



56 Wheatland Ave | PO Box 460
 Smoky Lake, AB T0A 3C0
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COMPLIANCE CERTIFICATE REQUEST FORM

FOR OFFICE USE ONLY

File Number _____
 Date Received _____
 Fee \$ _____ Receipt _____

1. Applicant Information

Name of Applicant/Agent: _____
 Owner Name: (if different from applicant) _____
 Mailing Address: _____
 Telephone: _____ Email: _____

2. Property Information

Municipal Address: _____ Roll #: _____
 Lot: _____ Block: _____ Plan: _____
 Long Legal: Part of ____ ¼ section ____ township ____ range ____ W4M

3. Application Requirements

- Completed application form
- Two (2) originals of a Real Property Report (RPR) *dated within the last 12 months*
- Application fee \$75

NOTE: RPRs older than 1 year will only be accepted with a notarized affidavit.
 Please allow up to ten (10) working days for a Compliance Certificate to be reviewed and issued

4. Authorization

I understand the above information, verify the application is complete, and hereby request a Compliance Certificate Letter on the attached Real Property Report (RPR).

Signature(s): _____ Date: _____

5. Preferred Method of Communication

Select method for completed Compliance Certificate Letter delivery:

- Call for pick-up Mail the decision

If mailed, where would you like the letter mailed:

- The address above To the address shown below

**If a decision has not been picked up within five (5) working days, the decision will automatically be mailed to applicant.*

Protection of Privacy Act Collection Notice: By submitting this application, you are providing personal information including your name, phone numbers, email address, mailing/physical addresses, and postal code. This information is being collected in accordance with Section 4(c) of the Protection of Privacy Act. This information will be used to process your compliance certificate request form by the Town of Smoky Lake. For questions about the collection of your personal information, you may contact the Town of Smoky Lake at 56 Wheatland Ave, Smoky Lake, AB T0A 3C0, 780-656-3674, or legislative@smokylake.ca.