



**Planning and Development Services**  
Planning and Building Division  
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January 1, 2024

## **FEE INCREASE FOR 2024**

To Whom It May Concern:

### **RE: LETTERS OF COMPLIANCE**

In order for your request to be processed as expeditiously as possible, please ensure that the "ENVELOPE" is addressed to "PLANNING AND DEVELOPMENT SERVICES".

If a request for a Tax or Water Certificate is enclosed Planning Division Staff will direct those requests to the appropriate Department. **(For your information we do not offer an expedited service at this time. Fees have increased to: Certificate of Compliance - \$373.00, Tax Certificate - \$60.00 and Water Certificate - \$60.00).**

The City has recently amended its Property Standards By-law. *As a consequence, any files opened by the City on a property prior to December 31, 1990 are being abandoned.* Files opened after that date are being reviewed.

If your clients are purchasing or re-financing older homes, we will attempt to re-inspect those premises where an existing file exists. However, in order to do so prior to a closing at least two (2) weeks notice will be required and assistance in obtaining access to the premises will also be required. *Please raise this matter with your clients at an early date.*

**\* Also, please ensure that the following information is provided to avoid the return of your request for lack of information:**

- 1. \* LEGAL DESCRIPTION AND MUNICIPAL ADDRESS.**
- 2. THE REQUIRED FEE OF \$373.00 MUST ACCOMPANY THE REQUEST.**
- 3. ORAL RESPONSES FOR ZONING ONLY WILL BE GIVEN.**

**FINALLY, A LEAD TIME OF APPROXIMATELY TWO (2) WEEKS IS REQUIRED TO RESPOND TO YOUR INQUIRY.**

PLANNING DIVISION  
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