



TOWN OF LINCOLN
 4800 SOUTH SERVICE ROAD
 BEAMSVILLE, ON L0R 1B1
 TEL: 905-563-8205
 FAX: 905-563-6566

*****REVISED***
 JANUARY 2020**

**Property
 Information
 Request Form**

SUBMIT THE COMPLETED FORM AND REQUIRED FEE TO THE PLANNING AND DEVELOPMENT DEPARTMENT
CONTACT: DIANE CAMPBELL ADMINISTRATIVE ASSISTANT – EXT. 241 or dcampbell@lincoln.ca
 COLIN KELLY PLANNING TECHNICIAN - EXT. 251 or ckelly@lincoln.ca

→ **THE INDIVIDUAL DEPARTMENTS WILL RESPOND DIRECTLY TO EACH REQUEST.
 UNLESS REQUESTED OTHERWISE, RESPONSES WILL BE EMAILED OR FAXED**

LAW FIRM _____ Please Include Contact Person _____
 PHONE: _____

Number and Street _____ **EMAIL/FAX:** _____

City, Town or Village _____ FILE/Re: _____

Province/ Postal Code _____

TRANSACTION

MORTGAGE SALE OTHER

NEW OWNERS: _____ **CLOSING DATE:** _____

PROPERTY DETAILS

MUNICIPAL ADDRESS: _____

LEGAL DESCRIPTION: _____

ROLL NUMBER: ***NOTE: FOR OFFICE USE ONLY**

ASSESSED OWNER(S): _____

FORWARDING ADDRESS: _____

SOLICITOR: _____

PHONE: _____ FAX/EMAIL: _____

PRESENT USE OF PROPERTY *:	PROPOSED USE *:
NUMBER OF DWELLING UNITS:	DATE USE ESTABLISHED:

PLEASE CHECK APPROPRIATE BOX(S)	FEE PER PROPERTY	* PROPERTY USES
Building Department - (WOB) • Work Orders, Permits, Occupancy..... <input type="checkbox"/>	\$100.00	➤ Single detached dwelling ➤ Semi-detached dwelling ➤ Townhouse (block or street) ➤ Duplex ➤ Triplex ➤ Fourplex ➤ Apartment Building ➤ Vacant Property ➤ Commercial or Industrial (Specify use e.g. retail, bakery, machine shop etc.)
Municipal Law Enforcement Department – (WOE) • Property Standards, Noxious Weeds <input type="checkbox"/>	\$105.00	
Finance Department - (TXC) • Certificate of current taxes and arrears including water/sewer charges owing <input type="checkbox"/>	\$51.00	FOR DEPARTMENT USE ONLY
Fire Department - (WOF) ... • Outstanding Fire Code Items..... <input type="checkbox"/>	\$100.00	
Planning and Development Department - (WOZ) • Official Plan, Zoning By-law, Compliance with Site Plan, Subdivision or Development Agreements Subdivisions Assumed by Town, Communication Towers, Green Energy, MDS..... <input type="checkbox"/>	\$190.00	
Public Works Department - (WOP) • Available Municipal Services..... <input type="checkbox"/>	\$60.00	
• Subject To Drainage Act Assessment..... <input type="checkbox"/>	\$20.00	
Express Fee* (see below) – (TXCEXP) • Completed within 2 business days of date received... <input type="checkbox"/>	\$51.00	
TOTAL FEE:		\$ _____

NOTE: Only one cheque is required for the total fee – **MAKE CHEQUES PAYABLE TO THE TOWN OF LINCOLN**
 Online tax certificate self-service available
 Contact the Financial Services Department to register.

Regular Service Completed within 10 business days of date received and will be faxed or emailed to the applicant.

***Express Service** Completed within **2 business days** of date received and will be faxed or emailed to the applicant.

Please Note: Express Service is NOT available from the Public Works, Fire or By-law Departments.