



# CERTIFICATE OF COMPLIANCE APPLICATION FORM

Planning & Urban Design ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ [compliance@okotoks.ca](mailto:compliance@okotoks.ca) ■ Phone: 403.995.2760

Applicant Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Applicant Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
(including Postal Code)

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Direct line or extension number to be contacted for payment of Certificate of Compliance Fee. If a response has not been received within two weeks, please check your Junk folder.

### Certificate of Compliance Required for:

Civic Address: \_\_\_\_\_  
\_\_\_\_\_

Legal Description: \_\_\_\_\_  
                                    Lot(s)                    Block                    Plan                    Quarter Section

Level of Service: (does not include the day the application was received)

Regular Service (two weeks for response)

Return completed Real Property Reports:  Mail  Email  Phone for pick-up

A minimum of one (1) original RPR is required. **PHOTOCOPIES WILL NOT BE ACCEPTED.**

The Town accepts electronic submissions of Real Property Reports for the Certificate of Compliance. The digital Real Property Report in pdf format, to scale, must be supplied to the Town directly by the Survey Company that prepared it.

**AN EMAIL WILL BE SENT WITH THE TOTAL FEES AND PAYMENT INSTRUCTIONS.  
ALL FEES ARE IN ACCORDANCE WITH THE [FEES, RATES & CHARGES BYLAW 09-24](#).**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

The personal information on this application is collected under the authority of the Alberta Municipal Government Act, the Freedom of Information and Protection of Privacy Act (FOIP), and the Okotoks Land Use Bylaw 17-21. It will be used to communicate with the applicant during the application review and site inspection processes. As part of the review process, it will be circulated as needed to relevant Town Business Services, Provincial and Federal Agencies, Utility Companies and adjacent landowners. It may also be submitted to the Okotoks Municipal Planning Commission (MPC) and/or the Subdivision and Development Appeal Board (SDAB). Correspondence received may be included in public meeting agendas. The applicant's name and the nature of the permit will be publicly available, in accordance with the FOIP Act. Should you have any questions or concerns regarding the collection of this information, please contact the FOIP Coordinator at [foip@okotoks.ca](mailto:foip@okotoks.ca) or 403.938.8944.

### For Office Use Only

File #: \_\_\_\_\_ Fee: \_\_\_\_\_ Receipt # \_\_\_\_\_