

## **HOW TO COMPLETE THE ENVIRONMENTAL FILE SEARCH REQUEST FORM**

*A separate form must be completed for each municipal address*

- 1) Provide the civic (municipal) address and the legal description for the property you are requesting information on.
- 2) Provide your name and the name of the company you are representing. Be sure to include your complete mailing address, email address, and phone numbers. Please note, by providing your email address you are consenting to receive electronic notifications and communications.
- 3) Please have the property owner fill in the “Owner Information and Authorization” section complete with signature. Alternatively, you can include an owner letter of authorization that includes reference to the municipal address in the environmental file search request.
- 4) Please check any or all of the corresponding boxes for the information you want to access. Based on the search criteria you are looking for, the corresponding departments will be contacted to search for records.
- 5) Be sure to enter the time period of the requested records.
- 6) Indicate the method of delivery for the information requested.
- 7) Make sure you read all declarations and sign the request. Incomplete or unsigned applications will not be processed and will be returned to you.
- 8) Please expect a response within 10 business days of your request. Larger requests for information may take longer to process and complete. You will be advised if our office anticipates an excess of 10 days to complete your request.
- 9) The request can be completed and emailed to our department at [planning@whitecourt.ca](mailto:planning@whitecourt.ca) or mailed to the Town of Whitecourt, Planning and Development, P.O. Box 509, Whitecourt, AB T7S 1N6.
- 10) A flat fee of \$25.00 plus a file review fee of \$85.00 per hour (1 hour minimum charge) applies. The initial fee of \$110.00, which includes the \$25.00 flat fee and the one hour minimum, must accompany your request. The Development Officer will contact you prior to beginning the review to advise if the review is expected to take longer than one hour. The initial fee and any additional charges, if applicable, associated with this review are to be paid to the Town of Whitecourt and must be received and acknowledged before the review will be released.
- 11) Payment can be made by cash, cheque, or credit card. Credit card information will not be accepted by phone. A separate Credit Card Authorization form, obtained from the Development Officer, must be completed and submitted for processing.

**ENVIRONMENTAL FILE SEARCH REQUEST**(Applications can be submitted electronically by emailing: [planning@whitecourt.ca](mailto:planning@whitecourt.ca))

| FILE SEARCH ADDRESS  |  |
|--|--|
| Civic Address: _____   | Legal Description: Lot: ____ Block: ____ Plan: _____ |
| Land Use District: _____   | Existing Use: _____                                  |
| APPLICANT  |  |
| Name: _____  | Phone: _____   |
| Company Name: (if applicable) _____  |  |
| Mailing Address: _____   | Postal Code: _____                                   |
| Email*: _____  |  |
| <i>*By providing your email address, you are consenting to receive electronic notifications and communications.</i>  |  |
| OWNER INFORMATION AND AUTHORIZATION  |  |
| Name: _____  | Phone: _____   |
| Company Name: (if applicable) _____  |  |
| Mailing Address: _____   | Postal Code: _____                                   |
| Email*: _____  |  |
| <i>*By providing your email address, you are consenting to receive electronic notifications and communications.</i>  |  |
| I (we) being the registered owner of the above noted property, hereby authorize _____<br>to act on my (our) behalf on matters pertaining to this Environmental File Search Request. I (we) hereby certify that I am<br>(we are) the registered owner(s) of the property that is the subject of this application. |  |
| Property Owner(s) Signature: _____   | Date: _____  |
| Property Owner(s) Signature: _____   | Date: _____  |

**NOTE:** This information is being collected under the authority of the Town of Whitecourt Land Use Bylaw and will be used to process the application. The Town of Whitecourt assumes no responsibility or liability for any inaccuracy, mistake, or error of law or fact set forth in this review that arises from the information supplied by or on behalf of the applicant or owner. The information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, use and protection of information, please contact the Legislative Manager at (780) 778-2273 or at [administration@whitecourt.ca](mailto:administration@whitecourt.ca).

**INFORMATION REQUESTED****Records pertaining to (check all that apply):**

- Site Contamination, spills, releases, contaminant migration
- Bylaw infractions relating to the property
- Existence or history of existence of underground or above ground storage tanks on the property
- Known current and historical landfills within 1 km of the property
- Current property land use
- Current adjacent property land use
- Historical property land use
- Historical adjacent property land use
- Other: \_\_\_\_\_

**Time period of the records requested:** From: \_\_\_\_\_ To: \_\_\_\_\_

I wish to receive the information requested above via: Email \_\_\_\_\_ Mail \_\_\_\_\_ Pick up \_\_\_\_\_

By signing this form I declare that all information submitted on this form is true and correct and have included payment of the initial fee of \$110.00. I also acknowledge and agree that the information requested will not be released to me until full payment of the initial fee and any additional fees, if required, are received and acknowledged by the Town of Whitecourt.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

FILE SEARCH FEE: \$ \_\_\_\_\_

DOCUMENT FEE: \$ \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

FILE REVIEW COMPLETED BY:

- Sam Love – SCC Designation No. P00007723
- Stephanie Schaffner – SCC Designation No. P00007724
- Samantha Kemp – SCC Designation No. P00010236

\_\_\_\_\_  
DEVELOPMENT OFFICER SIGNATURE