



CITY OF ARMSTRONG

Information Guide

LETTER OF COMFORT

1. Letters of Comfort are intended to confirm existing non-conforming situations.
2. Applicant submits a letter to the City outlining request, along with an application fee payable to The City of Armstrong.
3. The Administrator copies the request to the following for input:
 - Regional Planner
 - Manager of Public Works
 - Building Inspector
 - Fire Inspector
4. The Administrator places application on the Planning Committee Agenda for consideration and recommendation to Council at their next regular meeting. (Applicant is invited to attend meetings).
5. If Council does not support application, they may deny the application.
6. If Council supports the application, they will provide the applicant with a Letter of Comfort that states the City does not foresee taking any action with respect to the issue.

