



Schedule 'A'
Certificate of Compliance Request Form
WESTLOCK COUNTY

10336 106 Street
Westlock AB T7P 2G1
Phone: 780-349-3346

REQUEST FOR COMPLIANCE CERTIFICATE

Property Information

Street Address: _____

Legal Land Location: _____ Lot: _____ Block: _____ Plan: _____

Applicant Information

Applicant Name: _____ Agent Owner

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Cell Phone: _____

Email (required): _____

What are you applying for? Please select an option

COMPLIANCE CERTIFICATE

- Regular (14 business days)
- Express (7 business days)

COMPLIANCE CERTIFICATE REVISION

A request for a revision to a Compliance Certificate or Certificate Respecting Compliance may be made within 90 days of the date of the original, at no additional cost, if the following conditions have been met:

1. All permits identified in the original compliance report must have had their final inspections completed. Alternatively, if structures identified in the report are non-compliant have been removed, a revised Real Property Report reflecting these changes must accompany the Revision application.
2. If any encroachments were identified in the original compliance report, an executed encroachment agreement must be endorsed by both parties. Alternatively, if encroachments identified in the report have been removed, a revised Real Property Report reflecting these changes must accompany the Revision application.

Application Requirements

- Completed application request form
- Original*** Real Property Report in digital **.pdf** format *from your surveyor* that is not more than 5 years old
- email application request form and Original Real Property Report to info@westlockcounty.com

* NOTE: Westlock County does not accept faxed, photocopied, or altered Real Property Reports

Applicant Authorization

1. I am the owner/agent with the consent and authority of the owner that is the subject matter of this application.
2. I hereby give my consent to allow any authorized person pursuant to the Municipal Government Act Section 542 the right to enter the land and/or building(s) with respect to this application only.
3. I consent to receiving notifications & correspondence regarding this application via email to the address provided on this application.
4. By checking the "I agree" box below, you agree and authorize your electronic signature be valid and binding upon you to the same force and effect as a handwritten signature.

Applicant Signature : _____ I agree Date: _____

The personal information requested on this form is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected will be used to process compliance certificates for the Westlock County. If you have any questions about the collection or use of your personal information, contact Westlock County at 10336-106 Street, Westlock, Alberta, T7P 2G1 or 780.349.3346.