

# PROPERTY INFORMATION REQUEST



Incorporated July 21st 1892

Date Application Received: \_\_\_\_\_

ALLOW 7 BUSINESS DAYS FOR SEARCH COMPLETION

**Application Fee: \$75.00**

FILE NO: \_\_\_\_\_

FOLIO # \_\_\_\_\_

<b>ADDRESS OF SEARCH</b>	<b>CIVIC:</b> _____	
<b>APPLICANT</b>	<b>NAME:</b> _____	
	<b>ADDRESS:</b> _____	
	<b>CITY :</b>	<b>POSTAL CODE:</b>
	<b>PHONE:</b>	<b>EMAIL:</b>
<b>SPECIAL CONCERNS:</b>	<i>WE HEREBY REQUEST THAT PRESENT CITY RECORDS FOR THE ABOVE NOTED PROPERTY BE EXAMINED TO DETERMINE IF THEY INDICATE ANY KNOWN VIOLATION OF THE TOWNSHIP'S ZONING BYLAW, BUILDING, AND BUSINESS LICENCE BYLAW.</i>	
<b>INITIALS</b> <b>DATE</b>	<b>BUILDING DEPARTMENT</b>	
_____	OUR RECORDS REVEAL NO KNOWN VIOLATION REGARDING THE BUILDING BYLAW.	
_____	AN OCCUPANCY PERMIT HAS BEEN ISSUED FOR THE SUBJECT PROPERTY.	
_____	OUR RECORDS REVEAL AN ACTIVE BUILDING PERMIT ON FILE. NO OCCUPANCY PERMIT HAS BEEN ISSUED TO DATE.	
_____	OUR RECORDS INDICATE THAT THE BUILDING BYLAW HAS BEEN VIOLATED AND BRIEF PARTICULARS ARE DESCRIBED BELOW.	
<b>BUILDING DEPARTMENT COMMENTS:</b>		
<b>INITIALS</b> <b>DATE</b>	<b>PLANNING DEPARTMENT</b>	
_____	OUR RECORDS REVEAL NO KNOWN VIOLATION REGARDING THE ZONING BYLAW.	
_____	OUR RECORDS DO NOT CONTAIN A SEALED SURVEY CERTIFICATE PREPARED BY A BCLS VERIFYING THE POSITION OF STRUCTURES ON THE SITE.	
_____	OUR RECORDS REVEAL THAT THE ZONING BYLAW HAS BEEN VIOLATED AND BRIEF PARTICULARS ARE DESCRIBED BELOW:	
_____	OUR RECORDS INCLUDE A SEALED SURVEY CERTIFICATE PREPARED BY A BCLS AND IS ATTACHED.	
_____	PROPERTY ZONING DESIGNATION IS: _____. A COPY OF THE APPLICABLE ZONING REGULATION IS ATTACHED.	
_____	OUR RECORDS INDICATE THAT WE ARE NOT AWARE THAT A TOWNSHIP BYLAW HAS BEEN VIOLATED.	
_____	OUR RECORDS INDICATE THAT A TOWNSHIP BYLAW HAS BEEN VIOLATED. SEE ATTACHMENT.	

	<b>PLANNING DEPARTMENT (CONT.)</b>
<b>PLANNING DEPARTMENT COMMENTS:</b>	
<b>INITIALS      DATE</b>	<b>BUSINESS LICENSING DEPARTMENT</b>
_____	OUR RECORDS REVEAL THAT AN OPEN BUSINESS LICENCE HAS BEEN ISSUED FOR THE SUBJECT PROPERTY.
_____	OUR RECORDS REVEAL THAT AN OPEN BUSINESS LICENCE HAS NOT BEEN ISSUED FOR THE SUBJECT PROPERTY.
_____	OUR RECORDS REVEAL THAT THE BUSINESS LICENCE BYLAW HAS BEEN VIOLATED AND BRIEF PARTICULARS ARE DESCRIBED BELOW.
<b>BUSINESS LICENSING COMMENTS:</b>	
<b>*NOTE:</b>	<b><i>IF YOU HAVE ANY CONCERNS REGARDING FIRE DEPARTMENT MATTERS, PLEASE CONTACT THE FIRE DEPARTMENT DIRECTLY.</i></b>

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purposes of responding to your request.