



Building Services  
 32 Mill Street Box 310  
 Thornbury, Ontario  
 519-599-3131 Ext 239  
[zoninginfo@thebluemountains.ca](mailto:zoninginfo@thebluemountains.ca)

# The Corporation of The Town of The Blue Mountains

## Compliance Letter Request Form

### 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 \$100.00**

#### 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:	PRCLT

**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.