

Town of Torbay Compliance Letter Request



Date of Request: _____

Property Address: _____

Current Property Owner: _____

Property Description:

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

Requested By:

Solicitor's Name: _____

Law Firm Name: _____

Contact Person: _____

Complete Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

Note:

- *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.*
- *We do not complete compliance requests for vacant land.*
- *Please allow five working days for the request to be processed.*
- *A processing fee of \$150.00 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.