



**Community Development Department**  
**Building, Planning & Engineering**  
 50 Dickson Street, 3<sup>rd</sup> Floor  
 Cambridge ON N1R 5W8  
 P: 519-623-1340  
[www.cambridge.ca](http://www.cambridge.ca)

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

Date: \_\_\_\_\_ Address of Property: \_\_\_\_\_

<b>Applicant</b> 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:
<b>Fees</b>		
File Search: <b>\$38.00</b> + 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.		
<b>Building</b> <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:
<b>Planning</b>		
<input type="checkbox"/> Development Planning Drawings (Site Plan, Subdivision, etc...) <input type="checkbox"/> Staff, Agency & Other Comments <input type="checkbox"/> Notice of Hearings/Meetings/Minutes/Agendas <input type="checkbox"/> Circulation Maps & Lists		Other, Please Describe:
<b>Engineering</b>		
<input type="checkbox"/> Approved Site Servicing & Grading Plans <input type="checkbox"/> As Constructed Plans & Profiles		Other, Please Describe:
<b>For Office Use Only</b>		
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**