

**TOWNSHIP OF NORTH GLENGARRY**

90 MAIN ST. P.O. BOX 700 ALEXANDRIA, ON K0C 1A0

Tel: 613-525-1116 Fax: 613-525-1649

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**REQUEST FORM – SEPTIC SYSTEM FILE SEARCH**

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PRESENT OWNER

ROLL NUMBER

APPROX. DATE OF SYSTEM  
INSTALLATION

TELEPHONE NUMBER/FAX NO/E-MAIL

POSTAL ADDRESS

LOT/CONC/PLAN NUMBER

OWNER AT TIME OF INSTALLATION

RETURN ADDRESS

An administrative charge of \$70.00 is applicable for each septic report provided. The fee is payable by cheque/cash/debit to The Township of North Glengarry.

A photocopy of the septic system record, if available will be provided within 10 business days of receipt of the completed septic system file search request form shown above.

Request forms can be obtained at the Township of North Glengarry Office or printed from the Township of North Glengarry website.

Request forms printed from the Township website and returned by mail to the Township Office must be accompanied by payment (chq or money order).

**Note:** Review your completed application before returning it to the office.  
Incomplete information may cause delays or inaccurate responses.