



Township of
Leeds and the
Thousand Islands

Development Application

Section 22 (Official Plan Amendment), Section 34 (Zoning Amendment), Section 36 (Holding Zone Removal), Section 41 (Site Plan Approval) of the Planning Act

| Office Use Only | | | | |
|-----------------------------|---------------------------------|---------------------------------|----------------------------------|--|
| Application: | | Date Received: | | |
| Roll Number: | | Deemed Complete: | | |
| Application Fee: | | <input type="checkbox"/> Cheque | <input type="checkbox"/> Cash | <input type="checkbox"/> Interac <input type="checkbox"/> Online |
| Septic Review Fee: | | <input type="checkbox"/> Cheque | <input type="checkbox"/> Cash | <input type="checkbox"/> Interac <input type="checkbox"/> Online |
| Posting of Sign By: | <input type="checkbox"/> Owner | <input type="checkbox"/> Agent | <input type="checkbox"/> Staff | <input type="checkbox"/> Other |
| Posting of Sign Fee: | <input type="checkbox"/> Cheque | <input type="checkbox"/> Cash | <input type="checkbox"/> Interac | <input type="checkbox"/> Online |

| 1. Application Type (Check all that apply) | |
|--|---|
| <input type="checkbox"/> Zoning By-Law Amendment | <input type="checkbox"/> Township Official Plan Amendment |
| <input type="checkbox"/> Site Plan Control Agreement | <input type="checkbox"/> Holding Symbol Removal |

| 2. Complete Application Requirements | |
|--------------------------------------|---|
| <input type="checkbox"/> | Complete Application Form and Applicable fees |
| <input type="checkbox"/> | Cover Letter |
| <input type="checkbox"/> | Authorization of Applicant/Agent (if applicable) |
| <input type="checkbox"/> | Affidavit signed in front of a Commissioner for Taking Affidavits, Notary, etc. (Available at the Township Office by appointment) |
| <input type="checkbox"/> | Transfer/Deed (If recently purchased) |
| <input type="checkbox"/> | Reference Plan (if available) |
| <input type="checkbox"/> | Scaled Plot Plan - See Section 12.4 for an example |
| <input type="checkbox"/> | Construction Details, Flood Plans, Elevations (If applicable) |
| <input type="checkbox"/> | Photographs of Existing Development |
| <input type="checkbox"/> | All Supporting Information identified through Pre-Consultation |

| 3. Subject Lands Information | |
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| Assessment Roll Number: | |
| Civic Address: | |
| Legal Description (Concession, Lot, Part, Reference Plan Numbers): | |
| | |
| Date subject lands acquired by current owner: | |

4. Registered Owner Information.

Company Name or Owner Name(s):

Mailing Address:

Phone Number(s):

Email Address(es)

Agree to have the email address(es) added into the Municipality’s Contact List.

5. Applicant/Agent Information

5.1 Is the applicant the same as the owner?

Yes (same information as above)

No (please complete Section 5.2)

5.2 Company Name or Owner Name(s):

Mailing Address:

Phone Number(s):

Email Address(es):

Agree to have the email address(es) added into the Municipality’s Contact List.

6. Subject Lands Characteristics

6.1 Please list and describe any existing easements, right-of-ways or restrictive covenants that apply to the subject property (required to be shown on plot plan)

6.2 Site Description: (briefly describe factors that may impact the proposed development, such as lot configuration, steep slopes or low-lying areas, natural feature, etc.)

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|---|--------------------------|--------------------------|--------------------------|
| 6.3 Dimensions of Subject Land | | | |
| Total Lot Area: | hectares | acres | |
| Lot Depth: | metres | feet | |
| Lot Width (frontage): | metres | feet | |
| 6.4 Road Access (include name) | | | |
| <input type="checkbox"/> Public Road: | | | |
| <input type="checkbox"/> Private Right-of-Way: | | | |
| <input type="checkbox"/> Water Only: | | | |
| 6.5 If access to the subject land is by water only, provide details of parking and docking facilities to be used for a site visit: | | | |
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| 6.6 Servicing – Water | Existing | Proposed | Not Applicable |
| Municipal Piped Water System | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Privately Owned and Operated Well | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lake or Other Water Body: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.7 Servicing – Sewage | Existing | Proposed | Not Applicable |
| Municipal | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Privately-Owned | | | |
| <input type="checkbox"/> Individual Sanitary Sewage System | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Communal Sanitary Sewage System | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Composting/Self-Contained Toilet | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Privy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Outhouse | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other: (Specify) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.8 Servicing – Storm Drainage | Existing | Proposed | Not Applicable |
| Sewers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ditches | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Swales | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (Specify): | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. Land Use Information

7.1 Existing Use(s): (indicate uses and length of time uses have continued)

7.2 Proposed Use(s):

7.3 Existing Use on Adjacent Lands:

North:

South:

East:

West:

7.4 Previous Use(s): Indicate all previous land uses on the subject land or adjacent lands including any industrial or commercial use, or if there is suspected contamination. Note: When a property is being proposed for a more sensitive land than its current or most recent use, then a Record of Site Condition (RSC) per the Environmental Protection Act (EPA) is required prior to land use change. Please refer to Ontario Regulation 153/04 for list of uses that may require an RSC.

7.5 Indicate any current or previous application under the Planning Act affecting the subject land:

| Application Type | File Number | Application Status |
|-----------------------------|--------------------|---------------------------|
| Minor Variance/Permission | | |
| Site Plan Control Agreement | | |
| Zoning By-Law Amendment | | |
| Official Plan Amendment | | |
| Consent | | |
| Plan of Subdivision | | |
| Minister's Zoning Order | | |
| Other: | | |

There have been no previous Planning Act applications affecting the subject lands

| 7.6 Potential Land Use Constraints: | On Subject Lands | On Adjacent Lands Within | No |
|--|--------------------------|-----------------------------------|--------------------------|
| Agricultural Operation including Livestock Facility or Stockyard (If Yes, MDS Calculation May Be Required) | <input type="checkbox"/> | <input type="checkbox"/> 1000m | <input type="checkbox"/> |
| Waste Management Site or Landfill | <input type="checkbox"/> | <input type="checkbox"/> 500m | <input type="checkbox"/> |
| Sewage Treatment Plant or Waste Stabilization | <input type="checkbox"/> | <input type="checkbox"/> 500m | <input type="checkbox"/> |
| Provincially Significant Wetland (PSW) | <input type="checkbox"/> | <input type="checkbox"/> 120m | <input type="checkbox"/> |
| Locally Significant Wetland (LSW) | <input type="checkbox"/> | <input type="checkbox"/> 50m | <input type="checkbox"/> |
| Area of Natural and Scientific Interest (ANSI) | <input type="checkbox"/> | <input type="checkbox"/> 50m | <input type="checkbox"/> |
| Flood Plain | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| Wellhead Protection (Village of Lansdowne) | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| James W. King Intake Protection Zone - St. Lawrence River - South of Gananoque (OP Schedule A6) | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| Licensed Mine, Pit or Quarry or an area designated for Aggregate Extraction | <input type="checkbox"/> | <input type="checkbox"/> 1000m | <input type="checkbox"/> |
| Rehabilitated Mine/Pit/Quarry Site? | <input type="checkbox"/> | <input type="checkbox"/> 500m | <input type="checkbox"/> |
| Industrial or Commercial Use, or Wrecking Yard Specify Use: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Active Railway Line | <input type="checkbox"/> | <input type="checkbox"/> 500m | <input type="checkbox"/> |
| Municipal or Federal Airport | <input type="checkbox"/> | <input type="checkbox"/> 500m | <input type="checkbox"/> |
| Provincial Highway 401 | <input type="checkbox"/> | <input type="checkbox"/> 250m | <input type="checkbox"/> |
| Utility Corridor(s) i.e. Power Lines, Hydro Easement | <input type="checkbox"/> | <input type="checkbox"/> 500m | <input type="checkbox"/> |
| i.e. Natural Gas or Oil Pipeline, etc. | <input type="checkbox"/> | <input type="checkbox"/> 500m | <input type="checkbox"/> |
| Gas Station – Currently or at Any Time | <input type="checkbox"/> | <input type="checkbox"/> Adjacent | <input type="checkbox"/> |
| Lands suspected to be contaminated | <input type="checkbox"/> | <input type="checkbox"/> 500m | <input type="checkbox"/> |
| Has grading of the subject land been changed by adding earth or other material(s)? | <input type="checkbox"/> | <input type="checkbox"/> N/A | <input type="checkbox"/> |
| 7.7 Heritage Review | On Subject Lands | On Adjacent Lands Within | No |
| Designated Heritage Property | <input type="checkbox"/> | <input type="checkbox"/> 500m | <input type="checkbox"/> |
| If this property is designated under the Ontario Heritage Act, please specify the By-Law and the reason(s) for the heritage designation: | | | |
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| 8. Zoning By-Law Information | |
| 8.1 | Current Zoning: |
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| 8.2 | Proposed Zoning: |
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| 8.3 | Description of Proposal: (describe nature and extent of the rezoning request, and reasons for rezoning) |
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| 8.4 | Is the requested amendment consistent with the 2024 Provincial Planning Statement (PPS)? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Explain how the requested amendment is consistent with the PPS. | |
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| 8.5 | Is the requested amendment consistent with the United Counties of Leeds and Grenville’s Official Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Explain how the requested amendment conforms with the County Official Plan. | |
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| 8.6 | Is the requested amendment consistent with the Township Official Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Explain how the requested amendment conforms with the Township Official Plan. | |
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| 8.7 | Does the proposal require an amendment to the Township Official Plan? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, list the application number: | | |
| 8.8 | Is the application within an area where the Municipality has pre-determined the minimum and maximum density requirements, or the minimum and maximum height requirements | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, provide a statement of these requirements: | | |
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| 8.9 | Does the zoning amendment alter the boundaries of an existing area of settlement or require a new area of settlement to be implemented? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If the answer to 8.9 is yes, provide the current Official Plan policies if any dealing with the alteration or establishment of an area of settlement: | | |
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| 8.10 | Does the zoning amendment remove land from an area of employment? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If the answer to section 8.10 is yes, provide the current Official Plan policies, if any, dealing with the removal of land from an area of employment: | | |
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| 8.11 | Are the lands subject to zoning with conditions? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If the answer to Section 8.11 is yes, explain how the proposed amendment complies with the Official Plan policies relating to the zoning with conditions: | | |
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| 8.12 | Would this request permit development on a privately owned and operated individual or communal septic system more than 4500 litres of effluent per day? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes to Section 8.12, the following studies are required: | | Submitted |
| (a) | A servicing options report | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (b) | A hydrogeological report | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8.13 | Name(s) and address(es) of the holders of any mortgages, charges, and other encumbrances of the property. | |
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| <input type="checkbox"/> There are no mortgages, charges, or other encumbrances on the property. | | |
| 8.14 | What is the proposed strategy for consulting with the public? | |
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| 9. Official Plan Information | |
| 9.1 | Current Township Official Plan Designation(s) and land uses authorized under this designation: |
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| 9.2 | Special Policy Area: <input type="checkbox"/> 1000 Islands <input type="checkbox"/> Highly Sensitive Lake Trout Lake <input type="checkbox"/> No |
| 9.3 | Is the Application: |
| | <input type="checkbox"/> Site Specific <input type="checkbox"/> Applicable to a larger area or the entire Municipality |
| 9.4 | Does the application propose to change, replace, or add a policy in the Official Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is yes, what is the policy to be changed, replaced or deleted? | |
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| 9.5 | Does the application propose to add a policy to the Official Plan <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9.6 | What is the purpose of the requested amendment? |
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| 9.7 | What is the designation of the subject lands according to the Official Plan of the United Counties of Leeds and Grenville? Explain how the proposed amendment conforms with it: |
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| 9.8 | What are the land uses that the requested Official Plan amendment would authorize? |
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9.9 Would this request permit development on a privately owned and operated individual or communal septic system which treats More than 4500 litres of effluent per day? Yes No

If yes to Section 9.9, the following studies are required: Submitted

(a) A servicing options report Yes No

(b) A hydrogeological report Yes No

9.10 Please indicate whether this land, or land within 120 metres of it, is the subject of an application by the applicant under the act for:

| Other Applications | Subject Lands | | | Adjacent Lands | | |
|----------------------------|--------------------------|--------------------------|----------|--------------------------|--------------------------|----------|
| | Yes | No | File No. | Yes | No | File No. |
| Minor Variance/Permission | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Consent | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Amendment to Official Plan | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Amendment to Zoning By-Law | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Minster’s Zoning Order | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Plan of Subdivision | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Site Plan Control | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Other Applications: | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |

If yes has been answered one or more times, please specify the following on a separate page:

- 1) the lands affected
- 2) the name of the approval authority considering it
- 3) The purpose of the application
- 4) the status of the application
- 5) effect of the application

Is the separate page attached? Yes No Not Applicable

9.11 If a policy in the official plan is being changed, replaced, or deleted, or if a policy is being added, indicate the proposed text of the requested amendment and attach a draft of the amendment.

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9.12 If the requested amendment changes or replaces a schedule in the Official Plan, indicate the requested schedule and text that accompanies it. Provide a draft Amendment with the proposed change.

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9.13 If the requested amendment alters all or any part of the boundary of an area of settlement or establishes a new area of settlement, indicate the current Official Plan policies, dealing with the alteration or establishment of an area of settlement:

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9.14 If the requested amendment removes the subject land from an area of employment, indicate the current Official Plan policies dealing with the removal of land from an area of employment:

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9.15 Is the requested amendment consistent with the 2024 Provincial Planning Statement (PPS)? Yes No

If yes, explain how the requested amendment is consistent with the PPS:

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9.16 What is the proposed strategy for consulting with the public?

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10. Existing Structures and Setbacks on Subject Lands (Indicate any to be demolished)

10.1 Existing Structures in metres. Include all existing structures associated with the subject lands, including marine facilities and structures under 10 square metres.

| Type of Structure | Ground Floor Area | Gross Floor Area | Number of Stories | Dimensions | | | Year Built |
|-------------------|-------------------|------------------|-------------------|------------|-------|--------|------------|
| | | | | Length | Width | Height | |
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10.2 Setbacks of Existing Structures to property boundaries, shoreline, etc. in metres

| Type of Structure | Front | Side | Side | Rear | Water | Flood Plain | Public Road (centre) | Right-of-Way (edge) | Other _____ |
|-------------------|-------|------|------|------|-------|-------------|----------------------|---------------------|-------------|
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10.3 Existing Parking & Loading Spaces

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|---|---|
| Existing Number of Standard Parking Spaces: | Existing Number of Barrier Free Parking Spaces: |
| Existing Number of Loading Spaces: | |

11. Proposed Structures and Setbacks on Subject Lands

11.1 Proposed Development (if any) in square metres, metres

| Type of Structure | Ground Floor Area | Gross Floor Area | Number of Stories | Dimensions | | | Year Built |
|-------------------|-------------------|------------------|-------------------|------------|-------|--------|------------|
| | | | | Length | Width | Height | |
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11.2 Setbacks of Proposed Structures to property boundaries, shoreline, etc. in metres

| Type of Structure | Front | Side | Side | Rear | Water | Flood Plain | Public Road (centre) | Right-of-Way (edge) | Other _____ |
|-------------------|-------|------|------|------|-------|-------------|----------------------|---------------------|-------------|
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11.3 Proposed Parking & Loading Spaces

Proposed Number of Standard Parking Spaces:

Proposed Number of Barrier Free Parking Spaces:

Proposed Number of Loading Spaces:

12. Required Plans

- 12.1** A detailed sketch in metric has been attached with the required information as noted in Section 12.2. Yes No
- All required site plan drawings, elevations, cross-sections, grading, drainage, etc. along with the required information as noted in Section 12.3. Yes No

12.2 Sketch Requirements

For zoning and official plan amendment applications, a detailed sketch **is required**. The sketch must include:

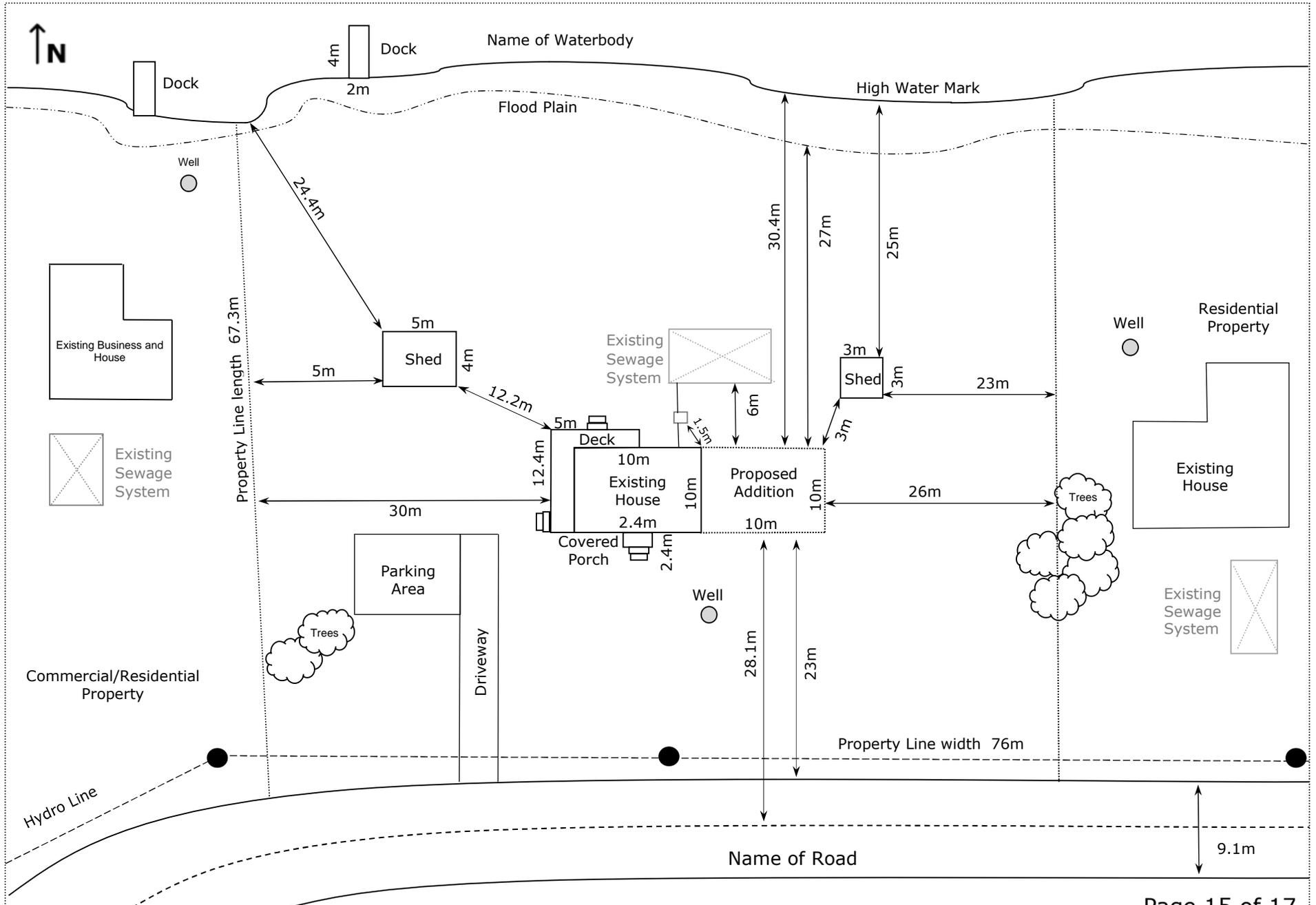
- (a) The boundaries and dimensions of the subject land.
- (b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot line.
- (c) The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, flood plains drainage, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that:
 - (i) Are located on the subject land and on land that is adjacent to it, and
 - (ii) In the applicant's opinion, may affect the application.
- (d) The current uses of land that is adjacent to the subject land.
- (e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
- (f) If access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- (g) The location and nature of any easement affecting the subject land.

12.3 Site Plan Requirements

In addition to Section 12.2, for site plan applications, drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing fewer than 25 dwelling units which drawings are sufficient to display,

- (a) The massing and conceptual design of the proposed building;
- (b) The relationship of the proposed building to adjacent buildings, streets and exterior areas to which members of the public have access;
- (c) The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
- (d) Matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design
- (d.1) Matters relating to exterior access to each building that will contain affordable housing units or to any part of such building, but only to the extent that it is a matter of exterior design;
- (e) the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and
- (f) facilities designed to have regard for accessibility for persons with disabilities.

12.4 Sample Sketch – Measurements, setbacks for all structures must be transcribed onto Sections 10 and 11. Please add a scale measurement to the plan.



13. Authorization for Agent, Permission to Enter and Acknowledgement Form

All Registered Owner(s) must complete this section. If a digital signature is used, the confirmation email from the owner confirming the authenticity of their signature may be required.

I/We _____,
(Name(s) of Owner(s) or Company)

being the registered owner(s) of the subject property of this application:

Hereby authorize the following person(s) to act as our agent to prepare, submit the application and pay any associated fees on my/our behalf (if applicable):

(Name of Applicant(s)/Authorized Agent(s)/Authorized Company)

Hereby authorize Council, Township Staff and various agencies to enter the subject property without notice to conduct site inspections related to this application.

Agree to ensure that any driveway/private roads are accessible during the circulation period of the application so that Council, Township Staff and various agencies do not have any barriers blocking access to the subject land. This includes the removal of snow.

Water access only properties will require a boat ride, which is to be provided by the owner/agent. Township Staff will advise of the pre-scheduled date for the boat ride and will schedule a suitable time. Boat rides are not conducted during certain months of the year for safety reasons.

Agree to post any required signage on site, which is prepared by Township Staff, with respect to this application in the requested timeframe of the Planning Act and upon notification by Township Staff. I/We also agree to provide photographic evidence of the posted sign(s). Failure to do so will result in the hearing for this application being cancelled. Additional fees may be incurred. Township Staff can post the required signage for a fee.

If required, agree to stake the area of any proposed development a minimum of 15 days prior to the date of the public meeting. Failure to do so may result in the deferral of the decision by the Council.

Hereby acknowledge and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants, etc. will be part of the public record and will also be available to the general public.

Signature(s): _____

Date: _____

15. Agreement to Indemnify and Statutory Declaration (This form must be signed in the presence of a Commissioner for Taking Affidavits, a Notary, etc.)

I/We, _____
 (Name of Owner, Applicant or Authorized Agent on behalf of the Owner)

Of the _____
 (Name of Municipality)

In the _____
 (Name of County)

Hereby agree to indemnify and save harmless The Corporation of the Township of Leeds and Thousand Islands (the "Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the Council approving the applicant's application.

I/We acknowledge and agree that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Ontario Land Tribunal in support of a decision approving the application until the amount has been paid in full.

I/We further acknowledge and agree that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

I/We solemnly declare that all of the above statements contained herein and all exhibits transmitted herewith including this application and any required document attached hereto 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.

Signature(s): _____

Declared before me at the: _____
 (Name of Municipality)

in the _____
 (Name of County)

This ____ day of _____, 20____.

 Signature of Commissioner for Taking Affidavits, etc.

(Official Stamp)