



CVCA File #:

Date Received:

P.O. Box 416, 70 Hughes Lane, Marmora, ON K0K 2M0 Tel: 613-472-3137 info@crowevalley.com

PROPERTY INQUIRY FORM

Use this form as your first point of contact to inquire about permits and development

Please be as detailed as possible to assist staff and getting you a quick response

Please note that all information must be completed on this form and be legible. Incomplete information may cause delays or an inaccurate response. If this is a legal inquiry to fulfill a condition of a real estate purchase do not use this form, please contact our office directly.

CONTACT INFORMATION

First Name		Last Name	
Mailing Address (Street, P.O. Box)		City	Postal Code
Telephone: Home	Work	Mobile	
Email			

INQUIRY MADE BY:

Property Owner	Real Estate Agent
Potential Purchaser	Agent for Property Owner
Other	Please explain:

Is the Owner aware of this application?

☐ Yes☐ No

If no, please explain:

PROPERTY LOCATION

Lot	Concession	Municipality
Municipal Street Address (i.e. - 70 Hughes Lane)		
Assessment Roll Number (19 digit number found on your property assessment notice)		
Watercourse/Waterbody		

REASON FOR INQUIRY

Potential Property Purchase

General Property Inquiry (Am I within the regulated area?)

Construction, reconstruction or placing a building/structure

Placement or removal of fill, including septic installation or replacement

Straightening, changing, diverting or interfering with a watercourse, shoreline or wetland

NATURAL FEATURES ON OR NEAR PROPERTY (PLEASE CHECK ALL THAT APPLY)

Watercourse

Shoreline

Wetland

Inland Pond

Steep Slope

Other:

PROVIDE A BRIEF DESCRIPTION OF THE PROPOSAL AND/OR ANY QUESTIONS AND CONCERNS

Information you provide on this form is collected by the Crowe Valley Conservation Authority (CVCA) in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and will not be used for any purpose other than for responding to the specific property inquiries contained in this form. The information you receive from this request is for your convenience only.

This inquiry does **NOT** constitute an Application for a Permit under Section 28 of the *Conservation Authorities Act, R.S.O. 1990 Chapter C27*.

Date: _____

By checking this box I certify that the above information is correct and accurate.

Please ensure that all information requested on this form is filled out and that you have clearly stated your inquiries.

Submit this completed form via email to info@crowevalley.com

For Inquiries that require a site visit to assess features or require formal response on letterhead, you will be requested to complete a Proposal Inquiry/Natural Hazard Assessment Application and fees will apply at time of application.

Landowner Authorization

If this Property Inquiry is to be submitted by a solicitor/ contractor/ agent on behalf of the owner(s), this Landowner Authorization must be completed and signed by the owner(s). If the owner is a corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

NOTE TO OWNER(S) Please note that the Crowe Valley Conservation Authority staff reserve the right to discuss any or all aspects of the property inquiry and the property inquiry site visit and land access process with the property owner.

If the property inquiry is to be prepared by a solicitor/ contractor/ agent, authorization should not be given until the property inquiry form and its attachments have been examined and approved by you the owner(s). All submissions are the responsibility of the owner(s).

I/ We _____

Print full name of owner

Hereby authorize _____

Print full name of Solicitor/ Contractor/ Agent)

To submit the enclosed property inquiry form to the Crowe Valley Conservation Authority and to provide any further information or material required by Authority Staff relevant to the property inquiry in accordance with the requirements of the Ontario Regulations 159/06.

Signature of Owner(s) Date _____ Date: _____

Signature of Solicitor/ Contractor/ Agent _____ Date: _____