

Validation Certificate Application Form

STAFF USE ONLY: File Number “V” _____/_____

Town of Caledon, Planning and Development staff provides the opportunity stakeholders (i.e. residents, landowners, businesses, etc.) to submit an application for a Validation Certificate to correct title issues.

To submit a Validation Certificate application, the applicant must submit the following information to the Secretary-Treasurer:

Application Form including the appointment and authorization, permission to enter, and posting of advisory sign

A sketch plan, scaled in metric, and clearly meeting the [Electronic Submission Requirements for Planning Applications](#), which contains the following information:

- The boundaries and dimensions of the subject property.
- The boundaries and dimensions of the part that is intended to be severed and the part that is intended to be retained.
- The boundaries and dimensions of any land abutting the subject property that is owned by the same owner of the subject property.
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject property.
- The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear lot line and side lot lines.
- The location, dimensions and shape of any existing building envelope (registered on title), if applicable.
- The location, dimensions, area and shape of any existing structure envelope (as depicted in the Zoning By-law and/or registered on title), and any proposed expansion to the structure envelope, if applicable.
- The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The current uses on land that is adjacent to the subject land (i.e. commercial, residential, agricultural, etc.).
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- The location and nature of any easement affecting the subject land.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Validation Certificate Application Form

A Legal Opinion explaining the title issue and providing an opinion;

Validation Certificate application fee payment in accordance with the applicable [Town of Caledon Fee By-law](#); and,

Any other information that may be pertinent.

List the Supporting Material:

Please confirm if a Preliminary Meeting was held with Planning staff.

Date Meeting Held

Staff Representatives

Please confirm if the application is being submitted to recognize an existing situation constructed/established without approvals:

Yes

No



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Validation Certificate Application Form

APPLICANT CONTACT INFORMATION

Organization/Corporation Name

Contact First Name

Contact Middle Name
(Optional)

Contact Last Name

First Name

Middle Name (Optional)

Last Name

Address Prefix (Optional)

Street Number

Street Name

Street Type

Street
Direction

Unit Type

Unit Number

City/Town

Province

Country

Postal Code

Email Address

Phone Number and Extension

Phone Type

Primary Phone

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Validation Certificate Application Form

OWNER CONTACT INFORMATION

SAME AS APPLICANT

Organization/Corporation Name

Contact First Name
(Optional)

Contact Middle Name
(Optional)

Contact Last Name
(Optional)

First Name

Middle Name (Optional)

Last Name

Address Prefix (Optional)

Street Number

Street Name

Street Type

Street
Direction

Unit Type

Unit Number

City/Town

Province

Country

Postal Code

Email Address (Optional)

Phone Number and Extension

Phone Type

Primary Phone

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Validation Certificate Application Form

PROPERTY INFORMATION AND EXISTING USES/BUILDINGS/STRUCTURES

Street Number Street Name Street Type Street Direction

Unit Type Unit Number

Roll Number

Legal Description

Site Area (metric units) Frontage (metric units) Depth (metric units)

Existing Access to the Subject Property is by: *(check those that apply)*

- Provincial Highway
- Regional Road
- Municipal Road
- Private Right-of-Way or Condominium Road
- Water
- Other: _____

If Access is by water, please indicate the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

If the access year round or seasonal? Year Round Seasonal



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Validation Certificate Application Form

Existing Water Servicing the Property is by: *(check those that apply)*

Municipal Water (Piped)

Individual Private Well

Communal Well

A Lake or Other Water Body

Other: _____

Existing Sewage Disposal Servicing the Property is by: *(check those that apply)*

Municipal Sanitary Sewers

Private Individual Septic System

Private Communal Septic System

A Privy

Other: _____

Existing Storm Drainage Servicing the Property is by: *(check those that apply)*

Municipal Storm Sewers

Ditches

Swales

Other: _____

Are there any easements or restrictive covenants affecting the subject land?

Yes

No

Please specify/describe the easement or restrictive covenant which applies to the land.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Validation Certificate Application Form

PLANNING POLICY FRAMEWORK

Please confirm the designation in the Region of Peel Official Plan.

Please confirm the designation in the Town of Caledon Official Plan.

Please identify which Zoning By-law Applies to the Lands: _____

Please identify the zoning of the lands. _____

Regulated by a Conservation Authority?

Toronto and Region Conservation Authority

Credit Valley Conservation authority

Lake Simcoe Region Conservation Authority

Nottawasaga Valley Conservation Authority

Indicate if the Subject Property is the Subject of Any of the Following Planning Applications:

Application Type	File Number	Status
Draft Plan of Subdivision		
Official Plan Amendment		
Zoning By-law Amendment		
Minister's Zoning Order		
Previous Consent/Land Division		
Minor Variance		
Validation of Title		



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Validation Certificate Application Form

Approval of a Power of Sale		
------------------------------------	--	--

Has any land been severed from the parcel originally acquired by the owner of the subject land?

Yes No

Name of Transferee: _____

Date of Transfer: _____

Land Use: _____

Please Identify All Existing Uses and Buildings/Structures on the Property. *(Where there are more uses, buildings or structures existing, attach further details in supporting documentation.)*

Existing Use (i.e. Residential – House)	Year Established (i.e. 2008)	Was this Use Established Without Permissions?
		Yes No Unknown
		Yes No Unknown
		Yes No Unknown

Is the property vacant? Yes No

If the property is vacant, please proceed to Page 10.

If the property is not vacant, please complete the table on Page 9 for all buildings and structures existing on the property. Where necessary, please attach additional information to the application to provide the required information.



Validation Certificate Application Form

Building/Structure Type	Year Constructed
Front Lot Line Setback (metric units)	Height (metric units)
Rear Lot Line Setback (metric units)	Dimensions (metric units)
Side Lot Line Setback (metric units)	Total Floor Area (metric units)
Side Lot Line Setback (metric units)	

Was this Building/Structure Established Without Permissions? Yes No

Building/Structure Type	Date Constructed
Front Lot Line Setback (metric units)	Height (metric units)
Rear Lot Line Setback (metric units)	Dimensions (metric units)
Side Lot Line Setback (metric units)	Total Floor Area (metric units)
Side Lot Line Setback (metric units)	

Was this Building/Structure Established Without Permissions? Yes No



Validation Certificate Application Form

PROPOSED PROPERTY INFORMATION/USES/BUILDINGS/STRUCTURES

Please Identify All Proposed Uses and Buildings/Structures. *(Where there are more uses, buildings or structures proposed, attach further details in supporting documentation.)*

Proposed Use (i.e. Residential – House)	Proposed Use will be on the:
	Severed Lands Retained Lands No Change
	Severed Lands Retained Lands No Change
	Severed Lands Retained Lands No Change

Is a building/structure proposed to be constructed on the property as part of the application?

Yes

No

If a building/structure is not proposed, please proceed to Page 12.

If a building/structure is proposed, please complete the table on Page 11 for all proposed buildings and structures on the property. Where necessary, please attach additional information to the application to provide the required information.



6311 Old Church Road
 Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Validation Certificate Application Form

Building/Structure Type

Front Lot Line Setback (metric units)

Height (metric units)

Rear Lot Line Setback (metric units)

Dimensions (metric units)

Side Lot Line Setback (metric units)

Total Floor Area (metric units)

Side Lot Line Setback (metric units)

Building/Structure Type

Front Lot Line Setback (metric units)

Height (metric units)

Rear Lot Line Setback (metric units)

Dimensions (metric units)

Side Lot Line Setback (metric units)

Total Floor Area (metric units)

Side Lot Line Setback (metric units)



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Validation Certificate Application Form

EXPLANATION AND DESCRIPTION OF THE PROPOSAL

Please explain why the title of the property may need validation.

(If you require more space, please attach a document.)



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Validation Certificate Application Form

Personal information contained on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of submitting a Validation Certificate Application. Questions about this collection should be directed to the Municipal Freedom of Information Co-ordinator, Town of Caledon, 6311 Old Church Road, Caledon, Ontario, L7C 1J6, 905.584.2272.

REGISTERED PROPERTY OWNER(S) APPOINTMENT AND AUTHORIZATION TO AN APPLICANT

- If the owner(s) is a corporation, this appointment and authorization shall include the statement that the person signing this appointment and authorization has authority to bind the corporation or alternatively, the corporate seal is affixed over the signature.
- If there is more than one owner, all owners shall complete and sign this or affix an additional appointment authorization form.
- If the agent is a corporation, please specify the name of the person(s) who is appointed on its behalf.

I/We, the undersigned, being the registered property owner(s) of the subject property, hereby authorize _____ to act on
(applicant full name)
my/our behalf with respect to making a validation certificate application to the Town of Caledon.

Owner/Signing Officer

Owner/Signing Officer

I have authority to bind the Corporation.

Name of Corporation

Print – Full Name and Position



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Validation Certificate Application Form

PERMISSION TO ENTER PROPERTY

By completing the Declaration of Owner or Authorized Applicant, I/we hereby acknowledge and authorize the members of the Town of Caledon Committee of Adjustment and staff as well as any other government body or agency, to enter upon the lands subject to this application for the purpose of conducting a site inspection and agree that no discussion shall take place with the Committee members or staff during the site inspection.

Initials

Initials

SIGN POSTING AND PROPERTY STAKING AGREEMENT

I/We hereby acknowledge receipt of the Notice Sign from Town staff and agree that such Notice Sign shall be posted at least 14 days before the hearing on an application for a minor variance and clearly visible and legible from a public highway or other place to which the public has access, at every separately assessed property in the area to which the application applies or, where posting on the property is impractical, at a nearby location chosen by the Secretary-Treasurer.

I/We hereby acknowledge that failure to adequately post and maintain such sign may result in the deferral of the hearing of the application by the Committee of Adjustment and a deferral fee may be required to be paid to the Town by the Applicant at a cost established by By-law by the municipality.

Initials

Initials



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Validation Certificate Application Form

DECLARATION OF OWNER OR AUTHORIZED APPLICANT

The signature of an owner or authorized applicant must be witnessed by a Commissioner, etc. A Commissioner is available at Town Hall by appointment, if needed.

I, _____ of the
(Full Name of Owner or Applicant)

_____ of _____
(Lower Tier i.e. Town/City) (Lower Tier Municipality Name)

in the _____ of _____ :
(Upper Tier i.e. Region) (Upper Tier Municipality Name)

Solemnly declare that all above statements and the statements contained in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the CANADA EVIDENCE ACT.

Information is being collected under the authority of the *Planning Act*, R.S.O. 1990, Chapter P.13. In accordance with that *Act*, the Town of Caledon provides public access to all *Planning Act* applications, supporting information and comments submitted to the Town for review. In submitting the information to the Town, the submitter acknowledges that the information contained in this application and any supporting information including reports, studies and drawings provided by the owners, applicants, consultants, solicitors and comments received from the public, together constitute public information and will become part of the public record. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, copies of the application and any of its supporting information, documents or comments may be released or made available to the general public through the Town's website or by any other means.

DECLARED before me at the

_____ of _____
(Lower Tier i.e. Town/City) (Lower Tier Municipality Name)

in the _____ of _____ :
(Upper Tier i.e. Region) (Upper Tier Municipality Name)

this _____ day of _____ , _____ .
(day i.e. 20th) (month) (year)

Signature of Commissioner, etc.

Signature of Applicant/Owner



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Validation Certificate Application Form

SUBMISSION OF THE VALIDATION CERTIFICATE APPLICATION FORM

Please use the Town's online request form, or print, scan and submit the completed Validation Certificate application form and required information in person to:

Planning and Development Services
Community Services Department
Town of Caledon
T.: 905-584-2272 x. 7338
Email: COFA.Agenda@caledon.ca

VALIDATION CERTIFICATE PROCESS OVERVIEW

Once the applicant has submitted the above-noted material, Planning staff will contact the applicant to receive payment for the required fee and discuss obtaining the commissioned application form. Once all required material and fees are paid, and the application is deemed complete, the application will be circulated and the public will be notified.

