



# Compliance Letter Request Form

## BUILDING SERVICES

32 Mill Street, Box 310, Thornbury, ON N0H 2P0

Phone: (519) 599-3131 ext. 239

<mailto:zoninginfo@thebluemountains.ca> [www.thebluemountains.ca](http://www.thebluemountains.ca)

### Party Requesting Information:

DATE:			
NAME:			
FIRM:			
STREET ADDRESS:	CITY/TOWN:	PROVINCE:	POSTAL CODE:
EMAIL ADDRESS:			
PHONE #			

### Request for information on the following property:

REGISTERED OWNER:
CIVIC ADDRESS:
LEGAL DESCRIPTION:

**Compliance Letter (5 business days from payment for written response)**

**Fee: \$150.00**

### The Compliance Letter will include the following information:

- Zoning By-law Designation
- Applicable site-specific Zoning By-laws, and if applicable, exceptions.
- An extract from the Zoning By-law with respect to the permitted uses of the land/building.
- Commentary with respect to compliance with Zone Regulations if a recent, up-to-date, Real Property Report (i.e. OLS Survey) is submitted.
- Status of Building Permits (a copy of the occupancy certificate will be included if applicable).
- Information on Outstanding Building Act Orders or Notices of Building Code Violations, and
- Information on Outstanding By-law Enforcement matters.

OFFICE USE	
Date Received:	Payment Received:
Roll No:	CL:

**We do not provide property information over the phone or in person.** Please complete the above and return with payment. We accept Visa/Mastercard: call (519) 599-3131 ext. 239 or cheque payable to "The Town of The Blue Mountains". Please allow a minimum of five business days for a written response which will be e-mailed to the party requesting the information.

Please complete and return this form with payment, to [zoninginfo@thebluemountains.ca](mailto:zoninginfo@thebluemountains.ca) or the address noted above.