

**File Review Request Submission Requirements:**

- Completed Application (all fields required)
- Land owner, written authorization to conduct file search "signed" (if different than applicant)
- Cover letter providing details of required information (i.e. zoning, building permits, other property information)
- Type of Service Requested:
  - Level I Environmental Site Assessment (check all department information required)
    - Planning & Development (\$205.00+GST\*)       Utilities Services (\$205.00+GST\*)
    - Fire Services (\$205.00+GST\*)                       Assessment Services (\$205.00+GST\*)
    - Solid Waste Services (\$205.00+GST\*)               Environment Services (\$205.00+GST\*)
  - Development or Property File Search (\$205.00+GST\*)
  - Safety Codes File Review Request (\$50+GST\*)

\*subject to change as per the County Fees and Charges Schedule

- The applicable fee
- Indicate how you would like to receive the final report\*\*:
  - Mail
  - Email

\*\*Level 1 ESA's will be emailed and mailed to applicant

**Property Information**

Municipal Address:	
Legal Address:	
	Plan/Block/Lot or Long Legal

**Applicant/Owner/Operator Information**

Applicant Name:	Business Name (if applicable) and Contact Name		
Applicant Address:	Street/PO Box	City, Province	Postal Code
Applicant Email:		Applicant Phone:	
Are you the current property owner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Print Applicant Name	Applicant Signature	Date
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**Office Use Only**

Date:	Application Fee:	<input type="checkbox"/> DB <input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> CHQ <input type="checkbox"/> CSH	Receipt Number:
Rec'd By:	Roll No.:	Response Date:	<input type="checkbox"/> EMAIL <input type="checkbox"/> MAIL
Accounting Code: File Search Request (taxable): Bellamy MISC F1742			