



Hamilton

Committee of Adjustment

City Hall, 5th Floor,
71 Main St. W.,
Hamilton, ON L8P4Y5

Phone: (905) 546-2424 ext. 4221

Email: cofa@hamilton.ca

CONSENT TO SEVER LAND & VALIDATION of TITLE APPLICATION SUBMISSION REQUIREMENTS AND INFORMATION

1.0 BEFORE SUBMITTING AN APPLICATION

- 1.1 Prior to submitting an application, it is strongly recommended that you contact planning staff in order to determine the feasibility of your proposal. contact the Planning office for further information (pd.geninq@hamilton.ca). Please include the subject address, brief sketch and/or explanation of the proposal.
- 1.2 This application form is to be used by persons or public bodies wishing to make an application for Consent to Sever Land or Validation of Title within the City of Hamilton. In this form, the term "subject land" means the land to be severed and the land to be retained. The "severed land" means the land to be severed, leased, grant easement over etc. The "retained land" means the remainder of the subject land.

2.0 PROCESS

- 2.1 Application is accepted. See Section 4 regarding the information and documents required for a complete application.
- 2.2 Notice of Application. The application will be scheduled to be reviewed by the Consent Approval Authority, and a Notice will be sent to the applicable property owners, public bodies and interested parties. A Sign must be posted on the property, it is the responsibility of the applicant to ensure the sign remains erect, visible and accessible (people need to be able to read the sign) from the road a minimum of 14 days before the Date of Decision.
- 2.3 Public Meeting. The City of Hamilton has two Consent Approval Authorities, the Committee of Adjustment, for new lots and lot additions where a public meeting will be held, and the Director of Planning and Chief Planner, for leases, easements, mortgage/charge, cancellations and validation of title where a public meeting will not be held.
- 2.3 Comments. Written Comments must be submitted no later than two business days before the Date of Decision at noon (typically Tuesday at noon for a Thursday Decision). Verbal Comments may be made at a Public Meeting if the Consent Approval Authority is the Committee of Adjustment. Verbal Comments are not accepted where the Consent Approval Authority is the Director of Planning and Chief Planner. Comments received are considered public information and cannot be submitted anonymously. Written Comments will be consolidated and posted on the Committee's webpage two business days before the Decision by 4:00 p.m.

- 2.5 Decision. The Consent Approval Authority will consider all evidence and information submitted to them in the appropriate manner and make a Decision. Please note there is no precedence set with Consent Approval Authority Decisions, each application is reviewed and decided on individual merit.
- 2.6 Notice of Decision. One week following the Date of Decision, where a Decision of the Consent Approval Authority is made, a Notice of Decision will be sent out to the applicant and anyone who filed a written request for a Notice of Decision. A copy will also be posted on the Committee of Adjustment's webpage. Information included in the Notice of Decision will include Conditions of Approval (if any), outline the appeal procedures and identify the last day to appeal the Consent Approval Authority's decision to the Ontario Land Tribunal.
- 2.7 Final and Binding. If no appeal is made by the end of the 20-day appeal period, the decision is final and binding. A notice will be sent to the agent, this should be used in conjunction with the Notice of Decision for any further applications.
- 2.8 Provisional Consent. If there are conditions that are to be fulfilled listed on the Notice of Decision, these must be fulfilled within two years of the Date of Decision. Failure to do so will result in the application being deemed to be refused due to failure to fulfill conditions.

3.0 GENERAL NOTES

- 3.1 The application fee is non-refundable whether the application is approved or denied.
- 3.2 Submission of this application constitutes tacit consent for authorized municipal staff and Committee members to inspect the subject lands or premises.
- 3.3 All information submitted in support of this application will be considered public information, including any reports, studies, drawings or other documentation. The City of Hamilton is permitted to make the application and any associated supporting information available to the general public, including posting electronic versions of the application form and associated studies and reports online. The City of Hamilton is also permitted to provide copies of the application and any supporting information to any member of the public or other third party that requests the information.
- 3.4 The application form is formatted to be printed on paper sized 8.5" by 11" (letter) or scaled accordingly.

2.0 FEES

The application fee is payable at the time of submission of the completed application and is **non-refundable** whether the application is approved or denied.

- 2.1 Payment Types
 - 1) Cheque and Credit/Debit

Please make cheques payable to “The City of Hamilton.”

2.2 Consent Application Fees:

1)	Property serviced with sanitary sewers and public watermains	\$2,985.00
2)	Property serviced with sanitary sewers and a well or cistern	\$3,000.00
3)	Property serviced with public watermains and a septic system	\$3,375.00
4)	Property serviced by a well or cistern and a septic system	\$3,390.00
5)	Lease/Easement	\$1,990.00
6)	Concurrent Lot Creation	\$1,990.00
7)	Cancellation	\$475

Recirculation Fee - \$200.00

2.3 Validation of Title Fee \$475

2.4 Conservation Authority Plan Review Fees

Conservation Authority	Minor	Intermediate	Major
Hamilton Conservation Authority	\$845¹	n/a	\$1,820²
Conservation Halton	\$2,374¹	\$3,239⁵	\$4,492²
Niagara Peninsula Conservation Authority	\$570¹	n/a	TBD*
Grand River Conservation Authority	\$445³	n/a	\$1,140⁴

Note: For lands located within the watershed boundaries of the Conservation Authority, combined applications will only be processed at the highest rate.

- 1 In the area of interest to the Conservation Authority (Scoped EIS).
- 2 Technical studies (i.e. Storm Water Management or Geotechnical) beyond a scoped EIS are required.
- 3 Low risk of impact on natural hazard or natural features, no technical reports required.
- 4 A hazard risk and/or potential impact to natural hazards or natural features and requires the review of one or more technical reports/studies.
- 5 One Technical study is required for review from the Conservation Authority.
- * Addition fee for the review of a technical report, if required.

Please contact the Conservation Authorities directly to arrange payment of Conservation Authority Plan Review Fees.

Contacts are:

Hamilton Conservation Authority: 905-525-2181
 Halton Conservation Authority: 289-230-0104
 Grand River Conservation Authority: 519-621-2763 x2324
 Niagara Peninsula Conservation Authority: 905-788-3135

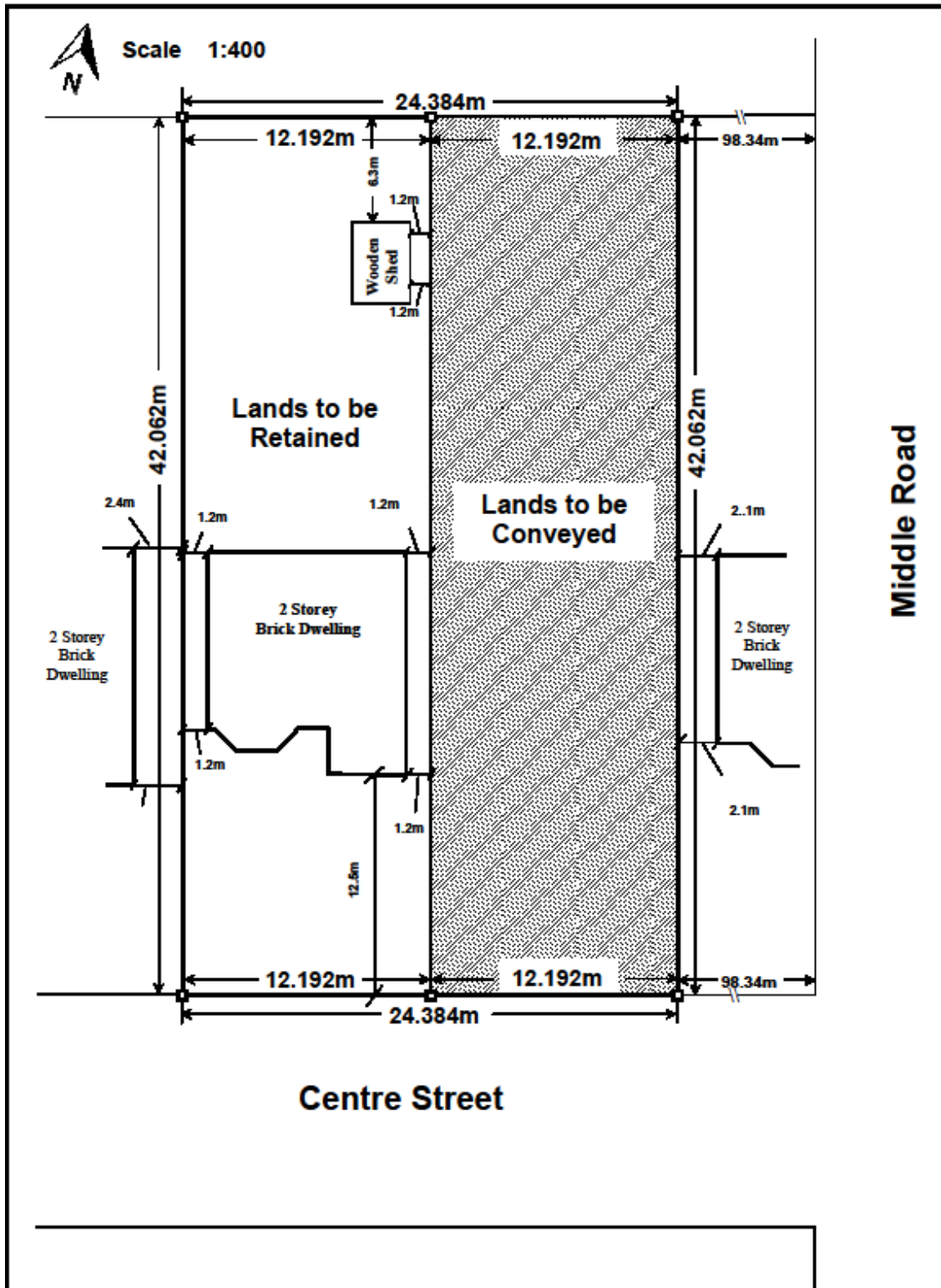
3.0 SITE SKETCH

3.1 Required Information

The application must be accompanied by a sketch or survey plan (in metric) containing the following information (you may submit additional sketches if all information is not able to be provided on one plan):

- 1) the true dimensions and boundaries of the property for which the application is being made (note: a sidewalk is not usually a lot line);
- 2) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- 3) the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
- 4) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- 5) the approximate location of all natural and artificial features on the subject land, and adjacent 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 systems;
- 6) the current uses of land that is adjacent to the subject land;
- 7) the location, width and name of any roads within, or abutting, the subject land, indicating whether it is a Provincial highway, City Road, an unopened road allowance, a public traveled road, a private road or a right-of-way;
- 8) if access to the subject land is by water only, the approximate distance of the parking and docking facilities from the subject land and the nearest public road;
- 9) the location and nature of any easement affecting the subject land;
- 10) the location, size and type (e.g. deck, single family dwelling etc.) of all existing buildings, structures or uses on the subject property, including setbacks measured from the front, rear and side lot lines; and
- 11) clearly labeled "Severed" (or leased, easement etc.) and "Retained" (or remainder) portions, along with proposed dimensions. If creating more than one new lot with the application, please ensure labels on sketch match labels on the application form.
- 12) the information provided must be legible and drawn with good drafting techniques; and,
- 13) sketch paper size is a minimum of Letter (A4, 8.5x11.5) and at least one copy a maximum of Ledger (A3, 11.5x17); or electronic copy in PDF.

3.2 Example Sketch



4.0 COMPLETENESS OF THE APPLICATION

4.1 Consent to Sever Land Application Required Items

- 1) Prescribed Fee – See Section 2;
- 2) Site Sketch – See Section 3;
- 3) Application Form – Fully completed, with all sections filled out, if information is unknown contact pd.generalinquiry@hamilton.ca for assistance; and,
- 4) Signatures Sheet – All signatures must be submitted as part of a complete application, Section 14 must be sworn before a Commissioner of Oaths.

4.2 Validation of Title Application Required Items

- 1) All of the Information in 4.1;
- 2) Detailed history of why a Validation of Title is required; and,
- 3) All supporting materials indicating the how and when the contravention of the Planning Act occurred, including PIN documents and other items deemed necessary.

4.3 Cancellation Application Required Items

- 1) Please note, this is an application type and not requirements to cancel an application for Consent to Sever Land;
- 2) All of the Information in 4.1;
- 3) Detailed history of when the previous consent took place; and,
- 4) All supporting materials indicating the cancellation subject lands and any neighbouring lands owned in the same name, including PIN documents and other items deemed necessary.

4.4 The information in this application form that must be provided by the applicant is prescribed in Ontario Regulation 197/96 made under the *Planning Act*. This mandatory information must be provided along with the appropriate fee. If the mandatory information and fee are not provided, the City will return the application or refuse to further consider the application until the prescribed information and the fee are provided.

4.5 The application form also sets out additional information (i.e. technical information or reports) that will assist the City in their planning evaluation of the consent application. To ensure the quickest and most complete review, this information should be submitted along with the mandatory information. In the absence of this additional information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the proposed Consent application may be refused.

5.0 SUBMISSION OF THE APPLICATION

Applications may be submitted via electronic submission or hardcopy submission. Electronic submissions must be sent to cofa@hamilton.ca. Hardcopy submissions must be mailed or dropped off to Committee of Adjustment, 5th floor, 71 Main Street West Hamilton, Ontario L8P 4Y5. Hardcopy submissions (including envelopes containing cheques) must be clearly addressed to **Committee of Adjustment**.

5.1 Electronic Submission

- 1) Acceptable file formats are .pdf, .jpeg, or .doc. All other formats will be returned as we are unable to process them.
- 2) Naming convention for files is: LD_Address_Document Type (eg. LD_71 Main St. W._Application Form)
- 3) Electronic Submission:
 - a) One copy of the completed application form and signature sheets (all applicable sections filled out and commissioned);
 - b) One copy of the Survey or Site Sketch, including all required information per Section 3;
 - c) One copy of any additional information, including studies; and,
 - d) Payment information, either credit card payment (name and phone number of the person paying, they will be contacted by staff) or scan/picture of cheque(s). All physical cheques must be mailed or dropped off at City all as per instructions above.

5.2 Hardcopy Submission ONLY

- 1) Hardcopy Submission:
 - a) One copy of the completed application form and all signature sheets (all applicable sections filled out and commissioned);
 - b) One copy of the Survey or Site Sketch, including all required information per Section 3 (one full scale size and one no larger than ledger size paper 11" x 17");
 - c) One copy of the information/reports if indicated as needed when completing the sections of the application form; and,
 - d) Payment, either credit card/debit processed at the counter or cheque(s).

**APPLICATION FOR CONSENT TO SEVER LAND
and VALIDATION OF TITLE
UNDER SECTION 53 & 57 OF THE *PLANNING ACT***

Please see additional information regarding how to submit an application, requirements for the required sketch and general information in the Submission Requirements and Information.

1. APPLICANT INFORMATION

	NAME	MAILING ADDRESS	
Purchaser*			Phone:
			E-mail:
Registered Owners(s)			Phone:
			E-mail:
Applicant(s)**			Phone:
			E-mail:
Agent or Solicitor			Phone:
			E-mail:

*Purchaser must provide a copy of the portion of the agreement of purchase and sale that authorizes the purchaser to make the application in respect of the land that is the subject of the application.

** Owner's authorisation required if the applicant is not the owner or purchaser.

1.2 All correspondence should be sent to Purchaser Owner
 Applicant Agent/Solicitor

1.3 Sign should be sent to Purchaser Owner
 Applicant Agent/Solicitor

1.4 Request for digital copy of sign Yes* No
If YES, provide email address where sign is to be sent _____

1.5 All correspondence may be sent by email Yes* No
If Yes, a valid email must be included for the registered owner(s) AND the Applicant/Agent (if applicable). Only one email address submitted will result in the voiding of this service. This request does not guarantee all correspondence will sent by email.

2. LOCATION OF SUBJECT LAND

2.1 Complete the applicable sections:

Municipal Address			
Assessment Roll Number			
Former Municipality			
Lot		Concession	
Registered Plan Number		Lot(s)	
Reference Plan Number (s)		Part(s)	

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

Yes No

If YES, describe the easement or covenant and its effect:

3 PURPOSE OF THE APPLICATION

3.1 Type and purpose of proposed transaction: (check appropriate box)

- | | |
|---|--|
| <input type="checkbox"/> creation of a new lot(s) | <input type="checkbox"/> concurrent new lot(s) |
| <input type="checkbox"/> addition to a lot | <input type="checkbox"/> a lease |
| <input type="checkbox"/> an easement | <input type="checkbox"/> a correction of title |
| <input type="checkbox"/> validation of title (must also complete section 8) | <input type="checkbox"/> a charge |
| <input type="checkbox"/> cancellation (must also complete section 9) | |
| <input type="checkbox"/> creation of a new non-farm parcel (must also complete section 10)
(i.e. a lot containing a surplus farm dwelling
resulting from a farm consolidation) | |

3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:

3.3 If a lot addition, identify the lands to which the parcel will be added:

3.4 Certificate Request for Retained Lands: Yes*

* If yes, a statement from an Ontario solicitor in good standing that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening section 50 of the Act. (O. Reg. 786/21)

4 DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

4.1 Description of subject land:

All dimensions to be provided in metric (m, m² or ha), attach additional sheets as necessary.

	Retained (remainder)	Parcel 1	Parcel 2	Parcel 3*	Parcel 4*
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Identified on Sketch as:					
Type of Transfer	N/A				
Frontage					
Depth					
Area					
Existing Use					
Proposed Use					
Existing Buildings/ Structures					
Proposed Buildings/ Structures					
Buildings/ Structures to be Removed					

* Additional fees apply.

4.2 Subject Land Servicing

a) Type of access: (check appropriate box)

provincial highway

municipal road, seasonally maintained

municipal road, maintained all year

right of way

other public road

b) Type of water supply proposed: (check appropriate box)

publicly owned and operated piped water system

privately owned and operated individual well

lake or other water body

other means (specify) _____

c) Type of sewage disposal proposed: (check appropriate box)

publicly owned and operated sanitary sewage system

privately owned and operated individual septic system

other means (specify) _____

4.3 Other Services: (check if the service is available)

electricity

telephone

school bussing

garbage collection

5 CURRENT LAND USE

5.1 What is the existing official plan designation of the subject land?

Rural Hamilton Official Plan designation (if applicable): _____

Rural Settlement Area: _____

Urban Hamilton Official Plan designation (if applicable) _____

Please provide an explanation of how the application conforms with a City of Hamilton Official Plan.

- 5.2 Is the subject land currently the subject of a proposed official plan amendment that has been submitted for approval?
 Yes No Unknown

If YES, and known, provide the appropriate file number and status of the application.

- 5.3 What is the existing zoning of the subject land? _____

If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number? _____

- 5.4 Is the subject land the subject of any other application for a Minister's zoning order, zoning by-law amendment, minor variance, consent or approval of a plan of subdivision?
 Yes No Unknown

If YES, and known, provide the appropriate file number and status of the application.

- 5.5 Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified. Please check the appropriate boxes, if any apply.

Use or Feature	On the Subject Land	Within 500 Metres of Subject Land, unless otherwise specified (indicate approximate distance)
An agricultural operation, including livestock facility or stockyard * Submit Minimum Distance Separation Formulae (MDS) if applicable	<input type="checkbox"/>	
A land fill	<input type="checkbox"/>	
A sewage treatment plant or waste stabilization plant	<input type="checkbox"/>	
A provincially significant wetland	<input type="checkbox"/>	
A provincially significant wetland within 120 metres	<input type="checkbox"/>	
A flood plain	<input type="checkbox"/>	
An industrial or commercial use, and specify the use(s)	<input type="checkbox"/>	
An active railway line	<input type="checkbox"/>	
A municipal or federal airport	<input type="checkbox"/>	

6 HISTORY OF THE SUBJECT LAND

6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or a consent under sections 51 or 53 of the *Planning Act*?

Yes No Unknown

If YES, and known, provide the appropriate application file number and the decision made on the application.

6.2 If this application is a re-submission of a previous consent application, describe how it has been changed from the original application.

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

Yes No

If YES, and if known, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

6.4 How long has the applicant owned the subject land?

6.5 Does the applicant own any other land in the City? Yes No
If YES, describe the lands below or attach a separate page.

7 PROVINCIAL POLICY

7.1 Is this application consistent with the Policy Statements issued under Section 3 of the *Planning Act*?

Yes No (Provide explanation)

7.2 Is this application consistent with the Provincial Policy Statement (PPS)?

Yes No (Provide explanation)

7.3 Does this application conform to the Growth Plan for the Greater Golden Horseshoe?

Yes No (Provide explanation)

7.4 Are the subject lands subject to the Niagara Escarpment Plan?

Yes No (Provide explanation)

7.5 Are the subject lands subject to the Parkway Belt West Plan?

Yes

No

(Provide explanation)

7.6 Are the subject lands subject to the Greenbelt Plan?

Yes

No

(Provide explanation)

7.7 Are the subject lands within an area of land designated under any other provincial plan or plans?

Yes

No

(Provide explanation)

8 ADDITIONAL INFORMATION - VALIDATION

8.1 Did the previous owner retain any interest in the subject land?

Yes

No

(Provide explanation)

8.2 Does the current owner have any interest in any abutting land?

Yes

No

(Provide explanation and details on plan)

8.3 Why do you consider your title may require validation? (attach additional sheets as necessary)

9 ADDITIONAL INFORMATION - CANCELLATION

9.1 Did the previous owner retain any interest in the subject land?

Yes

No

(Provide explanation)

9.2 Does the current owner have any interest in any abutting land?

Yes

No

(Provide explanation and details on plan)

9.3 Why do you require cancellation of a previous consent? (attach additional sheets as necessary)

10 ADDITIONAL INFORMATION - FARM CONSOLIDATION

10.1 Purpose of the Application (Farm Consolidation)

If proposal is for the creation of a non-farm parcel resulting from a farm consolidation, indicate if the consolidation is for:

- Surplus Farm Dwelling Severance from an Abutting Farm Consolidation
- Surplus Farm Dwelling Severance from a Non-Abutting Farm Consolidation

10.2 Location of farm consolidation property:

Municipal Address			
Assessment Roll Number			
Former Municipality			
Lot		Concession	
Registered Plan Number		Lot(s)	
Reference Plan Number (s)		Part(s)	

10.3 Rural Hamilton Official Plan Designation(s)

If proposal is for the creation of a non-farm parcel resulting from a farm consolidation, indicate the existing land use designation of the abutting or non-abutting farm consolidation property.

10.4 Description of farm consolidation property:

Frontage (m):	Area (m ² or ha):
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Existing Land Use(s): _____ Proposed Land Use(s): _____

10.5 Description of abutting consolidated farm (excluding lands intended to be severed for the surplus dwelling):

Frontage (m):	Area (m ² or ha):
---------------	------------------------------

Existing Land Use: _____ Proposed Land Use: _____

10.6 Description of surplus dwelling lands proposed to be severed:

Frontage (m): (from Section 4.1)	Area (m ² or ha): (from Section 4.1)
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Front yard set back: _____

10.7 Surplus farm dwelling

a) Date of construction:

- Prior to December 16, 2004
- After December 16, 2004

b) Condition:

- Habitable
- Non-Habitable

11 COMPLETE APPLICATION REQUIREMENTS

11.1 All Applications

- Application Fee
- Site Sketch
- Complete Application form
- Signatures Sheet

11.2 Validation of Title

- All information documents in Section 11.1
- Detailed history of why a Validation of Title is required
- All supporting materials indicating the contravention of the Planning Act, including PIN documents and other items deemed necessary.

11.3 Cancellation

- All information documents in Section 11.1
- Detailed history of when the previous consent took place.
- All supporting materials indicating the cancellation subject lands and any neighbouring lands owned in the same name, including PIN documents and other items deemed necessary.

11.4 Other Information Deemed Necessary

- Cover Letter/Planning Justification Report
- Minimum Distance Separation Formulae (data sheet available upon request)
- Hydrogeological Assessment
- Septic Assessment
- Archeological Assessment
- Noise Study
- Parking Study
- _____
- _____

12. OWNER AUTHORIZATION

One authorization (if applicable) must be completed for every owner registered on title at the time of application.

12.1 Owner(s) Authorization (Person(s))

As of the date of this application, I (Name) _____ am the registered Owner(s) of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I hereby authorize (Name of Agent) _____ of (Name of Agent Company) _____ to act as my agent in this matter and to provide any of my personal information that will be included in this application or collected during the processing of the application.

DATE _____ SIGNED _____

12.2 Owner(s) Authorization (Corporation)

As of the date of this application, I (Name) _____ having signing authority for (Name of Corporation) _____, that is the registered Owner of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I hereby authorize (Name of Agent) _____ of (Name of Agent Company) _____ to act as my agent in this matter and to provide any of my personal information that will be included in this application or collected during the processing of the application.

DATE _____ SIGNED _____

13. ACKNOWLEDGEMENTS

Acknowledgements may be signed by the owner(s) or the owner’s authorized agent as noted above. Initial beside each item and sign below.

13.1 I acknowledge that the City of Hamilton is not responsible for the identification and remediation of contamination on the property which is the subject of this Application – by reason of its approval to this Application. Initials _____

13.2 I acknowledge that all information submitted with the application or during the processing of the application is collected under the authority of the Planning Act, R.S.O. 1990, c. P.13. In accordance with that Act, it is the policy of the City of Hamilton to provide public access to all Planning Act applications and supporting documentation submitted to the City. The City of Hamilton is permitted to make the application and any associated supporting information available to the general public, including posting electronic versions of the application form and associated studies and reports online. Questions about the collection of this information should be directed to the Coordinator of Business Facilitation, Planning and Economic Development Department, City of Hamilton, 1st floor, 71 Main Street West, City Hall, Hamilton, Ontario, Telephone: 905-546-2424, ext.1284. Initials _____

13.3 I acknowledge that the members of the Committee of Adjustment and members of staff of the City of Hamilton may enter the subject lands for the limited purposes of evaluating the merits of this application. Initials _____

13.4 I acknowledge that a sign is required to be posted on the subject lands, clearly visible and legible from a public highway (road). The sign must be posted no later than 14 days before the Hearing for consents, and no later than 10 days before the Hearing for minor variances. I acknowledge that the sign will remain posted and visible until after the Hearing. Failure to post the sign in accordance with the requirements may result in a deferral of the application. Initials _____

13.5 I acknowledge that it is a policy of the City of Hamilton that any City costs associated with an appeal to the Ontario Land Tribunal, by a party other than the Applicant, of an approval of a consent, rezoning, official plan amendment, plan of subdivision, minor variance, and/or any other development application under the *Planning Act*, such as, but not limited to, legal counsel costs, professional consultant costs and City staff costs, shall be paid by the Applicant. I acknowledge and agree that a Cost Acknowledgment Agreement may be required to be filed in this event. Questions about this agreement should be directed to cofa@hamilton.ca.

Initials _____

NAME _____

DATE _____

SIGNED _____

14. AFFIDAVIT OR SWORN DECLARATION

This declaration must be sworn before a Commissioner of Oaths.

I, (Name) _____ of the (Town/City etc.) _____
of _____ in the (Province/City, etc.) _____
of _____ solemnly declare that:

All of the above statements and information submitted with the application 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.

Sworn (or Declared) before me at the
_____ of _____ in the _____ of
_____ this _____ day of _____, 20__.

A Commissioner, etc.

Owner/Agent, etc.