



CLEARVIEW
TOWNSHIP

Planning & Building Department

Township of Clearview
Box 200, 217 Gideon Street
Stayner, Ontario L0M 1S0
plan@clearview.ca
www.clearview.ca
Phone: 705-428-6230

Legal Non-Conforming Use Verification Form

Purpose

This form is intended to assist property owners in verifying the legal non-conforming status of a use that does not comply with the current permitted uses under the Township of Clearview Comprehensive Zoning By-law 06-54, adopted October 23, 2006 and approved by the Ontario Municipal Board on October 22, 2007.

A use may be considered legally non-conforming if it was lawfully established prior to the enactment of Zoning By-law 06-54, without having ceased.

Application Process

To initiate verification, applicants must submit the following:

- A completed application form
- Supporting documentation demonstrating continuous and lawful use
- Payment of the applicable non-refundable fee (see below)

Planning & Building Department Staff will review the submission upon receipt of all required materials. A formal written response will be issued on Township letterhead following the review.

Fee

In accordance with the Township’s Fees By-law, a non-refundable application fee of **\$200.00** is required. Payment may be made by cheque (payable to the Township of Clearview), cash, debit or credit.

Important Notice

If the use cannot be confirmed as legally established and continuously maintained, or if evidence indicates the use was discontinued at any point, legal non-conformation status cannot be granted.

Submission Options

Completed applications and supporting materials may be submitted:

In Person:	Electronically:
Planning & Building Department Township of Clearview Box 200, 217 Gideon Street Stayner, Ontario L0M 1S0	plan@clearview.ca

1. Applicant Information	
a) Property Owner:	b) Telephone:
c) Email Address:	
2. Property Description	
a) Municipal Address:	b) Roll Number:
c) Legal Description:	d) Registered Plan No.:
3. Current Uses	
a) List all current uses on the Property:	
b) Date Current Uses were Established:	
c) Current Zoning of the Property:	
4. Supporting Materials	
Please check all applicable boxes. A minimum of three (3) supporting documents is required. *Additional supporting material may be requested at the discretion of Clearview Township Staff	
<input type="checkbox"/>	Sworn affidavit from current or previous property owner (must include dates and description of use)
<input type="checkbox"/>	Sworn affidavit from an individual with direct knowledge of the property (must include dates, use details, and relationship to the property)
<input type="checkbox"/>	Signed Lease Agreements with dates
<input type="checkbox"/>	Original Real Estate Listings
<input type="checkbox"/>	Tax Assessment Records
<input type="checkbox"/>	Vernon's Director data supporting the use
<input type="checkbox"/>	Building Permits
<input type="checkbox"/>	Rent Receipts with dates
<input type="checkbox"/>	Date Stamped Photographs
<input type="checkbox"/>	Water Bills indicating multiple meters (for multi-residential properties only)
<input type="checkbox"/>	Fire Inspection reports verifying multiple units (for multi-residential properties only)
<input type="checkbox"/>	Other (Please specify)

5. Applicant Signature

I hereby certify that:

1. The information provided in this application is accurate to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the entity.
3. I am authorized by the property owner to act on their behalf and understand that I may be required to provide written prove of this authorization.

Printed Name of Applicant:

Applicant's Signature:

Date: