



Community Development Department
Building, Planning & Engineering
 50 Dickson Street, 3rd Floor
 Cambridge ON N1R 5W8
 P: 519-623-1340
www.cambridge.ca

Access to Records Request - Routine Disclosure
Building, Planning & Engineering

Date: _____ Address of Property: _____

Applicant		
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent of Owner <input type="checkbox"/> Other		
Last Name:		First Name:
Mailing Address:		
City/Town:	Province:	Postal Code:
Phone Number:	Mobile:	Email:
Fees		
File Search: \$39.00 + additional fees for photocopies and/or Digital transfer		
Fee estimates for copying costs will be provided if the anticipated fees are \$25.00 or more. If the fee estimate is \$100.00 or more, a requestor will be required to pay a 50% deposit prior to us processing the records.		
Building <i>**Please note previous building permit drawings can not be reused for new building permit applications.</i>		
<input type="checkbox"/> Building Permit Documents <input type="checkbox"/> Building Permit Drawings/Plans (Site Plan, Construction Drawings) <i>**Cambridge generally does not have land surveys on record</i>		Other, Please Describe:
Planning		
<input type="checkbox"/> Development Planning Drawings (Site Plan, Subdivision, etc...) <input type="checkbox"/> Approved Site Servicing & Grading Plans <input type="checkbox"/> Staff, Agency & Other Comments <input type="checkbox"/> Notice of Hearings/Meetings/Minutes/Agendas		Other, Please Describe:
Engineering		
For City servicing information please email Engineering@cambridge.ca for more information		Other, Please Describe:
For Office Use Only		
Application Accepted By:		
Notes:		

****The City of Cambridge does not have land survey plans in the record archive for all properties in the City. Please see Customer Guide for obtaining property survey information**