



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

**Note: Please allow 5 to 7 business days for a response regarding payment.
Comfort letters take an average of 3 to 4 weeks to be processed and completed.**

Date: _____

Planning and Development
13450 – 104 Avenue
Surrey, BC V3T 1V8
E: comfortletters@surrey.ca

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	\$267.00
<input type="checkbox"/>	Residential (including No Final Occupancy)	\$267.00
<input type="checkbox"/>	Multi-Residential / Commercial / Industrial (base building only) Per Unit (Additional)	\$535.00 + \$171.00
<input type="checkbox"/>	Unit Only in a Multi-Residential / Commercial / Industrial Building	\$171.00
<input type="checkbox"/>	Environmental	\$233.00
<input type="checkbox"/>	Independent School Letters	\$233.00

(Fees include applicable taxes. Payment is due upon application by credit card or cheque).

Applicant (please print)

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

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 planningdevelopment@surrey.ca.

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.