



FEE \$125.00 – PAYABLE TO “TOWNSHIP OF ELIZABETHTOWN-KITLEY”

REQUEST FOR FILE SEARCH related to a Private Sewage Disposal System Installed After 1973

Please allow between 2-4 business days for processing once our office receives your application.

Date: _____

1. Requested By: _____ Telephone: _____
Address: _____ Fax/Email: _____
2. Location to be searched: Present Owner: _____
Civic Address: _____
Lot: _____ Concession: _____ Plan #: _____ Part(s): _____ Township of
Elizabethtown-Kitley
Assessment Roll # _____
3. Approximate date of system's installation: _____
4. Owner at the time of installation: _____
(if more than one owner, please attach a list, chain of title may be used)
5. Has any upgrading or work been completed to the system since its original installation?
No: ____ Do Not Know: _____ Yes _____ If Yes, Year: _____
Owner's Name at time of Upgrading: _____

Signature of Applicant

Receipt #: _____ Request #: _____ Date: _____

- Based on the above information received, we were unable to locate a record of the related sewage disposal system in our files.
- Details on file included Permit No. _____
Use Permit/Completion Certificate: **Was Issued:** _____ **Was Not Issued**
Tank Size: _____
Length of Distribution Pipe/Chamber/other: _____ Filter bed stone (effective) area: _____
Treatment Unit: _____ Type A or B bed stone area: _____
- There **ARE NO** outstanding issues/work orders on file pertaining to this Sewage Disposal System.
- There **ARE** outstanding issues/work orders pertaining to this Sewage Disposal System (see notes below).
Notes on File: _____

Inspector