



APPLICATION CHECKLIST

It is recommended that you consult with the Town's Director of Public Works prior to submitting your application.

Please ensure you have completed the following prior to submitting your application:

- Fully complete all sections of the application.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- A report prepared by a landscape architect or a qualified forestry consultant in accordance with the Tree Planting and Management Guidelines (Schedule A of By-Law 2024-02)
 - *The **Director** shall have the option of not requiring the report in special circumstances to be determined at their sole discretion;*
- Declaration of Owner(s)/Agent
- Application fee attached made payable to the Town of Penetanguishene:
 - Application fee \$250.00 + Deposit (as per Municipal Costs Policy)
- Municipal Costs Policy Applicants acknowledgement

If you require additional assistance regarding this application, please contact the Public Works Department at:

**Town of Penetanguishene
22 Centennial Drive
Penetanguishene, ON L9M 1R7
Ph: (705) 549-7992
Fax: (705) 549-4263
Email: bmurray@penetanguishene.ca**



OFFICE USE ONLY	
File Name: _____ Civic Address: _____	Date of Application:
Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Received: <input type="checkbox"/> Yes <input type="checkbox"/> No
ROLL # 4372----- 0000	

1. CONTACT INFORMATION:

All communication will be directed to the Primary Contact only.

Primary Contact: _____

a) Registered Owner(s): _____

(List all owners and contact information if multiple owners exist)

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____

Email Address: _____



b) Applicant/ Agent: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____

Email Address: _____

c) Arborist/Landscape Architect (if applicable): _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____

Email Address: _____

2. DESCRIPTION OF APPLICANT LANDS

Municipal Address: _____

Lot(s): _____ Registered Plan: _____

Lot Frontage _____ Lot Area _____

3. OWNERSHIP AND LAND USE

a) Are you the registered owner of the Applicant land(s) Yes No

b) Do you act on behalf of the registered owner? Yes No

c) Present Use of Applicant lands _____

d) Supplementary and supporting material to be submitted by the Applicant:

- Site Plan (for the purpose of consideration of the application only)



Please ensure that the items below appear on the site plan or survey;

- All dimensions of the applicant or municipal property
 - Name of street/Municipal address
 - North to be indicated.
- Report prepared by a **landscape architect** or a **qualified forestry consultant** in accordance with the Tree Planting and Management Guidelines



AUTHORIZATION BY OWNER:

Applicable if an Agent is making this application on your behalf.

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), _____ the undersigned, being the
Registered Owner(s)

Registered Owner(s) of the subject land, hereby authorize _____
Agent

to act as my Agent with respect to the preparation and submission of this Application.

Signature of Owner
*(If Corporation, I have the authority
to bind the Corporation)*

Date



FREEDOM OF INFORMATION AND PRIVACY:

The Owner's Signature acknowledges that "personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;" per Section 14(1)(c) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Town considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Town photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Clerk at the Town of Penetanguishene at (705) 549-7453.

Signature of Owner(s)

Date

Signature of Witness

Date



DECLARATION OF OWNER/AGENT:

Must be signed by the Owner(s)/Agent.

I/We hereby apply, as specified above, to the Corporation of the Town of Penetanguishene. It is expressly understood that this application is in regard only to the lands as hereinafter described, all costs associated with the application shall be paid as per the Fees and Charges By-law.

Signature of Owner

Signature of Agent (*if applicable*)

Date:

Date:

Please submit this application to the Town of Penetanguishene's Public Works Department at:

**Town of Penetanguishene
10 Robert Street W
Penetanguishene, ON L9M 2G2
Ph: (705) 549-7992
Fax: (705) 549-4263
Email: bmurray@penetanguishene.ca**



MUNICIPAL COSTS POLICY – APPLICANT’S ACKNOWLEDGEMENT

1. MUNICIPAL POLICY

It is the policy of the Town of Penetanguishene that Applicants pay for professional assistance that the Municipality may require to process a development application. Professional assistance may include, but is not limited to, Solicitor, Engineer, Consulting Land Use Planner, Landscape Architect, Environmental Consultant or other similar consultants and also includes the Severn Sound Environmental Association as a review agency.

2. PROFESSIONAL SERVICES

At an appropriate juncture of the approval process as determined by the Municipality, the Municipality may engage the aforementioned professional services it deems appropriate to process the application on the understanding that the Applicant will be responsible for the cost of these services as per the Undertaking below. The professional engaged may include an employee/independent contractor of the Municipality.

3. DEVELOPER ACCOUNTS

- a. The Applicant agrees to submit the initial deposit and any subsequent deposits as required by the Town’s Composite Fees By-law when requested by the Municipality.
- b. The Town will place funds deposited by the Applicant for planning approvals in a separate General Ledger account for each development or phases thereof. No co-mingling or transfer of funds between Developer Accounts is permitted.
- c. The Town will issue invoices to the Applicant when the initial and/or subsequent deposit has been drawn down to pay for professional fees incurred by the Municipality. Copies of all invoices paid by the Municipality for expenses incurred from engaging professional services and/or summary of costs incurred by the Town Engineer on the development will be provided to the Applicant at the time of invoice. The invoice may include the Municipality’s requirement for a subsequent deposit under the Town’s Composite Fees By-law.
- d. If the Applicant does not pay an invoice within 30 days of the date of invoice, the Town may charge interest on unpaid accounts at the rate of 1.25% percent per month. In the event that the applicant has entered into a Development Agreement with the Town, the Municipality may collect unpaid accounts in accordance with the terms of the agreement.



- e. Where such invoices remain outstanding or unpaid by the Applicant, no further time will be spent on the file by the Town staff or professionals working on behalf of the Municipality until payment is received in full including any supplementary deposit.
- f. When the Applicant withdraws their application or when all works required by the Applicant under a Development Agreement have been completed and accepted by the Municipality, any surplus amount on deposit with the Municipality shall be returned to the Applicant.

4. APPLICANT'S UNDERTAKING

THE APPLICANT HEREBY ACKNOWLEDGES AND AGREES that the Applicant is responsible for Municipal Costs for professional services as outlined in this Policy and that the Applicant agrees to submit the initial deposit and any subsequent deposits when requested by the Municipality.

Dated this _____ day of _____, 20__.

Signature of Applicant