




Summer Village of Island Lake

Policy

Number	Title		
POLICY 2024-01	REAL PROPERTY REPORTS		
Approval	Approved		Last Revised
 (CAO initials)	Resolution No:	24-069	Resolution No:
	Date:	May 21, 2024	Date:

Purpose

To provide staff consistent guidelines and requirements for accepting Real Property Reports for the issuance of Compliance Certificates.

Definitions

“**Alberta Land Surveyor**” means a person who holds a certificate of registration and an annual certificate to engage in the practice of surveying under the Alberta Land Surveyors Act.

“**Encroachment**” means a structure or improvement that projects beyond the boundaries of the property or is constructed within an easement or right-of-way.

“**Land Use Bylaw**” means the Summer Village of Island Lake Land Use Bylaw.

“**Real Property Report (RPR)**” means a survey document prepared, signed, dated and stamped by an Alberta Land Surveyor, illustrating the location of all structures and visible improvements situated on a parcel of land relative to the property boundaries. The Real Property Report also shows any registered easements or rights-of-way affecting the property as well as any encroachments from or onto the property. It is a representation of the property on the date of survey.

“**Statutory Declaration**” means a written certificate of facts solemnly declared to be true by the person(s) signing the declaration before a Commissioner for Oaths.

Procedures

1. An applicant must submit an original Real Property Report for the site that has been produced by an Alberta Land Surveyor and is no more than six (6) months old.

2. A Real Property Report produced more than six (6) months, but no more than two (2) years prior may be accepted by the Development Officer if accompanied by a Statutory Declaration stating that no changes to the property have occurred. If there have been any changes, however slight, a new Real Property Report must be provided.
3. In situations where there is an enforcement history relating to the Summer Village of Island Lake Land Use Bylaw within the previous two (2) years, a new Real Property Report will be required, regardless of the Statutory Declaration.
4. Real Property Reports older than two (2) years, will not be accepted.

Legal References:

Revisions:

Resolution Number	MM/DD/YY