



**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:)**

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Staff acknowledges receipt of your application and notes any future correspondence should reference the above-noted file number. In addition, Staff received the following fees and copies of supporting reports:

XXX

XXX

The application is deemed complete at this time.

We have circulated this application for comments to the following review agencies and copies of comments will be made available upon receipt.

List agencies

To ensure this application is being processed in the most efficient manner, please ensure all correspondence is either directed or copied to the Planning Department. This includes any correspondence addressing agency concerns.

Yours truly,

Director  
Planning and Development Division, Town of Cobourg

Copy to: Communications Manager