



**Office Use Only**

Submission Date: \_\_\_\_\_

Roll: \_\_\_\_\_

File: \_\_\_\_\_

**Development Permit Application  
LETTER OF COMPLIANCE**

(Please print and complete ENTIRE form)

**SITE ADDRESS**

Complete Civic Address: \_\_\_\_\_

Legal Land Description: \_\_\_\_\_ Zoning: \_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

**LETTER OF COMPLIANCE REQUIREMENT LIST**

- 1. A letter outlining the information/permits you are requesting, which could include**
  - Zoning
  - Outstanding Permits
  - Permits
  - Supporting Documents of Existing/Approved Use of site
- 2. Letter of Authorization from all property owners registered on title, including contact information.**

**Applicant:**

- I am aware that this application will be reviewed by Planning & Economic Development, and may be delayed or refused if the application and/or any information is incomplete.
- I am aware that this application may take a minimum of five (5) business days to complete.

**Signature of this document indicates your acknowledgment of the above requirements.**

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Signature of Applicant