

**Title: Real Property Report  
Compliance Certification**

**Policy No: 6102**

**Approval: Town Council  
Effective Date: July 9<sup>th</sup>, 2008**



Supersedes Policy No:

**Policy Statement:** The Town of Hardisty will designate Development Officer(s) to review submitted Real Property Reports for compliance of all development identified on the property to the Town's Land Use Bylaw.

**1.0 Purpose:**

1. The Town does not require property owners to obtain Compliance Certification, but provides this as a service at the request of an applicant. Lawyers and Lending Institutions request Compliance Certification to ensure all development made to a property has had the required permits issued.

**2.0 Definitions:**

"Application Fee" means the following sum:

- a) One Hundred (\$100.00) dollars, plus GST, for regular service; or
- b) Two Hundred (\$200.00) dollars, plus GST, for express service.

"Compliance Certificate" means a formal response from the Town that all development on the property meets the regulations of the Land Use Bylaw. The response may be either in the form of a stamped property survey or a letter, depending on how the development officer needs to respond.

"Express Service" means a response will be provided within three (3) working days, which period begins the day after the office receives the application, and ends when the applicant is informed that of completion.

"Non-Conforming" means that a building or development had met all regulations in the Land Use Bylaw when it was built, but does not meet all regulations in today's Land Use Bylaw because of changes to the Bylaw.

"Real Property Report" means a survey of the structures and improvements on the land, prepared by a qualified Alberta Land Surveyor in accordance with their Manual of Standard Practice.

"Regular Service" means a response will generally be provided within seven (7) working days, subject to work volumes, which period begins the day after the office receives the application, and ends when the applicant is informed that of completion.

**3.0 Procedure**

3.1 Upon receipt of the following:

- (a) completed application form;
- (b) Application Fee;
- (c) a land titles certificate for the property in question; and
- (d) two (2) copies of a Real Property Report

The Town will not accept faxed or spliced Real Property Reports

A Development Officer will review the application to see if it meets all regulations and if all the required permits had been obtained.

3.2 If the property complies with Town's regulations, both copies of the real Property Report will be certified with a stamp, signature and date. One copy will be kept for Town records, while the other copy(s) will be returned to the applicant.

3.3 If the development on the property does not meet all the Town's regulations, the applicant is advised by a letter indicating what has not met approval and how to resolve it.

3.4 If the development officer grants a variance to the development regulations, notices will be sent to adjacent property owners notifying them of their right of appeal, which period last two (2) weeks. The Subdivision and Development Appeal Board hears appeals of both approvals and refusals.

## TOWN OF HARDISTY

### COMPLIANCE CERTIFICATION APPLICATION FORM

|  |              |
|--|--------------|
| DATE: _____  | FILE # _____ |
| PROPERTY ADDRESS REQUIRING COMPLIANCE: _____           |              |
| MUNICIPAL ADDRESS: _____                               |              |
| LEGAL DESCRIPTION: PLAN: _____ BLOCK: _____ LOT: _____ |              |

|   |  |                    |
|---|--|--------------------|
| APPLICANT'S NAME/COMPANY NAME _____   |  |                    |
| CONTACT PERSON'S NAME: _____  |  |                    |
| PHONE NO.: _____  | FAX NO.: _____                               |                    |
| MAILING ADDRESS: _____  |  |                    |
| CITY: _____   | PROVINCE: _____                              | POSTAL CODE: _____ |
| CHECK APPROPRIATE BOX: (If nothing indicated, requests will automatically be mailed out.) |  |                    |
| Mail reply <input type="checkbox"/>   | Call me for pick up <input type="checkbox"/> |                    |

|   |   |                       |
|---|---|-----------------------|
| CHECK OFF THE APPROPRIATE REQUEST BOX:  |   |                       |
| Compliance Certificate for the above noted property. Please submit two (2) copies of a Surveyors Certificate or Real Property Report with this request and one (1) copy of the Land Titles Certificate. Please note we do <u>not</u> accept faxed or spliced Real Property Reports. |   |                       |
| For single family homes and duplexes (up to 2 dwelling) on one title  |   | Application Fee + GST |
| <input type="checkbox"/>  | <u>REGULAR</u> SERVICE RESIDENTIAL (single family homes): | \$100.00              |
| <input type="checkbox"/>  | <u>EXPRESS</u> SERVICE RESIDENTIAL (single family homes): | \$200.00              |
| EXPRESS SERVICE UP TO __ WORKING DAYS. PROCESSING TIME-FRAME BEGINS THE DAY AFTER A REQUEST HAS BEEN RECEIVED AND ENDS THE DAY WE NOTIFY YOU IT IS COMPLETED. THIS EXCLUDES WEEKEND AND STATUTORY HOLIDAY DAYS.   |   |                       |
| Method of Payment (check one): Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Visa # _____ MasterCard # _____  |   |                       |
| Expiry Date: ____/____/____ Cardholder's Name: _____  |   |                       |

The personal information on this form is 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 39 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 the Town of Hardisty (780) 888-3623.