



## APPLICATION FOR PROPERTY INFORMATION REQUEST

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**Planning and Development Services**  
 65 Harwood Avenue South  
 Ajax ON L1S 2H9

Tel. 905-683-4550  
 Fax. 905-686-0360  
 www.ajax.ca

FOR TOWN USE ONLY	
File Number	Date of Receipt

**1. Submission Requirements**

- One (1) copy of this application is to be submitted to the Town of Ajax, Planning and Development Services, 65 Harwood Avenue South, Ajax, Ontario, L1S 2H9.
- One (1) copy of a legal survey (only required for vacant lots of record – the survey will not be reviewed for zoning compliance).
- An application fee, in accordance with the Town of Ajax Planning Act Fees and Charges By-law, as amended. Payments can only be made by cash, cheque or money payable to the Town of Ajax.

(under the authority of the “Planning Act Fees and Charges By-law”) **Fee Submitted: \$** \_\_\_\_\_

Each application shall only reference **one property**. Additional fees as outlined in the *Planning Act Fees and Charges By-law* must be accompanied with the applicable application form for each additional property.

- Supporting documentation (i.e. instrument numbers, legal agreements, description of proposed work). Supporting documentation will not be returned. Please **do not** send originals.

**2. Contact Information (Please Print)**

<b>Owner/Applicant or Agent Name <u>and</u> Title</b>			
<b>Mailing Address</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Telephone</b>	<b>Cell/Fax</b>	<b>Email</b>	

**3. Property Information**  
*(for vacant property a legal survey is required)*

Municipal Address	Lot/Part #	Plan/Concession #	Assessment Roll # & PIN #

#### 4. Property Information Request

Responses will **ONLY** be provided for the question(s) checked below.  
(Please check only the questions you wish to be answered)

<b>Zoning Inquiries:</b>	<b>Fee: \$120.00</b>
<input type="checkbox"/> What is the zoning classification of the subject property?	
<input type="checkbox"/> Is the following use permitted on the subject property? Please specify:  _____	
<input type="checkbox"/> What is the status of any applications for minor variance pursuant to Section 45 of the <i>Planning Act</i> or Zoning By-law Amendment application pursuant to Section 34 of the <i>Planning Act</i> submitted for the subject property?	
<b>Ontario Heritage Act Inquiries:</b>	<b>Fee: \$55.00</b>
<input type="checkbox"/> Is the property designated under the <i>Ontario Heritage Act</i> ?	
<input type="checkbox"/> Are there any properties designated under the <i>Ontario Heritage Act</i> located directly adjacent to the subject property?	
<input type="checkbox"/> Is there a Heritage Easement registered on the property?	
<input type="checkbox"/> Is the property listed on the Town of Ajax Heritage Property Inventory?	
<b>Building Inquiries:</b>	<b>Fee: \$55.00</b>
<input type="checkbox"/> Are there any outstanding Orders issued under the <i>Ontario Building Code Act</i> , in relation to the subject property?	
<input type="checkbox"/> Are there any open/outstanding building permits associated with the subject property?	
<input type="checkbox"/> Have any occupancy permits been granted/revoked/cancelled for the subject property?	
<input type="checkbox"/> Has a building permit for an accessory apartment been issued for the subject property?	
<b>By-law Services Inquiries</b>	<b>Fee: \$55.00</b>
<input type="checkbox"/> Are there any property standard violations registered against the property?	
<b>Legal Inquiries:</b>	<b>Fee: \$110.00</b>
<input type="checkbox"/> Has the subdivision been assumed by the Town of Ajax?	
<input type="checkbox"/> Have all the works required by the following Agreement been completed. Please specify type of agreement, Instrument number, and Application No. (e.g. SP01/13):  _____	
<b>Fire Inquiries</b>	
Please direct all fire related inquiries to Ajax Fire & Emergency Services at 905-686-6051.	

**Questions for Other Authorities**

- To determine whether any easements, rights-of-way, instrument numbers are registered against the property, please check the title to the property.
- For questions regarding water service and/or sanitary services please contact the Region of Durham.
- For questions regarding landfills, sanitary, contamination, or any other environmental concern, please contact the Region of Durham, Ministry of Environment, local Conservation Authority, or retain an environmental consultant.

**Disclaimers:**

- A response will be generally provided within ten (10) business days.
- The information in this letter does not constitute an opinion or advice of, or representation by the Town of Ajax of the lawfulness of the use of the property or building thereon, nor compliance with applicable laws, codes, or regulations. The requestor must satisfy him/herself with respect to same.
- Surveys will **not** be reviewed for Zoning Compliance.
- Subdivision or site plan agreements will not be discharged from title, unless a subdivision or site plan agreement has been registered to replace the original.
- The Town of Ajax will not discharge utility easements from title. For information regarding utility easements, please contact the individual utility company (I.e. Veridian, Rogers, Bell, Enbridge, etc.).
- Supporting documentation will not be returned. Please **do not** send original copies.
- Agreement releases require a formal request and separate fee, as outlined in the Planning Act Fees and Charges By-law, as amended.

The undersigned acknowledges that he/she has read and understood the aforementioned disclaimers.

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Signature of Owner/Applicant or Agent

Date

Personal information contained on this form is collected under the authority of the Municipal Act, 2001, Section 11(1). The information collected in this form will be used to process your Compliance Letter request. Questions about the collection of personal information should be directed to the Records Manager/FOI Coordinator, 65 Harwood Avenue South, Ajax, Ontario, L1S 2H9, (905) 683-4550, ext. 3343

*If you have any comments on the format or content of this application form, please complete a Customer Feedback Form, which is available at Planning and Development Services, Town of Ajax.*