



**FILE SEARCH
REQUEST FORM**

Planning & Urban Design ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ planning@okotoks.ca ■ Phone: 403.995.2760

Registered Owner Name: _____ Company: _____
(if applicable)

Registered Owner
Mailing Address: _____
(including Postal Code)

Phone #: _____ Email: _____

Applicant Name: _____ Company: _____
(If different from above) (if applicable)

Applicant
Mailing Address: _____
(including Postal Code)

Phone #: _____ Email: _____

Direct line or extension number to be contacted for
payment of service fee

If a response has not been received within five
business days, please check your Junk folder

Information Requested for:

Civic Address: _____

Legal Description: _____

Lot(s)

Block

Plan

Quarter Section

Return completed search: Mail Phone for pick up Email

Type of Service:

- Real Property Report: (Document will be stamped "Copy Not printed to Scale")
- Zoning Letter
- Permits (please provide a description below)
- Plans / Drawings (please provide a description below)
- Fire Inspection Reports
- Other (please provide a description below)

Please provide a detailed description of what you are requesting:

**AN EMAIL WILL BE SENT WITH THE TOTAL FEES AND PAYMENT INSTRUCTIONS.
ALL FEES ARE IN ACCORDANCE WITH THE [FEES, RATES & CHARGES BYLAW 09-24](#).
FEES CHARGED FOR FILE SEARCHES ARE NON-REFUNDABLE.**

Signature of Registered Owner

Date

Signature of Applicant

Date

The personal information on this application is collected under the authority of the *Alberta Municipal Government Act*, the *Protection of Privacy Act (POPA)*, 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 Access and Privacy Officer at accessandprivacy@okotoks.ca.

For Office Use Only

File #: _____

Fee: _____

Receipt # _____