



PROPERTY INFORMATION REQUEST FORM

IR000 _____

Fees for property information requests will apply to applicants not on title at a rate of \$30.00 per request, up to one hour of staff time, plus \$15.00 per additional 15 minutes, or portion thereof, after the first 60 minutes, as set in [Miscellaneous Fees & Charges Bylaw No. 1711](#). **Fees must be paid before the information is released.**

Please submit the completed form to developmentservices@sidney.ca or drop off at Town Hall.

STAFF USE

\$ _____

Date Paid: _____

I: PROPERTY INFORMATION

Civic Address:

II: APPLICANT INFORMATION

Are you the registered property owner?	Yes	No	** If, NO, please complete Section IV, below.	
Name:			Company (if applicable):	
Address:	City / Province:		Postal Code:	
Phone:			Email:	
ACKNOWLEDGEMENT: The information provided in response to this request pertains only to routinely released property data. All personal information will be redacted in accordance with the Freedom of Information and Protection of Privacy Act. This information is provided for convenience only; the Town does not guarantee its availability, nor does it warrant the accuracy or completeness of the information provided. The records are to be used solely for research or private study and not for any purpose that would infringe upon copyright regulations.				
Signature:			Date:	

III: INFORMATION REQUESTED

TYPICAL ITEMS: (select all that apply)	<input type="checkbox"/>	occupancy permit	<input type="checkbox"/>	building permits	<input type="checkbox"/>	service connection report
	<input type="checkbox"/>	site survey	<input type="checkbox"/>	oil tanks	<input type="checkbox"/>	
OTHER: (please specify)						
NOTE: TO REQUEST COPIES OF BUILDING PLANS, PLEASE USE THE BUILDING PLAN COPYING REQUEST FORM.						

IV: REGISTERED OWNER(S) AUTHORIZATION (if required)

Due to privacy and copyright legislation, property information will only be released to the property owner(s) listed on title or with property owner(s) written authorization. A copy of the signed MLS agreement will also be accepted.		
Registered Owner Name(s):		
Address:	City / Province:	Postal Code:
Phone:	Email:	
I/we consent and authorize the Applicant identified above to view and/or obtain copies of information regarding my/our property information.	Signature:	