

# Property information form

for law offices and consultants only



## Select a method of payment:

Cheque

Mail completed form with cheque to:

City of Guelph  
Building Services  
1 Carden Street  
Guelph, ON N1H 3A1

Online

Email completed form to [building@guelph.ca](mailto:building@guelph.ca) to receive payment instructions.

Application review will start once the payment has been received.

1. Fees shown are per section requested. For these applications, GST/HST is not applicable. Emailed copies of cheques will not be accepted.
2. To request "Section E – Environmental records inquiry", a letter of authorization from the property owner is required to be submitted with the application.
3. We strive to complete your request within 15 business days once the complete application and payment have been received. Some requests might require more time to process. **We are unable to expedite requests.**

## Requestor information

Corporation or company: \_\_\_\_\_

Contact name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Property information

Property address: \_\_\_\_\_

Current property owner: \_\_\_\_\_

Legal description of property: \_\_\_\_\_

Reference: \_\_\_\_\_

PIN: \_\_\_\_\_

## **Records requested – select all that apply**

### **A. Zoning information report \$65.00**

a survey was submitted with this request

a survey was not submitted with this request

Zoning information report contains:

Zoning classification, uses permitted under zoning by-law, zoning comments related to submitted survey plan, official plan designation, committee of adjustment decisions applicable to property, zoning by-law active complaints, confirmation of site plans (section 41 of the Planning Act).

### **B. General inquiry report \$65.00**

General inquiry report contains:

Outstanding local improvement charges and outstanding City invoices (Finance); advises if a grading certificate is required prior to release from the subdivision agreement (Engineering); advises if a grading certificate has been received for this lot/block (Engineering).

### **C. Building information report \$65.00**

Building information report indicates if violations or outstanding items exist under the following by-laws: Guelph Building By-Law, Ontario Building Code, Property Standards By-Law, Sign By-Law, Termite Control By-Law, Swimming Pool By-Law, Yard Maintenance By-Law, Backflow Prevention By-Law, Standing Water By-Law.

Select all items in the following list that exist on the property:

exterior hot tub

accessory apartment

swimming pool

other (specify): \_\_\_\_\_

### **D. Zoning - use of property letter \$130.00**

This letter confirms that a specific use is permitted on the property. A full list of permitted uses is provided under Section A. if requested.

Describe the use for which an opinion is being requested:

\_\_\_\_\_

### **E. Environmental records inquiry \$80.00**

Environmental records inquiry contains historic land use information including landfill site or cemetery and environmental records.

**A letter of authorization from the property owner must be submitted with this form when requesting the “Environmental records inquiry”.**

### **Collection of Personal Information**

Personal information is being collected and will be used for the purposes of verifying ownership, communicating search results, and issuing letters.

Personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. If you have questions about the collection, use or disclosure of this personal information, please contact the Information and Access Coordinator by phone at 519-822-1260 extension 2349 or email [privacy@guelph.ca](mailto:privacy@guelph.ca).

Accessible formats of this document are available as per the Accessibility for Ontarians with Disabilities Act by contacting Building Services at 519-837-5615 or email [building@guelph.ca](mailto:building@guelph.ca).