



PROPERTY SEARCH REQUEST

Property search requests are typically requested by members of the public and are used for real estate transactions or information. If the applicant is not the current owner of the property, authorization must be provided to the applicant. If you are not the registered owner of the property, or an authorized representative working on their behalf, or are requesting information not identified in this application, you will need to submit a Freedom of Information Request with the FOI Coordinator of the City of Port Alberni. This process does not guarantee that all (or any) of the requested documents and information will be available. The Property Search Request fee is non-refundable regardless of results.

PROPERTY SEARCH REQUEST FEE: \$75.00 (+GST) (other fees/taxes may apply)

Part One - Property Information

BUILDING TYPE: Residential Commercial
Civic address of Property: Postal Code:

Part Two - Applicant information

Applicant Name: Phone:
Mailing address: Postal Code:
Email Address:

Part Three - Owner information

Owner(s) Name(s):
Email Address: Phone:
I, being the registered owner of the above address hereby authorize the requested property information be released to the applicant.
Signature of Owner:

Part Four - Requested Information

Preferred method of receiving your completed request: Email (available for small files only) Mail/Pickup (additional fees/taxes will apply) Digital (applicant to supply a new USB drive in an unopened package or \$25.00 (+taxes) additional fee for supplied USB)

Please indicate below the information you would like to receive as part of this Property Search Request. Please keep in mind that without the authorization of the current land owner some information is not available.

- Approved use of the building or a specific portion of the building
Active permits and status
Issued permits without final inspection approval
Pending permit applications
Current business licences
Heritage Significance
Records of Building Permits, Phased Development Agreements, Development Permits, Development Variance Permits and Demolition Permits
Compliance with yard setbacks (when you provide a recent, sealed survey plan with your request
Other:

- DRAWINGS:
All drawings on file (or check off specific drawings below)
Structural Interior
Architectural Exterior
Mechanical Sprinkler
Electrical Landscaping
Elevations

The City of Port Alberni does not make any assurances that the information sought by the applicant is either contained or complete in any archived records retained by the City. The records released by City staff are limited to available information contained within the archive files. It is understood that any permissions given by the owner expire 30 days after the date of submission. The release of records by the City of Port Alberni is subject to the provisions of the Freedom of Information and Protection Privacy Act.

Applicant Signature

Date