

ROUTINE DISCLOSURE REQUEST ENGINEERING PLANS & DRAWINGS



Application Process

Please fill out this routine disclosure request to obtain certain engineering plans and drawings. Submit the completed application to the Engineering & Public Works Department.

Engineering & Public Works Department

drawings@king.ca

Tel: 905-833-5321 | Fax: 905-833-2300

2075 King Road, King City, ON L7B 1A1

Requestor Contact Information

Date:			
First Name:		Last Name:	
Street Address:		Unit #:	
Municipality:		Postal Code:	
Telephone Number:		Province:	
Fax Number:			
E-mail:			
Area of Request (Specific Property or Subdivision):			

Purpose of Information Request

<input type="checkbox"/>	Site Development	<input type="checkbox"/>	Public Utility Installation
<input type="checkbox"/>	Home Service Connection	<input type="checkbox"/>	Working For Township on Township Project
<input type="checkbox"/>	Drainage Issue		
<input type="checkbox"/>	Other (Please Specify):		

Record Format:

<input type="checkbox"/>	Hard Copy	<input type="checkbox"/>	Digital (PDF Only, if available)
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Engineering Records (Please check boxes accordingly)

<input type="checkbox"/>	Plan and Profile	<input type="checkbox"/>	Water Servicing Plan	<input type="checkbox"/>	General Notes
<input type="checkbox"/>	Storm Pond Plan	<input type="checkbox"/>	General Servicing Plan	<input type="checkbox"/>	Detail Plan
<input type="checkbox"/>	Storm Drainage Plan	<input type="checkbox"/>	Lot Grading Plan	<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Sanitary Drainage Plan	<input type="checkbox"/>	Traffic Signalization Plan	<input type="checkbox"/>	Other(s) - Specify
<input type="checkbox"/>	Sanitary Servicing Plan	<input type="checkbox"/>	Street Lighting Plan		
<input type="checkbox"/>	Landscaping Plan	<input type="checkbox"/>	Pavement Markings Plan		

Terms and Conditions

By submitting this application, the requestor agrees to abide by the following terms and conditions:

1. Drawings may not accurately reflect the as-built condition since modifications may have been made subsequent to construction.
2. King Township does not guarantee the accuracy of the information provided and field verification must be completed.
3. King Township will not be held liable for actions as a result of the use of the records.
4. All associated costs will be in accordance with the approved Fees and Charges By-law.
5. King Township staff will process this form in accordance with the Routine Disclosure of Engineering Plans & Drawings Procedure (EPW-PRO-100).

Declaration

By submitting this application, the requestor affirms that the facts set forth in this document are true and complete and also declares to adhere to the *Copyright Act*, acknowledging that copyrighted records must not be reproduced for profit, nor submitted as plans for construction nor presented as original work.

Applicant Signature

Date

Notice of Collection:

Personal information is collected on this form under the authority of the Municipal Act, s. 11. The purpose of this collection is to administer the release of engineering plans and drawings. The personal information provided on this form is protected in accordance with Municipal Freedom of Information and Protection of Privacy Act, Part II. Should you have any questions or concerns regarding the collection of personal information, please contact the Director of Engineering, Public Works & Building, King Township, 2075 King Road, King City, L7B 1A1 (905) 833-5321.