



COMPLIANCE POLICY

Purpose:

The purpose of this policy is to establish a consistent method for dealing with compliance review requests.

Policy Statement:

1. The fee for a compliance review shall be as prescribed by Council and is payable prior to commencement of compliance review.
2. The Town of Vauxhall Chief Administrative Officer or the Development Officer for the purposes of the land use bylaw shall be responsible for the issuance of all compliance letters.
3. A Real Property Report (RPR) with the signature of the Alberta Land Surveyor clearly shown, must accompany the request for a compliance letter.
4. If an RPR is older than one year from the date submitted for compliance review it must be accompanied by a statutory declaration or affidavit, executed within 30 days of submission for compliance review, guaranteeing that no structures have been added to or changed since the date of the survey.
5. If the RPR submitted is not legible or is missing any information required to determine compliance, a letter stating that the compliance could not be conducted due to the applicable reason will be sent to the person that submitted the compliance request.
6. All measurements shown on the RPR are deemed to be accurate within a tolerance of 0.10 m.
7. The compliance review shall pertain to the compliance of the use and setback requirements of principal and accessory buildings, 10.01 m² or larger, with the land use bylaw in effect. Buildings 10.00 m² or less in area will not form part of the compliance. Fences that are shown on the RPR will not form part of the compliance letter.
8. The letter of compliance shall be based solely on the information contained in the RPR supplied by the applicant. The Chief Administrative Officer or the Development Officer is not mandated to verify any document, plan, affidavit, statutory declaration or any other information provided, or to conduct an on-site evaluation. The letter and compliance review is based exclusively upon the accuracy and legitimacy of the information provided by the applicant.
9. The basic format of the letter is established in Schedule "A". Additional phrases may be added or the format of the letter may be modified, as circumstances require.
10. A compliance certificate is not a development permit.

Scope/Application:

Property Owner



SCHEDULE 'A'
Compliance Letter Template

<DATE>

<NAME>
<ADDRESS>

Re: Compliance Request

<LEGAL>
<CIVIC ADDRESS>

The above-mentioned property is designated as <LAND USE DISTRICT> in the Town of Vauxhall Land Use bylaw #833-09, and the present use, <ADD USE>, is a <PERMITTED OR DISCRETIONARY OR PROHIBITED> use.

- a) A review of the Real Property Report dated <DATE> and signed by <SURVEYOR AND COMPANY>., which is attached and forms part of this letter shows that the location of the <STRUCTURE><COMPLIES/DOES NOT COMPLY> with the setback requirements of Bylaw #833-09.
- b) As per the Real Property Report, setback requirements for the <STRUCTURE> are as follows:

<u>Location</u>	<u>Required</u>	<u>Actual</u>	
Front yard	---	---	setback met/not met
Side yard	---	---	setback met/not met
Side yard	---	---	setback met/not met
Rear yard	---	---	setback met/not met

- c) The position of the Town is based solely on the information contained in the survey document referred to in paragraph (a) above. Only compliance or non-compliance of principal and accessory buildings 10.01 m² or larger within the subject property shown on the survey document have been addressed in this letter. The Town of Vauxhall makes no representations as to building, improvements or measurements incorrectly shown or not shown on the survey document.

The Town advises that it has not in any way verified any document, plan, affidavit, statutory declaration or letter provided and exclusively and strictly relies upon the author or signatory for accuracy and veracity of all statements and details provided. Additionally, this review does not relate to requirements of any federal, provincial, or other municipal legislation nor to terms or conditions of any easement, covenant, building scheme, agreement, or other document affecting the building or land.

Regards,

<NAME>
Development Officer