



Requesting a Compliance Letter

THE CORPORATION OF THE
TOWN OF COBOURG

Planning and Development Division
55 King Street West
Cobourg, ON, K9A 2M2

☎ 905-372-1005

✉ planninginfo@cobourg.ca

🌐 cobourg.ca

Compliance Letter Fee

Pursuant to the Planning Fee By-law No. 059-2024, a non-refundable Compliance Letter fee of \$250.00 is applicable (fees subject to change). Please provide a cheque for the compliance letter fee (or pay in person via cash or debit). Cheques are to be made payable to the Town of Cobourg.

Processing of the request will begin once payment is received. The typical turnaround time for a compliance letter is up to approximately ten (10) business days; however, processing times may vary depending on the volume of requests.

Information that will be provided in the Compliance Letter:

- Official Plan Designation
- Current zoning
- Pending zoning, if applicable
- Status of any open building permits and/or outstanding work orders
- Whether there are any active zoning or property standard violations
- Whether the property has any heritage significance

Disclaimer

The information contained in this letter is provided to you for your convenience only. Neither the Town of Cobourg nor its employees certify or warrant the completeness or accuracy of the information in this letter.

Requesting a Compliance Letter

Please complete the attached form and submit one of the following ways:

1. Send request via mail or courier and include cheque for payment of Compliance Letter Fee to the address below.
2. Email letter to planninginfo@cobourg.ca and send payment via mail/courier.
3. Bring the request and make payment in person to at the Planning and Development Department:
Town of Cobourg – Victoria Hall
Planning and Development Division – 2nd Floor
55 King Street West, Cobourg, ON K9A 2M2

If you have questions regarding your compliance letter request, please contact the Building and Planning Department at 905-372-1005.



Compliance Letter Request Form

Section 1: Applicant Information

Requestor Name:		Company Name:	
Address:		Email Address:	
Relationship to Subject Property	i.e. Property Owner, Lawyer, Prospective Buyer, etc.	Phone Number:	

Section 2: Property Description

Note: Some properties that have Cobourg mailing addresses may be located outside the Town of Cobourg and within a neighbouring municipality. Please call us to confirm if unsure.

Municipal Address:	
Roll Number (if known):	
Current use of the property:	