Where a sample is taken under section 7.03, the sample shall be divided into two parts, and one part shall be delivered to the person from whom the sample is taken, if the person requests at the time the sample is taken and provides the necessary facilities. If a sample has been taken and the sample has not been divided into two parts, a copy of any report on the sample shall be given to the person from whom the sample was taken.
- 7.05 A receipt shall be provided for any document or thing removed and the document or thing shall be promptly returned after the copies or extracts are made.

Section 8

Enforcement

- 8.01 A Municipal Law Enforcement Officer shall enforce the provisions of this By-law.
- 8.02 No person shall obstruct, hinder or otherwise interfere with a Municipal Law Enforcement Officer, in the lawful carrying out of their duties and responsibilities under the provisions of this By-law.
- 8.03 A refusal of consent to enter or to remain in a room or place actually used as a dwelling does not constitute hindering or obstruction within the meaning of Section 7.02 unless the Township is acting under an order or warrant as set out under the provisions of the Municipal Act, 2001 S.O. 2001, c. 25.
- 8.04 No person shall neglect or refuse to produce any information or thing or to provide any information to a Municipal Law Enforcement Officer acting pursuant to the provisions of this By-law.
- 8.05 The Township shall keep a register in which shall be recorded the full operating name of and address of each licensee, the address of the place or premise in which the Trailer Camp or Tourist Camp carries on business, the number of the Licence or Permit, the date of issue, the amount of fee paid and the date of the expiry of the Licence or Permit.
- 8.06 Any person who contravenes any of the provisions of this By-law and every Officer and Director of a Corporation, who concurs in a contravention of the provisions of this By-law is guilty of an offence and upon conviction is liable to a maximum fine of five thousand dollars (\$5,000.00) under the Provincial Offences Act, R.S.O. 1990, c. P.33.

Section 9

General Provisions

- 9.01 Should any section of this By-law be declared by a Court of competent jurisdiction to be ultra vires or illegal for any reason, the remaining parts shall nevertheless remain valid and binding and shall be read as if the offending section or part had been struck out.
- 9.02 For the purpose of licences issued under the provisions of By-laws 9-1988 and 1983-34, the date of expiry shall be as specified on the licence and notwithstanding the provisions of this By-law, the provisions of By-laws 9-1988 and 1983-34 shall continue to apply until the expiration of the licence issued under that By-law.
- 9.03 This By-law shall take effect upon the 12th day of November 2013.
- 9.04 That By-laws 9-1988 and 1983-34 be and are hereby repealed.

By-law read a first, second and third time, and finally passed, this 12th day of November, 2013

Mayor Mary Smith

Angela Chittick, Clerk

Corporate Seal

The Corporation of the
Township Of Selwyn
Schedule "A"
Forming Part of By-Law Number 2013-083,
as amended By-law 2022-047
Application for Trailer or Tourist Camp
Establishment Permit

Application is hereby submitted to The Corporation of the Township of Selwyn to establish or enlarge a Trailer Camp or Tourist Camp within the Township in accordance with the provision of By-law Number 2013-83, as amended, as follows:

1. Name of Applicant
2. Name of Establishment:
3. Postal and email address, telephone:
 - Summer
 - Winter
4. Name of Owner (if other than applicant):
5. Postal and email Address:
6. Property Location Description:
7. Civic address:
8. Number of Campsites:
9. In support of and forming part of this application there is attached a plan and specifications of the facility to be operated or that is planned as required in By-law Number 2013-083, as amended.
10. In support of this application, approvals from the following agencies are attached:

	Yes	No
The Ministry of the Environment	___	___
The Ministry of Natural Resources	___	___
The Ministry of Transportation of Ontario	___	___
The Medical Officer of Health	___	___
The County of Peterborough	___	___
Other agencies	___	___

11. Permit fee submitted herewith is \$ _____

Date

Signature of Applicant

NOTES:

- (1) Four copies of this application are required to be submitted. The owner may wish to retain an additional copy.
- (2) Four copies of the plan as required under the provision of Section 3.03(b) of By-law Number 2013-083, as amended.

- (3) Please attach copies of those approvals as may be required under the provisions of Section 3.05 of By-law Number 2013-83, as amended.

Office Use Only:

This application is hereby approved by the undersigned for the Township.

Manager of Public Works

Date

Manager of Building and Planning

Date

Fire Chief

Date

and the permit is to be issued accordingly as Establishment Permit Number _____.

Municipal Official

Personal information contained on this form is collected under the authority of By-law 2013-083 and will be used to determine eligibility for a Trailer or Tourist Camp Establishment Permit. Questions about this collection should be directed to:

Clerk
Township of Selwyn,
P.O. Box 270,
Bridgenorth, Ontario
K0L 1H0
(705) 292-9507.

The Corporation of the Township of Selwyn

Schedule "B" Forming Part of By-Law Number 2013-083, as amended. Application for Trailer or Tourist Camp Operators Licence

Application is hereby submitted to The Corporation of the Township of Selwyn to operate a Trailer or a Tourist Camp within the Township in accordance with the provisions of By-law 2013-083, as amended, as follows:

- 1. Name of Applicant:
2. Name of Establishment:
3. Postal and email address, telephone:
- Summer:
- Winter:
4. Name of Owner (if other than applicant):
5. Postal and email address:
6. Property Location Description:
7. Civic Address:
8. Establishment Permit #:
9. Number of Campsites:
10. Licence Fee Structure: \$100.00 per year
11. Licence fee submitted herewith is \$ 100.00
12. A copy of the plan is attached (where applicable) Yes No

Date

Signature of Applicant

In support of the above application the following statement is deemed to be submitted herewith:

I, _____ of the Township of Selwyn in the County of Peterborough, do solemnly declare:

- 1. That I am the applicant named in the application set out herein and as such have knowledge of the facts hereinafter set forth.
2. That the number of campsites and the location of all structures and other physical features of the subject Trailer or Tourist Camp remains unchanged from that for which Trailer and Tourist Camp, Establishment Permit Number _____ was issued.
3. That I have reviewed and that I am familiar with the contents of Township By-law Number 2013-083, as amended.

Signature of Applicant.

Notes:

- (1) One copy of this application is to be submitted. The owner may wish to retain an additional copy.
- (2) One copy of the plan as required under the provision of Section 3.10 of By-law Number 2013-083, as amended.

This application is hereby approved on _____ by the undersigned for the Township.

Municipal Official

Personal information contained on this form is collected under the authority of By-law 2013-083, as amended and will be used to determine eligibility for a Trailer or Tourist Camp Establishment Permit. Questions about this collection should be directed to:

Clerk
Township of Selwyn,
P.O. Box 270,
Bridgenorth, Ontario
K0L 1H0
(705) 292-9507.

The Corporation of the
Township of Selwyn

Schedule "C"

Forming Part of By-Law Number 2013-083, as amended
Trailer or Tourist Camp

Establishment Permit Number - _____

Pursuant to By-law Number 2013-083, as amended of The Corporation of the Township of Selwyn, a Trailer or Tourist Camp Establishment Permit is hereby issued to the camping establishment known as _____ and located at _____ in the Township of Selwyn.

Such permit applies to the operation of a total number of _____ campsites. Issued this _____ day of _____, 20____.

Municipal Official

NOTES:

- (1) The Township of Selwyn is to be notified of owner or operator changes within 30 days of such a change.
- (2) This permit must be kept posted in a conspicuous place near the registration desk.
- (3) Previous Trailer or Tourist Camp Establishment Permit #_____.

(To be completed if this permit authorizes additional campsites or the re-issue of an expired permit.)

The Corporation of the
Township of Selwyn

Schedule "D"
Forming Part of By-Law Number 2013-083, as amended
Trailer or Tourist Camp

Operators Licence Number _____

Pursuant to By-law Number 2013-083, as amended of The Corporation of the Township of Selwyn, the owner or operator of the camping establishment known as _____ and located at _____ in the Township of Selwyn is hereby licenced as Trailer or Tourist Camp Operator

Such licence applies to the operation of a total of _____ campsites.

This licence will expire upon the 30th day of April of the year following that in which such licence was issued.

Issued this _____ day of _____, 20_____.

Effective Date: _____

Establishment Permit #

Clerk

NOTES:

- (1) The Township of Selwyn is to be notified of owner or operator changes within 30 days of such a change.
- (2) This licence must be kept posted in a conspicuous place near the registration desk.
- (3) Trailer or Tourist Camp, Establishment Permit Number _____