

Property Related Search Request

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

On behalf of: \_\_\_\_\_

Civic Address of Property: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Request Type	Documents Required	Fee Amount		Fee Payable
Lawful Non-Conformity	Proof of lawful non-conformity	\$223.00		
Zoning Memorandum	One (1) Surveyor's Building Location Certificate: Dated within the past thirty (30) days; or Older survey with signed affidavit stating its authenticity	\$101.00		
Zoning Confirmation		\$139.00		
Occupancy Confirmation - Residential		\$90.00		
Occupancy Confirmation – Non-Residential & Mixed Use		\$279.00		
Outstanding Work Order – Residential 4 unit or less	Letter of authorization – property owner	\$223.00		
Outstanding Work Order – Residential 5 units or above & Non-residential	Letter of authorization – property owner	\$393.00		
Land Development Review Request		\$172.00		
Fees listed are valid until end of 2026 and payable to City of Brandon. Credit card fee applicable to all payments processed by credit card.		Fee Total		

Please indicate if you would like the Property Related Search Request 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

Preferred Phone: \_\_\_\_\_ E-Mail or 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 Development Services, 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: \$ \_\_\_\_\_