



TOWN OF STRATFORD COTTAGE AGREEMENT APPLICATION

1. APPLICANT INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

2. PROPERTY INFORMATION

PID: _____ LOT # _____ CIVIC ADDRESS: _____

NAME OF LANDOWNER: _____

CHECK HERE IF SAME AS ABOVE:

PHONE: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

3. REQUIRED DOCUMENTATION

- SCHEDULE "A" FROM PROPERTY DEED - if you do not have a copy, Taxation & Property Records at the Provincial Government should have this available for you.
- LETTER OF AUTHORIZATION – Allows someone other than the Landowner to apply on their behalf.
- ALL RELEVANT BUILDING/DEVELOPMENT PERMITS - Please check with the Planning Department staff if you are doing renovations to ensure you don't require a building permit.
- SEWAGE DISPOSAL CERTIFICATE (WHERE APPLICABLE) – Proof that your septic system is suitable for your dwelling. This certificate should be available from your installer.
- APPLICATION FEE - \$300.00 (includes registration)

DECLARATION

I HEREBY CERTIFY THAT ALL INFORMATION HEREIN, THE ATTACHED PLANS, AND OTHER ATTACHED DOCUMENTS ARE COMPLETE AND CORRECT.

NAME OF APPLICANT (PLEASE PRINT): _____

SIGNATURE OF APPLICANT: _____

DATE: _____

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT FULL PAYMENT OF FEES. PAYMENTS MAY BE MADE BY CASH, CHEQUE (PAYABLE TO THE TOWN OF STRATFORD), DEBIT, VISA OR MASTERCARD. PAYMENT IS DUE AT THE TIME OF APPLICATION.

PLEASE NOTE THAT MISSING DOCUMENTS MAY CAUSE DELAYS IN PROCESSING YOUR APPLICATION.

ALL COTTAGE AGREEMENT APPLICATIONS MUST CONFORM TO ZONING & DEVELOPMENT BYLAW #45, SECTION 8.19. SEASONAL DWELLINGS.

After your application has been reviewed and approved, **the agreement must be signed by the Landowner & witnessed by a Commissioner of Deeds & Affidavits** (available at Town Hall). The signed agreement will be sent to the Provincial Land Registry, and a registered copy will be provided to the Town & Landowner. If you have any questions regarding this application, please contact the Planning Department.