

# Property information form

for law offices and consultants only



## Send completed form with cheque payment to:

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

### Notes:

1. Fees shown are per section requested. There is no GST/HST for these applications. We are unable to accept credit card payments. Emailed copies of cheques will not be accepted.
2. If requesting Section E – Environmental, a letter of authorization is required to be submitted with the application for the release of this information.
3. Please allow 2-3 weeks for processing once the application and cheque are received. We are unable to expedite rush requests.

## Step 1. Applicant information

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

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

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

E-mail: \_\_\_\_\_

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

## Step 2. Property information

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

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

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

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

### Step 3. 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 designation, 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

Describe the use for which an opinion is being requested and indicate if the use is existing or proposed.

**For legal non-conforming status, provide supporting documentation with this form.**

Description of existing use: \_\_\_\_\_

Description of proposed use: \_\_\_\_\_

### **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.**

### **F. Other property information requests**

Forward other property requests to the appropriate address provided below:

- Compliance and release with respect to agreements. A title search should be done to determine the agreements on title for the property.

City of Guelph Realty Services  
1 Carden Street  
Guelph, ON N1H 3A1  
[realty@guelph.ca](mailto:realty@guelph.ca)

- Fire Prevention By-law compliance

Guelph Fire Department  
50 Wyndham Street South  
Guelph, ON N1H 4E1

- Tax Certificates

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

### **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 call 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).