



VILLAGE OF ACME
POLICY

POLICY # 2018-03
COMPLIANCE LETTERS/CERTIFICATES

Authority: Motion 065-2018

Date: March 9th, 2018

Policy Perspective: A compliance letter is a letter or certificate issued by the Village of Acme that states whether or not a specific property is compliant with our Land Use Bylaw. It should be noted that very few properties (especially older properties) actually do comply with our Land Use Bylaw. If the property is not compliant than the aspects not in compliance must be listed on the letter/certificate of compliance with an note as to whether or not the Village intends to enforce the violated provisions of the Land Use Bylaw.

Background: A compliance letter is a legal document that commits the Village of Acme to a specific course of action. By writing a compliance letter for a property I/we may be giving up the Village of Acme's right to enforce its Land Use Bylaw for that particular property at some later date. As a result, these documents must be carefully considered, and are very time consuming. Most documents of this type can take anywhere between 2-5 hours depending on the state of the property. Therefore, the Village of Acme requires a minimum of two weeks notice to prepare a compliance letter.

Policy Statement The Village of Acme is committed to issuing compliance letters as needed for Village property owners, **providing that it is appropriate to do so**. However, in order to complete the compliance letter we **must** have a real property report (RPR) for the property in question and the RPR should be less than 3 years old (having an older RPR may increase the time required for completion). Further, Administration requires at least two weeks from the date that all the relevant paperwork is received at the Acme Village Office to complete the compliance letter/certificate.



Mayor



Chief Administrative Officer