

**NOTE:** Photo Identification is required at the time of application



## Application for Property Address Change

Planning and Building Department

I, \_\_\_\_\_ (please print), registered owner/authorized agent of the property listed below, hereby apply to change the address to the preferred address indicated.

Existing Address: \_\_\_\_\_ PID#: \_\_\_\_\_

Single-Family       Two-Family       Strata  
 BLDG Permit - # \_\_\_\_\_       DEMO Permit - # \_\_\_\_\_

**PREFERRED** Property Address *(indicate both for a duplex lot):*

1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

I hereby waive any right of action of claim that the owners and occupiers of this property may have against the City of Burnaby arising out of this requested change of address or out of any delay or failure by the City to notify agencies or update records to reflect the change of address.

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

### OFFICE USE ONLY

The City of Burnaby has approved a **CHANGE OF ADDRESS** for the above property as follows:

**NEW ADDRESS:** \_\_\_\_\_

**NOTE:** it is **YOUR** responsibility to **NOTIFY** all affected agencies and change the number on dwelling.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Director Planning and Building

Case #: ADR \_\_\_\_\_ Fee: \$ \_\_\_\_\_ INV # \_\_\_\_\_

**Distribution:**

BC Ambulance	BC Assessment	GIS Innovations
BC Hydro	City Clerk	Parks Dept. (Research Officer/Forestry)
Metro Vancouver	Elections BC	RCMP (Mapping/GIS)
Shaw Cable Ltd.	Engineering Dept. (Admin/Systems/W.Yard)	
TELUS	Fire Dept. (Mapping/Dispatch/Fire Prev)	
FortisBC (Central Mapping)	Finance Dept. (Admin/ERP/Tax/Licence)	
Canada Post	Fraser Health Auth. (Cont. Care/Prev. Serv.)	
District Post Office ( )		



# Agent Authorization Form Planning Department

**ADDRESS(ES)\*** \_\_\_\_\_

**PID(S)** \_\_\_\_\_

*\*Note: All properties listed must be owned by the same registered owner(s).*

This Authorization Form shall serve to notify the City of Burnaby ("City") that I am / we are the legal owner(s), as applicable, of the said land described above ("Property") and do authorize the person indicated below ("Agent") to act on the Owner's behalf on all matters pertaining to the below indicated application type(s) ("Application") for the Property. The Owner acknowledges that it has read and understood this Authorization Form and the application requirements for the Application and hereby authorizes the Agent to act on the Owner's behalf.

It is understood that, until the City is advised, in writing, that the Agent no longer acts on the Owner's behalf in respect of the Property, the City shall deal exclusively with the Agent regarding the Application. The Owner acknowledges that the City is under no obligation to communicate with the Owner or any other person other than the Agent, with regard to the Application.

All registered owners of the Property shall sign this Authorization Form. If the Property is company-owned the Owner must be represented by an Agent. Use additional sheets if necessary. Any changes in the ownership or leasehold status of the Property will require the submission of new Authorization Forms.

Please check the applicable application type below (check all that apply):

- Property Address Change
- Access and Copy of Planning Records
- Rezoning and/or Subdivision and/or Preliminary Plan Approval
- Strata Titling
- Sign Applications

<b>REGISTERED OWNER(S)</b>	Property Owner(s)** <small>(If company-owned, also provide a contact name - Print)</small>		
	Mailing Address		
	Main Phone Number(s)		
	E-Mail Address		
		<b>Signature Below (Original Signatures Required):</b>	<b>Date(YY/MM/DD)</b>
	Owner		
	Owner		
Owner			
<b>AUTHORIZED AGENT</b>	Name of Agent (Print)		
	Company Name <small>(if applicable)</small>		
	Mailing Address		
	Main Phone Number(s)		
	E-Mail Address		
		<b>Signature Below (Original Signature Required):</b>	<b>Date (YY/MM/DD)</b>
Agent			

\*\*If the Property is strata titled, the Strata Council represents the Owner and Strata Council meeting minutes are required to show owners of the strata lots on the Property have approved the Application.