



### Request for Building and Zoning Compliance

**Property Information:**

Municipal Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Owned by: \_\_\_\_\_

Existing Use - Please provide detailed information and / or business name:  
\_\_\_\_\_

Proposed Use – Please provide detailed information and / or business name:  
\_\_\_\_\_

Existing Number of Residential Units (if applicable): \_\_\_\_\_

**Please Note: Incomplete applications may be returned.**

<input type="checkbox"/> <b>\$280.00 - Regular Fee</b> - for any or all of the following four (4) items - 10-15 business days. <input type="checkbox"/> <b>\$520.00 - "Rush" Fee</b> - for any or all of the following four (4) items - up to 5 business days. <b>Please check required items -</b> <input type="checkbox"/> Minimum Standards Compliance <input type="checkbox"/> Building Permits and Compliance with Building Code <input type="checkbox"/> Zoning Designation and Permitted Use Compliance <input type="checkbox"/> Compliance of Site Development Specifications – Note: <b>*Survey</b> must be provided for this item. <input type="checkbox"/> *Survey to Follow - if checked, the letter will be held in the City office until the survey is received.
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<b>Fee \$155.00 - for the following item. Please check if required.</b> <input type="checkbox"/> Official Plan Designation
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<b>Fee \$150.00 – for the following item. Please check if required.</b> <input type="checkbox"/> Ontario Heritage Act Designation
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<b>Fee \$155.00 – for the following item. Please check if required.</b> <input type="checkbox"/> Variances Authorized by the Committee of Adjustment
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<b>Fee \$250.00 – for the following item. Please check if required.</b> <input type="checkbox"/> Lot Grading Certificate (Note: for all residential properties such as single, semi-detached or multiple dwellings in subdivisions.)
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<b>Fee \$360.00 – for the following item. Please check if required.</b> <input type="checkbox"/> Site Plan Agreement Compliance (Note: Not applicable to single or semi-detached dwellings.)
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<b>Fee \$200.00 – for the following item. Please check if required.</b> <input type="checkbox"/> Historical Development Charge Information (Based upon City’s current database.)
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**Information Requested by:**

Name/Firm:

Today’s Date:

Address:

Your Ref. No.

City:

Closing Date:

Postal Code:

Telephone:

Email address:

Clear Form