

Compliance Certificate and/or File Review Application

Applicant Information

Name(s):	Contact Name:
Contact Email:	Contact Phone:
Contact Mailing Address:	

Property Information

Municipal Address:	Lot:	Block:	Plan:
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Property File Search

All property file searches are subject to a \$25 processing fee. Additional charges may apply depending on the type and availability of the requested information.

- ☐ **Single family residential containing two (2) dwelling units or less on site**
Informal email containing specific but limited requested documents or information (\$75 + \$25 processing fee)
- ☐ **Commercial, industrial, institutional & multi-family with more than two (2) dwellings on site**
Informal email containing specific but limited documents or information (\$175 + \$25 processing fee)

Please list specific information/documents requested as part of the property file search

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Certificates/Reviews (includes complete file review/history including environmental review)

- ☐ **File history or environmental letter; major – single family residential**
Formal letter documenting all permits, inspections, infractions, and/or environmental concerns within the file (\$200)
- ☐ **File history or environmental letter; major – multi-family, commercial, industrial, institutional**
Formal letter documenting all permits, inspections, infractions, and/or environmental concerns within the file (\$450)
- ☐ **File history or environmental letter; minor – multi-family, commercial, industrial, institutional**
Informal email answering a specific inquiry and may not document all information within the file (\$125)
- ☐ **Compliance certificate – single family residential**
Zoning letter for low density residential development containing no more than two (2) dwelling units on site (\$175 + current real property report (RPR) is to be submitted with the application)
- ☐ **Compliance certificate – commercial, industrial, institutional, and multi-family residential**
Zoning letter for commercial, industrial, institutional and multi-family development with more two (2) dwelling units on site (\$325)

By signing below, you agree that all information submitted on this form is true and accurate.

Signature of Applicant

Date

Collection and Use of Personal Information: The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the Municipal Government Act and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP). The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the Municipal Government Act.

CITY USE ONLY

Application No.: _____

Permit No.: _____

Receipt No.: _____

Tax Roll No.: _____