

Application for a Compliance Determination (a “Comfort Letter”)

1. APPLICATION

- a) Where a request for information is made which requires a determination of compliance with regards to Village bylaws, an application for a “Comfort Letter” must be made.
- b) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received.
- c) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.

2. ABANDONED APPLICATION

An application which has been inactive for more than six months is deemed to be abandoned and will be closed.

3. FEES

Requests by Owners for a Single Family Dwelling		All Others:
\$100		\$250
Refund	None	
Notes: Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Owner.		

4. APPLICATION REQUIREMENTS

- a) The completed application form which includes authorizing signatures of the Owner and/or agent.
- b) Where the request is for confirmation of siting and/or height a Surveyors Certificate prepared by BCLS Surveyor is required.
- c) Where the application is for determination of status of siting and/or use, incontrovertible proof of existence is required. Acceptable evidence may be, but not limited to, Building Permit or BC Assessment information.

5. PROCESS

- a) A complete application is received by staff.
- b) Research is carried out by staff, who prepares a written letter which is circulated to internal departments (as required) for comment.
- c) The information may be provided to the Owner verbally, however it shall be also made in writing, and the copy filed accordingly.

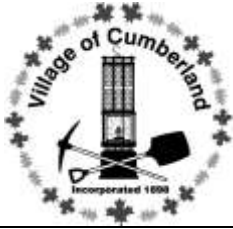
Definitions

Definitions

For convenience only these definitions have been provided. If there are any discrepancies between the definitions contained here and the definitions in the Bylaw, the Bylaw will prevail:

For the purpose of this Bylaw, the following definitions apply. The context meaning of terms contained in this Bylaw and not defined herein, are to be determined in accordance with firstly, 'Corporation of the Village of Cumberland Zoning Bylaw No. 717, 1997,' as amended from time to time, secondly this Bylaw and thirdly in the Canadian Oxford dictionary.

CHIEF ADMINISTRATIVE OFFICER (CAO)	means the person appointed by Council pursuant to s.147 of the Community Charter to carry out the duties of this position.
COUNCIL	means the Council of the Corporation of the Village of Cumberland.
INACTIVE	means any application that remains incomplete, or during processing, becomes dormant due to an Owner's deficiency in fulfilling the requests/requirements of staff or Council.
NEIGHBOURHOOD PUBLIC MEETING	means a meeting open to the public, held by the Owner, to discuss and answer any questions relating to the proposed development or project and provide information to anyone who attends. The intent of this meeting is to collect the comments of the neighbours in a casual comfortable format that is not to be confused with a Public Hearing that may be required as part of this application process.
OWNER	means a person registered in the land registry records as Owner of land or of a charge on land, whether entitled to it in his/her own right or in a representative capacity or otherwise.
VILLAGE	means, as the context requires, the Village of Cumberland, or the area within the boundaries of the Village of Cumberland.



Corporation of the Village of Cumberland

PO Box 340
2673 Dunsmuir Avenue
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
Email: info@cumberland.ca

Application for a Compliance Determination

Description of Property Affected	
Civic Address:	
Legal Description as per Certificate of Title:	
PID:	Folio:

Property Owner		
Company Name (if applicable):		
Name:		
Mailing Address:		Postal Code:
Phone:	Fax:	Cell:
Email:		

Applicant if different from Owner (Owner signature required as Agent)		
Company Name (if applicable):		
Contact Name:		
Mailing Address:		Postal Code:
Phone:	Fax:	Cell:
Email:		

Purpose of Application

Plans and Reports Attached to this application	
<input type="checkbox"/> BCLS Certificate of Location	<input type="checkbox"/> BCLS Certificate of Height

Signature of Owner/Authorized Agent	
Owner/Agent	Date of Application

Authorization & Appointment of an Agent

I, _____ being the registered owner of property
legally described as:

Civic Address: _____

Legal Description: _____

PID: _____ Folio: _____

hereby give authorization for _____

to act as my agent in the matter of _____

It is understood that until the Corporation of the Village of Cumberland is advised
otherwise, the Village shall deal **exclusively** with the above-noted person with
respect to the matter noted above.

Date	Signature of Owner