

Bulletin 2021-04-29

What is a Property Information Request?

This is a way of obtaining city documents and plans from Development Services with regards to a specific property within Summerland. The District of Summerland does not guarantee availability of full information for all files/properties.

How can I obtain document copies?

To obtain copies of property documents, provide a completed Property Information Request Form to one of the following options:

- Drop-off at the District of Summerland Municipal Hall, located at 13211 Henry Avenue, Summerland, BC.
- Scan and email your completed form to devserv@summerland.ca

What do I need to obtain document copies?

To obtain these documents, please provide the property owner information, as well as the requester information (if these two items do not match). **Please expect that your completed request will be returned within 1-2 business days.**

What costs are associated with the submission of a Property Information Request?

At this time, there is a \$25.00 fee associated with these requests. Payment can be made via debit, cash, or cheque in person at Municipal Hall.

Questions?

Please contact Development Services at 250-494-4054, or email devserv@summerland.ca

Please Note: The District of Summerland can/will redact any sensitive personal information from requested documents when necessary.

The personal information on this form is collected under the authority of the Local Government Act/Community Charter for the purposes of processing this application, and is subject to the Freedom of Information and Protection of Privacy Act. Any questions regarding this collection should be directed to the Corporate Officer, District of Summerland, Box 159, Summerland BC (250) 404-4044.