



Land Use Bylaw Compliance Reports

Authority: Town Manager

Effective Date: May 5, 2022

Signature:  _____

Future Review Date: 2026

Responsibility: Planning & Infrastructure

References: Fees and Charges Bylaw

Replaces: Compliance Reports 159/04/08/SP

1.0 Purpose: To establish clear guidelines for the issuance of Compliance Reports.

2.0 Scope: This policy applies to all Compliance Reports issued by the Town.

3.0 Definitions:

Compliance Report: means a letter prepared by the Town, at the request of a landowner or their representative, to verify compliance or non-compliance with the Town's current Land Use Bylaw, based on a Real Property Report.

Improvement: means a physical structure built on a legal lot.

Real Property Report: means a legal document prepared by a registered Alberta Land Surveyor that illustrates the location of significant visible improvements relative to property boundaries.

Town: means the Town of Stony Plain.

4.0 Statement: The Town has no statutory requirement to provide a Compliance Report, however, provides this service for the convenience of property owners and their representatives. The Town recognizes the importance of providing a Compliance Report service to assist with the arrangements for sale and transfer of ownership of properties.

5.0 Standards:

5.1 Compliance Report requests must be accompanied by a Compliance Report Request Form, a current Certificate of Title, and a Real Property Report prepared by a registered Alberta Land Surveyor.

- 5.2 The Town will accept a Real Property Report that is greater than one year old, if nothing has changed on the site as confirmed through aerial imaging. However, will not accept a Real Property Report older than five years old.
- 5.3 Requests for a revised Compliance Report must be received within six months from the date of the original Compliance Report. The Town may require an updated Real Property Report to verify compliance prior to processing a revised Compliance Report
- 5.4 Compliance Reports are solely based on the information contained in the Real Property Report and are limited to whether the Improvements on the legal lot conform with the setbacks of the current Land Use Bylaw in effect.
- 5.5 The Town shall not be liable for any damages arising from the use of the Compliance Report containing errors where the errors are the result of incorrect or incomplete information on the Real Property Report.
- 5.6 The Town may refuse to issue a Compliance Report letter where insufficient information has been provided by the applicant.
- 5.7 The Town will not be responsible for any costs associated with the preparation of a Real Property Report.
- 5.8 Compliance Report fees are set by Council in the Fees and Charges Bylaw.
- 5.9 No refund of service fees will occur after a Compliance Report has been issued.
- 5.10 Compliance Report requests will be processed in 7 business days for regular service and 3 business days for rush service.

6.0 Policy Review: This administrative policy shall be reviewed within four years of being implemented, with any changes being submitted to the Town Manager for approval.