



Zoning Compliance Request Form By Property Owner

As Zoning Compliance information is provided only to the property owner and/or lawyer. In order to verify ownership of the subject property, please include the Roll No. of the subject property (this can be found on your Municipal Tax Bill). You may also be asked to provide government issued identification to confirm ownership.

The fee for the Zoning Compliance Request is **\$100.00** payable by either cash, debit or cheque. Make cheques payable to The Municipality of Port Hope. A request will not be processed without the submission of the fee.

Please note completion of zoning compliance requests is approximately 10 (ten) business days.

For Office Use Only	
Date Received:	Fee Paid:

Owner(s) of Subject Lands: <i>(include all owners names)</i>	
Mailing Address:	
Telephone:	Email:
Property Details: (municipal address. if property is vacant, lot and concession)	
Roll Number: (see your tax bill for this information)	
1423	

Standard requests for zoning compliance include *(check each that apply)*:

- What is the zoning of the property?
- Are there any work orders or notices of violation outstanding pursuant to the applicable building or zoning by-laws or any other matters within the Municipality's jurisdiction?
- Are there final inspections outstanding with respect to plumbing, heating, drainage, sewage or building permits?
- Are there any local improvements which have taken place or which are in process or planned in the near future?
- Are the buildings or dwelling house as shown on the attached updated building location survey in conformity with the applicable zoning provisions for the subject property. *(Note it is not possible to comment on the conformity of the building(s) on the subject property pertaining to setback requirements, nor of the subject property to zoning provision requirements without an updated building location survey).*
- Updated property survey attached. *(Note it is not possible to comment on the conformity of the building on the subject property pertaining to setback requirements, nor of the subject property to zoning provision requirements without this).*
- Other questions i.e. *Heritage designation of the property and/or building, minor variance and/or consent applications*

Owner's Signature	x
Date	

Personal information is being collected on this form under the authority of the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Please note that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of Council agenda and / or public consultation processes. Questions about the collection of personal information may be directed to the Municipal Clerk at 905.885.4544 or clerk@porthope.ca