

## Request for License Agreement 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:	_____

As the adjacent landowner, I am applying to the City of Grande Prairie to obtain approval for Consent to use Public Lands.

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

- 1) I understand and agree that should Consent to Use Public Land be approved:  
☐ - Annual fees will be charged; and ☐ - The License Agreement is not assignable; and  
☐ - Upon termination of the Agreement – lands will be restored to a state acceptable by the City.
- 2) I accept financial responsibility for all related expenses and understand that I will be invoiced.
- 3) 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

- |  |   |
|--|---|
| <input type="checkbox"/> - Application Fee Attached: \$1,500.00  | <input type="checkbox"/> - Current Land Title Certificates for Subject Lands Attached |
| <input type="checkbox"/> - Plan showing proposed area and location on Public Land                                      |   |
| <input type="checkbox"/> - All additional information as required by the Land Department and/or Subdivision Authority. |   |

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 for License Agreement Application – Submission and Requirements Checklist:**

- ☐ - Completed Request for License Agreement Application Form
- ☐ - Application Fee Attached: \$1,500.00
- ☐ - Letter of Consent for Agent (if applicable, contact information for Agent must be included)
- ☐ - Current Land Title Certificates for Subject Lands Attached
- ☐ - Submission of Plan Showing the proposed area and location on Public Land
- ☐ - Any additional information or materials as may be required by the Land Department &/or Engineering Services
- ☐ - Application submissions must be received by the Land Department

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

## **3. General Information:**

- Requests for License Agreements shall be reviewed on an individual basis by the Land Department in consultation with all affected stakeholders.
- Should the License Agreement be approved; pursuant to Section 61 (1) and (2) of the Municipal Government Act, an annual invoice for \$1,000.00 will be generated to the applicant.
- All approved License Agreements shall be duly executed by the Mayor & City Clerk.
- An approved License Agreement will be registered by way of caveat with Land Titles Office.
- Applicant is financially responsible for all related expenses which may include:
  - Legal Fees
  - Land Titles Registration/Discharge
  - Other fees & charges related to development of the License Agreement
- The City will recover all applicable related expenses by generating an invoice to the applicant.
- Applicant is entitled to a refund of 50% of the application fee paid under the following condition:
  - Application is DENIED following Circulation Stage
- 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, 10205-98th Street, Grande Prairie, AB. T8V 6V3

Phone: 780.830.7449 Fax: 780.539.1056

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