

What you need to know about buying or selling a house

The Morinville Planning & Economic Development Department offers a service to property owners to ensure that their property is in compliance with the Land Use Bylaw. Although these letters are not required by municipalities they are recommended and financial institutions often request these letters in order to complete a real estate transaction.

What is a Letter of Compliance?

A Letter of Compliance is a confirmation that a property meets the regulations of the Land Use Bylaw based on a Real Property Report prepared by an Alberta Land Surveyor.

A Letter of Compliance is a review of buildings, decks, hot tubs, fences and other structures. These improvements are reviewed based on their compliance with the Land Use Bylaw, such as location, whether or not permits were applied for and approved, if any encroachments exist, or if any variances are required.

Please note that a Letter of Compliance makes no representation to Safety Codes requirements, such as building permits.

How do I get a Real Property Report?

Contact a registered Alberta Land Surveyor to survey your property and prepare a Real Property Report.

You may contact Planning & Economic Development to see if a Real Property Report has been retained in the property file.

When do I need a Letter of Compliance?

1) If you are selling a property:

If you are intending to sell your property, you may be required to apply for a Letter of Compliance. You should consider applying for one at the time you list your property for sale rather than waiting until an offer is pending to ensure that any complications which may arise are minimised and dealt with as much as possible beforehand.

2) If you are purchasing a property:

If you are intending to buy a property, it is recommended that you request a copy of a recent Letter of Compliance from the seller to confirm that the property meets the regulations of the Land Use Bylaw before you purchase the property. If your lawyer or real estate agent is acting on your behalf, be sure to ask them to show you the Letter of Compliance.

Ensuring that the property you are buying is in compliance with the Land Use Bylaw is part of doing your diligence as a home buyer for the safety and security of you and your family.



Benefits of a Letter of Compliance

- ① To ensure that there are no surprises in regards to land use including alterations or additions that you were unaware of.
- ② To ensure that all structures requiring development permits have been applied for and approved including buildings constructed in proper locations.
- ③ To avoid any financial hold backs that may be taken should a property not be in full compliance at the time of title transfer.
- ④ Ensuring that your property is compliant with the Land Use Bylaw will give you piece of mind that you will not be burdening others with outstanding issues or that you will not incur the burden of others. When you purchase a property, you take full responsibility for that property including any past unresolved issues.

Why should I apply for a Letter of Compliance early?

- To reduce the stress associated with the sale of a property by dealing with issues of non compliance before the transfer of title.
- To decrease the chance of a financial hold back due to restricted and limited timelines related to the transaction.
- To ensure that you as the seller take full responsibility for your property.
- To ensure that the process of selling your property goes well.

What do I need to apply for a Letter of Compliance?

- Completed application form
- 2 original copies of a current Real Property Report (not more than 6 months old or accompanied by a Statutory Declaration)
- Payment of fees

Letter of Compliance—Application Fees

Residential Properties:

- Regular Service \$200
- Rush Service \$400

Commercial, Industrial, Major Multi-Family (5+ units):

- Regular Service \$300
- Rush Service \$500

Application Fees

How long does it take to get a Letter of Compliance?

Regular Service—average 10 business days

Rush Service—within 4 business days

Additional Information

There are other things you need to consider when you are selling your home. Consult the Land Use Bylaw for regulations on real estate signage, and for information regarding utility accounts and taxes, please contact the Financial Services Department. Safety code requirements, such as building permits, can be discussed with Planning & Economic Development staff.

CONTACT US

If you have any questions or for more information contact:

Planning & Economic Development

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Hours

8 a.m. to 4:30 p.m., Monday to Friday
Closed on statutory holidays

This brochure is for information purposes only and may be periodically updated. The contents do not necessarily reflect the legal documents and cannot be used as an official interpretation of the official bylaws, regulations and statutory plans in effect.

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Morinville

PLANNING & ECONOMIC DEVELOPMENT

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BUYING OR SELLING A HOUSE?