



COMPLIANCE LETTER REQUEST

FOR OFFICE USE ONLY

NOTICE:

➤ All requests **MUST** include a Copy of the most recent Real Property Report (RPR) or Legal (Stamped & Signed) Property Survey (vacant land only). The required processing fee (see Town's Tax Structure & Fee Schedule) is to accompany this application form; this fee is non-refundable. Please allow a minimum of five (5) working days for the request to be processed.

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

(2) PROPERTY INFORMATION:			
Property Civic Address #:			
Purchaser\ Vendor:			
Closing Date:			
Payment Method:	<input type="checkbox"/> Cheque	Credit Card #:	
		Expiry:	
		CSV:	

(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:	

The Town cannot respond to the compliance request if the requested fee and documents are not supplied.
Please contact the Town of Portugal Cove-St. Philip's Planning & Development Department at 895-8000 ext 9 or planning@pcsp.ca, if you have any questions or concerns.