City of Richmond

Request to Change an Existing Development Application

Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

richmond.ca **Contact: 604-276-4017**

If changes are required to an existing Development Application, please submit this completed form and the required fee online or to the Zoning Counter located at City Hall. **All materials submitted to the City for any Development Application become public property, and therefore, available for public inquiry.**

Please check (✓) which of the following changes you are requesting to an existing Development Application:

- ☐ Change in the scope of the Development Application (e.g. adding properties, changing the proposed land use, density etc.)
- ☐ Change of Property Owner (attach proof of ownership e.g. title search etc.)
- ☐ Change of Applicant (Project Contact)
- ☐ Change of Online User
- ☐ Change of Mailing Address (include all applicable File No.'s below):
  - ☐ Property Owner
  - ☐ Applicant (Project Contact)
  - ☐ Online User

Type of Application (e.g. rezoning, development permit etc.)**:** _____

File No.: _____

Property Address(es): _____

Legal Description(s): _____

_____

Proposed Change in Scope (describe or attach revised letter of intent)**:** _____

Old Property Owner: _____

New Property Owner: _____

Address: _____

_____ _____
Postal Code

Tel. No.: _____ _____
Business Residence

_____ _____
E-mail Fax

Old Applicant (Project Contact): _____

New Applicant (Project Contact): _____

Address: _____

_____ _____
Postal Code

Tel. No.: _____ _____
Business Residence

_____ _____
E-mail Fax

Old Online User's Name: _____

Correspondence/Calls to be directed to:

New Online User's Name: _____

Address: _____

_____ _____
Postal Code

Tel. No.: _____ _____
Business Residence

_____ _____
E-mail Fax

Property Owner(s) Signature(s): _____

_____
Please print name

or

Online User's Signature: _____
Attach Letter of Authorization from property owner

_____
Please print name

For Office Use

Date Received: _____ Change Fee: $349.00

Receipt No.: _____ Change of Mailing Address only: $65.50