

	<h2 style="margin: 0;">APPLICATION FOR LETTER OF ZONING COMPLIANCE AND BUILDING PERMIT INFORMATION</h2> <p style="margin: 0;">Planning Division – 200 King Street West, 6th Floor P.O. Box 1118, Kitchener ON N2G 4G7 519-741-2426; planning@kitchener.ca</p>
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IMPORTANT – Application form must be complete & submitted with the required fee in order to be processed.

1. APPLICANT INFORMATION

File Number (if applicable): _____ Closing Date: _____

Name: _____	Phone: _____
Company: _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____

Signature of Applicant: _____ Date: _____

2. SUBJECT PROPERTY

Survey Plan: Attached Not Available

a) Municipal address of property subject to application: _____
b) Assessment Roll No.: _____
c) Legal description of subject property: _____

3. USE OF PROPERTY

Please provide details on requested use(s) of property (be specific): _____ _____

4. APPLICATION FEES

The completed application form must be accompanied by cash or cheque (payable to the City of Kitchener), for the prescribed fees noted below:

Residential Use (1-2 unit, single detached, semi-detached, duplex or street townhouse)

- Regular (2-3 weeks) - **\$131.00**
- Express (4-5 business days) - **\$206.00**

All Other Uses (multiple dwellings with 3 units or more, industrial, institutional or commercial)

- Regular (2-3 weeks) - **\$274.00**
- Express (4-5 business days) - **\$415.00**

5. GENERAL INFORMATION

For additional information regarding the following, please contact the appropriate divisions as noted below:

- **Property Taxes** – Revenue Division (519-741-2450)
- **Local Improvements** – Engineering Division (519-741-2406)
- **Release from Development & Subdivision Agreements** – Legal Services Division (519-741-2268)