



TOWN OF CONCEPTION BAY SOUTH

Compliance Letter Request Form

Location of Property: _____

Current Registered Property Owner: _____

Town of Conception Bay South Tax Roll Number: _____

Anticipated Transaction Closing Date: _____

DESCRIPTION

- | | | |
|--|---|---|
| <input type="checkbox"/> Single Detached | <input type="checkbox"/> Semi Detached | <input type="checkbox"/> # of units in building |
| <input type="checkbox"/> Row Dwelling | <input type="checkbox"/> Apartment Building | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Other: _____ | | |

INFORMATION REQUESTED

- | | |
|--|--|
| <input type="checkbox"/> Current Zoning | <input type="checkbox"/> # of Registered Units |
| <input type="checkbox"/> Outstanding Work Orders | <input type="checkbox"/> Other: _____ |

REQUESTED BY

Company/ Firm Name: _____

Contact Person: _____

Complete Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

Payment: Credit Card (CBS Finance Staff will call for Credit Card Information)
Cheque: Enclosed Sent via Mail / Courier EMT

Compliance Letter to be: Mailed E-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 Planning and Development Department at 709-834-6500 Ext: 401 should you have any questions. Compliance letter requests can be emailed to planning@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. Do NOT include credit card information on this request form. If paying by credit card, staff will contact you for payment information. Please send EMT payments to payments@conceptionbaysouth.ca.