Routine Disclosure for Planning Records Request Form

Records are provided by email. If you require an alternative format please advise Planning staff. Please note that additional fees may apply if the requested format is not via email.

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection and Privacy Act and will be used for the purpose of responding to your request. Questions about this collection may be directed to the Information and Privacy Coordinator at 905-318-5932.

Request for (check all that apply)

- ☐ Application forms
- ☐ Drawings
- ☐ Division comments
- ☐ Consultant reports and/or studies
- ☐ Pre-consultation file*

*Only available for files that have had an application submitted

- ☐ Site plan / subdivision / development agreements*

*Available for in-person viewing only, no copies provided

- ☐ Community consultation meeting records
- ☐ Maps
- ☐ Published budget reports
- ☐ Notices
- ☐ Staff reports
- ☐ External Agency Correspondence

Other: _____

Additional Comments

Property Details

Municipal Address of Property of Interest:

Roll Number: Time Period of Records:

File Number:

Requestor Contact Information

First Name: Last Name:

Telephone (day): Email:

Address:

☐ I consent to the use of the information provided here and for the purpose of contacting me with regards to this request.

☐ I understand that I can withdraw my consent at any time by notifying Haldimand County.

Collection Arrangements

☐ Paper copy – picked up at Haldimand County Administration Building

☐ Digital copy

Instructions for Completing Planning Records Access Request

Check all boxes that indicate what records you are requesting. If you are seeking records outside of the check boxes on this form, you must submit a separate Freedom of Information (FOI) application under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) for those records.

Property Details

The municipal address and roll number of the property for which you seek access to records are necessary in order to retrieve the requested information.

Specify the time period for the records as precisely as possible, e.g. from 2008/07/21 to 2009/11/30. This will assist staff in determining the location of the requested records and will expedite their retrieval.

Requestor's Information

Please ensure you have entered your name, telephone number and email address so that we can contact you if necessary.

Pick up / Mailing Arrangements

Specify how you would like to receive the requested information once it is ready for release.

Timeframe for Response

Staff will endeavor to complete routine disclosure requests within **30 days** of receipt. If it is determined that more time is required to compile this information, staff shall notify the requester of any extension and timeframe required.

Fees

Fees for processing a Routine Disclosure Request are outlined in the User Fees By-law.

If the estimated processing time is longer than 1 hour, a fee estimate will be provided. If the estimate is over $100, a 50% fee deposit is required to continue processing the request.

Payment of any outstanding fees is required prior to the release of requested records.

For further information related to the Routine Disclosure of Planning Records process, please contact Planning staff at planning@haldimandcounty.on.ca