

**THE CORPORATION OF THE MUNICIPALITY  
OF ST.-CHARLES**

**BY-LAW 2024-29**

**BEING A BY-LAW TO LICENSE TRAVEL TRAILERS IN THE MUNICIPALITY OF  
ST.-CHARLES**

**WHEREAS** Section 164 of the *Municipal Act, S.O. 2001*, as amended, authorizes a municipality to pass By-Laws to license travel trailers;

**NOW THEREFORE**, the Council for the Corporation of the Municipality of St.-Charles hereby enacts as follows:

**SECTION 1 - TITLE AND APPLICATION**

- 1.1 This By-Law shall be cited as the "Travel Trailer Licensing By-Law".
- 1.2 This By-Law does not apply to:
  - a) Assessed Trailers as defined in Section 2.2; and,
  - b) Travel Trailers located in Campgrounds as defined in Section 2.4.
- 1.3 This By-Law applies to any travel trailer, even if the travel trailer was placed on the property prior to the date of the enactment of this By-Law.

**SECTION 2 - DEFINITIONS**

In this By-Law:

- 2.1 **APPLICANT** means a person applying for a licence under the requirements of this By-Law.
- 2.2 **ASSESSED TRAILER** means any trailer legally located on a property and that is assessed under the *Assessment Act*, as amended.
- 2.3 **CALENDER YEAR** means a one (1) year period that begins on January 1 and ends on December 31 based on the commonly used Gregorian calendar.
- 2.4 **CAMPGROUND** means a commercial establishment described in, and permitted in accordance with the Zoning By-Law, as amended, which is used for seasonal recreational activity as grounds for camping, and wherein camping in travel trailers is permitted.

- 2.5 **CHIEF BUILDING OFFICIAL (CBO)** means the person appointed by Council of the Municipality under the *Building Code Act*, S.O. 1992, c 23, as amended, or the person who is appointed to act in that capacity during his or her absence.
- 2.6 **CLERK** means the Clerk of the Municipality, or any other person designated to perform the duties of Clerk for the Municipality.
- 2.7 **COUNCIL** means the elected Council of the Municipality of St.-Charles.
- 2.8 **GREY WATER** means wastewater of domestic origin that is derived from fixtures (sinks, tubs, showers etc.) other than from sanitary units (toilets, urinals, etc.).
- 2.9 **LICENCE or LICENSE** means a licence issued under this By-Law by the Municipality for the authorized use of a travel trailer to be used between May 1<sup>st</sup> and November 30<sup>th</sup> in the same calendar year.
- 2.10 **MOBILE HOME** means any dwelling unit that is designed to be made mobile and constructed or manufactured to provide a permanent residence, but does not include a modular home, dwelling, travel trailer, tent trailer, park model trailer or motor home otherwise designed.
- 2.11 **MODULAR HOME** means a dwelling unit constructed in accordance with the *Ontario Building Code* and composed of components substantially assembled in a manufacturing plant and transported to the building site of final assembly on a permanent foundation, but does not include a mobile home, park model trailer or travel trailer.
- 2.12 **MUNICIPALITY** means the Corporation of the Municipality of St.-Charles and shall be defined as the lands and premises within the corporate limits.
- 2.13 **MUNICIPAL LAW ENFORCEMENT OFFICER (MLEO)** means the officer in charge of the By-Law enforcement of the Municipality or his or her authorized subordinates or assistants.
- 2.14 **PARK MODEL TRAILER** shall mean a recreational unit constructed to CSA Standard Z-241 that is built on a single chassis mounted on wheels, is designed to allow relocation from time to time, is designed as living quarters for seasonal camping between May 1 and October 31 and may be connected to those utilities necessary for operation of installed fixtures and appliances, but does not include a travel trailer, mobile home or modular home. Any park model trailers shall conform to the relevant sections of the *Ontario Building Code* as amended.
- 2.15 **PERMANENT BASIS** means either year-round occupancy or occupancy by persons who do not maintain a usual or normal place of residence elsewhere.

- 2.16 **PERSON** means an individual, a corporation, a tenant, an association, a chartered organization, a firm, a partnership, an agent or trustee and the heirs, executors, or other legal representatives of a person to whom the context can apply according to law.
- 2.17 **PUBLIC HEALTH SUDBURY AND DISTRICTS** is the authority having jurisdiction of sewage and grey water systems for all municipalities within the District of Sudbury.
- 2.18 **SEWAGE** means wastewater of domestic origin that may contain excrement and is derived in whole or in part from sanitary unit fixtures (toilets, urinals, etc.).
- 2.19 **STORED TRAILER** means any travel trailer located on a property only for the purpose of storing such travel trailer for use at any location other than the property upon which it is stored.
- 2.20 **TRAILER PARK** means any land in or upon which any travel or tent trailer is used or intended to be used for temporary human occupation by the travelling public and shall not include a mobile home park.
- 2.21 **TRAVEL TRAILER** means any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or is propelled by a motor vehicle and is capable of being used for the living, sleeping, or eating accommodation of persons on a temporary, transient, or short-term basis, even if the vehicle is jacked up or its running gear is removed. Examples include but are not limited to a tent trailer, a camper trailer, a recreational trailer, a fifth wheel, a bus converted into a motor home, a motor home, a truck camper, but does not include a mobile home, modular home, or park model trailer.
- 2.22 **USE** shall mean to temporarily occupy a travel trailer for the purposes of non-commercial human habitation which includes living and / or sleeping and / or eating and / or using sanitary facilities and/or accommodation within the travel trailer for any period of time;
- 2.23 **VACANT LAND** means any parcel or combination of parcels of real property without industrial, commercial, or residential buildings.

### **SECTION 3 - PROHIBITIONS**

- 3.1 No person shall use a travel trailer unless it meets the description established in this By-Law.
- 3.2 No person shall use or allow a travel trailer to be used for longer than fourteen (14) cumulative days in a calendar year within the Municipality unless the person has first obtained a licence under the provisions of this By-Law. For

clarity, the requirement to obtain a licence applies to travel trailers which were located on a property prior to the date of passage of this By-Law.

- 3.3 A licence issued pursuant to this By-Law authorizes the use and maintenance of a travel trailer for temporary accommodations only. The issuance of a licence does not grant the licensee the authority to occupy the travel trailer on a permanent basis. Without limiting the generality of the foregoing, no person shall occupy or permit to be occupied a travel trailer during the period ending November 30<sup>th</sup> of a calendar year and commencing May 1<sup>st</sup> of the following calendar year.
- 3.4 No person shall construct or erect or allow the construction or erection of an enclosure, roof-over, permanent canopy, extension, sunroom addition or other structure, or a patio, stairs, or walkway that is permanent in association with or connected to a travel trailer. This prohibition does not apply to a deck that complies with all of the following:
  - 3.4.1 The total area does not exceed 10 m<sup>2</sup>;
  - 3.4.2 No portion of the deck is more than 60 cm above grade;
  - 3.4.3 No portion of the deck is attached to the travel trailer;
  - 3.4.4 The deck does not have the effect of rendering the travel trailer as a permanent structure on a lot; and,
  - 3.4.5 The deck complies with the setbacks as described in the Zoning By-Law, as amended.
- 3.5 The presence of one (1) or more stored travel trailers on a conveyable parcel would not preclude the issuance of a licence for a travel trailer.
- 3.6 No person shall use or allow a travel trailer to be used on any vacant land except where exempted under Section 4 of this By-Law.
- 3.7 No person shall connect or allow the connection of a travel trailer to an existing grey water or sewage system without receiving authorization from the Public Health Sudbury and Districts or the authority having jurisdiction over this authorization.
- 3.8 No person shall dispose or allow the disposal of grey water or sewage or allow grey water or sewage to be disposed of from a travel trailer except in at least one or a combination of the following:
  - a. a certified grey water or sewage system;
  - b. an accredited dumping facility;
  - c. with a service provider; or,
  - d. from a certified portable receptacle
- 3.9 No person shall transfer a licence from one (1) travel trailer to another.
- 3.10 No person shall fail to display proof of licensing after it has been obtained.

- 3.11 No person shall knowingly provide false information on the application for a licence.
- 3.12 No person shall hinder or obstruct an MLEO, or any other persons designated to enforce the laws of the Municipality who is attempting to enforce this By-Law.
- 3.13 No licence shall be issued under this By-Law if the application for the licence would be in contravention of any other applicable By-Law of the Municipality or any applicable Federal or Provincial law or regulation.
- 3.14 The issuance of a licence is not intended and shall not be construed as permission or consent by the Municipality for the holder of the licence to contravene or to fail to observe or comply with any law of Canada, Ontario, or any By-Law of the Municipality.
- 3.15 The owner of the property upon which a licensed travel trailer is to be located shall consent to its placement on the property in writing if they are not the owner of the travel trailer.

## **SECTION 4 – VACANT LAND EXEMPTIONS**

### **4.1 VACANT LAND** – Travel trailers are not permitted to be used on any vacant land except in the following instances:

4.1.1 **Exemption with building permit (no licence required)** - Where the owner of land has obtained a building permit for the construction of a permitted structure, and that owner wishes to use a travel trailer for temporary accommodation while constructing such structure, the owner may apply for permission to do so and be exempted from the requirement to obtain a license under this By-Law. The Municipality may grant such exemption on the condition that the owner enter into an agreement with the Municipality through the building permit process which, among other things, provides for the removal or licensing of the travel trailer if permitted by this By-Law at a fixed time or upon completion of the structure, whichever event occurs first.

4.1.2 **Exemption for land preparation and development (licence required)** - Where the owner of land intends to obtain a building permit, but must first prepare the lot for construction (removal of trees, grading, driveway installation, etc.) and that owner wishes to use a travel trailer for temporary accommodation while preparing the lot for construction, the owner may apply for permission to do so by obtaining a license under this By-Law. The Municipality may grant this licence on the condition that the owner enter into an agreement with the Municipality which, among other things, provides for the removal or licensing of the travel trailer if permitted by this By-Law at a

fixed time or upon the issuance of a building permit, whichever event occurs first.

## **SECTION 5 - LICENCE EXEMPTIONS**

- 5.1 A stored travel trailer shall not require a licence.
- 5.2 An assessed travel trailer shall not require a licence.
- 5.3 A travel trailer used or stored in a campground or trailer park shall not require a licence.
- 5.4 A travel trailer used for up to, but not exceeding fourteen (14) cumulative days in a calendar year on permitted zones as per the provisions of Schedule "A" of this By-Law shall not require a licence.

## **SECTION 6 - LICENCE APPLICATION AND FEES**

- 6.1 All applications for a travel trailer licence shall be made to the Municipality upon the form(s) prescribed by the Chief Building Official and shall include the submissions referenced therein, including payment of the Licence Fee required by the Municipality's Fees and Charges By-Law, as amended.
- 6.2 The Municipality may issue an Annual Licence. This licence authorizes the use of a travel trailer or travel trailers upon a property between May 1<sup>st</sup> and November 30<sup>th</sup> in that calendar year on properties that allow such licence as listed in Schedule "A" of this By-Law.
- 6.3 All annual licences expire on November 30<sup>th</sup> in the year specified on the licence.
- 6.4 The Municipality may issue a Special Occasion Licence. Schedule "A" of this By-Law describes this licence and details the zones that are allowed to apply for these licences.
- 6.5 All Special Occasion Licences expire on the date specified on the licence.
- 6.6 The Municipality may issue an exemption for travel trailers to be used on vacant land as detailed in Section 4 of this By-Law.
- 6.7 All vacant land exemptions shall expire on the date specified in the agreement and / or licence.
- 6.8 Licences shall be displayed in or upon the travel trailer in a place that can be seen easily from the outside of the travel trailer.

6.9 No licence shall be issued:

6.9.1 unless the travel trailer for which such licence is issued is located in compliance with the setback requirements for a travel trailer as described by Schedule "A" of this By-Law. For greater certainty, any travel trailer located on any land prior to the passing of this By-Law which is not in compliance with this By-Law may not be licensed unless the travel trailer is re-located and brought into compliance with this By-Law;

6.9.2 for travel trailer use on vacant land unless allowed by Section 4 of this By-Law;

6.9.3 where there exist any prohibited decks, porches, entry stairs, sunrooms, roofed enclosures, or similar structures which are to be or are attached to a travel trailer or located adjacent to a travel trailer;

6.9.4 if the information provided on the application does not satisfy the Chief Building Official or designate that all required provisions have been met; or,

6.9.5 if written permission has not been obtained from the property owner if the applicant is not the owner of the property.

6.10 A licence may be revoked if;

6.10.1 it is determined that the permit was issued based on mistaken, false, or incorrect information;

6.10.2 if the owner of the property owner revokes their permission in writing;

6.10.3 if the owner or the property or the owner of the travel trailer contravenes any provision of this By-Law or any other Municipal, Provincial or Federal Law related to the travel trailer or its use;

6.10.4 if upon inspection, the site is found to be of an unsightly or unacceptable appearance;

6.10.5 if upon inspection the trailer is found to be decrepit, unsafe, or unsightly in appearance; or,

6.10.6 if upon inspection the travel trailer is found not to be respecting setbacks set out in this By-Law; or,

6.10.7 if the licence was issued in error.

6.11 If a licence is revoked, there will be no refund of licensing fees.

## **SECTION 7 - ADMINISTRATION AND ENFORCEMENT**

- 7.1 The administration of this By-Law is delegated to the Chief Building Official or designate. The Chief Building Official or designate shall have the authority to issue permits under this By-Law; notwithstanding the foregoing, the Clerk, at his / her discretion, may refer applications to Council.
- 7.2 The enforcement of this By-Law is delegated to Municipal Law Enforcement Officers (MLEO) and other persons designated to enforce the laws of the Municipality.
- 7.3 Any person who contravenes any provision(s) of this By-Law is guilty of an offence and upon conviction is liable to a fine as provided for in the *Provincial Offences Act*, as amended.
- 7.4 Each day that a contravention of this By-Law continues shall constitute a separate offence.
- 7.5 Every person who provides false information in any application for a licence under this By-Law or in an application for a renewal of a licence is guilty of an offence.
- 7.6 Where a conviction is entered under this section, in addition to any other remedy or any penalty provided by law, the Court in which the conviction was entered, and any Court of competent jurisdiction, thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 7.7 If the Municipality is satisfied that a contravention of this By-Law has occurred, the Municipality may make an order requiring the person who contravened this By-Law or who caused or permitted the contravention or the owner or occupier of the travel trailer to discontinue the contravening activity.
- 7.8 Any person who contravenes an Order made under Section 7.7 is guilty of an offence.
- 7.9 Every contravention of this By-Law may be restrained by application at the instance of a taxpayer or of the Municipality in accordance with the provisions of the *Municipal Act, 2001*, as amended.
- 7.10 A municipal employee, staff person, agent or contractor hired by the Municipality, accompanied by any person under his or her direction, may enter onto any land where a travel trailer is used or believed to be used in contravention of this By-Law for the purposes of carrying out an inspection pursuant to subsection 436 (1) of the *Municipal Act, 2001*, as amended, and shall have all powers of inspection set out in subsection 436(2) of the Act, as amended.



- 7.11 Every person who contravenes any provision of this By-Law is liable for an Administrative Monetary Penalty (AMP) in lieu of prosecution and fine, pursuant to section 434.1 of the *Municipal Act, 2001*, as amended.
- 7.12 At the discretion of the MLEO or other persons designated to enforce the laws of the Municipality any person who breaches any provision of this By-Law may be issued an Administrative Monetary Penalty (AMP) Notice in an amount not to exceed \$500.00.
- 7.13 At the discretion of the MLEO or other person or other person designated to enforce the laws of the Municipality, any person who breaches any provision of this By-Law may be issued an Order to remove a travel trailer if it is not in compliance with this By-Law.
- 7.13.1 The MLEO may make an Order, sent by both registered and regular pre-paid mail to the last known address of the owner of the land, requiring the owner or occupant within the time specified in the Order to remove any travel trailers or structures that contravene this By-Law.
- 7.13.2 Where an owner or occupant fails to comply with an Order issued under this By-Law within the time specified for compliance, the officer may, with such assistance by others as may be required and upon reasonable notice, clean, clear or remove from the land any travel trailer or structure that is in contravention of this By-Law.
- 7.13.3 The Municipality shall recover all costs and expenses associated with actions taken and work done under this By-Law in a manner provided by statute, whether by action or by adding the cost to the tax roll and collecting the cost in the same manner as the taxes.

## **SECTION 8 - SEVERABILITY**

- 8.1 Should a Court of competent jurisdiction declare a part or whole of any provision of this By-Law to be invalid or of no force and effect, the provision or part is deemed severable from this By-Law, and it is the intention of Council that the remainder survive and be applied and enforced in accordance with its terms to the extent possible under law.

## **SECTION 9 - SCHEDULES**

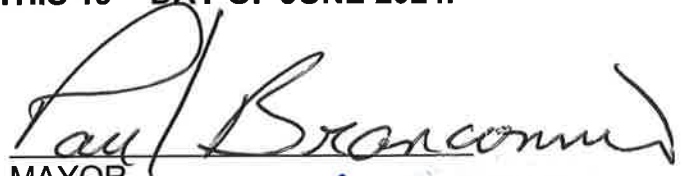
- 9.1 Schedules "A", "B", "C" & "D" shall be deemed to form part of this By-Law.

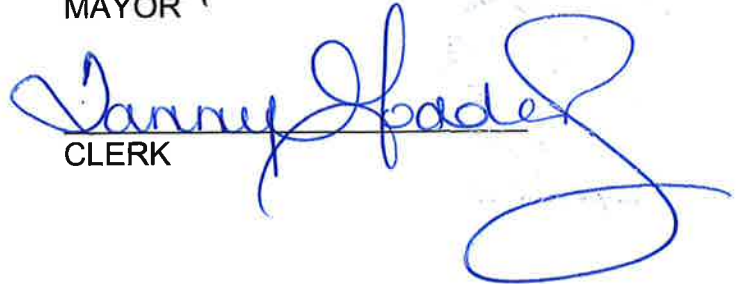
**SECTION 10 - AUTHORITY**

10.1 THAT all other By-Laws on the same subject matter which are inconsistent with this By-Law are hereby repealed.

10.2 THAT this By-Law shall come into force and take effect on the day it is passed.

**READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 19<sup>TH</sup> DAY OF JUNE 2024.**

  
MAYOR

  
CLERK

**SCHEDULE “A” - PERMISSIONS  
BY-LAW 2024-29 – TRAVEL TRAILER LICENSING BY-LAW  
MUNICIPALITY OF ST.-CHARLES**

**REQUIRED SETBACKS, PERMITTED LICENCES AND LICENCE  
REQUIREMENTS FOR SPECIFIC ZONING**

- 1) Waterfront Residential (WR) Zones
  - 1.1) Annual Licence permitted.
  - 1.2) Up to 14 days in a calendar year – no permit required.
  - 1.3) Special Occasion Licence permitted (see Section 7 of this Schedule).
  - 1.4) Number of Trailers allowed to be permitted: 1 travel trailer maximum.
  - 1.5) Required Setbacks: as per Municipal Zoning By-Law for Dwellings
  - 1.6) Maximum lot coverage: as per Municipal Zoning By-Law.
  
- 2) Rural (RU) Zone
  - 2.1) Annual Licence permitted.
  - 2.2) Up to 14 days in a calendar year – no permit required.
  - 2.3) Special Occasion Licence permitted (see Section 7 of this Schedule).
  - 2.4) Number of Trailers allowed to be permitted: 1 travel trailer maximum.
  - 2.5) Required Setbacks: as per Municipal Zoning By-Law for Accessory Buildings.
  
- 3) Residential Rural (RR) Zone
  - 3.1) Annual Licence permitted.
  - 3.2) Up to 14 days in a calendar year – no permit required.
  - 3.3) Special Occasion Licence permitted (see Section 7 of this Schedule).
  - 3.4) Number of Trailers allowed to be permitted: 1 travel trailer maximum.
  - 3.5) Required Setbacks: as per Municipal Zoning By-Law for Dwellings.
  - 3.6) Waterfront (if present) 20 m or 23 m if the shore allowance is not owned.
  - 3.7) Maximum lot coverage (all structures): as per Municipal Zoning By-Law
  
- 4) Residential One (R1) containing a Single-Family Dwelling as the only occupancy. Not allowed on properties that contain multiple occupancies.
  - 4.1) Annual Licence not permitted.
  - 4.2) Up to 14 days in a calendar year – no permit required.
  - 4.3) Special Occasion Licence permitted (see Section 7 of this Schedule).
  - 4.4) Number of Trailers allowed to be permitted: 1 travel trailer maximum.
  - 4.5) Required Setbacks: as per Municipal Zoning By-Law for Dwellings.
  - 4.6) Waterfront (if present) 20 m or 23 m if the shore allowance is not owned.
  - 4.7) Maximum lot coverage (all structures) as per Municipal Zoning By-Law.
  
- 5) Open Space (OS) Zone
  - 5.1) Annual Licence not permitted.
  - 5.2) Up to 14 days in a calendar year – not permitted.

- 5.3) Special Occasion Licence permitted (see Section 7 of this Schedule).
- 6) Institutional One (I1) Zone
- 6.1) Annual Licence not permitted.
- 6.2) Up to 14 days in a calendar year – not permitted.
- 7) Special Occasion Licence:  
Application can be made for any zone listed above (1-6).  
An application on a Municipality approved form for the short-term allowance of more travel trailers than are typically allowed on a particular zone by this By-Law for special occasions (ex. family gatherings, weddings, baseball tournaments, horse shows, fairs, etc.) shall be made available at the Municipal Office. The power to grant this exemption from the number of travel trailers be given to the *Chief Building Official* or designate.
- 8) Building Permit Licence Exemption:  
Application can be made for any zone.  
Where the owner of land has obtained a building permit for the construction of a permitted structure, and that owner wishes to use a travel trailer for temporary accommodation while constructing such structure, the owner may apply for permission to do so and be exempted from the requirement to obtain a license under this By-Law. The Municipality may grant such exemption on the condition that the owner enter into an agreement with the Municipality which, among other things, provides for the removal or licensing of the travel trailer if permitted by this By-Law at a fixed time or upon completion of the structure, whichever event occurs first.
- 9) Vacant Land Preparation Licence  
Application can be made for any zone.  
Where the owner of land intends to obtain a building permit, but must first prepare the lot for construction (removal of trees, grading, driveway installation, etc.) and that owner wishes to use a travel trailer for temporary accommodation while preparing the lot for construction, the owner may apply for permission to do so by obtaining a license under this By-Law. The Municipality may grant this license on the condition that the owner enter into an agreement with the Municipality which, among other things, provides for the removal or licensing of the travel trailer if permitted by this By-Law at a fixed time or upon the issuance of a building permit, whichever event occurs first.

**SCHEDULE "B" - POLICY  
BY-LAW 2024-29 – TRAVEL TRAILER LICENSING BY-LAW  
MUNICIPALITY OF ST.-CHARLES**

**TRAVEL TRAILER LICENSING POLICY**

All property owners or travel trailer users who have been granted permission to use travel trailers are required to follow the standards set in the "Travel Trailer Licensing By-Law".

The Municipal Law Enforcement Officer will act not only on written complaints but will use a common-sense approach to the application of the Travel Trailer Licensing By-Law.

When a complaint is received, an Officer will investigate to determine if a violation exists. This By-Law will not be used to resolve issues between neighbors. If a violation is found, the Officer can issue fines, an Administrative Monetary Penalty Notice or an Order advising the owner of the violation and requiring that it be remedied within a specified time period. As the complaints and the investigations become more numerous, past practice data as well as the consistent application of the Policy will become more evident and will act as a guide in the application of the By-Law.

This By-Law has been put in place with the intention of protecting our environment by assuring that waste is properly disposed of and setting proper setbacks from waterways, to ensure that travel trailers are placed in areas that will not affect neighbours, to set safety standards for electrical and fire protection and to allow for enjoyment of our beautiful area.

Please be aware that if you are using a travel trailer in our area, you are also subject to other By-Laws including but not limited to Noise, Parking, Responsible Animal Ownership and Open-Air Burning. Please be respectful of your neighbours while visiting our area.

If you have any questions, please do not hesitate to inquire with our staff.

**This information is for convenience and quick reference only.** For specific information, contact the Municipal Law Enforcement Officer at the Municipal Office.

**SCHEDULE “C” – SET FINES  
 BY-LAW 2024-29 – TRAVEL TRAILER LICENSING BY-LAW  
 MUNICIPALITY OF ST.-CHARLES**

**PART I - Provincial Offences Act**

<b>ITEM</b>	<b>COLUMN 1 - SHORT FORM WORDING</b>	<b>COLUMN 2 – PROVISION CREATING OR DEFINING THE OFFENCE</b>	<b>COLUMN 3 – SET FINES</b>
1.	Using a trailer without a licence.	Section 3.2	\$400.00
2.	Allowing a trailer to be used without a licence.	Section 3.2	\$400.00
3.	Occupy a trailer on prohibited dates.	Section 3.3	\$300.00
4.	Permit occupation of a trailer on prohibited dates.	Section 3.3	\$300.00
5.	Constructing an unauthorized structure.	Section 3.4	\$300.00
6.	Allow construction of an unauthorized structure.	Section 3.4	\$300.00
7.	Use a trailer on a vacant lot.	Section 3.6	\$500.00
8.	Allow a trailer to be used on a vacant lot.	Section 3.6	\$500.00
9.	Unauthorized connection to septic or greywater.	Section 3.7	\$500.00
10.	Allowing an unauthorized connection to septic or grey water.	Section 3.7	\$500.00
11.	Improper disposal of grey water or sewage.	Section 3.8	\$500.00
12.	Allowing improper disposal of grey water or sewage.	Section 3.8	\$500.00
13.	Unauthorized transfer of a licence.	Section 3.9	\$200.00
14.	Failure to display a licence.	Section 3.10	\$100.00
15.	Providing false information on licence application.	Section 3.11	\$100.00
16.	Obstruct person designated to enforce this By-Law.	Section 3.12	\$300.00

**Note:** The general penalty provision for the offences listed above is Section 7.3 of the By-Law 2024-29, a certified copy of which has been filed.

**SCHEDULE “D” – APPLICATION  
 BY-LAW 2024-29 – TRAVEL TRAILER LICENSING BY-LAW  
 MUNICIPALITY OF ST.-CHARLES**

**APPLICATION FOR TRAVEL TRAILER LICENCE OR LICENCE EXEMPTION**

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

**1. Applicant Information**

<b>Name:</b>	
<b>Mailing Address:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	

**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**

<b>Property Owner:</b>	
<b>Civic Address:</b>	
<b>Roll Number:</b>	
<b>Zoning:</b>	

**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)**

<b>Make &amp; Model:</b>			
<b>Serial Number or VIN:</b>			
<b>Licence Plate:</b>			
<b>Length:</b>		<b>Colour:</b>	

**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
- No Fee - Building Permit License Exemption – Building Permit Number:  
\_\_\_\_\_
- \$400.00 Vacant Land Preparation License (requires Agreement with Building Department)
- 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 electrical 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.

<b>Applicant Signature:</b>		<b>Date:</b>
<b>Property Owner Signature:</b>		<b>Date:</b>

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