



APPLICATION FOR ZONING (OCCUPANCY) CERTIFICATE

Planning Division – 200 King Street West, 6th Floor
P.O. Box 1118, Kitchener ON N2G 4G7
519-741-2426; planning@kitchener.ca

PURPOSE

A Zoning Certificate is required for any new use or change in type of use of a property, in accordance with the Ontario Planning Act and City of Kitchener Zoning By-law (referred to as Certificate of Occupancy).

Email to: Owner Applicant (if you require alternate arrangements, please contact our office)

1. APPLICATION FEES (Please allow 3 weeks for processing)

- New Zoning Certificate - **\$310.00**
- Home Business Certificate - **\$155.00**
- Existing Certificate Amendment - **\$155.00**

2. FEE PAYMENT (must be received prior to issuance of Zoning Certificate)

Please indicate which form of payment will be provided:

- Cash / Debit (in-person only)
- Cheque (payable to the City of Kitchener)
- Credit card

3. PROPERTY INFORMATION

Address: _____ Unit Number (if applicable): _____

4. ATTACHMENTS

- Commercial Unit – please include a floor plan breakdown if you are proposing multiple uses
- Home Business – floor plan showing location/size of business in the dwelling unit or accessory building
- New Residential Development (10 units or less) – Zoning Plan with drawings/survey showing zoning regulations such as parking, lot width, setbacks, building height, lot area, etc.

5. APPLICANT

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

6. BUSINESS OWNER (if other than applicant)

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

APPLICATION DETAILS

	Commercial Unit/Building	Home Business	New Residential
Name of Business			N/A
Proposed Use(s) – Include Breakdown			
Total Number of Dwelling Units	N/A	N/A	
Previous Use/# of Units			
Number of Employees		(# that do not live onsite):	N/A
Number of Vehicle Service Bays Inside Building (if applicable)		N/A	N/A
Number of Cars on Display for Sale or Lease (if applicable)		N/A	N/A
Specific Unit/Business Floor Area			N/A
Total Building Floor Area			
Proposed Construction or Start Date			
<i>Please Choose: New Business, Expansion of Business, Relocating from within or outside Kitchener</i>			N/A

STATUTORY DECLARATION

I, _____, solemnly declare that:

- a) I am the (select): property owner business owner applicant on behalf of business/property owner
- b) I have received permission from the property owner to submit this application
- c) I have personal knowledge of the particulars of this application
- d) All the information and statement given with this application, drawings and specifications are true to the best of my knowledge and belief
- e) I know of no reason why this Zoning Certificate should not be granted in pursuance of this application
- f) I acknowledge that submission of this application does not guarantee approval and that no refunds will be issued if the application is withdrawn or refused.

I have read the above and make this solemn declaration conscientiously, believing it to be true, and acknowledge it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Owner/Applicant: _____ Date: _____