



LETTER OF COMPLIANCE APPLICATION FORM

Planning & Urban Design ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ compliance@okotoks.ca ■ Phone: 403.995.2760

Applicant Name: _____ Company: _____
(if applicable)

Applicant Mailing Address: _____

(including Postal Code)

Phone #: _____ Email: _____
If a response has not been received within two weeks, please check your Junk folder.

Letter of Compliance Required for:

Civic Address: _____

Legal Description: _____
Lot(s) Block Plan Quarter Section

Level of Service: (does not include the day the application was received)

☐ Regular Service (two weeks for response) ☐ Priority Service (2-3 business days)

Return completed Real Property Reports: ☐ Mail ☐ Email ☐ Phone for pick-up

To apply, please submit a completed application form along with a PDF copy of the Real Property Report to compliance@okotoks.ca.

Applicable application fees are set out in the Town's [Fees, Rates and Charges Bylaw](#). An email will be sent with the total fees and payment instructions. Review of the RPR will only commence when a complete application has been received.

Signature of Applicant _____ Date _____

The personal information on this application is collected under the authority of the *Alberta Municipal Government Act*, the *Access to Information Act (ATIA)*, and the Okotoks Land Use Bylaw 17-21. It will be used to communicate with the applicant during the application review and site inspection processes. As part of the review process, it will be circulated as needed to relevant Town Business Services, Provincial and Federal Agencies, Utility Companies and adjacent landowners. It may also be submitted to the Subdivision and Development Appeal Board (SDAB). Correspondence received may be included in public meeting agendas. The applicant's name and the nature of the permit will be publicly available, in accordance with the ATIA Act. Should you have any questions or concerns regarding the collection of this information, please contact the Access and Privacy Officer at accessandprivacy@okotoks.ca or 403.938.8944.

For Office Use Only

File #: _____ Fee: _____ Receipt # _____