



**703C
CERTIFICATES OF COMPLIANCE POLICY**

Prepared By: Core Services
(Planning & Development)

Council Approval Date: April 25, 2016
Council Resolution: 16-173

Effective Date: Immediately

References: Certificate of Compliance Policy 3002 – Repealed April 25, 2016
Town of Olds Land Use Bylaw
Town of Olds Fee Schedule

Function: Strategic

Supporting Procedure: 703P

POLICY STATEMENT:

The issuance of Certificates of Compliance is a service provided by the Town of Olds to property owners within the Town’s jurisdiction to assist with arrangements for the sale or transfer of properties. The Town of Olds will provide a consistent approach to the processing and issuance of Certificates of Compliance.

PURPOSE:

To establish a system regarding requests 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.

To clarify for property owners and those involved in real estate transactions the process used for Certificates of Compliance.

DEFINITIONS:

In this Certificate of Compliance Policy:

- (a) “Accessory Building” means a building as defined in the Town of Olds Land Use Bylaw;
- (b) “Building” includes anything constructed or placed on, in, over or under land but does not include a highway or road or bridge forming part of a highway or road;
- (c) “Certificate of Compliance” or “Compliance Certificate” means a written statement from the Town of Olds that development on a property conforms to the requirements set out in the Land Use Bylaw;
- (d) “Council” means the Council of the Town of Olds;
- (e) “Development Officer” means a person appointed as a Development Officer (or their designate) pursuant to the Land Use Bylaw;
- (f) “Development Permit” means a document authorizing a development issued pursuant to the Land Use Bylaw;

- (g) “Encroachment” means anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground (excluding sound attenuation structures, sidewalks, fences, or any other municipal improvement required and owned by the Town), that extends over a property line and shall include but not be limited to the following:
 - (i) buildings and all projections (including eaves, cantilevers, etc.) and siding;
 - (ii) sheds including those attached to a dwelling and/or a fence;
 - (iii) fences;
 - (iv) asphalt, concrete or brick sidewalks, curbs, parking pads, aprons or driveways;
 - (v) structures (including decks, stairs, patios, balconies, etc.);
 - (vi) retaining walls;
 - (vii) swimming pools and hot tubs;
 - (viii) shrubs, trees or other organic landscaping materials planted in Reserves or Town owned parcels;
 - (ix) hard landscaping (including but not limited to fire pits and planters);
 - (x) light standards; and
 - (xi) signs

- (h) “Land Use Bylaw” means the bylaw that has been adopted by Council for the purpose of prohibiting or regulating and controlling the use and development of land and buildings within the Town of Olds;

- (j) “Principal Building” means a building as defined in the Town of Olds Land Use Bylaw;

- (i) “Real Property Report” or “RPR” means a legal document prepared by an Alberta Land Surveyor that clearly illustrates the location of significant visible building(s) relative to property boundaries.

- (j) “Town” means the Municipal Corporation of the Town of Olds in the Province of Alberta, and/or the area contained within the corporate boundaries of the said municipality, as the context may require.

SCOPE

This policy applies to Core Services staff (Development Officers) dealing with the processing and issuing of Certificates of Compliance for property owners.

RESPONSIBILITIES

Core Services staff (Development Officers) shall process requests for Certificates of Compliance, review Real Property Reports and issue Certificates of Compliance in a timely manner.