



Town of Rimbey Policy Manual

Title: Compliance Certificate Policy **Policy No.:** 6001
Supercedes: 6001, April 11, 2012
Approved: November 23, 2015 **Resolution No.:** 390/15
Effective Date: November 23, 2015

Purpose: Provide a consistent policy whereby requests for Compliance Certificates are received and processed.

GUIDELINES:

1. Compliance Certificates issued by the Town of Rimbey only relate to the placement of the buildings and structures on a site relative to the Land Use Bylaw requirements.
2. All requests for a Certificate of Compliance submitted to the Town must be accompanied by:
 - a. A minimum of two copies of the valid Real Property Report (RPR) for the property, with at least one being an original bearing an original signature and permit stamp.
 - b. A copy of the certificate of title and applicable caveats no older than ninety (90) days.
 - c. The RPR must be no older than seven (7) years.
 - d. Where the date of the RPR is greater than ninety (90) days prior to the date of applying for a Compliance Certificate, it must be accompanied by a Statutory Declaration indicating that no changes, alterations or additions to the property have been made since the RPR was prepared. The Statutory Declaration must be dated within ninety (90) days of the date of submission.
 - e. An application fee as set out by Town Bylaw and as may be amended from time to time.
 - f. Additional information as required by the Development Officer.

Amended:

Date: April 11, 2013 **Resolution:** 67/12
Date: **Resolution:**

3. When issuing a Compliance Certificate the Development Authority shall:
 - a. Provide a letter of compliance.
 - b. Stamp and sign RPRs.
 - c. Retain one copy of the letter and stamped RPR for Town records.
4. Compliance Certificates will not be issued until necessary encroachment agreements and/or variances have been obtained.
5. All Compliance Certificate requests should be processed within seven (7) working days of receipt of the request.
6. Rush order requests of two (2) working days may be requested for an additional fee. Rush order requests cannot be guaranteed.
7. Any Compliance Certificate request that results in a non-conforming use shall not be entitled to a refund of the application fee.

Amended:

Date: April 11, 2013

Resolution: 67/12

Date:

Resolution: