



**Hamilton**

**City of Hamilton**  
71 Main St. W.  
Hamilton, ON L8P 4Y5

## Planning Division Fee Intake Memo

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

Subject: \_\_\_\_\_

Email Address for Receipt: \_\_\_\_\_

Development Address: \_\_\_\_\_

Planning File Number: \_\_\_\_\_

Planning Staff Assigned (if known): \_\_\_\_\_

Fee/Application Type: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

Cheque Number: \_\_\_\_\_

Applicant(s): \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Authorized Agent/Owner Name: (if applicable): \_\_\_\_\_

Contact Information: \_\_\_\_\_

Notes/Additional Instructions: \_\_\_\_\_

Mailing Address for Cheques:

Planning Division, 5<sup>th</sup> Floor - 71 Main Street West, Hamilton, ON L8P 4Y5