



THE CORPORATION OF THE
TOWN OF COBOURG

**Director, Planning and
Development Division**
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(Date)

Dear Sir/Madam:

Re: Site Plan Application

Applicant:

Location:

File Number: (Cross-Reference:)

Staff acknowledges receipt of your application(s) for _____ on the above referenced lands. Please note any future correspondence should reference the above noted file number.

Upon preliminary review, the following items are outstanding and must be submitted prior to the further processing of the above referenced application(s). Therefore the subject application(s) are not deemed complete.

- X
- X

Upon satisfaction of concerned agencies and the Town of Cobourg, processing of the Site Plan application can be completed.

If you have any questions or concerns, please do not hesitate to contact the undersigned.

Yours truly,

Director
Planning and Development Division, Town of Cobourg