

REQUEST FOR CERTIFICATE OF COMPLIANCE

To request a Certificate of Compliance you must submit one (1) original Real Property Report (RPR) dated no more than thirty (30) days from the date of the request along with the required fee. Should your RPR be dated more than thirty (30) days from the date of application for a Certificate of Compliance, you must provide, along with the RPR, a Statutory Declaration or Affidavit RE: Survey indicating any and/or no changes, additions, alterations to the land and/or building(s) when compared to the RPR. **Real Property Reports that are older than 10 years will NOT be accepted.**

Owner/Applicant: _____

Mailing Address: _____

Email Address: _____

Contact Numbers: _____

Address for Compliance: _____

Legal Address: Plan _____ Block _____ Lot _____

Land Use District: _____ Compliance Needed by: _____

When your request is ready, do you want us to: ☐ Email ☐ Phone ☐ Mail Out Document

Owner/Applicant Signature: _____ Date: _____

The owner must complete this section ONLY if the applicant is not the owner.

As the registered owner of the above described lands, I do hereby declare that I have personally authorized the above Applicant to be my official representative in making this application on my behalf.

Owner Signature _____

Print Name _____ Date _____

ANY PERSONAL INFORMATION THAT YOU PROVIDE TO OUR OFFICE IS BEING COLLECTED FOR THE PURPOSE OF PROVIDING A MUNICIPAL SERVICE AS SPECIFIED IN THE MUNICIPAL GOVERNMENT ACT AND WILL ONLY BE USED IN ACCORDANCE WITH THAT ACT.

OFFICE USE ONLY	Residential:	Date Application Received
	☐ \$60 regular/per address (completed within 7 business days)	
	☐ \$100 rush/per address (completed within 24 hours)	
	Commercial/Industrial:	
	☐ \$150 regular/per address (completed within 7 business days)	
	☐ \$300 rush/per address (completed within 24 hours)	