



# Property File Search Request

This information is being collected under the Authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* for the management and administration of the Town of Whitecourt's File and Record Search Request process. Your personal information is protected by the privacy provisions of the FOIP Act. If you have questions about the collection, use and disclosure of your personal information please contact our FOIP Coordinator at [administration@whitecourt.ca](mailto:administration@whitecourt.ca) or 780-778-2273.

PROPERTY INFORMATION	
Civic Address: _____	
Legal Description: Lot: _____ Block: _____ Plan: _____	
(if applicable) Quarter: _____ Section: _____ Township: _____ Range: _____ Meridian: _____	

APPLICANT INFORMATION	
Company Name: (if applicable) _____	
Contact Name: _____	Phone: _____
Mailing Address: _____	Postal Code: _____
*Email Address: _____	
<i>*By providing your email address, you consent to receive electronic notifications and communications.</i>	

INFORMATION REQUESTED	
<b>1) PLEASE SELECT ONE:</b>	
<input type="checkbox"/>	<p><b>RESIDENTIAL FILE REVIEW - \$35.00 flat rate + photocopies/scans \$0.25/standard-sized page*</b></p> <p>A Development Officer reviews the property file in detail to determine if development meets with the Land Use Bylaw, including permits, variances, outstanding conditions of development, etc. A letter is provided to you detailing the results of the review.</p> <p><b>Optional Copies:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Development &amp; Building Permits</li> <li><input type="checkbox"/> Real Property Report</li> <li><input type="checkbox"/> Safety Code Inspections</li> <li><input type="checkbox"/> Building Plans / Drawings / Site Plans – <i>These documents may be copyrighted. If copyrighted, they can be viewed but cannot be copied unless written permission from the creator is granted.</i></li> </ul>
<input type="checkbox"/>	<p><b>NON-RESIDENTIAL / MULTI-FAMILY FILE REVIEW - \$85.00/hr + photocopies/scans \$0.25/standard-sized page*</b></p> <p>A Development Officer reviews the property file in detail to determine if development meets with the Land Use Bylaw, including permits, variances, outstanding conditions of development, etc. A letter is provided to you detailing the results of the review.</p> <p><b>Optional Copies:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Development &amp; Building Permits</li> <li><input type="checkbox"/> Real Property Report</li> <li><input type="checkbox"/> Safety Code Inspections</li> <li><input type="checkbox"/> Building Plans / Drawings / Site Plans – <i>These documents may be copyrighted. If copyrighted, they can be viewed but cannot be copied unless written permission from the creator is granted.</i></li> </ul>

**ENVIRONMENTAL FILE REVIEW - \$25.00 + \$85.00/hr (1hr min.) + photocopies/scans \$0.25/standard-sized page\***  
 Contains the same information as a File Review but also includes details such as any site contamination, spills, releases, contaminant migration, bylaw infractions relating to the property, fire department records, existing underground or above ground storage tanks, current and historical landfills within 1 km of the property, historical property land use. A letter is provided to you detailing the results of the review.

**Optional Copies:**

- Development & Building Permits
- Real Property Report
- Safety Code Inspections
- Municipal Bylaw Enforcement - *Documents are retained for 10 years. Records older than 10 years are destroyed.*
- Fire Department Records - *Documents are retained for 10 years. Records older than 10 years are destroyed.*
- Environmental Reports/Assessments
- Building Plans / Drawings / Site Plans – *These documents may be copyrighted. If copyrighted, they can be viewed but cannot be copied unless written permission from the creator is granted.*
- Other: \_\_\_\_\_

**\*Photocopies/scans of over-sized documents will be billed as outlined in the Fees, Rates, and Charges Bylaw 1551.**

**2) TIME PERIOD OF THE RECORDS REQUESTED (if applicable):**

From (date): \_\_\_\_\_ To (date): \_\_\_\_\_

**3) DELIVERY:**

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 to the best of my knowledge. I 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 by the Town of Whitecourt.

**OFFICE USE ONLY**

INITIAL FEE: \$ \_\_\_\_\_

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

ADDITIONAL TIME: \$ \_\_\_\_\_

COPIES/SCANS: \$ \_\_\_\_\_

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

**TOTAL DUE:** \$ \_\_\_\_\_

REVIEW COMPLETED BY:

Kerina Sorochan – SCC Designation No. P00010660

Samantha Kemp – SCC Designation No. P00010236

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

\_\_\_\_\_  
 DATE

Submit your request by email, mail, or in person to:

**Town of Whitecourt**  
**5004 52 Avenue, Box 509, Whitecourt, Alberta T7S 1N6**  
**Phone: 780-778-2273 Email: [planning@whitecourt.ca](mailto:planning@whitecourt.ca)**

*A file search of our records does not constitute a complete Environmental Site Assessment. The presence or absence of any information in our files for a specific property does not imply the presence or absence of environmental problems or difficulties. The Town of Whitecourt accepts no responsibility or liability for the accuracy of the information provided and the information should not be considered a substitute for proper investigation.*