



**The Corporation of the  
Township of Georgian Bay  
Clerk's Department**

**99 Lone Pine Road, Port Severn, Ontario,  
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1 (800) 567-0187  
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**LICENSE OF OCCUPATION APPLICATION**

**OFFICE USE ONLY**

Date Received \_\_\_\_\_ Application Number \_\_\_\_\_

Complete Application  Yes  No Applicable Fees Paid  Yes  No

Date Accepted \_\_\_\_\_ Received By \_\_\_\_\_

**COMPLETENESS OF THE APPLICATION:** *This application form sets out the information that must be provided by the applicant, as prescribed in the various Ontario Regulations made under the Planning Act. It also sets out other information that will assist the Township and others in their planning evaluation of the proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. If the requested information, including the plans and fee, is not provided, the Township will return the application or refuse to further consider the application until the information, plans and fee have been provided.*

**Name of Registered Owner(s)** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

E-Mail \_\_\_\_\_

**Name of Solicitor** \_\_\_\_\_

(if involved)

Mailing Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

E-Mail \_\_\_\_\_

**Name of Agent(s)** \_\_\_\_\_

(if involved)

Mailing Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

E-Mail \_\_\_\_\_

**Property Description(s)**

Lot \_\_\_\_\_ Concession \_\_\_\_\_ Island \_\_\_\_\_

Ward \_\_\_\_\_ Part \_\_\_\_\_ of Plan \_\_\_\_\_

Assessment Number (see tax bill) \_\_\_\_\_

Municipal Address \_\_\_\_\_

Lot \_\_\_\_\_ Concession \_\_\_\_\_ Island \_\_\_\_\_

Ward \_\_\_\_\_ Part \_\_\_\_\_ of Plan \_\_\_\_\_

Assessment Number (see tax bill) \_\_\_\_\_

Municipal Address \_\_\_\_\_

Reason for requesting License of Occupation:

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Concurrent Severance Number (if applicable) \_\_\_\_\_

Concurrent Minor Variance Number (if applicable) \_\_\_\_\_

The following should be provided by the Applicant before this application will be accepted for processing:

1. Key Plan – showing the general location of the property in relation to adjacent roads, highways, water bodies, urban areas, etc.
2. Sketch Plan – showing the property to scale with dimensions, adjacent properties and utility or other easements.
3. The Municipality may require a survey sketch in some circumstances for accuracy purposes.

**The Municipality will eventually require a Certificate of Insurance to maintain comprehensive general liability insurance in the minimum amount of \$2,000,000; the Township of Georgian Bay shall be listed as additionally insured.**

FEES SCHEDULE

License of Occupation Administration Fee  \$350.00

License of Occupation Annual Renewal Fee  \$200.00

Temporary License of Occupation Administration Fee  \$100.00

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant / Owner

\_\_\_\_\_  
Signature of Applicant / Owner