

**COMPLIANCE LETTER REQUEST**

**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.

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

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

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

<b>(4) COMMENTS:</b>	

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. 4 or [planning@pcsp.ca](mailto:planning@pcsp.ca), if you have any questions or concerns.

<b>FOR OFFICE USE ONLY</b>	
PARID:	
CUSTOMER CODE:	
<b>COMMENTS</b>	