

**Town of Grimsby**

160 Livingston Avenue, Grimsby, ON L3M 0J5

**Phone:** 905-945-9634**Fax:** 905-945-5010**Application for Routine Disclosure**

This application form and fees must be submitted in order to process the request. Application forms received without payment will not be processed until payment is received.

Please be as specific as possible on your request as it will reduce search time.

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**RECORD INFORMATION REQUEST:****What department are you requesting records from?**☐ Administration ☐ By-law ☐ Community Services ☐ Finance☐ Fire ☐ Human Resources ☐ IT ☐ Planning & Building ☐ Public Works**Records Requested** (provide a detailed description, including addresses):

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**Fees:**

Application Fee - \$36.70 per application

Photocopy Fee - \$00.20 per page up to 11"x17"

Survey/Oversize Fee - \$30.00 per page

Based on the records requested, applications may be transferred to a Freedom of Information request at any time. Applicants will be notified of the change.

Electronic format can be provided. In the event that an electronic format is not available, the requestor will be responsible for all printing costs associated. It will be the applicant's responsibility to make payment of the copied plans regardless of the quality prior to the release of records.

The Town of Grimsby disclaims any liability as to the accuracy of the contents of records provided. It is recommended that you contact the Engineer(s), Architect(s), Surveyor(s) and/or Designer(s) noted on the drawings to confirm accuracy. Please note that drawings are subject to the provisions of the *Copyright Act*. Plans stamped "without prejudice" or where a security risk has been identified by the proponent may not be released.

All fees paid for requests are non-refundable. Requests will be retained for 30 days after which the request will be deemed abandoned and the file will be closed. If you wish to proceed with the request at a later date, a new request form and fee will be required.

### APPLICANT DECLARATION

I do hereby declare that:

- ☐ I am the owner of the property as described above (identification required)
  - ☐ I am responsible for the building on behalf of a property owner (identification on company letterhead required when application is submitted)
  - ☐ I have written consent from the property owner to obtain records (written consent to be submitted with application)
  - ☐ I have written consent from the property management company or condo corporation of this property to obtain records (written consent to be submitted with application)
- ☐ I am a member of the public requesting application material that has been submitted under the *Planning Act*.
- ☐ I acknowledge that surveys may not be up to date and are not valid unless certified. If you need a valid copy, please contact a local Ontario land surveyor.
- ☐ I acknowledge that use and reproduction of building plans/surveys are subject to the *Copyright Act*. You are responsible for obtaining copyright release to use the survey.
- ☐ **I acknowledge that I have read and understand all information and requirements on this application form, and that all information included in this application form is complete and accurate.**

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Signature

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Print Name

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Date

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56*, as amended. Inquiries about the collection of personal information should be directed to the Office of the Clerk, 160 Livingston Ave, Grimsby, ON L3M 0J5, 905-945-9634.