



# COMPLIANCE CERTIFICATE APPLICATION

Page 1 of 2

**Planning and Development**  
**315 Jespersen Avenue, Spruce Grove, AB**  
Phone: 780-962-7582  
Fax: 780-962-1062

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

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## 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. This review does not include the requirements of the Alberta Safety Codes Act, any federal, provincial or municipal legislation or to the terms or conditions of any easement, covenant, building scheme or other document affecting the building(s) or land.

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

☐ One (1) original Real Property Reports or 1 digital (less than 5 years old and original size) OR

☐ One (1) original Real Property Reports or 1 digital (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.

## SERVICE REQUEST – REQUIRED

### Regular Service (Response in 12 Calendar Days)

- ☐ Residential (\$178.50)  
☐ Commercial/Industrial/Institutional (\$378.00)

### Rush Service (Response in 3 Business Days)

- ☐ Residential (\$346.50)  
☐ Commercial/Industrial/Institutional (\$698.25)

### Re-Stamp

- ☐ Rush (\$173.25)  
☐ Regular (\$89.25)

**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.

**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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**414 King Street, Spruce Grove, AB**  
Phone: 780-962-7582  
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M-F: 8:30 a.m. – 4:30 p.m.

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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.:			

**Signature:**

Documents can be emailed to: [planningsupport@sprucegrove.org](mailto:planningsupport@sprucegrove.org)

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