

## PROPERTY INFORMATION REQUEST FORM

<b>Personal Information</b>			
Last Name		First Name	
Name of company or organization <i>(if applicable)</i>			
Mailing Address		City	Province
Postal Code			
Telephone #	Fax #	Email Address	

<b>Address of Search</b>			
Municipal Address of Site		City	Province
Postal Code			
Legal Description of Site			
Lot	Block	Plan	
Current or Historical Name of Company/Business at Site <i>(if any)</i>			

<b>Time period of the records (Please give specific dates in the format of DD/MM/YYYY)</b>
From DD / MM / YYYY to DD / MM / YYYY

<b>Records Pertaining to (Check all that apply)</b>
<input type="checkbox"/> Site contamination, spills, releases, contaminant migration
<input type="checkbox"/> Any outstanding orders, defaults or agreements regarding back-flow preventers or any information regarding any cross-connection deficiencies
<input type="checkbox"/> Bylaw infractions relating to the Property: specify which Bylaw (if known) _____
<input type="checkbox"/> Permits and applications for permits under the Safety Codes Act and associated Codes and Regulations including any deficiencies or corrections
<input type="checkbox"/> Permits and applications for permits under the Land Use Bylaw
<input type="checkbox"/> Compliance issues under the Land Use Bylaw or the Safety Codes Act, or associated Regulations: Outstanding work orders.
<input type="checkbox"/> Whether the development agreement for the lands is presently in good standing as well as any other agreements that would relate to the Property
<input type="checkbox"/> Any outstanding charges, levies, special taxes, development charges, and any other outstanding costs and expenses relating to the Property
<input type="checkbox"/> Information about traffic concerns, route access, loading zones or lay-bys.
<input type="checkbox"/> Any outstanding orders, deficiencies, or agreements regarding the property as it relates to the provision of electricity services

Personal information on this form is collected for the purpose of coordinating and responding to your information request. The personal information on this form is collected under the authority of the *Municipal Government Act*, section 3, and is protected under the provisions of the *Freedom of Information & Protection of Privacy (FOIP) Act*. If you have any questions about the collection, use or disclosure of this information please contact the Access and Privacy Coordinator at (403) 342-8133, 2<sup>nd</sup> Floor City Hall, 4914 – 48 Ave, Red Deer, AB.

<input type="checkbox"/> Any outstanding orders, deficiencies or agreements regarding the property as it relates to wastewater and drainage concerns
Property land use: <input type="checkbox"/> Subject property land use <input type="checkbox"/> Adjacent property land use
<input type="checkbox"/> Existence or history of existence of flammable or combustible underground or aboveground storage tanks on the property
<input type="checkbox"/> Current or pending local improvements
<input type="checkbox"/> Fire department outstanding work orders, requirement, or violation in respect to the property in relation to Alberta Fire Code
<input type="checkbox"/> Expropriation proceedings
<input type="checkbox"/> Pending Subdivision Approvals or Subdivision Endorsements
<input type="checkbox"/> Other

Signature of Applicant	Date	YYYY	MM	DD
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*By signing, I/we the applicant understand payment is due 30 days from date of invoice, after which time unpaid invoice balances will be subject to a monthly interest charge of 1.5% (18% per annum). The City has the right to suspend or terminate a credit account if payment is overdue.*

Office Use Only	Request Number	Date Received
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## PROPERTY INFORMATION REQUEST FORM

### How to complete the form

You can access many City of Red Deer records without making a formal request for information. To determine whether you need to make a request under the Act or if you need help completing the form, contact the Access & Privacy Coordinator of The City of Red Deer, Box 5008, 4914 – 48 Avenue, Red Deer, Alberta T4N 3T4, (403) 342-8132.

#### **About you**

Please enter your last name and first name. Then enter the name of the company or organization that you are representing, if applicable. Enter your complete mailing address and your telephone number. The City of Red Deer may need to contact you if they have any questions about your request. If you have a fax number or e-mail address where correspondence can be sent, enter them in the spaces provided.

#### **About your request**

**General information:** If you are making a request for general information, there will be an initial fee of \$25. A retrieval rate of \$60.00/hour will be charged. As well as \$0.25/per page of records we provide to you.

If you are making a continuing request (the same request processed repeatedly at pre-determined time intervals over a period of up to 2 years), you should contact the FOIP Coordinator of The City of Red Deer. The initial fee is \$50 and you must pay any additional costs as the information becomes available.

#### **About the information you want to access**

Please check any or all of the corresponding boxes. Based on the search criteria you are looking for, the corresponding department will be contacted to search for records.

Enter the time period of the requested records. For example, if you requesting records for the period January 1, 1993 to August 31, 1994 enter those dates in the space provided. If you want records from August, 1996 to present, enter "August, 1996 to present".

#### **Response Time**

Please expect a response within 30 days. Larger requests for information may take longer to process and complete.

#### **Your signature**

Sign and date the form and send it to the Access & Privacy Coordinator at The City of Red Deer, Box 5008, 4914-48 Avenue, Red Deer, Alberta T4N 3T5 or scan the completed form and send to [FOIP@reddeer.ca](mailto:FOIP@reddeer.ca).