

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 the 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:	
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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

<input type="checkbox"/> NOT Designated as a Public Utility Lot (PUL)	
<input type="checkbox"/> MR Disposal Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> 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:	
<input type="checkbox"/> APPROVED / Disposition Agreement	Date Entered:
<input type="checkbox"/> DENIED / Refund 50% of Application Fee Paid	Date Processed:
Date File Closed:	By:

Submission and Requirements Checklist

<input type="checkbox"/> Completed Request to Lease Public Land Application Form
<input type="checkbox"/> Proposed Lease is NOT designated as a Public Utility Lot (PUL)
<input type="checkbox"/> Any additional information or materials as may be required by the Land Department
<input type="checkbox"/> Application submissions must be received by the Land Department
<input type="checkbox"/> 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.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.