



Box 10
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Diamond Valley, AB T0L 0H0

403-933-4348
info@diamondvalley.town
www.diamondvalley.town

Compliance Certificate Request Form

Date Received:

Fee:

Receipt No.:

Land Use District:

Tax Roll:

File No.:

Property Details

Please choose preferred delivery method:

- ☐ Regular Mail
- ☐ E-mail
- ☐ Phone for Pick-Up
- ☐ Email for Pick-Up

Notes:

Municipal Address Compliance Requested For:

Legal Description: Lot(s):

Block(s) / Unit(s):

Plan Number:

Applicant Information

Applicant Name:

Owner Name:

Mailing Address (if different from above):

Town / City:

Postal Code:

Phone:

Alt. Phone:

Email:

Required Documentation

Prior to accepting payment, the following documentation must accompany this application:

- A minimum of two (2) original Real Property Reports (RPR) or digital file that is **within 365 days (1 year)** of the application date. Surveys that are older than a year will be at the discretion of the Development Officer.
- The RPR must be signed and dated by a registered Alberta land surveyor.
- Include a copy of any encroachment agreement registered on title.

Fees:

Please refer to the [2024-96 Rates and Fees Bylaw](#) for fees related to Certificates of Compliance.

Please send completed form to info@diamondvalley.town and submit payment to process your request.

The personal information collected through the development permit application form is for processing the permit application. This collection is authorized by section 4 (a) and (c) of the Protection of Privacy Act and Section 640(2) of the MGA. For questions about the collection of personal information, please contact the privacy office at LegislativeServices@diamondvalley.town or 403-933-4348.

Town of Diamond Valley

COMPLIANCE CERTIFICATES

A Compliance Certificate is a confirmation from the Town of Diamond Valley that the location of structures on a property complies with the Land Use Bylaw and have the appropriate development permits. This is confirmed on a Real Property Report (RPR) prepared by a registered Alberta land surveyor. The town does not require property owners to obtain a Compliance Certificate, however, it is provided as a service when requested.

When Do I Need One?

A Compliance Certificate is usually a condition placed on the seller by either the purchaser or their lending institution in order to protect their clients' investments. Standard real estate purchase contracts often require the seller to obtain a Compliance Certificate.

A Compliance Certificate can be requested when:

- Real estate is sold, or purchased
- Financial institutions require a statement when approving a mortgage
- Lawyers representing home buyers request a compliance certificate

Compliance verification includes:

- Review of the setbacks required by the Town of Turner Valley or Town of Black Diamond Land Use Bylaws (based on location of the property) for various types of improvements on the land (i.e. house, deck or garage)
- Encroachments into easements, rights-of-way and municipal properties (i.e. roads, lanes, etc.)
- A compliance certificate is issued by a compliance stamp on the real property report or a letter, depending on the findings of the review

Verification does not include:

- Review of fences or walls between property owners
- Completion of building permit requirements under the Alberta Building Code

What happens once I submit my application?

If we require any clarification or additional information, we will contact you. Straightforward requests take approximately five (5) business days to process.

Did You Know?

- As a result of a review for a compliance certificate, landowners may be required to obtain the necessary permits for buildings constructed without proper approval.
- It does not regulate or enforce any building code requirements or serve as a confirmation of permit history on a property
- Non-compliant structures from before you owned a property may hinder receiving a compliance certificate for your property