

Application for Routine Disclosure of Building Records



A. Applicant information

If you are not the property owner, submit the owner's written authorization by completing section C below. The request cannot be processed if you are not authorized by the property owner or an authorized agent.

First & last name: _____

Email: _____

Phone number: _____

☐ Proof of ownership provided (valid photo ID, tax bill, or utility bill)

B. Records requested

Property address _____

☐ Survey

☐ Lot grading & drainage plan

Other records may be requested through a Freedom of Information request through the Clerks Department.

Select preference of record format:

☐ Digital (email)

☐ Paper (pick-up in person, additional photocopy fees may apply)

C. Property owners authorization (skip this step if you are the current property owner)

I/we, [name(s)] _____ the registered owner(s) of the above-mentioned property, authorize the applicant (name)

_____ to access copies of records for the above-mentioned property, if available. This authorization is valid for this request only.

Property owner signatures:

Signature _____ Date _____

Signature _____ Date _____

☐ Proof of ownership provided (valid photo ID, tax bill, or utility bill)

D. Important information for applicant

The applicant acknowledges that the search results are not guaranteed. The Township of Centre Wellington Building Division disclaims any liability as to the accuracy of the contents of records provided. Please note that drawings are subject to the provisions of the Copyright Act and may not be reproduced. All fees paid for requests are non-refundable.

Requests will be retained for 30 days after which the request will be deemed abandoned and the file will be closed. If you wish to proceed with the request at a later date, a new request form and fee will be required.

E. Declaration of applicant

I, the undersigned, do hereby declare that the statements and attached documentation made by me in this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application:

☐ I am the current registered owner of the property as described above, or an authorized agent of the owner of the property.

☐ I acknowledge that use and reproduction of surveys are subject to the Copyright Act.

☐ I acknowledge that I have read and understand all information and requirements on this application form, and that all information in this application form is complete and accurate.

Name _____ Date _____

Signature _____

Disclaimer

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used for the purpose of processing this request and is maintained in accordance with MFIPPA. Questions regarding the collection of this information may be directed to the Township Clerk's office.