



# City of Richmond

## Request for a Change of Address

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

www.richmond.ca

Contact: 604-276-4314

Please submit this completed form with the required fee to the Property Records Clerk, Development Applications Department located at City Hall.

The applicable fees are non-refundable.

**Existing Property Address:** \_\_\_\_\_

**Options for New Address** (internal use only): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed New Address:** \_\_\_\_\_

**Reason for Request:** \_\_\_\_\_  
\_\_\_\_\_

**Applicant:** \_\_\_\_\_

Correspondence/Calls to be directed to:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

Postal Code

**Tel. No:** \_\_\_\_\_

Business

Residence

E-mail

Fax

**Property Owner(s) Signature(s):** \_\_\_\_\_

or

\_\_\_\_\_  
Please print name

**Authorized Agent's Signature:** \_\_\_\_\_

Attach Letter of Authorization

\_\_\_\_\_  
Please print name

**Date:** \_\_\_\_\_

### FOR OFFICE USE

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

Approved       Rejected      Initials: \_\_\_\_\_

#### Application Fees:

- \$326.00 New Construction on a Corner Lot OR Subdivision/Consolidation
- \$1,266.00 Personal Preference