

Request for Planning Information / Municipal Letter

(Zoning Confirmation, Ministry Authorization, ESA, and Related Requests)

1. Type of Request and Fee

Please select all that apply:

- Zoning Confirmation Letter (\$121.00)
- Ministry Authorization / Support Letter (\$121.00)
- Environmental Site Assessment (ESA) Letter (Phase I / II) (\$305.75)
- Agreement Status Letter (\$611.50) *please attach the agreement(s)
- Other (please specify):

2. Purpose of Request

- Provincial / Federal Ministry Approval
- Environmental Site Assessment (ESA)
- Due Diligence / Property Transaction
- Licensing / Regulatory Approval (e.g., propane, day care, vehicle sales)
- Land Use / Development
- Other

Provide details:

3. Recipient Information (if applicable)

Ministry / Agency / Organization:

Contact Name (if known):

Address / Email:

File or Application Number (if applicable):

4. Property Information

Municipal Address:

Legal Description:

PIN(s):

Roll Number(s):

5. Request Details

Describe the specific information requested:

6. Attachments

- Site plan or location map
- Draft letter (if available)
- Environmental report (ESA Phase I/II)
- Agreement documents
- Supporting application materials

7. Delivery Method

- Email
- Pick-up
- Mail

8. Applicant Information

Name:

Organization (if applicable):

Mailing Address:

Email:

Phone:

Signature:

Date:

9. Office Use Only

Payment Type:

Receipt Number:

File Number:

10. MFIPPA Notice

The City of Thunder Bay collects personal information for the purpose of processing and evaluating requests for zoning confirmation, ministry authorization, agreement status, and requests for municipal information to support Environmental Site Assessments (ESAs), regulatory approvals, and related due diligence processes. This collection is authorized under the Municipal Act, 2001 s. 8 and 10 and the Planning Act, 1990 s. 34, 41, 51, and 53.

The information provided will be used to review applications, prepare municipal letters and responses, and facilitate internal review and approval processes, including circulation to appropriate City staff. Information collected will only be used as described or for a consistent purpose and will not be shared with third parties except where required by law or with your explicit consent.

For more information about this collection of personal information, including access and collection, please contact Development Services at 111 Syndicate Ave S., 2nd Floor Civic Centre, Thunder Bay, Ontario, P7C 5K4, Telephone: 807-62-BUILD (28453).