

Compliance Letter

Application for Compliance Letter



LLOYDMINSTER

Item	Compliance Letter Application Requirements for Submissions
<input type="checkbox"/> Application Fee	As per fee Schedule
<input type="checkbox"/> Owner Authorization Letter	<ul style="list-style-type: none">• A letter of authorization from the registered landowner (if applicant is not the property owner); AND/OR• A letter from the Condo Board if property is part of a Condo Association.
<input type="checkbox"/> A Complete Application Form	Complete application includes signature, payment and all necessary information in regards to the development filled out. Application MUST be dropped off in person or emailed. Faxed and illegible applications will not be accepted.
<input type="checkbox"/> Current Real Property Report (Zoning letters only)	A current Real Property Report that reflects the property as it sits on the day the application is submitted. Must show all improvements on the property, including, decks, sheds, garages etc.
<input type="checkbox"/> Certificate of Title	1 Certificate of Title or Land Title Search of the property, obtained no more than 30 days prior to the date of application. The Title search can be obtained from Alberta Registries (SPIN) Or Information Services Corporation (ISC) in Saskatchewan. If a current land title is not provided, the City can do so on your behalf for an additional fee of \$20.
Notes:	<ul style="list-style-type: none">• All improvements on the property that require a permit where none have been issued will be required to obtain necessary approvals prior to the completion of a compliance letter. Additional fees may be required and may take additional time to complete.• A site inspection may occur to ensure that the Real Property Report accurately reflects the property as of the application submission date• Application Fees are non-refundable. Once a request for compliance letter is received and application processed, no fees will be reimbursed.

Please keep in mind that after an application is deemed complete it can take up to 15 business days for the letter to be issued by the Development Officer.

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Affected Address:		Office Use Only <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Cancelled <input type="checkbox"/> Non-Conforming	
Municipal Address for Affected Property		Permit #	
		Received Date	
Legal Description		Zoning and/or Building Compliance Fees:	
Lot		<input type="checkbox"/> \$150 for Single Family Residential	
Block		<input type="checkbox"/> \$300 for Multi-family and Non Residential	
Plan		<input type="checkbox"/> \$20 to use RPR in City file if it is current	
Zoning		Additional Permits Required: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Applicant Information: Your File # (if Applicable) _____		Total Fee \$	
Applicant Name		Method of Payment	
Contact Name		Receipt #	
Mailing Address		Date Letter Signed by DO	
Phone #		Property Details:	
Phone #		<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Apartment Row House Town House <input type="checkbox"/> Commercial Industrial Institutional	
Email		Method of Delivery:	
		<input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Pick Up <input type="checkbox"/> Fax # _____	
Check Appropriate Request Box			
<input type="checkbox"/> Zoning Compliance Letter: (Current Real Property Report, reflecting the property as it sits today is required with application submission) This letter will provide confirmation that the above property complies with the City's Land Use Bylaw in terms of usage and setbacks. All buildings and structures identified on the Real Property report will be required to have or obtain all necessary permits, prior to issuance of a compliance letter. Applicants are responsible to provide proper documentation. The City of Lloydminster does not provide information on previous submissions. Due to copyright laws we cannot provide copies of surveys. No spliced, faxed or altered copies of Real Property Reports will be accepted. A site visit by City Of Lloydminster staff may occur to ensure that the Real Property Report is reflective of the property as of the application submission date.			
<input type="checkbox"/> Building Compliance Letter/File Review: This letter provides a detailed report of letters, inspections, permits and other documents retained in the property file for the address requested.			
Owner/Applicant Signature: _____		Date: _____	
PLEASE NOTE THAT IT CAN TAKE UP TO 15 BUSINESS DAYS AFTER AN APPLICATION IS DEEMED COMPLETE TO RECEIVE YOUR COMPLIANCE LETTER			
Collection and Use of Personal Information:			
The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the Municipal Government Act, and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP). The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the Municipal Government Act.			