



Planning and Economic Development Department  
Planning Division  
71 Main Street West, 5th Floor  
Hamilton, Ontario, L8P 4Y5  
Email: [ZoningRequest@hamilton.ca](mailto:ZoningRequest@hamilton.ca)

Hamilton

## ZONING VERIFICATION REPORT APPLICATION

**NOTE: FEES ARE NON-REFUNDABLE**

FOR OFFICE USE ONLY	
DATE	
PAYMENT TYPE <input type="checkbox"/> DEBIT <input type="checkbox"/> CHEQUE <input type="checkbox"/> VISA / MASTERCARD	
RECEIPT NUMBER	RECEIVED BY
FILE NUMBER	ASSIGNED TO
EXPRESS STAMP	

SERVICE REQUESTED	<input type="checkbox"/> <b>REGULAR SERVICE</b>	Completed within 10 working days commencing the first working day after receipt by the Planning Division. If an email address is specified, only an emailed copy will be sent out. If no email address is specified, the certificate will be sent out by regular mail.
	<input type="checkbox"/> <b>EXPRESS SERVICE</b>	Completed within 5 working days commencing the first working day after receipt by the Planning Division. If an email address is specified, only an emailed copy will be sent out. If no email address is specified, the certificate will be available for pickup only, or will be set out by regular mail upon request.
	<input type="checkbox"/> <b>INTERNAL APPLICATION</b>	
PLEASE SELECT ANSWER	IS THIS ZONING VERIFICATION REPORT REQUIRED FOR A RENTAL HOUSING LICENCE? YES <input type="checkbox"/> NO <input type="checkbox"/>	

PLEASE PRINT CLEARLY			
PROPERTY INFORMATION	ADDRESS		UNIT/ SUITE #
	LEGAL DESCRIPTION (LOT, PLAN, ETC.)	<input type="checkbox"/> Ancaster <input type="checkbox"/> Dundas <input type="checkbox"/> Flamborough <input type="checkbox"/> Glanbrook <input type="checkbox"/> Hamilton - Proper <input type="checkbox"/> Stoney Creek	
	OWNER NAME		
USE INFORMATION	PRESENT USE OF PROPERTY (PLEASE BE SPECIFIC AND PROVIDE AS MUCH INFORMATION AS POSSIBLE)		
	PROPOSED USE OF PROPERTY (PLEASE BE SPECIFIC AND PROVIDE AS MUCH INFORMATION AS POSSIBLE)		
APPLICANT	NAME		
	ADDRESS		UNIT / SUITE #
	CITY	POSTAL CODE	PO BOX
	EMAIL		PHONE NUMBER
	SIGNATURE		DATE
CONTACT INFORMATION FOR PAYMENT (IF DIFFERENT THAN APPLICANT) – FOR APPLICATIONS RECEIVED BY EMAIL ONLY			
NAME			PHONE NUMBER

The personal information collected on this form will be used to contact you and for the administration of performing record searches as authorized under the *Municipal Act, 2001, section 227*.

**PLEASE NOTE THAT THE CITY OF HAMILTON IS CHANGING ITS ZONING VERIFICATION REPORTS.** Going forward, Zoning Verification Reports will include the following information: last/current recognized use of the property, confirmation that the intended or current use of a property is permitted within the zoning of that property; if the property is subject to Cultural Heritage Value or Interest; and/or if the property requires Conservation Authority approval. Zoning Verification Reports **will not** include information such as outstanding work orders (including outstanding building permits, Orders to Comply, Stop Work Orders, Zoning Violations and/or Property Standards Orders), confirmation of the issuance of any building permits for septic systems, and/or confirmation if a final grading certificate has been received.