

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 Licence 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 Licence 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 Licence Agreements shall be reviewed on an individual basis by the Land Department in consultation with all affected stakeholders.
- Should the Licence 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 Licence Agreements shall be duly executed by the Mayor & City Clerk.
- The approved Licence Agreement can be registered by way of caveat with the Land Title Office at Applicant's expense.
- 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 Licence 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.com

Collection and Use of Personal Information

The personal information collected on this form is authorized under the authority of Section 4(c) of the Protection of Privacy Act, S.A. 2024, c. P-28.5 ("POPA"). The information collected, including your name and contact details, will be used to process your License Agreement application and may also be utilized for statistical or administrative purposes. Your personal information is protected under the provisions of POPA and will be used, disclosed, and retained only as permitted by the Act. If you have any questions regarding the collection, use, or disclosure of your personal information, please contact land@cityofgp.com.