



Compliance Certificate Application Form

OFFICE USE ONLY

DP # _____

Fee: _____

Receipt No: _____

Purpose: A Compliance Certificate Application is used to obtain confirmation from the Municipality that the building(s) and development(s) shown on a Real Property Report meet the separation distance, yard, and building setback regulations of the Land Use Bylaw. A Compliance Certificate does not confirm if valid Development Permits are in place for the building(s) and development(s) shown on a Real Property Report.

This Application Form shall be **complete** and include an attached Development Permit Checklist.

Please Note:

- **NO DEVELOPMENT** shall commence without a valid Development Permit. Any work started prior shall be subject to a double fee penalty and further enforcement actions;
- An **Administrative Fee** will be withheld for any refunds. Please note that all applicable permit refunds will be issued by cheque only; and,
- Submission of a duly signed application form authorizes the Development Officer to enter the property to carry out inspections necessary for this development.

All boxes shall be "CHECKED" and information indicated attached to the application.

OFFICE	APPLICATION SUBMISSION REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/> 1. Real Property Report: no more than 1 year old at the time of application, must be submitted with this application.
<input type="checkbox"/>	<input type="checkbox"/> 2. Copy of Current Certificate of Title(s): no more than 30 days old at time of application and may be obtained from Alberta Registries Office.
<input type="checkbox"/>	3. Is this a Rush Compliance? Please note, rush compliance certificates are completed within 24 hours and fees are doubled. <input type="checkbox"/> Yes <input type="checkbox"/> No

PLEASE PRINT

☐ Applicant and Owner Information:

Applicant Name: _____

Mailing Address: _____

Postal Code: _____

Daytime Phone: _____ Alternate: _____ Fax: _____

Email Address: _____

Registered Owner(s): _____

Mailing Address: _____

Postal Code: _____

Daytime Phone: _____ Alternate: _____ Fax: _____

Email Address: _____



☐ **Property Information**

Legal Land Description¹: Lot: _____ Block: _____ Plan: _____
Civic Address for Compliance: _____
Alberta Township Grid System: LSD _____ Sec _____ TWP _____ Range _____ W4M

☐ **Credit Card Information**

Credit Card #: _____ Card Type: _____
Card Holder's Name: _____ Expiry Date: _____ CVV: _____

☐ **Registered Owner** (or person acting on the registered owner's behalf)

I, _____ hereby certify that

☐ I am the registered owner, or

☐ I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Signature

Date

The personal information on this form is authorized under Section 4(c) of the *Protection of Privacy Act* and is managed in accordance with the *Act*. The personal information will be used as contact information and to process your application. If you have questions about the collection or use of your personal information, please contact PULSE at 780-743-7000, 1-800-973-9663, or online at rmwb.ca/pulse.