

ADMINISTRATIVE CHANGE REQUEST FORM

1. TYPE(S) OF CHANGES

In order to complete any of the following change requests, please complete all applicable sections of this form and submit to Planning Services Staff (*Select all that apply*).

A) Administrative Changes (\$300 Fee)

Change of Applicant(s)
complete Sections 1, 2, 3, 4, 6, 8, 10 & 11 of this form

Change of Primary Contact
complete Sections 1, 2, 3, 4, 6, 8, 10 & 11 of this form

Removal of Property
complete Sections 1, 2, 3, 4, 5, 10 & 11 of this form.

Addition of Property
complete Sections 1, 2, 3, 4, 5, 7, 8, 9, 10 & 11 of this form

Change of Application Sub-Type/Specifications/Information*
complete Sections 1, 2, 3, 4, 10 & 11 of this form.

**Due to the complexity of the required information for these types of changes, this information will need to be revised on your original application form (Sections: "Application Type(s)" and "Additional Information Required"). Staff will provide a copy form the file. Please contact your File Manager to arrange to make these changes. This Administrative Change Request form will still need to be completed and submitted in conjunction with the updates to your original Development Application form.*

B) Housekeeping Changes (No Fee)

Property Owner Information

Change of Property Owner(s)
complete Sections 1, 2, 3, 7, 8, 10 & 11 of this form

Change of Property Owner Contact Information
complete Sections 1, 2, 3, 7, 10 & 11 of this form

Applicant/Primary Contact's Contact Information

Change of Applicant/Primary Contact's Contact Information
complete Sections 1, 2, 3, 6 & 11 of this form

Change of Primary Contact within the current Applicant Company
complete Sections 1, 2, 3, 6 & 11 of this form

Please note that changing an application type or adding an application type to an existing project is not considered an Administrative Change. Please either submit a new Development Application Form, or contact your File Manager to arrange to make these changes on your original application form. Additional application fees and any applicable documents will be required.

2. ADMINISTRATIVE CHANGE REQUEST

NAME OF REQUESTOR: _____

FILE NO(S). (ie. PRJ18-999 or S15-999): _____

SUBJECT PROPERTY(IES): _____

3. CURRENT APPLICANT

As noted on the Original Development Application Form

COMPANY NAME (IF APPLICABLE): _____

PRIMARY CONTACT NAME: _____

4. FEES

There is a \$300 Administrative Change Fee for most changes, refer to Page 1 or discuss with Planning Services Staff to confirm.

Administrative Change	\$
Additional Fees Associated with the Application (<i>amount per File Manager</i>)	\$
Additional Administration Fees (<i>BC Company Summary, LTSA Documents</i>):	\$

ESTIMATED TOTAL FEES*:	\$
-------------------------------	-----------

POTENTIAL FURTHER FEES

- BC Company Summary Retrieval Fee: \$20 per search
- Land Title & Survey Authority Document Retrieval: \$25 per document
- Future Administrative Change: \$300
- New Public Hearing Fee: \$890 – \$950
- Phased Strata Plan Approval Fee: \$200

**exact fees to be confirmed by Planning Staff*

5. PROPERTY CHANGES

Add the following property(ies) to the subject application:
List all NEW properties involved. If insufficient space, please attach a separate sheet.

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

Remove the following property(ies) from the subject application:
If insufficient space, please attach a separate sheet.

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

6. CHANGES TO APPLICANT INFORMATION (new Applicant or change to contact information)

For information regarding the collection and use of personal information provided, see item 11.

Update the subject application with the following applicant information:

COMPANY NAME (IF APPLICABLE): _____

PRIMARY CONTACT NAME*(REQUIRED): _____

MAILING ADDRESS: _____
_____ POSTAL CODE: _____

OFFICE PHONE: _____ CELL: _____

DIRECT LINE: _____ EMAIL: (REQUIRED) _____

**All correspondence will be addressed to the Primary Contact Name at the mailing address or e-mail address (maximum one e-mail address) provided.*

7. REGISTERED PROPERTY OWNER(S)

Add the following property owner(s) to the subject application (*list the additional registered property owner(s) as they appear on title (if insufficient space, please attach a separate sheet):*

If registered property owner to be added is an incorporated company or society, a **BC Company Summary must accompany this application.**

NAME: _____ PHONE: _____
ADDRESS: _____ EMAIL: (REQUIRED) _____

NAME: _____ PHONE: _____
ADDRESS: _____ EMAIL: (REQUIRED) _____

NAME: _____ PHONE: _____
ADDRESS: _____ EMAIL: (REQUIRED) _____

NAME: _____ PHONE: _____
ADDRESS: _____ EMAIL: (REQUIRED) _____

8. LETTER OF AUTHORIZATION

Note: This only needs to be filled out if there's a new applicant who doesn't own all of the property(ies) associated with this application (current or new property(ies)) [ALL owners must sign off, giving authorization to new applicant]; OR if any new property owner(s) is/are not applicant(s) [only new owners need to sign off, giving authorization to current applicant].

This section must be completed if the Registered Property Owner(s) (per Title Search) is/(are) not the Applicant OR if there are more than one Registered Property Owner. Those Registered Property Owners who are not signing as the Applicant must provide their written approval for the Applicant acting on their behalf by signing this Letter of Authorization.

I/We, (list all Registered Property Owner(s) on Title - attach additional completed sheets if necessary) _____ (the "Owner"), own the lands described within this application, listed under the original application and/or Section 5 of this form, and confirm the appointment of:

_____, (Applicant Company Name (if Applicable)) (Name of Primary Contact Permitted to Work On This Application (Mandatory))

with the following contact information: _____ (Applicant's Mailing address (Mandatory))

() - _____ as agent (the "Applicant") (Applicant's Phone Number (Mandatory)) (Applicant's Email Address (Mandatory))

with respect to this Development Application (the "Application") regarding the lands described in the original application and/or Section 5 of this form. It is understood, that:

- 1. the City of Abbotsford shall deal exclusively with the above-noted applicant with respect to all matters pertaining to the Application and is under no obligation to communicate with the Owner or any other person;
2. the above-noted applicant has authority to make all necessary arrangements with the City of Abbotsford, to perform all matters and to take all necessary proceedings with respect the Application;
3. the above-noted applicant has authority to alter this original Development Application by submitting a subsequent related development application and providing an Administrative Change Request Form (No. APL-006) together with the required documents and fees; and
4. a written letter from the Owner is required to cancel this appointment and an Administrative Change Fee will be required.

By signing this authorization/application, I hereby agree that all information, including personal information, contained on this document including all attachments will be made available to the public.

If Incorporated Company, Registered Society or Not for Profit Organization is a Registered Owner, then complete the signature block below. If more than one Company/Society, attach additional completed pages with those signatures, as required. By signing, you are confirming that you're an authorized signatory of the company.

*Signature of Witness
Print Name of Witness:
Phone:

Name of Corporation/Society/Organization
By its Authorized Signatory(ies)

*Signature of Authorized Signatory
Print Name:
Date:

If Registered Owners are individual persons, then complete the signature block below. If more than two individual owners, attach additional completed versions of this page signed by those owners, as required.

ALL INDIVIDUAL PERSONS WHO ARE A REGISTERED PROPERTY OWNER AND ARE NOT AN APPLICANT MUST SIGN THIS AUTHORIZATION:

*Signature of Witness
Print Name of Witness:
Phone:

*Signature of Owner
Print Name:
Date:

*Signature of Owner (if applicable)
Print Name:
Date:



9. SITE DISCLOSURE

Provincial provisions in the [Environmental Management Act](#) and [Contaminated Sites Regulation](#) require contaminated sites to be identified for all **Rezoning, Subdivision, and Development Permit** applications where **soil disturbance** is likely to occur. This identification ensures the property is suitable for the proposed use and is safe for human health and the environment.

A Site Disclosure Statement (available as a [direct PDF download](#) or [online form](#)) is required for properties that have a history of specified '[Schedule 2](#)' industrial and commercial uses that have the potential to cause contamination at a property. Further information, including a Site Disclosure how-to guide, is available on the Ministry of Environment's [Site Identification](#) page.

1. Do the subject property(ies) have a history of any [Schedule 2](#) activities?

Yes Please provide a completed Site Disclosure Statement with your application submission. Continue to Question 2. *(Note: only the site owner or operator can sign the Site Disclosure Statement)*

No No further action is required.

2. If you answered 'Yes' to Question 1, are there any applicable [Exemptions](#)?

Yes Provide documentation confirming the exemption.

No Please provide a completed Site Disclosure Statement AND a \$100.00 processing fee with your application submission. The Site Disclosure Statement will be forwarded to the Ministry of Environment and Climate Change Strategy for review. Applications cannot be approved by the City until the Applicant receives a Certificate of Compliance, Approval in Principle, Determination, or Release.

The person completing this application states that the above information is true, based on the person's current knowledge as of the date completed.

Signature: _____ Date: _____

For further information, contact the Ministry of Environment via phone: 604-582-5200 or email: siteID@gov.bc.ca.

10. REQUIRED APPLICATION DOCUMENTATION

All required documentation must be submitted in both electronic and hard copy format, unless otherwise specified.

- Electronic Copies must be in **PDF** format and **cannot be secured**. These must be received by the City at time of application, via email to: planning-applications@abbotsford.ca, or brought with the application package on a flash drive. **Failure to do so will result in your application being incomplete.**

Items Required for ALL Administrative Change Requests:

- Fully completed **Administrative Change Request Form** *(only a hard copy required)*
- Applicable fees** *(if any)*
- If new property(ies) and/or property owner(s): **Title search(es)** *(retrieved within the last 30 days)*
- If new property(ies), electronic copies of any new *(as in not already provided with original application)* **covenants, easements and rights-of-way** registered on title as a **charge** or listed as a **legal notation & modifications** to those, and any charges on other parcels **in favour of** the subject property (note: this **does not include** mortgages, priority agreements, leases, liens, statutory building schemes, undersurface rights, or assignments of rents) *(if applicable)*
- Letter of Authorization** (page 3 of this form) *(if applicable; only a hard copy required)*.
- If new property owner(s) or new property(ies) owned by a different company than original application: **BC Company Summary** *(retrieved within the last 30 days) (if property owner is an incorporated company or society).*

11. ACKNOWLEDGEMENT OF NOTICE OF COLLECTION OF PERSONAL INFORMATION

This page to be completed and signed by the applicant.

I have attached to this Administrative Change Request Form the attachments required as noted in **Section 10**, along with the required application change fee and associated costs as applicable, and hereby agree to submit further information deemed necessary for processing this application.

- I understand that for each occasion on which I initiate an Administrative Change to the original Development Application and if any subsequent Administrative Change Request Applications are required, an additional **Administrative Change Fee of \$300** is payable at the time the change is filed. This includes, but is not limited to: **changing the property(ies)** involved; changing the **Applicant or Primary Contact**; or changing/revising/adding an application type(s) and/or sub-type(s) (unless as a subsequent application).

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act*, the City's bylaws and Section 26 of the *Freedom of Information and Protection of Privacy Act*. It will not be used or disclosed other than for the purpose for which it was collected, except with the consent of the individual whom the information is about or otherwise in accordance with law.

If you have any questions about this collection and use of your personal information, contact the Information and Privacy Coordinator at 604-864-5575 or FOI@abbotsford.ca City of Abbotsford, 32315 South Fraser Way, Abbotsford, BC, V2T 1W7.

By signing this application I hereby agree that all information, including personal information, contained on this document including all attachments will be made available to the public.

- If the Applicant is an Incorporated Company or Society or Not for Profit Organization, check this box to confirm that all contacts are authorized signatories of the company and they have authority to sign on the company's behalf.** If this box is not checked, a letter on Company Letterhead must be included to outline the permission they have

*Signature of Primary Contact (Applicant)

Date

Applications for Administrative Change Requests will be accepted
between the hours of **8:30 am - 4:00 pm**

Please allow 15-30 minutes to process the application in-take.
If paying by cash or debit, additional time will be required

As per Development Application Procedures Bylaw No. 2521-2016,
incomplete applications cannot be accepted.

FOR OFFICE USE ONLY

- ▶ **If administrative request form is incomplete, indicate reason(s) and return to applicant:**

- ▶ **If complete, date stamp all documents and complete in-take.**

Date Stamp:

Received by: _____