

## REQUEST FOR A ZONING LETTER

1. All requests for a Zoning Letter must be on company letterhead or in standard letter format, dated and signed by the requestor.
2. A Zoning Letter request must state exactly the information you need to obtain, such as the current Zoning of the property, whether a specific use is permitted on the property, what the parking requirements are for that specific use or any other information of a Zoning nature.
3. When requesting confirmation that a specific use is permitted on the property, the Zoning Letter request must give complete, detailed information on the nature of that use.
4. The Zoning Letter request must state the legal municipal address and legal description of the property you are inquiring about.
5. The Zoning Letter request must indicate who the Zoning Letter should be addressed to and the mailing address.
6. The Zoning Letter request must indicate the name and phone number of the contact person initiating the request.
7. The Zoning Letter request must be accompanied by the required fee of \$229.18 (2019) (subject to change based on amendments to the Fees and Charges By-law). Payment will be accepted by cash, cheque, credit or debit.
8. All Zoning Letters will be mailed unless the request states that you wish to pick up the letter in person at the Building Division Customer Services Counter, 3rd floor, Civic Centre, 300 City Centre Drive.
9. If you are planning to open a business at the property that you are requesting information for, you will be required to obtain a Zoning Certificate of Occupancy, approving the subject use.
10. Compliance Reports requesting information such as subdivision assumption dates, outstanding violations or work orders, outstanding By-law Enforcement complaints, outstanding permits, etc, is not considered zoning information and must be requested through the City of Mississauga website at <http://www.mississauga.ca/portal/services/propertycompliance>.