

CONDOMINIUM APPLICATION GUIDE

application for approval under Section 51 of the Planning Act, R.S.O. 1990

Rev. Mar/11

A. APPLYING FOR CONDOMINIUM APPROVAL

The attached application form is to be used only when applying to the Town of Caledon for condominium plan approval. The application must be completed in full and submitted together with the draft plan and application fee (see Schedule attached to this guide) in accordance with Section 51 of the Planning Act. The applicant is advised to consult with the Town and other appropriate authorities before submitting a formal application to the Town.

B. USING THE APPLICATION FORM

1. The attached application form must be fully completed including the applicants' affidavit and registered owner's certificate and returned to the Town of Caledon together with **twenty-five (25) photo-stat copies**. Please ensure that you keep a copy for your files.
2. The application should be completed by the applicant or his authorized agent. The written authorization of the registered owner and affidavit of the applicant must also accompany the application. For your convenience, an authorization and affidavit section has been included in the attached application.
3. It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform with the interests of the health, safety, convenience and welfare of the present and future residents. Any pertinent information should be reflected in the application form.
4. As noted on the application form certain infrastructure projects are subject to the provisions of the Environmental Assessment Act. The applicant is advised to consult with their engineering consultant to provide determination in this matter.
5. Where additional support materials such as environmental, planning or engineering reports are required **five (5) copies** of all supporting technical reports and background information must be submitted with the application.

C. DRAFT PLANS

The Planning Act requires that the applicant shall provide as many copies of a draft plan as may be necessary and shows all information required under Section 51(17). The plan must be drawn to scale with boundaries certified by an Ontario Land Surveyor and include the applicants' certificate. Please note that all draft plans must be submitted in metric units. To carry out the review of the application, a minimum of **25 copies individually folded to 8 1/2 x 11 of the draft plan, together with two (2) reductions at 8 1/2 x 11 on photographic paper (KP5)** will be required. If further copies are needed, the applicant will be notified. The applicant shall also provide CD containing the draft plan in a geo-referenced file compatible with the Town's GIS/AutoCAD mapping systems. The Town uses the ArcView GIS and AutoCAD Version 14, and drawings will be accepted in 'dwg', 'shp' or 'dxf' format. Please include a file name, contact name and phone number on the label of each diskette. If assistance is required please contact the Manager of Information Technology for direction.

D. INFORMATION TO BE SHOWN ON THE DRAFT PLAN UNDER SECTION 51(17) OF THE PLANNING ACT, R.S.O., 1990

- (a) the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
- (b) the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed condominium abuts;
- (c) on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed condominium that is owned by the applicant or in which the applicant has an interest, every condominium adjacent to the proposed condominium and the

relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;

- (d) the purpose for which the proposed properties are to be used;
- (e) the existing uses of all adjoining lands;
- (f) the approximate dimensions and layout of the proposed properties;
- (g) natural and artificial features such as buildings and other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- (h) the availability and nature of domestic water supplies;
- (i) the nature and porosity of soil;
- (j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the lands proposed to be subdivided;
- (k) the municipal services available or to be available to the land proposed to be subdivided; and
- (l) the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

E. DEALING WITH THE APPLICATION

1. After accepting the application as complete, (this will be confirmed in writing and the application shall not be deemed to be complete until such written confirmation is received) the Town will confer with Town Departments and appropriate ministries, commissions and authorities, and with others who may be concerned, to obtain information and recommendations.
2. After an evaluation of the plan and the recommendations from other bodies, as noted above, conditions may be imposed by the Town in granting draft approval of the plan (approval in principle).
3. Section 51(39) of the Planning Act provides that any person or public body may, not later than 20 days after the giving of notice, appeal the decision to the Ontario Municipal Board.
4. The agencies affected by the conditions must indicate to the City that they have been fulfilled to their satisfaction prior to the approval of the final plan for registration.

F. CONCURRENT CLASS EA PROJECT APPROVAL

Section 6 of the Environmental Assessment Act prevents draft approval until the requirements of Section 5(1) have been fulfilled. Section 6 of the condominium application requires that any Schedule C water, storm drainage, sewage or road projects be identified.

G. FEES

The Town of Caledon planning fees for a plan of condominium is as follows:

- | | |
|---|-----------------------------------|
| a) Plan of condominium application | \$15,000 |
| b) Plus additional fees, if applicable | |
| ▪ Revisions requiring re-circulation | \$ 5,000 |
| ▪ Registration of each phase of a plan | \$ 1,500 |
| ▪ Extension of draft approval | \$ 5,000 |
| ▪ Revised draft approved plan requiring recirculation | \$ 5,000 |
| ▪ Referral of plan to Ontario Municipal Board | \$ 150 |
| c) Administration Fee paid at registration: | |
| ▪ Filed on or before Feb. 5, 2008 | 7% of works |
| ▪ Filed on or after Feb. 6, 2008 to on or before Jan. 31, 2011 | 0% of works |
| ▪ Filed on or after Feb. 1, 2011 | 6% of works minus application fee |
| d) Legal Services review of condominium documentation paid at clearance of draft conditions | \$ 3,000 plus costs |

NOTE: HST is applicable to items c) and d) above.

Region of Peel Condominium Review Fee \$ 3,000

Conservation Authority Condominium Review Fee is collected by the Conservation Authority



CONDOMINIUM APPLICATION

This application for approval under Section 51 of the Planning Act must be **fully completed** to the satisfaction of the Town of Caledon.

OFFICE USE ONLY

Condominium File Number Assigned 21CDM _____ Application Fee Attached: YES NO

Date Application Received _____ Date Complete Application Accepted _____

1. SITE AND LEGAL DESCRIPTION

Lot: _____ **Concession:** _____
Lot/Block: _____ **Registered Plan:** _____
Part: _____ **Reference Plan:** _____
Municipal Address: _____

2. APPLICANT INFORMATION

	Name and Address	Phone and Fax
Agent:		
Applicant:		
Registered Owner:		
Ontario Land Surveyor:		

ALL CORRESPONDENCE, NOTICES ETC. INITIATED BY THE TOWN IN RESPECT OF THIS APPLICATION WILL, UNLESS OTHERWISE REQUESTED BY LAW, BE DIRECTED TO THE APPLICANT'S AGENT NOTED ABOVE EXCEPT WHERE NO AGENT IS EMPLOYED, THEN, IT WILL BE DIRECTED TO THE APPLICANT. WHERE THE REGISTERED OWNER IS A NUMBERED COMPANY PLEASE INDICATE A PROJECT OR DEVELOPMENT NAME.

3. PROPOSED LAND USE

Intended Use	No. of Units	Bedroom/Unit				Floor Area (m ²)
		1	2	3	4	
Detached single family residential						
Double or semi-detached residential						
Multiple units						
Row and townhousing						
Commercial						
Industrial						
Other (specify)						
Total parking provided		Total number of units per hectare				
Total area of plan						

4. OFFICIAL PLAN STATUS

a) What is the land use designation of the subject lands in the Town’s Official Plan?

b) What is the land use designation of the subject lands in the applicable secondary plan?

c) Does this condominium application conform to these plans? YES NO

d) Has an associated Official Plan Amendment application been submitted? YES NO If Yes, please provide:

Town File Number: _____

Status of Application: _____

e) If Council has adopted an associated Official Plan Amendment that relates to this subdivision application, please provide the Amendment Number: _____

5. ZONING BY-LAW STATUS

a) What is the zoning of the subject lands in the applicable Town Zoning By-law?

b) Does the subject property need to be rezoned to accommodate the proposal? YES NO

c) Has an associated zoning by-law amendment application been made? YES NO If Yes, please provide:

Town File Number _____

Status of Application _____

6. STATUS OF OTHER APPLICATIONS

a) Is the subject land subject to any other application under the Planning Act including application for approval of a Minister’s zoning order amendment, a minor variance or a consent?

YES NO If Yes, please provide:

Type of Application(s) _____

File Number(s) _____

Status of Application(s) _____

b) Date of Site Plan Approval: _____ Site Plan File No.: _____

c) Date on which a Building Permit was issued: _____

7. OTHER DEVELOPMENT INFORMATION

a) Is this a rental building being converted to a condominium? YES NO

b) Is the building/s under construction? YES NO (if no) date completed _____

c) Describe access to the site via public road(s): _____

d) Are there any easements or restrictive covenants affecting the subject land? YES NO (if yes) show on the draft plan and describe here the effect on the plan

e) Does the owner own additional lands adjacent to the draft plan? YES NO (if yes) show on the draft plan key plan.

f) Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent lands? YES NO (if yes) please specify

g) Are water, sewage or road works associated with the proposed development subject to provisions of the Environmental Assessment Act? YES NO (if yes) please specify here and identify on the plan

8. PROPOSED SERVICING

(a) <u>Water Supply</u>	(b) <u>Sewage Treatment</u>	(c) <u>Storm Drainage</u>
municipal water <input type="checkbox"/>	sanitary sewers <input type="checkbox"/>	storm sewers <input type="checkbox"/>
individual well <input type="checkbox"/>	septic system <input type="checkbox"/>	open ditches <input type="checkbox"/>
Other _____	Other _____	Other _____

9. DEVELOPMENT OR SERVICING AGREEMENTS

a) Is a Development or Condominium (Water) Servicing Agreement required between the Developer and the Region?

Development Agreement	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Servicing Agreement	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Both	YES <input type="checkbox"/>	NO <input type="checkbox"/>
No	YES <input type="checkbox"/>	NO <input type="checkbox"/>

b) Has a Condominium (Water) Servicing Agreement been executed and registered on title?

YES NO Date of Registration _____

10. ENVIRONMENTAL EFFECTS

What measures (e.g. buffering, berms, setbacks, etc.) will be taken to eliminate any adverse environmental effects (e.g. traffic, noise, odours, pollution of nearby water bodies, run-off, etc.) on the proposed development or the adjacent area? Where potential adverse environmental effects are foreseen consultation with the appropriate agencies is recommended.

11. ADDITIONAL INFORMATION

12. AFFIDAVIT OF APPLICANT

I _____ of the _____ in the _____ of _____
(type or print name)

solemnly declare that all the above statements contained within the application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

Declared before me at the _____ in the _____ of _____
This _____ day of _____, 20____

A Commissioner of Oaths _____
Signature

13. AN APPLICANT'S CERTIFICATE SHALL BE PROVIDED AND SIGNED ON THE DRAFT PLAN

14. REGISTERED OWNER'S AUTHORIZATION

The owner must complete the following: I _____ being the registered owner of the subject
(type or print name)

lands, hereby _____ to prepare and submit a draft plan of subdivision for
authorize _____ approval
(type or print name of applicant)

Dated

Signature