PROPERTY INFORMATION FORM

For Use by Law Offices and Consultants Only

FORWARD TO: City of Guelph, Building Services, 1 Carden Street, Guelph, ON., N1H 3A1

Company: _____ Attention: _____

Mailing Address: _____ Fax Number: _____

Email: _____ Phone Number: _____

RE: REQUEST FOR INFORMATION ON THE FOLLOWING PROPERTY:

Reference: _____

Current Property Owner: _____

Address of Property: _____

Legal Description of Property: _____

PIN of Property: _____

Please tick selected sections below:

A. ☐ **ZONING INFORMATION REPORT CONTAINS:** ……**Fee - $50.00**

Zoning Designation
Uses permitted under the Zoning By-law
Zoning comments related to submitted survey plan
Official Plan designation
Committee of Adjustment decisions applicable to the property
Zoning By-law active complaints
Confirmation of site plans (Section 41 of the Planning Act)

Survey included: Yes ☐ No ☐

B. ☐ **GENERAL INQUIRY REPORT CONTAINS:** ……..……**Fee - $50.00**

Finance - Outstanding local improvement charges and outstanding city invoices
Engineering - Advise if a grading certificate is required prior to release from the subdivision agreement
Advise if a grading certificate has been received for this lot/block

C. ☐ **BUILDING INFORMATION REPORT CONTAINS:** …… **Fee - $50.00**

Indicates if violations or outstanding items exist under these 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

Please advise which of the following items exist on the property:
Exterior Hot Tub ☐ Accessory Apartment ☐
Swimming Pool ☐ Other: _____

D. ☐ **ZONING-USE OF PROPERTY LETTER**……..…… **Fee - $100.00**

Please describe the use for which an opinion is being requested and indicate whether it is existing or proposed
Description of Existing Use: _____
Description of Proposed Use: _____

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

E. ☐ **ENVIRONMENTAL RECORDS INQUIRY**……..……..**Fee - $80.00**

Historic land use information including landfill site or cemetery
Environmental records
A letter of authorization from the property owner must be submitted with this form

For compliance and release with respect to Agreements, a separate request should be forwarded to: City of Guelph, Legal & Realty Services, 1 Carden Street, Guelph, ON N1H 3A1 - Fax 519-822-0705

For Tax Certificates, a separate request should be forwarded to: City of Guelph, Tax Services, 1 Carden St., City Hall, Guelph, ON N1H 3A1

For Fire Prevention By-law compliance, a separate request should be forwarded to: Guelph Fire Department, 50 Wyndham St. S., Guelph, ON N1H 4E1

Building Services

T 519-837-5615
F 519-822-4632
E building@guelph.ca