



# TOWN OF EDSON

## REQUEST FOR CERTIFICATE OF COMPLIANCE

Two original copies of a Real Property Report, completed within 6 months of the date of this application are required to be submitted with this application, along with a copy of the land title and the regular fee or rush fee.

PLAN:  BLOCK:  LOT:  LONG LEGAL:

Street Address:

Owner(s)/Applicant:

Contact Number(s):

Mailing Address:

E-mail Address:

Land Use District:  Compliance Needed by:

When your request is ready, do you want us to:  E-mail  call  mail documet?

Owner/Applicant Signature:  Date:

**THE OWNER MUST COMPLETE THIS SECTION ONLY IF THE APPLICANT IS NOT THE OWNER**

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.

Owner Signature:  Date:

Print Name:

**ANY PERSONAL INFORMATION THAT YOU PROVIDE TO OUR OFFICE IS BEING COLLECTED FOR THE PURPOSE OF PROVIDING A MUNICIPAL SERVICE AS SPECIFIED IN THE MUNICIPAL GOVERNMENT ACT AND WILL BE USED ONLY IN ACCORDANCE WITH THAT ACT.**

<b>Office Use Only</b>	<input type="checkbox"/> \$100 for residential or \$150 for commercial regular/ <b>per title</b> (completed within 10 working days) <input type="checkbox"/> \$200 for residential or \$300 for commercial RUSH/ <b>per title</b> (completed within <b>two</b> working days)	Date Application Received
	Receipt No: _____ Tax Roll No: _____	

## ***What you will need to obtain 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 an original, 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 example: 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) **Regular Fee/per title** and the Certificate of Compliance will be ready within 10 working days.
- 5) **Rush Fee/per title** and the Certificate of Compliance will be ready within two working days.
- 6) If there are any **encroaching structures**, there may be delays as an Encroachment Agreement may be required or the encroachment may be required to be removed or corrected. If the encroachment is removed or corrected an updated RPR will be required. The Encroachment Agreement fee is \$300.
- 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**, Variance Fees are \$500 post development.
- 9) **Should you receive a Non-Compliance Letter** or should **deficiencies be noted on a Compliance Certificate**, you will not be charged a fee for update/revision (once you complete the deficiencies) if you make the request within 30 days of the date of issuance of the Letter or Compliance. Standard fees apply after 30 days.

**NOTE:** The only two exceptions for not receiving an Owner's signature:

- *If you are a **Real Estate Agent** acting on behalf of your client you must provide the section of your contract showing the statement/checkmark indicating that you have authorization to obtain the necessary documents on behalf of the Owner for the sale of the property.*
- *If you are a **Lawyer** acting on behalf of your client, you must provide a letter advising you are the Owner's lawyer and acting on behalf of your client.*