

Request Form for a Certificate of Compliance

Applicant / Company Name		Date
Mailing Address and Postal Code		Company File Number
Contact Information	Name	
	Phone (include extension)	Fax

Legal Land Description and rural address of property submitted for review:

For Commercial / Industrial / Multi-Family applications **ONLY** – indicate below, the service required
(subject to the current fee schedule)

Regular (14 day review)

Express (7 day review)

Email notification – Westlock County offers notification by email when your Certificate is ready. Provide **ONE** email address **ONLY**. This email address will be retained on file. Please use this space to add or revise your email address, as required.

Email address for pick-up notification: _____

- This is the first time I have requested email notification
- I have received email notification before; above is a revised email address

Please indicate: Certificate to be picked up **or mailed** .

Special Instructions

Submission Requirements

- A completed Request Form
 - Minimum **two (2) certified** copies of an Alberta Land Surveyor's Real Property Report (RPR)
- RPRs are not accepted if:
- The legal land description and/or municipal address of the subject property are incorrect,
 - They are not signed and dated by an Alberta Land Surveyor, and
 - They have been altered or if they are illegible
- A copy of the Registered Encroachment Agreement, if applicable
If the Agreement is not provided, an Encroachment Advisory Stamp will be placed on the RPR
 - A copy of the Registered Private Encroachment Agreement, if applicable
 - The fee
- Re-submits are considered only within six months of initial Certificate of Compliance request

FOIP DISCLAIMER: The personal information on this form is being collected under the authority of Alberta's *Freedom of Information and Protection of Privacy (FOIP) Act, Section 33(c)*. It will be used to provide operating programs, account services and to process payments received for said services. It may also be used to conduct ongoing evaluations of service received from Westlock County. Please send inquiries by mail to 10336 – 106 Street, Westlock, AB T7P 2G1, or contact us by phone toll free at 1-877-349-5880.