

Pricing			
Type of Record Request	Service Timeline	Fee	Requested Service
Building plans/architectural drawings, occupancy certificate, surveys, site plans, septic information <b>Note:</b> In most cases, <u>we do not have records predating 1985</u> . We only have septic records from 2001	Approximately 4 – 5 weeks	\$61.50 per address + HST = \$69.50	<input type="checkbox"/>
Committee of Adjustment Records		\$61.50 per address + HST = \$69.50	<input type="checkbox"/>
Environmental Compliance Records Search		\$168.25 per address + HST = \$190.12	<input type="checkbox"/>

Fulfilled requests will be available for pickup in Access Richmond Hill.

**Any records not picked up within one year will be discarded and the request must be resubmitted.**

You have the option of having any records on file related to your request couriered to you. We require an additional payment of \$5 to offset costs. Should you wish to have your records couriered, please add \$5 to your requested service payment.

Fees are per address and include up to 50 regular-sized pages (maximum 11"x17" paper size) or five large format drawings/plans (larger than 11"x17"). Page sizes are determined by original documents on file.

There will be a \$0.68 charge for each additional regular-sized page and a \$10.00 charge for each additional large format sheet over and above what is included in the base price, plus HST

**\*\* Refunds are NOT provided if no records are found \*\***

### Applicant Information

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	<b>Last Name:</b>	<b>First Name:</b>
---	-------------------	--------------------

**Company Name (if applicable):**

**Contact Address:** \_\_\_\_\_ **Apt/Unit #:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Property Address/Information:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Preferred Method of Contact:**

**Please provide a detailed description of the information you are requesting:**

### Processing and Payment Information:

Applications and fees may be submitted online through our Routine Disclosure Request portal.

Application forms submitted by mail or dropped off at the City's drop box may only be paid by cheque or bank draft.

Address: Access Richmond Hill, 225 East Beaver Creek Road, Richmond Hill, Ontario L4B 3P4.

**Applicant's Declaration:** (see **Types of Records** table for access requirements by document type)

**I do hereby declare that I am the:**

- The owner of the property described above
- A director of the management company responsible for the building on behalf of a property owner
- A person who has the written consent of a property owner or the management company for the building
- Not applicable

**Please attach proof ownership or authorization from the owner if requesting building plans or architectural drawings. Failure to provide proof within one year of your request will result in your request being considered abandoned.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notice of Collection:** The 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. M.56, Municipal Act 2001, S.O. 2001, c. 25 and/or the Building Code Act, 1992 S.O. 1992, c. 23. The information will be used for the purposes of responding to your request. Questions about this collection can be directed to the Senior Information Officer, 225 East Beaver Creek Road, Richmond Hill, Ontario L4B 3P4, 905-771-8800.

**Case Number** (office use only)

## Types of Records

Type of Record	Description	Who can access
<b>Building Drawings and Building Plans (1985 – current)</b> Note: In most cases, <b><u>we do not have records predating 1985</u></b>	Building drawings and plans may include foundation plans, building size, setbacks to property lines, driveway dimensions, floor plans, roof framing plans, levels of elevation and HVAC plans. Septic information from 2001 onwards is also available.	Property owner or authorized representative  Director of property management company for the property  Anyone with written consent of the owner
<b>Occupancy Certificates</b> Note: In most cases, <b><u>we do not have records predating 1985</u></b>	Occupancy certificates ensure conformance with the Ontario Building Code for safety. An inspection is conducted prior to occupancy of the space.	
<b>Survey</b> Note: We may not have records predating 1985	A land survey identifies boundaries and features of land. A land survey may also include horizontal direction, angles and elevation.	Records will be released to anyone
<b>Site Plan</b> Note: We may not have records predating 1985	A site plan identifies buildings and other features in relation to property boundaries. Most of the information required for a site plan can be found on the property's survey.	
<b>Committee of Adjustment Records</b>	The Committee of Adjustment considers applications for Minor Variance, Permissions and Consents. Records can include the decision files, minutes, staff reports and other documents related to the Application.	
<b>Environmental Compliance Records Search</b>	Environmental records related to a property with respect to its usage and environmental matters such as: contaminant discharge, orders and spills, waste disposal sites, storm sewer use, by-law infractions, abatement etc.	

## Miscellaneous Information

**Building Compliance Letters:** Compliance Letters can be ordered from the Building department. Contact [building@richmondhill.ca](mailto:building@richmondhill.ca) or 905-771-8810

**Engineering Drawings:** Records include Plan and Profile, Storm Drainage Area Plans, Sanitary Drainage Area Plans, Design Sheets, accompanying Drainage Plans, Site Plans, Compiled Servicing for Storm, Sanitary, Water, and relates to municipal information only (i.e., not private lots). Contact [eisengdwg@richmondhill.ca](mailto:eisengdwg@richmondhill.ca) or 905-771-8830

**Fire Incident and Investigation Reports:** Contact Fire and Emergency Services at [fire@richmondhill.ca](mailto:fire@richmondhill.ca) or 905-883-5444

**Septic Tank Information prior to 2001:** York Region Public Health at 1-877-464-9675

**Land Registry Office** (alternative for surveys): 50 Bloomington Road W., 3<sup>rd</sup> Floor, Aurora ON L4G 3G8 or 905-713-7798

**Official Plans, Zoning By-Law, OMB Decisions and Orders:** Contact the Planning Department at [planning@richmondhill.ca](mailto:planning@richmondhill.ca) or 905-771-8910

**Case Number** (office use only)