



Planning and Development
414 King Street, Spruce Grove, AB
 Phone: 780-962-7582
 Fax: 780-962-1062

COMPLIANCE CERTIFICATE APPLICATION

Business Hours
 M-F: 8:30 a.m. – 4:30 p.m.

PROJECT LOCATION – REQUIRED

Suite:	Street Address:	Street Name:
Legal Description: Unit / Lot / Block / Plan or Quarter / Section / Township / Range / Meridian		

NOTE:

Typically, the purchaser and/or a financial institution, due to a real estate transaction, requests the property owner/seller to provide them with a compliance certificate issued by the City. Although the City has no legal obligation to issue compliance letters, it does so as a public service subject to the requirement of an application fee and submission of a real property report. A Real Property Report, prepared by an Alberta Land Surveyor, is required to determine whether the property complies with City of Spruce Grove Land Use Bylaw.

The City will review the Real Property Report to determine whether or not the improvements shown on the Report meet the requirements of the Land Use Bylaw. A stamp of Compliance will be given if all Land Use Bylaw requirements are met. If there are non-complying, non-conforming structures, the City is aware of, a letter will be provided outlining the issue(s). The City realizes that Compliances may hold up land transactions, and therefore, tries to provide prompt service.

Disclaimer: Safety codes and Lot grading summary review are not included within the Compliance review.

MANDATORY DOCUMENTATION

REAL PROPERTY REPORT

- Two (2) original Real Property Reports (less than 5 years old and original size) OR
 - Two (2) original Real Property Reports (5 - 10 years old and original size) accompanied by an Affidavit.
- Note: The City of Spruce Grove does not accept Real Property Reports that are older than 10 years.

CERTIFICATE OF TITLE

A valid Certificate of Title shall accompany this application and shall be no more than three (3) months old.

REGISTERED PARTY WALL AGREEMENT

For row housing and semi-detached dwellings, the party wall agreement that is registered against the Certificate of Title. Any questions contact Tanya Ouellette at touellette@sprucegrove.org or 780-962-7634 ext.173.

SERVICE REQUEST – REQUIRED

Regular Service (Response in 10 Business Days)

- Residential (\$157.50)
- Commercial/Industrial/Institutional (\$262.50)

Rush Service (Response in 3 Business Days)

- Residential (\$315.00)
- Commercial/Industrial/Institutional (\$525.00)

Re-Stamp

- Rush (\$157.50)
- Regular (\$78.75)

GST is included in all fees

Re-stamp 50% of applicable fee – If there are issues relating to a compliance response letter that was issued, the applicant may rectify the issues and request a re-stamp within six (6) months of the date the compliance response letter was issued.

(Submit 1 original Real Property Report—the one sent back with compliance letter or if the original Real Property Report was amended submit 2 original amended RPRs)

NOTE: Only the original compliance applicant can request re-stamp.

Mailing Address
 315 Jespersen Ave
 Spruce Grove, AB T7X 3E8

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer a compliance certificate. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-2611.



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Page 2 of 2

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PREFERRED METHOD OF DELIVERY – REQUIRED

<input type="checkbox"/> Mail	<input type="checkbox"/> Pick Up Phone number to call:	<input type="checkbox"/> Email:
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All of the following fields **must be** completed regardless of pick up or mail delivery

MAILING ADDRESS — PERSON TO RECEIVE COMPLIANCE

Company Name (If Applicable)			
Contact Name			
Mailing address:	City:	Province:	Postal Code:
Phone no.:	Fax no.:		

OWNER AND REPRESENTATIVE

<input type="checkbox"/> I am the registered owner of the land described above	<input type="checkbox"/> I am the designated agent
Owner Name:	Company Name (If Applicable)
	Agent Name:
Signature:	Signature:

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