



Letter of Compliance

Policy No.: 02-21

Effective Date: 14/04/2026

Approval Date: 14/04/2026

Revision Date: 14/04/2026

Resolution No.: 073-2026

PURPOSE:

To establish guidelines for the processing of requests from property owners for Letters of Compliance.

POLICY:

1. Terms used in this policy have the same meaning as defined in the Town of Nobleford's Land Use Bylaw and the *Municipal Government Act*.
2. All requests for a Letter of Compliance submitted to the Town of Nobleford must be accompanied by the application fee and two copies of an original Real Property Report (RPR) (one for the Town to keep in the property file) signed and dated, and stamped as may be required, by an Alberta Land Surveyor (an Alberta Land Surveyor operating as a sole proprietor does not require a stamp/seal).
3. The required fee is established in the Schedule of Fees Bylaw.
4. Once an application is deemed complete, the Town may take up to ten (10) business days to issue a Letter of Compliance.
5. An RPR older than two (2) years, from the date of request, must include a Statutory Declaration to confirm that no new development has been added or other changes made to the property, or to confirm and identify structures that have been removed from the property since the RPR was prepared. If there have been any structures added to or relocated on the property that are not identified on the RPR, an updated RPR is required.
6. The Town will accept an RPR up to and including ten (10) years old, providing that a Statutory Declaration is included.
7. A Letter of Compliance relates only to the Town of Nobleford's Land Use Bylaw and not to any Federal, Provincial or other municipal laws, bylaws or regulations. It is based entirely on the information supplied on the RPR. A site inspection is typically not conducted by the Development Officer in their review of the RPR.
8. The position of the Town is based on the information contained in the survey document referred to and the Tax Roll Property file kept by the Town. All measurements shown in the survey are deemed accurate within a tolerance of 0.1m.
9. The following aspects of a property will not be reviewed for compliance when issuing a Letter of Compliance:

- a. A fence between adjacent private properties (Note: a fence between the subject property and adjacent Municipal Lands will be reviewed for compliance).
 - b. Land use that cannot be determined from the RPR, ex. secondary suite.
 - c. Standards in the Land Use Bylaw do not relate to property boundaries, ex. Building height, site storage, etc.
 - d. Compliance with the Safety Codes Act.
 - e. Only compliance or non-compliance of principle and accessory buildings larger than 9.3m² (100 sq. ft.) within the subject property shown on the survey document have been addressed in this letter.
10. Where the assessment of an RPR reveals a non-compliance issue, it shall be indicated in the assessment letter, but the resolution of such non-compliance will normally involve separate discussions and, as necessary, enforcement with the property's landowner.
11. A copy of the Letter of Compliance shall be filed in the Town of Nobleford's property file for the subject property.

Policy History:

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| Policy Adopted | 05/01/2023 |
| Policy Revised | 14/04/2026 |