



Township of South Glengarry

6 Oak Street, P.O. Box 220
Lancaster, Ontario K0C 1N0
Tel: 613-347-1166 ext 2205
Fax: 613-347-3411

e-mail: permits@southglengarry.com

OFFICE USE ONLY

Permit #: _____

Date Received: _____

SEPTIC SYSTEM FILE SEARCH REQUEST FORM

1. Description of property

Present owner: _____

Postal address: _____

Civic address: _____

Roll Number (if available): _____

Location

Lot: _____ Concession: _____

Subdivision: _____ Sublot: _____ Plan: _____

****2. Approximate date of system's installation or Construction of House:** _____

****3. Owner at the time of installation or a list of previous owners:** _____

Return address: _____

Telephone #: _____ Email (optional): _____

Signature: _____ Date: _____

Please forward your request to: **The Township of South Glengarry**

6 Oak Street, P.O. Box 220 - Lancaster, Ontario K0C 1N0

Tel: 613-347-1166 ext 2205 - Fax: 613-347-3411

e-mail: permits@southglengarry.com

For every sewage system file search, a **\$100** administrative fee will be charged (no HST):

- Request forms can be obtained and paid for at the Township Office (cash, cheque, money order, debit).
- Request forms printed from the Township web site and returned by mail to the Township Office must be accompanied by payment (cheque or money order)
- A photocopy of the septic system record and a written report will be provided within 10 business days of the receipt of this form with payment. All information must be completed on this application form. Incomplete information may cause delays or inaccurate response.

Cheque or money order should be made payable to the Township of South Glengarry.

*****This information is required to ensure a thorough and accurate search.***

Personal Information on this form is collected and used for the purpose collected under the authority of Municipal Act, as amended. Questions about the collection of personal information should be directed to: Records and Freedom of Information Officer, Clerk's Department, 613-347-1166.