



Municipality of Digby  
 P.O. Box 429  
 Digby, NS BoV 1A0  
 Phone (902) 245-6776  
 Fax (902) 245-5748  
[building\\_department@digbymun.ca](mailto:building_department@digbymun.ca)

## Zoning Confirmation Application (Zoning Certificate Issued)

**Zoning Confirmation (Certificate) Fee: \$50.00 Non-refundable**

<b>APPLICANT</b> Name _____ Address _____ Phone # _____ Email _____	<b>PROPERTY LOCATION</b> Community _____ Civic # _____ Street _____ Property ID (PID) _____
<b>PROPERTY OWNER(S)</b> Name _____ Address _____ Phone # _____ Email _____	<b>TO WHOM WILL THIS LETTER BE ADDRESSED</b> Name _____ Address _____ Phone # _____ Email _____
<b>PURPOSE OF REQUEST</b> (Please check <u>ONE</u> of the following) Property Sale / Mortgage / Legal Occupancy Daycare License Motor Vehicle          Dealer's Licenses          MVI          Repair Shop Tourist Accommodation Other Use _____ (Please Specify)	
<b>ADDITIONAL COMMENTS, QUESTIONS AND/OR INFORMATION REQUIRED</b>	<div style="text-align: center;"><b>Office Use Only</b></div> Date Received _____ By: _____ Municipality _____ File No. _____  <b>Checklist</b> PID _____ Civic Address _____ Owner _____ Name & Address to Mail to _____ Date Requested _____
<b>HOW WOULD YOU LIKE TO RECEIVE THIS LETTER</b> Mail _____ Fax _____ Email _____	<b>Fees</b> Building Permit _____ Development Permit _____ Other Fees _____ <b>Total</b> _____  Receipt # _____
<b>AUTHORIZATION OF AGENT</b> <i>Complete this if the application is being made by someone other than the property owner(s).</i> I/we the property owner(s), authorize _____ to act as my/our agent with regard to this application, (Name of agent) to sign and file related forms or information, and to receive correspondence, including any related personal information.  Signature of Owner _____ Date _____	
<b>IMPORTANT:</b> The Municipality is only providing the zoning and legal use of a property. A Zoning Confirmation Letter provides limited information regarding Land Use By-Law Requirements. Building and/or Development Permits are required for all new Businesses, Change of use, New Construction or Renovations to the property.  Signature of Applicant _____ Date _____	
Notes: _____ _____ _____ _____ _____	

**SEND COMPLETED APPLICATION TO THE MUNICIPALITY OF DIGBY BUILDING DEPARTMENT EITHER BY EMAIL, FAX OR MAIL**