



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

61.1 Planning & Economic Development

61.1.16

Title Certificate of Compliance

1. Policy Statement:

- 1.1. The County recognizes that a Certificate of Compliance may be required by lending institutions or purchasers prior to the transfer of property. The County is not required to verify compliance, but will provide the service at the request of either the landowners or their legal counsel.

2. Guidelines:

- 2.1. A request for a Certificate of Compliance shall be made on the prescribed form and shall be accompanied by the following:
 - 2.1.1. A Real Property Report (RPR) prepared by a registered Alberta Land Surveyor that is:
 - a. No more than two (2) years old; or,
 - b. Two (2) to five (5) years old if accompanied by a statutory declaration signed by the owner and buyer (if applicable) affirming that the RPR is an accurate and current representation of the property; and,
 - c. an original RPR; no spliced, faxed or altered copies will be accepted.
 - 2.1.2. Required fee as established in the Fees and Charges Bylaw.
- 2.2. A Development Officer may endorse a Certificate of Compliance provided that:
 - 2.2.1. The Development on the property is in full compliance with the provisions of the Land Use Bylaw; or,
 - 2.2.2. The Applicant has applied for and received a Development Permit granting a variance of one or more provisions of the Land Use Bylaw; or,
 - 2.2.3. 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,
 - 2.2.4. A Development is considered an existing Non-Conforming Building or Use as a result of the adoption of the Land Use Bylaw.

3. Advisories:

- 3.1. The County will not inspect the property and will rely solely on the information provided in the RPR.
- 3.2. 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 RPR.
- 3.3. If the Development on the RPR is found not to be compliant, a conforming certificate will not be issued

4. Additional Pages:

- 4.1. Policy Directive (Certificate of Compliance Application)

5. Related Documents:

- 5.1. Land Use Bylaw

Council Approval	Council Revised	Administrative Review	Policy Committee	Page
PD20190613	CG20221213.019	DM20220810.005	November 17, 2022	1 of 2



P.O. Box 6960, Wetaskiwin, AB T9A 2G5
Phone: (780) 352-3321
Fax: (780) 352-3486
Email: wpermits@county10.ca

LAND USE BYLAW 2024/66

Certificate of Compliance Request

APPLICANT AND REGISTERED OWNER INFORMATION

Applicant name(s):		Phone:	
Email:			
Landowner name(s):		Phone:	
Email:			
Mailing Address:			
Town/City:		Postal Code:	

LAND INFORMATION- LEGAL LOCATION OF PROPERTY MUST BE PROVIDED

1/4		Section		Township		Range		W of <input type="checkbox"/> 4 or <input type="checkbox"/> 5 Meridian	Subdivision/Hamlet	
Lot		Block		Plan		Rural Address (Blue Sign)				

APPLICATION FEE

- | | |
|---|--|
| <input type="checkbox"/> Regular Service (\$200/parcel) -Payable to account number 999903 (7-10 business days, from when completed application is received). | <input type="checkbox"/> Rush Service (\$400/parcel) – Payable to account number 999908 (3 business days, from when completed application is received). |
|---|--|

Payment can be submitted through the following methods (please note, the County cannot accept e-transfers or payments over the phone):

- ☐ **Cheque or Cash:** Mail or drop off at the County Administration Office
- ☐ **Online Banking:** Use the same method as you make County payments through your online banking. Select taxes or utilities and use (*See account numbers above) as the account number. The CITY of Wetaskiwin and the COUNTY of Wetaskiwin are two separate municipalities. Ensure that the "County" is included in the payee's name.
- ☐ **Credit Card:** (*There is a service charge for all credit card payments)

APPLICATION REQUIREMENT & PROCESS

- ☐ An original paper copy of a Real Property Report prepared by a registered Alberta Land Surveyor, or a digitally endorsed Real Property Report, no more than two (2) years old, provided it's sent directly to the Planning and Development Department by the surveyor via email at wpermits@county10.ca.
- ☐ Real Property Reports that are two (2) to five (5) years old must be accompanied by a statutory declaration signed by the owner and buyer (if applicable) affirming that the RPR is an accurate and current representation of the property.

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

Completed Compliance Certificates will be returned by email unless requested to be picked up or mailed.

FOR OFFICE USE ONLY		Date Received:
Date completed:		Receipt #
Roll #	D.O.:	New permit required? <input type="checkbox"/> Yes <input type="checkbox"/> No

The personal information collected through the Certificate of Compliance Request is for the sole purpose of the Development Permit Process. This collection is authorized by Section 4(c) of the Protection of Privacy Act (POPA). For questions about the collection of personal information, please contact the County of Wetaskiwin Privacy Officer at: email legislativeservices@county10.ca; telephone 780.352.3321; send post mail to Box 6960 Wetaskiwin AB T9A 2G5, or visit in person at 243019A Hwy.

Rev. 08-2025