

NUMBER: C-007
SUBJECT: COMPLIANCE POLICY
DEPARTMENT: COUNCIL – GENERAL
EFFECTIVE: 2001

- (1) The fee for a compliance review shall be \$50.00 payable prior to the compliance review.
- (2) A Real Property Report (RPR) or a Surveyor's Certificate with the signature of the Alberta Land Surveyor clearly shown must accompany the request for a compliance letter.
- (3) If the Real Property Report (RPR) or Surveyor's Certificate is older than one (1) year from the date submitted for compliance review it must be accompanied by an affidavit, executed within 30 days of submission for compliance, signed by the vendor that no additions of structures or changes to existing structures have occurred since the date of the survey.
- (4) If the Real Property Report (RPR) or Surveyor's Certificate submitted is not legible or is missing a measurement needed to determine compliance, a letter stating that the compliance could not be conducted due to the applicable reason will be sent to the person that submitted the compliance request.
- (5) All measurements shown on a Real Property Report (RPR) or Surveyor's Certificate are deemed to be accurate within a tolerance of 0.05m.
- (6) The basic format of the letter is shown in Schedule A, items (a) – (e) would be inserted into the letter where applicable. Additional phrases may be added, as circumstances require.
- (7) The compliance review shall pertain to the compliance of the use and setback requirements of principal and accessory buildings, larger than 9.3m² (100 sq. ft.), with the current Land Use Bylaw.

Schedule A

«FirstName»
«Address1»
«City», «State»
«PostalCode»

Dear Sir or Madam:

Re: Compliance Request
Lot 1, Block 1, Plan 111 1111
1111 - 11Avenue, Coaldale

Your File: 111-01

Please be advised that the above mentioned property is designated _____ in the Town of Coaldale Land Use Bylaw 469-P-10-00. Within this land use district _____ (is / is **NOT**) a permitted use.

- a. A review of the (Real Property Report / Surveyor's Certificate) dated _____ and signed by _____, Alberta Land Surveyor, which is attached hereto and forms part of this letter shows that the location of the _____ (complies / does not comply) with the setback requirements of Land Use Bylaw 469-P-10-00.
- b. However, the _____ as shown on the above noted Real Property Report does not comply with the setback requirements of Land Use Bylaw 469-P-10-00.
- c. The _____ is located _____m from the (front / rear / side) property line whereas a minimum (front / rear / side) yard of _____m is required.
- d. However, as the _____ was built prior to the current and previous Land Use Bylaws coming into force, the _____ is a non-conforming (building / use) as defined in Section 616 of the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26, as amended. As a non-conforming (building / use), it is subject to section 643 of the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26, as amended.
- e. However, development permit _____ granted a waiver of the (front / rear / side) yard setback requirement.

The position of the Town is based solely on the information contained in the survey document referred to in paragraph a. above. Only compliance or non-compliance of principle and accessory buildings (larger than 100 sq. ft.) within the subject property shown on the survey document has been addressed in this letter. The Town of Coaldale makes no representation as to buildings, improvements or measurements incorrectly shown or not shown on the survey document.

The Town advises that it has not in any way verified, checked or reviewed any document, plan, affidavit, statutory declaration or letter provided and exclusively and strictly relies upon the author or signatory for accuracy and veracity of all statements and details provided.

Yours very truly,
DEVELOPMENT OFFICER