



City of Richmond

Request for a Change of Address

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

www.richmond.ca

Contact: 604-276-4314

Please submit this completed form with the required fee to the Property Records Clerk, Development Applications Department located at City Hall.

The applicable fees are non-refundable.

Existing Property Address: _____

Options for New Address (internal use only): _____

Proposed New Address: _____

Reason for Request: _____

Applicant: _____

Correspondence/Calls to be directed to:

Name: _____

Address: _____

Postal Code

Tel. No: _____
Business _____ Residence _____

E-mail _____ Fax _____

Property Owner(s) Signature(s): _____

or

Please print name

Authorized Agent's Signature: _____

Attach Letter of Authorization

Please print name

Date: _____

FOR OFFICE USE

Date Received: _____ Initials: _____

Approved Rejected Initials: _____

Application Fees:

- \$310.00 New Construction on a Corner Lot OR Subdivision/Consolidation
- \$1,208.00 Personal Preference