

November 9, 2007

Dear Property Owner:

In December 2006 Langley City Council amended the Zoning Bylaw to permit secondary suites in single family residential zones in the City subject to compliance with specified conditions. In order to make it easier and less costly, Council also created a limited time incentive program for homeowners who would register their suites before December 31, 2007. This incentive program includes waiving building permit fees, Land Use Contract amendment fees and not levying fines or penalties for secondary suites.

Starting January 2, 2008, City Council has authorized staff to take enforcement actions against homeowners with illegal suites including but not limited to daily fines and legal actions to remove suites. Council has also eliminated financial incentives for any suite being registered after December 31, 2007. The following are some of the incentives being eliminated:

	Fees Until December 31, 2007	Fees After January 2, 2008
Building Permit fee for suite legalization	Waived	\$250
*Land Use Contract amendment fee	Waived	*\$3,000
Municipal Ticket Fines	Waived	\$100 each day suite exists
Total Fees	\$0	Minimum \$3,350

***Where applicable**

In order for you to take advantage of this incentive program and save a minimum of \$3,350 and avoid any legal actions, you must apply for a building permit before **December 31, 2007**. Furthermore, to make it convenient and easy for you, the City's Building Inspector will conduct a preliminary inspection and provide you with a list of all requirements in order for you to legalize your suite.

I am enclosing a pamphlet outlining four simple steps you need to take to register your suite. If you have any questions regarding this matter, please feel free to call me at 604-514-2816.

Yours truly,

Manjit S. Sohi
Chief Building Inspector