

**COST ACKNOWLEDGEMENT AGREEMENT:**

**BETWEEN:**

hereinafter called the Applicant

-and-

**THE SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD**

hereinafter called the Board

WHEREAS an application has been submitted for:

AND WHEREAS this Agreement is entered into pursuant to the provisions of Resolution No. 22/03 of the Board:

**THIS AGREEMENT WITNESSES THAT IN CONSIDERATION OF THE MUTUAL COVENANTS SET OUT BELOW, THE PARTIES AGREE AS FOLLOWS:**

1. Applicant's Responsibilities - The Applicant agrees to provide the Board with the following:
  - (a) Any information in the Applicant's possession concerning the planning aspect of the application;
  - (b) All surveys, drawings, sketches or plans, deeds & parcel abstract as required to process the application;
  - (c) Payment of all required application fees;
  - (d) The fees in accordance with Resolution No. 22/03 should be paid upon submission of the application. This amount shall be applied to the costs referred to below.
    - Payment of all fees and disbursements paid to the Board's planner, solicitor, engineer or other consultants for review and processing of the application.
    - Payment of all disbursements incurred by the Board in connection with the application.

**Should the costs referred to above exceed the amount of fee, the Owner/Applicant shall reimburse the Board for all such costs.**

- (e) In the event of any appeal or referral to the Ontario Municipal Board, payment of the Board's legal, planning and other professional witness fees for preparation and attendance at the hearing. A deposit of \$1000.00 is required prior to the Board submitting the matter to the Ontario Municipal Board. The applicant acknowledges that if the initial deposit or additional monies requested are not paid that the Board may not continue to support any resolution which the Board has passed or may repeal such resolution. In other respects, the provisions of Clause (d) apply.

**The Applicant acknowledges that the processing of this application may require inspection of and taking of pictures, either still or video, of the subject property.**

2. Board's Responsibility - The Board agrees to:
  - (a) Process the application in accordance with the requirements of the Planning Act, R.S.O. 1990, Chapter P.13.
  - (b) Advise the owner when the cost of processing and reviewing the application is expected to exceed the deposit or the application fee.
  - (c) Provide the applicant with evidence with respect to breakdowns of figures, costs incurred, time charges and disbursements.
3. Interim Billings - Where the Board finds it necessary to make extensive use of professional assistance in the processing of the application, the Board may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Board, payment for which have been made by the Board or invoices for which have been received by the Board.
4. Where the cost of processing and reviewing the application exceeds the fee on account, the board shall cease all work on the application until the applicant provides an interim payment to cover the Boards costs.
5. This agreement shall not be construed as acceptance or approval by the Board of the application.

**SIGNED, SEALED AND DELIVERED**  
**In the presence of:**

Witness: \_\_\_\_\_

Owner/Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Owner/Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**THE SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD**

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Secretary-Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_