



## APPLICATION FOR LETTER OF ZONING COMPLIANCE AND BUILDING PERMIT INFORMATION

Planning and Housing Policy Division – 200 King Street West, 6<sup>th</sup> Floor  
P.O. Box 1118, Kitchener ON N2G 4G7  
519-741-2426; [planning@kitchener.ca](mailto:planning@kitchener.ca)

### 1. APPLICANT INFORMATION

File Number (if applicable): \_\_\_\_\_ Requisition/Closing Date: \_\_\_\_\_

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### 2. SUBJECT PROPERTY

- |  |
|--|
| 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

#### Residential Use

- ☐ Regular (3 weeks) - **\$153.00** (up to 4 dwelling units per lot)  
☐ Regular (3 weeks) - **\$391.00** (multiple dwellings with 5 units or more per lot)  
☐ Express (5 business days) - **\$616.00**

#### All Other Uses (mixed use, industrial, institutional, or commercial)

- ☐ Regular (3 weeks) - **\$549.00**  
☐ Express (5 business days) - **\$832.00**

#### Additional Requests (2 weeks)

- ☐ Amendment (Update to letter already issued within the last 6 months) - **\$120.00**  
☐ Special Information Letter (i.e., propane storage) - **\$348.00**

### 5. FEE PAYMENT (must be received prior to issuance of Zoning and Building Compliance Letter)

Please indicate which form of payment will be provided. Accepted forms of payment include:

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

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