

Real Property Reports

Planning and Development Services
Policy M2

Policy:	M2 – Real Property Reports
Policy Department(s):	Planning and Development Services
Adoption Date:	N/A
Adoption Reference:	N/A
Effective Date:	N/A
Last Amended/Reviewed:	May 4, 2026

Policy Purpose

To establish guidelines and procedures for the endorsement of Real Property Reports.

Policy Statement

The County will review Real Property Reports and issue Certificates of Compliance indicating improvements meet the requirements of the County's Land Use Bylaw.

Definitions

“Certificate of Compliance” means an endorsement by the County of Grande Prairie confirming that development on a property meets the requirements of the Land Use Bylaw.

“Real Property Report” is a legal document prepared by an Alberta Land Surveyor that clearly illustrates the location of development (dwelling, accessory buildings, decks, sheds, fences and other structures) on a property relative to the property boundaries.

“Survey Document” is Alberta Land Surveyor’s Real Property Report.

“Setback” means the shortest horizontal distance from the property line to the nearest part of any building, structure, excavation or open storage on such lot.

Policy Guidelines

1. The County of Grande Prairie No.1 will endorse surveyed Real Property Reports. A fee shall be charged for this service as per the Schedule of Fees.
2. The Real Property Report will certify that the location of buildings and improvements shown on the Survey Document comply with the setback requirements of the County of Grande Prairie No. 1 Land Use Bylaw within the district the property is located and that a development permit was issued for the buildings.
3. The County will not inspect the property. Endorsement applies to only those improvements shown on a survey document.

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4. Where the location of buildings within the property may not be in conformity with the present provisions of the County of Grande Prairie No. 1 Land Use Bylaw the endorsement may indicate that the buildings are non-conforming buildings.
5. Where the location of buildings within the property do not comply with the County of Grande Prairie No. 1 Land Use Bylaw, past or present, or a development permit has not been issued for the buildings within the property and a development permit was required, the County of Grande Prairie No. 1 will not endorse the Real Property Report.
6. The Real Property Report must be an original document signed by a surveyor who is licensed to practice in the Province of Alberta or a legible and unaltered copy of an original Real Property Report.
7. The Real Property Report will be endorsed using one of the two attached stamps:
 - 7.1. Stamp A - Complying Buildings
 - 7.2. Stamp B - Non-conforming Buildings
8. Stamp A will be used when the following conditions are present:
 - 8.1. A development permit has been issued by the County of Grande Prairie for the buildings
 - 8.2. The location of the buildings complies with the setbacks as set out in the Land Use Bylaw or as varied on a development permit
9. Stamp B will be used when the following conditions are present:
The buildings and their location either:
 - 9.1. Previously conformed to the Land Use Bylaw; or
 - 9.2. A development permit was not required at the time of construction under a previous Land Use Bylaw and is required under the current Land Use Bylaw and the buildings are considered to be legal non-conforming.

Attachments

Schedule 'A' – Stamp A: Certificate Respecting Compliance Complying Buildings

Schedule 'B' – Stamp B: Certificate Respecting Compliance Non-Conforming Buildings

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development County of Grande Prairie No. 1 Land Use Bylaw
Other	N/A

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Revision History

Review Date	Description
May 4, 2026	Reviewed and Presented for Information
March 21, 2022	Reviewed and Amended CM20220321.005
April 2, 2002	Reviewed and Amended CM 04/233/2002
N/A	Adoption Date CM(N/A)



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Schedule A – Stamp A: Certificate Respecting Compliance Complying Buildings

Certificate Respecting Compliance Complying Buildings

This certifies that the location of the buildings and improvements shown on this survey document comply with the setback requirements of the County of Grande Prairie No. 1 Land Use Bylaw for the _____ District within which the property is located and a development permit was issued for the buildings only.

The County of Grande Prairie No. 1 has not inspected this property and this certificate does not include any improvements on this property not shown on this survey document.

Certified this _____ day of _____, 20 ____.

Development Officer or Designate
County of Grande Prairie No. 1



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Schedule B – Stamp B: Certificate Respecting Compliance Non-Conforming Buildings

Certificate Respecting Compliance Non-conforming Buildings

This certifies that the location of the buildings and improvements shown on this survey document do not comply with the County of Grande Prairie No. 1 Land Use Bylaw for the _____ District within which this property is located because:

but may continue indefinitely as non-conforming buildings pursuant to Section 643 of the Municipal Government Act.

The County has not inspected this property and this certificate does not include any improvements on this property not shown on this survey document.

Certified this _____ day of _____, 20 ____.

Development Officer or Designate
County of Grande Prairie No. 1