

Title: Certificate of Compliance

Policy No: 6004

Effective Date: Nov 13, 2018

Motion Number: 18.11.624

Supersedes Policy No: AD 08

Review Date: Nov 13, 2021



Purpose: To establish a system for the issuance of a Certificate of Compliance respecting the location of buildings and structures meeting the requirements of the Land Use Bylaw of the Municipal District of Greenview No. 16.

DEFINITIONS

Certificate of Compliance means the preparation of a Letter of Compliance being a report from the M.D of Greenview confirming that all buildings and structures identified on the property have met the regulations under the Land Use Bylaw and have the appropriate development permits.

POLICY

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

1. Any request for a Certificate of Compliance must be in writing and signed by the current registered landowner(s) or an agent acting on their behalf.
2. A fee shall be charged for this service as per the Schedule of Fees Bylaw.
3. Any request for a Certificate of Compliance must provide a legible Alberta Land Surveyors Real Property Report including:
 - 3.1. The legal location of the property;
 - 3.2. Locations of the buildings on the property.
4. The Alberta Land Surveyors Real Property Report must have been issued no earlier than 6 months prior to the request for a Certificate of Compliance if no Statutory Declaration by the landowner is provided. If a Statutory Declaration by the landowner is provided, the Alberta Land Surveyors Real Property Report must have been issued within 2 years of the request for a Compliance.
5. 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 Letter of Compliance provided it is otherwise in compliance with the Land Use Bylaw.

6. 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 a compliance will not 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.

PROCEDURE

1. The Compliance shall contain the following statement:
 - 1.1 “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”