

Personal Information provided on this form is collected under the authority of the Community Charter/Local Government Act and will be used only for purposes related to your application. Your information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of personal information may be referred to City Hall at 250-992-2111.

The City of Quesnel can provide information on property within City limits. The information is provided in a letter and will cover information on building permits, zoning, fire inspections, and bylaw infraction records as requested. This request does not provide copies of records or permits unless specifically requested which may be subject to additional admin fees.

The fee for this service is \$150 + GST per legal description for up to four hours of staff time. If the nature of your request for information requires staff time in excess of four hours, we will charge an additional rate of \$35/hour (plus taxes).

The accuracy of the request is limited to existing and available records held by the City of Quesnel. We will not perform historical research (for example history of zoning bylaw changes or denied applications), perform inspections, nor can it guarantee the suitability of a property for a particular use. Our response is limited to records available and information provided (for example if request includes description of current use we can confirm that use conforms to zone designation however we will not confirm broad statements such as 'all current uses and present buildings conform to bylaws'). The City of Quesnel does not normally hold records for environmental contamination, gas permits or inspections, electrical permits or inspections, health inspections or other non-municipal functions.

Examples of requested items include but are not limited to:

- Building Permits and status.
- Current Zoning and land use designations.
- Property tax information.
- Date of last fire inspection.
- Bylaw infractions.

SUBJECT PROPERTY

Property Address: _____ PID: _____

Property Legal Description _____

OWNER AUTHORIZATION

The Owner's Authorization section is to be complete and signed by the owner(s) registered on title.

Registered owner _____
PLEASE PRINT

If Corporation above, name of Authorized Signatory: _____
PLEASE PRINT

Signature: _____

Address: _____

City _____ Province _____

Country: _____ Postal Code: _____

Telephone: _____ Email: _____

REQUESTOR INFORMATION

Permission to access property information given to:

Name of Company Name: _____
PLEASE PRINT

If Corporation above, name of Authorized Signatory: _____
PLEASE PRINT

Signature: _____

Address: _____

City _____ Province _____

Country: _____ Postal Code: _____

Telephone: _____ Email: _____

ATTACHED

- Copy of current Title search and additional charges if applicable
- Request letter listing information/records being sought
- Fee of \$150 per legal property + GST