



Search of Records Request (Compliance Letter)

Corporate Services

Municipal Law Enforcement and Licensing Services

Property Information

Municipal Address of Property _____

Legal Description _____

Contact Information

Name(s) _____

Address _____

Street City Province Postal Code

Primary Phone No. _____ Secondary Phone No. _____

Email _____ Fax No. _____

Regarding the above-noted property address, please confirm information you are requesting

- Zoning of Property
- Permitted Use(s) of Property
- Departmental Notices or Orders outstanding against the property
- Setback Compliance re: attached survey
- Permits, Work Orders
- Other (Specify) _____

Note: For requests pertaining to: Instrument No., Site Plan, Subdivision Agreement, Official Plan information or any environmental inquiries, please contact Engineering Services at 905-436-5606.

Type of Response Requested

- Standard Response (10 days) \$100.00
- 48 Hour RUSH Response \$175.00

Signature _____ Date _____

For Office Use Only

Request Accepted By _____ Payment Received \$100 \$175

Application Number	By-law Response	Building Response
--------------------	-----------------	-------------------

Personal information contained on this form is collected under the authority of Section 11 of the Municipal Act, 2001 and will be used for administering the Municipal Law Enforcement and Licensing process. Questions concerning collection of personal information should be directed to the City of Oshawa's Freedom of Information and Privacy Coordinator at 50 Centre Street South, Oshawa, Ontario, L1H 3Z7 or 905-436-3311.