



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, 2021

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, and DEVELOPMENT CHARGE PAYMENT VERIFICATION.

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

Table with 3 columns: Service Name, Turnaround, Fee. Includes PROPERTY REPORT, REVISED PROPERTY REPORT, and SPECIAL INSPECTION.

**PLANNING DEPARTMENT - (905) 335-7642**

(Includes fax or electronic reply)

**PLANNING SERVICES**

The planning services Property Information Request service is currently unavailable.

On Nov. 30, 2020, the Region of Halton issued a Notice of Decision approving the new Burlington Official Plan. A number of appeals to various parts of the new Official Plan were received during the appeal period. The Local Planning Appeal Tribunal (LPAT) will issue Orders throughout the appeal process to establish and confirm which portions of the new Official Plan remain subject to appeal, and which portions are in effect. As a result, the planning services Property Information Request service is currently suspended. We apologize for this inconvenience and will resume this service at a later date. For more information regarding the LPAT process, the Burlington Official Plan, 2020 and the Burlington Official Plan, 1997 please visit <https://www.burlington.ca/en/services-for-you/Official-Plan-Review.asp>

**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"/>	\$225.00
Express Service	5 business days	<input type="checkbox"/>	\$445.00

**List the current use/proposed use of property below or submit a detailed letter for permitted uses to [city@burlington.ca](mailto:city@burlington.ca)**

Current use of property: \_\_\_\_\_

Proposed use of property: \_\_\_\_\_

SURVEY COMPLIANCE/SETBACKS:

Regular Service	10 business days	<input type="checkbox"/>	\$225.00
Express Service	5 business days	<input type="checkbox"/>	\$445.00

**Requirement - submit a legible, Ontario Land Survey for all survey compliance requests to [city@burlington.ca](mailto:city@burlington.ca)**

**FIRE DEPARTMENT - (905) 637-9536**

(Includes fax or electronic reply)

OUTSTANDING WORK ORDERS & VIOLATIONS	5 business days	<input type="checkbox"/>	116.36*
FIRE INSPECTION OF BUILDING 1 to 6 stories - two weeks notice must be provided for fire inspections		<input type="checkbox"/>	495.25*
FIRE INSPECTION OF BUILDING 7 to 15 stories - two weeks notice must be provided for fire inspections		<input type="checkbox"/>	705.10*
FIRE INSPECTION OF BUILDING 16+ stories - two weeks notice must be provided for fire inspections		<input type="checkbox"/>	1011.62*

**Contact Fire Department regarding these services and to arrange inspection(s) at (905) 637-8207 ext. 6236 or email [firedepartment@burlington.ca](mailto: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	<input type="checkbox"/>	\$36.43	
1. CAPITAL WORKS STATUS	<input type="checkbox"/>	\$94.95	
2. RESERVE VERIFICATION	<input type="checkbox"/>	\$94.95	
3. ROAD ALLOWANCE (DEEMED & EXISTING) STATUS	<input type="checkbox"/>	\$94.95	
4. ROAD/PORTION THEREOF ASSUMED AS PUBLIC HIGHWAY	<input type="checkbox"/>	\$94.95	
5. STORMSEWER SERVICES/CONNECTIONS	<input type="checkbox"/>	\$94.95	
1-5 above: \$94.95 per item or \$142.41 for all 5 items	all 5 items	<input type="checkbox"/>	\$142.41

**LEGAL DEPARTMENT - (905) 335-7614**

(Includes fax or electronic reply)

AGREEMENT COMPLIANCE / SUBDIVISION ASSUMPTION	10 business days	<input type="checkbox"/>	\$110.00
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**Requirement - List instrument numbers below or submit a copy of the agreement/instruments document(s) to [city@burlington.ca](mailto:city@burlington.ca)**

List Instrument Numbers: \_\_\_\_\_

CEMETERY USE VERIFICATION	<input type="checkbox"/>	\$85.00
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**For further inquiries, please contact Service Burlington at 905-335-7777 or email [city@burlington.ca](mailto:city@burlington.ca)**

**On-line service is available at: [www.burlington.ca](http://www.burlington.ca)**

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