



FILE or ENVIRONMENTAL SEARCH REQUEST Application Form

To help expedite the processing of your request, please submit this form using the fillable fields. Submission of scanned or photographed versions of this forms with handwritten information may slow the processing of your application.

PROPERTY INFORMATION (property that is the subject of this request)		
Municipal Address		
Legal Address		
Lot/Unit:	Block:	Plan:

APPLICATION INFORMATION
Please indicate which type of search you are requesting: <input type="checkbox"/> General File Search <input type="checkbox"/> Environmental Search
Please select the type of building that is subject of this request: Single Family Dwelling: Written permission from the owner, or signature of owner on this form. Duplex: Written permission from the owner of the second unit is required. Multi-Unit: Written permission from the Condominium Board is required. Commercial: Written permission from the owner or Condominium Board is required.
Requested information or documents:

Requests *will not be accepted* without the following written permission* approval, please check the applicable one to this request:
 * This can be in the form of a letter or email from the current owner on title. **Please attach written permission to your application if required.**

APPLICANT INFORMATION	
Name	Phone
E-mail	

OWNER INFORMATION (if different than applicant)	
Name	Phone
E-mail	

DECLARATION

I,/We declare that I am/We are the owner of the land described above or authorized to act on behalf of the registered owner(s). I/We have reviewed all of the information supplied to the Town with respect to an application and it is true and accurate to the best of my/our knowledge.

I/We understand that the Town of Canmore will rely on this information in its evaluation of the application. I/We give authorization for electronic communication, using the email provided on this application form.

By signing below, I/We confirm to have carefully read this declaration and agree to the terms within.

Signature of Applicant	Date
Signature of Owner	Date

FOIP Notification: This personal information is being collected under the authority of the Municipal Government Act (MGA) and in the Freedom of Information and Protection of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP. If you have any questions about the collection of your personal information, contact the Municipal Records Officer at municipal.clerk@canmore.ca. Please note, the Municipal Clerk's Office should **only** be contacted regarding FOIP inquires.

PAYMENT

Until the applicable fees have been paid in full to the Town of Canmore, the Town will not release any information to the applicant. Town staff will contact you upon receipt of the application to arrange for the applicable fees to be paid.

FOR OFFICE USE ONLY	
Planning Fees	Notes:
Scanning Fees	
Total Fees Due	