

A file search may form part of a “Phase 1 Environmental Site Assessment”. Be sure to review the information on our website at strathcona.ca to determine if your request should be a **file search request** or a **record search request**.

Complete both pages of this form. Your request will be circulated to various applicable departments.

Property address _____ Subdivision _____

Legal description Lot _____ or Condo unit _____ Block _____ Plan _____

(If applicable) Quarter _____ Section _____ Township _____ Range _____ Meridian _____ 4 _____

Applicant name _____ **Contact name** _____
(If different than applicant)

Applicant address _____
Street address

City _____ Province _____ Postal code _____

Phone number _____ Alternate phone _____ email _____

Landowner name _____ **Contact name** _____
(If different than applicant) (If different than landowner)

Landowner address _____
Street address

City _____ Province _____ Postal code _____

Phone number _____ Alternate phone _____ email _____

Notifications regarding your request will be sent to you by email. Indicate if you require a paper copy of your file search.

yes no If yes, do you want us to: contact you for pick up mail it out

File search submission requirements:

- Completed File search – Request form
- Written authorization to conduct file search signed by the landowner
- Clear aerial map/photo with property boundary identified
- Current copy of title (within 30 days) *Can be ordered by Strathcona County through Land Titles for a fee of \$10.00/title*
- The applicable fees (fees based on current fee schedule)

File search – Request

The minimum fee for any file search is **\$150.00 per parcel of land**.

\$150.00 Records pertaining to applicable statutory plans, policy direction, current land use/zoning, development permits, and land use infractions provided as a summary list including the nature of the permit, permit number, decision date and status.

\$ _____ Additional units within the same parcel of land, if applicable. Number of units _____ @ \$10/unit
When there are multiple units on a parcel and information is requested for each unit, an additional fee of \$10.00 per unit applies.

\$ _____ Current copy of title, if applicable. Number of titles _____ @ \$10/title

Indicate additional items being requested from the following options:

\$ 25.00 Records pertaining to any emergency response for reasons of spillage or leakage of dangerous materials.
Note: Strathcona County Emergency Services does not administer the installation and/or removal of storage tanks and suggests you contact the Alberta Safety Codes Authority (ASCA) for storage tank information on the property.

\$ 25.00 Records pertaining to subdivision or land development such as outstanding obligations, levies, and contributions.

\$ 25.00 Records pertaining to any orders, caveats, or interests related to land acquisition or expropriation registered by Strathcona County against the subject property.

\$ 25.00 Assessment & Tax records pertaining to known historic waste disposal, landfill, or dumpsite on the subject property or tax reduction on the basis of on-site contamination

\$ 50.00 Records pertaining to status of building, electrical, plumbing, gas, private sewage permits, and inspections provided as a summary table including the nature of the permit, permit number, issued date, inspection date and the status of the inspection.

\$ _____ TOTAL FEES included with application submission

Other suggested sites for conducting a Phase 1 Environmental Site Assessment for a property within Strathcona County:

- *The Province of Alberta's Environmental Site Assessment Repository at www.esar.alberta.ca*
- *Alberta Energy Regulator's OneStop at www.aer.ca/regulating-development/project-application/onestop*
- *The Province of Alberta's Freedom of Information and Privacy Office at www.alberta.ca/submit-a-foip-request*

Payment Information

Paying by Cheque Credit card

If paying by cheque, make payable to Strathcona County. Postdated cheques will not be accepted.

If paying by credit card, the County's representative will contact you for payment.

Collection and use of personal information

Personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used in the management and administration of Strathcona County's File and Record Search Request process. If you have questions about the collection or use of your personal information, contact the Manager at 780-464-8080.

For office use only

Date received _____ Receipt number _____

Roll number _____ File Search number _____ -FS