



COMPLIANCE CERTIFICATE

REAL PROPERTY REPORT (RPR)

- ▶ A Real Property Report is required to obtain a Compliance Certificate from the Town of Didsbury;
- ▶ A Real Property Report is a site plan/plot plan drawn and/or certified by an Alberta Land Surveyor;
- ▶ A Real Property Report gives the dimensions of your lot;
- ▶ A Real Property Report illustrates the location of the dwelling and buildings relative to property boundaries;
- ▶ A Real Property Report shows visible encroachments onto or from the property, rights of way, and easements as noted on the Title at date of survey, etc.;
- ▶ A Real Property Report is a legal document that can be relied upon as an accurate representation of the improvements on your property;
- ▶ The Town of Didsbury does not provide the services or facilitation of obtaining a Real Property Report. The cost of obtaining a Real Property Report by an Alberta Land Surveyor may vary and costs are not associated with the Town of Didsbury.

CERTIFICATE OF COMPLIANCE

- ▶ A Certificate of Compliance is an endorsement obtained from the Town of Didsbury Development Authority;
- ▶ A Certificate of Compliance is a signed acknowledgement by the Development Authority that your development/property meets the Town of Didsbury Land Use Bylaw;
- ▶ A Certificate of Compliance can be issued on a current Real Property Report (within a year of the date of survey).
**If your survey is over a year old, please refer to 'If a Real Property Report is not Current' further in this document;*
- ▶ At the time of a request for a Certificate of Compliance, the following must be provided:
 - ✓ All original copies of the Real Property Report;
 - ✓ Faxed or duplicate copies will not be accepted;
 - ✓ The fee as set out in the Town of Didsbury Rate Schedule.
- ▶ Processing your request for compliance may take up to ten working days.

IF FURTHER PERMITS RESULT FROM THE REVIEW

- ▶ Occasionally, upon a review of a property for a Certificate of Compliance, the requirement for a relaxation or Development Permit and/or Building Permit results from the review.
- ▶ Such a requirement may result in instances such as (but not limited to) the property not conforming to the current Land Use Bylaw and:
 - ✓ where construction has occurred on the lot without the appropriate permits being applied for at the time of construction (fines may apply);
 - ✓ in the event that development on the lot did proceed with permits but does not meet the requirements of the Land Use Bylaw;
 - ✓ If a subsequent application results from the review, additional fees and a development permit and/or building permit process will be required;
 - ✓ Subsequent applications can take six to eight weeks to arrive at a decision.

IF A REAL PROPERTY REPORT IS NOT CURRENT

- ▶ In the event that you're requesting a Compliance Certificate and your Real Property Report is not older than five years from the date of request, the Town of Didsbury may accept the Real Property Report if accompanied by a notarized affidavit. This must be prepared by a lawyer or Notary Public, guaranteeing that no changes have occurred on the subject property since the date of the survey.

OTHER CONSIDERATIONS

- ▶ The Town of Didsbury is not the body that requires Certificates of Compliance – it is a service provided by the Town of Didsbury on a request basis;
- ▶ The need for a Certificate of Compliance generally arises when you are going to buy or sell developed property;
- ▶ A Certificate of Compliance is generally requested by mortgage companies, realtors, lawyers, etc.;
- ▶ All requests are processed in the order that they are received;
- ▶ The cost of obtaining a Certificate of Compliance is regulated by the Town of Didsbury Rate and Fee Bylaw.