

APPLICATION FOR LANDLORD'S CONSENT (LC)



As outlined in CMHC Tenant Lease Agreements, some proposals or items require approval from the Landlord. This form is a tool that allows CMHC to review planned work or changes, and discuss any considerations with the Tenant prior to consent being granted. If you require assistance in completing the form, please reach out to the Tenant Coordinators at coordinators@granvilleisland.com or (604) 666-6477.

- THIS APPLICATION IS:**
- To make improvements to leased premises (*signage, renovations, etc.*)
 - To make changes to permitted use (*menu changes, hours of operation, temporary closure*)
 - To access buildings outside of normal operating hours
 - Other* (*e.g. use of space outside of Lease Premises, including common areas*)

Please complete and email to the Tenant Coordinators at coordinators@granvilleisland.com

*NOTE: To make use of public areas for **special events**, please complete the **GRANVILLE ISLAND EVENT FORM**

COMPANY NAME:

CONTACT NAME: *(Person must be listed on the Lease)*

SECOND CONTACT: *(If not Lease Holder)*

PHONE:

DATE:

EMAIL ADDRESS:

DETAILS OF PROPOSAL: *(Before submitting your request, please make sure you have included a summary of the proposed work and necessary supporting material for CMHC's review (e.g. for signage, refer to the Granville Island Signage Guidelines and include drawings, mock up, colour, size, how signage will be attached to the premises, etc.)*

If Approved, Tenant to complete within a defined timeline of 60 days, pending any permit approvals and contractor availability.

If Approved with Conditions, Tenant agrees to respect and work within said conditions.

IMPORTANT NOTE: The turnaround time for your application is dependent on the scope of your request. If there is an urgency, please contact the Tenant Coordinators at (604) 666-6477.

CONTRACTOR INFORMATION & CITY OF VANCOUVER PERMITS

Will your proposal require the use of contractors and/or permits? If so, please complete the below section:

CONTRACTORS: *(check all that apply)*

- Architect
- Gen. Contractor
- Plumber
- Electrician
- Engineer
- Roofer*
- Signage
- Other

COMPANY NAME:

** Roofers must be RCABC certified. A comprehensive scope of work must be provided for CMHC's review as a condition of approval. Contact the Tenant Coordinators for roof access if required.*

Are you installing a new fixture or piece of equipment? YES NO

If yes, please include or attach the details including make, model, and specification sheet if available.

CITY OF VANCOUVER PERMITS:

Tenants are responsible for determining if their planned work requires City of Vancouver permits. If required, your contractor will need to obtain a letter of authorization from CMHC before submitting to CoV. Please indicate below if you require CMHC to arrange for a letter, which will be delivered upon approval of your LC.

- YES, I WILL REQUIRE AN OWNERS UNDERTAKING LETTER FOR PERMIT APPLICATION
- NO, I HAVE CONFIRMED THIS WORK DOES NOT REQUIRE A PERMIT

FOR CMHC USE ONLY

LC Date **Received**: _____

LC Date **Returned**: _____

Property Manager - Christine Turner

Comments/Conditions:

RECOMMEND:

- Approved
- Approved with Conditions
- Denied

INITIAL:

DATE: _____

Manager - _____

Comments/Conditions:

RECOMMEND:

- Approved
- Approved With Conditions
- Denied

INITIAL:

DATE: _____

- CC:**
- | | | | |
|--------------------------------------|---|---|---|
| <input type="checkbox"/> Security | <input type="checkbox"/> Public Affairs Manager | <input type="checkbox"/> Leasing Manager | <input type="checkbox"/> Operations Manager |
| <input type="checkbox"/> Information | <input type="checkbox"/> Programming & Events | <input type="checkbox"/> Sr Lease Administrator | <input type="checkbox"/> Operations Coordinator |
| | | <input type="checkbox"/> Property Manager | <input type="checkbox"/> Maintenance Dept. |
| | | | <input type="checkbox"/> Janitorial Dept. |