



APPLICATION FORM

COMFORT LETTER

Part One – Type of Application		Office Use Only	
<input type="checkbox"/> Comfort Letter (<i>Residential</i>) <input type="checkbox"/> Comfort Letter (<i>Commercial / Industrial / Institutional</i>)		Application No.: _____ Date of Application: _____ Accepted By: _____ Receipt No.: _____	
Part Two – Subject Property			
Civic Address:			
Legal Description:			
Parcel Identification (PID):			
Part Three – Applicant Information			
Name / Company:			
Mailing Address:			
City:	Postal Code:	Phone:	
Email:			
Method of Receiving Comfort Letter:	<input type="checkbox"/> Email	<input type="checkbox"/> Mail	<input type="checkbox"/> Pick-up
Part Four – Owner(s) Information (<i>leave blank if unknown</i>)			
Name:			
Address:			
City:	Postal Code:	Phone:	
Email:			
Part Five – Requested Information			
Please indicate the information that you would like to receive as part of this Comfort Letter request. Please note that without authorization of the current landowner, some information may not be available. Please check all applicable areas.			
<input type="checkbox"/> Building Permit History & Status	<input type="checkbox"/> Business License History & Status	<input type="checkbox"/> Planning Permit History & Status	
<input type="checkbox"/> Official Community Plan Land Use Designation	<input type="checkbox"/> Zoning of Subject Property	<input type="checkbox"/> List of Permitted Uses (Zoning)	
<input type="checkbox"/> Known Environmental Sensitivities	<input type="checkbox"/> Known Environmental Hazards	<input type="checkbox"/> Floodplain Applicability	
<input type="checkbox"/> Contaminated Site History	<input type="checkbox"/> Other:		
Part Six – Building Setback Compliance			
Compliance with applicable building setbacks can be verified with submission of a Building Location Certificate prepared by a registered BC Land Surveyor.		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part Seven – Acknowledgement and Signatures

Any information provided on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act, for the purpose of administering relevant planning and land use management processes pursuant to Part 14 of the *Local Government Act*. Applicants are advised that all planning and land use management processes are public, and any materials submitted become part of the public record. All information submitted may be used for reports to Council, available to the public upon request and may be distributed on the City's website. Should you have any questions or concerns about the collection and / or release of your personal information, please contact Corporate Services by emailing admin@revelstoke.ca or calling 250-837-2911.

By signing this application form:

- It is my responsibility as a prospective purchaser of a property to understand all requirements from the City that may be applicable in accordance with applicable City of Revelstoke Bylaws, Policies, and other standards or guidelines.
- I acknowledge that it is my responsibility to understand any required Provincial and Federal government approvals that may be required and that this letter will not provide details on any of these requirements.
- I acknowledge that any formal approval from the City to undertake a use or pursue a development requires submission of a formal application in accordance with [Development Approval Procedures Bylaw No. 2356](#) and payment of fees in accordance with the City of Revelstoke [Fees and Charges Bylaw No. 2256](#), as amended, and that nothing contained within a Comfort Letter issued by the City is to be constructed as City approval nor an indication of future requirements that may be required in accordance with applicable City bylaws.
- I acknowledge that the City of Revelstoke does not make any assurances that the information sought by the Applicant is either contained or complete in any archived records retained by the City. The records released by staff are limited to available information contained within the archived files. It is understood that any permission given by the Owner expires 30 days after the date of submission. The release of records by the City of Revelstoke is subject to the provisions of the Freedom of Information and Protection of Privacy Act.
- I acknowledge that the processing of this application does not start until payment has been received in full by the City.
- I acknowledge that the individual listed as the 'Applicant' is the sole point of contact for this application and will be responsible for all communication with City representatives.

Applicant Name (Print):	Applicant Signature:	Date:
Owner(s) Name (Print):	Owner(s) Signature:	Date:

Please note that without Owner authorization on this application, some information that is requested may not be able to be provided in accordance with the Freedom of Information and Protection of Privacy Act.

Please note that this application form is not intended to supersede any applicable bylaws, policies, or legislation. Any contradiction, dispute or difference between the contents of this application form and applicable bylaws, plans, policies, guidelines, or legislation, will be resolved by reference to the bylaws or other official documents.