



RESIDENTIAL AND COMMERCIAL

An Application for a Certificate of Compliance to be filled out.

One (1) original copy of the Real Property Report (RPR) dated within the last six months, the RPR must be an original, signed and stamped by a Registered Alberta Land Surveyor.

Residential \$100 fee/per title and the Certificate of Compliance will be ready within 3-5 working days. Rush is double the fee and ready 1-3 working days.

Commercial \$200 fee/per title and the Certificate of Compliance will be ready within 3-5 working days. Rush is double the fee and ready 1-3 working days.

Any fees as noted above are subject to change as per Bylaw 1104 as amended.

If the RPR (Survey) is more than one (1) year old (and up to 10 years old) and absolutely nothing has changed since the RPR was done (for example: no other buildings, sheds, fences, decks, additions, etc. added or removed) then a Statutory Declaration, signed by the registered

owner of the property and duly stamped and signed by a Commissioner for Oaths, must accompany the Application stating that there have been no changes. The Statutory Declaration should also be dated within 30 days of the application date.

If there are any encroaching structures, there may be delays as an Encroachment Agreement may be required or the encroachment may be required to be removed or corrected.

If the encroachment is removed or corrected an updated RPR will be required (or statutory declaration). The Encroachment Agreement fees vary depending on the size and location of the encroachment. Encroachment agreement can be prepared prior to closing date.

Construction of any buildings/structures without a Development Permit (shed, deck, addition, etc.), there may be delays, as a Development Permit Application will need to be completed by the applicant, signed by the registered owner of the

COMPLIANCE CERTIFICATES

FOR MORE INFORMATION

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property and submitted with all the required documentation and fees. Development Permit fees double when structures are constructed without first obtaining a Development Permit.

Should deficiencies be noted on a Compliance Certificate, you will not be charged a fee for update/revision (once you complete the deficiencies) if you make the request within 30 days of the date of issuance of the Letter or Compliance. Standard fees apply after 30 days.

If you are acting on behalf of the Owner, a consent form is required except for:

If you are a Real Estate Agent acting on behalf of your client you must provide the section of your contract showing the statement/checkmark indicating that you have authorization to obtain the necessary documents on behalf of the Owner for the sale of the property.

If you are a Lawyer acting on behalf of your client, you must provide a letter advising so.