



11995 Haney Place, Maple Ridge, BC V2X 6A9  
E: [Planning@MapleRidge.ca](mailto:Planning@MapleRidge.ca) | P: 604 467-7341

# Change of Applicant / Owner Form

**Note: If there is a change of owner, a Current Title Search (dated within 30 days of the application) must be provided. If a registered owner is a company, a BC Company Search must be provided.**

## SECTION A – FILES: (to be completed by the applicant)

Relevant File Numbers: \_\_\_\_\_

## SECTION B – PROPERTY: (to be completed by the applicant)

### Property:

Address: _____	Parcel Identifier (PID): _____
Address: _____	Parcel Identifier (PID): _____
Address: _____	Parcel Identifier (PID): _____
Address: _____	Parcel Identifier (PID): _____

## SECTION C – APPLICANT: (to be completed by the applicant)

**By signing and dating this application form, I (the applicant noted below) hereby:**

- Acknowledge that the City of Maple Ridge shall deal exclusively with me in all matters pertaining to the application(s) noted in Section A for the property noted in Section B and is under no obligation to communicate with any other person.

### Applicant:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_



11995 Haney Place, Maple Ridge, BC V2X 6A9  
E: [Planning@MapleRidge.ca](mailto:Planning@MapleRidge.ca) | P: 604 467-7341

## Change of Applicant / Owner Form

### SECTION D – REGISTERED OWNER(S): (to be completed by the registered owner(s))

All registered owners of a property must sign and date the application form. Use additional sheets if necessary.

**By signing and dating this application form, I/we (the registered owner(s) noted below) hereby:**

- Authorize \_\_\_\_\_ (**applicant's name**) to act on my/our behalf on all matters pertaining to the application(s) noted in Section A for the property that I/we own noted in Section B.
- Acknowledge that the City of Maple Ridge shall deal exclusively with the applicant in all matters pertaining to the application(s) and is under no obligation to communicate with any other person.
- Acknowledge that I/we will immediately submit a Change of Applicant/Owner Form to the Planning and Building department should there be a change of registered owner(s) or applicant.

**Registered owner (or company director as per BC Company Search if registered owner is a company):**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Registered owner (or company director as per BC Company Search if registered owner is a company):**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Personal information entered on this form is collected under the authority of Section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) for application purposes. All application information submitted is considered public records that may be available in various City publications or reports to Council or disclosed through information requests. If you have any questions, you may contact the FOI Office by calling 604-466-4300 ext. 5557 or by emailing [FOI@MapleRidge.ca](mailto:FOI@MapleRidge.ca).

New owners are required to provide proof when taking over an application that its content (i.e., reports and plans) has been acquired from the previous owner(s). All application information submitted associated with this application may be used for reports to Council, available to the public upon request, and may be shared on the City's website as well as displayed on site signage.