## **Land Surveyor Process for Compliance Certificates**

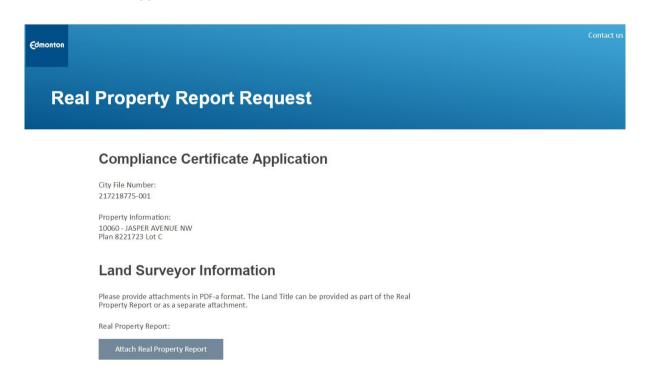
This information is applicable for surveying companies identified in Compliance Certificate applications.

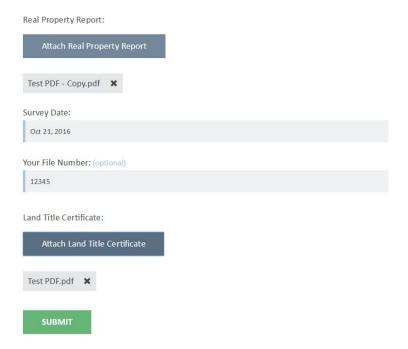
## Real Property Report Upload Request Email

When a Compliance Certificate application is submitted, the surveying company identified in the application will receive an email message from the City of Edmonton with a link to upload the Real Property Report (RPR) to the Compliance Certificate application. The surveyor must upload the RPR within 1 business day to comply with the RPR request. If no RPR is received after 3 business days, the surveyor will receive a phone call from the Edmonton Service Centre.

## **RPR Upload Page**

When the surveyor clicks on the "Real Property Report Request" link, they will be taken to the screen below to upload the RPR, provide the survey completion date and submit a land title certificate, if applicable.





## RPR Upload message to the Surveyor

When the surveyor clicks "Submit," an automatic email message will be sent to the surveyor, verifying the submission of the RPR. A contact number is provided in case information is submitted in error.



The surveyor has now submitted all the required documents to complete the review process of the application request. If additional information is required, they will be contacted directly by an employee of the Edmonton Service Centre.

If you have any questions or comments, please send them to <a href="mailto:developmentservices@edmonton.ca">developmentservices@edmonton.ca</a>