



1903 Mt. Newton Cross Road | Saanichton, BC Canada | V8M 2A9 | 250.652.4444

Personal information is collected by the District of Central Saanich (DOCS) under the authority of the Community Charter and is used for the processing of this application. Questions about the collection, use or disclosure of personal information by DOCS may be directed to: FOI Head, 1903 Mt. Newton Cross Road, Saanichton, B.C. V8M 2A9 250-652-4444.

INFORMATION REQUEST

APPLICANT INFORMATION	DATE:
Name(s):	Company Name:
Mailing Address:	
Phone:	Email:
PROPERTY OWNER INFORMATION	
Name(s):	
Property Civic Address:	
Property Legal Description:	
Phone:	Email:
If applicable, executed Property Owner's Authorization or Property Listing Agreement, attached <input type="checkbox"/>	

INFORMATION REQUESTED
Please describe the information/records you are requesting. Be as specific as possible as this will assist the request process. Please attach another page if the space below is not sufficient.



I would prefer to:

- receive a copy of the records requested: view the records requested
- pick up the records when ready
- have the records requested mailed
- have the records requested emailed

Fees may be charged for providing the information requested subject to the Fees and Charges Bylaw as follows:

- Copies \$0.50 (first three free, additional fee applies for colour and large format documents)
- Research and Copying time after 15 minutes \$15/15 minutes and \$60 per hour for each hour thereafter
- Copies of oversize building drawings \$40/request plus blueprint costs

**Payment must be received prior to processing your request. Following payment, your request will be processed within 5 business days. We will contact you if we are unable to fulfill your request within this timeframe.*

This form can be submitted via email: municipalhall@csaanich.ca

or mail: 1903 Mount Newton Cross Road
Saanichton, BC
V8M 2A9



OWNER AUTHORIZATION LETTER

Re: **Civic Address**

As owner of the above noted property, I **authorize**

to view and obtain copies of plans and permits existing in the file;

to make application and obtain permits on my behalf; and/or

relating to the above noted property. I am aware that permits apply to the property and are the responsibility of the current property owner.

Owner - print name

Contact Phone or Email

Owner – signature

Date