Town of Sidney - Development Services Department
2440 Sidney Ave, Sidney, BC V8L 1Y7
developmentservices@sidney.ca | 250-656-1725
www.sidney.ca

PROPERTY INFORMATION REQUEST FORM

IR00_____

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 Invoiced: _____

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)	☐ occupancy permit	☐ building permits	☐ service connection report
	☐ site survey	☐ oil tank(s)	☐ other (please indicate below)
For Building Plan copies, please submit 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:	

Personal information collected on this form is for the purpose of providing Town services and authorized under Section 26 of the Freedom of Information and Protection of Privacy Act. The information will be used only for the purpose it was collected and in accordance with the Act. Questions about the collection, use or disclosure of information should be directed to the Administration Department at 250-656-1139 or admin@sidney.ca.