



**MUNICIPALITY OF DYSART ET AL
APPLICATION FOR RESPONSIBILITY
AGREEMENT**

INFORMATION SHEET

1. Completion of Application

The attached application form is to be completed and submitted to the Dysart Planning and Land Information Department. In all cases, please ensure that you keep a copy for your files.

The application cannot be processed if insufficient or inaccurate information is provided. Complete the application and provide as much information as possible. Correct information with respect to the property is important.

2. Authorization of Agent

The application is to be completed by the benefiting property owner(s) or authorized agent. Where the application is being submitted by an agent, the written authorization of the owner is required. Section D of the application form must be completed or a similar statement, signed by the owner(s) of the property, must be attached to the application form.

3. Fees and Charges

Each application shall be accompanied by payment in the amount of **\$4000.00 (Responsibility agreement, professional services and legal deposit fees.)**

Responsibility Agreement:	\$750.00
Professional Services Deposit:	\$2500.00
Legal Fees Deposit:	\$750.00

This is considered a deposit towards the cost of processing the application. These costs may include all planning fees, legal fees, engineering fees, fees of other professionals, registration fees, disbursements, reproduction costs, postage, advertising, telephone charges, facsimile charges, peer review fees and any other reasonable costs which may be incurred by the Municipality. Additional funds may be requested from time to time, to fully cover the municipal expenses. Work will not be completed by the Municipality, its solicitor or consultants until such deposit has been paid by the applicant.

Peer Review Deposit:	\$5000.00
Ontario Land Tribunal Deposit:	\$5000.00

4. Submission

Mail the application to: Municipality of Dysart et al
Planning and Land Information Department
OR
135 Maple Ave, P.O. Box 389, Haliburton, Ontario, K0M 1S0

E-mail the application to: planning@dysartetal.ca

The Municipality of Dysart et al offers a variety of ways to make payment for planning applications.

- Mail a cheque with the application.
- In-person with cash, cheque or debit card at the Municipal Office (Monday to Friday 8:30 a.m. to 4:30 p.m.)
- On-line with credit card or debit card using Paymentus
<https://ipn.paymentus.com/rotp/DYEA>

5. Plans Required

Each application shall be accompanied by:

- (a) Two (2) copies of a plan showing the boundaries and dimensions of the property (size 8½ " x 11").
- (b) Two (2) copies of the site plan, approved for the property (size 8½ " x 11").
- (c) Two (2) copies of the hydrogeology report for the proposed water system.
- (d) Two (2) copies of the plans showing the design of the proposed water system.

PLEASE NOTE: All reports and plans (i.e. Environmental Impact Study, etc.) must be submitted in digital format and hard copy.

6. Declaration Required

The contents of this application and any maps/appendices shall be validated by the applicant in the form of a statutory declaration before a Commissioner or other person empowered to take affidavits.

7. Applicant's Responsibility

The filing of this application is considered as an undertaking by the applicant to accept all conditions as herein set forth.

8. Effective Date

The effective date of this application shall be deemed to be that on which it is received with sufficient information.

**APPLICATION FOR PREPARATION OF A
RESPONSIBILITY AGREEMENT**

OFFICE USE ONLY

Date Application Received: _____	File Number: _____	
Date Application Deemed Complete: _____	Application Fee: \$ _____	Receipt: _____

The undersigned hereby applies to the Municipality of Dysart et al for the preparation of a "Responsibility Agreement" with respect to the lands described herein.

SECTION "A" - APPLICANT AND OWNERSHIP INFORMATION

1. (a) Applicant(s) Name: _____
(b) Address: _____
(c) Telephone: Residence: _____ Work: _____
(d) E-mail Address: _____

2. (a) Authorized Agent: _____
(b) Address: _____
(c) Telephone: Residence: _____ Work: _____
(d) E-mail Address: _____

3. (a) Hydrogeology Report attached: _____

4. (a) Encumbrances (*mortgages*): Yes ___ No ___
(b) If yes: Name: _____
Address: _____
(c) Letter of Consent of Mortgagee (*required before the application will be processed*).

5. Please attach a copy of the current PIN Sheet: _____

SECTION "B" - DESCRIPTION OF SUBJECT LAND

6. Description of Subject Lands:
(a) Concession: _____ Lot(s): _____
Registered Plan: _____ Lot/Part: _____
Geographic Township of: _____

SECTION "C" - PLANNING INFORMATION

- 7. Official Plan Designation: _____
- 8. Zoning By-law Designation: _____

SECTION "D" - AUTHORIZED AGENT(S)

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(s) _____

SECTION "E" - CONSENT OF THE OWNER

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

I/We, _____, am/are the registered owner(s) of the property for which this application is to apply. 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 Municipal Act for the purposes of processing this application. I/We also authorize and consent to representatives of 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 "F" - 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.