

\_\_\_\_\_  
**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:** \_\_\_\_\_

**ROLL NUMBER (IF AVAILABLE):** \_\_\_\_\_

**PRESENT OWNER:** \_\_\_\_\_

**PURCHASER:** \_\_\_\_\_

**MUNICIPAL CONTACTS:**

\_\_\_\_\_  
Valerie Nesbitt, Treasurer/ Chief Building Official

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**

_____	<b>Heritage Designation-Not Designated</b>	_____	<b>Designated</b>	_____
_____	<b>Date House was completed</b>	_____		
_____	<b>Outstanding Park or Lot Levy</b>	_____		
_____	<b>Local Improvement Charges</b>	_____		
_____	<b>Any charges or special rates under the Tile Drainage Act, the Drainage Act, the Shoreline Property Assistance Act, Ontario Home Renewal</b> _____			
_____	<b>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</b> _____			
_____	<b>Copies of By-Laws, Minutes, etc</b>	<b>Certified</b>	_____	<b>Not Certified</b> _____
_____	<b>Issue of Building Permit</b>	<b>YES</b>	<b>NO</b>	<b>DATE</b> _____
_____	<b>Issue of Occupancy Permit</b>	<b>YES</b>	<b>NO</b>	<b>DATE</b> _____
_____	<b>Copy of Zoning By-Law</b>	<b>Enclosed</b>	_____	<b>To be forwarded</b> _____
_____	<b>Copy of Official Plan</b>	<b>Enclosed</b>	_____	<b>To be forwarded</b> _____
_____	<b>Is the subject property situated on a Municipally maintained road?</b> _____			
_____	<b>Additional information required</b> _____			

Receipt # \_\_\_\_\_

Charges:

Tax Certificate               \$     30.00

Work Order                 \$     30.00

Zoning                     \$     30.00

Survey Compliance       \$     30.00

Additional Items           \$     2.00

Zoning By-Law - contact municipality for cost

Official Plan - contact municipality for cost

Copies of By-laws, Minutes, etc - \$ .50 per page

Water/Sewer Cert (Havelock Ward only) \$30.00

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 \_\_\_\_\_

\_\_\_\_\_  
Chief Building Official