

## Request to Lease Public Land Application

**Applicant's Information** Fields that have an asterisk (\*) must be completed.

* Name of Applicant:	_____	* Application Date:	_____
* Mailing Address:	_____	* Phone (Daytime):	_____
	_____	Phone (Cell):	_____
* City:	_____	Fax:	_____
* Postal Code:	_____	* E-Mail Address:	_____

\* I am applying to the City of Grande Prairie enter into a Lease Agreement for Public Land within the City of Grande Prairie.

I am applying for a proposed Lease Agreement where:

☐ - Term is less than 5 years      ☐ - Term is \_\_\_\_\_ years

\* I, \_\_\_\_\_ HEREBY CERTIFY THAT:

- 1) I accept financial responsibility for all related expenses and understand that I will be invoiced.
- 2) I am authorized to act on behalf of the applicant and that all statements contained herein are true.  
(Agents acting on behalf of the applicant MUST provide a signed letter of consent from the applicant and include the Agent's contact information).

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

**\*Property Information:** Land Description – Include Legal Description or Civic Address: (must include an attached map)

**\* Planning Reasons and Merits** (Additional comments may be attached): \_\_\_\_\_

**Submit Completed Application to:** City of Grande Prairie, **ATTN:** Land Department  
Bag 4000, 10205-98<sup>th</sup> Street, Grande Prairie, AB T8V 6V3

### FOR OFFICE USE ONLY

☐ - NOT Designated as a Public Utility Lot (PUL)

☐ - MR Disposal Required?      Yes - ☐      No - ☐

☐ - All additional information as required by the Land Department.

Completed Application Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt # \_\_\_\_\_

Land Management File Number: \_\_\_\_\_ Circulation Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Application has been:      ☐ - APPROVED / Disposition Agreement – Date Entered: \_\_\_\_\_

☐ - DENIED / Refund 50% of Application Fee Paid - Date Processed: \_\_\_\_\_

Date File Closed: \_\_\_\_\_ BY: \_\_\_\_\_

## **1. Request to Lease Public Land Application – Submission and Requirements Checklist:**

- ☐ - Completed Request to Lease Public Land Application Form
- ☐ - Proposed Lease is NOT designated as a Public Utility Lot (PUL)
- ☐ - Any additional information or materials as may be required by the Land Department
- ☐ - Application submissions must be received by the Land Department
- ☐ - Where applicable, the Lease Agreement shall be registered by way of caveat with Land Titles

## **2. Incomplete applications will not be accepted.**

### **3. General Information:**

- Public Land is leased subject to legislative requirements.
- The City shall not enter into any new or subsequent lease for any Public Utility Lot (PUL).
- Requests to Lease Public Land shall be reviewed on an individual basis by the Land Department in consultation with all affected stakeholders.
- All recommendations to enter into a Lease Agreement shall be presented to City Council or City Manager for approval.
- Applicant is financially responsible for all related expenses which may include:
  - Legal Fees
  - Land Titles Registration/Discharge
  - Other fees & charges related to the preparation of a Lease Agreement.
- The City will recover all applicable related expenses by generating an invoice to the applicant.
- Unauthorized Use of Public Land will be addressed in accordance with Bylaw C-1078 - "The Use of Public Lands Bylaw".

### **Additional information can be requested by contacting:**

Land Department

Bag 4000, 10205-98<sup>th</sup> Street, Grande Prairie, AB. T8V 6V3

Phone: 780.830-7449 Fax: 780.539.1056

Email: [land@cityofgp.com](mailto:land@cityofgp.com)