

A File Search can also be referred to as a Phase 1 Environmental Site Assessment. Be sure to review the information on our website www.strathcona.ca to determine if your request should be a **File Search Request** or a **Record Search Request**.

Please complete both pages of this form. Your request will be circulated to various applicable departments.

Property address _____ Subdivision _____

Legal description Lot _____ or Condo unit _____ Block _____ Plan _____

(If applicable) Quarter _____ Section _____ Township _____ Range _____ Meridian 4

Applicant Name _____ **Contact Name** _____
(If different than applicant)

Applicant address _____

City _____ Province _____ Postal code _____

Phone number _____ Alternate phone _____ email _____

Landowner Name _____ **Contact Name** _____
(If different than applicant) (If different than landowner)

Landowner address _____

City _____ Province _____ Postal code _____ Phone number _____ Alternate phone _____

Notifications regarding your request will be sent to you by email. Please indicate if you require a paper copy of your File Search.

yes no If yes, do you want us to: contact you for pick up mail it out

Collection and use of personal information

Personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used in the management and administration of Strathcona County's File and Record Search Request process. If you have questions about the collection or use of your personal information, contact the Manager, Permitting, Inspections and Customer Service Branch, Strathcona County at 780-464-8080.

File search submission requirements:

- Completed File Search - Request form
- Written authorization to conduct file search signed by the landowner
- Clear aerial map/photo with property boundary identified
- Current copy of title (within 30 days) *Can be ordered by Strathcona County through Land Titles for a fee of \$10.00/Title*
- The applicable fees (Fees based on current fee schedule)

The minimum fee for any file search is **\$150.00**.

\$150.00 Records pertaining to development permits, current land use/zoning, and the land use infractions provided as a summary table including the nature of the permit, permit number, decision date and status.

Please indicate additional items being requested from the following options:

\$25.00 Records pertaining to any emergency response for reasons of fire incidents, spillage or leakage of dangerous materials. Note: Strathcona County Emergency Services does not administer the installation and/or removal of storage tanks and suggests you contact the Petroleum Tank Management Association for Alberta for storage tank information on the property.

\$25.00 Records pertaining to land development such as outstanding obligations, levies, and contributions.

\$25.00 Records pertaining to any orders, caveats, or interest related to land acquisition or expropriation registered by Strathcona County against the subject property.

\$25.00 Records pertaining to historic waste, landfill, or dumpsite on the subject property (includes Assessment & Tax records, Planning & Development records, and Transportation & Agriculture records).

\$ 50.00 Records pertaining to status of building, electrical, plumbing, gas, private sewage permits, and inspections provided as a summary table including the nature of the permit, permit number, issued date, inspection date and the status of the inspection.

\$ _____ Additional units, if applicable*. Number of units _____ @ \$10/unit

\$ _____ Current Copy of Title, if applicable. Number of titles _____ @ \$10/Title

\$ _____ TOTAL FEES included with application submission

Payment will be made by Cheque Credit Card**

* Fees are per parcel/legal description. When there are multiple units on a parcel and information is requested for each unit, an additional fee of \$10.00 per unit applies

** Our staff will contact you for credit card payment. As a PCI compliant organization, **we cannot accept credit card information through email.**

For office use only

Date received _____ Receipt number _____

Roll number _____ File Search number _____ -FS