



Compliance Certificate

Procedure No.: PLN - 1	Council Resolution No.: N/A
Department: Planning and Economic Development	Authority: CAO
Effective Date: February 25, 2013	Revision Date:
Review Date: February 2016	Repealed Date:
Supersedes: N/A	
Related Policy No.: PLN - 1	
Related Policy Name: Compliance Certificate	

Purpose

The purpose of this procedure is to develop operating guidelines for the compliance certificate policy.

Operating Guidelines

- 1) A compliance assessment will begin upon receipt of at a minimum two copies of a Real Property Report, a request for a compliance certificate and payment of any fee that may be established by Council;
- 2) Planning staff will determine the land use district the property is located within, according to the Land-Use Bylaw, as amended, in effect at the time of the compliance assessment;
- 3) The building locations on the subject property will be evaluated in relation to the Land-Use Bylaw and the land use district it is located within;
- 4) Planning staff will not normally undertake a site inspection of the property. However, if there is uncertainty in interpreting the information contained in the Real Property Report, or if staff believe a site inspection is necessary to determine the condition of a building or structure on the property, a site inspection may be undertaken at the sole discretion of the staff member.
- 5) The applicant will receive a written response in regards to the property's compliance or non-compliance. This written response may be referred to as the compliance certificate.

- 6) The written response shall normally be based only on the comparison of the information contained in the Real Property Report to the Land Use Bylaw requirements and any development permit information that pertains to the property and is in the Town's possession.
- 7) The Land Use Bylaw used for the assessment shall be the one current at the time of the assessment.
- 8) The Town of Taber will issue a written response regarding compliance regardless of the date of the Real Property Report that has been submitted. However, this written response (compliance certificate) shall, in all cases, clearly state the date of the Real Property Report upon which the assessment is based along with the name of the Alberta Land Surveyor or surveying company that has prepared the Real Property Report.
- 9) Notwithstanding Clause 6 above, if the staff member is aware of any information about the property that relates to either an outstanding Land Use Bylaw issue or an Alberta Safety Codes issue, that information may be included in the written response. Examples of this type of information would include, but not be limited to: an on-going Land Use Bylaw enforcement issue; failure to meet a condition of a development permit; and outstanding building permit issues.
- 10) For the purposes of the compliance assessment, each lot shall be considered to be a separate property. Subdivided lots shall not be considered to be "a property" simply because there has been a consolidation of title documents.
- 11) In the case of non-compliance, administration will contact the property owner and determine a suitable resolution to the non-compliance.



CHIEF ADMINISTRATIVE OFFICER

MARCH 5 / 2013

DATE

