

How Do I Apply?

Applications for a Certificate of Compliance must be accompanied by the applicable fee, and a minimum of two (2) ORIGINAL Real Property Reports (RPR) prepared by an Alberta Land Surveyor (ALS) identifying all developments on the site (i.e: building(s), decks, sheds, parking, fences etc).

The Town will not accept photocopies or other copies of RPR's in support of a request for a Certificate of Compliance unless it concurrently receives the written confirmation of the surveyor that the information contained in the reports remains true and accurate.



MORE HELP....

Further assistance is available from:

Planning and Development Department

Ph: 403-638-3551

Fax: 403-638-2100

Website: www.sundre.com

This brochure is for information purposes only and is intended to assist applicants. It is neither an authoritative nor complete statement of law and is not legally binding. Further reference to the Inter-municipal Development Plan, Municipal Development Plan, Area Structure Plans and/or Area Redevelopment Plans, Redesignation, Town of Sundre Land Use Bylaw 705, and/or planning documents is necessary to ensure compliance with their provisions.

Note: When you apply, personal information may be collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act*, Section 642 of the *Municipal Government Act* and/or Section 63 of the *Safety Codes Act*. The information will be used to process your application(s), and your name and address may be included on reports that are available to the public. If you have any questions on the collection and use of this information, please contact our office.



Certificate of Compliance

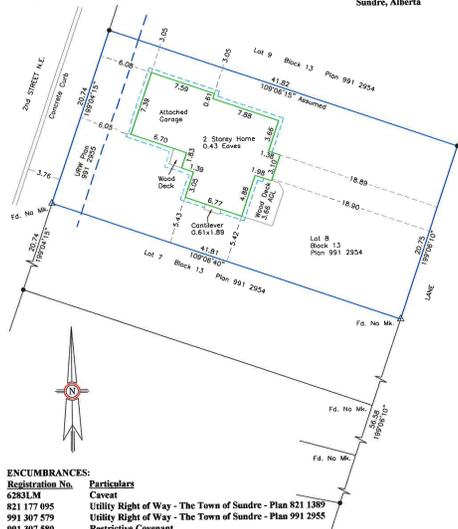


Why would I need a Certificate of Compliance

A Certificate of Compliance stamp is a confirmation from the Town of Sundre that the location of the building(s) on the site comply with the requirements of the Land Use Bylaw. It does not regulate or enforce any safety code requirements.

A Certificate of Compliance is not a requirement of the Town; however, it is a service that the Town performs upon request. It is usually required by lending agencies and/or lawyers in a real estate transaction and/or mortgage approval in order to protect their client's investments.

ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT - PLAN
This Plan is Page 2 of a Real Property Report and is ineffective if it is detached. Page 1 Page 2 of 2
Legal Description: Lot 8 Block 13 Plan 991 2954 Civic Address: 1209 - 2nd Street NE
Sundre, Alberta



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Where do I get a Real Property Report?

You will need to hire and pay a fee for an Alberta Land Surveyor to prepare a signed and dated Real Property Report for the property. If you are unsure who to hire, consult www.alsa.ab.ca for a list of surveyors and surveying companies.

What if my Real Property Report is more than ninety (90) days old?

If the Real Property Report was surveyed more than ninety (90) days from the date received by the Town, a Statutory Declaration will be required from the registered owner of the property stating that the Real Property Report is accurate, and that there have been no changes to the site since the date of the survey. The Town will prepare a Statutory Declaration and commission the declaration at no cost.

How long does it take to receive a Certificate of Compliance?

The Town of Sundre is committed to providing high quality service, and will do our very best to process your application in a timely manner. Generally, you will receive a response within 2 - 3 business days. If your Real Property Report complies with the Land Use Bylaw, all originals will be stamped with the Certificate of Compliance. Please note, one (1) original will be retained by the Town for our records, and the remainder will be returned to you.

Reliance on the information provided.

The Town of Sundre relies entirely on the information submitted by the applicant for a Certificate of Compliance as being accurate. The Town of Sundre does not independently confirm any locations of structures or other relevant facts. Site inspections are not conducted.

What if I am not in Compliance?

If the development on your property does not meet the regulations of the Land Use Bylaw (structures built without permits, property line setback measurements do not meet the requirements, etc), you will be advised accordingly, and the options to bring the property into compliance would be outlined. Typically, the options may include:

1. Moving the structure (applicable to small structures only) and submission of a Statutory Declaration;
2. Development Permit with a request to vary the requirements of the Land Use Bylaw (variance);
3. Removal of the structure;
4. Encroachment Agreement for structures within Rights of Ways.

If the application to vary the Land Use Bylaw is the option chosen, a completed development permit application form, along with the applicable fees would be required. The Land Use Bylaw requires this application to be advertised in a local paper for a period of two (2) weeks, and notice of the application to be provided to adjacent landowners. After two (2) weeks, if no appeals (objections) are submitted to the Town, the Certificate of Compliance may be issued.

If the only option is to remove the non-compliant structure, once the development is remedied, a Statutory Declaration is required from the registered owner of the property stating that the structure was removed.