



City of
Richmond

Request to Change an Existing Development Application

Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

richmond.ca

Contact: 604-276-4017

If changes are required to an existing Development Application, please submit this completed form and the required fee to the Zoning Counter located at City Hall. **All materials submitted to the City for any Development Application become public property, and therefore, available for public inquiry.**

Please check (✓) which of the following changes you are requesting to an existing Development Application:

- Change in the scope of the Development Application (e.g. adding properties, changing the proposed land use, density etc.)
- Change of Property Owner (attach proof of ownership e.g. title search etc.)
- Change of Applicant
- Change of Authorized Agent
- Change of Mailing Address (include all applicable File No.'s below):
 - Property Owner
 - Applicant
 - Authorized Agent

Type of Application (e.g. rezoning, development permit etc.): _____

File No.: _____

Property Address(es): _____

Legal Description(s): _____

Proposed Change in Scope (describe or attach revised letter of intent):

Old Property Owner: _____

New Property Owner: _____

Address: _____

Postal Code

Tel. No.: _____
Business _____ Residence _____
E-mail _____ Fax _____

Old Applicant: _____

New Applicant: _____

Address: _____

Postal Code _____
Tel. No.: _____
Business _____ Residence _____
E-mail _____ Fax _____

Old Authorized Agent's Name: _____

Correspondence/Calls to be directed to:

New Authorized Agent's Name: _____

Address: _____

Postal Code _____
Tel. No.: _____
Business _____ Residence _____
E-mail _____ Fax _____

Property Owner(s) Signature(s): _____

Please print name

or

Authorized Agent's Signature: _____

Attach Letter of Authorization from property owner

Please print name

For Office Use

Date Received: _____ Change Fee: \$334.00

Receipt No.: _____ Change of Mailing Address only: \$62.75