



## APPLICATION FOR FILE SEARCH

Applicant:

Mailing Address:

Email:  Tel. No.:

Registered Owner of Land:

Mailing Address:

Email:  Tel. No.:

Street Address of Request:

Legal Description:

Plan:  Block:  Lot:

I would like to receive my request by:

Email to applicant

Email to applicant and land owner

Phone

Mail

ANY PERSONAL INFORMATION THAT YOU PROVIDE TO OUR OFFICE IS BEING COLLECTED FOR THE PURPOSE OF PROVIDING A MUNICIPAL SERVICE AS SPECIFIED IN THE MUNICIPAL GOVERNMENT ACT AND WILL BE USED ONLY IN ACCORDANCE WITH THAT ACT

OFFICE USE ONLY	<b>\$50 File Search Fee Paid:</b> <input type="checkbox"/> In Person <input type="checkbox"/> Online  Receipt No.: _____	Date Application Received:

## INFORMATION REQUESTED

Current and Historic Development Permits

Historic Real Property Reports

Building Plans/Drawings

Site Survey

Letter of Compliance

Other: \_\_\_\_\_

### THE OWNER MUST COMPLETE THIS SECTION ONLY IF THE APPLICANT IS NOT THE OWNER

I (we) being the registered owner of the above noted property, hereby authorize the above applicant to act on my (our) behalf on matters pertaining to this File Search Request. I (we) hereby certify that I am (we are) the registered owner(s) of the property that is the subject of this application.

Printed Name of Land Owner(s):

Signature of Land Owner(s):  Date:

Every application for a File Search Request shall, unless otherwise directed by the Development Officer, be accompanied by the following:

1. Written request (application form) submitted in person, by mail or emailed to [planning@edson.ca](mailto:planning@edson.ca)
2. Applicable Fee(s) paid in person at the Town of Edson Civic Centre or online at [edson.ca](http://edson.ca)
3. Land Owner consent if applicant differs from the Land Owner

Please note that no work will commence until all requirements have been met. Expect a 3-5 business day timeline for search results. We cannot guarantee that all information requested will be available. The file search fee is NON-REFUNDABLE.

IF YOU HAVE ANY QUESTIONS CONTACT THE PLANNING DEPARTMENT AT  
780-723-4402 or [planning@edson.ca](mailto:planning@edson.ca)