



CLEARWATER COUNTY ENDORSEMENT OF COMPLIANCE

EFFECTIVE DATE: September 1995
REVISED: February 2014
SECTION: Planning and Development

POLICY STATEMENT: An endorsement of compliance is the signature of a Development Officer, appointed by the Council of Clearwater County, on the face of a current Real Property Report, prepared and endorsed, by an Alberta Land Surveyor. Said endorsement by the Development Officer, shall be ascribed when it has been ascertained that the Report is current, and the Development Officer has followed procedure as outlined within this policy. Endorsement shall be withheld if the Development Officer is sufficiently convinced that the property is in breach of the Land Use Bylaw to the extent that remedial action would be immediately required to bring the property into conformance. An endorsement, with limiting conditions, shall be accompanied by an addendum, attached to the Real Property Report, stipulating the limiting condition under which the endorsement has been provided.

PROCEDURE:

1. Upon receipt of a Real Property Report, the Development Officer shall ascertain its validity in terms of current date and endorsement by an Alberta Land Surveyor. If there is a question as to the current status of the Report, the Development Officer will direct the client to pursue an updated Report from the Surveyor whom prepared the original.
2. Subsequent to receipt of a Real Property Report, the Development Officer shall ascertain to the Descriptive Plan, Plan of Subdivision, or Land Titles description of the parcel.
3. The Development Officer shall then conduct adequate research to verify the status of the buildings and structures identified on the report.
 - i.e.
 - i. legal
 - ii. legal, but not conforming
 - iii. illegal, no remedial action required
 - iv. illegal, remedial action required
 - v. deemed approved
4. Upon concluding the status of the aforementioned improvement, the Development Officer shall exercise one of the following three options:

Endorsement of Compliance

- i. Endorse the face of the Real Property Report, attesting to the fact that the Report, as shown, indicates that the property is in compliance with the Land Use Bylaw of Clearwater County, as at the date it was prepared.
 - ii. Endorse the face of the Real Property Report, subject to limiting conditions as described on the attached Addendum. The Addendum will reference the nature of the limiting conditions, and further, will reference whether or not remedial action may be required at some point in the future.
 - iii. The face of the Real Property Report is left unendorsed. Instead, the Development Officer will make reference to the fact that the Report cannot be endorsed as being in compliance, and further, will direct the reader to the attached Addendum. Said Addendum will identify the nature of non-compliance, and further, will direct the reader as to remedial options available.
5. The Development Officer shall ensure that one original copy of the Real Property Report, and supporting addendum, remains on file with the County.
6. Occasionally, the County will be requested to provide a Letter of Compliance in respect to a vacant parcel which is being proposed for development. Under these circumstances, a Real Property Report has no function, and therefore, the County has the responsibility of assessing the suitability and legal requirements which would be attached to the proposal, relative to the site specific. This would amount to the County corresponding with the concerned party as to the legal implications of a proposed development. If there are physical implications, the Development Officer shall state that his/her assessment is subject to the developer ensuring that the proposal is physically supportable by the site. The Development Officer shall not absorb any liability for physical inadequacies that might be present. Should the Development Officer observe some potential for physical incompatibility, these should be addressed as perceived concerns within the Letter of Compliance.
7. As the Subdivision Approving Authority, the County has been requesting the Applicant to provide a Surveyor's Sketch based upon proposed, as opposed to legal boundaries, and as such, does not bear any legal significance. Therefore, the Development Officer shall advise the applicant of the requirement for a Real Property Report, should there be any transfer of property upon subdivision. The Applicant can advise his/her Surveyor accordingly, thus reducing the cost of providing a Real Property Report upon registration of the subdivision.

FEE STRUCTURE

The fee as outlined on the attached "Schedule A", which forms part of this Policy shall be submitted in order for administration to review and proceed with an endorsement or non-endorsement with an addendum of a Real Property Report.



**SCHEDULE A
FEE AND REFUND STRUCTURE
PLANNING AND DEVELOPMENT**

DEVELOPMENT PERMITS

Standard Permitted	\$150
Standard Discretionary	\$250
Commercial - Communication Tower	\$300
- Resort/Campground	\$500
- Recreation/Golf Course	\$500
Industrial - Natural Resource/ Aggregate Extraction	\$1,000

REAL PROPERTY REPORT

Real Property Report – Compliance Request	\$80
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SUBDIVISION

Boundary Adjustment	\$500
First Parcel Out	\$600
Fragmented Parcel	\$500 + Lot Fees
Multi-Lot Subdivision	\$500 + Lot Fees
Lot Fees – Per Parcel	\$150

Subdivision Endorsement Fees

Single Residential Parcel & Boundary Adjustment	\$150
Fragmented Parcel	\$150 (+\$100 per additional lot)
Single Industrial/Commercial	\$200
Multi-Lot Residential	\$100 per lot
Multi-Lot Industrial/Commercial	\$150 per lot

Subdivision Offsite Levy

Off-Site Levy – Per Parcel	\$200
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Subdivision Time Extension

First Time Request	\$100
Additional Requests	\$200

Subdivision Refunds

Prior to Circulation	100% refund of fee
After Circulation	75% refund of fee
After Site Inspection	No Refund

APPEALS

Development Permit Appeal	\$300
Subdivision Permit Appeal	\$300

Appeal fees are non-refundable.

However, should the appeal be withdrawn before six working days (i.e. working days do not include Saturdays, Sundays or holidays) of the scheduled date of appeal where the date of the appeal is deemed to be one of the six days, the appeal fee will be 75 percent refunded.

LAND USE AMENDMENT

REZONE TO:

"A" "CR" "CRA" "CRMI" "HR" "LR" "RR" "RE"	\$500 + \$100 per lot
"P" "LI" "IA"	\$500 + \$35 per acre
"I" "HD" "HC" "RF" "MHP"	\$1000 + \$35 per acre

Land Use Amendment Refunds

After First Reading	50% refund of fee
After Second Reading	25% refund of fee

DISCHARGE OF CAVEAT

Discharge of Caveat on Title	No Fee
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PRINTING/ DOCUMENT FEES

Land Use Bylaw (Text Only)	\$20 per copy (plus G.S.T.)
Land Use Bylaw (Text and Color Maps)	\$50 per copy (plus G.S.T.)
Municipal Development Plan (Text Only)	\$5 per copy (plus G.S.T.)