



## WORK ORDER HISTORY AND ZONING CERTIFICATE REQUEST FORM

Please complete this section:

Requested by: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_ purchase from \_\_\_\_\_  
(Purchaser) (Current owner)

Municipal Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Roll Number \_\_\_\_\_

Your file number \_\_\_\_\_

Request:  Work Order History \$85.50 (2019 rate)

Zoning Certificate \$133.00 (2019 rate)

**Please allow 2-4 business days to process once the office receives your application and payment.**  
Submit completed form to [mmccallum@rideaulakes.ca](mailto:mmccallum@rideaulakes.ca)

This information is given for your convenience only and it should be clearly understood that you must satisfy yourself as to whether the premises and the existing or proposed use thereof is, or would be, in conformity with all applicable by-laws and regulations of the municipality. This department does not provide information that is under the jurisdiction of any other municipal, regional, provincial or federal department or authority.

Every effort is made to ensure that the information herein is correct, but the Corporation of the Township of Rideau Lakes, its officers and employees do not warrant or certify its accuracy. Opinions should be verified and are subject to any contrary ruling of a court of competent jurisdiction.

Extracts of the relevant zone provisions as noted, are attached for your information. These extracts do not necessarily represent all the provisions that may be applicable to the property and reference to the original by-law text is recommended.

Our file number(s): \_\_\_\_\_ Date received: \_\_\_\_\_

Payment received: \$ \_\_\_\_\_ Date payment received: \_\_\_\_\_

Date of response: \_\_\_\_\_

# Township of Rideau Lakes

INCORPORATED 1998



<b>WORK ORDER HISTORY</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Building Records</b>			
Building permits on file			
Permit number(s) and type(s):			
Final inspections outstanding			
Details:			
Occupancy requirements met as of date of occupation			
Outstanding work orders, notices of violation or deficiency notices			
Details:			
<b>Septic Records</b>			
Permits on file			
Outstanding issues/ work orders			
Details:			
<i>Building records prior to 2000 may be incomplete. Septic records prior to 2000 are held by the Leeds, Grenville and Lanark District Health Unit.</i>			
<hr/> <b>Chief Building Official</b>			

<b>ZONING CERTIFICATE</b>						
<b>Zoning Information</b>						
Zoning Category	Permitted Uses	Zone Provisions				
			<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Notices of violation or work orders under the Zoning By-Law						
Details:						
<b>Planning Approvals</b>						
Minor variances, site plan agreements or zoning by-law amendments						
Details:						
Local improvements proposed, planned or completed						
Details:						
<hr/> <b>Manager, Development Services</b>						