



TOWN OF CONCEPTION BAY SOUTH

Compliance Letter Request Form

Location of Property: _____

Current Registered Property Owner: _____

Town of Conception Bay South Tax Roll Number: _____

DESCRIPTION

- Single Detached Semi Detached # of units in building
 Apartment Building Commercial
 Row Dwelling Other: _____

INFORMATION REQUESTED

- Current Zoning # of Registered Units
 Outstanding Work Orders
 Other: _____

REQUESTED BY

Company/ Firm Name: _____

Contact Person: _____

Complete Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

Compliance Letter to be: Mailed Faxed Picked up

Please allow **five working days** for the request to be processed. The Town requires the submission of a Surveyor's Real Property Report and payment of the processing fee (\$150.00) in order to complete the request. Compliance letter requests cannot be processed until all requirements have been received. In addition, if an updated compliance letter is requested an additional processing fee of \$150.00 will be required. Please contact the Community Development Department at 709-834-6500 Ext: 401 should you have any questions. Please note compliance letter requests can now be emailed to complianceletters@conceptionbaysouth.ca

A processing fee of \$150.00 payable to the Town of Conception Bay South MUST accompany this request prior to the release of any information.