

Zoning Memorandum Request

Name of Applicant: _____ Date: _____

On behalf of: _____

Civic Address of Property: _____

Legal Description of Property: _____

References:

BAPD Development Plan By-law No. 95/01/12
Applicable Secondary Plan By-law
City of Brandon Zoning By-Law No. 7124

Description: A Zoning Memorandum is a written letter that identifies whether or not all buildings and structures identified on a survey on the property in question conform to the siting requirements in the City of Brandon Zoning By-law, and if applicable, reasons for non-conformance. Turnaround time is generally within ten (10) business days.

Application requirements:

- Completed request form
- One (1) Surveyor's Building Location Certificate:
 - Dated within the past thirty (30) days; or
 - Older survey with signed affidavit stating its authenticity
- Fee paid at time of request

Please indicate if you would like the Zoning Memorandum to be:

Picked up (Will be notified when ready)
 Mailed to the address below
 Faxed / emailed (Hardcopy will be mailed)

Address: _____
Street Address
City/Province
Postal Code

Phone No.: (Primary) _____ (Secondary) _____

E-Mail: _____ Fax: _____

The personal information which you are providing is being collected under the authority of The Planning Act and will be used for the purpose of approving this application. Information is also being collected for the purpose of statistical reporting. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and/or use of information, contact Jennifer Houlihan, FIPPA Coordinator, City of Brandon Planning & Building Safety Department, 638 Princess Avenue, Brandon, Manitoba, R7A 0P3, Telephone 204-729-2116

FOR PLANNING DEPARTMENT USE ONLY:

Community Planner: _____ Planning File No.: _____ CityView No.: _____

Date Request Received: _____ Payment Date: _____ Receipt No.: _____ Amount: \$ _____