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|  | LIS – Municipal Compliance Information Request | Land Information Services | | | |
| | Municipal Compliance Information Request | | | | |
| Property Location _____ | | SECTION 1 | | | |
| Property Owner _____ Civic Address _____ For Office Use Only: Date Received _____ CPL # _____ Roll # _____ | | | | | |
| Contact Information (to be completed by the requesting party) | | SECTION 2 | | | |
| Firm/Name _____ Date Submitted _____ Mailing Address _____ Postal Code _____ Contact Name _____ Email _____ Phone _____ | | | | | |
| Please Note | | SECTION 3 | | | |
| <p>In order to obtain all relevant information, this request may be referred to several City Departments; thus, it will take a minimum of five business days to complete. Please allow for sufficient time.</p> <p>For certain properties, the Land Information Services Department may request a Legal Survey, Description, or Location Certificate to determine the current zoning. If these materials cannot be supplied the Land Information Services Department will not verify, either verbally or in writing, the current zoning designation.</p> | | | | | |
| Payment Information | | SECTION 4 | | | |
| <p>There is a \$150.00 processing fee which must be submitted before any work on the compliance letter will commence. This may be done via telephone, in person or via mail at the following:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> Phone: 311 (709)754-2489 </td> <td style="vertical-align: top;"> In Person: Access St. John's 10 New Gower Street First Floor, City Hall </td> <td style="vertical-align: top;"> Mail: Access St. John's P.O. Box 908 10 New Gower Street St. John's, NL A1C 5M2 </td> </tr> </table> <p>Provision of Compliance Form is your receipt. Official receipts will only be issued upon request prior to processing of payment.</p> <p style="text-align: center;"> <input type="checkbox"/> Cheque Enclosed (\$150.00) <input type="checkbox"/> Receipt Requested </p> | | | Phone: 311 (709)754-2489 | In Person: Access St. John's 10 New Gower Street First Floor, City Hall | Mail: Access St. John's P.O. Box 908 10 New Gower Street St. John's, NL A1C 5M2 |
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| Privacy Notice | | SECTION 5 | | | |
| Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your Municipal Compliance Information Request. Questions about the collection and use of the information may be directed to the Planning Technician, Corporate Information Services via telephone at 576-8692. | | | | | |
| Please send completed form to: | Access St. John's, First Floor City Hall P.O. Box 908, 10 New Gower Street St. John's, NL A1C 5M2 | For further information: Phone: 311/754-CITY(2489) Email: access@stjohns.ca | | | |