



**PROPERTY INQUIRY REQUEST FORM**

CITY OF OWEN SOUND  
 808 2<sup>nd</sup> Avenue East  
 OWEN SOUND ON N4K 2H4  
 Telephone: (519) 376-1440  
 Fax: (519) 371-0511

Complete this form in full for each separate property. Forms not fully completed and/or not accompanied by the required fee will be returned unanswered. Please forward this form with the appropriate fee to the Compliance Secretary. A minimum of 2-3 weeks is required for processing.

**INFORMATION REQUESTED BY:** Acting on behalf of, or you are the:  **Purchaser**  **Seller**

Firm Name: \_\_\_\_\_ Your Reference No. \_\_\_\_\_

Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ FAX No: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone No: \_\_\_\_\_

**DESCRIPTION OF THE PROPERTY:** Roll No.: \_\_\_\_\_

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

Legal Description: \_\_\_\_\_

Present Owner: \_\_\_\_\_

Proposed Owner (if applicable): \_\_\_\_\_

Mortgage renewal date:  Sale closing date: \_\_\_\_\_

Indicate tenant & contact information where applicable:

**CURRENT USE OF THE SUBJECT LANDS:** Check (√) the appropriate box and provide the necessary information

- Single Family Detached Dwelling  Multiple (apt) Dwelling  Industrial Land Use
- Semi-detached Dwelling  Converted (to apt) Dwelling  Institutional Land Use
- Duplex Dwelling  Commercial Land Use
- Row Dwelling  Commercial/Residential  **No. of Dwellings or Units** \_\_\_\_\_

For **Non-residential** property, please specify the current uses (i.e. retail, office, manufacturing, storage, etc.)

**INFORMATION REQUESTED:** Check (√) the appropriate box and include fee made payable to the "City of Owen Sound"

1.	Tax/Water Certificate – Residential or Commercial properties with water	\$80	<input type="checkbox"/>
2.	Tax Certificate – <u>Only</u> for properties with no water or upon mortgage renewal	\$50	<input type="checkbox"/>
3.	Utility Certificate – <u>Only</u> for Georgian Bluffs or Meaford properties using City water	\$30	<input type="checkbox"/>
4.	Certificate of Compliance – By-law Enforcement	\$75	<input type="checkbox"/>
5.	Work Order Check – By-law Enforcement	\$40	<input type="checkbox"/>
6.	Agreement Release – Clerk's	\$100	<input type="checkbox"/>
7.	Certificate of Compliance/Final Completion - Development – Clerk's	\$375	<input type="checkbox"/>
8.	Lot Release – Clerk's	\$75	<input type="checkbox"/>
9.	Security Reduction/Return – Clerk's	\$75	<input type="checkbox"/>
10.	Heritage Registry Notice – Planning	\$25	<input type="checkbox"/>
11.	Permit/Work Order Status – Building	\$75	<input type="checkbox"/>

12.	Planning/Zoning – By-law 1976-100	\$150	<input type="checkbox"/>
13.	Planning/Zoning Conformity Check – Requires submission of a survey to scale By-law 2010-078, as amended	\$150	<input type="checkbox"/>
14.	Planning/Zoning Information – By-law 2010-078, as amended	\$100	<input type="checkbox"/>
15.	a. Copy of Fire Report b. Special Occasion Permit	\$60 \$125	<input type="checkbox"/> <input type="checkbox"/>
16.	Fire Inspections: - see over for various fees Indicate: a,b,c,d,e,f,g,h,i, or j, and amount		<input type="checkbox"/>
17.	Existing municipal services availability – Engineering	\$50	<input type="checkbox"/>
18.	Release of individual lot from Agreement – Planning/Engineering	\$100	<input type="checkbox"/>
19.	<b>Other</b> Information (Please specify):	\$25 each	<input type="checkbox"/>

**See over for all explanations/fees →**

**EXPLANATION:**

1. **Tax/Water Certificate** is a statement regarding outstanding balance on a water/waste water account, as well as existing tax arrears, current year taxes, current local improvement charges, and any pending local improvements,
2. **Tax Certificate** is issued only in the case of a mortgage renewal or for properties without water. It is a statement of existing tax arrears, current year taxes, current local improvement charges, and any pending local improvements.
3. **Utility Certificate (for Georgian Bluffs and Meaford properties only)** is a statement regarding the current balance on a water/waste water account. Current and past due billing amounts are noted; however, **Final Bill** amounts are not.
4. **Certificate of Compliance** is a statement from By-law Enforcement indicating a work order has been completed.
5. **Work Order Check (By-law Enforcement)** is a statement regarding status of current and **current outstanding** work orders or **known** violations applying to the subject lands issued by the City's By-law Enforcement Officer pursuant to the Ontario Building Code, and the Property Standards, Weed, Zoning, Sign, or Swimming Pool Fencing By-laws.
6. **Agreement Release** is a request to the City Clerk for issuance of an agreement release by the City upon satisfactory completion of the terms of the agreement by the parties to the agreement.
7. **Certificate of Compliance/Final Completion - Development** is a request to the City Clerk for a certificate respecting the completion of a Development/Site Plan Control Agreement, Servicing Agreement and/or Subdivision Agreement.
8. **Lot Release** is a request to the City Clerk for issuance by the City of a standard lot release from an agreement upon satisfactory completion of the terms of the agreement by the parties to the agreement.
9. **Security Reduction/Return** is a request to the City Clerk for a reduction or return of securities respecting Development/Site Plan Control Agreements.
10. **Heritage Registry Notice** – The City and others through the office of the Minister have authority under the Ontario Heritage Act to issue a notice of intention to designate under the provisions of this legislation. Such a designation could impact on development opportunities. You are advised to review the provisions of this legislation, Provincial Policy and heritage policies in the City's Official Plan. The legislation requires the City keep a registry of properties considered to be of cultural heritage value. This registry does not identify all properties of potential cultural heritage value or all properties that might be considered for designation. The registry is available online at [www.owensound.ca](http://www.owensound.ca) or can be reviewed in person at Planning Division offices. A statement in writing regarding the Heritage Registry = \$25
11. **Permit/Work Order Status (Building Div.)** is a statement regarding status of current building permits and **current outstanding** work orders or **known** violations applying to the subject lands issued by the City's Chief Building Official.
12. **Planning/ Zoning** - By-Law 1976-100 Planning Staff reviews a survey provided with a request to ascertain compliance with building setback requirements in zoning By-law 1976-100 which was in effect from 1976 to 1985, but full compliance with all zoning requirements cannot be confirmed.
13. **Planning /Zoning Information with Conformity Check** - Planning Staff reviews survey provided with a request (must be to scale and not photo-reduced) to ascertain compliance with frontage, area, building setback and similar requirements; full compliance with all zoning requirements cannot be confirmed. By-law 2010-078 as amended.
14. **Planning/Zoning Information** is a statement regarding the current official plan designation and zoning category, development agreements, and the Heritage Act. By-law 2010-078 as amended.
15.
  - a. Copy of Fire Report = \$60.00
  - b. Special Occasion Permit for Fireworks = \$125.00
16. **Fire Department Inspection** is a report based on a field inspection of the property by the Fire Prevention Division to ascertain compliance with Fire Code Requirements.
  - a. Private home daycare accreditation = \$60.00
  - b. Residential/apartment/condominium/daycare centre = \$180.00 (base fee)
  - c. Per additional unit (up to 10 additional units = \$20.00 per unit (base fee + \$20 per unit)
  - d. Maximum for buildings with more than 10 additional units = \$220.00 (base fee + max additional unit fee)
  - e. Group home = \$180.00
  - f. Industrial/commercial/office/multi-occupancy = \$180.00 (base fee)
  - g. Per tenant or occupant = \$110.00 (base fee + tenant/occupant fee)
  - h. Buildings over 10,000 sq. feet = \$110.00 (base fee + large building fee)
  - i. Tent equal to or greater than 100 sq. feet = \$180.00
  - j. Fireworks storage site inspection = \$125.00
17. **Existing Municipal Services Information** (Engineering Services) regarding existing municipal services availability. Note: Fees for camera investigation of services shall be an additional cost by Public Works.
18. Procession **Release of individual lot** from agreement (Engineering/Planning Divisions).
19. **Other Information** - Please list the information that you require, and include a \$25 fee **for each separate item**. Such requests include verification of separate municipal services to Engineering Services.

*The information on this form is gathered in accordance with various statutes of the Province of Ontario. This form will be used by the City for administrative purposes and will be distributed to City Departments as necessary for reply. All information of a personal or private nature is protected by the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, Chapter M.56. Any or all of the information contained on this form may be subject to disclosure under the Act if circumstances warrant. Questions should be directed to the City Clerk.*