

<b>POLICY # PD 001</b>	<b>COMPLIANCE LETTER REQUEST</b>
------------------------	----------------------------------

<b>APPROVAL DATE:</b>	March 1997 (15-03-97)	<b>CROSS-REFERENCE:</b>	
<b>RESPONSIBILITY:</b>	Planning & Development Department	<b>APPENDICES:</b>	None
<b>APPROVER:</b>	Council	<b>REVIEW DATE:</b>	February 22, 2022
<b>REVISION DATE (s):</b>	February 2022 (2022-02-69)		

**POLICY STATEMENT**

Certificate of Compliance Letters are issued by the County of Vermilion River as a public service to property owners within the County's jurisdiction. The County of Vermilion River will provide a consistent approach to the processing and issuing of Certificate of Compliance letters.

**BACKGROUND**

The Planning and Development Department regularly receives requests, primarily from Lawyers and Realtors on behalf of lending institutions for what is commonly referred to as "zoning" or "land use" Certificate of Compliance letter. This is a letter from the Development Officer verifying whether the existing buildings and or development on a parcel of land complies with the requirements of the current Land Use By-Law.

**OBJECTIVE**

The County will adhere to the guidelines outlined within this Policy when dealing with requests for Certificate of Compliance letters.

## SCOPE

INTERNAL STAKEHOLDERS	EXTERNAL STAKEHOLDERS
Administration	Developers
Council	

## DEFINITIONS

“**Compliance Certificate Letter**” means a written statement from the County of Vermilion River the development on the property conforms to the requirements as set out in the current Land Use Bylaw.

“**County**” means the County of Vermilion River.

“**Land Use Bylaw**” means the current 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.

“**May**” means discretionary compliance or a choice in applying policy.

“**Real Property Report**” or “**RPR**” means a legal original stamped and signed document prepared by an Alberta Land Surveyor (ALS) that clearly illustrates the location of significant visible building(s) relative to property boundaries.

“**Shall**” means mandatory compliance.

## GUIDING PRINCIPLES

1. Any request received for a Certificate of Compliance Letter shall be submitted on the Application Form with the applicable fee as stated in the current Fee Bylaw.
2. A request shall be accompanied by a Real Property Report of the subject parcel, prepared by an Alberta Land Surveyor and the report shall not be more than five (5) years old.
3. Once an application is complete, the County may take up to fifteen (15) days to issue a Certificate of Compliance Letter.
4. In the event of a conflict between the provisions of this Policy and the provisions of the County’s Land Use Bylaw, or any other Bylaw, the provisions of those Bylaws shall prevail over the provisions of this Policy.
5. Staff shall not undertake an inspection of a property as part of the compliance assessment process.
6. A Certificate of Compliance Letter is not a legal document and the County will not be liable for any damages arising from the use of a Certificate of Compliance Letter containing errors where the errors are a result of incorrect or incomplete information on the Real Property Report.

## ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
<b>HANDLING INQUIRIES</b>	Director of Planning and Development
<b>MONITORING REVIEWS AND REVISIONS</b>	Director of Planning and Development in conjunction with the Executive Secretary
<b>IMPLEMENTING POLICY</b>	Council
<b>COMMUNICATING POLICY</b>	Chief Administrative Officer