

IMPORTANT: Complete clearly the top portion in detail. Please press hard for all copies to be legible. Return address must be completed for mailing. With the exception of "Applicant's File Copy" to be retained for your records, send all copies of completed form to the BUILDING DEPARTMENT for processing, together with the required fee. ALL FORMS NOT FULLY COMPLETED AND/OR NOT ACCOMPANIED BY THE REQUIRED FEE WILL BE RETURNED UNANSWERED.

THE CORPORATION OF THE CITY OF BRANTFORD

CITY HALL – 100 WELLINGTON SQUARE, BRANTFORD, ONTARIO N3T 2M3
MAILING: P.O. BOX 818, BRANTFORD, ONTARIO N3T 5R7
TELEPHONE 519-759-4150 • FAX 519-752-1874

BUILDING INFORMATION AND ZONING COMPLIANCE CERTIFICATE

PROPERTY DESCRIPTION

MUNICIPAL ADDRESS _____
LOT No. _____ REGISTERED PLAN No. _____
OWNER(S) _____
PRESENT USE (SPECIFY) _____ NO. OF UNITS _____
PROPOSED USE (SPECIFY) _____ NO. OF UNITS _____
SURVEY ENCLOSED YES NO DATE OF SURVEY _____

INFORMATION REQUESTED BY

NAME _____
ADDRESS _____
POSTAL CODE _____ TELEPHONE NO. _____
SIGNATURE _____ DATE _____

INFORMATION REQUIRED ZONING DESIGNATION PROPOSED USE CONFIRMED LOCATION OF BUILDING(S) CONFIRMED
 PROPERTY STANDARDS WORK ORDERS ALL ENQUIRIES REGARDING THE OFFICIAL PLAN MUST BE DIRECTED TO THE PLANNING DEPARTMENT.

BELOW THIS LINE FOR OFFICE USE ONLY

IN RESPONSE TO YOUR ENQUIRY REGARDING THE ABOVE NOTED PROPERTY, PLEASE FIND BELOW THE INFORMATION FROM OUR RECORDS.

ZONING DESIGNATION:

Property is Zoned: _____

Parent Zoning Bylaw Number: 160-90 Date Passed: October 9, 1990 Amending Zoning Bylaws: _____

PERMITTED USES:

The use of this property for _____
 1. is permitted by the Bylaw
 2. is not permitted by the Bylaw
 3. if it can be shown that the use existed legally prior to the passing of the bylaw, it is permitted to continue as a non-conforming use.

BUILDING LOCATION:

From the surveyor's sketch enclosed with your enquiry which indicates the location of a _____
It would appear that:

- 1. the building/accessory building is located in conformance with the sideyard, setback and rear yard requirements of the bylaw.
- 2. the building is not located in conformance with the sideyard, setback, rear yard requirements of the bylaw.
 the accessory building/structure is not located in conformance with the sideyard, setback, rear yard requirements of the bylaw; required separation from the main building/structure.
 if the building/accessory building was located on the property prior to the passing of the bylaw, it is permitted to remain on the site as a non-complying building
 if the building/accessory building was located on the property following the passing of the bylaw, a variance must be obtained from the Committee of Adjustment
- 3. The building/accessory building encroaches onto adjacent property.
- 4. The building/accessory building encroaches onto City property. An encroachment agreement must be obtained from City Council.

NO SURVEY INCLUDED:

- 1. We would require that a legal survey indicating the location of any buildings on the property complete with dimensions be submitted if you require zoning compliance approval. If you are able to obtain a survey, it may be forwarded to this office for verification within _____ days of the date noted below accompanied by an update fee of \$ _____. Any surveys received after that date will be regarded as a new enquiry, requiring full fees.
- 2. The survey submitted is not legible or does not contain sufficient dimensions to determine zoning compliance.

BRANTFORD MUNICIPAL CODE/ONTARIO BUILDING CODE:

- 1. I am not aware of any outstanding work orders with respect to this property at this time insofar as the Building Department is concerned.
- 2. A review of our files indicates that a Notice of Violation File _____ has been registered against the title of this property.
- 3. A review of our files indicates that an Order of the Property Standards Officer (# _____) has been registered against the title of this property.
- 4. A review of our files indicates that there is outstanding work to be completed under Building/Plumbing Permit No. _____.
- 5. A review of our files indicates that _____ has been served to the owners/contractors of this property.

OCCUPANCY PERMITS:

- 1. An occupancy permit is not required.
- 2. A full/partial occupancy permit was issued on _____
- 3. An occupancy permit has not yet been issued for this property.

FEE: \$ _____ RECEIPT NO. _____ CASH CHEQUE

FLOODPLAIN AREAS:

The Grand River Conservation Authority in Cambridge should be contacted with regard to flood and fill lines, (519) 621-2761.

AGREEMENTS/COVENANTS ON TITLE:

The property in question may be subject to a development agreement, subdivision agreement, easement, site specific bylaws, right-of-way or covenant registered on title. You should satisfy yourself that the requirements of these documents have been met.

DISCLAIMER:

Fees charged for responses to inquiries are to reimburse the Municipality for staff time in searching Municipal records only and the Municipality wishes to put you on notice that, while the City attempts to maintain accurate records, the Municipality does not warrant the accuracy of its records, nor do we warrant to guarantee in any way the accuracy of this response to your inquiries. You must satisfy yourself as to the matters raised in your letter of enquiry. No inspection of the property has been made in order to answer your inquiry, unless otherwise noted.

NOTES: _____

PREPARED BY: _____ DATE: _____