



## Environmental Site Assessment File Search REQUEST FORM

Corporate Records ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ [recordsmanagement@okotoks.ca](mailto:recordsmanagement@okotoks.ca) ■ Phone: 403.995.6314

### 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 folder*

### 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 *Protection of Privacy Act (POPA)*, and the *Okotoks Land Use Bylaw 17-21*. The information provided will be used for the administration of the *Environmental Site Assessment File Search*. Should you have any questions or concerns regarding the collection of this information, please contact the Town's Access & Privacy Office at [accessandprivacy@okotoks.ca](mailto:accessandprivacy@okotoks.ca).