



**M. D. OF GREENVIEW NO. 16**  
***POLICY & PROCEDURES MANUAL***

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 08**

**POLICY TITLE: COMPLIANCE CERTIFICATES**

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**Date Adopted by Council / Motion Number:**

**09.12.661**

**PURPOSE:**

To establish a system for the issuance of a Certificate of Compliance respecting the Land Use Bylaw of the Municipal District of Greenview No. 16.

**POLICY:**

The M.D. issues compliance certificates, when required by landowners or their agents, to provide assurance that buildings are located on properties within established bylaw guidelines.

- 1.0 Any request for a Compliance Certificate must be in writing and signed by the current registered landowner(s) or an agent acting on their behalf.
- 2.0 Any request for a Compliance Certificate must provide a legible Alberta Land Surveyors Real Property Report including:
  - 2.1 The legal location of the property:
  - 2.2 Locations of the buildings on the property:
- 3.0 Any development constructed or located on a property before January 1, 1994, and for which no Development Permit was issued, will be considered as legally non-conforming, and may be issued a Certificate of Compliance provided it is otherwise in compliance with the Land Use Bylaw.
- 4.0 Any development constructed or located on the property on or after January 1, 1994, and for which no Development Permit has been issued, will be considered as non-conforming and no compliance certificate will be issued. Such a property can achieve compliance by obtaining an approved Development Permit from the Municipal District of Greenview No. 16 in respect to the subject property.
- 5.0 The Certificate of Compliance shall contain the following statement:  
“The Municipal District of Greenview No. 16 issues this compliance letter based on the information provided in the Real Property Report, and assumes no responsibility for errors or omissions provided therein”.
- 6.0 Council shall establish a fee and review the fee annually.

(Original copy on file)  
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C.A.O.