

Lawyer Letter/Comfort Letter Requests

The Licences, Permits and Bylaws Department can provide information for legal purposes for any City of Maple Ridge property for which information and records are available routinely. The request **must be** made by a lawyer, notary or other legal professional.

The fee for this service, as stated in the current City of Maple Ridge Building Bylaw, is \$200.00 plus tax per parcel or building file **plus** \$10 per page for supporting documentation.

Payment (by cash, cheque, Visa or MasterCard) is payable to the City of Maple Ridge and must be received with the written request. The letter of request must include:

- Requestor name, address, phone and fax number
- Address of requested property
- Legal Description of property
- Strata Lot Number (if applicable)
- PID/Roll number of property (optional)

If you require specific information, please include that in your request, otherwise a general letter will be provided, which could omit a specific concern.

A general letter will provide the following information:

- A zoning map of the property and the applicable section of the District of Maple Ridge Zoning Bylaw which outlines appropriate uses for that section
- Outstanding Permit issues
- Business licences
- Current Bylaw complaints

We will endeavor to have letters prepared within ten (10) business days of the initial request. If indicated in the request, a copy can be faxed to the requestor with the original copy and related attachments forwarded by mail.

Requests for copies of "all" property records, including plans, reports, etc should be directed to the City of Maple Ridge Clerk's Department at 604-463-5221. These requests fall under the Freedom of Information Act and can take up to thirty (30) days to process.

For Planning Department information, please contact the City of Maple Ridge Planning Department at 604-467-7341.

For Health Department Information, please contact the Health Unit, 400 - 22470 Dewdney Trunk Rd, Maple Ridge, BC V2X 5Z6, Phone: 604-476-7000, Fax: 604-476-7077.

For Fire Inspection or Fire Department record information, please contact the Maple Ridge Fire Department at 22708 Brown Avenue, Maple Ridge, BC V2X 9A2, Phone: 604-463-5880, Fax: 604-467-7332, email fire@mapleridge.ca

If you have any questions, please contact the Administrative Program Assistant for the Licences, Permits and Bylaws Department at 604-467-7391.