



Township of South Glengarry
6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0
T: (613) 347-1166 | F: (613) 347-3411
www.southglengarry.com

WORK ORDER REQUESTS

All work order requests are to be submitted by lawyer

➤ Requests should include, but are not limited to, the following:

- ✓ Lawyer Name/Firm Name
- ✓ Full mailing address/Telephone/Fax/Email
- ✓ Number of work order letters requested
- ✓ Property owner
- ✓ Property information
- ✓ Civic Address/Legal description
- ✓ PIN or Roll number
- ✓ Closing date
- ✓ Date Required
- ✓ File number

A description of the requested items as part of the work order is also required.

➤ Fee for request is **\$50.00** payable by cash, cheque, credit, debit or [online](#).
Make cheque payable to the Township of South Glengarry.

To submit request or for any enquiries, please email:

permits@southglengarry.com

or

Fax 613-347-3411

or

Call 613-347-1166 Ext. 2205