



Planning Services Department
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REQUEST FOR BUILDING AND ZONING COMPLIANCE

Property Information:

Municipal Address: _____

Legal Description: _____

Owned By: _____

Existing Use: _____

Proposed Use: _____

Existing Number of Residential Units: _____

FEE \$125.00 - For any or all of the following four items. Please check required items.

- MINIMUM STANDARDS COMPLIANCE**
- BUILDING PERMITS AND COMPLIANCE WITH BUILDING CODE**
- ZONING DESIGNATION AND PERMITTED USE COMPLIANCE**
- COMPLIANCE OF SITE DEVELOPMENT SPECIFICATIONS (Survey must be provided for this item.)**
- SURVEY TO FOLLOW (If checked, the letter will be held in the City office until the survey is received.)**

FEE \$20.00 – For EACH of the following optional items. Please check required items.

- OFFICIAL PLAN DESIGNATION**
- ONTARIO HERITAGE ACT DESIGNATION**
- VARIANCES AUTHORIZED BY THE COMMITTEE OF ADJUSTMENT**

FEE \$50.00 – For the following item. Please check if required.

- LOT GRADING CERTIFICATE (Note: For all residential properties such as single, semi-detached or multiple dwellings in subdivisions.)**

FEE \$300.00 – For the following item. Please check if required.

- SITE PLAN AGREEMENT COMPLIANCE (Note: Not applicable to single or semi-detached dwellings.)**

**NOTE: 10-15 BUSINESS DAYS ARE REQUIRED TO COMPLETE YOUR REQUEST.
INCOMPLETE APPLICATIONS MAY BE RETURNED.**

Information Requested by:

Name/Firm: _____ Date: _____
Address: _____ Your Ref. No. _____
City: _____ Closing Date: _____
Postal Code: _____
Telephone: _____
E-mail address: _____