



# Request for Information

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

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

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

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

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

Purpose & Information Requested: \_\_\_\_\_

**For office use only:**

|  |          |                   |
|--|----------|-------------------|
| Document Search Fee  | \$ 44.42 | (00-60-6300-8911) |
| Additional Archive Document Retrieval Search Fee<br>(May apply if off-site retrieval is required.) | \$ 42.00 | (00-60-6300-8911) |
| Written Response   | \$124.00 | (00-60-6300-8911) |
| Document Review Fee (per hour)   | \$102.07 | (00-60-6300-8911) |
| Photocopying Charges:  | \$_____  | (00-60-6300-8190) |
| \$0.50 x _____ (8.5x11, 8.5x14, 11x17)= _____  |          |                   |
| \$8.00 x _____ (larger than 11x17) = _____   | \$_____  | <b>TOTAL</b>      |

Owner's authorization attached:      Yes      No

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

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

Receipt number issued: \_\_\_\_\_ File Name: \_\_\_\_\_ Box #: \_\_\_\_\_

- The normal response time for these inquiries is up to ten working 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.

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

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 Planning & Infrastructure at 905-873- 2601 ext. 2300.

**If requesting photocopy of survey and/or cannot obtain owner's authorization, please contact the FOI Coordinator.**