



Water Services Environmental Records Search Request

Important – please read the information on this page before submitting the request form on the following page.

Notes:

- The response will provide the following information only:
 - records from the Region of Waterloo Hydrogeology and Source Water Protection Urban Threats Inventory Database (TID) as explained in the [TID report](#)
 - proximity to mapped sourcewater protection areas
 - Region of Waterloo environmental incident reports (spills to the environment) from 2003 to the present
- The Environmental Records Search is not a Freedom of Information (FOI) request. Information on the Region's FOI process is available at www.regionofwaterloo.ca/en/regional-government/open-government.aspx
- The fee for each request is \$150 per property and/or Property Identification Number (PIN) or Roll Number
- Only one property request per form
- Payment by credit card or cheque payable to Region of Waterloo
- Waiver section of the request form must be signed
- A digital receipt will accompany the original request along with the response letter; that will be provided by email
- Seasonal fluctuations and complex requests may impact response times
- Submit the Environmental Records Search (ERS) request(s) by **mail, fax or email to:**

Region of Waterloo, Water Services
150 Frederick St, 7th Floor
Kitchener ON N2G 4J3
Fax: 519-575-4452
Email: wrp@regionofwaterloo.ca

This document is available in alternate formats upon request.



Environmental Records Search Request Form

To request an environment record search, complete one form for each property, property identification number or roll number, and return by mail, fax or email to the Region of Waterloo.

Requestor details:

Name: _____

Company name: _____

Address: _____

City / Township: _____

Province: _____ Postal Code: _____

Phone: _____ Email: _____

Property details:

Property address: _____

Property PIN or roll number: _____

City or Township location for property: _____

Request fee for each property, property identification or roll number: \$150.00

Waiver:

I hereby acknowledge and agree that the Region of Waterloo cannot guarantee or warrant that the information contained in the 'Threats Inventory Database' and the 'Environmental Incidents Database' are complete, accurate or correct. I agree to waive the Region of Waterloo from any claim or liability that can or may arise from the provision of this information.

Authorized Signature: _____ Date: _____

For Region Use Only:

Date received: _____ ERS ID number: _____