



COUNCIL POLICY C-PD06

Certificates of Compliance

Prepared By:	Planning and Development Services	Council Approval Date:	January 11, 2011
Effective Date:	January 11, 2011	Council Resolution No.:	03-011
References:	Procedures C-PD06-P1 Land Use Bylaw	Previous Revision Date:	November 26, 2002 (Policy PD-006)
Function:	Planning and Development	LAS Review Date:	October 31, 2014

PURPOSE

To establish a system regarding requests for Certificates of Compliance in accordance with the provisions of Parkland County's *Land Use Bylaw*.

POLICY STATEMENT

The issuance of a Compliance Certificate is a service provided by Parkland County to property owners within the County's jurisdiction, to assist with arrangements for sale and transfer of ownership of properties. Council believes that a policy will promote a consistent approach to the issuance of Compliance Certificates by the County.

DEFINITIONS

1. "Compliance Letter or Certificate of Compliance" means a written statement from Parkland County that development on the property conforms to the requirements as set out in the Land Use Bylaw.
2. "Land Use Bylaw" means the bylaw that has been adopted by Council as the Land Use Bylaw for the purpose of facilitating the orderly, economical, and beneficial development and use of land and buildings within the County.
3. "May" means discretionary compliance or a choice in applying policy.
4. "Real Property Report" or "RPR" means a legal original stamped and signed document prepared by an Alberta Land Surveyor (A.L.S.) that clearly illustrates the location of significant visible building(s) relative to property boundaries.
5. "Shall" means mandatory compliance.

SCOPE

Planning and Development Services regularly receives requests, primarily from lawyers and realtors on behalf of lending institutions, for what is commonly referred to as a "zoning" or "land use" Compliance Letter. This is a letter from the development/building approval authority verifying whether or not existing buildings and/or development uses on a parcel of land comply with the requirements of the Land Use Bylaw. Standard real estate purchase contracts often require the seller to obtain a Compliance Letter. Parkland County does not require you to obtain a Compliance Letter, however, it is provided as a service by Planning and Development Services when requested.

MANAGEMENT RESPONSIBILITIES

The Manager of Planning and Development Services is responsible for the development, implementation, monitoring, and evaluation of this policy.

STANDARDS

1. The Senior Development Officer, Development Officer, or Assistant Development Officer within Planning & Development Services is hereby authorized to issue Certificates of Compliance in accordance with this policy, further to Certificate of Compliance Procedures C-PD06-P1 as adopted by the Chief Administrative Officer (CAO), on behalf of the County.
2. In order to offset the administrative costs of issuing Compliance Letters, a fee shall be charged for all Compliance Letters, in accordance with fees as set out in the Fees and Charges Schedule approved by Council as part of the Capital and Operating Budget. Fees for Compliance Letters shall be reviewed annually to reflect current trends in costs.