



**TOWN OF MILLET
COMPLIANCE CERTIFICATE PROCEDURES
POLICY**

Policy Number: 10

Date of Issue: February 25, 2015

Motion Number: 25/15

Supersedes: Old

Signature of Approval: _____

POLICY STATEMENT:

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

GENERAL:

The Town of Millet does not require Compliance Certificates. Lawyers or lending institutions often require Compliance Certificates to ensure that the location of all visible improvements and usage of land is in accordance with the current Land Use Bylaw.

RESPONSIBILITIES:

1. The Town of Millet Development Services department is responsible for the preparation of Compliance Certificates.
2. The C.A.O. or designate is responsible for the administration and implementation of the Compliance Certificate Fees.
3. The Town of Millet relies entirely on the information submitted by the applicant for a Compliance Certificate as being accurate.
4. Compliance Certificates may only be relied upon by the applicant requesting the Compliance Certificate. Any other person or entity relying upon such information does so entirely at their sole risk and peril.

DEFINITIONS:

Compliance Certificate	Written confirmation from the Town of Millet indicating that a building(s), as shown on a Real Property Report prepared by an Alberta Land Surveyor and provided to the Town, is located in accordance with the building setback requirements in the Land Use Bylaw at the time the Compliance Certificate is issued.
Real Property Report (RPR)	A legal document prepared by an Alberta Land Surveyor clearly illustrating the location of all visible improvements relative to the property boundaries.
Statutory Declaration	A written statement of facts signed and solemnly declared to be true by the person making it before a person with authority to take such statements (i.e. Commission for Oaths).

PROCEDURES:

1. All requests for Compliance Certificates shall be in writing and must include an original or otherwise acceptable Real Property Report that has been signed, dated and stamped by an Alberta Land Surveyor (fax copies will not be accepted).
2. All Real Property Reports older than two (2) years must include a Statutory Declaration that indicates that no changes have been made to the property since the Real Property Report was prepared. If there have been any changes, however slight, a new and updated Real Property Report is required.
3. Copies of the Alberta Surveyor's Real Property Report may be made by the Town as a record. Due to copyright laws, copies of surveys will not be provided to any person or agency requesting a copy.
4. Copies of Compliance Certificates will not be provided for any person or agency due to copyright laws protecting the information provided on the Real Property Report.
5. The Town of Millet will only accept Real Property Reports that are clear and legible.
6. If there are structures such as decks, additions or garages for which there are no permits on file, the current property owner may be required to apply for building and development permits. There is an additional fee for these applications.
7. If any buildings, building eaves, accessory buildings or fences are encroaching onto land owned by the Town of Millet, it is at the discretion of the C.A.O. or designate as to whether an encroachment agreement between the two parties is required. The owner can make arrangements to have the encroaching structure relocated onto the applicant's property to avoid the necessity of the encroachment agreement.
8. The Town will provide surveyor or lawyer names and file numbers where available.