

Letter of Tolerance Request

Requestor's Contact Information**SECTION 1**

Property Owner's Name _____

Law Firm _____ (if applicable)

Law Firm Contact _____

Mailing Address _____

City _____ Province: _____ Postal Code _____

Telephone _____ (home) _____ (cell) _____ (work)

Email Address _____

Tolerance Information**SECTION 2**

Property Location _____

Real Estate Closing Date (if applicable) _____

Reason for Tolerance:

Real Estate Sale with Identified Encroachments (please provide copy of Real Property Report and Survey)

Building Application (File No. _____) (if applicable)

Signage/Other Encroachment (please provide copy of drawings for signs and explanation)

Application Processing Information**SECTION 3**

Note: Application does not guarantee that a tolerance will be approved. Owner may be required to remove encroachment(s) at their own expense.

1. The Fee for a Letter of Tolerance is \$230 (HST included).
2. Processing of requests normally takes between 3-5 business days, however, it may exceed that period depending on the complexity of the request.
3. Letters of Tolerance will not be provided for new construction. Property owners are responsible for ensuring new construction is completed within the property boundary. Extenuating circumstances may be considered.

LEG – Letter of Tolerance Request		Legal Department
Signature of Applicant		SECTION 4
<p>_____</p> <p>Signature Date (yyyy/mm/dd)</p>		
Privacy Notice		SECTION 5
<p>Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed in order to process and adjudicate requests for Letters of Tolerance. Questions about the collection and use of the information may be directed to the City Solicitor, Legal Department via email legal@stjohns.ca or telephone at 709-576-8641.</p>		
Please send completed form to:	Legal Department P.O. Box 908, 10 New Gower Street St. John's, NL A1C 5M2	For further information: Phone: (709) 576-8641 Email: legal@stjohns.ca