



City of  
Richmond

## Notice to Applicant

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

[www.richmond.ca](http://www.richmond.ca)

Tel: 604-276-4000 Fax: 604-276-4052

### Offsite Requirements for Works and Services

The Development Application Division would like to make the applicant aware that if a **Development Permit and/or Building Permit** is applied for, the developer should consult the Development Applications Division regarding **works and services** required by the City of Richmond. A **Servicing Agreement** may be required prior to the issuance of a Building Permit and this process takes an average of **four months** to complete.

Therefore, it is recommended that you contact the Development Applications Division at 604-276-4084, to further discuss the procedures and requirements involved with the Servicing Agreement process.