



Environmental Site Assessment File Search REQUEST FORM

Corporate Records ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ recordsmanagement@okotoks.ca ■ Phone: 403.938.8944

File Search Address:

Civic Address: _____

Legal Description: _____
(Lots) Block Plan Quarter Section

Registered Owner Information:

Name: _____ Company: _____
(if applicable)

Address: _____
(include Postal Code)

Phone Number: _____ Email Address: _____
Direct line or extension number to be contact for payment or service fee *If a response has not be received within five business days, please check your junk mail f*

Applicant Information:

Name: _____ Company: _____
(if different from above) *(if applicable)*

Address: _____
(include Postal Code)

Phone Number: _____ Email Address: _____
Direct line or extension number to be contact for payment or service fee *If a response has not be received within five business day, please check your junk mail folder*

Return Completed Search By (select one):

- Mail Phone for pick up Email

ATTACH A CERTIFICATE OF TITLE OR LAND TITLE SEARCH OF THE PROPERTY OBTAINED NO MORE THAN 30 DAYS PRIOR TO THE DATE OF APPLICATION

**ATTACH A CONSENT LETTER OF THE REGISTERED PROPERTY OWNER
(IF DIFFERENT FROM APPLICANT)**

FEES CHARGED FOR FILE SEARCHES ARE NON-REFUNDABLE

Signature of Applicant

Date

The personal information on this application is collected under the authority of the Alberta Municipal Government Act, the Freedom of Information and Protection of Privacy Act (FOIP), and the Okotoks Land Use Bylaw 17-21. The information provided will be used exclusively for the purpose indicated on the request form. Should you have any questions or concerns regarding the collection of this information, please contact the FOIP Specialist at foip@okotoks.ca or 403.938.8944.