



## **CONSENT/LAND SEVERANCE PROCEDURE**

### **Application Fee:**

\$520.00 – Application Fee per lot (non-refundable)

\$210.00 – Certificate of Validation / Application (non-refundable)

### **Other Fees:**

\$260.00 – Completion Fee / Deed Stamping Fee per lot, if consent is granted (non-refundable)

St. Clair Region Conservation Authority Natural Hazard & Natural Heritage Fees are available on their website [www.scrca.on.ca](http://www.scrca.on.ca) or by calling 519-245-3710

\$75.00- Lambton County – if septic evaluation is required (septic evaluation is required if the severed or retained portion of land has a private septic system)

\$520.00 – Development Agreement Due to Severance Fee, per lot (if required, non-refundable)

\$105.00 – Recirculation Fee (if required, non-refundable) – if the application requires a recirculation, due to the actions of the applicant (i.e. Deferral, amendment, etc.), the recirculation fee must be paid before the Planning Department will recirculate the application. If the applicant is absent for the scheduled hearing of their application, the application will be deferred and the recirculation fee must be paid before the application will be brought forth to a future meeting.

### **Application Submission:**

Planning Department must review application before it can be commissioned and formally submitted. Applications will not be accepted without payment present at the time of submission. Applications will also not be accepted without a sketch (see page 5 of the 'Application for Consent' form).

If the property owner owns any lands abutting the subject property, a legal letter must be submitted with the application to confirm if the properties have/have not been merged on title as this may impact the application.

If the property is on a private septic system, the Assessment of Sewage Flows for Existing Private Sewage Disposal Systems form must be completed.

### **Additional Costs:**

5 % - Value of the raw land the day before the consent is granted (if applicable)

Water & Sewer Assessment plus installation

A Survey is required

Other costs could be dependent on conditions imposed by the Committee

### **Notification:**

All property owners within 200 ft. (60 m) of property line and appropriate agencies (sent 2 weeks prior to the meeting). Notice is also posted at the subject property.

### **Public Meeting:**

Applicant gives presentation and answers any questions the Committee or members of public may have with regards to the application.

### **Decision:**

Usually the decision is made during the public meeting while the applicant(s) are present. In the event the applicant is absent for a scheduled hearing, the application may be deferred by the Committee of Adjustment. The applicant must pay the recirculation fee before the application will be brought forth to a future meeting.

### **Appeal Period:**

Objections may be received up to 20 days after the date of decision. Any formal appeals must be filed with the Ontario Land Tribunal. The Committee of Adjustment is the approval authority of any consent/severance applications to the Town of Plympton-Wyoming. If the Committee rejects an application, the applicant has the option to challenge the Committee's decision and may file an appeal with the Ontario Land Tribunal.

### **Finalization:**

A decision of the Committee is final and binding after the appeal period has expired and no appeals have been submitted.

The physical lot layout due to consent/severance is not finalized until deeds have been stamped by the Secretary-Treasurer of the Committee of Adjustment and said deeds have been registered by an authorized individual (i.e. lawyer).

### **Condition Clearance:**

All conditions of the decision must be cleared within two (2) years of the date of decision or the decision is voided (lapsed). In the event that an application lapses, a new application and associated fees will be required.

Applicants must meet all conditions of the Consent Decision <b>PRIOR</b> to the deed being stamped.
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## APPLICATION FOR CONSENT

<b>FOR OFFICE USE</b>
File No.:
Reviewed by:
Review Date:

**NAME OF APPROVAL AUTHORITY:** Plympton-Wyoming Committee of Adjustment

**NAME OF MUNICIPALITY:** Town of Plympton-Wyoming

**APPLICATION FEE:** \$520.00 per lot

*Please complete all sections of the application form. The Town of Plympton-Wyoming has the right to refuse any applications that are incomplete, inaccurate, or have not been reviewed by the Planning Department prior to submission. Applications will not be accepted without payment present at the time of submission.*

<b>NAME OF OWNER:</b>	<b>NAME OF AGENT:</b> (if applicant is an agent authorized by the owner)
<b>MAILING ADDRESS:</b>	<b>MAILING ADDRESS:</b>
<b>TELEPHONE:</b>	<b>TELEPHONE:</b>
<b>EMAIL:</b>	<b>EMAIL:</b>

<b>TYPE OF CONSENT:</b> purpose of proposed transaction such as a transfer for the creation of			
<input type="checkbox"/> New Lot	<input type="checkbox"/> Lot Addition	<input type="checkbox"/> Easement	<input type="checkbox"/> Charge
<input type="checkbox"/> Lease	<input type="checkbox"/> Correction of Title	<input type="checkbox"/> Lot line adjustment	<input type="checkbox"/> Other (specify)

<b>NAME OF PERSON:</b> to whom the land or an interest in the land is to be transferred, charged or lease (if known, required for lot line adjustments)
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<b>LEGAL DESCRIPTION:</b> of subject land (the municipality, <u>concession and lot numbers</u> , registered plan and lot numbers, reference plan and part numbers - www.gislambton.on.ca can help with this or a Parcel Abstract from Land Registry Ontario. This information can also be found on a Town tax bill.)
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<b>MUNICIPAL ADDRESS AND ROLL NUMBER:</b>
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<b>CURRENT DIMENSIONS OF SUBJECT LAND:</b>
<b>FRONTAGE:</b> _____ <b>DEPTH:</b> _____ <b>AREA:</b> _____
<b>DATE:</b> subject property was acquired by current owner

<b>EASEMENTS - RESTRICTIVE COVENANTS:</b> affecting the subject land and a description of each easement or covenant and its effect (indicate for each)
<b>EASEMENT/COVENANT DESCRIPTION</b> _____ <b>Effect</b> _____
<b>EASEMENT/COVENANT DESCRIPTION</b> _____ <b>Effect</b> _____
<i>attach additional page if necessary</i>

<b>OFFICIAL PLAN:</b> current designation of the subject land (found at the end of the Official Plan, Schedule (Map) A)
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Is this consent to sever application consistent with the <i>Provincial Policy Statement, 2020</i> ? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
Are there any other Provincial Plan(s)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
If yes, is the proposal consisted with this Plan? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>

<b>ZONING:</b> current zoning of the subject land (found at the end of the Zoning By-law, Schedule A)
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<b>PREVIOUS/CONCURRENT APPLICATIONS:</b> if known, indicate if the land is the subject of (or will be subject to) an application under the <i>Planning Act</i>			
<input type="checkbox"/>	Official plan amendment	File #	Status/decision
<input type="checkbox"/>	Approval of a plan of subdivision (under section 51)	File #	Status/decision
<input type="checkbox"/>	Severance/consent (under section 53)	File #	Status/decision
<input type="checkbox"/>	Rezoning application (under section 34)	File #	Status/decision
<input type="checkbox"/>	Minister's zoning order	File #	Status/decision
<input type="checkbox"/>	Minor variance	File #	Status/decision
<input type="checkbox"/>	Other (specify)	File #	Status/decision

**OWNERSHIP OF ABUTTING LANDS:** does the property owner own any lands abutting the subject property?  
 Yes (see below)       No

Have the properties merged on title?  Yes     No     Unsure  
**A LEGAL LETTER MUST BE SUBMITTED WITH THE APPLICATION TO CONFIRM IF THE PROPERTIES HAVE/HAVE NOT BEEN MERGED ON TITLE AS THIS MAY IMPACT THE APPLICATION.**

**PREVIOUS SEVERANCES - ORIGINAL PARCEL:** has any land been severed from the parcel originally acquired by owner?  
 Yes (specify below)       No

Date of transfer: \_\_\_\_\_ Name of transferee: \_\_\_\_\_

Land use on the severed land: \_\_\_\_\_

**LAND TO BE SEVERED**

**DIMENSIONS OF LAND:** intended to be severed (in metric)  
**Frontage:** \_\_\_\_\_ **Depth:** \_\_\_\_\_ **Area:** \_\_\_\_\_

**EXISTING BUILDINGS & STRUCTURES:** where there are any buildings or structures on the subject land indicate for each (in metric)

<b>Building #1</b> Type: Date constructed:	Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area:
<b>Building #2</b> Type: Date constructed:	Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area: <i>Attach additional page if necessary</i>

**PROPOSED USES:** of the severed land  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROPOSED BUILDINGS & STRUCTURES:** where any buildings or structures are proposed to be built on the subject land indicate for each (in metric)

<b>Building #1</b> Type: Date constructed:	Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area:
<b>Building #2</b> Type: Date constructed:	Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area: <i>Attach additional page if necessary</i>

**ACCESS:** to the subject lands will be by

<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Water	<input type="checkbox"/> County Road
<input type="checkbox"/> Municipal Road – year round	<input type="checkbox"/> Right-of-way (ROW)	<input type="checkbox"/> Private Road
<input type="checkbox"/> Municipal Road - Seasonal	<input type="checkbox"/> Other Public Road (please specify)	

**WATER ACCESS:** where access to the subject land is by water only

<b>Docking facilities (specify):</b> Distance from subject land: Distance from nearest public road:	<b>Parking facilities (specify):</b> Distance from subject land: Distance from nearest public road:
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**WATER:** will be provided to the land by

<input type="checkbox"/> Publicly-owned/operated piped water system	<input type="checkbox"/> Lake or other water body
<input type="checkbox"/> Privately-owned/operated individual well	<input type="checkbox"/> Publicly-owned/operated individual well
<input type="checkbox"/> Privately-owned/operated communal well	<input type="checkbox"/> Other means (specify)

**SEWAGE DISPOSAL:** will be provided to the land by

<input type="checkbox"/> Publicly-owned/operated sanitary sewer system	<input type="checkbox"/> Privy
<input type="checkbox"/> Privately-owned/operated individual septic system	<input type="checkbox"/> Public communal septic system
<input type="checkbox"/> Privately-owned/operated communal septic system	<input type="checkbox"/> Other means (specify)

**\*If the severed portion is on a private septic system, please complete the Assessment of Sewage Flows for Existing Private Sewage Disposal Systems (pages 7-11)\***

**STORM DRAINAGE:** will be provided to the land by

<input type="checkbox"/> Sewers	<input type="checkbox"/> Ditches	<input type="checkbox"/> Swales	<input type="checkbox"/> Other means (specify)
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**LAND TO BE RETAINED**

**DIMENSIONS OF LAND:** intended to be retained (in metric)

Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

**EXISTING BUILDINGS & STRUCTURES:** where there are any buildings or structures on the subject land indicate for each (in metric)

<b>Building #1</b> Type: Date constructed:	Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area:
<b>Building #2</b> Type: Date constructed:	Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area: <i>Attach additional page if necessary</i>

**PROPOSED USES:** of the retained land

**PROPOSED BUILDINGS & STRUCTURES:** where any buildings or structures are proposed to be built on the subject land indicate for each (in metric)

<b>Building #1</b> Type: Date constructed:	Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area:
<b>Building #2</b> Type: Date constructed:	Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area: <i>Attach additional page if necessary</i>

**ACCESS:** to the subject lands will be by

<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Water	<input type="checkbox"/> County Road
<input type="checkbox"/> Municipal Road – year round	<input type="checkbox"/> Right-of-way (ROW)	<input type="checkbox"/> Private Road
<input type="checkbox"/> Municipal Road - Seasonal	<input type="checkbox"/> Other Public Road (please specify)	

**WATER ACCESS:** where access to the subject land is by water only

<b>Docking facilities (specify):</b> Distance from subject land: Distance from nearest public road:	<b>Parking facilities (specify):</b> Distance from subject land: Distance from nearest public road:
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**WATER:** will be provided to the land by

<input type="checkbox"/> Publicly-owned/operated piped water system	<input type="checkbox"/> Lake or other water body
<input type="checkbox"/> Privately-owned/operated individual well	<input type="checkbox"/> Publicly-owned/operated individual well
<input type="checkbox"/> Privately-owned/operated communal well	<input type="checkbox"/> Other means (specify)

**SEWAGE DISPOSAL:** will be provided to the land by

<input type="checkbox"/> Publicly-owned/operated sanitary sewer system	<input type="checkbox"/> Privy
<input type="checkbox"/> Privately-owned/operated individual septic system	<input type="checkbox"/> Public communal septic system
<input type="checkbox"/> Privately-owned/operated communal septic system	<input type="checkbox"/> Other means (specify)

**\*If the retained portion is on a private septic system, please complete the Assessment of Sewage Flows for Existing Private Sewage Disposal Systems (pages 7-11)\***

**STORM DRAINAGE:** will be provided to the land by

<input type="checkbox"/> Sewers	<input type="checkbox"/> Ditches	<input type="checkbox"/> Swales	<input type="checkbox"/> Other means (specify)
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Signature page to follow.

Only to be completed if the applicant is an agent authorized by the property owner,  
not the property owner themselves

## AUTHORIZATION BY OWNER

I, the undersigned, being the owner of the subject land, hereby authorize \_\_\_\_\_  
to be the applicant in the submission of this application.

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Signature of witness\*

\_\_\_\_\_  
Date

\*must be a third party with no interest in the application

To be completed in front of a Commissioner of Oaths  
at the Town office: 546 Niagara St Wyoming, Ontario

## DECLARATION OF APPLICANT

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that:

All the statements contained in this application and provided by me are true and I  
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.

DECLARED before me at the Town of Plympton-Wyoming in  
the County of Lambton this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature and Stamp of commissioner

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature of applicant

It is required this application be accompanied by a fee of **\$520.00** in cash, debit, or  
by cheque made payable to 'The Town of Plympton-Wyoming'. If the subject land  
is within the Regulation Area of the Conservation Authority, their review fee can be  
paid directly to that office. Their review will not begin until receipt of said fee.

Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purpose  
of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy  
Coordinator at the institution conducting the procedures under the Act.

\_\_\_\_\_ I approve of staff and Committee of Adjustment Members  
attending my property to review and assess this application as  
submitted. (Please initial if affirmative)

**This application must be accompanied by**

**a sketch showing the following**

- i. The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- ii. The distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
- iii. The boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained.
- iv. The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- v. The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- vi. The existing uses on adjacent land, such as residential, agricultural and commercial uses.
- vii. The location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way.
- viii. If access to the subject land is by water only, the location of the parking and boat docking facilities to be used.
- ix. The location and nature of any easement affecting the subject land.

FOR OFFICE USE ONLY		
Name of Owner	Address	
Name of Agent	Address	
Date of receipt of complete application	Checked by	
Zoning By-law No.	Passed	
As amended by By-law No.	Passed	
And By-law No.	Passed	
Sections	Zone	
Official Plan Designation		
Agricultural Land Use Classification in Canada Land Inventory		
Site visit carried out by staff or approval authority member:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Minor variance or by-law amendment needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Authorization of owner received (if required)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Conformity with the Agricultural Code of Practice (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval Authority File No.	Approval Authority Submission No.	
Hearing Date:	Adjourned Hearing Date:	
Date notice of decision sent to the applicant and other persons and agencies		
General comments:		



**Building Services Department**  
 789 Broadway Street, Box 3000  
 Wyoming, ON N0N 1T0

Telephone: 519-845-5420  
 Toll-free: 1-866-324-6912  
 Fax: 519-845-3817

**ASSESSMENT OF SEWAGE FLOWS FOR  
 EXISTING PRIVATE SEWAGE DISPOSAL SYSTEMS**

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Sub Lot No: \_\_\_\_\_ Plan No: \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Municipality: \_\_\_\_\_

	Existing Structure	Office Use	Structure After Construction	Office Use
<b>Fixture</b>	<b>Number</b>	<b>Fix. Units</b>	<b>Number</b>	<b>Fix. Units</b>
Bedrooms				
Dishwasher				
Laundry Tub				
Shower Stalls				
Bath Tubs				
Toilets				
Wash-up Sinks				
Kitchen Sinks				
Other				
Total				

Please answer the following questions:

1. Will any component of the existing sewage system be relocated or replaced?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Will the proposed construction decrease the existing separation distance between the structure and the existing sewage system?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Is the existing system malfunctioning or discharging sewage onto the ground or into surface water?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. What is the size of the existing septic tank? \_\_\_\_\_

5. What is the size of the existing leaching bed? \_\_\_\_\_

6. What is the floor area of the present dwelling? \_\_\_\_\_

7. What will the floor area be of the dwelling after construction? \_\_\_\_\_

I \_\_\_\_\_ CERTIFY THAT THE INFORMATION.  
(Print name in full)

CONTAINED HEREIN IS TRUE AND CORRECT.

\_\_\_\_\_  
Signature

Owner \_\_\_\_\_ Agent \_\_\_\_\_

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



## **ASSESSMENT OF REQUIREMENT TO SUBMIT AN APPLICATION UNDER PART 8 OF THE ONTARIO BUILDING CODE**

The following circumstances dictate when an upgrade or replacement of an existing sewage system is necessary. An application for a sewage permit is required when:

1. The performance level of the existing building is reduced. The Ontario Building Code states that the performance level of a dwelling is reduced where the total daily design sanitary sewage flow of the dwelling exceeds the capacity of any component of the sewage system. The capacity of the sewage system must be evaluated when the construction:
  - increases the number of bedrooms in the existing home;
  - exceeds 15% of the gross area of the dwelling unit or;
  - adds new plumbing fixtures to the existing home.
2. The proposed structure will decrease the separation distance to the existing sewage system.
3. The sewage system is malfunctioning or is discharging sewage onto the ground or into surface water (e.g. Septic connections to agricultural field tiles and drainage ditches are not permitted).
4. The owner/agent is unable to answer either question 1, 2 or 3.

On the attached graph paper, please provide a sketch of the subject property showing lot dimensions, the location(s) of all buildings and structure and the location of the septic tank and leaching (show as much detail regarding the bed as possible - i.e. number of distribution pipes, length of tiles et cetera). If the size of the lot makes it impractical to show the entire property, focus on the area where the sewage system and dwelling are (to be) located.

**This office will conduct an inspection of the subject property. An inspection/administrative fee of \$75.00 is therefore required of the applicant to cover the cost of the septic system evaluation/inspection. If it is necessary to make application for septic approval to replace or upgrade the existing sewage system, the evaluation fee will be applied to the cost of the septic permit.**

**LOT DIAGRAM AND SEWAGE SYSTEM PLAN:** Draw to scale and indicate the direction of north.

- SHOW:**
- 1) Location of sewage system components (i.e. tanks, leaching beds)
  - 2) Horizontal distances from system to adjacent existing or proposed buildings, well water supplies (including neighbours'), existing on-site sewage systems, driveways, property lines, swimming pools and watercourses (including ditches).
  - 3) Lot dimensions, roads and topographic features (i.e. steep slopes, swamps)



## Declaration of Applicant

### Section A

Is this project a commercial, agricultural, or industrial application?	<b>Yes</b>	<b>No</b>
Does the proposal involve fuel handling/storage ≥15,000 litres?	<b>Yes</b>	<b>No</b>

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### Section B

Are there any hydro poles/hydro easements on this property?	<b>Yes</b>	<b>No</b>
Is there any gas or oil or any other utility easement on this property?	<b>Yes</b>	<b>No</b>
Are there any Right-of-Way accesses on this property?	<b>Yes</b>	<b>No</b>
Are there any easements (of any nature) on this property?	<b>Yes</b>	<b>No</b>
Are there any closed private/municipal drains on this property?	<b>Yes</b>	<b>No</b>
Are there any agreements/leases attached to title (i.e. wind, gas/oil etc.)-	<b>Yes</b>	<b>No</b>

If you answered **YES** to any of the questions in **Section B** - you are required to clearly indicate on your site/plot/lot diagram the location of such items and provide sufficient documentation where applicable/requested.

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### Section C

I understand that property locates are my sole responsibility.	<b>Yes</b>	<b>No</b>
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I understand it is my sole responsibility to ensure all substantial completion inspections (as outlined in the issued permit) are requested with 48 hours' notice, carried out and approved prior to proceeding to the next stage of construction.	<b>Yes</b>	<b>No</b>
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I understand that I will be responsible to remit all applicable fees prior to my permit being officially issued and further I may be subject to the said fees if my application is denied, revoked or cancelled (by myself), as per the applicable building permit by-law.	<b>Yes</b>	<b>No</b>
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I, \_\_\_\_\_ certify that:  
(Print name)

1. The information contained in this declaration, application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. As the Owner/Agent/Contractor I take responsibility to ensure compliance to all federal, provincial and municipal legislation and or regulations prior to, during and after construction.
3. I will not hold The County of Lambton or its employees liable for any actions by myself resulting in; non-issuance of a permit, revoking of a permit, civil action and or possible fine.
4. I have authority to bind the corporation or partnership (if applicable).

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

\_\_\_\_\_  
(Signature of Applicant)

*Personal information contained in this form and schedules is collected under the authority of Section 7 Subsections 8(2) of the Building Code Act, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality to which this application is being made.*

**Please Note: This declaration must be completed in its entirety prior to the issuance of a building/plumbing/septic permit, no exceptions.**