



# DISTRICT OF COLDSTREAM

9901 KALAMALKA ROAD, COLDSTREAM, BC V1B 1L6

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Email: info@coldstream.ca Website: www.coldstream.ca

*"Rural Living At Its Best"*

## APPLICATION TO ACCESS PROPERTY BUILDING FILE

Applicant Name to view file(s): \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Contact: \_\_\_\_\_

*Email*

*Phone or Cell*

Subject Property Address: \_\_\_\_\_

Requests are received in priority sequence and may take several business days for a response during busy seasons.

The District of Coldstream (District) does not guarantee the accuracy or completeness of the information being provided. The District may not have any property and/or building files. The District is not responsible for costs incurred or damages sustained as a result of errors, deficiencies, and/or omissions in the documents. Information disclosed is pursuant to the *Freedom of Information and Protection of the Privacy Act* and the *Federal Copyright Act*.

To view a property building file, please set up an appointment with the Building Department. Please email [building@coldstream.ca](mailto:building@coldstream.ca) or call (250) 550-1510.

Additional copy charges will apply as per the *Miscellaneous Fees and Charges Bylaw No. 1760, 2021*. If your request requires documents that are not routinely available, your request will be treated as an FOI request through the Corporate Department.

### AUTHORIZATION

I, \_\_\_\_\_ being the owner(s) of the property located at, \_\_\_\_\_  
*Print Name* *Subject Property Address*

Authorize the above Applicant Name: \_\_\_\_\_  
*Print Name*

to view or obtain a copy of documents contained in the building file for the above noted property from the District in accordance with the requirements of the provincial *Freedom of Information and Protection of Privacy Act*.

\_\_\_\_\_  
*Property Owner's Signature*

\_\_\_\_\_  
*Property Owner's Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Contact Phone or Cell of Property Owner*

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_\_

<b>FOR OFFICE USE ONLY:</b>	APPLICATION FEE: <b>\$75.00</b> (non-refundable)
	PAYMENT TYPE: <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Debit
RECEIPT # _____	DATE: _____
	INITIALS: _____