



Please submit this completed form and supporting documents to the Zoning counter located at City Hall.

Date: _____

Property Information:

Property Address(es)*: _____

PID (only required if property does not have an address): _____

Legal Description(s)*: _____

Applicant Information:

Name*: _____

Email*: _____ Tel No.*: _____

Mailing Address*: _____

Signature*: _____ Printed Name*: _____

Owner Information: Owner is Applicant *Note: If the Owner is not the Applicant, please fill in below.*

Name*: _____

Email*: _____ Tel No.*: _____

Mailing Address*: _____

Signature*: _____ Printed Name*: _____

Project Contact Information: Project Contact is Owner Project Contact is Applicant

Note: If the Project Contact is not the Owner or Applicant, please fill in below.

Name*: _____

Email*: _____ Tel No.*: _____ Home Mobile

Mailing Address*: _____

*Required fields

For Office Use

Date Received: _____

Application Fee: _____

File No.: _____

Receipt No.: _____

Only assign if application is complete

Additional Information

Related Development Applications *(if applicable)*

Type	Permit No.
Rezoning	
Development Permit	
Subdivision	

Application Checklist

Submission format is to be consistent. Electronic submissions must follow the [file naming convention](#).

- Application Form:** All required fields must be completed and accurate.
- Corporation Certificate and Notice of Articles:** Required if the Owner is a Company
- Letter of Authorization:** Required if the Applicant is not the Owner

I, as Owner or Applicant *(as applicable per Page 1)* or on behalf of the Owner or Applicant:

- 1) have verified that the subject application: (i) satisfies the above Application Checklist and the information contained within the application and all associated documents and plans are correct; and (ii) describes a use that complies with all applicable City bylaws, laws of the Province of British Columbia, and the laws of Canada;
- 2) understand that personal information contained in this form is collected, used, and may be disclosed in accordance with British Columbia's *Freedom of Information and Protection of Privacy Act* and that all materials submitted to the City with an application, including the subject application, become public property, and therefore, available for public inquiry;
- 3) acknowledge that the Owner, including without limitation the Owner's employees, agents and contractors, are responsible for bylaw and legislative compliance and liable for any non-compliance;
- 4) agree to indemnify and save harmless the City of Richmond and the City's officials, officers, employees, agents, contractors, licensees, permittees, nominees and delegates against all claims, liabilities and expenses of every kind, in respect to anything done or not done pursuant to this application or fact sheet or ensuing permit, including negligence and/or the failure to observe all bylaws, acts or regulations; and
- 5) acknowledge that if a signatory to this application is comprised of more than one person, the obligations and liability of such persons under items 1) to 4) above will be joint and several.

Owner or Applicant
Initials

Notes:

- The non-refundable application fee is in accordance with the City of Richmond's [Consolidated Fees Bylaw 8636](#) and may be credited toward the administration fee if the administration fee exceeds \$2,000.00.
- Signed and sealed drawings prepared by a Civil Engineering Consultant are required and submitted via [ePlan](#), the City's web-based system.
- Changes to the application after issuance, will require a [Change in Existing Development Application \(DA-12\)](#) form to be completed and submitted along with associated fee.