



Function: Infrastructure & Planning - 04
Department: Planning & Development - 030
Policy No.: 002

Certificate of Compliance Policy

Effective Date: January 25, 2024

Review Date: January 25, 2029

References:

Cancel:

Resolution #: 53-2024

CAO Signature:

A handwritten signature in blue ink, appearing to be 'C. L. ...'.

Purpose: To establish a system regarding requests for certificates of Compliance in accordance with the provisions of Lac Ste. Anne County's Land Use Bylaw.

Background: The issuance of Compliance Certificates is a service provided to property owners within the County's jurisdiction, to assist with arrangements for sale and transfer of ownership of properties.

Requirements of a Compliance Certificate Application:

- 1. Requirements of Application when Real Property Report (R.P.R.) LESS THAN ONE YEAR OLD**
 - Completion of a Compliance Request Application along with the applicable fee and any additional information deemed necessary by the reviewing employee.
 - If less than one year old, the request must be accompanied by the applicable fee and two (2) original RPR's. (An Electronic copy of the RPR may be submitted in pdf format via email as an alternative to submitting two hard copies. However this option will only be accepted when received by a current registered Alberta Land Surveyor.)
 - One Original will be returned to the requester if 2 hard copies were received. No original will be returned in the event the application was submitted electronically.
 - The R.P.R. will remain in municipal files

2. Requirements of Application Real Property Report (R.P.R.) MORE THAN ONE YEAR OLD

- Completion of a Compliance Request Application along with the applicable fee and any additional information deemed necessary by the reviewing employee.
- A statutory declaration is required.
- Two (2) original RPR's. (An Electronic copy of the RPR may be submitted in pdf format via email as an alternative to submitting two hard copies. However this option will only be accepted when received by a current registered Alberta Land Surveyor.)
- One Original will be returned to the requester if 2 hard copies were received. No original will be returned in the event the application was submitted electronically.
- The R.P.R. will remain in municipal files.

3. Site Inspection Fees

It is up to the reviewing officer to determine whether a site inspection is required on a compliance request on a case by case basis. Lac Ste. Anne County reserves the right to delay the issuance of a compliance certificate where a site inspection is required regardless of the type of service delivery selected by the applicant.

4. Service Delivery

There are three service levels for compliance certificates. They are:

- i. Same Business Day
- ii. Within 2 Business Days
- iii. 5 Business Days

The rates of the three service levels noted above are as described in the Lac Ste. Anne County Master Rates and Fees bylaw.

Compliance letters will not be faxed/emailed to the requester until the necessary documentation and fees have been received by this Office.

Where originals of RPR's are forwarded to this Office, one original shall remain in the possession of the County. Additional originals shall be returned to the applicant.

5. Ability to Issue Compliance Certificates

Any one as designated by the Manager of Growth and Compliance is hereby authorized to issue Certificates of Compliance in accordance with this Policy.