

# Application Form



**File Number** (For Internal Use):

<b>Contact Name:</b>	<input type="text"/>
<b>Phone Number:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>
<b>Subject Property:</b>	<input type="text"/>
<b>Municipality:</b>	<input type="text"/>
<b>Assessment Roll Number</b> (If Available):	<input type="text"/>
<b>Nature of Inquiry:</b>	<input type="text"/>

## Requested Service (Please Identify by )

### Planning Peace of Mind and Zoning Assessment Letter

(A Letter That Provides A Professional Opinion On A Client's Land Use Rights On A Specific Property and/or Its Surrounding Area + Up To A 30 Minute Phone Consultation)

<i>Land Use Type</i>	<i>Requested Service</i>	<i>Fees (Starting At + HST)</i>
Residential	<input type="checkbox"/>	<input type="checkbox"/> \$500.00 (per property) <input type="checkbox"/> \$1,250.00 (for three properties)
Agricultural	<input type="checkbox"/>	
Community	<input type="checkbox"/>	
Commercial	<input type="checkbox"/>	<input type="checkbox"/> \$1,000.00 (per property) <input type="checkbox"/> \$2,500.00 (for three properties)
Industrial	<input type="checkbox"/>	
Institutional	<input type="checkbox"/>	
Other Uses	<input type="checkbox"/>	
Municipal Compliance Letter (Recommended)	<input type="checkbox"/>	Determined by the Municipality No letter +\$100.00 + HST
Development-Related	<input type="checkbox"/>	Starting from \$1,000.00
		<b>(Total + HST)</b>

**Assessment Letters are guaranteed within 36 hours once payment is received (subject to conditions) i.e. where a municipal compliance letter is requested, if information is not available online or if the municipality has to be contacted.**  
**Additional fees may apply where supplementary information is required, such as in person visits to a municipality and/or an agency's administration office.**  
**Service is initiated upon receipt of payment.**

### Peace of Mind Phone Consultation Property Overview

(Up To A 30 Minute Interactive Phone Consultation General Inquiries/Overview of Municipal Official Plan Land Designation and/or Zoning By-Law With Client)

<i>Number of Properties</i>	<i>Requested Service</i>	<i>Fee (Starting At)</i>
One	<input type="checkbox"/>	<input type="checkbox"/> \$200.00
Three	<input type="checkbox"/>	<input type="checkbox"/> \$500.00
Seven	<input type="checkbox"/>	<input type="checkbox"/> \$1,000.00
Ten	<input type="checkbox"/>	<input type="checkbox"/> \$1,250.00
		<b>(Total + HST)</b>

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Phone inquiries provided within 36 hours (subject to conditions).  
Client is responsible to ensure that their communication mediums are available and in good working order prior to teleconference.  
Service is initiated upon receipt of payment.

## Peace of Mind Review Deliverables

Sample Inquiry Services Provided	Requested Service
Future Land Use Designation (What Current and Future Uses are Permitted on this Property and/or its Surrounding Area)?	<input type="checkbox"/>
Zoning By-law (e.g. What Uses are Currently Permitted on this Property)	<input type="checkbox"/>
Preliminary Conservation Authority Regulated Area Assessment	<input type="checkbox"/>
Notable Active Development Proposals in the Surrounding Neighbourhood	<input type="checkbox"/>
Potential Future School Sites	<input type="checkbox"/>
Preliminary Development Proposal Study/Report Requirement Screening	<input type="checkbox"/>
Preliminary Source Water Protection Screening	<input type="checkbox"/>
Preliminary Record of Site Condition (RSC) Screening	<input type="checkbox"/>
Heritage Property Review (e.g. Is the Property Listed or Designated of Historical Significance?)	<input type="checkbox"/>
Other: <input type="text"/>	

Service fees are subject to change depending on which deliverables above are selected.  
Service is initiated upon receipt of payment.

## Planning Peace of Mind Services Terms, Conditions and Disclaimers

- THIS AGREEMENT IS BASED UPON THE ASSUMPTION THAT THE TERMS AND CONDITIONS OF THIS CONTRACT ARE AGREEABLE TO THE CLIENT BY AFFIXING THEIR SIGNATURE BELOW. THIS CONTRACT WILL FORM THE BASIS OF THE ENTIRE AGREEMENT BETWEEN THE CLIENT AND PLANNING PEACE OF MIND SERVICES AND CANNOT BE CHANGED WITHOUT THE WRITTEN CONSENT OF PLANNING PEACE OF MIND SERVICES.
- THE INFORMATION PROVIDED BY PLANNING PEACE OF MIND SERVICES SHOULD ONLY BE TREATED AS A PRELIMINARY ASSESSMENT. ADDITIONAL INFORMATION IN SUPPORT OF A REPORT MAYBE REFERENCED THROUGH GOVERNMENT/AGENCY CONTACTS AND/OR WEBSITES.
- PAYMENT BY THE CLIENT MUST BE MADE VIA PAYPAL OR ETRANSFER TO [property@ppom.ca](mailto:property@ppom.ca), HOWEVER ALTERNATE METHODS OF PAYMENT MAYBE CONSIDERED.
- THE FEE QUOTED ABOVE MAY NOT INCLUDE ANY ADDITIONAL WORK, I.E. ANY PROPOSAL THAT REQUIRES ADDITIONAL ANALYSIS REQUIRING TRAVEL AND/OR DIRECT COMMUNICATION WITH A THIRD PARTY; ATTENDANCE AT THE LOCAL PLANNING APPEAL TRIBUNAL (LPAT) AND/OR IN COURT AND/OR AT ANY ARBITRATION MEETING. IF REQUIRED, ADDITIONAL FEES BASED UPON A FIGURE OF FEE PER DAY / FEE PER HOUR INCLUDING ALLOWANCES FOR TRAVEL TIME AND OUT OF POCKET EXPENSES. SUCH FEE WILL BE CHARGED AND IS AGREEABLE TO THE PRIMARY PARTIES.
- SERVICE IS INITIATED UPON RECEIPT OF PAYMENT TO THE SATISFACTION OF PLANNING PEACE OF MIND SERVICES.
- FOLLOWING PROOF OF PAYMENT, PLANNING PEACE OF MIND SERVICES GUARANTEES TO CORRESPOND WITH THE CLIENT WITHIN **36-HOURS**, EITHER BY PHONE, OR A LETTER ELECTRONICALLY MAILED TO THE CLIENT (SUBJECT TO THE CONDITIONS IDENTIFIED THROUGHOUT THESE TERMS AND CONDITIONS). IF PLANNING PEACE OF MIND SERVICES FAILS TO COMMUNICATE EITHER IN WRITING OR BY PHONE, THE CLIENT IS ENTITLED TO 100% OF THE COST OF THE SERVICE REQUESTED.
- WHERE THE INFORMATION REQUIRED TO CONDUCT AN ASSESSMENT IS NOT AVAILABLE AND/OR IS INCONCLUSIVE (WHICH INCLUDES GOVERNMENT/AGENCY WEBSITE DIFFICULTIES, INTERPRETATION DISCREPANCIES/CONFIRMATION ETC.), PLANNING PEACE OF MIND'S SERVICE TURNAROUND TIME OF 36 HOURS MAY BE VOID. PLEASE NOTE THAT PLANNING PEACE OF MIND'S 36-HOUR LETTER TURNAROUND TIME IS **NOT** AVAILABLE WHERE DIRECT CONTACT WITH THE APPLICABLE MUNICIPALITY AND/OR AGENCY IS REQUIRED.
- THE INFORMATION PROVIDED IS OF THE PROFESSIONAL PLANNING OPINION OF PLANNING PEACE OF MIND SERVICES' BASED ON CURRENT LAND USE DEVELOPMENT PROVISIONS PRESCRIBED UNDER THE ONTARIO *PLANNING ACT* OBTAINED FROM VARIOUS GOVERNMENT SOURCES.
- PLANNING PEACE OF MIND SERVICES ENCOURAGES THE CLIENT TO SATISFY THEMSELVES BY FOLLOWING UP WITH GOVERNMENT AGENCIES (EITHER IN PERSON OR BY OBTAINING A MUNICIPAL COMPLIANCE LETTER, WHERE APPLICABLE) AND/OR BY USING THE CONTACTS AND/OR TOOLS PROVIDED BY PLANNING PEACE OF MIND. WHERE PROPERTY INVESTMENTS ARE CONSIDERED,

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## Planning Peace of Mind Services Terms, Conditions and Disclaimers

CONDITIONS OF PURCHASE OF SALE AGREEMENTS SHOULD ALSO BE CONSIDERED WITHIN A SPECIFIED TIMEFRAME UPON RECEIPT OF OFFICIAL LAND USE CONFIRMATION (E.G. PLANNING AND ZONING) FROM ALL AGENCIES IDENTIFIED BY PLANNING PEACE OF MIND.

- ANY LETTER PREPARED BY PLANNING PEACE OF MIND SERVICES IS ONLY FOR THE SOLE PURPOSE OF THE CLIENT IDENTIFIED ON THIS FORM AND ONLY APPLIES TO THE NATURE OF THEIR REQUEST AND CANNOT BE USED FOR ANY OTHER PROPERTY AND/OR INTERPRETED BY ANY OTHER PARTY.
- ALL PROPERTY REQUESTS MUST BE OUTSIDE OF THE GEOGRAPHICAL BOUNDARIES OF THE REGIONAL MUNICIPALITY OF DURHAM (DURHAM REGION), WHICH ALSO EXCLUDES ANY REQUESTS/INQUIRIES WITHIN THE TOWN OF AJAX, THE TOWNSHIP OF BROCK, THE MUNICIPALITY OF CLARINGTON, THE CITY OF OSHAWA, THE CITY OF PICKERING, THE TOWNSHIP OF SCUGOG, THE TOWNSHIP OF UXBRIDGE AND THE TOWN OF WHITBY.
- PLANNING PEACE OF MIND SERVICES IS NOT RESPONSIBLE FOR ANY VERBAL AND/OR WRITTEN INTERPRETATIONS MADE WITHOUT THIS COMPANY'S CONSENT.
- PLANNING PEACE OF MIND SERVICES PROHIBITS THE SUBMISSION OF PLANNING AND /OR ZONING ASSESSMENT LETTERS TO A GOVERNMENT APPROVAL AUTHORITY OF AN APPLICATION MADE UNDER THE ONTARIO *PLANNING ACT* AND/OR THE *CONSERVATION AUTHORITIES ACT* AS A PLANNING RATIONALE REPORT USED IN CONJUNCTION WITH A DEVELOPMENT PROPOSAL.
- PLANNING PEACE OF MIND SERVICES WILL MAINTAIN CLIENT CONFIDENTIALITY AND WILL NOT REVEAL INFORMATION ABOUT ITS CLIENTS TO A THIRD PARTY WITHOUT THE CLIENT'S CONSENT OR A CLEAR LEGAL REASON.

## Planning Peace of Mind Services Terms, Conditions and Disclaimers

The party(ies) affixing their signatures to this application form has read and agrees to the above-noted terms, conditions and disclaimers.

Name(s):

Signature(s):

Date: