



Routine Disclosure Request Form

Pricing

Type of Record Request	Service Type	Fee	Requested Service
Building plans/architectural drawings, occupancy certificate, surveys, site plans and Committee of Adjustment records	Regular Service: Approximately 10 – 20 business days	\$50.00 + HST = \$56.50	<input type="checkbox"/>
Building plans/architectural drawings, occupancy certificate, surveys and site plan records	Rush Service: Approximately 5 – 10 business days	\$80.00 + HST = \$90.40	<input type="checkbox"/>
Environmental Records Search	Approximately 20 business days	\$125.00 + HST = \$141.25	<input type="checkbox"/>

Fees cover for up to one address, search time and include up to 50 regular sized pages (maximum 11"x17' paper size) or five large format drawings/plans (larger than 11"x17" paper size). There will be a \$0.61 for any additional regular sized pages and/or a \$10.00 charge for larger sized pages over and above what is included plus HST

Refunds are NOT provided if there are no records found

Applicant Information

- Mr. Mrs.
 Ms. Miss.

Last Name:

First Name:

Company Name (if applicable):

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:

All payment types are accepted in person at Access Richmond Hill.

Application forms by mail can only be paid by cheque and can be mailed to Access Richmond Hill 225 East Beaver Creek Road, Richmond Hill, Ontario L4B 3P4.

Applicant's Declaration:

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

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 Manager, Information Governance, 225 East Beaver Creek Road, Richmond Hill, Ontario L4B 3P4.

Case Number:



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Records Pick Up

You will be notified when records are ready to be picked up.
 Records can be picked up from the Access Richmond Hill 225 East Beaver Creek Road between the hours of 8:30 AM – 4:30 PM, Monday - Friday

For Office Use Only

Identification/Verification/Proof Provided:

Payment Method: Cash Interac VISA MasterCard Cheque

Date Received:

Case Number:

Types of Records

Type of Record	Definition of Record	Who has access?
Building Drawings and Building Plans (1985 – present)	Building drawings and plans may include foundation plans, building size, setbacks to property lines, driveway dimensions, floor plans, cross sections of wall construction, roof framing plans, levels of elevation and HVAC plans.	Property owner or authorized representative Director of property management company who does property management for the property
Occupancy Certificates	Occupancy certificates ensure conformance with the Ontario Building Code for safety reasons. An inspection is conducted prior to use or occupancy of the space.	Anyone with written consent of owner
Survey	A land survey identifies boundaries and features of land. A land survey may also include horizontal direction, angles and elevations.	Information can be requested by anyone
Site Plan	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 survey.	
Drainage Information	Municipal drains are a part of the municipal infrastructure. Municipal drains may include ditches or closed systems such as pipes buried in the ground. They may also include pumping stations, grassed waterways, storm water detention ponds, culverts and bridges.	
Environmental Records	Includes all records related to a property with respect to its usage and environmental matters such as: <ul style="list-style-type: none"> - Discharge of contaminants - Orders, spills and clean-ups - Waste disposal sites - Storm sewer use - By-Law infractions - Cross connections and back-ups - Site inspections - Abatement issues 	Information can be requested by anyone

Miscellaneous Information

Building Compliance Letters: Compliance letters can be ordered from the Building department located on the 3rd floor.

Engineering Drawings: Records including Plan and Profile, Storm Drainage Area Plans, Sanitary Drainage Area Plans, Design Sheets Accompanying Drainage Plans, Site Plans, Compiled Servicing for Storm, Sanitary, Water can be applied for here: <https://forms.richmondhill.ca/Environment-and-Infrastructure-Services/Engineering-Drawing-Request-Form>

Fire Incident and Investigation Reports: Contact Fire and Emergency Services at 905-883-5444

Septic Tank Information: York Region Public Health at 1-877-464-9675

Land Registry Office: 50 Bloomington Road W., 3rd Floor Aurora, ON L4G 3G8 at (905) 713-7798

Official Plans, Zoning By-Law, OMB Decisions and Orders: Can be ordered from the Planning Department located on the 4th floor.