

What is a Letter of Compliance?

A Letter of Compliance is confirmation from the Town of Sundre, that the location of the building(s) on the site comply with the requirements of Land Use Bylaw 705, as amended.

It does not enforce any building code requirements.



MORE HELP...

Further assistance is available from:

Planning and Development Department
Town of Sundre
717 Main Avenue West
Sundre, AB T0M 1X0

Phone: 403.638.3551

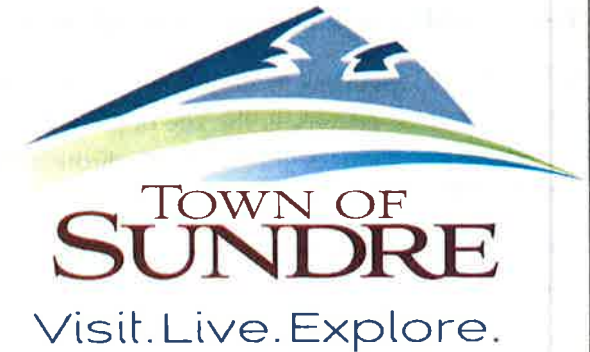
Fax: 403.638.2100

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 Intermunicipal 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.

September 2012



LETTER OF COMPLIANCE

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Town of Sundre
717 Main Avenue West
Sundre, AB T0M 1X0

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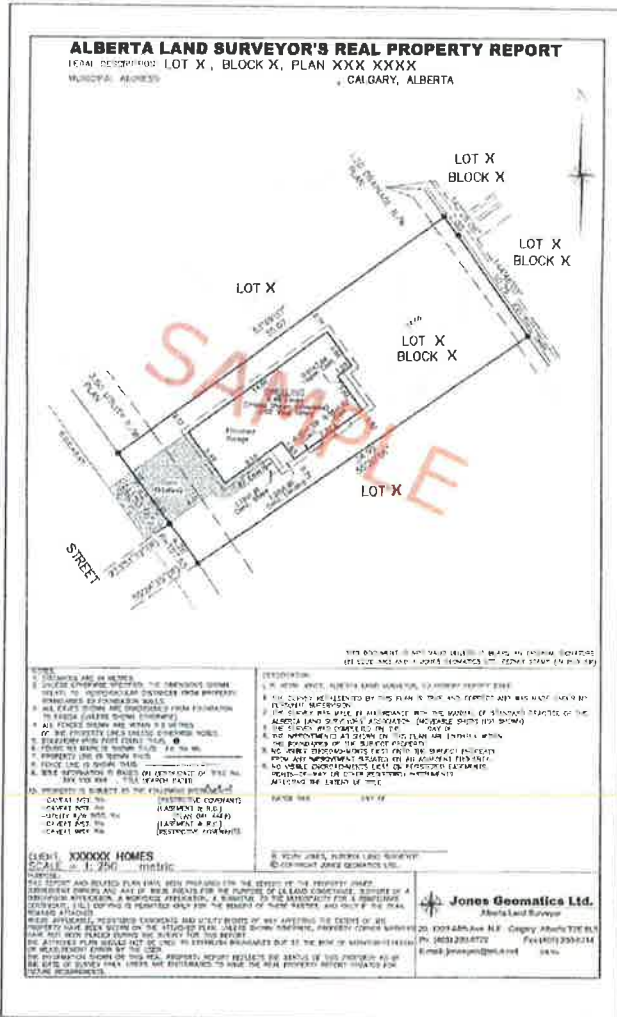
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Why would I need a Letter of Compliance?

A Letter of Compliance is often required by lending agencies and/or lawyers in the sale of property and/or mortgage approval in order to protect their clients' investments.

Standard real estate purchase contracts often require the vendor to obtain a Letter of Compliance.



How Do I Apply?

The Town of Sundre requires a Real Property Report dated within 1 year and the submission of the applicable fees.

Where do I get a Real Property Report?

You can hire an Alberta Land Surveyor to prepare a signed and dated Real Property Report for the property in question. There is charge for this service and Surveyors can be found in the Yellow Pages.

What if my Real Property Report is more than One Year Old?

At the discretion of the Planning & Development Department; a Letter of Compliance may be issued with a Real Property Report that is more than one year old, if a statutory declaration is provided indicating that the Real Property Report accurately depicts your property.

What if I have built a shed, deck, addition etc. and it is not showing on my Real Property Report?

At the discretion of the Planning & Development Department; a Letter of Compliance may be issued if your Real Property Report does not show all the buildings located on your property, provided you draw the building/deck/addition onto the Real Property Report, indicating the setbacks from your property line, and provide a statutory declaration indicating that this is a true representation of your property.

What if I'm not compliant with the Land Use Bylaw?

The Planning & Development Department will review your Real Property Report, and if you do not meet the required setbacks, you have the option to apply for a variance/relaxation.

Variance/relaxation applications must be reviewed by the Municipal Planning Commission, and will be reviewed on how the variance impacts the use, amenity, enjoyment, or value of the neighbouring properties. Applying for a variance does not guarantee approval.

What if I need a Compliance Certificate and I do not have permits for all the development on my property?

During the review of your Real Property Report, the Planning & Development Department will confirm that all required permits have been issued. If you do not have the required permits, Planning & Development will require you to apply for a development permit. Applying for a development permit does not guarantee approval.

