



TOWN OF  
**GRIMSBY**

160 Livingston Avenue  
Grimsby, ON L3M 0J5  
TEL: 905-945-9634  
FAX: 905-945-5010

**Property  
Information  
Request Form**

**MAIL THE COMPLETED FORM AND CHEQUE TO:  
The Town of Grimsby – Attn: Property Information Request  
160 Livingston Avenue Grimsby, ON L3M 0J5**

**THE INDIVIDUAL DEPARTMENTS WILL RESPOND DIRECTLY TO EACH REQUEST.  
RESPONSES WILL BE EMAILED UNLESS REQUESTED OTHERWISE.**

_____ (Law Firm)	_____ (Please include Contact Person)
_____ (Number and Street)	_____ (E-Mail Address)
_____ (City, Town or Village)	_____ (Phone Number)
_____ (Province)	_____ (File/Regarding)

**TRANSACTION**

MORTGAGE     SALE     OTHER

NEW OWNERS: \_\_\_\_\_ **CLOSING DATE:** \_\_\_\_\_

**PROPERTY DETAILS**

MUNICIPAL ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

ASSESSED OWNER(S): \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_

SOLICITOR: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX/EMAIL: \_\_\_\_\_

PRESENT USE OF PROPERTY \*:

PROPOSED USE \*:

NUMBER OF DWELLING UNITS:

DATE USE ESTABLISHED:

**PLEASE CHECK APPROPRIATE BOX(S)**

**Fee per Department:**

**Building Department - 905 945 9634 Ext. 2022**

\$237.00 – (BAF)

- Open Building Permits
- Building Code Orders

**By-Law Department - 905 945 9634 Ext. 2023**

\$237.00 – (BYAF)

- Property Standards
- Clean Yards
- Orders or Active Investigations

**Planning and Zoning Department - 905 945 9634 Ext. 2019**

\$280.00 – (APA)

- Zoning Verification Letter

**Public Works Department – 905 945 9634 Ext. 2014**

\$225.00 – (PWA)

- Available Municipal Services
- Property is Within a Drainage Act Assessment
- As-built Grading Accepted by the Town
- Subdivision Assumed by the Town
- Public Works Holding Securities for Site Plan
- Open Permits (Entrance Permit, Servicing Connection Permit, Site Alteration Permit, Road Occupancy Permit, Pool Permit)

**TOTAL FEE \_\_\_\_\_ \$**

**\* PROPERTY USES**

- Single Detached
- Semi-Detached
- Townhouse (block or street)
- Duplex
- Triplex
- Fourplex
- Apartment Building
- Vacant
- Commercial or Industrial

(Specify use e.g. retail, bakery, machine shop etc.)

**FOR DEPARTMENT USE ONLY**

**NOTE:** Only one cheque is required for the total fee – **MAKE CHEQUES PAYABLE TO THE TOWN OF GRIMSBY**

**Regular Service** Completed within 10 business days of date received and will be emailed to the applicant.

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56*, as amended. Inquiries about the collection of personal information should be directed to the Office of the Clerk, 160 Livingston Ave, Grimsby, ON L3M 0J5, 905-945-9634.