



## MUNICIPALITY OF DYSART ET AL APPLICATION FOR LICENSE OF OCCUPATION

### 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 Licensee or authorized agent. Where the application is being submitted by an agent, the written authorization of the Licensee is required. Section D of the application form must be completed or a similar statement, signed by the Licensee of the property, must be attached to the application form.

#### **3. Application Fee**

Each application for a License of Occupation Agreement shall be accompanied by cash, debit, online payment or a cheque, payable to the Municipality of Dysart, in the amount of \$1500.00 for a new agreement, \$1250.00 for an agreement renewal or \$500.00 for a Licence for a Short-Term Rental. The fees are a deposit towards the full cost to process the application.

License of Occupation/Encroachment Agreement:	\$750.00
License of Occupation/Encroachment Agreement Renewal:	\$500.00
License of Occupation/Encroachment Agreement for Short Term Rental Located on Shore Road Allowance:	\$500.00
Legal Fees Deposit:	\$750.00

#### **4. Plans Required**

Each application shall be accompanied by two (2) copies of a plan showing:

- (a) The boundaries and dimensions of the property.
- (b) The accurate location, size and type of all proposed and existing buildings and structures on the property.
- (c) The distance from side, rear and front lot lines of all existing or proposed buildings.
- (d) The location, width and names of all roads within or abutting the property, indicating whether they are public traveled roads, private roads or rights of way or unopened road allowances. The location and number of parking and loading spaces, ingress, egress and direction of traffic.
- (e) The location of all natural and artificial features on the property (*i.e. railways, wells, septic tanks, drainage ditches, watercourses, slopes, swamps, wooded*

*areas), the location of any of these features on adjacent lands which may affect the proposal, and any proposed changes to the land, such as grading, blasting, planting or channelization.*

- (f) The use of adjoining lands (*i.e. residential, agricultural, commercial, etc.*).
- (g) The location and nature of any restrictive covenant or easement affecting the property.

## **5. 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.

## **6. Applicant's Responsibility**

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

## **7. Effective Date**

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

## **8. Submission**

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

**OR**

E-mail the application to: [planning@dysartetal.ca](mailto: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.)
- Online payment with credit card or debit card using Paymentus  
<https://ipn.paymentus.com/rotp/DYEA>

**APPLICATION FOR PREPARATION OF A  
LICENSE OF OCCUPATION**

**OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_ File Number: L07-LO-20

Date Application Deemed Complete: \_\_\_\_\_ Application Fee: \$ \_\_\_\_\_ Receipt: \_\_\_\_\_

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

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

1. Applicant(s) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_ Residence: \_\_\_\_\_ Work: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
  
2. Authorized Agent: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_ Residence: \_\_\_\_\_ Work: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

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

3. Type of Municipal Property:
  - a) Road allowance on a registered plan: \_\_\_\_\_
  - b) Original allowance for road: \_\_\_\_\_
  
  - c) Original shore road allowance: \_\_\_\_\_
  - d) Other Municipal lands (*specify*): \_\_\_\_\_
  
4. Location:
  - (a) Area to be licensed:  
Concession: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
Registered Plan: \_\_\_\_\_ Lot/Part: \_\_\_\_\_  
Geographic Township of: \_\_\_\_\_
  
  - (b) Licensee's Property:  
Concession: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Registered Plan: \_\_\_\_\_

Lot/Part: \_\_\_\_\_

Geographic Township of: \_\_\_\_\_

### **SECTION "C" - PLANNING INFORMATION**

5. Official Plan Designation: \_\_\_\_\_

6. Zoning By-law Designation: \_\_\_\_\_

7. Reason for the requested License of Occupation:  
\_\_\_\_\_

Proposed Uses: \_\_\_\_\_  
\_\_\_\_\_

Proposed Buildings and Structures: \_\_\_\_\_  
\_\_\_\_\_

### **SECTION "D" - AUTHORIZED AGENT(S)**

I, WE \_\_\_\_\_ will be the licensee for 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 and, for the purposes of the Freedom of Information and Protection of Privacy Act, to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

Date: \_\_\_\_\_

*Signature of Licensee(s)* \_\_\_\_\_

### **SECTION "E" - CONSENT OF THE LICENSEE**

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

I/We, \_\_\_\_\_, will be the licensee for 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 Licensee)

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

\_\_\_\_\_  
(Signature of Licensee)

## **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 \_\_\_\_\_ ) *Signature of Licensee(s) - or Authorized Agent*  
day of \_\_\_\_\_, 20\_\_\_\_)

*Signature of Commissioner, etc.*

**The following acknowledgement must be signed by the Licensee, witnessed and dated:**

## **SECTION "G" – PLANNING SERVICES ACKNOWLEDGEMENT**

The filing of this application is considered as an undertaking by the Licensee to accept all terms and conditions as set forth herein. Where the applicant is not the Licensee, the Licensee will be responsible for any and all outstanding costs related to the processing of this application.

### **APPLICANT'S RESPONSIBILITY:**

1. The Applicant agrees to provide the Municipality with the following:
  - a) Any information in the Applicant's possession concerning all planning matters with respect to this application.
  - b) All surveys, drawings, sketches or plans as required to process this application.
2. The Applicant understands and agrees that where the services of the Municipal Solicitor are required to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of an invoice.
3. The Applicant understands and agrees that where the Municipality is required to engage the services of any other professional, including but not limited to, a surveyor, a hydrologist, a limnologist, etc. to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of an invoice.

### **SITE VISITS:**

6. The Licensee acknowledges that Municipal staff or Councilors may be required or choose to visit the property which is the subject of this application in order to process this application. The Licensee consents to such site visits.

7. The Licensee acknowledges that the processing of this application may require the taking of pictures, either still or video, of the subject property. The Licensee consents to such pictures as may be required.

**DEPOSITS / INVOICES:**

8. Where the Municipality finds it necessary to make extensive use of professional assistance in the processing of this application, the Municipality will request a deposit from the applicant to cover the cost of the service and processing of the application will not continue until the deposit is received by the Municipality. An initial deposit of \$5,000.00 will be requested upon submission of the application. Additional funds will be requested as required to pay expenses. The Municipality will maintain accurate records and provide a statement of account upon request from the applicant. The applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Municipality, payment for which has been made by the Municipality or invoices for which have been received by the Municipality.

WITNESSED BY:

Per: \_\_\_\_\_  
*Signature of Licensee*

Per: \_\_\_\_\_  
*Signature of Licensee*

DATE: \_\_\_\_\_ 20 \_\_\_\_\_