

	ADMINISTRATIVE POLICY	Policy No: 7,010CM
		Approved By: City Manager
		Effective Date: September 22, 2014
		Department: Planning and Infrastructure

COMPLIANCE CERTIFICATE POLICY

POLICY STATEMENT

The requirements and process for handling compliance requests are considered under this policy. Compliance certificates are a service provided to residents and businesses as part of real estate transactions.

1. PURPOSE

- 1.1 This policy provides direction to the City's Development Officers when reviewing Real Property Reports for compliance with the current Land Use Bylaw.

2. DEFINITIONS

- 2.1 Compliance – A certificate that indicates the property and its improvements meet the current City of Spruce Grove Land Use Bylaw regulations at the time the request for compliance is made.

3. RESPONSIBILITIES

- 3.1 The Development Officer will review requests for compliance and issue certificates or letters to the applicant within the specified time period.
- 3.2 The applicant will submit a complete application for compliance with all the required documents, including a Real Property Report showing all of the improvements made on a property.

4. APPLICATION REQUIREMENTS

- 4.1 The registered owner, or a person with a legal or other interest in a site, may apply to the Development Officer for a compliance certificate by submitting the information outlined herein with the application fee.
- 4.2 The applicant for a compliance request shall provide a contact name, address and phone number.

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- 4.3 The applicant for a compliance request shall submit two (2) original Real Property Reports. The Real Property Report shall be less than five (5) years old; documents between five (5) and ten (10) years old will be accepted provided that they are accompanied by an affidavit stating that no additional development exists on the site. Real Property Reports over ten (10) years old will not be accepted.
- 4.4 The applicant for a compliance request shall submit a copy of a Certificate of Title for the subject site, obtained within the previous three (3) months.

5. REVIEW PROCESS

- 5.1 The Development Officer shall not conduct a site inspection as part of the Compliance review process. The Compliance shall be based solely on information contained within the property files and any development shown on the Real Property Report.
- 5.2 The Development Officer may issue a Compliance Certificate for a site when the development shown on the Real Property Report complies with the Land Use Bylaw regulations in force at the time of the compliance request.
- 5.3 The Development Officer may refuse to issue a compliance certificate when there is not sufficient information to determine if the development on a site is located in accordance with the requirements of the Land Use Bylaw in force at the time of the compliance request.
- 5.4 If there are issues relating to the location of any development or development permits for said development, a compliance review letter shall be sent to the applicant informing them of the issues.
- 5.5 If the applicant has addressed outstanding issues that required corrective action, the applicant may request an update to the compliance review. A compliance update may be issued to the original applicant only and must be made within six (6) months of the issuance of the original compliance letter. Any changes to the Real Property Report as a result of the update requires that two (2) new original Real Property Reports must be submitted as part of the request.



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RELATED DOCUMENTS

None.

APPROVAL

City Manager _____

A handwritten signature in black ink, appearing to be "D. A. ...", written over a horizontal line.

Date _____

SEP 22 2014