



## Compliance Certificate Request Form

Date Received:
Fee:
Receipt No.:
Land Use District:
Tax Roll:

### Property Details

Please choose preferred delivery method:  <input type="checkbox"/> Regular Mail  <input type="checkbox"/> E-mail  <input type="checkbox"/> Phone for Pick-Up  <input type="checkbox"/> Email for Pick-Up	Notes:
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Municipal Address Compliance Requested For:

Legal Description:	Lot(s):	Block(s) / Unit(s):	Plan Number:
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### Applicant Information

Applicant 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 **Master Fee Schedule** for fees related to Certificates of Compliance.

# 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 comply 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 Diamond Valley Land Use Bylaw 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 approvals
- 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