



Property Information Request Form

Complete this form in full for each separate property. A minimum of 1-2 weeks is required for processing. For the Fire Department, please email this form to: dlovely@brighton.ca
 For the Planning & Building Department, please email this form to: planning@brighton.ca
 For the Tax Department, email this form to: ckelly@brighton.ca
 Send payment to: Municipality of Brighton, 67 Sharp Road, Brighton, ON, K0K 1H0.

Information Requested by					
Your Reference Number:					
Firm Name:					
Contact Person:					
Address:					
City:		Postal Code:			
Phone Number:		Email Address:			
Description of Property					
Roll Number:					
Property Address:					
Legal Description:					
Address:					
Present Owner:					
Proposed Owner (if applicable):					
Closing Date:		Date Information Required:			
Current Use of Subject Lands					
(Check the appropriate box and provide the necessary information)					
<input type="checkbox"/>	Single Family Dwelling	<input type="checkbox"/>	Multiple (apt) Dwelling	<input type="checkbox"/>	Commercial/Residential
<input type="checkbox"/>	Semi-detached Dwelling	<input type="checkbox"/>	Converted (to apt) Dwelling	<input type="checkbox"/>	Industrial Land Use
<input type="checkbox"/>	Duplex Dwelling	<input type="checkbox"/>	Commercial Land Use	<input type="checkbox"/>	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	\$100	
2. Permit Status / Work Order	\$80		6. Fire Department Work Order	\$75	
3. Planning & Zoning Information	\$80		7. Occupancy Permits	\$119	
4. Planning & Zoning Conformity Check	\$50				

- Tax Certificate** is a statement regarding existing tax arrears, current year taxes, current local improvement charges and any pending local improvements.
- Permit Status & Work Orders (Planning & Building Department)** 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, Zoning, Sign, or Fencing By-laws.
- Planning & Zoning Information (Planning & Building Department)** is a statement regarding the current official plan designation and zoning category, development agreements, and the Heritage Act.
- Planning & Zoning Conformity Check (Planning & Building Department).** Planning staff reviews survey provided with this 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.
- 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.
- Work Orders (Fire Department)** is a statement regarding current outstanding work orders or known violations applying to the subject lands issued by the Municipality's Fire Department 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.
- Occupancy Permits (Building Department)** – This is required when a new residential structure is completing its construction prior to its first occupancy only. Not for resale purposes. The information on this form is collected 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. Any or all of the information contained on this form may be subject to disclosure under the Act.

Please provide the above applicant with property information as requested.		
Signature of Property Owner	Name (please print)	Date