
FIRM NAME

STREET & NO. PO BOX

CITY, TOWN, VILLAGE

POSTAL CODE, TELEPHONE NO.

ATTENTION

DATE: _____

TO: **TOWNSHIP OF HAVELOCK-BELMONT-METHUEN**
PO BOX 10
HAVELOCK ON K0L 1Z0
705-778-2308 1-877-767-2795
FAX: 705-778-5248

Municipal Information

PROPERTY ADDRESS: _____

PROPERTY DESCRIPTION:

CON _____ PT LOT _____ PLAN _____
PART _____ LOT _____ REF PLAN _____

FIRM'S FILE NUMBER: _____

SURVEY ENCLOSED: YES () NO () _____

ROLL NUMBER (IF AVAILABLE): _____

PRESENT OWNER: _____

PURCHASER: _____

MUNICIPAL CONTACTS: _____

Please provide this form with the requested information indicated below. This information is required by: _____

_____ **Tax Certificate** _____ **Enclosed** _____ **Not Enclosed**
_____ **Work Order/Notice of Deficiency-Minimum Property Standards by-laws.**

_____ **Zoning** _____

_____ **Zoning information based on the enclosed Plot Plan Survey dated** _____

Are the buildings located in accordance with the municipality's By-Laws? _____

YES _____ **NO** _____

Comments: _____

_____ **Are there final inspections outstanding with respect to plumbing, heating, drainage or building permits ?** _____

Refer to Peterborough County-City Health Unit for Septic Permits 705-743-1000

Refer to Ministry of Transportation for Highway Entrance Permits 1-866-224-0622 ext 224

_____	Heritage Designation-Not Designated	_____	Designated	_____
_____	Date House was completed	_____		
_____	Outstanding Park or Lot Levy	_____		
_____	Local Improvement Charges	_____		
_____	Any charges or special rates under the Tile Drainage Act, the Drainage Act, the Shoreline Property Assistance Act, Ontario Home Renewal _____			
_____	Any charges for Work Orders, Snowshovelling, Demolition, Hydro, Water or other Public Act and or charges under the Telephone Act, Fire Marshall's Act, the Public Health Act or Weed Control, etc			
_____	Copies of By-Laws, Minutes, etc	Certified	_____	Not Certified _____
_____	Issue of Building Permit	YES	NO	DATE _____
_____	Issue of Occupancy Permit	YES	NO	DATE _____
_____	Copy of Zoning By-Law	Enclosed	_____	To be forwarded _____
_____	Copy of Official Plan	Enclosed	_____	To be forwarded _____
_____	Is the subject property situated on a Municipally maintained road?			
_____	Is the subject property located within the Wellhead Protection Areas as per the Clean Water Act? Yes _____ No _____			
_____	Is the property in compliance with the requirements of the Clean water Act?			
_____	Additional information required			

For Source Water Protection approval refer to the Risk Management Official, Terri Cox at Otonabee Conservation Authority 705-745-5791 e: tcox@otonabee.com

Charges:

Tax Certificate	\$	30.00	Copies of By-laws, Minutes, etc - \$.50 per page	_____
Work Order	\$	30.00	Water/Sewer Cert (Havelock Ward only)	\$ 30
Zoning	\$	30.00	Additional Items	\$ 2.00
Survey Compliance	\$	30.00		
Zoning By-Law - contact municipality for cost				
Official Plan - contact municipality for cost				

The foregoing information is for your convenience only and it should be clearly understood that you must satisfy yourself as to whether the premises and the existing or proposed use thereof is or would be in conformity with all the applicable by-laws and regulations of the Municipality.

As far as work orders and matters of a similar nature, if a file search has revealed there are no outstanding items, you should be cautioned that this might only be because the premises have never been inspected.

The completed information on this sheet is, as of this date and to the best of my knowledge, true and correct. (ERRORS AND OMISSIONS EXCEPTED)

DATED _____ day of _____

John Smallwood, Chief Building Official