



A Guide to the Letter of Comfort Process

What is a letter of comfort?

A letter of comfort (zoning compliance letter) results from a request by a property owner, real estate agent, or other person requesting in writing, specific information about a property. Community planning staff at the Strathcona Regional District (SRD) reviews the request and information provided along with the known history of the property, and provides a letter about the property in the context of the zoning bylaw for the area.

Why do I need one?

A letter of comfort is often needed to confirm whether a use or the siting of structures on a property are “conforming”, “non-confirming”, “legal” or “illegal” within context of the SRD bylaws, to confirm that the intended or existing use is permitted on the property, or to determine various planning permits which may have been issued with respect to the property. Often, letters of comfort are required for businesses for insurance purposes or when a residence is being sold.

What do I need to provide?

In order that we may thoroughly review the property in question, staff may request that various pieces of information be provided. This may include a survey, completed by a British Columbia land surveyor, showing all buildings and structures on the property, their heights, distances from the property lines, as well as the complete legal description of the property and the street on which it is located, or various other information specific to the property. It is helpful when requesting your letter of comfort, to include any questions you may have about the property, so that staff may include responses in the letter.

How do I apply?

A letter of comfort application can be obtained from planning services at the SRD office or from our website at www.srd.ca. You may also submit your complete request in writing in absence of the application form. **Verbal requests will not be processed.** You are encouraged to obtain further details and advice from the planning staff when making an application.

For more information contact:

Community Services Department / Planning Services
Strathcona Regional District
990 Cedar Street
Campbell River, B.C. V9W 7Z8
Tel: 250-830-6700 Toll free: 1-877-830-2990 Fax: 250-830-6710
Email: planning@srd.ca
Website: www.srd.ca

