



Planning Department

Routine Disclosure Request Form

Pricing

Type of Record Request	Service Timeline	Fee	Requested Service
Site Plans, Surveys	10 business days	\$30 per hour search fee, min \$15 charge.	<input type="checkbox"/>
Applications Filed under the Planning Act		\$30 per hour search fee, min \$15 charge.	<input type="checkbox"/>
Zoning By-law, Official Plan		\$225 per document	<input type="checkbox"/>
Other Record Type Identified in Appendix #1 of Routine Disclosure and Active Dissemination Policy, as amended		\$30 per hour search fee, min \$15 charge.	<input type="checkbox"/>

A minimum processing fee of \$15.00 to be paid at time of Application. Additional fees, in accordance with the Town’s Fees and Charges By-law associated with the search and/or retrieval of records will be payable prior to final decision on disclosure. There will be a \$0.25 per page charge for scanning/photocopying and \$.75 charge per page for large scale scanning/photocopying of any of the above records up to 11 x 17.

Level of Access: E-mail ☐ Mail ☐ Pick up ☐

A request will be deemed closed if no steps are taken by the requestor to view or obtain copies within 30 days of being notified that the search has been completed.

Processing and Payment Information:

Application forms may be submitted by mail or dropped off in person or through the Town’s drop box.
Address: Town of Wasaga Beach, 30 Lewis Street, Wasaga Beach ON L9Z 1A1
Decision about records will be provided once applicable payment has been received even if, no records were found.

Applicant Information

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Last Name:	First Name:
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Company Name (if applicable):

Contact Address:	Apt/Unit #:
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City/Town:	Postal Code:	Phone Number:
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Property Address/Information:	Email Address:
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Preferred Method of Contact:

Please provide a detailed description of the information you are requesting:

Applicant’s Declaration: (see Types of Records table for access requirements by document type)

I do hereby declare that I am the:

☐ The owner of the property described above
☐ A person who has the written consent of a property owner or the management company for the building
☐ Not applicable

The requester also acknowledges that a survey requested may not be a current survey and that is the requesters’ responsibility to confirm with the Registry Office for the most current one. The Town of Wasaga Beach’s Routine Disclosure Application, allows public access to contained or controlled records, while ensuring that the access to the information requests respect the intent of the Copyright Act, without the necessity of a formal request under the Municipal Freedom of Information and Protection of Privacy Act.

Signature:	Date:
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Notice of Collection: The personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, Municipal Act 2001, S.O. 2001, c. 25 and/or the Planning Act, R.S.O. 1990, c. P.13. The information will be used for the purposes of responding to your request. Questions about this collection can be directed to the Town Clerk, Town of Wasaga Beach. 30 Lewis Street, Wasaga Beach ON L9Z 1A1.



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Types of Records		
Type of Record	Description	Who can access
Site Plans, Surveys	A Site plan identifies buildings and other features in relation to property boundaries. Most of the information required for a site plan can be found on the property's survey. A land survey identifies boundaries and features of land. A land survey may also include horizontal direction, angles and elevation.	No restrictions
Applications Filed under the Planning Act	Applications include Zoning By-law, Official Plan, Committee of Adjustment Applications. Notices and Decisions of Public Meetings and Appeals. Staff, Agency and other comments.	Excludes applications (together with all supporting materials and comments) which have not yet been deemed complete and public notice has not yet been circulated by the Town. Also excludes pre-consultations which are deemed confidential in nature.
Zoning By-law	A Zoning by-law implements the objectives and policies of the Town's official plan and provides a legal and precise way of managing land use and future development.	No restrictions
Official Plan	An official plan is a policy which describes how land in the municipality should be used.	No restrictions
Miscellaneous Information		
<p>Engineering Drawings: Records include Plan and Profile, Storm Drainage Area Plans, Sanitary Drainage Area Plans, Design Sheets, accompanying Drainage Plans, Site Plans, Compiled Servicing for Storm, Sanitary, Water, and relates to municipal information only (i.e., not private lots). Contact engineering@wasagabeach.com or 705-429-3844.</p> <p>Fire Incident and Investigation Reports: Contact Fire and Emergency Services at fire@wasagabeach.com or 705-429-5281.</p> <p>Building Plans/Architectural Drawings, other Site Plans and Surveys, Septic Use Permits and Septic Layout/Details, Inspection Reports including Final and Occupancy Certificates Contact the Building and Development Services Department at building@wasagabeach.com or 705-429-3844.</p>		