

	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 \$200.00 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;"> Cheque Enclosed (\$200.00) 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			