



## LETTER OF INTENT

The purpose of this letter is to explain, **in detail**, the intention for the property  
(i.e. new development, tenant improvement, bylaw variances, renovations/alterations, etc.)

Name of Applicant: \_\_\_\_\_

Site Address: \_\_\_\_\_

Type of Application:  Development Permit

Building Permit

I/We intend to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

The Town of Ponoka collects personal information, including name and contact information, for the purpose of providing programs, services and contacting customers in this regard. The Town of Ponoka is authorized to collect this personal information under section 33 of the Freedom of Information and Protection of Privacy Act and by section 617 of the Municipal Government Act. Please contact Development Services at the Town offices at 200, 5604 50 Street, Ponoka, Alberta, or phone 403-783-4431 if you have any questions about this collection of information.