



**703P**  
**Certificates of Compliance**

Governing Policy: 703C

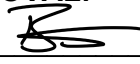
Prepared By: Planning and Development

Effective Date: Upon Approval

References: Land Use Bylaw

Rates Bylaw

**APPROVAL:**

CAO:  \_\_\_\_\_

Date Signed by CAO: September 29, 2022

Leadership Approval: September 7, 2022

**PURPOSE**

To establish a system regarding the processing of requests from property owners for Certificates of Compliance and to eliminate any responsibility and/or liability for any mistake, inaccuracy, or error which may arise from the information supplied by or on behalf of the applicant/property owner.

**ACTION STEPS**

These procedures provide the administrative process to implement Policy 703C and to ensure consistency.

1. All requests for a Certificate of Compliance submitted to the Town of Olds must be accompanied by:
  - a. A minimum of one digital or original hard copy of the valid real property report for the property with:
    - (i) The RPR being no older than 10 (ten) years; and
    - (ii) Where the date of the RPR is greater than 1 (one) year prior to the date of applying for a certificate of compliance, it is accompanied with a statutory declaration indicating that no changes, alterations, or additions to the property have been made since the real property report was prepared
  - b. An application fee as described in the fee schedule adopted by Council and amended from time to time; and
  - c. An application/request form (Appendix A) filled out or a letter requesting a Certificate of Compliance, signed by the Applicant (owner or representative of the owner).
2. Certificates of Compliance issued by the Town of Olds only relate to the placement of the principal building and accessory buildings on a site relative to the Land Use Bylaw requirements for minimum yards and setbacks. The Development Officer may, if deemed necessary, provide a note on the Certificate of Compliance indicating any encroachments, lack of development and/or building permits, and other violations of the Land Use Bylaw, such as parcel coverage and driveway width.
3. The Development Officer shall not sign real property reports submitted to the Town as part of the request for a Certificate of Compliance.
4. The Development Officer shall establish appropriate forms to be issued as a Certificate of Compliance. These forms shall address properties that conform to the Land Use Bylaw, properties with non-conforming buildings due to the age of the development, and properties that are in breach of the Land Use Bylaw.

Every Certificate of Compliance shall include the following qualifier statements:

- a. The Town of Olds is relying entirely on the Real Property Report/Survey Certificate (copy attached) supplied by or on behalf of the applicant in respect of the location of the buildings within the property and the Town makes no representations as to the actual location of the buildings.
  - b. The Town of Olds may not have conducted an inspection of the property.
  - c. The Town of Olds assumes no responsibility or liability for any inaccuracy, mistake or error of law or fact which arises from the information supplied by or on behalf of the applicant.
  - d. This Certificate relates only to the yard and setback requirements of the Town of Olds Land Use Bylaw and does not relate to the requirements of any federal, provincial, or other municipal legislation not to the terms or conditions of any easement, covenant, building scheme, agreement or other document affecting the building(s) or land.
5. Where a Certificate of Compliance is issued indicating a non-conforming or breach situation, the Applicant may submit a Development Permit application to remedy the situation in accordance with the Land Use Bylaw.
  6. When a Development Permit application granting a variance from the Land Use Bylaw regulations is approved, and if after twenty-one (21) days no appeal has been initiated, the Development Officer will issue a Certificate of Compliance quoting the Development Permit number.
  7. When a Development Permit approval is granted to remedy a non-conforming or breach situation, there will be no charge for the issuance of a new Certificate of Compliance if the Development Permit approval is granted within one (1) year from the date the original Certificate of Compliance was issued.
  8. To interpret the information on an RPR, The Development Officer shall round dimensions relating to minimum yard and setback requirements to the nearest full integer following the decimal point. E.g.: 1.46m – 1.5m, 1.44m = 1.4m
  9. The Development Officer shall keep and file a scanned copy and photocopy of completed Certificates of Compliance and Real Property Report and keep a database of all Certificates of Compliance completed.



# REQUEST FOR CERTIFICATE OF COMPLIANCE

Please e-mail completed form to [planning@olds.ca](mailto:planning@olds.ca)

Name of APPLICANT (or Person Acting on Behalf of Owner)	
Mailing Address	
Email	Phone

\_\_\_\_\_ Signature of APPLICANT

\_\_\_\_\_ Date

Property Address		
Lot	Block	Plan
Comments / Instructions for Pickup		

### OFFICE USE ONLY

Paid \$ _____	Receipt# _____	Date _____
Roll# _____	<b>Submit Form</b>	

The personal information on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used in order to process this form. Please forward questions or concerns to the FOIP Coordinator at 4612 46 Street, Olds, AB T4H 1R5. Phone 403-666-6981, Fax 403-666-6637, or email [FOIP@olds.ca](mailto:FOIP@olds.ca)