

Applicant Contact Information:			
Last Name:	First Name:	Business/Organization Name:	
Address:	City/Town:		
Phone No.:	Email:	Province/ Country:	Postal Code:

Personal information collected on this form is collected for the purpose of requesting property information and providing owner authorization. The personal information is collected under the authority of the *Community Charter and/or Local Government Act* and pursuant to the *Freedom of Information and Protection of Privacy Act*.

Property Information:	
Civic Address:	Information being requested (<i>please review below</i>):
Legal Description:	
	<input type="radio"/> Routinely Released Information <input type="radio"/> Property File Scan <input type="radio"/> Land Use Information Letter

<u>Routinely Released Information:</u>	<u>Property File Scan:</u>	<u>Land Use Information Letter:</u>
<ul style="list-style-type: none"> - Certificate of Occupancy* - Zoning Information 	<ul style="list-style-type: none"> - Scanned or photocopies of property file - May include occupancy and building documents* 	<ul style="list-style-type: none"> - Written confirmation of information related to the property. - May include occupancy and building documents*
<ul style="list-style-type: none"> - Only available Digitally 	*Fee: \$75.00 + plus photocopying costs <ul style="list-style-type: none"> - Black & White = \$0.50/copy - Color = \$1/copy 	*Fee: \$75.00 + plus photocopying costs <ul style="list-style-type: none"> - Black & White = \$0.50/copy - Color = \$1/copy

*Note - The District of Elkford will only provide the above IF the documentation exists on file. The District of Elkford is not responsible for any missing or inaccurate documentation not located within the District of Elkford records.

*Note - Please ensure that your account is promptly paid as further requests will be withheld until payment is received.

*Note - Above fees are pursuant to Fees and Charges Bylaw No. 838, 2021, as amended from time to time.

The information provided under this request is only for routinely released property information and all personal information will be redacted under Section 22 (1) of the *Freedom of Information and Protection of Privacy Act*.

Are you requesting access to another person's personal/property information? (<i>Please Circle</i>)	Yes	No
IF YES: Please attach either: <ol style="list-style-type: none"> 1. Signed consent for disclosure from person/property owner, or 2. Proof of Authority to act on that person's behalf <p><i>Please note that under no circumstance will the District of Elkford release any personal information without written permission</i></p>		
Preferred Method of Access: <input type="radio"/> Examine original <input type="radio"/> Receive Copy Via Email <input type="radio"/> Receive Copy For Pick Up	Applicant Signature:	Owner Signature: Date: (DD/MM/YYYY)

Other information can be obtained from the following providers:

- Covenants and title information: BC Land Titles Office 1-877-577-5872 or <https://ltsa.ca/>
- Assessment information (including year built, legal description, and Parcel ID): BC Assessment 1-866-825-8322 or <https://www.bcasessment.ca/>
- Gas and electrical permits: Technical Safety BC 1-866-566-7233 <https://www.technicalsafetybc.ca/apply-for/permits>

A response may be provided within at least five business days of receiving your submission and any applicable fees.

Please plan accordingly