



**MUNICIPALITY OF DYSART ET AL  
APPLICATION FOR CERTIFICATE OF OCCUPANCY**

**INFORMATION SHEET**

- 1. Completion of Application**  
Every application must be completed in duplicate. All applicable information requested on the application form must be provided before the application will be considered by Council.
- 2. Deposit Required**  
Every application must be accompanied by a certified cheque, or cash, in the amount of \$60.00, payable to the Municipality of Dysart et al. Please note that an additional fee will be required for a site inspection by the Chief Building Official.
- 3. Location Plan Required**  
Every application must be accompanied by two (2) copies of a location plan, drawn to an appropriate scale and properly dimensioned. The location plan shall show the boundaries of the subject lands and all existing uses of land within 120.0 metres of the subject lands.
- 4. Site Plan Required**  
Every application must be accompanied by two (2) copies of a site plan, drawn to an appropriate scale and properly dimensioned. The site plan shall show the boundaries of the subject lands and all applicable information requested for Appendix 2.
- 5. Approvals Required**  
Three letters of approval are required to be furnished by the applicant as outlined in Appendix 3.
- 6. Declaration Required**  
The contents of the application and appendices must be validated by the applicant in the form of a Statuary Declaration before a Commissioner or other person empowered to take affidavits.
- 7. Submission**  
Mail or deliver the application to: Municipality of Dysart et al  
Planning Department  
135 Maple Ave  
P.O. Box 389  
Haliburton, Ontario  
K0M 1S0

**APPLICATION FOR PREPARATION OF A**

**CERTIFICATE OF OCCUPANCY**

**Section 34(6) of the Planning Act, RSO, 1990 c.P.13**

<b>OFFICE USE ONLY</b>			
Date Application Received:	_____	File Number:	_____
Date Application Deemed Complete:	_____	Application Fee: \$ _____	Receipt: _____

The undersigned hereby applies to the Municipality of Dysart et al for a Certificate of Occupancy.

**SECTION "A" - APPLICANT AND OWNERSHIP INFORMATION**

1. (a) Applicant(s) Name: \_\_\_\_\_  
(b) Address: \_\_\_\_\_  
\_\_\_\_\_  
(c) Telephone: Residence: \_\_\_\_\_ Work: \_\_\_\_\_  
(d) E-mail Address: \_\_\_\_\_
2. Applicant's Interest in the Subject Lands:  
Registered Owner: \_\_\_\_\_  
Prospective Purchaser: \_\_\_\_\_  
Mortgagor/Mortgagee: \_\_\_\_\_  
Any Other Interest: \_\_\_\_\_

**Note: If the applicant is not the registered owner, Section "H" must be completed to authorize this application.**

3. (a) Registered Owner(s) Name: \_\_\_\_\_  
(b) Address: \_\_\_\_\_  
\_\_\_\_\_  
(c) Telephone: Residence: \_\_\_\_\_ Work: \_\_\_\_\_  
(d) E-mail Address: \_\_\_\_\_

**SECTION "B" - DESCRIPTION OF SUBJECT LAND**

4. (a) Location:  
Concession: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
Registered Plan: \_\_\_\_\_ Lot/Part: \_\_\_\_\_  
\_\_\_\_\_  
Geographic Township of: \_\_\_\_\_  
Civic Address: \_\_\_\_\_
- (b) Total Area: \_\_\_\_\_
- (c) Name and Width of Abutting Road(s) \_\_\_\_\_

**SECTION "C" - ZONING BY-LAW**

5. Present Zoning: \_\_\_\_\_

**SECTION "D" – PUBLIC SERVICES**

- 6.
- (a) Is the property serviced by a public roadway which is maintained on a year round basis by a public road authority? Yes \_\_\_ No \_\_\_
  - (b) Are school bus services required, and if so, are they available? Yes \_\_\_ No \_\_\_
  - (c) Are all utilities, including hydro and telephone available? Yes \_\_\_ No \_\_\_
  - (d) Is fire protection available? Yes \_\_\_ No \_\_\_
  - (e) Is police protection available? Yes \_\_\_ No \_\_\_
  - (f) Are there any environmental problems associated with the subject lands. If so, please specify.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION "E" – USES OF SUBJECT LANDS**

7. (a) Existing Land Uses: *(Give detailed description)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Dates Existing Land Uses Established:

\_\_\_\_\_  
\_\_\_\_\_

	<b><u>Existing</u></b>	<b><u>Proposed</u></b>
(c) Number of dwelling units	_____	_____
(d) Number of other buildings <i>(describe use and size of each – attach additional sheet if necessary)</i>	_____	_____
(e) Building area of each building	_____	_____
(f) Front building setback	_____	_____
(g) Exterior side building setback	_____	_____
(h) Interior side building setback	_____	_____
(i) Rear building setback <i>(metres)</i>	_____	_____
(j) Building setback from water <i>(metres)</i>	_____	_____
(k) Building height(s) <i>(metres)</i>	_____	_____
(l) Gross floor area(s) <i>(square metres)</i>	_____	_____
(m) Number of parking spaces	_____	_____
(n) Driveway width <i>(metres)</i>	_____	_____

**SECTION "F" – SUPPLEMENTARY INFORMATION** *(to be attached to this application)*

8. (a) *Appendix I – Location Plan:*

Two (2) copies of a location plan, drawn to an appropriate scale, properly dimensioned, and showing thereon:

- (i) Boundaries of the subject lands.
- (ii) Existing uses of all lands within 120.0 metres of the subject lands.

(b) *Appendix II – Site Plan:*

Two (2) copies of a site plan (based on a boundary survey plan of the subject lands, prepared by an Ontario Land Surveyor), drawn to an appropriate scale, properly dimensioned, and showing thereon:

- (i) Boundaries of the subject lands.
- (ii) Location of all easements.
- (iii) Location and dimensions of all existing buildings, structures and their uses.
- (iv) Location and dimensions of all existing yards, parking areas and driveways.

(c) *Appendix III – Approvals:*

The following approvals are required to be provided in writing by the applicant, and attached to this application:

- (i) Confirmation that the property is serviced by a municipal road, a county road or a provincial highway.
- (ii) A letter from the Board of Education which states that school bus services are presently available at the subject location and that no additional municipal services are required for the Board to continue to service the subject lands.
- (iii) A letter from the Haliburton Kawartha Pine Ridge District Health Unit advising that the septic and water supply system servicing the subject lands is suitable for year round residential use.
- (iv) A letter from the Chief Building Official advising that the dwelling unit complies with the Ontario Building Code for use as a permanent residential dwelling unit, and that it complies with other applicable building, fire, health and safety regulations.

**SECTION "G" - CONSENT OF THE OWNER**

The owner must also complete the following or a similar authorization:

I/We, \_\_\_\_\_, am/are the registered owner(s) of the lands subject of this application for consent and, for the purposes of the Freedom of Information and Protection of Privacy Act, I/we hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I/We also authorize and consent to Council, committee members, municipal staff and/or any consultant/professional employed by the municipality for the purpose of processing this application, entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

**SECTION "H" – AUTHORIZED AGENTS**

I, WE \_\_\_\_\_ am/are the registered owner(s) of the property for which this application is to apply. I, WE hereby grant authorization to \_\_\_\_\_ to act on my/our behalf in all matters regarding this application.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

**SECTION "I" - AFFIDAVIT**

I, WE \_\_\_\_\_ of the Township/Town/City of \_\_\_\_\_ in the County/District/Region of \_\_\_\_\_ solemnly declare that all of the above statements contained in this application are true and I, we make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the “Canada Evidence Act”.

DECLARED before me at the \_\_\_\_\_ )  
\_\_\_\_\_ )  
of \_\_\_\_\_ in the \_\_\_\_\_ )  
\_\_\_\_\_ )  
of \_\_\_\_\_ this \_\_\_\_\_ )  
\_\_\_\_\_ )  
day of \_\_\_\_\_, 20\_\_\_\_\_ )

\_\_\_\_\_  
*Signature of Owner(s) - or Authorized Agent*

\_\_\_\_\_  
*Signature of Commissioner, etc.*