

# Planning Application Declaration Form Instructions



## 1. Request a Commissioning Appointment

After preparing your application in Citywide and uploading all required attachments, email [planning@ramara.ca](mailto:planning@ramara.ca) to request a commissioning appointment. Please indicate whether you prefer an **in-person** or **online** appointment.

Staff will respond with an appointment date within **2 business days**, and appointments are typically scheduled **within 3 days** of that response.

Appointments may be completed online (via Microsoft Teams or Zoom) or in person at the Township of Ramara Administration Building, 2297 Highway 12, Brechin. You may also choose to use an external commissioning service.

## 2. Prepare for Your Appointment

### ***Online Appointment:***

The application you submitted will be sent to you via DocuSign for commissioning. **Do not complete signing** until your appointment.

You must have functioning audio and video so both parties can see, hear, and communicate in real time. Valid **Photo ID** must be shown on camera or emailed in advance. Ensure you have access to email for any required document exchange.

### ***In-person Appointment:***

Bring valid **Photo ID** to the municipal office at the time of your appointment.

## 3. During the Appointment

### ***Online Appointment:***

The Commissioner will verify your identity and ask you to confirm the required declaration. You will be asked to share your screen so the Commissioner can witness the signing.

### ***In-person Appointment:***

The Commissioner will review your ID and witness your signature directly at the office.

## 4. After the Appointment

Once the declaration is completed and signed, the Commissioner you will be provided the sealed declaration form via email. For in-person appointments, you will retain the paper copy provided.

Please **upload to Citywide** the sealed declaration form as part of your complete Planning Application.

### **Resources:**

[www.ramara.ca](http://www.ramara.ca) | [planning@ramara.ca](mailto:planning@ramara.ca) | 705-484-5374 | 2297 Hwy 12, Brechin, ON L0K 1G0