



PLEASE PRINT

### 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 \$115 (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.

<b>LEG-1004 – Letter of Tolerance Request</b>		<b>Legal Department</b>
Signature of Applicant		<b>SECTION 4</b>
<hr/>		
Signature		Date (yyyy/mm/dd)
Privacy Notice		<b>SECTION 5</b>
<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 (<a href="mailto:legal@stjohns.ca">legal@stjohns.ca</a> – email) or (709-576-8641 – phone).</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: <a href="mailto:legal@stjohns.ca">legal@stjohns.ca</a>