



PROPERTY INFORMATION REQUEST FORM

Mail completed Property Information Request form to:
City of Burlington
Property Information Requests - Service Burlington
426 Brant Street, P.O Box 5013, Burlington Ontario, L7R 3Z6

Phone inquiries:

905-335-7777

**Fees effective as of January 1, 2020

Applicant/Lawyer Information

APPLICANT/LAWYER NAME:
FIRM NAME:
ADDRESS:
CITY:
POSTAL CODE:
EMAIL ADDRESS:
PHONE:
FAX:

Please complete the following fields if applicable:

CLIENT NAME:
CLIENT FILE NUMBER:
CLOSING DATE:
COMMENTS OR NOTES:

Property Details -Submit ONE form per property

One cheque to be submitted per request form - Cheque made payable to City of Burlington

MUNICIPAL ADDRESS:
LEGAL DESCRIPTION:
ASSESSED OWNER:
ROLL NUMBER:
P.I.N (S)

----- Administration processing fee applies per application form [checked] \$11.00 -----

FINANCE DEPARTMENT - (905) 335-7750
(3 business day turnaround for services)

Table with 3 columns: Service Name, Turnaround, Fee. Includes TAX CERTIFICATE, INVOICE VERIFICATION/WEED CONTROL ACT, DEVELOPMENT CHARGE PAYMENT VERIFICATION.

BUILDING DEPARTMENT - (905) 335-7731
(Includes fax or electronic reply)

Table with 4 columns: Service Name, Service Type, Turnaround, Fee. Includes PROPERTY REPORT, REVISED PROPERTY REPORT, SPECIAL INSPECTION.

PLANNING DEPARTMENT - (905) 335-7642

(Includes fax or electronic reply)

PLANNING SERVICES

Report includes: Official Plan Designation Compliance, Regulations for Niagara Escarpment Plan, Parkway Belt West Plan, Planning Study Area Confirmation/Status, Development Application Status, Heritage Status

Regular Service	10 business days	<input type="checkbox"/>	\$108.16*
Express Service	5 business days	<input type="checkbox"/>	\$211.62*

ZONING SERVICES

ZONING VERIFICATION LETTER - indicates detailed zoning and permitted uses - may be required to submit additional information

Regular Service	10 business days	<input type="checkbox"/>	\$220.00
Express Service	5 business days	<input type="checkbox"/>	\$440.00

List the current use/proposed use of property below or submit a detailed letter for permitted uses to city@burlington.ca

Current use of property: _____

Proposed use of property: _____

SURVEY COMPLIANCE/SETBACKS:

Regular Service	10 business days	<input type="checkbox"/>	\$220.00
Express Service	5 business days	<input type="checkbox"/>	\$440.00

Requirement - submit a legible, Ontario Land Survey for all survey compliance requests to city@burlington.ca

FIRE DEPARTMENT - (905) 637-9536

(Includes fax or electronic reply)

OUTSTANDING WORK ORDERS & VIOLATIONS 5 business days 116.36*

FIRE INSPECTION OF BUILDING 1 to 6 stories - two weeks notice must be provided for fire inspections 495.25*

FIRE INSPECTION OF BUILDING 7 to 15 stories - two weeks notice must be provided for fire inspections 705.10*

FIRE INSPECTION OF BUILDING 16+ stories - two weeks notice must be provided for fire inspections 1011.62*

Contact Fire Department regarding these services and to arrange inspection(s) at (905) 637-8207 ext. 6236 or email firedepartment@burlington.ca

CAPITAL WORKS DEPARTMENT - (905) 335-7694

Up to 30 business day turnaround for all services (Includes fax or electronic reply)

LOCAL IMPROVEMENT VERIFICATION \$35.72

1. CAPITAL WORKS STATUS \$93.09

2. RESERVE VERIFICATION \$93.09

3. ROAD ALLOWANCE (DEEMED & EXISTING) STATUS \$93.09

4. ROAD/PORTION THEREOF ASSUMED AS PUBLIC HIGHWAY \$93.09

5. STORMSEWER SERVICES/CONNECTIONS \$93.09

; 1-5 above: \$93.09 per item or \$139.62 for all 5 items all 5 items \$139.62

LEGAL DEPARTMENT - (905) 335-7614

(Includes fax or electronic reply)

AGREEMENT COMPLIANCE / SUBDIVISION ASSUMPTION 10 business days \$110.00

Requirement - List instrument numbers below or submit a copy of the agreement/instruments document(s) to city@burlington.ca

List Instrument Numbers: _____

CEMETERY USE VERIFICATION \$85.00

For further inquiries, please contact Service Burlington at 905-335-7777 or email city@burlington.ca

On-line service is available at: www.burlington.ca

HST is already included and ONLY applicable to those items marked by * HST # R122009467