



GRCA USE ONLY: FILE # \_\_\_\_\_

2216 County Road #28  
P.O. Box 328  
Port Hope, Ontario  
L1A 3W4  
Phone (905) 885-8173  
Fax (905) 885-9824

### REQUEST FOR INFORMATION

Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Applicant/Inquirers Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

#### Location of Subject Property:

Municipality: \_\_\_\_\_ Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Municipal Address: \_\_\_\_\_ Registered Plan: \_\_\_\_\_ Roll Number: \_\_\_\_\_

#### ACTIVITIES PROPOSED:

Construction: \_\_\_\_\_  
Describe Type of Structure/Addition and Dimensions

Filling or Grading: \_\_\_\_\_  
Describe the Purpose of Filling or Grading, Depth of Fill & Source

Alteration to a Watercourse: \_\_\_\_\_  
Describe Type of Alteration (Bridge, Culvert, Pond, Erosion Control)

Other: \_\_\_\_\_  
Describe Type of Work or Nature of Inquiry (i.e. lot severance, rezoning)

Please include a copy of any survey of the property or a detailed sketch of the lot and a site plan (hand drawn) to provide details of the work you are proposing to undertake. Include dimensions of the size of the proposed building/addition, as well as setback distances to any natural feature or road. Also include directions to the property or the portion of the property you are inquiring about.

Please indicate whether the owner of the property is aware of this inquiry.  Yes  No

Is this inquiry the subject of an offer to purchase?  Yes  No

I, \_\_\_\_\_ declare that the information provided above is accurate to the best of my knowledge.

\_\_\_\_\_  
Date Authorized Agent/Owner Inquirer

Date Information is Required: \_\_\_\_\_

**Processing Fee for Inquiry --- \$113.00 (HST included)**  
**This fee is payable at the time the inquiry is submitted to this office.**