

Section 1: Applicant's Information

Name of Applicant:			
Mailing Address:		City:	
Province:		Postal Code:	
Application Date:		Phone: (Daytime)	
Phone: (Cell)		Fax:	
Email Address:			

Section 2: Where is the Encroachment Located?

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

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

Submission Document Checklist:

- ☐ A copy of an Alberta Land Surveyor's Real Property Report.
- ☐ A copy of Land Title.
- ☐ A document stating all the names that are to appear in this agreement with this request.

Signed:		Date:	
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Office Use Only

☐ Application Fee Attached

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 Information

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

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

Privacy Statement

The personal information collected is authorized under Section 4(c) of the Protection of Privacy Act, SA 2024, c. P-28.5. It is collected to process your request, verify your authority, and provide the requested permit, information, or approval.

Your information will only be used for these purposes and protected in accordance with the Act. It will not be disclosed except as authorized by law or with your written consent. If you are requesting for a property, you do not own or occupy, you may be required to provide proof of authority. Personal information is retained and disposed of according to the City's Records Management Bylaw C-1348. If you have any questions about the collection, use, disclosure, or destruction of your personal information, please contact Development Services at 780-538-0325 or devpermits@cityofgp.com.