



**CITY OF OTTAWA
PLANNING, TRANSIT AND THE ENVIRONMENT DEPARTMENT
COMMUNITY ORGANIZATION REGISTRATION
FOR NOTIFICATION OF DEPARTMENTAL STUDIES AND
DEVELOPMENT APPLICATIONS**

Please complete the required information in this form if your organization is requesting to be notified of studies undertaken by Planning, Transit and the Environment or of development applications.

Personal information contained on this form is collected under the authority of the City's Public Notification and Consultation Policy which was approved by City Council on July 11, 2001, (the policy is attached for your information) and will be used for the following purposes:

- it will be given to proponents of potential development applications in order that they may contact you to pre-consult prior to submitting an application (only if you respond YES to #1 below);
- it will be used by the assigned planner to contact you by telephone, fax or e-mail in order to give you a "heads up" that a development application has been received;
- it will be used to send you a written notification related to a study being undertaken by the Department or the circulation of a development application.

Questions about this collection of information should be directed to Elizabeth Eyamie, Administrator of the Department's Public Notification Application at 613-580-2424, extension 21767.

1. Please indicate, if in addition to receiving written notification of development applications, you wish to be consulted by proponents prior to applications being submitted, and authorize the release of your contact information for this purpose.

Yes No

2. Name of Organization (e.g. Community Group, Condominium Board or Place of Worship)

3. Contact Person for the Organization (only one contact per organization)

4. Mailing Address of Contact Person (used for mailing of notices)

_____ (include postal code)

5. Electronic Mail Address of Contact Person (used for mailing of notices, if available)

6. Daytime Phone Number of Contact Person: _____

7. Evening Phone Number of Contact Person: _____

8. Number of Facsimile of Contact Person (if available): _____

9. Description of Geographic Area Which Organization Represents (please use main boundaries such as roads):

East Boundary _____

West Boundary _____

North Boundary _____

South Boundary _____

10. Description of adjacent geographic area that your organization has an interest in:

11. Written notices for development applications will be sent in a bilingual format. However, for other communications from the planner, please advise if the identified contact person for the organization is to be contacted in:

English French

Please submit this form or the information required on this form with a copy of the minutes of the last annual general meeting of your organization either by electronic mail to elizabeth.eyamie@ottawa.ca, by fax at (613) 580-2434 or by mail to the attention of:

Mrs. Elizabeth Eyamie
Planning, Transit and the Environment
City of Ottawa
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