



**Township of North Kawartha**  
280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0  
Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446  
[www.northkawartha.ca](http://www.northkawartha.ca)

## Request for Property Information Form

Request for Tax Certificate, Work Orders, Building Permit, Survey and Zoning Information

Name of Firm/Institution: \_\_\_\_\_

Address: Street & No./Po Box: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Name of Contact/Attention to: \_\_\_\_\_

Email Contact: \_\_\_\_\_

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

Information requested by this date: \_\_\_\_\_

**Please allow for an approximate turnaround time of 5 to 10 business days. There is a 25% additional charge for rush requests requiring a response within 3 business days.** Information will only be returned after payment is received in full. Verbal results may be available upon request as long as proof of payment is provided (i.e. a copy of the cheque).

Roll No.: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Description (Con/Lot/Plan): \_\_\_\_\_

Present Owner(s): \_\_\_\_\_

Purchaser(s): \_\_\_\_\_

**Submit this form by:**

Email: [finance@northkawartha.ca](mailto:finance@northkawartha.ca)

Fax: 705-656-4446

Mail: PO Box 550, 280 Burleigh St., Apsley, ON K0L 1A0

Or Contact: (705) 656-4445 extension 235

Office Use Only:

Filehold\A-Administration\A08-Office Services\Forms & Templates

Information Requested:

- 1. (\$40) Tax Certificate
- 2. (\$40) Work Order/Notice of Deficiency – Minimum Property Standards By-Law
- 3. (\$40) Zoning:
  - General zoning information of property
  - Zoning information based on the enclosed plot plan survey. Are the buildings/dwelling houses on the survey in conformity with the municipality's by-laws?
- 4. (\$40) Letter of Compliance
- 5. (\$100) Septic Permit Search

Additional Items (\$5 per question)

- 5. (\$5) Are there outstanding final inspections with respect to plumbing, heating, drainage, sewage/septic or building permits?
- 6. (\$5) Are there any local improvements which have taken place or which are in the process or planned in the near future?
- 7. (\$5) Heritage designation
- 8. (\$5) Date house was completed
- 9. (\$5) Issue of building permit
- 10. (\$5) Issue of occupancy permit
- 11. (\$5) Any charges or special rates under the Tile Drainage Act, the Drainage Act, the Shoreline Property Assistance Act, Ontario Home Renewal
- 12. (\$5) Is the property situated on a municipally maintained road?
- 13. Additional Information Required (Fee determined based on request):

Copies (\$0.50 per page)

- Copies of By-Laws, Minutes, etc \_\_\_\_\_
- Copy of Zoning By-Law \_\_\_\_\_
- Copy of Official Plan \_\_\_\_\_

The foregoing information is for your convenience only and it should be 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 may only be because the premises have never been inspected. The completed information from this request is, as of the date of completion and to the best of the Township's knowledge, true and correct (errors and omissions excepted).

Fees: \_\_\_\_\_

Rush Fees: \_\_\_\_\_ (25% of total fees)

Total Owing: \_\_\_\_\_