

POLICY NO:	PD 001
POLICY TITLE:	COMPLIANCE LETTER REQUEST
DEPARTMENT:	PLANNING & DEVELOPMENT
APPROVAL DATE:	15-03-97 (March 1997)
REVISION DATE:	
REVIEW DATE:	

Purpose:

The Planning and Development Department regularly receives requests, primarily from Lawyers and Realtors on behalf of lending institutions for what is commonly referred to as a “zoning” or “land use” certificate of compliance letter. This is a letter from the development officer verifying whether or not the existing buildings and or development on a parcel of land complies with the requirements of the Municipal Land Use By-law. Although the County has no legal obligation to issue a certificate of compliance letters, it does so as a public service subject to the requirements of an application fee and a real property report.

Policy:

Any request received for a certificate of compliance must be accompanied by a real property report of the subject parcel, prepared by an Alberta Land Surveyor and the report shall not be more than five (5) years old. This report is required to verify the nature and extent of existing development or buildings on the subject parcel. Since the date of a real property report may not be current with the date of the certificate of compliance request, the County will only verify whether or not the buildings/development shown comply as of the date of the real property report. The County will not require, nor will it accept or validate, sworn affidavits attesting to the current status of buildings/development on a property.

In order to offset the administrative costs of issuing a certificate of compliance, a fee shall be charged for all certificate of compliance requests, in accordance with the By-law No. 97-1.