

# Planning & Building Request Property Information



This agent authorization form is required to be filled out by the property owner to provide authorization to an agent to access specified property information. Please email to [devserv@castlegar.ca](mailto:devserv@castlegar.ca) with a brief description of the request.

PART 1. LOCATION	
Civic Address of Proposal	PID Number
Legal Description	<input type="checkbox"/> Additional pages attached
Registered Owners (List all registered owners by their full legal names)	<input type="checkbox"/> Additional pages attached
PART 2. AGENT	
First and Last Name	Phone Number
Email Address	Mailing Address
PART 3. OWNER DECLARATION	
I/We the registered owner(s) on title, hereby grant permission to the agent to access the following information related to the above property (check all boxes that are applicable):	
<input type="checkbox"/> If permits have been issued	<input type="checkbox"/> Specified plans or documents (additional fees for digitization or printing may apply):
<input type="checkbox"/> If the property is serviced	_____
<input type="checkbox"/> If there are outstanding permits or licences	_____
<input type="checkbox"/> Zoning	_____
<input type="checkbox"/> Any development permit areas	

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## PART 4. AUTHORIZATION

All registered owners on title must sign to grant authorization. If the property is owned by a corporation, a designated person with signing authority for the company must sign the form and provide documentation of signing authority in a form deemed appropriate by the City. This document must be dated within 30 days of submission.

\_\_\_\_\_  
Name of Agent

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Registered Owner

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Registered Owner

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Registered Owner

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Registered Owner

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. If you have any questions about the collection and use of information, please contact the City's Corporate Officer at (250) 365-8953.