



**PLANNING & DEVELOPMENT
DEPARTMENT
REQUEST FOR COMFORT LETTER**

Date: _____

Planning and Development
13450 - 104 Avenue
Surrey, BC V3T 1V8
E: comfortletters@surrey.ca
P: 604-591-4366

Internal Use Only
Amount Received: \$ _____
Receipt Number: _____
C.L. # _____

Property Address

I am requesting a Comfort Letter for (Please ✓ applicable box):

<input type="checkbox"/>	Grow Op	\$194.00
<input type="checkbox"/>	Residential (including No Final Occupancy) <input type="checkbox"/> Expired / Dormant / Tax Roll Notification Permits	\$194.00
<input type="checkbox"/>	Multi-Residential / Commercial / Industrial (base building only) <input type="checkbox"/> Expired / Dormant / Tax Roll Notification Permits	\$278.00
	Per Unit (Additional)	+ \$155.00
<input type="checkbox"/>	Unit Only in a Multi-Residential / Commercial / Industrial Building	\$155.00
<input type="checkbox"/>	Environmental	\$211.00
<input type="checkbox"/>	Independent School Letters	\$211.00

(Fees include applicable taxes. Payment is due upon application by cash, cheque or debit).

Applicant (please print)

Name:	Phone Number:		
Address:	Postal Code:		
Email:	Signature:		
When Ready (please ✓ one)	<input type="checkbox"/> Pick Up Original	<input type="checkbox"/> Mail Original	<input type="checkbox"/> E-Mail

Personal information is collected for the purposes of processing your Request for a Comfort Letter. The City of Surrey is collecting this information under s.26(c) of the *Freedom of Information and Protection of Privacy Act*. For questions regarding the collection of personal information, please contact the Customer Services Supervisor at planningdevelopment@surrey.ca or 604-591-4366.

The City of Surrey does not guarantee or warrant the accuracy or completeness of the information given or its fitness for the purposes intended by the applicant.