

# SEPTIC RECORDS SEARCH FORM (1974 TO PRESENT)

**SEND TO: MVCA** mrsso@mvc.on.ca or **RVCA** septic@rvca.ca

Complete, save and email this form to your municipal approval agent. **NOTE: NON-REFUNDABLE FEE REQUIRED UPON SUBMISSION.** Form is to be completed in full. Incomplete information may cause delays or inaccurate file searches. Requests that have been processed and returned to clients are considered to be closed.

## Requestor Information

### Section 1

Requested by: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: (mm/dd/yyyy) \_\_\_\_\_

File Search Response &  
Attached Septic Records to be

☐ Emailed to: \_\_\_\_\_

☐ Mailed to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present Owner's Name: \_\_\_\_\_

Applicant's Reference \_\_\_\_\_

## File Search Property Information - Reference title and deed

### Section 2

Municipal Address: \_\_\_\_\_

Roll #: \_\_\_\_\_

Lot: \_\_\_\_\_

Concession: \_\_\_\_\_

Subdivision Lot/Parts: \_\_\_\_\_

Plan: \_\_\_\_\_

Approximate Date of System Installation and/or Replacement: \_\_\_\_\_

Owner at Time of Installation: \_\_\_\_\_

## Payment Information

### Section 3

The Septic Office will contact for payment upon completion of File Search.

## Office use only

File Search Request #: \_\_\_\_\_

Date: \_\_\_\_\_

## Response

### Section 4

- ☐ To our knowledge there are no outstanding work orders against this system
- ☐ Outstanding work orders against this system exist - see attachment for details.
- ☐ No records match with the information provided.

☐ Existing Permit attached

Permit # \_\_\_\_\_

Inspector Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **NOTE: Life Expectancy of a sewage system is dependent on past usage and maintenance.**

Personal information on this form is collected under the authority of the Health Protection and Promotion Act S.O. 1983 C 10 and the Environmental Protection Act R.S.O. 1980 C141 and will be used for the provision of the recording Environmental Health Services. Questions concerning the collection of this information should be directed to the Rideau Valley Conservation Authority, 3889 Rideau Valley Drive, P.O. Box 599, Manotick, ON K4M 1A5. The forgoing information is given for your convenience only. It should be clearly understood that you must satisfy yourself as to whether the premises and existing or proposed use thereof is or would be in conformity with all applicable regulations.