



## 2025 CONSENT APPLICATION

**\*\*FOR OFFICE USE ONLY\*\***

Date Received:	Date Accepted:	Fee Paid:	File Number:

### **INSTRUCTIONS**

#### **Separate Applications**

A separate and complete application form is required for each development proposal (e.g. lot severance, easement).

#### **Pre-Consultation and Consultation with Neighbours**

Consultation with Township Staff and External Government Agencies prior to the submission of a formal application is strongly encouraged to determine submission requirements. Please review the Pre-Consultation Application Form at the following link: <https://www.northdumfries.ca/en/doing-business/planning-application-forms.aspx>

Early consultation with neighbours is encouraged to identify and/or resolve potential concerns.

#### **2025 Application Fees – Township of North Dumfries**

Please see Township Fee By-law for details. The following is a summary of application fees.

<b>Required as Part of a Complete Application</b>	
Creation of New Lot or Classification Altered	\$3,175
Refundable Peer Review Fee (New Lot) Note: Additional fees may be required for review of a Cultural Heritage Impact Assessment	\$7,000
2 <sup>nd</sup> and Subsequent Applications	\$840
All Other Types of Consent Applications (e.g. lot addition, easement)	\$1,415
Validation of Title	\$840
<b>Additional Fees That May be Required</b>	
Administration Approval Fee – New Lot (Condition)	\$350
Administration Approval Fee – Other (Condition)	\$230
2 <sup>nd</sup> or Additional Public Information Meeting	\$925
Recirculation of File to Agencies	\$840
Change to a Condition of Provisional Approval	\$840
Preparation of Development Agreement as Condition	\$2180
Certificate of Approval Clearance for Registration	\$840
Cash-in -lieu of Parkland – Residential as a Condition	\$7500/Lot
Cash-in -lieu of Parkland - Commercial/Industrial Unserviced as a Condition	\$4500/acre
Cash-in -lieu of Parkland – Commercial/Industrial Serviced as a Condition	\$6000/acre



Additional financial payments and costs may be required through the processing of an application, including, but not limited to, recirculation of applications, peer review of materials and/or information, agreements and associated fees. Fees and payments such as development charges, payment of outstanding taxes, securities, gratuitous conveyance of land for road widening, and Ontario Land Tribunal appeals may be required. Please review the Township Fee Schedule By-law for more information.

It may be determined during the review of the formal application submission that technical studies and/or information are required as a result of issues arising during the processing of the application. The applicant will be required to provide all technical studies and necessary information in addition to peer review fees as part of the application at their expense.

### **Submission Checklist for Application**

Note: Required information to be provided with an application are outlined in Schedule I of Ontario Regulation 197/96 and Section 8.7 of the Township of North Dumfries Official Plan. These requirements must be met to deem the application complete.

- ☐ Pre-Consultation Record (If Completed)
- ☐ Consultation with Neighbours
- ☐ Township of North Dumfries Application Fee(s)
- ☐ Other Agency Fees may also be required.
- ☐ Digital copy of Original Application Form with original signature(s).
  - ☐ Agent Authorization
  - ☐ Affidavit or sworn declaration by the applicant
  - ☐ Region of Waterloo Environmental Site Screening Questionnaire.
- ☐ Articles of Incorporation to be provided for Incorporated Companies.
- ☐ Digital copy of Consent Sketches (detailed requirements below): A survey is not required at this point. If your application is approved, a survey will be required as a condition of approval.
- ☐ Digital copy of all forms, information, technical studies requested during pre-consultation (e.g. Planning Justification Report).
- ☐ Digital copy of Notice of Source Water Protection Plan Compliance (<https://taps.regionofwaterloo.ca/Html5Viewer/index.html?viewer=taps/>)
- ☐ Should you wish to receive a Certificate of Retained Land, please indicate below and include with your submission, a statement from a lawyer that confirms that the land subject to the consent and the land to be retained, together, make up a complete parcel of land and the legal description of the retained land.
  - Yes or No: \_\_\_\_\_

<b>Drawings/Reports/Documents</b> (All drawings, reports, and documents to be provided in digital PDF format)	<b>Checklist</b>
Planning Application	
Consent Sketches (One Sketch of Property, One Sketch illustrating property and adjacent lands)	
Hydrogeological Study (rural area)	
Other studies/reports identified during pre-consultation	



E.g. noise study, geotechnical, environmental impact study, urban design brief, cultural heritage impact assessment.	
<b>Additional Drawings/Reports/Documents required based on site location</b> (additional permits may be required from agencies listed below, please check with applicable agency)	<b>Checklist</b>
If the subject site is within an area on interest to GRCA	
If the subject site is within 300 m of CP Rail lands	
If the subject site abuts MTO corridor (including on-off ramps)	
If the subject site abuts or is within 30 m of a utility corridor (Enbridge Pipeline, Union Gas)	

### **Consent Sketch Requirements**

Please include two sketches. One illustrating only the subject lands and the other illustrating the subject lands and adjacent properties. The following information, in metric units (most of the information noted below is prescribed under the *Planning Act* and is required to deem the application complete):

- ☐ The boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained (or in the case of an easement the part that is subject to the easement). The sketch must clearly illustrate what is proposed.
- ☐ The boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land.
- ☐ The distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge.
- ☐ The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- ☐ The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks, livestock facilities) including dimensions and setbacks from lot lines that:
  - Are located on the subject land and on land that is adjacent to it, and
  - In the applicant's opinion, may affect the application
- ☐ The location of proposed buildings, wells and septic tanks.
- ☐ The current land uses located adjacent to the subject land (for example, residential, agricultural or commercial).
- ☐ The location, width and name of any roads, within or abutting the subject land, including whether it is an unopened road allowance, a public travelled road or a right of way.
- ☐ If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used.
- ☐ The location and nature of any easement affecting the subject land.

### **Procedure**

- Planning staff review the application for its completeness and accuracy. Incomplete applications will not be accepted, and the applicant will be notified by staff of any deficiencies. Once the application is reviewed for completeness, an Invoice for payment will be issued by Staff to the applicant for payment. Please do not submit payment before Staff have had an opportunity to review the application for completeness.



- Applicants are encouraged to review the attachment at the end of the application form, which details the schedule of submission dates for 2025. Applications must be submitted to the Township at least 30 days prior to the desired Committee of Adjustment meeting date to ensure timely processing.
- Planning staff prepare a circulation to other departments and agencies.
- A Notice Sign for the Public Meeting will be posted on the property by the Township.
- A Notice of Public Meeting will be mailed to all owners within 120 m of the subject lands.
- A Public Meeting will be held through the Committee of Adjustment. Meetings are typically on the last Tuesday of every month. A staff report and presentation will be completed by staff. It is recommended that the applicant make a presentation at the Public Meeting. Members of the Committee of Adjustment and anyone at the meeting will have an opportunity to ask questions.
- If necessary, a 2<sup>nd</sup> Public Meeting will be held.
- A Planning Staff Recommendation Report, recommending refusal or provisional approval subject to conditions, will be prepared for consideration by the Committee of Adjustment.
- Once a decision is made by the Committee of Adjustment, the Township will issue a Notice of Decision. Every application is subject to an appeal period to the Ontario Land Tribunal (20 days).
- If no appeals are received, a Declaration of No Appeals will be issued by the Township.
- If no appeals are received, it is the responsibility of the applicant to fulfill the conditions of provisional approval. If the conditions are not fulfilled within two years of approval, the conditional approval will lapse and a new application will be required.
- Once the conditions have been fulfilled, the Township will issue a Consent Certificate. It is the responsibility of the applicant to register the Certificate within two years, or approval will expire and a new application will be required.

### **Release of Public Information**

The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with any application to be public information and to form part of the public record. By filing an application, the applicant consents to the Township photocopying, posting on the Internet and/or releasing the application and any supporting materials either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant.



**2025 CONSENT APPLICATION FORM**

Date of Application

**PART A – SITE ADDRESS AND LEGAL DESCRIPTION**

Civic Address

Assessment Roll Number(s)

Lot/Block and Concession

Registered Plan

Reference Plan

Are there any easements or restrictive covenants affecting the subject land?

If yes, describe it and its effect.

**PART B – APPLICANT INFORMATION**

	Name and Address		Phone / E-mail	
<b>Registered Owner</b>	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
<b>Applicant/ Agent</b>	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
<b>Mortgagees, Holders of Charges or Other Encumbrances</b>	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
<b>Solicitor if Applicable</b>	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			



**PART C – DESCRIPTION OF DEVELOPMENT PROPOSAL**

Describe in detail the proposed development including proposed uses:

**Application Type:**

☐ Creation of a new lot

☐ Lot Addition (with this, provide the Roll No's of the receiving parcel(s) being enlarged)

3001-\_\_\_\_\_, 3001-\_\_\_\_\_

☐ easement ☐ right of way ☐ mortgage/charge ☐ lease ☐ correction of title.

With this, provide a description of the cause and effect of the easement, right of way, mortgage/charge, lease or correction of title being sought by the Consent:

Name of the recipient to whom land or interest is to be transferred, leased or charged to (if known):



Please describe the subject lands by providing the following information:

Parcel Data	Severed Lands or Lot (Metric Units)	Retained Lands or Lot (Metric Units)
Lot Width		
Minimum Lot Width required in Zoning By- law		
Lot Depth		
Lot Area		
Minimum Lot Area required in Zoning By- law		
Side Yards		
Minimum Side Yard required in Zoning By- law		
Rear Yard		
Minimum Rear Yard required in Zoning By- law		
Building front line setback		
Minimum building front line setback in Zoning By-law		
Describe the existing uses of the subject lands. Describe how long the existing uses have continued.		
Existing buildings and structures  Include separate sheet or provide on sketch if there are more buildings	<b>Primary Building:</b>	
	Date of Construction:	
	Setback Front Lot Line:	
	Setback Rear Lot Line:	
	Setback Side Lot Line:	
	Height from Established Grade:	
	<b>Primary Building:</b>	
	Date of Construction:	
	Setback Front Lot Line:	
	Setback Rear Lot Line:	
	Setback Side Lot Line:	
	Height from Established Grade:	



	<b>Secondary Building:</b> <table border="1"> <tr><td>Date of Construction:</td><td></td></tr> <tr><td>Setback Front Lot Line:</td><td></td></tr> <tr><td>Setback Rear Lot Line:</td><td></td></tr> <tr><td>Setback Side Lot Line:</td><td></td></tr> <tr><td>Height from Established Grade:</td><td></td></tr> </table>	Date of Construction:		Setback Front Lot Line:		Setback Rear Lot Line:		Setback Side Lot Line:		Height from Established Grade:		<b>Secondary Building:</b> <table border="1"> <tr><td>Date of Construction:</td><td></td></tr> <tr><td>Setback Front Lot Line:</td><td></td></tr> <tr><td>Setback Rear Lot Line:</td><td></td></tr> <tr><td>Setback Side Lot Line:</td><td></td></tr> <tr><td>Height from Established Grade:</td><td></td></tr> </table>	Date of Construction:		Setback Front Lot Line:		Setback Rear Lot Line:		Setback Side Lot Line:		Height from Established Grade:													
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Type of vehicle access	<input type="checkbox"/> provincial highway <input type="checkbox"/> municipal road <input type="checkbox"/> right-of-way <input type="checkbox"/> water access	<input type="checkbox"/> provincial highway <input type="checkbox"/> municipal road <input type="checkbox"/> right-of-way <input type="checkbox"/> water access																																
Water service	<input type="checkbox"/> public owned piped system <input type="checkbox"/> private individual well <input type="checkbox"/> private communal well	<input type="checkbox"/> public owned piped system <input type="checkbox"/> private individual well <input type="checkbox"/> private communal well																																





	<input type="checkbox"/> lake or water body <input type="checkbox"/> other	<input type="checkbox"/> lake or water body <input type="checkbox"/> other
Sanitary service	<input type="checkbox"/> public sewage system <input type="checkbox"/> private individual septic <input type="checkbox"/> private communal septic <input type="checkbox"/> other	<input type="checkbox"/> public sewage system <input type="checkbox"/> private individual septic <input type="checkbox"/> private communal septic <input type="checkbox"/> other
If on private septic system, will there be more than 4,500 L/day of effluent?		
Storm drainage is provided by	<input type="checkbox"/> sewers <input type="checkbox"/> ditches <input type="checkbox"/> swales <input type="checkbox"/> other	<input type="checkbox"/> sewers <input type="checkbox"/> ditches <input type="checkbox"/> swales <input type="checkbox"/> other

## PART D - LAND USE PLANNING

(Provide a Planning Justification Report to address at a minimum, the items below)

Land Use Criteria	Description
1. What is the Zoning of the property and regulations applicable to the subject lands (e.g. setbacks, height)? Does the proposed lot meet the zoning requirements?	
2. How are the subject lands designated in the Township of North Dumfries Official Plan (include all Schedules, e.g. land use, greenlands network, source water protection, agricultural)?	
3. Does the application conform to the Township Official Plan (e.g. lot creation, land use compatibility policies, cultural heritage)? Explain.	
4. Does the proposal conform to the Regional Official Plan designations and policies (e.g. lot creation policies)? Explain.	



5. Is the subject land within an area designated under any provincial plan or plans? If so, which plans (e.g. PPS, Greenbelt)?	
6. Does the application conform or conflict with provincial plans? Explain.	
7. Is the proposal consistent with the Provincial Planning Statement (PPS) issued under the Planning Act? Explain.	
8. Is the site located within a Source Water Protection Area? The Owner must obtain a Notice of Source Protection Plan Compliance (Section 59 Notice), available on the Region's Website at <a href="http://www.regionofwaterloo.ca/sourceprotection">www.regionofwaterloo.ca/sourceprotection</a>	
9. Has the Region of Waterloo Environmental Site Screening Questionnaire been completed?	
10. How is the proposed development compatible with the surrounding neighbourhood? <ul style="list-style-type: none"><li>• Density, scale, height, setbacks, footprint</li><li>• Massing, visual impact, architectural character</li><li>• Preservation of natural features</li><li>• Landscaping, setbacks</li></ul>	



<p>11. Is the site regulated by Grand River Conservation Authority? If yes, the Owner is responsible for obtaining all necessary approvals.</p>	
<p>12. Are there any natural features on or adjacent to the subject lands?</p> <ul style="list-style-type: none"><li>• Wetlands, forests, trees, fish habitat</li><li>• Valleys, erosion hazards, floodplains</li><li>• Wildlife habitat, endangered or threatened species habitat</li><li>• Areas of natural and scientific interest</li><li>• Groundwater recharge areas, headwaters or aquifers</li><li>• Potential for linkages between existing natural features</li></ul> <p>How will the proposal maintain, enhance and protect natural features including natural heritage linkages?</p>	
<p>13. Does the subject land contain or is it located within 300 m of any known or potential areas of archaeological resources? Please use screening checklist from Ministry of Tourism, Culture and Sport (MTCS) website at <a href="https://forms.mtcs.gov.on.ca/dataset/021-0478">https://forms.mtcs.gov.on.ca/dataset/021-0478</a> If yes, an Archaeological Assessment may be required.</p>	



14. Does the subject land contain or is it located within 300 m of any known or potential cultural heritage resources? Go to the MTCS website at <a href="https://forms.mgcs.gov.on.ca/dataset/021-0500">https://forms.mgcs.gov.on.ca/dataset/021-0500</a> for screening criteria check list.	
15. Do the subject lands contain or adjacent to a property that is listed or designated on the Municipal Heritage Registry or within the Greenfield Heritage Conservation District? <a href="https://www.northdumfries.ca/en/doing-business/heritage-properties-regulations-permits.aspx">https://www.northdumfries.ca/en/doing-business/heritage-properties-regulations-permits.aspx</a>	
16. If the application is in the rural area, does the proposal conform to the provincial Minimum Distance Separation (MDS) Formulae? MDS compliance must be demonstrated by the applicant.	
17. Will development hinder access to mineral aggregate resources as designated in the Official Plan? Will development hinder continuation of extraction of existing pits and quarries?	
18. Is there an active rail line within 300 m?	



### **Status of Current and Other Applications under the Planning Act**

Are the subject lands or have the subject lands ever been the subject of an application for a Plan of Subdivision, Zoning Amendment, Minor Variance or Consent under the Planning Act? If yes, please list File No.(s) and decisions.

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If yes, provide for each parcel severed the date of transfer, the name of the transferred, and the land use. A title search may be required to verify:

--

### **Neighbour Consultation**

Have you consulted with nearby landowners and resolved any potential concerns? Please provide details.

--



## **PART E – AUTHORIZATION**

### **Registered Owner's Authorization**

The registered owner must complete the following, if the owner is not the applicant:

I, we,

being the Registered Owners of the subject lands, hereby authorize,

to prepare and submit this application.

Signature(s): \_\_\_\_\_

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

Note: If the owner is an incorporated company, Articles of Incorporation are required.

## **ACKNOWLEDGEMENT**

I understand that receipt of this application by the Township of North Dumfries - Planning Division does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

Signature of Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## PART F – AFFADAVIT OR SWORN DECLARATION

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### Affidavit

I hereby authorize the members of the Township of North Dumfries Committee of Adjustment, members of the staff of the Township of North Dumfries and circulated agencies to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application.

I, \_\_\_\_\_ of the \_\_\_\_\_  
(owner, applicant, agent) (township, city)

of \_\_\_\_\_ in the Province of Ontario

Solemnly declare that:

All of the statements outlined in this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_  
(township, city)

in the Province of Ontario this \_\_\_\_\_ day of \_\_\_\_\_ 2025.



Stamp

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
a Commissioner, etc.

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### Sworn Declaration

I hereby solemnly declare that all of the information provided in this application is true.

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature of Owner(s)/Applicant



**REGIONAL MUNICIPALITY OF WATERLOO  
ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE**

**This form must be completed by the property owner(s) for all development applications submitted to the Township of North Dumfries on behalf of the Regional Municipality of Waterloo**

**1. Location of Subject Lands:**

Municipal Address

Legal Description

**2. What are the current uses of the property?**

**3. Was the subject property ever used for industrial purposes? If YES, please describe approximate dates and types of industry:**

**4. Was the subject property ever used for commercial purposes where there is potential for site contamination (i.e., automotive repair, gas station, dry cleaning operation, chemical warehousing etc.)? If YES, please describe approximate dates and types of commercial activity:**





5. Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property? If YES, when? If YES, please provide description of waste materials:

6. Have hazardous materials ever been stored or generated on the property (e.g. has registration on the Hazardous Information Network or other permits been required?). If yes, please summarize details.

7. Is there reason to believe that this property may be potentially contaminated based on historical use of this property or an abutting property? If yes, please describe the nature of the suspected contamination.

8. Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides?

9. Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property? If yes, please summarize the details.

10. Does the property have or ever had a water supply well, monitoring well, geothermal well? If yes, please provide details.



11. Does the property have or ever had a septic system?

12. Have any environmental documents been prepared or issued for this property, including but not limited to a Phase 1 environmental site assessment, risk assessment, Record of Site Condition or Certificate of Property Use?

13. Will lands be dedicated to the Region as part of this application (including road allowances, daylight triangles)?

**14. DECLARATION OF PROPERTY OWNER(S)**

I,  am the registered owner of the land that is the subject of this document and to the best of my knowledge, the information in this questionnaire is true.

DECLARED before me  in the   
Commissioner of Oath (Print Name) Municipality

This day  of , 2025.

\_\_\_\_\_  
Commissioner of Oath (signature)

\_\_\_\_\_  
Registered Owner (signature)

Stamp



## 2025 Committee of Adjustment Meeting Schedule and Submission Deadlines

Committee of Adjustment Meeting Date	Final Submission Deadline
January 27, 2025	December 27 <sup>th</sup> , 2024
February 25, 2025	January 24, 2025
March 25, 2025	February 23, 2025
April 29, 2025	March 28, 2025
May 27, 2025	April 25, 2025
June 17, 2025	May 16, 2025
July 7, 2025	June 6, 2025
August 11, 2025	July 11, 2025
September 23, 2025	August 22, 2025
October 28, 2025	September 26, 2025
November 25, 2025	October 24, 2025
December 8, 2025	November 7, 2025