

If the development authority grants a development permit authorizing the variance and permitting the building to be left as is, we will notify the adjacent property owners via an advertisement in the local paper of their right to appeal. Allow three to four weeks.



If your development application is refused, you have the right to appeal the development authority's decision to:

Subdivision & Development Appeal Board
City Hall
400 Main ST SE
Airdrie, AB
T4B 3C3

If you have any problems with encroachments on easement, utility rights-of-way or City property, please allow for more time to process your application.

This is a general guide and has no legal status. It cannot be used as an official interpretation of the various bylaws and policies currently in effect. The City of Airdrie accepts no responsibility to persons relying solely on this information.

Planning and Development
400 Main Street SE
Airdrie, AB
T4B 3C3
Phone: (403) 948-8848
Fax: (403) 948-6567
Email: planning.development@airdrie.ca
www.airdrie.ca



NEED A Certificate of Compliance?





The certificate

A Certificate of Compliance is written confirmation from the City of Airdrie that development on a property meets the regulations of the Land Use Bylaw.

Lawyers and lending institutions need compliance certificates to protect their clients' investments. Standard real estate purchase contracts often require the vendor to obtain a stamp of compliance.

To avoid a delay in finalizing your transaction, you should apply for your compliance stamp as soon as you have decided to sell your property.

Where to apply



City of Airdrie
Planning & Development Dept.
400 Main St SE
Airdrie, AB T4B 3C3
Phone: (403) 948-8848

Office Hours
8:30 am - 4:30 pm

How to apply

Hire a registered Alberta Land Surveyor to prepare a signed and dated Real Property Report for the property in question.

There is a charge for this service. Consumers are advised to shop around as rates vary.

To request a compliance certificate, send or bring the Real Property Report to the Planning & Development Department. The following information is required:

- 1 A letter indicating
 - Name, address, phone and fax
 - Number of copies
 - The civic address
 - Legal description (lot, block number) of property
 - Indicate if compliance, is to be mailed or picked up

- 2 A minimum of two Real Property Reports (no faxed/spliced copies)

- 3 Application fee, no GST

Applicants are responsible for providing proper documentation with each application. We do not provide information on previous submissions. Due to copyright laws, we cannot provide copies of surveys. No spliced, faxed or altered copies of Real Property Reports will be accepted.

Review process and time

If your Real Property Report meets the guidelines of the Land Use Bylaw, your copies will be stamped as complying. One copy is kept for City records and the rest will be returned to you. If development on your property does not meet the regulations of the Land Use Bylaw, you will be informed by phone or fax. Processing times vary. Allow a minimum of seven working days.

If you require your compliance certificate sooner, an "Over the Counter" service is available at an increased fee.

If development on the property does not meet the regulations:

Your building does NOT conform with the current Land Use Bylaw. You may apply for a development permit requesting a variance "to leave as built". There is an additional fee for the application.

OR

Your building is an existing "non-conforming" use which means it was approved under different legislation but does not comply with the current Bylaw. Generally, non-conforming buildings are allowed to remain but some future developments may be restricted.

Timelines will vary depending on the nature of the concern.