

Section 1: Applicant's Information

Name of Applicant:

Mailing Address:

City:

Province:

Postal Code:

Application Date:

Phone: (Daytime)

Phone: (Cell)

Fax:

Email 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:

- ☒ 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

☐ 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 #:

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:

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

Incomplete applications will not be accepted.

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".

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

FOIP Act Policy

This information is being collected under the Authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act, RSA 2000, c. F-25, as amended from time to time, and may be used for the administration of City of Grande Prairie programs including publicity materials. Your personal information is protected by the privacy provisions of the FOIP Act. Please forward any questions or concerns to FOIP@cityofgp.com.