



The following additional information on the Surveyor's Plan would be helpful in determining if the building(s) complies with the Land Use Bylaw:

- **Lot Coverage:** The proportion of the lot area covered by the principal building, accessory buildings or other covered structures.
- **Driveways:** The length of the driveway from the back of the sidewalk or curb where no sidewalk is provided.
- **Vehicle Entrance:** An arrow showing entrance to garage doors.
- **Height of Decks:** The maximum vertical distance between grade and the surface of the deck.
- **Exterior Finish and Wall Construction:** For any accessory building if located less than 2 feet from a property line.
- **Eaves:** Of all structures.
- **Landings:** Height from grade and size.

REAL PROPERTY REPORTS CAN BE SUBMITTED IN PERSON OR MAILED TO THE ADDRESS ON THIS BROCHURE.



Town of High River

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These pamphlets have no legal status and cannot be used as an official interpretation of the various by-laws, codes and regulations in effect. Users are advised to contact the Planning and Development Department for assistance as the Town of High River accepts no responsibility to persons relying solely on this information.

Updated: November, 2009

CERTIFICATE OF COMPLIANCE



Planning & Development





WHEN IS A LETTER OF COMPLIANCE REQUIRED?

- A Certificate of Compliance is a confirmation from the Town of High River that the location of building(s) on the site complies with the requirements of the Land Use Bylaw.
- A Certificate of Compliance is usually required by lending agencies and/or lawyers in the sale of property and/or mortgage approval.
- A Certificate of Compliance is not a legislative requirement but rather a service provided to the Town of High River.

APPLICATION PROCESS

You are required to submit:

- A cover letter stating the applicant and contact person's name, phone number, and the address and legal description of the property.
- A current Land Surveyor's Real Property Report. Two (2) copies must bear the original surveyor's signature.
- The surveyor's plan should be an accurate reflection of the current situation showing all structures located on the property.
- Photocopies of Real Property Reports will not be accepted. Reports older than 90 days must be accompanied by a Statutory Declaration.

- An Affidavit or Statutory Declaration stating proof of accuracy of the current situation on the property may be requested by the Development Officer.

FEES

A fee for the Certificate of Compliance must be paid at time of application. A Fee Schedule is available at the Town Office or on the website. (www.highriver.ca)

PROCESSING TIME

Processing time depends on the type of building:

- **One and Two Family Dwelling** - between 5 and 7 working days;
- **Multi-family, Commercial, Industrial**—between 7 and 14 working days.

Note: There will be a delay if further information is required from the owner/lawyer.

DEFINITIONS

The Real Property Report will be stamped with either a compliance or advisory stamp.

Compliance: Means the structure meets all location rules of the Land Use Bylaw such as building setbacks and height.

Advisory: Means that some of the structure does not meet the current location rules, however the structure is considered to be legal non-conforming as it was constructed prior to the adoption of the current rules.

DECISION

If the application is refused the applicant will be notified of the decision, with the reasons noted in writing and directed as to what actions can be taken to address the situation.

