

Access or Correction Request

Under the Municipal Freedom of Information
and Protection of Privacy Act

Email, mail or deliver with the \$5 application
(payable to the City of Mississauga) to:
Office of the City Clerk
City of Mississauga
300 City Centre Drive, 2nd Floor
Mississauga, ON L5B 3C1
privacy.info@mississauga.ca



The personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*. The personal information will be used for the processing and administration of your request. Questions about the collection should be directed to the Access and Privacy Officer, Office of the City Clerk, 300 City Centre Drive, Mississauga, Ontario L5B 3C1, Tel. 905-615-3200, ext. 5559.

The City has 45 business days to respond to this request.

If you have any questions, please email privacy.info@mississauga.ca or phone 311.

Requester Information

- ☐ Mr. ☐ Mrs.
☐ Miss. ☐ Ms.

First Name

Last Name

Company/Organization Name (if applicable)

Mailing Address

City

☐ Mississauga or

Province

Postal Code

Telephone Number (daytime)

Other Telephone Number

Email Address

Type of Request (check one only)

- ☐ Architectural drawings/plans only Are you the owner of the property? ☐ Yes ☐ No (If no, attach permission of the owner)
- ☐ General Records ☐ Another's Personal Information by Authorized Party
(attach authorization document)
- ☐ Your Own Personal Information ☐ Correction of Personal Information
(attach any supporting documentation)

Preferred Method of Access to Records

☐ Receive copy of records

☐ Examine original records

Description of Records Requested or Correction to be Made

Property address(es) or building permit numbers (if applicable) and detailed description of records or correction. Include the names of any staff members or offices that may be involved with the records and/or actions related to the subject of the request.

Time Period of the Records (if applicable)

From

To

For Office Use Only

Date Received

Request Number

Comments

Information about Requests for Surveys or Plans and Drawings

Copyright Requirements

Subsection 27(2)(i) of the *Federal Copyright Act* provides that the disclosure of a record pursuant to a request made under the *Municipal Freedom of Information and Protection of Privacy Act* is not a violation of copyright. This means that copies of architectural plans, drawings and/or specifications, may be provided in response to a request under the *Municipal Freedom of Information and Protection of Privacy Act* unless another exemption applies to the records. Please note that the person, to whom the record is provided, is still bound by copyright.

Owner's Permission Required

City of Mississauga policy requires that a requester must be the owner of the property or if not the owner, must provide written consent of the owner before a request will be processed.

Reproduction Fees

There is a reproduction fee of approximately \$2.00-\$6.00 per full size sheet. Copying charges of 20 cents apply to letter and legal size pages. Fees for search time and preparation may also apply.

Processing Time

According to the Municipal Freedom of Information and Protection of Privacy Act, a decision regarding the release of the drawings must be made within 45 business days.

Availability of Drawings

Please note the following about the availability of drawings:

- Single Family & Semi-Detached: The City only holds drawings for the last 7 years.
- Industrial/Commercial & Multiple Family dwellings are available. However, the City may not have some drawings for the former municipalities.

Surveys

Where can I obtain a survey of my property?

The answer depends on the type of survey plan you need.

Registered Plans of Subdivision are the plans approved under the *Planning Act* that create buildable lots that conform with zoning. They can be purchased in person from the Land Registry Office, ServiceOntario, 1 Gateway Boulevard, Brampton for a nominal fee. Modern subdivision plans will show lot dimensions and survey "monumentation" (bars) but do not show buildings or other improvements on the property.

Reference Plans are essentially plans of survey that are "deposited" in the Land Registry Office and are used to illustrate parcels of land, or "parts". The "parts" may or may not represent buildable lots. Similar to Plans of Subdivision, Reference Plans will show property dimensions, survey monumentation and may show the location of fences in relation to the boundaries but generally do not show buildings or other improvements on the property. Reference Plans can also be purchased from the Land Registry Office for a nominal fee.

The other major class of legal survey plans is the Surveyors Real Property Report, formerly known as a Building Location Survey or simply Survey Certificate. These plans show lot dimensions, survey monumentation, buildings, garages, decks, pools and other major improvements to the property as well as easements, rights-of-way and other property interests. This type of survey is typically sought after by homeowners when fencing or planning improvements on the property. These survey plans are prepared by an Ontario Land Surveyor under contract with the property owner and copyright is retained by the Land Surveyor who performed the survey. Unlike Plans of Subdivision and Reference Plans which are available from the Land Registry Office, Surveyors Real Property Reports are not kept on file in any public registry system including the Land Registry Office, at the City of Mississauga or anywhere else. If you are aware or suspect that your property was surveyed sometime in the past, it is best to contact the Ontario Land Surveyor who performed the survey for further information.

ServiceOntario

The ServiceOntario office with the Peel Region Land Registry records is located at 1 Gateway Boulevard, Brampton. Plans of Subdivision, Condominium Plans, Reference Plans and land title documents can be obtained in person for a nominal fee. More information is available through the Ontario government website (www.onland.ca/ui/).

Ontario Land Surveyor

A listing of Ontario Land Surveyors licensed to practice Cadastral (legal) surveys can be found in the Yellow Pages online under "Surveyors - Land".

Association of Ontario Land Surveyors

For more information about surveys and plans and the Survey profession in general, please contact the Association of Ontario Land Surveyors (www.aols.org) in Toronto at 416-491-9020 or 1-800-268-0718.