



Instructions:

- Complete one Form for each Decision you are requesting.
- A fee of \$20 is required for each copy of a Decision you are requesting.
- The fee can be paid by certified cheque or money order, in Canadian funds, payable to the Minister of Finance.
- Do not send cash. You may only pay by cash in person.

Date stamp – Received by OMB

Part 1: Decision Information

Case and/or File Number	Decision Number	Issue Date
Address and/or Legal Description of Property on Decision		
Municipality	Region	

Part 2: Requestor Information

First Name: _____ Last Name: _____

Company Name or Association Name (if Applicable) _____

Daytime Telephone #: _____ Alternate Telephone #: _____

Mailing Address: _____

Street Address	Apt/Suite/Unit #	City/Town
Province	Country (if not Canada)	Postal Code

Signature of Requestor: _____ Date: _____

Part 3: Required Fee

Fee = \$20 X _____ Copies = Total Fee Submitted \$ _____

Fee Paid by: (Circle One) Certified Cheque Money Order Cash in Person

Special Instructions: _____

OFFICE USE ONLY

Request Received by: _____

Day	Month	Year

Fee Received: _____ Date Mailed: _____ Processed By: _____