



## Requesting a Zoning Compliance Letter

### TOWNSHIP OF HAMILTON

#### Development Services

8285 Majestic Hills Drive  
P.O. Box 1060, Cobourg, ON  
K9A 4W5

☎ 905-342-2810

✉ [info@hamiltontownship.ca](mailto:info@hamiltontownship.ca)



### Zoning Compliance Letter Fee

A non-refundable zoning compliance letter fee of \$125.00 is applicable (fees subject to change). Please provide a cheque for the zoning compliance letter fee (or pay in person via cash, debit or credit card). Cheques are to be made payable to Township of Hamilton.

Processing the request will begin once payment is received. Processing times for a zoning compliance letter are between 7-10 business days; however, processing times may vary depending on the volume of requests.

### Information that will be provided in the Zoning Compliance Letter:

- Official Plan Designation
- Current zoning
- Pending zoning, if applicable
- Status of any open building permits and/or outstanding work orders
- Whether there are any active zoning or property standard violations
- Whether the property has any heritage significance

### Disclaimer

The information contained in this letter is provided to you for your convenience only. Neither Township of Hamilton nor its employees certify or warrant the completeness or accuracy of the information in this letter.

### Requesting a Compliance Letter

Please complete the attached form and submit one of the following ways:

1. Send request via mail or courier and include cheque for payment of zoning compliance letter fee to the address below.
2. Email letter to [jpingle@hamiltontownshp.ca](mailto:jpingle@hamiltontownshp.ca) and send payment via mail/courier.
3. Bring the request and make payment in person to Development Services:

Township of Hamilton  
Development Services  
8285 Majestic Hills Drive  
P.O. Box 1060, Cobourg, ON K9A 4W5

**If you have questions regarding your zoning compliance letter request, please contact  
Development Services at 905-342-2810 extension 106.**



## Zoning Compliance Letter Request Form

### Section 1: Applicant Information

<b>Requestor Name:</b>		<b>Company Name:</b>	
<b>Address:</b>		<b>Email Address:</b>	
<b>Relationship to Subject Property</b>	i.e. Property Owner, Lawyer, Prospective Buyer, etc.	<b>Phone Number:</b>	

### Section 2: Property Description

<b>Municipal Address:</b>	
<b>Roll Number (if known):</b>	
<b>Current use of the property:</b>	