



Policy No. 47 / 2013

Policy Title: **Administration Policy – Certificate of Compliance**

Date Adopted: **September 24, 2013**

**Date Reviewed &
Amended**

February 24, 2015

Purpose:

A Certificate of Compliance is a confirmation from the Town of Bentley that the location of building(s) on a site comply with the requirements of the Land Use By-law.

This Policy establishes the requirements for and the processing of a Certificate of Compliance.

Policy Statement:

1. A Certificate of Compliance can only be issued by a Development Officer or the Chief Administrative Officer
2. An original copy of the Alberta Land Surveyor's Real Property Report is required to apply for a Certificate of Compliance. The Real Property Report will only be accepted within *ten (10) years* (amended February 24, 2015) of the date of the Survey and the Compliance Certificate will indicate the date of the Survey
3. An Alberta Land Surveyor's Real Property Report which states "Under Construction" or "Foundation only" can only be accepted if it is submitted within 6 months of the date of the Survey.
4. Fax copies, ineligible plans and plot plans will not be accepted.
5. If there are buildings or structures that encroach onto utility right-of-ways, easements or Town owned land, an Encroachment Agreement must be obtained prior to the issuance of the Certificate of Compliance


Initial

6. Payment for a Certificate of Compliance is required, in accordance with the fee established as per resolution of Town Council.
7. Due to copyright laws, no copies of the Alberta Land Surveyor's Real Property Report will be provided to anyone other than the person/client named on the Real Property Report or the individual or company who performed the survey.

Signed, as amended, February 24, 2015



Mayor



Chief Administrative Officer