



# Town of Torbay

## Compliance Letter Request

Date of Request: \_\_\_\_\_

Property Address: \_\_\_\_\_

Current Property Owner: \_\_\_\_\_

Closing Date: \_\_\_\_\_

### Property Description:

- |  |   |
|--|---|
| <input type="checkbox"/> Single Family Dwelling            | <input type="checkbox"/> Single Family Dwelling with Subsidiary Apartment   |
| <input type="checkbox"/> Apartment Building - No. of Units | <input type="checkbox"/> Other <input type="checkbox"/> 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 (5) working days for the request to be processed.
- A processing fee of \$200.00 is required prior to the release of the compliance request.

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