



**REALTY SERVICES**  
 Legal Services  
 Box 9000, 26 Francis St., Lindsay, Ontario, K9V 5R8  
 Phone: 705-324-9411 Ext. 1261/2116 Fax: 705-324-7058  
 Toll Free: 1-888-822-2225  
 e-mail: [realtyservices@kawarthalakes.ca](mailto:realtyservices@kawarthalakes.ca)

## APPLICATION LICENSE INQUIRY

Office Use Only			
Date Stamp – Date Received:	Received By:		
	Application Fee Paid (\$139.10) <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Paid:	
	Account No: 1-3-8510-8510 (JDE: 11450.44425)		
Requirements/checklist for complete application:			
<input type="checkbox"/> Original completed and signed Application Form			
<input type="checkbox"/> \$139.10 Application Fee (non-refundable) payable to the City of Kawartha Lakes			
<input type="checkbox"/> Copy of your deed or tax bill			
<input type="checkbox"/> Survey or sketch of subject property, if available			
<input type="checkbox"/> Photos of subject property (including all encroachments), if applicable			
1.0–Applicant and Property Information			
Applicant's Contact Information			
Applicant	Surname:	First Name:	
Mailing Address	Street No. & Name:	Unit Number/P.O. Box, Etc.	
	Town/City:	Province	Postal Code
Contact	Phone (day):	Fax:	
	Email:		
Municipal Property Information (Intended to be Licensed)			
Civic Address (if available)	Street No. & Name	Town/Township:	
Legal Description (if no civic address)			
Intended use of lands			

**2.0– Additional Information**

Please provide any additional information you feel would be beneficial to the application (e.g. Do you have any Planning/Building applications currently in progress which require the licensing of municipal property; do you have any encroachments located on the municipal property?):

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**3.0– Applicant Consent**

I/We, \_\_\_\_\_, being the applicant(s), hereby agree and acknowledge as follows:

1. That this application and any supporting material - including surveys, sketches and photographs - filed with this application are public information, and form part of the public record. As public information, the applicant(s) hereby consents to the City copying and releasing the application and supporting materials for either its own use in the processing of the application or at the request of any third party.
2. I/We as applicant(s)/licensee(s) are responsible for any and all costs which are incurred by the municipality in connection to the transaction, such as the cost of any required survey drawings, city staff time fee, legal and registration costs, and any other costs which may be incurred by the municipality in connection to this application.
3. It is my/our responsibility to notify the Realty Services Department of the City of Kawartha Lakes, in writing, should I/we decide at any point to no longer proceed with this transaction. I/we confirm that any costs which are incurred by the municipality until such time as written notice to terminate the transaction is received are my/our responsibility.
4. In signing below, I/we acknowledge that I/we are the owner(s) of any encroachment(s) on the land that I/we are applying to license. I/we acknowledge that this does not guarantee approval of the above request.
5. By signing below I/we are confirming that I/we would like to proceed with this transaction.

Date	Signature
Date	Signature

The information on this form is being collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and the *Municipal Act*, for the principle purpose of processing your application. Questions about this collection should be directed to the City Clerk or Deputy Clerk at 705-324-9411 extension 1295 or 1322.