



703C
Certificates of Compliance

Supporting Procedure: 703P

Prepared By: Operational Services
(Planning & Development)

Council Approval Date: June 8, 2020

Council Resolution: 20-219

Effective Date: Immediately

References:

Land Use Bylaw

Rates Bylaw

Records Management Retention Schedule Bylaw

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.

SCOPE

This policy applies to Planning and Development staff dealing with the processing and issuing of Certificates of Compliance for property owners.

DEFINITIONS

Accessory Building means a Building as defined in the Town of Olds Land Use Bylaw.

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.

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.

Council means the elected officials of the Town of Olds, including the Mayor and Councillors.

Development Officer means a person appointed as a Development Officer (or their designate) pursuant to the Land Use Bylaw.

Development Permit means a document authorizing a development issued pursuant to the Land Use Bylaw.

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.

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.

Principal Building means a Building as defined in the Town of Olds Land Use Bylaw.

Real Property Report (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.

Town means the Municipal Corporation of the Town of Olds.

RESPONSIBILITIES

The Chief Administrative Officer (CAO) or designate(s) is responsible for administering this policy within the standards established.

Planning and Development staff shall process requests for Certificates of Compliance, review Real Property Reports and issue Certificates of Compliance in a timely manner.