

Appendix B

Sample of Notification Letter

APPENDIX B
Sample notification letter to immediate neighborhood



Dear Neighbors,

This letter is to inform you that after hours construction activities will be continuing at our New Westminster Courthouse Construction Project (651 Carnarvon St). The Noise Bylaw Variance renewal period will be effective from February 2025 to February 2026. Construction is continuing during this time period due to expanded work scope as well as work delays due to design challenges / unforeseen issues.

Work cannot be performed during regular business hours due to courthouse operations in this public service building. It is for this reason that the project is operating with an exemption provided by New Westminster City Council that permits construction noise weekdays from 5:00pm – 11:00pm and on every other Sunday from 9:00am – 6:00pm.

All construction activities will be performed by the guidelines set forth by the authorities having jurisdiction. We will try our best to limit the noise and inconvenience to you throughout the construction.

If you have any concerns or queries, you can reach us by email at info@signiaconstruction.ca. or our site supervisor at 604 440-1151. Our representatives will contact you promptly.

Thank you for your understanding and cooperation.

Respectfully,

Signia Construction Ltd.