

THE CONSENT PROCESS:

APPLICANT RESPONSIBILITIES

This consent kit contains valuable information for prospective applicants regarding the process for dealing with applications for consent (severances).

It is highly recommended that all information be carefully reviewed and that the appropriate pre-consultation contacts be made PRIOR to submitting your application.

Pre-consultation is an important first-step to determine compliance of the proposal with the appropriate planning policies, as well as to determine any expected conditions of consent.

Please be advised that some conditions of consent may require further planning approvals or dedication of lands to a municipality, with associated costs and additional time requirements.

Please note that it is the responsibility of applicants to contact the appropriate municipal personnel and other government agencies. Telephone numbers of these agencies are included in this kit for your convenience.



Pre-consultation Certification Form

Township of Wainfleet
Planning Department

Date: _____

Applicant and/or Agent: _____

Address: _____

City/Prov. _____ Postal Code: _____

Phone No: _____ Fax No.: _____

Type of Application: Subdivision Official Plan Zoning Site Plan
 Consent Minor Variance Other _____(specify)

Description: _____

This is to certify that this application has undergone a pre-consultation with Township of Wainfleet Planning Department staff.

Planner - Name and Title (Print)

Signature

Date

The applicant and/or agent has been directed to contact:

- Region of Niagara
 - Planning Department
 - Public Works Department
- Township of Wainfleet Private Sewage System Regulation Department
- Township of Wainfleet Operations Department
- NPCA
- NEC
- Ministry of Transportation
- Other _____

It is the policy of the Planning Department that applicants must pre-consult with this Department before submitting an application.

Pre-Consultation Contacts Chart

Pre-Consultation is an important first step when filing any application under the Planning Act. We recommend that you contact all of the appropriate agencies listed prior to submitting your application.

Township of Wainfleet 31940 Hwy 3 P.O. Box 40 Wainfleet, ON L0S 1V0 905-899-3463	Planning Department	Michael Sullivan	Ext. 225
	Public Works Department	Fabio Magazzeni	Ext. 234
	Private Sewage System Regulation Department	Trevor Imhoff	Ext. 243
Regional Municipality of Niagara 2201 St. David's Road Thorold, ON L2V 4T7	Development Services Division: Planning and Development	Lindsay Earl	905-685-4225 Ext. 3387
Ministry of Agriculture, Food and Rural Affairs Box 8000 4890 Victoria Avenue N Vineland Station, ON L0R 2E0		Hugh Fraser	905-562-4147
Ministry of Transportation Central Region Operations Corridor Management Office 7th Floor, Bldg. D 1201 Wilson Avenue Downsview, ON M3M 1J8	<i>(Lands bordering on provincial highways)</i>	Kevin Kelly	416-235-5558 or 1-866-636-0663
Ministry of Natural Resources 4890 Victoria Avenue North P.O. Box 5000 Vineland Station, ON L0R 2E0			905-562-4147
Ministry of Environment 119 King Street West, 12th Floor Hamilton, ON L8P 4Y7			905-521-7864
The Niagara Peninsula Conservation Authority		Heather Ireland	905-788-3135, Ext. 245

For general assistance or if you have any questions, contact the Secretary-Treasurer:
 31940 Hwy #3, P.O. Box 40
 Wainfleet, ON L0S 1V0
 Tel: 905-899-3463, ext. 275 Fax: 905-899-2340

2014 HEARING SCHEDULE

TOWNSHIP OF WAINFLEET COMMITTEE OF ADJUSTMENT

The Hearing Date for your application will be confirmed once the Secretary-Treasurer is satisfied that all necessary documentation has been submitted to support the application. This may require a review by municipal staff. Once an application is deemed complete, the hearing date will be scheduled.

This schedule is intended as a guideline only.

2014 Hearing Date*	Agency Comment Deadlines	Completed Application Submission – Cutoff Date
January 15 th	January 10 th	December 13 th , 2013
February 19 th	February 14 th	January 17 th , 2014
March 19 th	March 14 th	February 14 th
April 16 th	April 11 th	March 14 th
May 21 st	May 16 th	April 18 th
June 18 th	June 13 th	May 16 th
July 16 th	July 11 th	June 13 th
August 20 th	August 15 th	July 18 th
September 17 th	September 12 th	August 15 th
October 15 th	October 10 th	September 12 th
November 19 th	November 14 th	October 17 th
December 17 th	December 12 th	November 14 th

Hearing dates and their corresponding “cutoff” dates have been established to permit the Secretary-Treasurer adequate time to comply with the Provincial Notice Requirements. **Failure to submit applications prior to the established cutoff dates will result in the hearing being delayed until the following month.** Further, hearing dates will depend on when your application is deemed to be complete by the Township of Wainfleet municipal staff, and not necessarily when it was initially submitted to the Township.

Complete applications will include all required forms, fees and applicable sketches as well as additional information as may be determined by the Secretary-Treasurer in accordance with provisions under the *Planning Act*, R.S.O. 1990, c.P.13, as amended.

(*All dates subject to change if determined by the Committee Chair or the Secretary-Treasurer).



Township of Wainfleet Committee of Adjustment

Tariff of Fees

The fees for processing an application for consent or minor variance to the Committee of Adjustment are outlined below, effective **March 25, 2014 and subject to Bylaw 011-2014**.

DESCRIPTION	FEE
Basic Processing Fee – Minor Variance Applications <i>Includes administration and mailing fees required to process minor variance applications.</i>	\$1,142.17 per application
Basic Processing Fee – Applications for Consent <i>Includes administration and mailing fees required to process consent applications.</i>	\$1,142.17 per application
Request for Change in Conditions – Consents <i>Includes administration and mailing fees required to process requests for change in conditions, under Section 53(23) of the Planning Act.</i>	\$519.17 per application
Final Certification Fee <i>Fees are per application, payable upon submission of the documents (deeds) for issuance of final certification.</i>	\$207.66 per application
Rescheduling Fee <i>Applicable as determined by Committee when an adjournment of an application is necessary.</i>	\$207.66 per application
Septic Review of Planning Application Fee (Effective Jan. 10, 2012 subject to Bylaw 001-2012) <i>Applicable only to those lots serviced by private sewage systems.</i>	\$350.00 per lot

For above fees, please make cheques payable to the Township of Wainfleet.

Regional Planning Review Fee * <i>Fees cover investigations into matters of Regional and Provincial interest performed by the Regional Niagara Planning Department. Fees are payable on all types of consent applications (including new lot creations, boundary adjustments, leases, easements, etc.) and certain minor variance applications. Please make cheques payable to the Regional Municipality of Niagara and the Secretary-Treasurer will forward payment.</i>	Confirm current fee tariff with Secretary-Treasurer Fees established by the Regional Municipality of Niagara
Niagara Peninsula Conservation Authority Review Fee * <i>Township of Wainfleet municipal staff will assist in determining if these fees apply. Please make cheque payable to the Niagara Peninsula Conservation Authority and the Secretary-Treasurer will forward payment to the NPCA.</i>	Please refer to the NPCA Fee Schedule

* Fees are established by Regional Municipality of Niagara for the Regional Planning Review Fee, and Niagara Peninsula Conservation Authority for the NPCA Review Fee. The Township of Wainfleet has no jurisdiction over these fees and therefore, any questions on these particular fees should be directed to the appropriate agency.

There will be a minimum \$25 fee on all cheques returned marked "Not Sufficient Funds". In this instance, further payment will be required by Certified Cheque, Money Order or Cash only. This may result in a delay of the hearing.

**Planning Review Fees
Schedule I
(Effective January 20, 2010)**

CATEGORY	LEVEL	FEE
Official Plan Amendments	Minor	\$ 485.
	Major	\$2,365.
Zoning By-law Amendments	Minor	\$ 485.
	Major	\$2,365.
Minor Variances	Minor	\$ 325.
	Major	\$ 645.
Subdivision & Vacant Land Condominium	Minor	\$ 540.
	Major	\$3,495.
Draft Plan Modification		\$1,600.
Subdivision Clearance of Conditions	Minor	\$ 540.
	Major	\$1,965.
Complex Applications OPA/ZBA/site Plan etc.		\$6,345.

Minor – The site area is less than 4.5 hectares.

Major – The site area is equal to or greater than 4.5 hectares.

Complex Applications – Lifestyle Communities, Golf Courses, Aggregate Extraction and other non-standard development proposals not listed.

Subdivision Revision and Clearance Fees will be paid directly to the Conservation Authority and must be paid prior to issuance of revised draft conditions or the final Conservation Authority clearance letter. A draft plan modification fee will be applicable to developer driven amendments to a subdivision or condominium application.

Note 1: In addition to the above, fees will be charged for review of applicable supporting Technical Reports / Plans as per Schedule III.

All fees are to be made payable to the Niagara Peninsula Conservation Authority.

Approved January 20, 2010



Development Plan Review Fees
Schedule II
 (Effective January 20, 2010)

CATEGORY	LEVEL	FEE
Building Permit Screening / Clearance		\$ 55.
Property Inquiries / Compliance Letters		\$ 215.
NEC Application Screening / Clearance		\$ 110.
Site Plan Agreement	Minor	\$ 485.
	Major	\$3,335.
Consents (Severances)	Minor	\$ 485.
	Major	\$1,130.

Minor – The site area is less than 4.5 hectares.

Major – The site area is equal to or greater than 4.5 hectares.

Note 1: In addition to the above, fees will be charged for review of applicable supporting Technical Reports / Plans as per Schedule III

All fees are to be made payable to the Niagara Peninsula Conservation Authority.

Approved January 20, 2010

AUTHORIZATION

By Ontario Land Surveyor

Location of Subject Lands:

I, _____, who has prepared, dated and signed a preliminary sketch for the registered owner(s) of the above referenced lands, hereby authorize the Committee of Adjustment for the Township of Wainfleet to photocopy said sketch for circulation purposes of the above referenced consent application, as required.

Dated at the _____ of
in the Region of _____, this _____ day of
_____, 20_____.

Signature of Surveyor

POLICIES

In addition to the matters set out in "Procedures for Processing Applications for Consent", the Committee has adopted the following general policies:

The requirements to complete one application are:

One **fully** completed application for consent form signed by the applicant(s) or authorized agent and properly witnessed by a Commissioner for the taking of affidavits. Please complete form using **typewriter or black ink**. It should be noted that if all the required information is not provided, or if the application is not filled out completely, the application shall not be accepted.

A letter of authorization from the applicant(s) for applications which are signed by someone other than the owner(s).

Fifteen (15) copies of a preliminary drawing which has been prepared, dated and signed by an Ontario Land Surveyor, showing all information referred to in item 14 of the application form, together with a key plan showing the location of the subject property. *In the case of multiple applications, one set of fifteen (15) sketches plus one extra copy for each additional application is required.*

A letter of authorization signed by the applicant's surveyor permitting the Committee to photocopy the consent sketch for circulation purposes, if necessary.

Payment of the appropriate fee. Cheques are to be made payable to "**Township of Wainfleet**". (See enclosed fee tariff).

If an application is being made to convey a parcel of land together with or subject to a right-of-way or easement, a separate application form and fee will not necessarily be required for the right-of-way or easement.

Someone must be present at the hearing to represent the application. All decisions of the Committee are made in public.

As provided in Section 51(25) of the Planning Act, R.S.O. Chapter 13 as amended, in granting consent to an application the Committee may impose conditions as requested by municipal or other authorities that in the opinion of the approval authority (the Committee) are reasonable. Some examples are as follows:

- That payment of 5% of the value of the subject parcel be made to the local municipality for parks purposes or dedication of 5% of the subject land to the municipality for parks purposes.
- That an agreement with the local municipality be entered into for installation of such municipal services as may be required, *at the expense of the applicant* and to standards acceptable to the municipality.
- That land be deeded gratuitously to the local or Regional municipality for road widening purposes. This may also include dedication of a daylighting triangle for corner lots. *Check with municipality with regard to payment of survey costs and legal fees.*
- Requirement for subsequent approvals under the Planning Act such as all necessary minor variances, or zoning amendments. *Further approvals will require additional applications and payment of associated fees.*
- For lot additions (boundary adjustments) a requirement that the subject parcel and the abutting parcel shall merge in title and become one contiguous parcel of land will be required. A solicitor's written undertaking shall be provided to the Secretary-Treasurer indicating that the necessary steps to implement the conveyance will be taken.

PROCEDURES FOR PROCESSING APPLICATIONS FOR CONSENT

Under the provisions of Sections 50 and 53 of The Planning Act, as amended, the approval of the Committee of Adjustment is required for land transactions covering the separation of a parcel of land from existing holdings. This approval is called a "consent". Consent is also required for leases, rights-of-way or easements if such extend beyond a period of 21 years and to mortgage or discharge a mortgage over part of a parcel of land.

As provided for by The Planning Act and Ontario Regulations 197/96 and 505/98 under The Act, every application for consent must be brought to the attention of certain authorities and to property owners within 60 metres of the subject land, either by personal service or prepaid first class mail and posting a notice of the application clearly visible and legible from a public highway, or by advertising in a newspaper which has general circulation in the area. In addition, and by policy of the local municipal Council and the Committee of Adjustment, other agencies will be consulted if the location of the subject lands falls within their respective field of responsibility. Refer to "Land Severance - A Suggestion to the Applicant".

Section 69(3) of The Planning Act states that a filing fee may be paid "under protest" and thereafter appealed to the Ontario Municipal Board against the levying of the fee or the amount of the fee, by giving written notice of appeal to the Ontario Municipal Board within 30 days of payment of the fee.

It is this Committee's policy to conduct a public hearing on each application for consent. Notice of this hearing is circulated to the applicant/agent/solicitor and all other persons or agencies as required at least 14 days prior to the date of hearing.

Prior to the hearing, members of the Committee may examine the lands, which are the subject of the application. To assist the members and other interested persons or agencies in locating the lands under consideration, the applicant will be required to place one or more posters on the lands subject of the application. The poster and instructions for its use will be provided to the applicant/agent/solicitor with the notice of hearing.

Following the hearing, the applicant/agent/solicitor is notified in writing of the decision of the Committee. In addition, any other person or agency who files a written request for the decision of the Committee will be sent a copy of the decision.

Anyone objecting to the decision of the Committee or the condition(s) imposed by the Committee may appeal either the decision and/or the conditions of consent to the Ontario Municipal Board within 20 days after the giving of the notice of decision. The notice of appeal, together with written reasons supporting the appeal and the fee by certified cheque or money order payable to the Minister of Finance must be filed with the Secretary-Treasurer, who in turn, will forward the appeal to the Ontario Municipal Board. The fee is \$125.00 for the first application to be appealed and \$25.00 for each additional related consent appeal. All parties to the appeal will receive any further notice concerning the appeal directly from the Ontario Municipal Board.

Prior to final consent being issued, written proof must be submitted to the Secretary-Treasurer to the effect that any conditions imposed by the Committee in granting consent have been fulfilled to the satisfaction of the appropriate authority. According to the Act, if the consent granted by the Committee is conditional, the conditions must be fulfilled within one year of the giving of the notice of decision. Failure to do so will cause the consent to lapse.



**TOWNSHIP OF WAINFLEET
COMMITTEE OF ADJUSTMENT
THE PLANNING ACT – SECTION 53
APPLICATION FOR CONSENT**

FOR OFFICE USE

File No. _____

Roll No. _____

Date Completed: _____

(MM/DD/YYYY)

(Note: Prior to completing this form, the applicant should read the attached submission requirements.)

PLEASE TYPE OR WRITE CLEARLY USING BLACK INK

1. (a) Registered Owner(s): _____
(Please indicate name(s) exactly as shown on the Transfer/Deed of Land)

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Telephone: _____ Fax: _____

(b) Owner's Solicitor (if any): _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Telephone: _____ Fax: _____

(c) Authorized Agent (if any): _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Telephone: _____ Fax: _____

(d) Please specify to whom all communications should be sent:

Owner [] Solicitor [] Agent []

2. (a) Type and purpose of proposed transaction: (Check appropriate space(s)).

- [] Creation of New Lot
- [] Addition to Lot
- [] Partial Discharge of Mortgage
- [] Right-of-Way
- [] Easement (*indicate purpose*) _____
- [] Disposal of Surplus Farm Dwelling
- [] Mortgage or Charge
- [] Lease

(b) If a lot addition, identify the lands to which the parcel will be added:

(c) Name of person(s), if known, to whom land or interest in land is intended to be conveyed, leased or mortgaged:

3. Are there any existing easements or restrictive covenants affecting the land?

Yes [] No []

If "Yes" describe the easement or covenant and its effect:

4. Location of land:

Municipality (City/Town/Township) _____

Former Municipality _____

Concession No. _____ Lot(s) _____ Registered Plan No. _____ Lot(s) _____

Reference Plan No. _____ Part(s) _____

Name of Street _____ Street Number _____

5. Description of **subject** parcel: Part No. on sketch _____

(a) Frontage _____ Feet Depth _____ Feet Area _____ Acres

(b) Existing Use _____ Proposed Use _____

(c) Existing and proposed buildings and structures on the subject land:

Existing: _____

Proposed: _____

6. Description of land to be **retained**: Part No. on sketch _____

(a) Frontage _____ Feet Depth _____ Feet Area _____ Acres

(b) Existing Use _____ Proposed Use _____

(c) Existing and proposed buildings and structures on the retained land:

Existing: _____

Proposed: _____

7. (a) Type of access to subject parcel:

Provincial Highway Regional Road

Municipal Road (maintained all year) Other Public Road

Municipal Road (maintained seasonally) Right-of-Way

Water Access Private Road

(b) Types of access to retained land:

Provincial Highway Regional Road

Municipal Road (maintained all year) Other Public Road

Municipal Road (maintained seasonally) Right-of-Way

Water Access Private Road

8. What type of water supply is proposed? (check appropriate space)

TYPE	PROPOSED LOT	RETAINED LOT
Publicly owned and operated piped water supply	<input type="checkbox"/>	<input type="checkbox"/>
Lake	<input type="checkbox"/>	<input type="checkbox"/>
Well (private or communal)	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____

9. What type of sewage disposal is proposed? (check appropriate space)

TYPE	PROPOSED LOT	RETAINED LOT
Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>
Septic system (private or communal)	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____

10. What is the current designation of the subject land in any applicable official plan?

(a) Local Municipal Official Plan: _____

(b) Regional Policy Plan: _____

(c) Existing Zoning of the Subject Land: _____

11. Is the proposal consistent with policy statements issued under Subsection 3(1) of the Planning Act, 1990, R.S.O., as amended?

Yes No

12. (a) Is the subject land within an area of land designated under any provincial plan(s)?

Yes No

(b) If yes, does the application conform (i.e. does not conflict) with the applicable provincial plan(s)?

Yes No

13. (a) Has the subject land ever been the subject of an application for approval of a plan of subdivision under Section 51 of the Planning Act or a consent under Section 53 of the Act?

Yes [] No []

(b) If the answer to (a) is "Yes", please provide the following information:

File Number _____ Decision _____

14. (a) Has any land been severed from the parcel originally acquired by the owner of the subject land?

Yes [] No []

(b) If the answer to (a) is "Yes", please indicate previous severances on the required sketch and supply the following information for each lot severed:

Grantee's (Purchaser's) Name _____

Land use on Severed Parcel _____

Date Parcel Transferred _____

Consent File Number (if known) _____

15. (a) Is the subject land the subject of any other application under the Planning Act (e.g. approval of a plan of subdivision, a consent application, an official plan amendment, a zoning bylaw amendment, a minor variance)?

Yes [] No []

(b) If the answer of (a) is "Yes", give the file number and status of the application.

16. As provided for in Ontario Regulation 197/96, and as required by this Committee of Adjustment, an application must be accompanied by fifteen (15) copies of a preliminary drawing prepared, signed and dated by an Ontario Land Surveyor, showing the information set out below. In the case of multiple applications, one set of fifteen drawings plus one extra copy for each additional application will suffice.

- (a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- (b) the distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
- (c) the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained;
- (d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- (e) the approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
- (f) the existing uses on adjacent land, such as residential, agricultural and commercial uses;
- (g) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;
- (h) if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- (i) the location and nature of any easement affecting the subject land.

17. One copy of this application form is to be filed for each subject parcel, together with the required copies of the preliminary drawing and the applicable application fee payable in cash, by money order or by cheque made payable to the Treasurer, Township of Wainfleet.

18. Complete the Consent of the Owner concerning personal information set out below.

CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I/We _____
am/are the Owner(s) of the land that is the subject of this application for Consent and for the purposes of the Municipal Freedom of Information and Privacy Act I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of The Planning Act for the purposes of processing this application.

Date

Signature of Owner

Date

Signature of Owner

INFORMATION PROVIDED IN THIS APPLICATION WILL BECOME PART OF A PUBLIC RECORD

19. Complete the Authorization for Agent only if Applicant is not the registered Owner.

AUTHORIZATION FOR AGENT

I/We, _____
the Owner(s) of the subject property located at _____
hereby authorize _____
(insert name of person authorized to sign/act on your behalf)

to make application(s) on my/our behalf to the Committee of Adjustment for the Township of Wainfleet for consent to convey an interest in the land in accordance with Subsection 1 of Section 53 of The Planning Act, R.S.O., 1990.

Date

Signature of Owner

Date

Signature of Owner

**Note: This form is only to be used for applications which are to be signed by someone other than the owner(s).
If the applicant is a corporation, the corporate seal is to be affixed over the owner's signature(s).**

DECLARATION OF OWNER(S) THAT INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT

I/We _____
of the City/Town/Township of _____
in the County/District/Regional Municipality of _____

solemnly declare that all the statements contained in this application are true, and I/we 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.

DECLARED before me at the
Township of Wainfleet
in the Regional Municipality of Niagara
this _____ day of _____
A.D. _____

) TO BE SIGNED IN THE PRESENCE OF A
) COMMISSIONER FOR TAKING AFFIDAVITS
)
)
)
)
)
)
)
)

(Signature of applicant(s), solicitor or authorized agent)

A Commissioner, etc.



Township of Wainfleet
31940 Hwy #3, P.O. Box 40
Wainfleet ON L0S 1V0
Phone: (905) 899-3463
Fax: (905) 899-2340
www.wainfleet.ca

Ontario Building Code Part 8 Program
SEPTIC REVIEW OF PLANNING APPLICATION
(Fill out ONLY Applicable Sections)

Name of Owner/Applicant: _____

Mailing Address: _____

Phone: _____

Location of Property: Lot # _____ Concession # _____

Street #, Road, Municipality: _____

Specific Type & Proposed Planning Application: _____ Planning File # _____

Severed Lot Size: Frontage _____ Depth _____

Retained Lot Size: Frontage _____ Depth _____

Type of Building(s): Retained _____ Severed _____

Type of Water Supply: Retained _____ Severed _____

Type of Sewage System: (a) Year Installed _____ (b) Size of Tank _____
(c) Approximate footage of tile _____

Number of Existing Bedrooms: _____ Number of Fixture Units: _____

A detailed sketch plan is required and should include the following:

- Location of existing and immediately neighbouring building(s), **water supply and sewage system.**
- Location of proposed retained and severed parcels of land.
- Distance from road and property lines.
- Location of other buildings, structures, ditches, ponds, etc.

Date: _____ Owner/Applicant Signature: _____

Payment: \$350.00 Cash Cheque Debit

Receipt #: _____ Received by: _____