

If Development on your property does not meet the regulations than either....

- ⇒ Your building is “non-conforming” if it was approved under different legislation. Generally, non-conforming buildings are allowed to remain but future development is restricted.
- ⇒ If your building is “non-complying”, you may apply for a development permit requesting a variance “to leave as built”. The fee for a variance application varies depending on the variance needed. Some variances require the approval of the Municipal Planning Commission. Please allow three to four weeks to process.



What if my development permit is refused?

If the Development Officer or the Municipal Planning Commission refuses your application for variance, you have the right to appeal this decision to the Subdivision and Development Appeal Board within 21 days of the date of decision. You may contact the Planning Department at 780-849-8004 to learn more about the appeal process.

Contact the Planning and Development Team!

Phone

780-849-8004

Fax

780-849-2633

Email

planning@slavelake.ca

Address

10 Main Street SW, Slave Lake, AB

Website

www.slavelake.ca



This pamphlet should not be interpreted as exhibiting the exact guidelines of the Land Use Bylaw #22-2007. For complete bylaw information, please contact the Town of Slave Lake, Planning and Development.



10 Main Street SW | PO Box 1030 | Slave Lake, AB | T0G 2A0



Planning and Development

Need a Certificate of Compliance



Working together, Building a Better community



A Certificate of Compliance or Certificate Respecting Compliance is written confirmation from the Town of Slave Lake that development on a property meets or does not meet the regulations of the Land Use Bylaw.

Lawyers and lending institutions need Certificates of Compliance to protect their client's investments. Standard real estate purchase contracts often require the vendor to obtain a Certificate of Compliance. The Town of Slave Lake **does not** require you to get a Certificate of Compliance.

How to Apply

To request a Certificate of Compliance, send or bring to the Town of Slave Lake:

- ⇒ Fill out Application Form and include;
 - Name, address, and phone number of the applicant;
 - The municipal address;
 - The legal description (lot, block, and plan number) of the property;
- ⇒ One original Real Property Report;
- ⇒ Statutory Declaration if required. (RPR is more than 30 days);
- ⇒ Application fee for regular or rush service.

Where to Apply

10 Main Street SW
 PO Box 1030
 Slave Lake, AB
 T0G 2A0
 Phone: 780-849-8004
 Fax: 780-849-2633

Statutory Declaration

If the Real Property Report (Survey Certificate) is dated more than thirty (30) days from the date of application for a Certificate of Compliance, a **Statutory Declaration** indicating any and/or no changes, additions or alterations to the land and/or building(s) shall be submitted along with the Real Property Report.

A Real Property Report (Survey Certificate) will not be accepted if it is dated more than ten (10) years from the date of application for a Letter of Compliance.

Applicants are responsible for providing proper documentation with each application. We do not provide information on previous submissions. Due to copyright laws, we cannot provide copies of surveys. Spliced, faxed, or altered copies of Real Property Reports will be accepted.

Where Can I Get A Real Property Report

Hire a registered Alberta Land Surveyor to prepare a signed and dated Real Property Report for the property in question. There is a charge for this service.

Review Process & Time

If the existing development meets the regulations, a Certificate of Compliance will be issued. If the development is not in compliance with either the uses or regulations prescribed under the Land Use Bylaw #22-2007, the Development Officer shall issue a Certificate Respecting Compliance for the property, advising the applicant in writing, of the particulars of the non-compliance and/or non-conformance and any enforcement proceedings the Town may deem necessary. The Certificate of Compliance and one copy of the Real Property Report will be returned to you. Please allow two working days (48hours) for completion. The fee is \$60.00 for residential except multi-family dwellings and \$150.00 for other properties. If you require your Certificate of Compliance sooner, rush service is available at a fee of \$100.00 for residential and \$300.00 for other properties. With express service your compliance will be ready in 24 hours.

