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Civic File Request Policy

1.0 Policy Statement

The City of Mount Pearl will only provide access to the information contained in the property's civic file to the owner of the property, or where written permission from the property owner has been verified.

2.0 Background

Property owners frequently contact the City to provide information about their property, residential or commercial. Requests range from architectural drawings, surveys, past permits, or water and sewer work order history. The City reserves the right to charge a small fee based on the approved Planning division rates and fees schedule.

3.0 Procedure

Front counter staff will process the request for civic file information using the *Civic File Request Form*. The identity of the property owner must be verified and the form completed in full.

The staff member processing the request will depend upon the type of information requested. Large architectural drawings or blueprints will require the assistance of the Mapping Services staff. If there is personal information contained in the civic file from previous owners, the City's ATIPP Coordinator will process the request. Other inquiries may be handled by front counter staff, or as required by a City Planner or Inspectors depending on the type of request.

4.0 Related Form

Civic File Request Form

5.0 Approvals



Steve Kent, Chief Administrative Officer

April 18, 2018

Date

Civic File Request Form

Processing Conditions:

- You must be the property owner or you must provide verifiable written permission from the owner.
- For architectural drawings which contain copyright you are still bound by the Copyright Act.

Property Owner Name: _____

Civic Address: _____

Phone Number: _____

E-mail Address: _____

Preferred method of access to records:

Paper Electronic (PDF) Examine Original Record

Property civic address and detailed description of records requested

DECLARATION: I hereby submit this application and confirm that the information supplied is correct and complete to the best of my knowledge. I understand that the City of Mount Pearl has supplied these drawings/plans as a courtesy and that I am still bound by the Copyright Act and that the copyright holder retains all rights.

Applicant Signature: _____ **Date:** _____

Office Use Only:

Date Received: _____ Processed By: _____