

Compliance Certificate Policy

Date Approved by Council: January 23, 2018

County Commissioner:



1. **Purpose**

To establish a consistent level of service with regard to the processing and review of applications for Compliance Certificates for lands under the jurisdiction of Sturgeon County.

2. **Revision History**

Approval Date	Revision Number	Modification
January 23, 2018	1.0	Replaces Policy DEV-COM-1 adopted in 1999.

3. **Policy Statement**

When requested by a landowner or their agents, and provided a fee for service is paid, Sturgeon County shall determine if uses and improvements on a parcel are in compliance with the County's Land Use Bylaw. Sturgeon County shall issue a Compliance Certificate when developments on a subject parcel comply with Sturgeon County's Land Use Bylaw and the Alberta Building Code. A Statement of Non-Compliance or a Statement of Non-Conformance will be issued when developments do not comply with the current Land Use Bylaw, detailing the extent of non-compliance or non-conformance.

4. **Definitions**

Compliance Certificate - means a letter accompanied by a stamped Real Property Report and signed by a Development Officer confirming compliance of improvements on a subject parcel with the current Land Use Bylaw and the Alberta Building Code.

Real Property Report - means a legal document, prepared by an Alberta Land Surveyor, that clearly illustrates the location of significant visible improvements relative to property boundaries.

Statement of Non-Compliance - means a letter detailing the non-compliance of improvements on a parcel, as per the Real Property Report, with respect to the existing Land Use Bylaw.

Statement of Non-Conformance - means a letter detailing the non-conformance of the improvements on a parcel, as per the Real Property Report, with respect to the existing Land Use Bylaw.

5. **Roles and Responsibilities**

Current Planning and Development Services will be responsible for issuing Compliance Certificates and Statements of Non-Compliance and Non-Conformance.

Policy Number: ply_SER_DEV_Compliance_Certificate_2018

6. Cross References

- Compliance Certificate Procedure
- Fees and Charges Schedule
- Encroachment Agreement Policy
- Encroachment Agreement Procedure