

Routine Disclosure



request for Building, Planning and Engineering Services information

Date: _____

Address of property: _____

A. Applicant information

- Applicant is owner
- Applicant is authorized agent of owner

Corporation or partnership (if applicable): _____

Last name: _____ First name: _____

Mailing address: _____

Unit number: _____ Municipality: _____

Postal code: _____ Province: _____

Email: _____ Phone number: _____

B. Fees

Fees include HST. A minimum fee of \$25.00 must be submitted with this request, payable by cash, cheque or debit. Additional fees are as follows:

- \$0.25 per photocopy page will apply to letter, legal and ledger size documents, drawings, plans.
- \$5.00 per photocopy page will apply to larger than ledger size documents, drawings, plans.
- Full property file search: \$25.00 for the first half hour and \$15.00 for each additional fifteen minutes will apply, plus photocopy fees.
- Requests estimated to exceed \$50.00 require a deposit of 50% in advance, payable by cash, debit or certified cheque. A fee estimate letter will be provided before search commences.
- Microfilm cards require a \$200.00 deposit per card payable by cash or certified cheque.
Engineering As Constructed Plans & Profiles: \$100.00 for DVD on an annual basis, \$25.00 for CD or by file size.

Fee Total: _____

Accepted By: _____

C. Records requested

Building Services

- | | |
|---|---|
| <input type="checkbox"/> Inspection reports | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Permits | <input type="checkbox"/> Microfilm cards |
| <input type="checkbox"/> Drawings and plans | <input type="checkbox"/> Other Building Services record |
| <input type="checkbox"/> Property file review | (specify):_____ |
| <input type="checkbox"/> Survey | |

Planning Services

- | | |
|--|---|
| <input type="checkbox"/> Documents, correspondence | <input type="checkbox"/> Professional reports (final) |
| <input type="checkbox"/> Applications, agreements | <input type="checkbox"/> Circulation maps and lists |
| <input type="checkbox"/> Notice of hearings/
meetings/minutes/agendas | <input type="checkbox"/> Drawings, attachments |
| <input type="checkbox"/> Staff, agency and other
comments | <input type="checkbox"/> Other Planning Services record |
| | (specify):_____ |

Engineering Services

- | | |
|--|---|
| <input type="checkbox"/> Approved site servicing and
grading plans | <input type="checkbox"/> Approved for construction plans
and profiles |
| <input type="checkbox"/> As constructed plans & profiles | <input type="checkbox"/> Other Engineering related
plans/documents (no drafts) |
| <input type="checkbox"/> Individual property service
lateral diagrams | <input type="checkbox"/> Other Engineering record |
| | (specify):_____ |

Collection of Personal Information

Personal information is being collected and will be used for the purposes of verifying ownership of the property and responding to requests.

Personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. If you have questions about the collection, use or disclosure of this personal information please call 519-822-1260 extension 2349 or email privacy@guelph.ca.

Alternate formats of this document are available as per the Accessibility for Ontarians with Disabilities Act by contacting Building Services at 519-837-5615 or email building@guelph.ca.