

# COMPLIANCE REPORT

## Information



A Compliance Report is a legal document issued by the County, confirming that development (siting and use of buildings) on a property meets the regulations of the County's *Land Use Bylaw*. Compliance Reports are increasingly being requested in connection with the purchase or sale of a property as the lender or buyer often wants to know if the development on the property conforms to the County's *Land Use Bylaw*. The Compliance Report will comment on if the buildings shown on the Real Property Report are in compliance with the *Land Use Bylaw* and will also identify any encroachment issues.

If a non-conformance is discovered, the County will describe the nature of it within the Compliance Report and it may be that the landowner needs to take corrective action. The County advises that if a non-conformance is found that you contact Planning Services staff at the earliest opportunity to discuss corrective measures.

We would also remind you that a Compliance Report is not a substitute for legal advice. If there are any issues or questions regarding compliance, you should review these matters with a lawyer with relevant expertise.

*Municipalities are not required by law to issue Compliance Reports, however Lacombe County recognizes the importance of Compliance Reports and consider it to be a well-established service that it will continue to offer.*

*Please note that Lacombe County relies solely on the Real Property Report provided by the applicant and the County's current Land Use Bylaw. The County does not conduct site inspections to the property and does not make representations regarding the actual use of the property. The Compliance Report will comment on compliance solely on the basis of the County's Land Use Bylaw. The Compliance Report does not identify any regulations pertinent to federal, provincial, or municipal statutes, regulation or bylaw and in particular, makes no representations about compliance with the requirements of building permits or other applicable Safety Codes Act requirements. It is the applicant's responsibility to ensure compliance with any other applicable regulations.*

**COMPLETE THE ATTACHED REQUEST FORM** by printing clearly or filling out all of the required fields electronically. The request must be signed by the registered owner(s) of the land if different from the applicant. Please note that handsigned electronic signatures are accepted, but digital encrypted type signatures are not accepted.

**INCLUDE** two original copies of a current Alberta Land Surveyors **Real Property Report** (fax and illegible copies of real property reports/surveyor certificates are not acceptable). A Real Property Report shows the location of all buildings and structures on a property, their size, as well as distances from property lines and other buildings or structures.

**A NON-REFUNDABLE PROCESSING FEE** must also be paid. The current fee is \$100 for a Compliance Report. **All fees are payable to Lacombe County via cheque, cash, debit, or credit card. Credit card payments are completed using OptionPay (a third party software provider) and are subject to additional surcharges.**

**RETURN THE APPLICATION TO**



Lacombe County  
Attention: Planning Services  
RR 3 Lacombe AB T4L 2N3  
[planning@lacombecounty.com](mailto:planning@lacombecounty.com)



**For further information about Compliance Reports, please call Planning Services at (403) 782-8389.**

# COMPLIANCE REPORT

## Request Form



**THIS FORM IS TO BE COMPLETED & SIGNED IN FULL, WHEREVER APPLICABLE, BY ALL REGISTERED OWNER(S) OF THE LAND AND/OR BY A PERSON AUTHORIZED TO ACT ON BEHALF OF THE LANDOWNER(S)**

I would like to pick-up my Compliance Report, rather than having it mailed.

I would also like an emailed copy of my Compliance Report.

### 1 LANDOWNER INFORMATION

Name of registered owner(s) of land		
Address		
Town	Province	Postal Code
Home Phone	Cell Phone	
Email		

### 2 APPLICANT AUTHORIZED TO ACT ON BEHALF OF REGISTERED LANDOWNER(S) (IF APPLICABLE)

Name of applicant(s)		
Address		
Town	Province	Postal Code
Home Phone	Cell Phone	
Email		

### 3 LEGAL LAND DESCRIPTION OF PROPERTY

<input type="radio"/> All	OR	<input type="radio"/> Part of	Quarter (ie. NE/NW/SE/SW)	Section	Township	Range	West of the	Meridian
OR Being all parts of			Lot	Block	Plan			
Hamlet or Subdivision Name								
Civic Address (Blue 911 Sign)					Total Parcel Size			

#### 4 SUPPORTING DOCUMENTS ATTACHED

- Two (2) original copies of a current Alberta Land Surveyors **Real Property Report** (fax and illegible copies of real property reports/surveyor certificates are not acceptable).

#### 5 DECLARATION

- I/We declare that the information given on this form and accompanying plan(s) and other documents are to the best of our/my knowledge a true statement of facts.
- I/We hereby consent to the public release and disclosure of all information requested above pertaining to the aforementioned lands as part of this request.

Registered Landowner Signature	Date
Registered Landowner Signature	Date
Applicant Signature <i>(If Different than the Registered Landowner)</i>	Date
Applicant Signature <i>(If Different than the Registered Landowner)</i>	Date

*Please note that all information that you provide will be treated as public information in the course of Lacombe County's consideration of this request pursuant to the Municipal Government Act, R.S.A. 2000 Chapter M-26 and the County's Land Use Bylaw. By signing this application, you consent to the public release of any information provided by you pursuant to this request. Information you provide will only be used for purposes related to the request. If you have questions about this, please contact the FOIP Coordinator, Lacombe County, RR 3, Lacombe AB T4L 2N3 (403) 782-6601.*