



## Zoning Compliance Certificate Application Form

**Applicant Name:** \_\_\_\_\_

**Zoning Compliance Report Delivery Information:**

Please indicate how you want the Zoning Compliance Certificate delivered (Check ONE only)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Fax: (     ) \_\_\_\_\_

Pick-up: We will call when ready – Phone #: (     ) \_\_\_\_\_

**Landowner’s Name (if differs from applicant):** \_\_\_\_\_

**Business Name (if applicable):** \_\_\_\_\_

**Legal description of land:**

All/Part of the \_\_\_\_\_ ¼, Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_, W3

LSD(s) \_\_\_\_\_ Lot(s)/Block(s) \_\_\_\_\_ Parcel(s) \_\_\_\_\_

Registered Plan No. \_\_\_\_\_

**Attachments:**

Please include the following:

\$50 Non-refundable Application Fee (cash/cheque/debit)

Optional – Real Property Report (surveyor’s certificate) completed within 5 years of the application date reflecting the location of all buildings and structures on site as of the date of application including:

Optional – Statutory Declaration, if the Real Property Report was completed over 5 years from the date of this application

**Declaration by Applicant**

I, \_\_\_\_\_ of \_\_\_\_\_ in the Province of \_\_\_\_\_, solemnly declare that all of the above statements within this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of “*The Canada Evidence Act*”.

I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**For Office Use Only:**

Application # \_\_\_\_\_ Date Received: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Cash Receipt #: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Cheque No: \_\_\_\_\_



## Zoning Compliance Certificate Information Sheet

### ***What is a Zoning Compliance Certificate?***

A Zoning Compliance Certificate is a document that outlines the zoning, building information and history of the property. The intent of a Zoning Compliance Certificate is to convey this information to potential purchasers of the property. A Zoning Compliance Certificate is not a legislative requirement but rather a service provided by the R.M. of Corman Park.

### ***What does a Zoning Compliance Certificate include?***

- Identification of the property zoning and a brief description of the intent of the zoning district;
- A list of the permitted and discretionary uses provided in the applicable zoning district;
- An itemized list of building permits that have been issued for the property including the permit number, a description of the building and a statement confirming the status of each permit (where a building permit remains open a summary of the deficiencies that remain will be included);
- Where a Real Property Report has been provided, all site development will be compared to our records to ensure all buildings which required a development and/or building permit have obtained such approval and confirmation that the property setbacks for each building has been met;
- Identification of any orders that has been issued for the property; and
- Identification of any other items that are deemed important which may be contained within the file.

### ***What are the limitations of a Zoning Compliance Certificate?***

The information provided will reflect the results of existing R.M. records ONLY and is provided for general information purposes. There is no inspection performed as part of the Zoning Compliance Certificate process and the R.M. cannot verify whether all buildings on the property comply with current applicable codes and standards. Any reference to a building code deficiency indicates the condition of the property at the time of the last inspection by MuniCode.

A Zoning Compliance Certificate cannot confirm that the buildings on the property have been located in compliance with applicable property setbacks unless a Real Property Report has been provided by the applicant.

The Zoning Compliance Certificate does not include a review of tax and assessment information or easement and interests registered at ISC (Land Titles).

### ***Who can apply for a Zoning Compliance Certificate?***

Any interested party (i.e. property owner, property purchaser, real estate agent, lawyer or lending institution) can apply for a Zoning Compliance Certificate.

### ***What are the Zoning Compliance Certificate application requirements?***

- Completed Application Form;
- Application Fee (must be submitted at the time of request);
- Optional – Real Property Report, which was completed within 5 years from the date of the Zoning Compliance Certificate application;
- Optional – Statutory Declaration, if the Real Property Report was completed more than 5 years from the date of a Zoning Compliance Certificate application has been requested AND there is no change in the number and location of structures on the property as depicted in the existing Real Property Report.

### ***Timeline***

Zoning Compliance Certificates can be issued within 10 business days; complex requests may take longer.

### ***Please Note:***

To submit the application online, you must download the document to your computer, open it using Adobe Acrobat and click the "Submit Request" button.