



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

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 full 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
Fax: 705-656-4446
Mail: PO Box 550, 280 Burleigh St., Apsley, ON K0L 1A0
Or Contact: (705) 656-4445

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: _____

Office Use Only:

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