

PLEASE READ BEFORE COMPLETING THIS APPLICATION

This application is to be made pursuant to by-law 2020-28. Please read the by-law carefully prior to making this application.

1. APPLICANT INFORMATION

1.1 Name of Owner(s). <i>If the applicant is not the owner, authorization is required in Section 5.</i>		
Name of Owner(s):	Phone Number	
	Home:	
Mailing Address: Postal Code:	Business:	
	Cell:	
Email:	Fax:	
1.2 Agent/Applicant. <i>Fill this out if applicant is not the owner. See Section 5.</i>		
Name of Agent/Applicant:	Phone Number	
	Home:	
Mailing Address: Postal Code:	Business:	
	Cell:	
Email:	Fax:	
1.3 Contact. <i>Please indicate the contact for this application (check one).</i>		
Owner	Agent/Applicant	All

2. PROPERTY ADDRESS

2.1 Address of Vacant/Abandoned Building or Dwelling	
Civic Address: Postal Code:	Roll Number:

3. INSURANCE

3.1 Insurance Provider and Policy Information <i>Except as authorized under section 3 of by-law 2020-28, every owner of land or property that contains a dwelling that has been vacant and abandoned for more than 90 consecutive days or a building that has been vacant and abandoned for more than 120 consecutive days must within 30 days of an Order by an Inspector, maintain \$2,000,000 in liability insurance (by-law 2020-28, Sec 2.4. c).</i>	
Insurance Provider:	Policy Number:
A copy of the Insurance Certificate must be provided with this application.	Policy Renewal Date:

4. APPLICANT CHECKLIST

4.1 Utilities <i>Where a building remains vacant for more than 30 consecutive days, the owner shall ensure that all utilities serving the building are properly disconnected or otherwise secured to prevent damage to the building or adjacent property, unless such utilities are necessary for the safety or security of the vacant building, or unless such utilities are otherwise required by law to remain connected (by-law 2020-28, Sec 12.1).</i>	ON	OFF
Hydro Services		
Water Service <i>If there is a well on the property, please indicate here:</i> <i>Drilled Well Dug Well</i>		
4.2 Safety & Security	YES	NO
All combustible materials within the building are removed		
Fire detection system is present and functioning		
Sprinkler system is operational (Type: <i>Wet Dry Other</i>)		
There is no existence of rodents or any other potential health or safety risks to the Township.		
Building/Dwelling is secured to prevent entry as per by-law 2020-28, Schedule "A"		
Building/Dwelling is maintained as per by-law 2020-28, Schedule "B"		

5. AUTHORIZATION

5.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner must be included with this form, or the authorization set out below must be completed.

I, _____, am the owner of the land that is the subject of the application and I authorize _____ to make this application on my behalf

(Date)

(Signature of Owner)

6. DECLARATION

6.1 Declaration of Owner/Applicant

1. I hereby declare that the information contained in this application and on the attached plan and any associated information submitted with this application are, to the best of my knowledge, a true and complete representation of the purpose and intent of this application.
2. If the owner of the lands is a corporation or partnership, I have the authority to bind the corporation or partnership.

(Date)

(Signature of Owner or Applicant)

Please mail or drop off completed and signed applications to PO Box 129, 18 Centre St. Spencerville ON K0E 1X0. Scanned and emailed copies will be accepted at cbo@twpec.ca. Permit fee is due upon permit issuance.

FOR OFFICE USE ONLY

Pre-Issue Inspection Completed:		Order Issued:	
Date Application Received:		Application Deemed Complete:	
Date Fee Received:		Amount:	

CHECKLIST

Prior to Issuing Permit			
<i>To be completed by the Chief Building Official</i>			
Hydro Services		ON	OFF
Water Service	WELL	ON	OFF
All combustible materials within the building are removed		YES	NO
Building/Dwelling is secured as per by-law 2020-28, Schedule "A"	PART 1	PART 2	NOT SECURE
Notes:			
Building/Dwelling is maintained as per by-law 2020-28, Schedule "B"		YES	NO
<input type="checkbox"/> Exterior Walls:			
<input type="checkbox"/> Roof:			
<input type="checkbox"/> Fire Protection:			

MONITORING

Notes
<i>To be completed by the Chief Building Official</i>