



# TOWN OF ROCKY MOUNTAIN HOUSE

P.O. BOX 1509 5116 50 AVENUE ROCKY MOUNTAIN HOUSE AB T4T 1B2

**TOWN POLICY NUMBER: 003/2002**

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| <b>REFERENCE:</b> | <b>ADOPTED BY:</b> | <b>SUPERSEDES:</b> |
|                   | TOWN COUNCIL       | 012/96             |

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|------------------------|------------------------|
| <b>PREPARED BY:</b>    | <b>EFFECTIVE DATE:</b> |
| PLANNING & DEVELOPMENT | June 4, 2002           |

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**TITLE: COMPLIANCE CERTIFICATES**

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## POLICY STATEMENT

To establish a written policy, approved by Council, to outline the procedure for issuing Compliance Certificates.

## ADMINISTRATION PROCEDURE

- 1) Form "A", Form "B" and Form "C" be adopted as the Town of Rocky Mountain House Certificates Respecting Compliance.
- 2) There will be a maximum age limit of ten (10) years on the validity of a Real Property Report.
- 3) When a Real Property Report is not current a statutory declaration must be signed and submitted indicating that no improvements have been made since the date of the Report. If there have been improvements made to the property with the exception of a



fence or one 9.5 square meters (102.2 sq.ft) storage shed the applicant will be required to submit a new Real Property Report.

- 4) Once the appropriate Compliance Certificate has been issued for the property it would be at the applicants discretion if there is a breach or a non-conforming situation to apply for a development permit to grant a variance if the Financial Institution requires it for mortgage lending. The permit may or may not grant the necessary relaxations either through the Development Officer or Municipal Planning Commission to bring the property into conformance.
  - a. The Development Officer has authority to deal with both a 20% variance on minimum and maximum requirements of the Land Use Bylaw. The fee for this development permit application is \$50.00 and there will be no charge for the issuance of a new Compliance Certificate if the development permit is approved within one (1) year from issuance of the original Certificate Regarding Compliance.
  - b. Relaxations over 20% shall be considered by Municipal Planning Commission. The fee for this development permit application is \$125.00 and there will be no charge for the issuance of a new Compliance Certificate if the development permit is approved within one (1) year from issuance of the original Certificate Regarding Compliance.

*Note: There is the standard 14 day appeal period on any development permit issued. Appropriate advertising shall occur as per Land Use Bylaw 97/22 LU.*

- 5) If the Report indicates encroachments onto Town owned lands, they shall be dealt with as per Town Policy 004/2002.
- 6) There shall be a processing fee of \$50.00 for all compliance certificates.