



**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 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. Application Fee**

Each application shall be accompanied by a cheque, payable to the Municipality of Dysart, in the amount of \$300.00.

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

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

**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 "License of Occupation" 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) Reason for the requested License of Occupation: \_\_\_\_\_  
\_\_\_\_\_  
(b) Proposed Uses: \_\_\_\_\_  
\_\_\_\_\_  
(c) Proposed Buildings and Structures: \_\_\_\_\_  
\_\_\_\_\_

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

4. 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*): \_\_\_\_\_
5. 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**

6. Official Plan Designation: \_\_\_\_\_

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

**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.

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 \_\_\_\_\_ )  
\_\_\_\_\_ )  
day of \_\_\_\_\_, 20\_\_\_\_\_ )

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

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