

***CERTIFICATE OF COMPLIANCE AND REAL  
PROPERTY REPORT POLICY #61.1.16***

1. POLICY STATEMENT

1.1. The County of Wetaskiwin No. 10 recognizes that a Certificate of Compliance is frequently requested by lending institutions or purchasers prior to the transfer of property in order to protect the purchaser's investment. The County is not required to verify compliance, but will provide the service at the request of an applicant.

2. ELIGIBILITY

2.1. Landowners or their legal counsel will be provided with a Certificate of Compliance in accordance with this Policy.

3. PROCEDURES

3.1. Upon application, the Development Officer may endorse a Certificate of Compliance provided that:

- 3.1.1. the Real Property Report is prepared by a registered Alberta Land Surveyor;
- 3.1.2. The Development on the property is in full compliance with the provisions of the Land Use Bylaw; or
- 3.1.3. The Applicant has applied for and received a Development Permit granting a variance of one or more provisions of the Land Use Bylaw; or
- 3.1.4. Approval of a Subdivision by a subdivision approving authority has resulted in a variance of one or more provisions of the Land Use Bylaw; or
- 3.1.5. A Development is considered an existing Non-Conforming Building or Use as a result of the adoption of the Land Use Bylaw; and
- 3.1.6. Payment of required fee.

3.2. The Real Property Report must contain at least the following information:

- 3.2.1. Legal description of the property;
- 3.2.2. Dimensions and directions of all property boundaries;
- 3.2.3. Designation of adjacent properties, roads, lanes, etc.;
- 3.2.4. Location and description of all improvements together with dimensions and distances from the property boundaries;

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- 3.2.5. Rights-of-way or easements shown on the title to the property at the date of survey;
  - 3.2.6. Location and dimension of any visible encroachments onto, or off of, the property, including driveway encroachments;
  - 3.2.7. A duly signed endorsement from the Surveyor; and
  - 3.2.8. Copyright statement.
- 3.3. The Development Officer may only endorse a Certificate of Compliance which is attached to or forms part of a Real Property Report that is:
- 3.3.1. No more than two (2) years old; or
  - 3.3.2. Two (2) to five (5) years old if accompanied by a statutory declaration signed by the owner and buyer (if applicable) affirming that the Real Property Report is an accurate and current representation of the property.  
The Real Property Report must be original; no spliced, faxed or altered copies will be accepted.
- 3.4. The County will not inspect the property and will rely solely on the information provided in the Real Property Report.
- 3.5. A Certificate of Compliance is not a legal document and the County will not be liable for any damages arising from the use of a Certificate of Compliance containing errors where the errors are the result of incorrect or incomplete information on the Real Property Report.
- 3.6. If the Application is found not to be compliant, a conforming certificate will not be issued and the Development Officer has discretion to require that the property be compliant – either through application for the appropriate Development/Building Permits, or demolition/removal of the non-compliant development.

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**County of Wetaskiwin No. 10  
CERTIFICATE OF COMPLIANCE APPLICATION**

P.O. Box 6960  
Wetaskiwin, AB T9A 2G5  
Phone: (780)352-3321 Fax: (780)352-3486  
www.county.wetaskiwin.ab.ca

Date: \_\_\_\_\_

**Property Address Requiring Compliance**

Location: Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Meridian 4 or 5

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

**Applicant Information**

Company/ Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

**Application Requirement & Process**

With this form, include:

- Two (2) original paper copies of a Real Property Report, or an electronic endorsed Digital Real Property Report subject to it being sent to the Planning and Development Department directly from the Surveyor.

Note: We **do not** accept faxed, spliced or altered Real Property Reports.

- Application fee
  - Regular Service (7-10 business days): \$100/ parcel
  - Rush Service (3 business days): \$200/ parcel

Select a method which can be used to advise you that your application has been completed:

1. Pick up from our office  Name: \_\_\_\_\_ Phone #: \_\_\_\_\_
2. Mail out to the address shown above  or to the address below

Mailing Address: \_\_\_\_\_

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**. The information will be used to process your application 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 FOIP Coordinator at (780) 352-3321.

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