



Compliance Certificate

What is it and How do I get one?

What is a Compliance Certificate?

A Compliance Certificate is a letter issued by the Municipality confirming that the location of buildings on a property conforms to the requirements of the Land Use Bylaw in terms of siting, coverage and setbacks. The compliance review is based on a Real Property Report (RPR) prepared by an Alberta Land Surveyor.

The Municipality of Crowsnest Pass does not require persons to obtain a Compliance Certificate but will provide the service of a compliance review of your property when requested for a fee. This process is offered voluntarily by the Municipality, as it is not required by provincial or federal legislation.

Why would I need a Compliance Certificate?

Compliance Certificates are often requested when real estate is sold and is a typical requirement of real estate purchase contracts in Alberta. Banks and other lending institutions often require the Compliance Certificate prior to approving a mortgage. Lawyers representing home buyers may request the Compliance Certificate. Also, standard residential real estate purchase contracts often require the vendor to guarantee that the buildings on the property meet the Land Use Bylaw regulations and do not encroach upon easements, utility right-of-way or adjacent lands.

What is a Real Property Report?

A Real Property Report is a survey of a property conducted by an Alberta Land Surveyor. It will

show all relevant visible public and private improvements (i.e. dwellings, garages, sheds, fences, walls etc.), the distances from property lines, easements and utility right-of-ways and any encroachments onto or from other properties, easements or utility right-of-ways. It generally takes the form of a plan or illustration of the various physical features of the property including a written statement detailing the surveyor's opinions or concerns; it can therefore be relied upon by the buyer, the seller, the lender and the municipality as an accurate representation of the improvements on your property.

A Real Property Report is the only true way of knowing the legal boundaries of the property one is buying or selling.

How do I obtain a Compliance Certificate?

Submit the following to the Municipality of Crowsnest Pass Development Officer:

1. A written letter, requesting a Certificate of Compliance.
2. An original RPR for the property signed, dated and stamped by an Alberta Land Surveyor.
3. Real property reports older than 2 years must be accompanied by a Statutory Declaration indicating no changes to the property have been made.
4. Real property reports older than 15 years will not be accepted.

Processing Times

Processing times may vary depending on the

number of compliance review requests being processed.

A priority service (within 3 working days) may be requested at an additional cost.

Non-Compliance

If the development (siting and setbacks of buildings) on the property does not comply with the regulations of the current Land Use Bylaw, a letter will be provided to the applicant explaining the deficiencies.

Compliance Certificate Fees

Regular Service: \$50

Priority Service (within 3 working days): \$100

All fees must be paid when submitting application. Fees are subject to change. For all fees, please refer to the Fees, Rates and Charges Bylaw 951, 2016.

Compliance Certificate Process



For more information, please visit our website at www.crowsnestpass.com or contact

Lisa Kinnear, Development Officer
8502 19 Avenue, Coleman
403-562-8833
development@crowsnestpass.com



CROWSNEST PASS
Naturally Rewarding