



Town of Rimbey Policy Manual

Title: Compliance Certificate Policy

Policy No: 6001

Date Approved: January 23, 2017

Resolution No: 028/17

Date Effective: January 23, 2017

Purpose:

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

Policy Statement:

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 hard 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.

3. When issuing a Compliance Certificate the Development Authority shall:
 - a. Provide a letter of compliance.
 - b. Retain one copy of the letter and RPR for Town records.
4. Compliance Certificates will not be issued until necessary encroachment agreements and/or variances have been obtained.
5. Compliance Certificate will not be issued for individual Condominium units.
6. All Compliance Certificate requests should be processed within seven (7) working days of receipt of the request.
7. Rush order requests of two (2) working days may be requested for an additional fee. Rush order requests cannot be guaranteed.

Initial Policy Date:	April 11, 2012	Resolution No:	67/12
Revision Date:	November 23, 2015	Resolution No.	390/15
Revision Date:	January 23, 2017	Resolution No.	028/17