



City of  
Richmond

## Request to Change an Existing Development Application

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

[www.richmond.ca](http://www.richmond.ca)

Contact: 604-276-4017

If changes are required to an existing Development Application, please submit this completed form and the required fee 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
- Change of Authorized Agent
- Change of Mailing Address (include all applicable File No.'s below):
  - Property Owner
  - Applicant
  - Authorized Agent

**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:** \_\_\_\_\_

**New Applicant:** \_\_\_\_\_

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

\_\_\_\_\_  
Postal Code \_\_\_\_\_  
**Tel. No.:** \_\_\_\_\_  
Business \_\_\_\_\_ Residence \_\_\_\_\_  
E-mail \_\_\_\_\_ Fax \_\_\_\_\_

**Old Authorized Agent's Name:** \_\_\_\_\_

Correspondence/Calls to be directed to:

**New Authorized Agent's Name:** \_\_\_\_\_

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

\_\_\_\_\_  
Postal Code \_\_\_\_\_  
**Tel. No.:** \_\_\_\_\_  
Business \_\_\_\_\_ Residence \_\_\_\_\_  
E-mail \_\_\_\_\_ Fax \_\_\_\_\_

**Property Owner(s) Signature(s):** \_\_\_\_\_

\_\_\_\_\_  
Please print name

or

**Authorized Agent's Signature:** \_\_\_\_\_

Attach Letter of Authorization from property owner

\_\_\_\_\_  
Please print name

**For Office Use**

Date Received: \_\_\_\_\_ Change Fee: \$310.00

Receipt No.: \_\_\_\_\_ Change of Mailing Address only: \$58.25