

Planning Compliance Letter Request Form

Town of Caledon, Planning and Development staff provides the opportunity for interested parties to receive a planning compliance letter to:

- Provide written confirmation of the Official Plan designation and Zoning of a property
- Provide a letter for the purposes of establishing an Inspection Station
- Provide a letter for the purposes of establishing a Propane Cylinder Exchange program
- Provide a letter for the purposes of establishing a Day Nursery
- Provide a letter for the purposes of establishing a Before/After School Program

To request a compliance letter, the applicant must submit this request form along with the following information to Planning staff:

Planning Compliance Letter fee payment in accordance with the applicable [Town of Caledon Fee By-law](#); and,

Any other information that may be pertinent.

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 when printed on maximum 11 x 17 format.

REQUESTED RESPONSE DATE

The Town will work to provide you with the requested letter within approximately 5 business days of receipt of the form.

Please specify the date which you would like to receive the response: _____

While the Town will make every effort to provide the requested letter by the above-noted due date, for various reasons the Town cannot guarantee a response by the due date.

REASON FOR REQUEST

Please specify the reason for your request:

- Written confirmation of the zoning of a property
- A letter for the purposes of establishing an Inspection Station
- A letter for the purposes of establishing a Propane Cylinder Exchange program
- A letter for the purposes of establishing a Day Nursery
- A letter for the purposes of establishing a Before/After School Program



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

Planning Compliance Letter Request 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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Planning Compliance Letter Request Form

OWNER CONTACT INFORMATION

SAME AS APPLICANT

Organization/Corporation Name

**Contact First Name
(Optional)**

**Contact Middle Name
(Optional)**

**Contact Last Name
(Optional)**

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 (Optional)

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

Planning Compliance Letter Request Form

PROPERTY INFORMATION

Street Number	Street Name	Street Type	Street Direction
---------------	-------------	-------------	------------------

Unit Type	Unit Number
-----------	-------------

Roll Number

Legal Description

Site Area

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 requesting a planning compliance letter. 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.

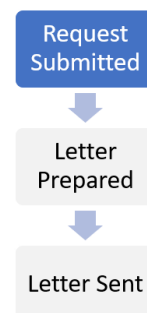
SUBMISSION OF THE COMPLIANCE LETTER REQUEST

Please use the Town's online request form, or print, scan and submit the completed Planning Compliance Letter Request Form and required information in person or by e-mail to:

Planning and Development
Community Services Department
Town of Caledon
T.: 905-584-2272 x. 7338
Email: planning@caledon.ca

COMPLIANCE LETTER PROCESS OVERVIEW

Once the applicant has submitted the above-noted material, Planning staff will make every effort to provide the requested letter within either 5 business days or by the requested due date.



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