

---

## Group Home Application

### To make an application for a Group Home Licence, please provide the following:

- A completed Group Home application.
- Payment in the amount of \$133.00 as set out in the Town's Fees and Charges By-law #7220-17, as amended.
- A letter from the relevant government agency responsible for the funding and/or licensing of the Group Home. This letter must confirm that the Group Home specified in this application is licensed and/or approved for funding in accordance with provincial or federal regulations.
- Confirmation that the zoning regulations permit the use of a group home at the address indicated on this application.
- Authorization letter from the property owner consenting to the establishment of a group home at the specified location, if the applicant is not the property owner.

### Payment Options:

- **Option 1:** Submit your completed application with the required documents to our office located at 3050 Garden Street Unit 102, Whitby, ON L1R 2G7. Payments are accepted by debit, cash or cheque made payable to the Town of Whitby.
- **Option 2:** Drop your payment and completed application into the Town's drop box located at 575 Rossland Road E, Whitby ON L1N 2M8.

### Additional Information:

- Licences shall be renewed annually by the owner and/or applicant.
- Licences are valid for one year from the date of issuance.
- Failure to renew a License before the date of expiration will result in a \$53.00 late fee.
- For zoning confirmation, please contact the Planning Department at 905.430.4306 or [planning@whitby.ca](mailto:planning@whitby.ca) to ensure the use is permitted for the property
- The property owners are legally accountable for adhering to all applicable bylaws, ensuring compliance to avoid potential violations and associated liabilities.
- Please be advised that the Group Home cannot commence operations until the required licence has been issued. This process may take up to 15 business days as other departmental sign offs are required.

### Please Note:

- Group Home application fees are nonrefundable, regardless of whether the license is approved or denied. It is the responsibility of the applicant and the property owner to ensure that all requirements are fulfilled prior to submitting the application.

<b>General Information</b>	
<input type="checkbox"/> New application	Proposed Date of Opening:
<input type="checkbox"/> Renewal application	Date Group Home Opened:
<b>Type of Group Home</b>	
<input type="checkbox"/> Residents living under supervision by reason of emotional, mental or physical condition, or legal status	
<input type="checkbox"/> Correctional	
Number of occupants:	Number of parking spaces:
<b>Group Home Location</b>	
Property Address:	
Property Zoning:	
Contact Person at Group Home:	
Phone:	Email:
<b>Property Owner Information</b>	
First Name:	Last Name:
Address:	
Phone:	Email:
<b>Applicant Information (If different than property owner)</b>	
First Name:	Last Name:
Address:	
Phone:	Email:



Funding Agency	
Agency Name:	
Address:	
Phone:	Email:

The undersigned hereby applies for a licence as described and agrees to comply with all municipal by-laws and regulations and all other application requirements. The applicant hereby acknowledges that the Town of Whitby, in processing the application, may make such inquiry and searches as it deems appropriate and the applicant hereby authorizes the release of all police and other records and information at this or at any time by any person to Town Council, provided such information is received and discussed “in camera” and otherwise remains confidential, unless the applicant requests otherwise in writing. The applicant understands that if requested by the Chief of Police, records and information will remain confidential.

In consideration of the issuance of the licence which is the subject matter of this application, the undersigned (joint and severally, if more than one) covenants and agrees to indemnify and save harmless the Town, its officers, employees, servants, agents, contractors and assigns, with respect to any and all actions, causes of action, claims, demands, proceedings, cost damages and expenses howsoever arising either directly or indirectly for the issuance of such licence and the carrying on of the business, project or other activity for which the licence is issued.

In the matter of By-law No. 5947-07, and amendments thereto, for regulating the issuance, renewal and approval of licences in the Town of Whitby, in the Regional Municipality of Durham:

I \_\_\_\_\_ do solemnly declare that:

- I am the \_\_\_\_\_ (insert position i.e. president, partner, secretary) of the applicant firm in this application and, as such, have knowledge of the facts heretofore set forth;
- The statements contained in this application are, from my own knowledge, true;
- This application discloses all facts known to me that are relevant thereto; and,
- I made this solemn declaration consciously believing it to be true, and knowing that it is of the same force and effect as is made under oath and by virtue of “The Canadian Evidence Act.”

Owner Name:	
Owner Signature:	Date:

Personal information on this form is collected under the authority of the Municipal Act, 2001, c. 25, and will be used to determine compliance with the provisions of the Town’s By-Law. This information may be forwarded to various Town Departments and the Region of Durham for comment. Questions about this collection should be directed to the Town Clerk, 575 Rossland Road East, Whitby, Ontario, L1N 2M8, 905.430.4315.