Sylvan Lake

CERTIFICATE OF COMPLIANCE REQUEST | APPLICATION FORM

Planning and Development Department | 5012 48 Avenue | Sylvan Lake, AB, T4S 1G6
T: 403.864.5557 | E: planning@sylvanlake.ca

Electronic applications will only be accepted from survey companies and lawyers representing their client. The Real Property Report must be an original in PDF formant, to scale and emailed to planning@sylvanlake.ca.
□ All other requests must be submitted to the Planning and Development Department at 5012 48 Avenue, Sylvan Lake, AB, T4S 1G6.

Application Requirements
□ Filled in application form
□ A minimum of one (1) original Real Property Report must be submitted, no greater than ten (10) years old prior to the date of the application. **PHOTOCOPIES WILL NOT BE ACCEPTED. Payment is due at time of application.**
□ If the Real Property Report (RPR) is dated greater than one (1) year at the time this application is being submitted, a Statutory Declaration must accompany the RPR indicating no changes, alterations or additions to the buildings have been made since the RPR was prepared.

Applicant:			
Mailing Address:			
City:		**Province:**	**Postal Code:**
Email:		**Phone Number:**	

CERTIFICATE OF COMPLIANCE REQUESTED FOR:

Landowner:			
Property Address:			
Legal Description:	**Lot:**	**Block:**	**Plan:**
Property Details:	□ Residential □ Commercial/Industrial/Institutional		

LEVEL OF SERVICE & FEES

□ Regular Service
    □ $125.00 per dwelling per parcel
    □ $200.00 Multiple housing/Commercial/Industrial per parcel
	□ Express Service (2 business days*)
	    □ $300.00
	    days do not include date of application

PAYMENT

□ Cash	□ Cheque	□ Debit	□ Credit Card

Electronic applications must be paid online by credit card: https://payment.optionpay.ca/town-of-sylvan-lake/index.php

RETURN VIA

□ Email	□ Mail/Courier Collect *(not available for electronic applications)*	□ Phone for Pickup *(not available for electronic applications)*

□ *I confirm that I have read and understand the application and payment requirements indicated above*	
Signature of Applicant:	Date:

Office Use Only	Date Received:	Land Use District:	Amount Paid:	Receipt:	Roll #: