



PLEASE PRINT

LEG-1003 – City Land Inquiry Request

Legal Department

City Land **Inquiry** Request

Used for sale or lease of City land.

Requestor's Contact Information

SECTION 1

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

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

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (work)

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

Requested Property Location and Information

SECTION 2

Property Location: \_\_\_\_\_  
(Please include precise location and attach a diagram, if possible)

Amount of Property Being Requested (i.e. square feet): \_\_\_\_\_

Proposed Use of Property/Reason for Purchase:

Have you submitted a Building Application in relation to the Requested Property? Yes No

If yes, please provide date of submission: \_\_\_\_\_ (yyyy/mm/dd)

File No.: \_\_\_\_\_

Application Processing Information

SECTION 3

Note: Submission of this Application does not guarantee the sale of land will be approved.

1. Sales of vacant land are subject to applicable HST.
2. Administration Fee of \$300 + HST to be applied to all sales. Fees may increase depending on the complexity of the request.
3. Processing of applications normally takes between 4-6 weeks, however, it may exceed that period depending on the complexity of the request.
4. Prior to processing of an application, the Legal Department will confirm ownership of the requested property.



NEWFOUNDLAND AND LABRADOR, CANADA

<b>LEG-1003 – City Land Sale Request</b>		<b>Legal Department</b>
Application Processing Information (Continued)		<b>SECTION 3</b>
<p>5. Valuations of property will be based on fair market value.</p> <p>6. All sales of City owned property are subject to Council approval.</p> <p>7. Purchaser(s) to provide survey of requested property at their own cost before sale can be completed.</p> <p>8. The City does not certify title to land that it sells.</p> <p>9. Purchaser(s) responsible for having the deed to property registered at the Registry of Deeds.</p>		
Signature of Applicant		<b>SECTION 4</b>
<p>_____</p> <p>Signature <span style="float: right;">Date (yyyy/mm/dd)</span></p>		
Privacy Notice		<b>SECTION 5</b>
<p>Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed in order to process and adjudicate requests for sale of City owned land. Questions about the collection and use of the information may be directed to the City Solicitor, Legal Department (<a href="mailto:legal@stjohns.ca">legal@stjohns.ca</a> - email) or (709-576-8641 – phone)</p>		
Please send completed form to:	Legal Department P.O. Box 908, 10 New Gower Street St. John's, NL A1C 5M2	For further information: Phone: (709) 576-8641 Email: <a href="mailto:legal@stjohns.ca">legal@stjohns.ca</a>