



Town of Torbay Compliance Letter Request

Date of Request: _____

Property Address: _____

Current Property Owner: _____

Closing Date: _____

Property Description:

- Single Family Dwelling Single Family Dwelling with Secondary Suite
 Apartment Building - No. of Units Other Commercial Building

Requested By:

Solicitor's Name: _____

Law Firm Name: _____

Contact Person: _____

Email Address: _____

Complete Mailing Address: _____

Telephone: _____

Fax: _____

NOTES:

- Submission of a current Legal Survey and Surveyor's Real Property Report for the property is required in order to complete your request.
- The Surveyor's Real Property Report shall be as outlined by the Association of Newfoundland Land Surveyors (<http://www.anls.ca/resources/manual-of-practice/#property-report>) and also include all structure dimensions, accessory building distance from nearest corner of dwelling, etc. The Town may request any additional measurements required in order to determine compliance.
- Please allow five working days for the request to be processed.
- A processing fee of \$200.00 is required prior to the release of the compliance request.
- Submit completed Compliance Letter Request form to aaugot@torbay.ca.

Please contact the Town of Torbay's Development and Planning Department at 709-437-6532 if you have any questions or concerns.