

## Section 1: Applicant's Information

Name of Applicant:

Mailing Address:

City:

Province:

Postal Code:

Application Date:

Phone: (Daytime)

Phone: (Cell)

Fax:

Email 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:

- ☒ 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.
- ☒ I accept financial responsibility for all related expenses and understand that I will be invoiced.
- ☒ 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:

## Section 2: Property Information

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

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

## Office Use Only

- ☐ Application Fee Attached
- ☐ Current Land Title Certificates for Subject Lands Attached
- ☐ Plan showing proposed area and location on Public Land
- ☐ All additional information as required by the Land Department and/or Subdivision Authority

Completed Application Rec'd by:

Date:

Receipt #:

Land Management File #:

Circulation Date:

Due Date:

Application has been:

- ☐ APPROVED / Disposition Agreement
- ☐ DENIED / Refund 50% of Application Fee Paid

Date Entered:

Date Processed:

Date File Closed:

By:

## Submission and Requirements Checklist

- ☐ Completed Request for License Agreement Application Form
- ☐ Application Fee Attached
- ☐ 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

**Incomplete applications will not be accepted.**

## 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 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".

## Submission Information

Complete applications may be submitted to:  
City of Grande Prairie ATTN: Land Department  
9505-112 Street, Grande Prairie, AB T8V 6H8

## Questions

Additional information can be requested by contacting Planning & Development's Land Officer.

- City Service Centre: 9505-112 Street, Grande Prairie, AB T8V 6H8
- Phone: 780-538-0325
- Email: [land@cityofgp.ca](mailto:land@cityofgp.ca)

## FOIP Act Policy

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