



FOR OFFICE USE ONLY

COMPLIANCE LETTER REQUEST

NOTICE:

➤ All Requests **MUST** Include: Copy of the Legal (Stamped & Signed) Property Survey or Real Property Report. The required processing fee (see Town's Tax Structure & Fee Schedule) is to accompany this application form; this fee is non-refundable. Please allow five (5) working days for the request to be processed.

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(1) CONTACT INFORMATION:					
Contact Person:					
Law Firm:					
Mailing Address:				Postal Code:	
Work #:		Fax #:		Cell #	
E-mail:					

(2) PROPERTY INFORMATION:	
Property Civic Address #:	
Current Registered Owner:	

(3) PROPERTY DESCRIPTION:	
Single Dwelling	Vacant Land
Single Dwelling with Apartment	Commercial Building
Double Dwelling	Other (please specify):

(4) COMMENTS:

DECLARATION STATEMENT

In the province of Newfoundland and Labrador, do solemnly declare that the statements herein contained in this request are true and made with a full knowledge of the circumstance connected with same that the Legal Property Survey or Real Property Report submitted correctly sets out the location of the development described in the said application.

I also hereby submit this application and confirm that I have read the "DECLARATION" herein and that I clearly understanding that any "Compliance Letter" issued by the Town of Portugal Cove-St. Philip's for the subject property above noted will be issued with the understanding that no building inspections will be carried out by or for Council at the time of development construction or any time thereafter. Furthermore, I understand that the responsibility to meet the National Building Code and Fire Code requirement and/or any other Governmental requirement is placed with, and is the responsibility of the original applicant or owner or permit holder or any subsequent purchaser of the subject property and that I also fully understand that the Town of Portugal Cove-St. Philip's does not necessarily have fully and up to date information respecting the subject property and no inspection of the subject property has been made as a result of a request for a compliance letter.

I make this solemn declaration, conscientiously believing it to be true and knowing that is of the same force and effect as if made under oath.

Applicants Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

If the requested fee and documents are not supplied, the Town cannot respond to the compliance request. Please contact the Town of Portugal Cove-St. Philip's Planning & Development Department at 895-8000, if you have any questions or concerns.