

Legislative Services, 9613-100 Street, Morinville, AB T8R 1L9

Phone: 780-939-4321

Email: [accessandprivacy@sturgeoncounty.ca](mailto:accessandprivacy@sturgeoncounty.ca)

Also known as a Phase 1 Environmental Site Assessment search request. Be sure to review the information on our website [www.sturgeoncounty.ca](http://www.sturgeoncounty.ca) to determine if your request should be a File Search Request or a Routine Record Search.

Please complete both pages of this form. Your request will be circulated to various applicable departments.

Property address \_\_\_\_\_ Subdivision \_\_\_\_\_

Legal description Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

(If applicable) Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Meridian \_\_\_\_\_.

**Applicant Name** \_\_\_\_\_ **Contact Name** \_\_\_\_\_  
(If different than applicant)

Applicant address \_\_\_\_\_

City/County \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone number \_\_\_\_\_ Alternate phone \_\_\_\_\_ Email \_\_\_\_\_

**Landowner Name** \_\_\_\_\_ **Contact Name** \_\_\_\_\_  
(If different than applicant) (If different than landowner)

Landowner address \_\_\_\_\_

City/County \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Phone number \_\_\_\_\_

Notifications regarding your request will be sent to you by email. Please indicate if you require a paper copy of our File Search.

Yes  No    If yes, do you want us to:     contact you for pick up     mail it out

File search submission requirements:

- Completed File Search – Request Form
- Written authorization to conduct file search signed by the landowner
- Clear aerial map/photo with property boundary identified
- Current copy of title (within 30 days) *Can be ordered by Sturgeon County through Land Titles for a fee of \$10.00/Title*
- The applicable fees (Fees based on current Fees & Charges Bylaw)

# File Search Request

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The minimum fee for any file search per parcel/legal description is **\$150**.

**\$150** Records pertaining to development permits, current land use/zoning, and the land use infractions provided as a summary table including the nature of the permit, permit number, decision date and status.

Please indicate additional items being requested from the following options:

\$25.00 Records pertaining to any emergency response for reasons for fire incidents, spillage or leakage of dangerous materials.  
Please note: Sturgeon County Emergency Services does not administer the installation and/or removal of storage tanks and recommends you contact the Petroleum Tank Management Association for Alberta for storage tank information on the property.

\$25.00 Records pertaining to land development such as outstanding obligations, levies, and contributions.

\$25.00 Records pertaining to any orders, caveats, or interest related to land acquisition or expropriation registered by Sturgeon County against the subject property.

\$25.00 Records pertaining to historic waste, landfill, or dumpsite on the subject property (includes Assessment, Planning & Development records, and Transportation & Agricultural records).

\$25.00 Records pertaining to status of building, electrical, plumbing, gas, private sewage permits, and inspections provided as a summary table including the nature of the permit, permit number, issued date, inspection date and the status of the inspection.

\$  Request Sturgeon County to order current copy of title from Land Titles for a fee of \$10.

\$  TOTAL FEES included with application submission.

Payment will be made by  Cheque  Credit Card

Our staff will contact you for credit card payment. We do not accept credit card information through email.

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For office use only

Date received

Receipt Number

Roll Number

File Search Number  - ESA

Personal information provided will be used in the management and administration of the Record Search Request process and is collected under the authority of section 4(c) of *Protection of Privacy Act* (POPA). If you have any questions about the collection or use of your personal information, please contact the Sturgeon County Access and Privacy Officer at 9613-100 street Morinville, AB T8R 1L9