



Town of Happy Valley-Goose Bay

212 Hamilton River Road

P.O. Box 40 Station B, HV-GB AOP 1E0

Phone: (709) 896-3321

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COMPLIANCE LETTER REQUEST FORM

Revised: November 2023

OFFICE ONLY:

Complete Submission: _____

Incomplete Submission: _____

PERMIT #: CMP-_____

Date Received: _____

Fee Paid: _____

Section 1: Applicant and Property location	
Applicant	Property street address
Email:	Property ID:
Mailing address:	Phone #(s):
Contact Preference	OWNER (need proof of ownership)
Law Firm Name & Address:	
Closing Date:	
Section 2: Property Description (Select all that apply)	
USE: Residential: Single dwelling <input type="checkbox"/> Double dwelling <input type="checkbox"/> Townhome <input type="checkbox"/> Public/Institutional <input type="checkbox"/> Cottage <input type="checkbox"/> Apartment building <input type="checkbox"/> # of units: _____ Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other: _____	
Record of any Variance requests	
Non-conforming Use (date of construction):	
SERVICING: Onsite well <input type="checkbox"/> Onsite septic <input type="checkbox"/> Municipal water <input type="checkbox"/> Municipal sewer <input type="checkbox"/> Municipal road <input type="checkbox"/> Provincial road <input type="checkbox"/>	
Other Comments/information:	
Section 3: Requirements	
All requests MUST include: (1) the processing fee; (2) A copy of the legal (stamped and signed) Property survey or Real Property report showing all setbacks, dimensions of property, structures and separation distances;	

DECLARATION:

I, _____ of _____ in the Province of Newfoundland & Labrador, do solemnly declare that the plans, specification and statements herein contained in the said application are true and conform to the best of my belief to the requirements of the Regulations of the Town of Happy Valley-Goose Bay with full knowledge of the circumstances connected with same, and that the above Regulations will be complied with in the development whether specified herein or not. I make this solemn declaration, conscientiously believing it to be true and knowing that is of the force and effect as if made under oath.

I also hereby submit this application and confirm that I have read the "DECLARATION" herein and that I clearly understand that any "Compliance Letter" and/or "Occupancy Permit" issued by the Town of Happy Valley-Goose Bay for the subject property above noted will be issued with the understanding that no building inspections will be carried out by or for Council at the time of development construction or any time thereafter. Furthermore, I understand that the responsibility to meet the National Building Code and Fire Code requirement and/or any other Governmental requirement is placed with, and is the responsibility of the original applicant or owner or permit holder or any subsequent purchaser of the subject property and that I also fully understand that the Town of Happy Valley-Goose Bay does not necessarily have fully and up to date information respecting the subject property and no inspection of the subject property has been made as a result of a request for a compliance letter and/or occupancy permit.

Applicant signature: _____ Date: _____

Property Owner signature _____ Date: _____