

MUNICIPALITY OF BRIGHTON PROPERTY INQUIRY REQUEST

Complete this form in full for each separate property. Forms not fully completed and/or not accompanied by the required fee will be returned unanswered. Please forward this form with the appropriate fee to: **Municipality of Brighton, 35 Alice St., P.O. Box 189, Brighton, ON, K0K 1H0.** A minimum of 1-2 weeks is required for processing. Please note that any property information requested other than that provided on the returned roll requires the **written authorization of the property owner** below.

INFORMATION REQUESTED BY: Your Reference Number _____
 Firm Name: _____
 Contact: _____
 Address: _____
 City: _____ Postal Code: _____
 Phone Number: _____ Email: _____

DESCRIPTION OF PROPERTY:
 Property Address: _____
 Legal Description: _____
 Present Owner: _____
 Proposed Owner (if applicable): _____ Closing Date: _____
 Roll Number: _____ Date Information is Required: _____

CURRENT USE OF SUBJECT LANDS: (Check the appropriate box and provide the necessary information)
 Single Family Dwelling Multiple (apt) Dwelling Commercial/Residential
 Semi-detached Dwelling Converted (to apt) Dwelling Industrial Land Use
 Duplex Dwelling Commercial Land Use Institutional Land Use

For Non-residential property, please specify the current uses (ie. retail, office, manufacturing, storage, etc.)

INFORMATION REQUIRED: (Check appropriate boxes and include fee payable to Municipality of Brighton)

1. Tax Certificate	\$40	5. Lot or Agreement Releases (Clerk) * plus legal fees	\$100*
2. Permit Status/Work Order (Bldg Dept)	\$80	6. Work Order (Fire Department)	\$65
3. Planning & Zoning Information	\$80	7. Fire Dept. Inspection & Report (see our Fees and Service By-law, on website)	\$
4. Planning & Zoning/Conformity check (requires submission of survey to scale)	\$50	8. Other information (please specify).	

1. **Tax Certificate** is a statement regarding existing tax arrears, current year taxes, current local improvement charges and any pending local improvements.
2. **Permit Status & Work Orders (Building Dept.)** is a statement regarding status of current building permits and current outstanding orders or known violations applying to the subject lands issued by the Municipality's Chief Building Official and By-law Enforcement Officer pursuant to the Ontario Building Code, and the Property Standards, Weed, Zoning, Sign, or Swimming Pool Fencing By-laws.
3. **Planning & Zoning Information** is a statement regarding the current official plan designation and zoning category, development agreements, and the Heritage Act.
4. **Planning & Zoning Information with Conformity Check:** Planning staff reviews survey provided with a request (must be to scale and not photo-reduced) to ascertain compliance with frontage, area, building setback and similar requirements; full compliance with all zoning requirements cannot be confirmed.
5. **Lot or Agreement Releases** is a request to the municipal Clerk for issuance of standard lot or agreement releases by the municipality upon satisfactory completion of the terms of the agreement by the parties to the agreement.
6. **Work Orders (Fire Dept)** is a statement regarding current outstanding work orders or known violations, applying to the subject lands issued by the Municipality's Fire Dept. pursuant to the Ontario Building & Fire Codes, Fire Marshals Act, or the Smoke Detector, Fire Route, or other Municipal By-laws pertaining to fire safety.
8. **Other Information** – Please list the information that you require. There is no charge for general property information available on the returned roll, and you may fax these requests to 613-475-3453. However, any further information requires the written authorization of the property owner at the bottom of this form.

The information on this form is gathered in accordance with various statutes of the Province of Ontario. This form will be used by the municipality for administrative purposes and will be distributed to the appropriate department as necessary. All information of a personal or private nature is protected by the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, Chapter M. 56. Any or all of the information contained on this form may be subject to disclosure under the Act if circumstances warrant. Questions should be directed to the municipal Clerk.

Please provide the above applicant with property information as requested.

 Signature of Property Owner Name (please print) Date

FOR OFFICE USE ONLY Required Fee: _____ Amount Received: _____ Roll No. _____
 Department: Clerk _____ Planning _____ Engineering _____ Building _____ Fire _____ Tax _____