

June 24, 2016  
The Law Society of Newfoundland and Labrador  
196-198 Water Street  
P.O. Box 1028  
St. John's, NL A1C 5M3

Dear Sir/Madam:

As part of its continued cost savings initiative, the City of St. John's is identifying ways to improve its process for responding to information requests. A review of the Municipal Compliance Information Request Process has been completed resulting in changes that will make the process more efficient.

Effective July 1<sup>st</sup> 2016, the responsibility of processing and communication of Municipal Compliance Information Requests will be completed by the Land Information Services department. The process of submitting the Municipal Compliance Information Request will remain unchanged.

Prior to this, the completed Municipal Compliance Information Requests were processed by the LIS Department and any communication or contact was the responsibility of PDE. The LIS Department will now process the applications and be the contact for updates and questions.

Telephone: 709-576-2395  
Email: [compliance\\_letters@stjohns.ca](mailto:compliance_letters@stjohns.ca)

The Municipal Compliance Information Request forms will now be distributed via e-mail or fax.

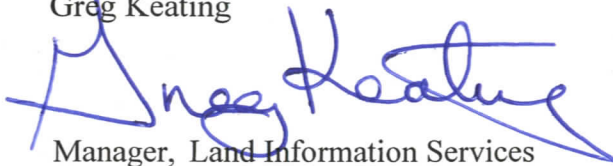
A new Municipal Compliance Information request form is now available on the City's website Please follow the link below:

<http://www.stjohns.ca/forms/municipal-compliance-information-request-pde-3001>

If you have any questions or concerns, please contact the undersigned by  
Telephone: 709-576-8482 or via Email: [gkeating@stjohns.ca](mailto:gkeating@stjohns.ca)

Sincerely,

Greg Keating



Manager, Land Information Services

**ST. JOHN'S**