

BUILDING DEPARTMENT
PROPERTY INFORMATION REQUEST (PIR) FORM
 Application to obtain information on a property



Application Process

The **Property Information Request (PIR)** is an application to request property details such as zoning designation, *Ontario Heritage Act* designation, active building permit information and orders, By-law violations and orders, Committee of Adjustment minor variances, Municipal services such water and wastewater, Planning inquiries, sewage system request and others related to the property.

This form can be submitted by mail/courier, email (pir@king.ca) or in-person at our office. If you are applying for **more than one property**, each property must be applied for with a separate PIR form and with applicable fees.

Mailing Address: Township of King
 2585 King Road, King City, ON L7B 1A1

Important note:

Please be advised that Property Information Request may only be submitted by the following individuals: **owner, mortgagee, and the solicitor for the purchaser**. If you are not one of these individuals, you can obtain the information through a Freedom of Information request by contacting the Clerks Department: email (customerservice@king.ca) and telephone (905) 833-5321.

Applicant Information

Applicant Type:	Solicitor <input type="checkbox"/>	Owner <input type="checkbox"/>	Mortgagee <input type="checkbox"/>
First Name:		Last Name:	
Corporation			
Street Address:			
Municipality:		Province:	
Postal Code:		Email:	
Contact Phone No.:		Fax No.:	
Date of Request:		Your File No.:	

Property Information

Municipal Address:	
Legal Description:	
Roll No.:	19-49-000-
Current Owner(s):	
Purchaser(s):	

Fee Schedule (Table will total automatically) – Fees updated as of January 15, 2019

PIR Fee:	\$	each, plus additional fee(s) below, if required.
Sewage System Compliance Inquiry Fee:	\$	(refer to page 3 – 2. Sewage System Compliance Inquiries)
Site Plan Compliance Inquiry Fee:	\$	(refer to page 3 – 3. Site Plan Compliance Inquiries)
Subdivision Compliance Inquiry Fee:	\$	(refer to page 3 – 4. Subdivision Compliance Inquiries)
Payment Methods	Cheque, or in-person	
Total Payable Amount:	\$	

Cheque to be made payable to **Township of King**.

Please allow **10 business days** for the response, after submission of completed forms and receipt of all fees.

Response will **ONLY** be provided for the question(s) checked below.
(Please check only the questions you want a response to)

1. GENERAL INQUIRIES

AMOUNT PAYABLE: \$

1.1 Zoning Inquiries

- 1.1.1 What is the zoning classification of the property?
- 1.1.2 Is the following use, listed below, permitted on the property? (Please be specific)
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1.2 Ontario Heritage Act Inquiries

- 1.2.1 Is the property designated under the *Ontario Heritage Act*?
- 1.2.2 Is the property listed on the Township of King's *Municipal Heritage Register*?

1.3 Building Inquiries

- 1.3.1 Are there any outstanding Orders issued under the *Ontario Building Code Act*?
- 1.3.2 Are there any open and/or outstanding building permits?

1.4 By-Law Services Inquiries

- 1.4.1 Are there any By-Law/property standards violations currently registered or open?

1.5 Engineering and Public Works Inquiries

- 1.5.1 Is the property serviced by municipal water?
- 1.5.2 Is the property serviced by municipal sanitary sewer?
- 1.5.3 Has the subdivision been assumed by the Township of King?
- 1.5.4 Has the property ever been used as a landfill?
- 1.5.5 Does the property have a permitted entrance?

1.6 Planning Inquiries

- 1.6.1 What is the status of any applications for minor variance pursuant to the *Planning Act*?
- 1.6.2 Are there any Zoning applications pursuant to the *Planning Act* submitted for the property?
- 1.6.3 Are there any OPA applications pursuant to the *Planning Act* submitted for the property?
- 1.6.4 Are there any By-law Amendment applications pursuant to the *Planning Act* submitted for the property?
- 1.6.5 What is the Official Plan designation?

1.7 Clerks Inquiries

- 1.7.1 Has the property ever been used as a cemetery?

Response will **ONLY** be provided for the question(s) checked below.
(Please check only the questions you want a response to)

2. SEWAGE SYSTEM COMPLIANCE INQUIRIES**Additional Payable Amount: \$****(Private Septic System)**

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- 2.1** Is there an approval from the Municipality for the Sewage System on this property?
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- 2.2** Are there any deficiency notices or orders with respect to the Sewage System on this property?
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3. SITE PLAN INQUIRIES**Additional Payable Amount: \$**

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- 3.1** What is the status of the security release for the Site Plan Development Approval No. SPD- _____ ?
-

4. SUBDIVISION INQUIRIES**Additional Payable Amount: \$**

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- 4.1** Have all of the works required by Subdivision Agreement Instrument No. _____ been completed?
(Copy of agreement(s) must be provided by the applicant)
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Questions for other Authorities

To determine whether any easements, rights-of-way, instrument numbers are registered against the property, please check title to the property at:

In person:

York Region Land Registry Office
50 Bloomington Road West, 3rd Floor
Aurora, ON
(905) 713-7798

Online:

Teranet Express

<https://www.teranetexpress.ca/>

The Township of King does not have jurisdiction over private wells. Please contact the Ministry of the Environment and Climate Change, Wells Help Desk for information regarding private wells:

Wells Help Desk

Environmental Monitoring and Reporting Branch
Ministry of the Environment and Climate Change
Phone: 1-888-396-WELL (9355)
Fax: 416-235-5960

York Region Drinking Water Tests

Public Health Ontario Customer Service
Phone: 416-235-6556
Toll-Free: 1-877-604-4567
Email: customerservicecentre@oahpp.ca

Terms and Conditions

- A response will generally be provided within **ten (10) business days**.
- The information in this letter does not constitute an opinion or advice of, or representation by the Township of King of the lawfulness of the use of the property or building thereon, nor compliance with applicable laws, codes, or regulations. The requestor must satisfy him/herself with respect to same.
- Private Surveys **will not be** reviewed for the Zoning Compliance.
- Subdivision or Site Plan Agreements will not be discharged from the title, unless a Subdivision or Site Plan Agreement has been registered to replace the original.
- The Township of King will not discharge utility easements from the title. For information regarding the utility easements, please contact the individual utility company. (i.e. Rogers, Bell, Enbridge, etc).
- Supporting documentation will not be returned. Please do not send the original copies.
- Agreement releases require a formal request and separate fee, as outlined in the Fees and Charges By-Law, as amended.

Declaration

By submitting this application, the applicant affirms that the facts set forth in this document are true and complete. The undersigned acknowledges that he/she has read and understood the Terms and Conditions and the aforementioned disclaimers.

I affirm that I am the owner/mortgagee/solicitor for the purchaser of the property listed on page one of this form.

Applicant Signature

Date

Thank you for your request

Personal information collected on this form is under the authority of the Municipal Act, s. 11. The purpose of this collection is to administer the PIR Form. The personal information provided on this form is protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Part II. Should you have any questions or concerns regarding the collection of personal information, please contact the Building Department, King Township, 2075 King Road, King City, L7B1A1 (905) 833-4078.