

Date: \_\_\_\_\_

To: Zoning Administrator

I am requesting a written zoning conformance/compliance letter in order to determine whether the subject property and its building or structure conforms and/or complies with the regulations of Zoning By-law 2015-30.

**Property location:**

\_\_\_\_\_  
\_\_\_\_\_

**Proposed/Present Use:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

\*\*\*\*\*

Please find below my contact information:

Name: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone# \_\_\_\_\_

Cell# \_\_\_\_\_

Fax# \_\_\_\_\_

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It is understood that this request will be processed in the chronological order received among other inquiries.

I agree to pay the applicable fee according to the Planning Fee schedule which is subject to change without notice.

\_\_\_\_\_  
Signature

<p><b>For Office Use: Fee Paid \$</b> _____ <b>Cash</b> _____ <b>Cheque</b> _____ <b>Invoice</b> _____</p> <p><b>Date of Reply / Sent:</b> _____</p>
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