



DRUMHELLER

ADMINISTRATION POLICY



ADMINISTRATION POLICY #A -01-03

Certificate Of Compliance Policy

THE PURPOSE OF THIS POLICY IS TO:

To establish the requirements for and the processing of Certificates of Compliance. A Certificate of Compliance is a confirmation from the Town of Drumheller that the location of building(s) on a site comply with the requirements of the Land Use Bylaw.

POLICY STATEMENT:

1. A Certificate of Compliance can only be issued by a Development Officer or the Chief Administrative Officer.
2. An Alberta Land Surveyor's Real Property Report is required to apply for a Certificate of Compliance. The Real Property Report will only be accepted within 3 years of the date of the Survey. A minimum of 2 and a maximum of 4 Real Property Reports are required at time of application.
3. An Alberta Land Surveyor's Real Property Report which states "Under Construction" or "Foundation Only" can only be accepted if it is submitted within 6 months of the date of the survey.
4. Fax copies, ineligible plans and plot plans may not be accepted.
5. If there are buildings or structures that encroach onto utility right-of-way, easements or Town owned land an Encroachment Agreement may be required. If required the Encroachment Agreement must be obtained prior to the issuance of the Certificate of Compliance.
6. A fee for a Certificate of Compliance is required. Payment will be as per resolution of Council.
7. Copies of the Alberta Surveyor's Real Property Report may be made by the Town as a record. Due to copyright laws no copies of surveys will be provided to anyone other than the person/client named on the Real Property Report or the Individual who performed the Survey.
8. Processing time for a Certificate of Compliance will vary depending on the type of building(s) on the site. One and Two Family Dwellings are to be processed within 3 to 5 working days, all other types between 5 to 10 working days.

Date: Jan. 20, 2003


Chief Administrative Officer