

**Office Use Only**

Application Number: _____	Ward Number: _____	Application Received: (dd/mm/yyyy): _____
Client Service Centre Staff: _____	Fee Received: \$	<input type="text"/>



# Historic Land Use Inventory

## Application Form

### Notice of Public Record

All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of *The Planning Act*, R.S.O. 1990, C.P.13.

### Municipal Freedom of Information and Protection Act

Personal information on this form is collected under the authority the *Planning Act*, RSO 1990, c. P. 13 and will be used to process this application. Questions about this collection may be directed by mail to Manager, Business and Technical Support Services, Planning, Development and Building Services Department, 110 Laurier Avenue West, Ottawa, K1P 1J1, or by phone at (613) 580-2424, ext. 52815.

### Background Information

**\*Site Address or Location:**

*\*Mandatory Field*

**\*Applicant/Agent Information:**

Company name:

Contact name:

Mailing Address:

Telephone:

Email Address:

**\*Registered Property Owner Information:**

Same as above

Name:

Mailing Address:

Telephone:

Email Address:

## Site Details

Legal Description  
and PIN:

What is the land  
currently used for?

Lot frontage:  m    Lot depth:  m    Lot area: \_\_\_\_\_ m<sup>2</sup>

**OR**    Lot area: (irregular lot)  m<sup>2</sup>

Does the site have Full Municipal Services:     Yes     No

## Required Fees

Please don't hesitate to visit the [Historic Land Use Inventory website](#) more information. Fees must be paid in full at the time of application submission.

Planning Fee

## Submittal Requirements

The following are required to be submitted with this application:

- 1. Consent to Disclose Information:** Consultants and other third parties may make requests for information on behalf of an individual or corporation. However, if the requester is not the owner of the property, **the requester must provide the City of Ottawa with a 'consent to disclose information' letter, signed by the property owner.** This will authorize the City of Ottawa to release any relevant information about the property or its owner(s) to the requester. Consent for disclosure is required in the event that personal information or proprietary company information is found concerning the property and its owner. All consents must clearly indicate the name of the property owner as well as the name of the requester, and must be signed and dated.
- 2. Disclaimer:** Requesters must read and understand the conditions included in the attached disclaimer and submit a signed disclaimer to the City of Ottawa's Planning, Development and Building Services Department. This disclaimer is related to the Historic Land Use Inventory and must be received by the City of Ottawa, signed and dated by the requestor, before the process can begin.
- 3. A site plan or key plan of the property, its location and particular features.**
- 4. Any significant dates or time frames that you would like researched.**

**Disclaimer**  
**For use with HLUI Database**

CITY OF OTTAWA ("the City") is the owner of the Historical Land Use Inventory ("HLUI"), a database of information on the type and location of land uses within the geographic area of Ottawa, which had or have the potential to cause contamination in soil, groundwater or surface water.

The City, in providing information from the HLUI, to \_\_\_\_\_ ("the Requester") does so only under the following conditions and understanding:

1. The HLUI may contain erroneous information given that such records and sources of information may be flawed. Changes in municipal addresses over time may have introduced error in such records and sources of information. The City is not responsible for any errors or omissions in the HLUI and reserves the right to change and update the HLUI without further notice. The City does not, however, make any commitment to update the HLUI. Accordingly, all information from the HLUI is provided on an "as is" basis with no representation or warranty by the City with respect to the information's accuracy or exhaustiveness in responding to the request.
2. City staff will perform a search of the HLUI based on the information given by the Requester. City staff will make every effort to be accurate, however, the City does not provide an assurance, guarantee, warranty, representation (express or implied), as to the availability, accuracy, completeness or currency of information which will be provided to the Requester. The HLUI in no way confirms the presence or absence of contamination or pollution of any kind. The information provided by the City to the Requester is provided on the assumption that it will not be relied upon by any person whatsoever. The City denies all liability to any such persons attempting to rely on any information provided from the HLUI database.
3. The City, its employees, servants, agents, boards, officials or contractors take no responsibility for any actions, claims, losses, liability, judgments, demands, expenses, costs, damages or harm suffered by any person whatsoever including negligence in compiling or disseminating information in the HLUI.
4. Copyright is reserved to the City.
5. Any use of the information provided from the HLUI which a third party makes, or any reliance on or decisions to be based on it, are the responsibilities of such third parties. The City, its employees, servants, agents, boards, officials or contractors accept no responsibility for any damages, if any, suffered by a third party as a result of decisions made as a result of an information search of the HLUI.
6. Any use of this service by the Requestor indicates an acknowledgement, acceptance and limits of this disclaimer.
7. All information collected under this request and all records provided in response to this request are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.

Signed: \_\_\_\_\_

Dated (dd/mm/yyyy): \_\_\_\_\_

Per: \_\_\_\_\_  
(Please print name)

Title: \_\_\_\_\_

Company: \_\_\_\_\_