

Condominium Applications: Cover Letter template/guide

All applications require a Cover Letter as part of a complete submission. Below is a guiding Cover Letter template. Its information helps answer staff questions that can arise during the submission's technical review period. Please answer the following questions in the Cover Letter that are relevant to the application.

You may copy and paste the text below into a document with your company's header.

Date:

Applicant's File Number:

Attention: Subdivision Planning
The City of Edmonton Subdivision Authority
6th Floor, Edmonton Tower
Edmonton, Alberta T5J 0J4

RE: Application for *insert brief description/purpose*

Application information and history *(include if relevant)*

- Phase number *(if phased condo)*
- City file number for preceding Phased Condo application
- Are any associated applications being submitted? *(for example, associated Phase or Bare Land applications to be processed concurrently)*
- Fee payment method for this application? *(cheque or credit card)*
- City's associated Development Permit file number
- Are there any existing buildings or structures that are remaining on site?
- Was an associated Pre-Application Meeting held with the City of Edmonton? If so, when did the meeting occur and what is the City's associated file number?
- Are there any other details and/or history that will assist with the technical review of this application?

Documentation

- List all documents being submitted with this application package

Applicant's Contact Information