

Council Policy

Policy Number: ply_SER_DEV_Compliance_Certificate_2018

Compliance Certificate Policy

Date Approved by Council:

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

<i>Approval Date</i>	<i>Revision Number</i>	<i>Modification</i>
<i>TBD</i>	<i>1.0</i>	<i>Replaces Policy DEV-COM-1 adopted in 1999.</i>

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.

Council Policy

Policy Number: ply_SER_DEV_Compliance_Certificate_2018

6. **Cross References**

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