

Property Information Request Form

MAIL THE COMPLETED FORM AND CHEQUE TO:
The Town of Grimsby – Attn: Property Information Request
160 Livingston Avenue Grimsby, ON L3M 0J5

_____	_____
(Law Firm)	(Contact Person)
_____	_____
(Address)	(E-Mail Address)
_____	_____
(City or Town)	(Phone Number)
_____	_____
(Province)	(Signature)

By signing this form you declare you have agent authority to access the information being requested

TRANSACTION

MORTGAGE
 SALE
 OTHER _____

NEW OWNERS: _____ CLOSING DATE: _____

PROPERTY DETAILS

MUNICIPAL ADDRESS: _____

LEGAL DESCRIPTION: _____

PRESENT USE OF PROPERTY: _____

PROPOSED USE: _____

NUMBER OF DWELLING UNITS (IF APPLICABLE): _____

PLEASE CHECK APPROPRIATE BOX(S)

<p>Building Department</p> <ul style="list-style-type: none"> - Open Building Permits - Building Code Orders 	<input type="checkbox"/> \$237.00 – (BAF)
<p>By-Law Department</p> <ul style="list-style-type: none"> - Property Standards - Clean Yards - Existing Orders 	<input type="checkbox"/> \$242.00 – (BYAF)
<p>Planning and Zoning Department</p> <ul style="list-style-type: none"> - Zoning Verification Letter 	<input type="checkbox"/> \$286.00 – (APA)
<p>Public Works Department</p> <ul style="list-style-type: none"> - Available Municipal Services - As-built Grading Accepted by the Town - Subdivision Assumed by the Town - Public Works Holding Securities for Site Plan - Open Permits (Entrance Permit, Servicing Connection Permit, Site Alteration Permit, Road Occupancy Permit) 	<input type="checkbox"/> \$225.00 – (PWA)

DATE OF REQUEST _____ **TOTAL FEE** _____ \$

NOTE: Only one cheque is required for the total fee – **MAKE CHEQUES PAYABLE TO THE TOWN OF GRIMSBY**
 Requests are typically processed within 10 business days of receipt and emailed to the applicant.
 The Town cannot guarantee a response within this time frame.

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56*, as amended. Inquiries about the collection of personal information should be directed to the Office of the Clerk, 160 Livingston Ave, Grimsby, ON L3M 0J5, 905-945-9634.