



Office Use Only:

Application Received Date:

**CITY OF CAMBRIDGE DEVELOPMENT AND INFRASTRUCTURE DEPARTMENT
LEGAL NON-CONFORMING USE VERIFICATION APPLICATION**

1. APPLICANT INFORMATION

Name: _____

Street Address: _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Name of **Owner(s)/Company/Organization** if different from Applicant:

Street Address: _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Communications should be sent to: Applicant Owner

3. DESCRIPTION OF THE SUBJECT PROPERTY

Municipal Address: _____

Legal Description (Lot, Block, Concession, Plan #, e.g. Lot 12, Registered Plan 1234):

4. CURRENT USES

Current Uses and Buildings/Structures on the Property:

Date Current Uses and Buildings/Structures were established :

Current Zoning Classification: _____

5. KEY FACTS (each must be filled out, indicate the details to the best of your knowledge as well as what evidence listed in Section 6 has been provided to illustrate it)

Document submitted to demonstrate date uses and buildings/structures were established:

Document submitted to demonstrate that the uses and buildings/structures were legal and permitted when established:

Document submitted to demonstrate the uses and buildings/structures have been continuous/uninterrupted since it was established:

Have the uses and buildings/structures changed since they were established, and if they have explain how:

6. LIST OF DOCUMENTS PROVIDED

Check all items submitted. Each requirement of Section 5 must be supported by evidence. The City may request additional information.

- Sworn Affidavit From Current or Previous Property Owner (must reference dates and uses)
- Sworn Affidavit from an individual with intimate knowledge of the property (must reference dates, uses and the individual’s relationship to the property)
- Excerpts (maps, section references, etc) from prior zoning by-laws
- Signed Lease Agreements
- Original Real Estate Listings
- Water Bills indicating multiple meters (for multiple residential)
- Historic fire inspections which verify the presence of multiple units
- Tax Record
- Vernon’s Directory data supporting the use
- Historical Building Permits
- Rent Receipts
- Date Stamped Photographs
- Other_____
- Other_____
- Other_____

7. FEE

There is a fee associated with the legal non-conforming use review process (Core Area properties, as designated in the Official Plan, are exempt). Upon receipt of a complete application form, fee and supplementary information, Development Planning staff will review the information supplied and contact the applicant. Written confirmation of the status will be provided to the applicant following the review process.

8. APPLICANT SIGNATURE

I certify that:

1. The information contained in this application is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind that partnership.
3. I have written authorization from the owner to act as a representative on his or her behalf and I understand that I may be asked to produce this authorization at any time.

_____	_____	_____
Date	Name of Owner	Owner Signature
_____	_____	_____
Date	Name of Applicant	Applicant Signature