TOWNSHIP OF SEGUIN

AGREEMENT APPLICATION

Please read the following policy and procedures prior to submitting your application:

1. The formal Agreement process begins with a pre-consultation meeting with the township Planning Department. This meeting provides an opportunity for the applicant to discuss their proposal with staff, and to identify any issues, other required plans, studies or further requirements needed for the application.

2. A completed Application must be submitted to the Township of Seguin. This application must be accompanied by a sketch, clearly indicating the subject lands and purpose for the application. Please include the legal description for your property, *non-refundable Application Fee and legal deposit*.

3. Upon submission of a complete Application, staff will review the file and circulate to internal departments and external agencies if required. The timing of review varies based on the complexity of the application.

4. The application will be forwarded to the designated Municipal Solicitor to continue the application process, and an Agreement will be prepared. The Agreement will then be circulated to the Applicant for review. The Agreement must be signed by the Applicant and returned to the Township.

5. Staff will prepare a By-Law and Report to Council. Once approved, the Applicant must fulfill any requirements (such as insurance requirements).

6. All expenses or costs arising from or in relation to the application incurred by the Township and any fee charged by the Township are the responsibility of the Applicant. If the application process is not completed for any reason, the Applicant is responsible for any Township costs incurred up to that time, including any Taxes, if applicable.

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

Township of Seguin
5 Humphrey Dr.
Seguin, ON, P2A 2W8
Ph: 705-732-4300
planning@seguin.ca

Agreement Application

❑ **51(26) Consent** ❑ **Minor Variance** ❑ **License** ❑ **Other**

OFFICE USE ONLY Application No.: AGR-_____-_____-_____ File Name: _____ Civic Address: _____		Date Stamp:
Application Complete: ❑ Yes ❑ No	Fee Received: ❑ Yes ❑ No	

ROLL # 4903-_____ - _____ - _____ - 0000

Did you consult with the Township Planning Department? ❑ Yes ❑ No

Pre-consultation Date: _____

Attending Planner: _____

1. CONTACT INFORMATION:

All communication will be directed to the Primary Contact. Copies of correspondence will be sent to all parties and filed according to Township procedure.

Primary Contact: _____

a) Registered Owner(s): _____

(List all owners and contact information if multiple exist)

Mailing Address: _____

Home Phone: _____ Home Fax: _____

Business Phone: _____ Business Fax: _____

Email Address: _____

b) Agent: _____

Mailing Address: _____

Home Phone: _____ Home Fax: _____

Business Phone: _____ Business Fax: _____

Email Address: _____

2. DESCRIPTION OF APPLICANT'S SUBJECT/LICENSEE LANDS

a) Concession(s): _____

b) Lot(s): _____

c) Registered Plan No. : _____ Lot(s)/Block(s): _____

d) Reference Plan No. : _____Part(s): _____

e) Geographic Township (former municipality): _____

f) Civic Address: _____

g) Dimensions of the Subject/Licensee lands:

Frontage (m)	Depth (m)	Area (ha)

h) Existing uses of the Applicant's Subject/Licensee lands:

_____

i) Proposed uses of the Applicant's Subject/Licensee lands:

_____

j) Dimensions of the Municipal/Licensor lands:

Frontage (m)	Depth (m)	Area (ha)

k) Existing uses of the Municipal/Licensor lands:

_____

l) Proposed uses of the Municipal/Licensor lands:

_____

m) Reason for Agreement

_____

_____

3. DIRECTIONS: HOW TO GET THERE

Civic Address: _____

Directions from the Seguin Township Office (5 Humphrey Dr. Hwy 141) to your site:

_____

_____

_____

4. 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 Date

_____ _____

Signature of Owner Date

5. FREEDOM OF INFORMATION AND PRIVACY

Personal information contained in this form is collected and maintained pursuant to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56, and will be used for the purpose of responding to the Application and creating a public record. 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 Township 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 Township 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 Director of Planning at the Township of Seguin at (705) 732-4300.

_____ _____

Signature of Owner Date

_____ _____

Signature of Owner Date

_____ _____

Signature of Witness Date

6. ADDITIONAL FEES AND ACKNOWLEDGEMENT

If Planning, Surveying and/or legal fees are incurred by the Township pertaining to this Application, the Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for same.

In consideration of being permitted to proceed with the application without first securing the required development approval(s), the registered owner(s) and agent hereby release and discharge the Township from any and all claims for liability, costs, expenses, damages, losses associated with or resulting from an inability to meet, or failure to meet, the conditions imposed in any conditional approval of the application in this matter requiring the obtaining of development approval(s).

_____ _____

Signature of Owner(s)/Agent Date

_____

Please submit this application to the Township of Seguin Planning Department at:

Township of Seguin
5 Humphrey Dr.
Seguin, ON, P2A 2W8
Ph: 705-732-4300
planning@seguin.ca