

# Request for Documentation

Owner's Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

Requested Property Address: \_\_\_\_\_

Signature of Owner/Applicant: \_\_\_\_\_

Information Requested: \_\_\_\_\_

Survey Requested:                                      Yes                                      No

Owner's Authorization Attached:                      Yes                                      No

**For office use only:**

Document Search Fee*	\$46.00
Additional Archive Document Retrieval Search Fee (May apply if off-site retrieval is required)	\$42.00
Property Survey	\$16.00
Photocopying/Scanning Charges:	\$ _____
\$0.50 x _____ (8.5x11, 8.5x14, 11x17) = \$ _____	
\$8.00 x _____ (larger than 11x17) = \$ _____	<b>\$ _____ TOTAL</b>

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date Information Provided

Box Number Ordered: \_\_\_\_\_

Date Ordered: \_\_\_\_\_

- The normal response time for these inquires is up to ten business days.
- The base fees shown above cover the initial search. Additional costs may be incurred depending on the information requested. If also requesting plan copies, copying charges will apply and are based on the Town of Halton Hills current Rates and Fees Schedule.
- Building plans constructed prior to 1974 (1970 for Georgetown) are not available in our files.
- Information regarding Septic systems constructed prior to April 6, 1998 are not available at this office. Records prior to that date may be available by contacting the Halton Region at 1-866-442-5866.

The personal information on this form is collected under the authority of Section 11 of the Municipal Act, as amended, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The information is used for the purpose of processing this document. Questions regarding the collection of this information should be directed to Building Services at 905-873-2600 ext. 2300.

**Copyright law applies to all surveys and may also apply to specific construction plans.**

**\*If owner's authorization cannot be obtained, please contact the FOI Coordinator.**