



Corporation of the Town of Midland

575 Dominion Avenue

Midland, ON

L4R 1R2

Telephone: 705-526-4275

Fax: 705-526-9971

Submit to: engineering@midland.ca

Engineering Records Request Form (as stipulated in the Fees and Charges By-law, as amended)

Date: _____

Name of requestor: _____

Company name: _____

Email address: _____

Mailing address: _____

Town or City: _____ Province: _____ Postal code: _____

Record formats:

☐ Hard Copy (additional charges may apply)

☐ Digital

Date Required: _____

Purpose of request:

☐ Site development

☐ Public utility installation

☐ Home service connection

☐ Working for town project

☐ Drainage issue

☐ Other (please specify)

Project name: _____

Project manager: _____

Department: _____

Project description: _____

Area of request: (Submit one form per area)

Address number and road name: (Please provide a location map)

Detailed description of location:



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Plan type: (select all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Plan and profile | <input type="checkbox"/> Lot grading plan | <input type="checkbox"/> Landscaping plan |
| <input type="checkbox"/> Storm pond plan | <input type="checkbox"/> General servicing plan | <input type="checkbox"/> General notes plan |
| <input type="checkbox"/> Storm drainage plan | <input type="checkbox"/> Traffic signalization plan | <input type="checkbox"/> Detail plan |
| <input type="checkbox"/> Sanitary drainage plan | <input type="checkbox"/> Street lighting plan | <input type="checkbox"/> Any available plans |
| <input type="checkbox"/> Site plan (only view) | <input type="checkbox"/> Pavement markings plan | |

Other (please list) _____

Underground services mapping required:

- ☐ Yes – air photo.
 ☐ Yes – plain base map.
 ☐ No – not required.

Engineering records request information:

1. Only one area record request, per form, will be accepted.
2. It is our mandate to complete these requests within 10 business days, unless the request is of a larger area and is also dependent on the volume of requests being received.
3. Unless we receive proof of extenuating circumstances, requests are completed in the order of date received. You may be contacted by phone or email if additional information is required. Once your application has been reviewed and information located, you will be notified that the drawings can be purchased and picked up at our “Customer Service” at the Municipal Office.
4. The information provided is the ownership of the Town of Midland. This information is provided to you for the project purpose as indicated within this form and is not to be provided to other agencies for other project purposes. We cannot guarantee that requested plans will be available and charges will still apply.
5. Although we try to ensure the accuracy of the record information, we do not guarantee the accuracy of the record information provided and field verification must be completed.
6. Any locations of the Non-Municipal Utilities information, which may be shown in these drawings is not guaranteed accurate or complete by the Town. The user of the plans must confirm these locations with the appropriate utility companies.
7. The Town of Midland is not permitted to provide the following plan types: Town owned facility plans, site plans, building plans, railway plans or as-constructed subdivision development plans, unless working directly for the Town of Midland.
8. The cost associated with the request is outlined as per the Town’s Fees and Charges By-law. The fee may be paid by cash, cheque, Visa or Mastercard and debit. Electronic record information can be shared via OneDrive/SharePoint or emailed depending on file size.
9. The personal information on this form is collected under the authority of the Municipal Act, 2001. The information will only be used for the purpose of responding to your request for engineering drawings held by the Town.
10. By signing the Engineering Records Request Form, I certify that this form is complete and



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accurate to the best of my knowledge and that I have not made any attempt to conceal information. I understand that falsification could be cause for refusal.

11. Please note that once an Engineering Records Request Form has been submitted to the Town of Midland the requestor will be billed by the Town if the requestor does not pick up records after a period of two months from the date the request was made. At this time the hardcopy prints/electronic data, memory sticks produced will be discarded.

Please contact the Engineering Department for Record Requests at: engineering@midland.ca

Fees are in accordance with the Town of Midland's Composite Fee By-law. Payment can be made by Cash, Debit or Cheque, Visa or Mastercard

Note: emailed requests will be accepted as a signature.

Signature

Date

Your application is now complete.

Please send applications to engineering@midland.ca

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Midland, ON.
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