



## APPLICANT DECLARATION

### I do hereby declare the following:

- That I am  the owner of the property as described above
  - a director of the management company responsible for the building on behalf of a property owner (proof required)\*
  - a person who has the written consent of a property owner or the management company (proof required)\*
  - an officer of the Municipal Property Assessment Corporation (MPAC)
  - another Authorized requestor as described in the Routine Disclosure of Building Records & Drawings Policy (see list below)
  - another person requesting only a survey, site plan or drainage plan.
- That I have read and understand the information stated on this form.
  - That the information included in this application is completed and accurate.

\*Attach written consent with the completed application form. Requests received without the consent will not be accepted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date (yyyy-mm-dd)

## FOR OFFICE USE ONLY

Other Authorized Requesters (identification required):

- An officer of TARION (previously Ontario New Home Warranties Plan (ONHWP)) who requires access to carry out his/her duties
- An officer of Professional Engineers of Ontario (PEO) or Ontario Architect Association (OAA) who is investigating a complaint against one of its respective members.
- City Council, Standing Committee of Council
- A City employee who requires access and disclosure to carry out his/her duties on behalf of the City
- City Auditor
- In the case of a City-owned building, with authorization of the Director of Asset Services.

Personal information contained on this form is collected pursuant to the **Municipal Freedom of Information and Protection of Privacy Act** and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Building Services Department, City of Greater Sudbury, 705-674-4455, extension 4278.

**Application Fee \$175.00** (\$154.87) (**5006013**) + (**5004598**) \$20.13 HST) **is Non-Refundable.** An application fee is to accompany all requests for access to building plans and drawings (viewing and copying), payable, in person, at the Building Services One Stop Service Counter. If mailing in the application form, please make cheque/money order payable to City of Greater Sudbury. Forward to the Building Services Department, 200 Brady Street, PO Box 5000, Stn. A, 3<sup>rd</sup> Floor, Sudbury, ON P3A 5P3.

**Other Fees.** The following additional fees apply:

Print or Scan per Page (8.5 x 11; 8.5 x 14; 11 x 17) - \$0.25 (\$0.22 + \$0.03 HST)

Print or Scan per Page (larger than 11 x 17) - \$8.00 (\$7.08 + \$0.92 HST)

USB Drive – Per copy - \$28.00 (\$24.78 + \$3.22 HST)

Full Property File Search – First 30 minutes - \$32.00 (\$28.32 + \$3.68 HST)

Full Property File Search – Each additional 15 minutes - \$15.00 (\$13.27 + \$1.73 HST)

January 2025