Transfer Application Request Owner and/or Applicant

Planning and Building Services
4th Floor, 225 East Beaver Creek Road
Richmond Hill, ON L4B 3P4
905 771 8800
www.richmondhill.ca

Date: _____

Application Number(s): _____

Project Address(es): _____

Re: Transferring CSS Portal Application(s) to a New Owner (if applicable)

Please be advised that I/we wish to transfer the above-noted CSS Portal Application(s) to a new Owner:

New Owner Email Address: _____

New Owner Name: _____

New Owner Company: _____

New Owner Address: _____

New Owner City: _____ New Owner Postal Code: _____

New Owner Phone Number: _____

Re: Transferring CSS Portal Application(s) to a New Applicant (if applicable)

Please be advised that I/we wish to transfer the above-noted CSS Portal Application(s) to a new Applicant:

New Applicant Email Address: _____

New Applicant Name: _____

New Applicant Company: _____

New Applicant Address: _____

New Applicant City: _____ New Applicant Postal Code:_____

New Applicant Phone Number: _____

I/We, the Owner and the Applicant:

- understand the applicant must have their own CSS Portal account (using the new applicant email address above)
- understand that there can be only one applicant per application
- understand that the applicant will be responsible for all future task completion in CSS Portal
- understand that I may be required to provide written consent from the professional consultant(s)
- have reviewed the above-noted application(s)

- attest that the applicant's affidavit/sworn declaration and all information and statements provided are accurate and continue to be accurate
- authorize and provide consent to municipal and relevant external agency review staff to enter upon the subject lands during regular business hours over the time that the application is under consideration by the City of Richmond Hill.

This application request may be signed electronically and in counterparts and may be delivered by electronic means, and each such counterpart shall together form an original document, and all such signed counterparts together shall constitute a single original document binding upon each of the Parties.

_____	_____
Registered Owner Signature	Applicant’s Signature
_____	_____
Registered Owner’s Name	Applicant’s Name