

Date (mm-dd-yyyy)
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**PROPERTY INFORMATION**

Property Street Address	
Municipality	
Legal Description	Roll Number
Property Owner(s) Name	
Present Use of Property (e.g. farm, commercial, retail, residential etc.)	

**APPLICANT INFORMATION**

**\* If applicant differs from owner a Letter of Authorization must be provided to this application.**

First Name	Last Name	Company Name (if applicable)
Mailing Address		
Telephone No.	Fax No.	
Email Address		

 **BASIC PROPERTY INFORMATION REQUEST (FEE: \$76.50 plus GST)**

With your property information request you will receive the following:

- Property location map
- Development Plan Designation
- Secondary Plan designation (if applicable)
- Zoning designation
- List of planning applications on file (e.g. variances, subdivision, etc.)
- List of development permit applications on file (e.g. building permits)
- List of outstanding violations (By-law enforcement)

**ADDITIONAL PROPERTY INFORMATION RESEARCH REQUESTS**
 **Development Permit File Research (Fee \$249.90 per permit plus GST)**

**Development Permit #** \_\_\_\_\_ **Type of Building** \_\_\_\_\_

With this request you will receive the "Basic Information Request" *PLUS* information on a requested development permit file associated with a property, specifically:

- What the permit is for (e.g. house, detached garage, etc.)
- If the file is open or closed
- If the file is open, why (e.g. inspection still required)
- List of inspections performed on the permit and whether they passed or failed

*Note: 2 – Step Process. The applicant will be required to identify which specific file they want more information on. Your "Basic Property Information Request" letter will list all applications on file for a property.*

## PAYMENT METHOD

Please enclose the fee(s) and mail the complete application to:

Red River Planning District  
2978 Birds Hill Rd.  
East St. Paul, MB R2E 1J5

	Fee	GST	Subtotal
<input type="checkbox"/> Basic Property Information Request	76.50	3.83	80.33
<input type="checkbox"/> Development Permit File Research	249.90	12.50	262.40
<b>Total Payment Enclosed</b>			<b>_____</b>

Cash     Cheque     Debit

*Note: Only cheques will be accepted with a mailed in form. Other payments methods must be made in person.*

## TIMELINES

Service can take up to 20 working days and is sent through the mail. Timelines will not commence until payment, completed form and applicable documentation are received.

\* Information requests may be subject to Freedom of Information and Protection of Privacy Act reviews and/or have Copyright restrictions. **Additional fees for copying may also be charged.**

The Red River Planning District does not make any assurances that the information sought by the applicant is either contained or complete in any archived records retained by the Red River Planning District. The records released by Red River Planning District staff are limited to available information contained within the archived files.

### FOR RRPD DEPARTMENT USE ONLY:

Development Services: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Planning Assistant: \_\_\_\_\_ Planning File No.: \_\_\_\_\_

Date Request Received: \_\_\_\_\_ Payment Date: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Amount: \$ \_\_\_\_\_