

# Legal Non-Conforming Use Application Form

---

A legal non-conforming use is a use which is not currently permitted by the Zoning By-law in effect today, but:

- Was legally established under the Zoning By-law in effect at the time the use commenced;  
AND
- Has continued uninterrupted and is in operation today.

These “tests” or criteria are established by the *Planning Act*.

Town of Caledon, Planning & Development Services staff offer the opportunity for an applicant to submit an application to establish a legal non-conforming use, and, where the tests are met, Planning staff will provide confirmation of the use in writing.

It is highly recommended that an applicant consult with Town of Caledon, Planning & Development Services staff prior to submission of an application.

To submit a Legal Non-Conforming Use application, the applicant must submit this application form together with the following information to Planning staff:

Owner Authorization permitting the applicant to act on the Owner’s behalf to submit the application, if the applicant and the property owner are not the same person;

Application fee payment in accordance with the applicable Town of Caledon Fee By-law; and,

All supporting evidence being relied upon by the applicant to prove the use meets the criteria above.

List the Supporting Material:

---

Please note that the above-noted documents are to be submitted electronically (preferably in pdf format) and they must be readable/scalable (in metric) when printed on maximum 11 x 17 format.

**Opinions provided through this application process are based on the information provided to staff at the time of receipt. The Town of Caledon reserves the right to update or amend their opinion based on receipt of additional information.**



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

# Legal Non-Conforming Use Application Form

---

## APPLICANT CONTACT INFORMATION

---

Organization/Corporation Name

---

Contact First Name

Contact Middle Name (Optional)

Contact Last Name

---

First Name

Middle Name (Optional)

Last Name

---

Address Prefix (Optional)

---

Street Number

Street Name

Street Type

Street Direction

---

Unit Type

Unit Number

---

City/Town

Province

---

Country

Postal Code

---

Email Address

---

Phone Number and Extension

Phone Type

Primary Phone

---

Phone Number and Extension

Phone Type

---

Phone Number and Extension

Phone Type

---

Phone Number and Extension

Phone Type

---

Phone Number and Extension

Phone Type

---



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

# Legal Non-Conforming Use Application Form

---

**OWNER CONTACT INFORMATION**

**SAME AS APPLICANT**

---

**Organization/Corporation Name**

---

**Contact First Name**

---

**Contact Middle Name (Optional)**

---

**Contact Last Name**

---

**First Name**

---

**Middle Name (Optional)**

---

**Last Name**

---

**Address Prefix (Optional)**

---

**Street Number**

---

**Street Name**

---

**Street Type**

---

**Street Direction**

---

**Unit Type**

---

**Unit Number**

---

**City/Town**

---

**Province**

---

**Country**

---

**Postal Code**

---

**Email Address**

---

**Phone Number and Extension**

---

**Phone Type**

---

**Primary Phone**

---

**Phone Number and Extension**

---

**Phone Type**

---

**Phone Number and Extension**

---

**Phone Type**

---

**Phone Number and Extension**

---

**Phone Type**

---

**Phone Number and Extension**

---

**Phone Type**



6311 Old Church Road  
Caledon, ON L7C 1J6  
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

# Legal Non-Conforming Use Application Form

---

## PROPERTY INFORMATION

Street Number      Street Name      Street Type      Street Direction

Unit Type      Unit Number

Roll Number

Legal Description

Site Area (hectare or square metres)      Frontage (metres)      Depth (metres)

**Please Identify All Existing Uses and Buildings/Structures on the Property.** *(Where there are more uses, buildings or structures existing, attach further details in supporting documentation.)*

Existing Use (i.e. Residential – House)	Year Established (i.e. 2008)	Was the Use Established Without Permissions (Yes, No, Unknown)

Is the Property Vacant?      Yes      No



6311 Old Church Road  
 Caledon, ON L7C 1J6  
 www.caledon.ca  
 T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

# Legal Non-Conforming Use Application Form

---

<b>Building/Structure Type</b>	<b>Date Constructed</b>
<b>Front Lot Line Setback (metric units)</b>	<b>Height (metric units)</b>
<b>Rear Lot Line Setback (metric units)</b>	<b>Dimensions (metric units)</b>
<b>Side Lot Line Setback (metric units)</b>	<b>Total Floor Area (metric units)</b>
<b>Side Lot Line Setback (metric units)</b>	

<b>Building/Structure Type</b>	<b>Date Constructed</b>
<b>Front Lot Line Setback (metric units)</b>	<b>Height (metric units)</b>
<b>Rear Lot Line Setback (metric units)</b>	<b>Dimensions (metric units)</b>
<b>Side Lot Line Setback (metric units)</b>	<b>Total Floor Area (metric units)</b>
<b>Side Lot Line Setback (metric units)</b>	



# Legal Non-Conforming Use Application Form

---

Please explain the use/buildings that you are seeking legal non-conforming status for.

Please select all of the different documents being uploaded to support the application.

- Cover Letter
- Affidavit(s)
- Property Survey
- Property Deed
- Tax Records
- Dated Photographs
- Dated Aerial Photos
- Business Registration Documents
- Other

List the Other Supporting Material Being Provided:

Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of submitting and processing a Legal Non-Conforming Use application. Questions about this collection should be directed to the Municipal Freedom of Information Co-ordinator, Town of Caledon, 6311 Old Church Road, Caledon, Ontario, L7C 1J6, 905.584.2272



6311 Old Church Road  
Caledon, ON L7C 1J6  
www.caledon.ca  
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

# Legal Non-Conforming Use Application Form

---

## AFFIDAVIT OF OWNER OR AUTHORIZED AGENT

I \_\_\_\_\_ hereby declare that the statements herein are to the best of my knowledge a true and complete representation of the purpose and intent of this application.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## REGISTERED OWNER'S AUTHORIZATION

I \_\_\_\_\_, the registered owner of the subject  
*(Owner Full Name)*

lands, hereby authorize \_\_\_\_\_  
*(Applicant Full Name)*

to act as applicant for the purpose of all matters with respect to the processing of this application.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



# Legal Non-Conforming Use Application Form

---

## SUBMISSION OF THE APPLICATION FORM

Please use the Town's online request form, or print, scan and submit the completed Legal Non-Conforming Use Application Form and required information in person or by e-mail to:

Planning & Development Services  
Community Services Department  
Town of Caledon  
T.: 905-584-2272 x. 7338  
Email: [planning@caledon.ca](mailto:planning@caledon.ca)

## LEGAL NON-CONFORMING USE PROCESS OVERVIEW

Once the applicant has submitted the application form, supporting material and required fee, Zoning staff will review the documentation and provide a response to the applicant by email within 10 business days.

