

Writing a Letter of Intent

A letter of intent should provide Council with as much detail as possible about the proposal. The following information (when applicable) should be included with your application. Please write in letter format and address all letters to the attention of Council and/or South Interlake Planning District. This guide is for informational purposes only. Do not submit it as part of your application.

- What are you proposing to do?
- Where are you proposing to do this? (civic address and legal description)
- What are the reasons for your proposal?
- Are there any environmental concerns? What has been done to address those concerns? (Smoke, emissions, noise, traffic, dust, vibrations, etc.)
- What are the neighbouring uses in the area? (Residential, commercial, etc.) Does your proposal fit in?
- Will there be any outdoor storage associated with the use? If yes, where will it be and will it be visible?
- What provisions for fencing, landscaping and drainage have been made?
- Any other details that will create a clear picture of the proposed use. (Sketch, photo, etc.)

If you are proposing a business, please include the following information:

- What are your hours of operation? Is the business by appointment or drop-in? Is the business only retail or wholesale? Will you be doing repairs?
- How much traffic will be generated by the proposed business? How many customers would be considered normal? Are there peak hours or is the customer flow steady throughout the day?
- How is parking addressed? How many onsite parking spaces have been provided? Do you have any accessible (handicap) parking spaces? Do you have any loading spaces? (See someone in the Planning and Zoning Department for required dimensions of each parking spot and for your specific requirements)

If you would like more information on what to include in a letter of intent, please contact staff at the South Interlake Planning District.