



**TOWN OF EDSON
LAND USE BYLAW NO. 2070**

Fee: \$50.00
Receipt No.: _____
Roll No.: _____

CERTIFICATE OF COMPLIANCE APPLICATION

PLAN _____ BLOCK _____ LOT _____ ADDRESS _____

Two (2) Real Property Reports (done within 6 months of the request for a Certificate of Compliance) are required to be submitted with the application and fee.

Applicant: _____ Tel. No. _____

Mailing Address: _____ Postal Code: _____

<u>PRESENT LAND USE:</u>	<u>PRESENT BUILDING USE:</u>	<u>OCCUPANT USES:</u> Specify those uses that apply to the property:
<input type="checkbox"/> Residential	<input type="checkbox"/> Residential	single family / mobile / modular / two-family / multi family
<input type="checkbox"/> Commercial	<input type="checkbox"/> Commercial	retail / office / financial institution / work shop
<input type="checkbox"/> Industrial	<input type="checkbox"/> Industrial	church / school / government facility
<input type="checkbox"/> Institutional	<input type="checkbox"/> Institutional	plant / shop / mill / warehouse

No. Storeys: _____ (Note: The 1st storey is defined as the first floor above ground having its upper face more than 2.0 meters above average building grade.)

Land Use Classification: _____ Closing Date: _____

I/We hereby make application for a Certificate of Compliance under the provisions of the Edson Land Use Bylaw, and submit herewith a survey document, forming an integral part of the application, that identifies the location of buildings and/or structures on the lands described above.

I/We hereby certify that the current use of the land and buildings are as described in this Application and/or attached survey certificate documents.

NOTE: If the Applicant **IS NOT** the registered owner, then the Owner Declaration below **must be signed by the owner**, or otherwise a signed owner authorization must be produced in writing.

Note: *If the buildings and/or land use do not comply with the Town Land Use Bylaw, a separate Application is required to Vary the Minimum Standards.*

Applicant Signature: _____ Date: _____

OWNER DECLARATION:

As the registered owner of the above Described Lands, I do hereby declare that I have personally authorized the above Applicant to be my official representative in making this application on my behalf.

Signature of Owner

PRINTED NAME

Date

Date Stamp Received



What you will need to get a Certificate of Compliance



1) An Application for a Certificate of Compliance must be filled out in full.



2) Two (2) original copies of the Real Property Report (RPR) dated within the last six (6) months (the RPR must be signed and stamped by a Registered Alberta Land Surveyor).



3) If the RPR is more than six (6) months old and absolutely nothing has changed since the RPR was done (for eg: no other buildings, sheds, fences, decks, additions, swimming pools, etc. added or removed) then a Statutory Declaration, signed by the registered owner of the property and duly stamped and signed by a Commissioner for Oaths, must accompany the Application stating that there have been no changes. The Statutory Declaration should also be dated within 30 days of the application date.



4) Standard \$50 Fee and the Certificate of Compliance will be ready within 10 working days.



5) Express Fee \$100 and the Certificate of Compliance will be ready the next working day.



6) If there are any encroaching structures, there may be delays as an Encroachment Agreement will be required or the encroachment can be removed or corrected. If the encroachment is removed or corrected an updated RPR will be required. There is an additional \$300 fee for Encroachment Agreements.



7) If any structure(s) (shed, deck, addition, etc.) was constructed or removed without a Development Permit, there may be delays, as a Development Permit Application will need to be completed by the applicant, signed by the registered owner of the property and submitted with all the required documentation and fees. Development Permit fees double when structures are constructed without first obtaining a Development Permit.



8) If any structure(s) (shed, deck, fence, etc.) require a variance, an Application to Vary Minimum Standards will need to be completed by the applicant, signed by the registered owner of the property and submitted with the required fee. Post-Development Variance Fees are \$500 per metre which are pro-rated. ($\$500 \div .021\text{m} = \105).



NOTE: *If you are a Real Estate Agent acting on behalf of your client you must provide the section of your contract showing you have authorization to obtain the necessary documents for the sale of the property.*

