



## DECLARATION FORM

TO BE COMPLETED BY DECLARANT	
<b>Full Name</b> (*As shown on Photo ID)	
<b>Municipality of Residence</b>	
<b>Declaration</b> (check box to confirm that you acknowledge and understand the declaration you are making)	<p><i>"I solemnly declare that all the statements and information submitted with this application are true and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath by virtue of the Canada Evidence Act."</i></p> <div style="text-align: right;"><input type="checkbox"/></div>
<b>Acknowledgement of Declarant</b> (check box to confirm that you acknowledge and understand that you are making the declaration before a Commissioner of Oaths or Notary Public)	<p>I acknowledge that by signing the Declaration Form that I am making the above declaration before a Commissioner of Oaths or Notary Public with respect to my application submission to the City of Orillia Committee of Adjustment.</p> <div style="text-align: right;"><input type="checkbox"/></div>
<b>Signature of Declarant</b> (must be signed in the presence of the Commissioner or Notary Public)	
TO BE COMPLETED BY COMMISSIONER OF OATHS OR NOTARY PUBLIC	
<b>Full Name of Commissioner of Oaths or Notary Public</b>	
<b>City/Town Where Declaration Administered</b>	
<b>Date of Declaration</b>	
<b>Confirmation of Declarant Identity</b> (check box and indicate type of Photo ID provided by the declarant)	<p>I have confirmed the identity of the declarant as provided using their:</p> <p>Driver's License <input type="checkbox"/>    Passport <input type="checkbox"/>    Other: _____</p>
<b>Confirmation by Commissioner/Notary – Declarant Understanding</b>	<p><input type="checkbox"/> I have taken reasonable precautions to ensure that the declarant understands what is being declared.</p>
COMMISSIONER/NOTARY, COMPLETE <u>EITHER</u> OPTION A OR B BELOW:	
<input type="checkbox"/> <b>Option A:</b>  <b>Administration of Oath – In-Person</b> The declaration is being administered in person.	<p><b><i>Declaration (to be read to Applicant by Commissioner/Notary):</i></b>  <i>"Do you solemnly declare that all the statements and information submitted with this application are true and that you make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath by virtue of the Canada Evidence Act?"</i></p>
<input type="checkbox"/> <b>Option B:</b>  <b>Administration of Oath - Electronic</b> The declaration is being administered by an electronic method of communication in Accordance with Ontario Regulation 431/20.  <input type="checkbox"/> I confirm that the electronic method of communication permitted the declarant and the person administering the oath to be able to see, hear and communicate with each other in real time throughout the entire transaction.	<p>The electronic method of communication used to administer the declaration was:</p> <p>Microsoft Teams <input type="checkbox"/>    Zoom <input type="checkbox"/>    Other: _____</p> <p><b><i>Declaration (to be read to Applicant by Commissioner/Notary):</i></b>  <i>"The following declaration is being administered under Ontario Regulation 431/20 which permits the administering of oaths and declarations remotely:</i></p> <p><i>Please confirm that you acknowledge and understand the following declaration: You solemnly declare that all the statements and information submitted with this application are true and that you make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath by virtue of the Canada Evidence Act."</i></p>
<b>Signature of Commissioner of Oaths or Notary Public:</b>	
<b>Commissioner of Oaths Stamp/Notary Seal:</b>	



## **PLANNING APPLICATION DECLARATION PROCESS AND INSTRUCTIONS**

### **1. Declaration Appointment**

Submit your application through the Planning Portal. Following the review of your application, you will be contacted by Planning staff to arrange an appointment to swear the Declaration. The appointment will be either in-person at Orillia City Centre or virtual.

### **2. Preparation for In-Person Appointment**

Ensure that you bring valid **Photo ID** with you to the appointment. Acceptable ID is a valid photo Driver's License or Passport. When you arrive at City Centre, proceed to the Planning Division reception on the first floor to check in.

### **3. Preparation for Virtual Appointment**

Declarant **must** have access to both audio and video functions, or remote commission shall not be completed, as per the regulation:

***The oath or declaration is being administered by an electronic method of communication in which the person administering the oath or declaration and the deponent or declarant are able to see, hear and communicate with each other in real time throughout the entire transaction.***

To confirm identity, the Declarant must provide **Photo ID**. To do so, hold the ID to the camera or take a picture and send by email prior to the meeting.

Declarant must also have access to email in case any documents need to be shared.

### **4. Remote Declaration Appointment**

The Commissioner or Notary Public administering the oath or declaration will confirm the identity of the deponent or declarant.

Next, the Commissioner or Notary Public will request the following of the Declarant: *“Please confirm that you acknowledge and understand the following declaration: You solemnly declare that all the statements and information submitted with this application are true and that you make this 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 the Canada Evidence Act.”*

Once statement of declaration has been made, the **Declarant must share their screen** so that the Commissioner or Notary Public can witness the signing and complete all required sections of the form. Once the form has been completed and signed, the appointment is considered completed. The Declaration will form a part of the application submission.