

How to Apply

Compliance Request Application

- Completed Compliance Application form
AND
 - Two (2) original Real Property Reports, no more than 5 years old)
 - Copy of a Certificate of Title, no more than three months old
 - Application fee
- OR**
- Two (2) original Real Property Reports, 5 - 10 years old and original size, accompanied by an Affidavit

File Review

- Complete File Review Application form
- Copy of a Certificate of Title, no more than three months old
- Proof of property owner approval, (If the applicant is not the owner)
- Application fee

Zoning Verification Letter Application

- Complete File Review Application form

Printable copies of all permit application forms may be obtained from the City of Spruce Grove website.

www.sprucegrove.org

Need More Information?

Not sure what type of inspection is right for you? We can help! Contact the City of Spruce Grove Planning & Development Department.

Where to Apply

Office Location:

**Planning and Development
414 King Street
Spruce Grove, Alberta**

Office Hours

Monday to Friday

8:30 a.m. to 4:30 p.m.



Mailing Address:

**City Hall
315 Jespersen Avenue
Spruce Grove, AB T7X 3E8**

Phone: 780-962-7582

Fax: 780-962-1062

Revised April 2020



**Compliance
Requests,
File Reviews &
Zoning
Verification**

The Community of Choice!

Compliance Requests

Proof of a property's compliance with the City of Spruce Grove Land Use Bylaw is a service provided by the City and may be important as a condition of sale of the property. The request for compliance must include all the items listed under the "How to Apply" section.

When a compliance request is received, a Development Officer will review the Real Property Report (RPR) together with the property file and Land Use Bylaw to ensure that there is compliance. This means that all the existing development on the property has the required Development Permits and that structures meet regulations of the Land Use Bylaw.

If the property is in compliance with the Land Use Bylaw, the applicant will receive an original RPR back with a stamp indicating compliance and signed by a Development Officer. If the property does not comply, the applicant will receive a letter stating all facts, findings, shortcomings, and the City's position. The applicant may be required to take corrective action as directed by the City.

The applicant may rectify the issues and request an updated compliance (re-stamp) within 6 months of the date of the letter, at a reduced fee (See Table 2).

File Review Request

A more thorough review may be completed for a property through the file review process. When a file review request is received, City Administration will review the property files and provide a timeline of the property's development history.

A file review includes a thorough review of all development permit approvals, safety codes permits (building, gas, plumbing and electrical), lot grading, and other considerations the property owner is inquiring about, such as environmental concerns.

Zoning Verification Letter

A Zoning Verification Letter is a letter from the City confirming the Land Use District of a given property and whether the proposed or existing use is allowed in the District. This letter does not include a Safety Code summary or confirmation that structures have received Development Permits or are meeting Land Use Bylaw Regulations.

Table 1: List of services and what is provided for each

	Compliance	File Review	Zoning Verification
Zoning	X	X	X
Safety Codes		X	
Land Use Bylaw (setbacks, permits, etc)	X		

Table 2 Fees - All fees are per lot or condominium unit

Compliance Request

Residential (10 business days)	\$130 per lot/unit
Residential (RUSH - 3 business days)	\$210 per lot/unit
Multifamily Residential / Commercial / Industrial / Institutional (10 business days)	\$130 per lot/unit
Multifamily Residential / Commercial / Industrial / Institutional (RUSH - 3 business days)	\$210 per lot/unit
Re-Stamp (submit 1 original copy of the Real Property Report - the one sent back with compliance letter)	50% of applicable fee

File Review and File Review with Compliances :

Residential, Multifamily Residential, Commercial, Industrial, Institutional;	\$105 per hour (min. 2 hrs)
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Zoning Verification Letter

Multifamily / Non-Residential (3 or more dwelling units)	\$105 per lot/unit
Commercial	\$105 per lot/unit
Industrial	\$105 per lot/unit
Institutional	\$105 per lot/unit