

Please refer to the Business Licensing By-law 2008-118, as amended, if you require more information on the license process.

This application is for: **New Application** **Renewal (Annual)**

Seasonal Recreational Campgrounds may only be open from May 1st to November 1st in each year. Park Model trailers must not exceed 30% of total number of sites. Residents of Park Model Campgrounds are restricted to a maximum of 270 days a year occupancy.

Campground Owner/Property Owner Information

Registered Name of Campground:	
Name of Campground Owner:	
Mailing Address:	
Business Telephone Number:	
Cell Number:	
Email Address:	
Campground Website:	

Campground/Property Information

Total number of sites: _____

Municipal Address:	
Primary Contact at Campground:	
Title:	
Campground Mailing Address:	

Seasonal Recreational/Park Model Campgrounds

Seasonal Recreational Campgrounds may only be open from May 1st to November 1st in each year. Park Model Campground permits 270 days maximum occupancy per year.

Sites	Fill in the area below
Number of tent sites:	
Number of cabins:	
Number of Park Model trailer sites: (including pre-existing mobile trailers and not to exceed 30% of total sites)	
Number of Travel Trailer sites:	

Required Documentation

Site Plan

A site plan is required for new applications or for a renewal with changes. Under the by-law a site plan drawn to scale must be submitted showing the location of all buildings and structures on the subject property.

Site plan attached to application: **Yes** **No**, site plan previously submitted

Proof of Insurance

An up to date Certificate of Insurance showing a minimum of \$2,000,000 (Two million dollars) in general liability insurance naming the Township of Springwater as additional insured is required to be submitted with all license applications.

Certificate of Insurance attached: **Yes** **No**

Simcoe Muskoka District Health Unit Clearance

All applicants are required to submit annual clearance from the local health unit regarding water systems.

Clearance attached: **Yes** **No**

Ministry of the Environment and Climate Change Clearance

All applicants are required to submit annual clearance from the Ministry regarding sewage disposal systems, potable water supply, distribution systems, underground piping for the communal water and sewage system.

Clearance attached: **Yes** **No**

Record of Seasonal Park Model Trailer Residents

For each Seasonal Park Model Trailer a record of the name, home address, phone number and number of days the unit was occupied.

Record attached: **Yes** **No**

 License Fee

Please be advised that a license will not be issued until the fee is paid in full. **The fee is \$270.00.**

Applicable license fee attached: **Yes** **No**

Campground Changes

Have changes been made to the Campground since the submittal of last year's license?

Yes **No**

If yes, please indicate changes on reverse side and attach a revised Site Plan showing all campground sites, sizes, buildings, structures and fencing.

Application Review

As a review, please ensure that the following documentation has been submitted:

- Application Form
- Site Plan (if new application or a renewal with changes)
- Certificate of Insurance
- Simcoe Muskoka District Health Unit (SMDHU) Clearance
- Ministry of the Environment and Climate Change Clearance
- Record of Seasonal Park Model Trailer Residents
- License Fee
- Campground changes (if applicable)

Applicant's Signature

By signing below I hereby make an application for a Campground License in accordance with the information provided above. I agree to adhere to the regulations and applicable schedules of the Township of Springwater's Business Licensing By-law, as amended.

Applicant's Signature: _____ Date: _____

Personal Information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56, as amended. Inquiries about the collection of personal information should be directed to the Township Clerk.

For Office Use Only

Department	Approval
Building	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire & Emergency Services	<input type="checkbox"/> Yes <input type="checkbox"/> No
Planning	<input type="checkbox"/> Yes <input type="checkbox"/> No
By-law Enforcement/Clerks	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parks and Recreation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Finance	<input type="checkbox"/> Yes <input type="checkbox"/> No