

Processing times vary, depending on the number of certificates being requested. A minimum of five to ten working days should be allowed for a compliance application to be reviewed.

VARIANCE

If a Non-Conforming structure is identified, and should the Registered Owner wish to bring it into Compliance, a Development Permit requesting a Variance is required. The Development Authority will now mail notification to registered landowners within a 30m radius of the site and/or any other persons whom may be deemed affected, and by newspaper notice. Comments may be received within six (6) days of the newspaper advertisement and/or ten (10) days from the date the notice was mailed. Therefore, additional processing time will be necessary, to allow for the public notification time period. (Section 5.6) A Variance application shall include a description of the potential impact of the variance, and how that impact may be mitigated. (Section 6.11.2)

QUESTIONS? WE'RE HERE TO HELP!

Planning and Development staff will be happy to assist you with all your questions and concerns.

This brochure has no legal status and cannot be used as an official interpretation of the various regulations currently in effect. Users are advised to contact Planning and Development Services for more information. The City of Camrose accepts no responsibility for persons relying solely on this information.

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Compliance Certificates





OVERVIEW

The following information provides a guideline to assist applicants in preparing a Compliance Certificate Application. A compliance certificate is written confirmation from the City of Camrose that development on a property conforms to the regulations of the current Land Use Bylaw. The City does not require people to get compliance certificates, but will issue them when requested to do so. Compliance certificates are increasingly being called for when real estate is sold. Lending Institutions may require them before they will approve mortgages. Also, standard residential real estate purchase contracts often require the vendor to guarantee that development meet the City of Camrose Land Use Bylaw regulations and do not encroach upon easements, utility right-of-ways, adjacent lands or into the minimum required yard setbacks.

Compliance is determined solely on the information provided in the Real Property Report. Changes to the property not shown on the Real Property Report will not be checked for compliance.

APPLICATION REQUIREMENTS:

A compliance certificate request must be made in writing to the Planning and Development Services. The request must include:

- Two copies of the Real Property Report (prepared by an Alberta Land Surveyor) indicating the municipal and legal address.
- Where the Real Property Report is greater than one (1) year old, it must be accompanied by a Statutory Declaration from the registered landowner or an authorized agent verifying its accuracy.
- The current property owner's name.
- The applicant's name, address, and phone number (for contact information).
- Owner's authorization if certificate is being requested by a representative.
- Required fee—as per the current City of Camrose fees and charges schedule.

THE REVIEW PROCESS

The Development Officer reviews the file and verifies that all improvements, as shown on the Real Property Report, have received the proper approval and that they meet the requirements of the Land Use Bylaw.

The Development Officer then will then issue a letter of compliance or non-compliance. If a letter of non-compliance is issued, this letter will state the reasons for non-compliance as well as provide options to remedy the non-compliance issues.

If the building or use of the building is nonconforming a letter of non-conformance will be issued stating the reasons for non-compliance.

