

TOWN OF VIEW ROYAL

Development Services

45 View Royal Avenue, Victoria, BC V9B 1A6
Tel. (250) 479-6800 Fax: (250) 727-9551
<http://www.viewroyal.ca>

**Property Information Request
Application**

- Registered Owner**
- Real Estate (Sale & Purchase Agreement)**
- Strata Council**
- Property Management**

Date: _____

Description of Property

Civic Address _____ **PID** _____

Legal Lot(s) _____ Block _____ Section _____ Range _____ Plan _____

I/We hereby declare the I/we am/are the authorized person(s) of the above noted property and that I/we give permission to: _____

To view and/or obtain copies of any building plans related to the property held in the Towns possession. I/We am/are aware of the APPLICABLE FEES herein and subject to change.

(Signature of Owner)

(Print Name)

Contacts

Applicant	Name		Company		
	Address			City	
	Email			Postal Code	
	Phone		Cell		

**Specific
Detail of
Request**

The Information I am requesting is for: ___ Viewing ___ Copies

Please list the specific record that you are looking for: *(Please note that copies of surveys or building plans cannot be copied as they are protected by The Copyright Act, but any information of the creator and file numbers will be provided if requested).* Typical requests include, but are not limited to: Survey information, zoning information, any /outstanding permits, occupancy permits or secondary suite information.

FOR OFFICE USE ONLY

This area is to track time spent on the request. Each individual that participated must record time below.

Date: _____ Time Spent: _____ Staff Initials _____

Description: _____

Date: _____ Time Spent: _____ Staff Initials _____

Description: _____

Date: _____ Time Spent: _____ Staff Initials _____

Description: _____

**Payment
Information**

Rec'd By	Fees Due:
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