

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) Contractor / Developer
 Property Management Strata Council Other

Description of Property

Civic Address _____ PID _____

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

*Please note that a Freedom of Information Form is required to view and/or obtain copies of any building plans related to the property held in the Towns possession as they are protected.

Applicant

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell		

**Specific
Detail of
Request**

I understand that this request may have associated charges as defined by the *Fees and Charges Bylaw No.958, 2016* and that owing fees must be cleared before information can be released:

Signature: _____ Date : _____

Please list the specific record that you are looking for below:

(Typical requests include, but are not limited to, Survey information, Zoning, Permit History, Occupancy Permits or Secondary Suite information) * Please note that Bylaw information is confidential and is not releasable.

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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