



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.

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

(2) PROPERTY INFORMATION:			
Property Civic Address #:			
Purchaser\ Vendor:			
Closing Date:			
Proposed Method of Payment:	<input type="checkbox"/> Cheque	<input type="checkbox"/> Visa	

(3) PROPERTY DESCRIPTION:			
<input type="checkbox"/> Single Dwelling	<input type="checkbox"/> Vacant Land	<input type="checkbox"/> Commercial Building	
<input type="checkbox"/> Single Dwelling with Apartment	<input type="checkbox"/> Double Dwelling	<input type="checkbox"/> Other (please specify):	

(4) COMMENTS:

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 or planning@pcsp.ca, if you have any questions or concerns.