



STAMP OF COMPLIANCE REQUIREMENTS

REQUIRED DOCUMENTS

The following documents are required for a complete application. Missing documentation may result in delays in the approval or rejection of an application due to insufficient information. **All Real Property Reports must be submitted electronically, along with the completed application form.**

- Completed application form
- A Real Property Report* (preferably no older than two years).
- Application fee

Please note, if there are non-compliant structures identified or structures that have not been issued a permit on your RPR, the Town will not issue a stamp of compliance.

If these issues have been identified on your RPR, you will be required to bring your property into compliance, either through application for the appropriate Development/Building Permit(s) or demolition of the non-compliant structure(s). **Be prepared for delays of up to 6+ weeks if you are required to do so.**

*Real Property Reports:

- Two to five years old - must be accompanied by a Statutory Declaration notarized by a Commissioner of Oaths or Notary Public stating that no alterations have been made to the building.
- Older than five years old - not acceptable.