
**TITLE: Procedures for Completion of
 Compliance Certificates**

POLICY NO. 61/213. 00 (00)PO

Accepted procedures as they pertain to the completion of Compliance Certificates.

1. Only Real Property Reports duly signed by an authorized Alberta Land Surveyor shall be accepted.
2. Fascimiles will not be accepted, and the Chief Administrative Officer or his Delegate may refuse to issue a Letter of Compliance if the information contained on the Real Property Report is illegible or if the original or copy of has been altered manually in some manner.
3. When issuing a Letter of Compliance, based on a Real Property Report that is older than one (1) year from the certification date, it must be accompanied with a Statutory Declaration that indicates no changes to the property have taken place since that date.
4. A Letter of Compliance shall be issued using one of the following standard forms which are attached and form part of this policy:
 - (a) Schedule 'A' for all buildings shown on the Real Property Report that conform to the setback requirements of the Land Use Bylaw No. 73; or
 - (b) Schedule 'B' for all buildings shown on the Real Property Report that do not meet the setback requirements of the Land Use Bylaw No. 73 and are deemed non-conforming as defined in the Municipal Government Act, Statutes of Alberta, 1994, Chapter M-26.1 and amendments thereto.

Mayor

DATE: December 11, 2000

Municipal Secretary

RESOLUTION: 00-460