



**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: \$36.00 per ¼ hour plus applicable copying costs 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/ <u>Survey</u> *, Construction Drawings)		Other, Please Describe:
Planning		
<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:
Engineering		
<input type="checkbox"/> Approved Site Servicing & Grading Plans <input type="checkbox"/> As Constructed Plans & Profiles		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*