

|  |                    |                  |
|--|--------------------|------------------|
| Application Number: _____                | Ward Number: _____ | File Lead: _____ |
| Application Received (dd/mm/yyyy): _____ | Fee Received: \$   |                  |
| Client Service Centre Staff: _____       |                    |                  |



# Plan of Condominium

## Application Form

### Notice of Public Record

All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of *The Planning Act*, R.S.O. 1990, C.P.13.

### Municipal Freedom of Information and Protection Act

Personal information on this form is collected under the authority the Planning Act, RSO 1990, c. P. 13 and will be used to process this application. Questions about this collection may be directed by mail to Manager, Business Support Services, Planning, Real Estate and Economic Development Department, 110 Laurier Avenue West, Ottawa, K1P 1J1, or by phone at (613) 580-2424, ext. 24075

### Section 1: Background Information

*\* Mandatory Field*

**\*Site Address or Location:**

Have you pre-consulted with City Staff?

☐ Yes ☐ No

If Yes, please indicate the date of the pre-consultation (dd/mm/yy):

**For any and all previously approved, and concurrent development application(s), please list application numbers:**

Application Numbers:

### Applicant/Agent Information

Company name:

Contact name:

Mailing Address:

Telephone:

Email Address:

**Registered Property Owner Information:**

☐ Same as above

Name:

Mailing Address:

Telephone:

Email Address:

## Site Details

Legal Description:

What is the land currently used for?

**To the applicants knowledge, are there any easements affecting the subject lands?**

☐ Yes ☐ No ☐ Unknown

If Yes, please describe each specific easement and their effect:

Lot frontage:  m Lot depth:  m Lot area:  m<sup>2</sup>

**Or** Lot area: (irregular lot)  m<sup>2</sup>

Does the site have Full Municipal Services: ☐ Yes ☐ No

## Proposal Details

**Type of development proposed (land use(s), building(s), proposed tenure, rental conversion, etc.):**

**Type of Condominium:**

☐ Standard ☐ Phased ☐ Leasehold ☐ Common Elements ☐ Vacant Land ☐ Conversion

**Proposed timing of construction**

Projected Date to begin construction:  Project Date to complete construction:

**Please provide any relevant information with respect to shared property (for example: servicing, roads, visitor parking, amenities, etc.)**

**Please indicate the location of the shared property:**

☐ Onsite ☐ Offsite ☐ Within specific phase ☐ Other

Development Information

| Proposed Land Uses   | Number of Units      | Number of Lots or Blocks Shown on the Plan | Number of Parking Spaces | Total Area of Land Occupied by Use (in Hectares) |
|--|----------------------|--|--------------------------|--|
| Residential Dwellings (Refer to <a href="#">Zoning-By-Law</a> for dwelling-type definitions) |                      |  |                          |  |
| Detached   | <input type="text"/> | <input type="text"/>                       | <input type="text"/>     | <input type="text"/>                             |
| Semi-detached  | <input type="text"/> | <input type="text"/>                       | <input type="text"/>     | <input type="text"/>                             |
| Townhouse  | <input type="text"/> | <input type="text"/>                       | <input type="text"/>     | <input type="text"/>                             |
| Stacked  | <input type="text"/> | <input type="text"/>                       | <input type="text"/>     | <input type="text"/>                             |
| Apartment  | <input type="text"/> | <input type="text"/>                       | <input type="text"/>     | <input type="text"/>                             |
| Other  | <input type="text"/> | <input type="text"/>                       | <input type="text"/>     | <input type="text"/>                             |
| Totals:  | <input type="text"/> | <input type="text"/>                       | <input type="text"/>     | <input type="text"/>                             |

Non-Residential

|                     |                      |                      |                      |                      |
|---------------------|----------------------|----------------------|----------------------|----------------------|
| Institutional       | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Commercial          | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Industrial          | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Park and Open Space | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Roads               | n/a                  | <input type="text"/> | n/a                  | <input type="text"/> |
| Other               | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Totals:             | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Total Number of Proposed:

|               |                      |                         |                      |
|---------------|----------------------|-------------------------|----------------------|
| Bachelors:    | <input type="text"/> | One Bedrooms:           | <input type="text"/> |
| Two Bedrooms: | <input type="text"/> | Three or more Bedrooms: | <input type="text"/> |

## Other Information

Has a site plan for the proposed condominium been approved? ☐ Yes ☐ No

Has a site plan agreement has been entered into? ☐ Yes ☐ No

Has a building permit for the proposed condominium been issued? ☐ Yes ☐ No

Is the proposed condominium:

☐ Under Construction ☐ Fully Constructed

If the proposed condominium is a conversion of a building containing residential rental units, what is the number of units to be converted?

Number of units:

Briefly describe how the proposal addresses the Official Plan policies:

## Community Notification

Is this application subject to [public consultation](#)? ☐ Yes ☐ No

If **Yes**:

Have you contacted the Ward Councilor to explain this proposal? ☐ Yes ☐ No

Have you contacted the Registered Community Organization's representative(s) to explain this proposal? ☐ Yes ☐ No

If Yes, indicate the name of the Registered Community Organization(s):

Section 2: Application Type and Fees

Please don't hesitate to visit the Plan of Condominium website for more information.

Fees must be paid in full at the time of application submission.

Please select and fill in only one of the four options for fee payment below.

☐ **New Vacant Land Condominium**

☐ 1. Public Consultation without concurrent Site Plan

\$62,191.53

☐ 2. Public Consultation with concurrent Site Plan

\$29,875.53

**PLUS Initial Engineering Design Review and Inspection Fee (Only if 1 above is selected)**

☐ Value of Infrastructure and Landscaping <= \$300,000

\$5,000.00

☐ Value of Infrastructure and Landscaping > \$300,000

\$10,000.00

☐ **New Standard, Common Elements, Phased, or Leasehold Condominium**

No Public Consultation

\$28,851.75

(Initial Engineering Design Review and Inspection fee not applicable)

**OR**

☐ **Revision of an Existing Application or Revision to Existing Agreement**

Revisions Requiring Re-Circulation

\$6,922.80

(Initial Engineering Design Review and Inspection fee not applicable)

**OR**

☐ **Extension of an Existing Application**

Extensions to Draft Plan Approval

\$6,922.80

(Initial Engineering Design Review and Inspection fee not applicable)

**Are multiple Applications being submitted?**

☐ Yes ☐ No

Each planning fee will be reduced by 10% if two or more planning applications are submitted at the same time and for the same lands. If "Yes" is checked, the fee will be adjusted accordingly.

Committee of Adjustment, Conservation Authority, and Engineering Design Review and Inspection fees are not subject to this reduction.

Fees Total:

### Section 3: Submission Requirements

Study and plan requirements are outlined for the applicant during Pre-Consultation. Pre-Consultation is mandatory for all for all new Vacant Land Condominium proposals. If your application is not subject to Pre-Consultation you are strongly encouraged to contact the Planning, Real Estate and Economic Development Department to discuss study and plan submission requirements. If you fail to consult with staff, the City cannot guarantee the completeness or accuracy of your application submission, which may result in processing delays. A [help guide](#) can be viewed in order to prepare studies and plans, as well as gather information on general development considerations.

#### Standard Plans (mandatory submission requirements)

- Draft Plan of Condominium
- Plan of Survey

#### Potential Studies and Plans (may be required at time of submission or prior to final approval)

##### Engineering

- Geotechnical Study
- Hydrogeological and Terrain Analysis
- Noise Control Study
- Phase 1 Environmental Site Assessment
- Phase 2 Environmental Site Assessment
- Rail Proximity Study
- Site Servicing Study
- Slope Stability Study
- Transportation Impact Assessment
- Water Budget Assessment
- Wellhead Protection Study

##### Planning / Design

- Archaeological Assessment
- Heritage Act Acknowledgement Report
- Heritage Impact Assessment
- Impact Assessment Study - Mineral Aggregate
- Impact Assessment Study - Mining Hazards
- Impact Assessment Study - Waste Disposal Sites/ Former Landfill Sites
- Landscape Plan
- Minimum Distance Separation
- Parking Plan
- Site Plan
- Public Consultation Strategy

##### Environmental

- Tree Conservation Report

## Technical Requirements

- Plans are to be standard A1 size (594 mm x 841 mm) or Arch D size (609.6 mm x 914.4 mm) sheets, dimensioned in metric and utilizing an appropriate Metric scale (1:200, 1:250, 1:300, 1:400 or 1:500).
- A number of the plans and studies collected with this application must be signed, sealed and dated by a qualified engineer, architect, surveyor, planner or designated specialist. The City will not review a plan or study if it is missing this information.
- Electronic copies of all required studies and the Draft Plan of Condominium must be supplied in Adobe .PDF format and accompany your application submission. All PDF submitted documents are to be unlocked, flattened and not saved as a portfolio file.
- Electronic document names should match the study/plan names contained in Section 3 of this form. These documents will be made publicly available through the City's Development Application Search Tool.
- The Draft Plan of Condominium must be referenced to the Horizontal Control Network and signed by the property owner.
- The Draft Plan of Condominium, and any subsequent revisions must be supplied in AutoCad or MicroStation CAD (computer aided design) format, in metric units, with reference bearing identified and labelled. If possible, the Plan must also be georeferenced and provided in grid format ie. coordinated in MTM zone 9, NAD83. Linework must clearly indicate, with clear text labels, perimeter of condominium and each lot, block or part internal to the condominium.

## Financial Requirements

- Large signs describing the New Vacant Land Condominium proposal will be posted on the subject property. The fee for this service is included as part of the application cost (\$1,023.78). Additional signage, if required will be invoiced to the applicant at a cost of \$510.76 per sign.
- Additional fees may be required throughout the development review process, including, but not limited to, parkland dedication, peer review of technical reports, Conservation Authority fees, agreements and associated fees and applicable securities.

#### Section 4: Declarations

##### Authorization by the Owner allowing the Applicant to submit the Application

The Registered Property Owner must complete this section to authorize an Applicant to act on his or her behalf, and declare that the information provided within this application is accurate and true.

If the application is to be signed by an Applicant on behalf of the Owner, the following authorization must be completed or the owner must submit a letter of authorization. Declarations included within this section must contain original signatures and seals.

I,  am the owner of the land that is subject of this application and I authorize  
 to make this application on my behalf.

\_\_\_\_\_  
Signature of Applicant or Owner

Date (dd/mm/yy):

##### Consent - Development Application Client Satisfaction Survey - Optional

I,  consent to the City of Ottawa conducting a Client Satisfaction Survey by

☐ mailing to me a paper questionnaire at the following address:

☐ e-mailing me an electronic questionnaire at

The purpose of this voluntary survey is to measure my level of satisfaction with the development application process and assist the City of Ottawa to improve services. The survey is anonymous. My name will not appear on the questionnaire nor will my responses be linked to my identity. The survey will take approximately 15-20 minutes to complete and be mailed to me after the development application process is complete

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

##### Affidavit or Sworn Declaration that the Information is Accurate

The person carrying out the application (Registered Property Owner or Applicant) must complete the sworn declarations in this section:

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

##### SWORN (or Declared) BEFORE ME

At ,  
this  day of , .

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Signature of Applicant/Owner



## Section 5: Environmental Site Assessment

### Part 1: Statement of Site Owner Concerning Environmental Site Assessment (ESA)

The Owner/Applicant must complete Section A, regardless of whether a Phase 1 Environmental Site Assessment has been completed for the site.

Where an ESA is required (determined through pre-consultation), the Owner or Applicant and the Consultant responsible for preparing the study, must complete both Sections A and B below.

#### Section A:

I acknowledge that the City of Ottawa is not responsible for the identification and/or remediation of contaminated sites. I also agree, ☐ whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise related to the site or any other lands impacted by the site, that I will not make any claim whatsoever against the City of Ottawa, its respective directors, officers, employees, or agents, or any of the foregoing, for or in respect of any loss, damage, injury or costs.

#### Section B:

This is to certify that as the Owner/Applicant of the site, I have hired

as the principal consultant to undertake a Phase 1 Environmental Assessment. I have undertaken reasonable inquiry into the previous ownership and uses of the property and to the best of my knowledge I have provided to the principal consultant, information relevant to the principal consultant's investigation of the environmental condition of the site. I agree to provide copies of the said Phase 1 Environmental Site Assessment on request.

Name:

Address:

\_\_\_\_\_  
Signature of Applicant or Owner

\_\_\_\_\_  
Date (dd/mm/yyyy):

## Part 2: Affidavit of Principal Consultant Concerning Environmental Site Assessment

I, , of the City of

## MAKE OATH AND SAY AS FOLLOWS:

☐ I am a qualified person as defined by Ontario Regulation 153/04, as amended

I am the  of

and have personal knowledge of the matters set out below.

I, , was retained or employed as the principal environmental consultant to undertake or supervise the Phase 1 Environmental Site Assessment of the site located at

The assessment activities at the site have been completed in accordance with Ontario Regulation 153/04, as amended.

- ☐ I am employed or retained by the Owner/Applicant, or the company operating on the site in another capacity.
- ☐ I am not employed or retained by the Owner/Applicant, or the company operating on the site in another capacity.

Findings of the said Phase 1 Environmental Site Assessment are that:

There **are no** issues of actual or potential environmental concern with respect to soil and / or groundwater quality or potentially contaminating activities as defined by O. Reg 153/04 as amended and a Phase 2 Environmental Site Assessment will not be required; or

There **are** issues of actual or potential environmental concern with respect to soil and / or groundwater quality and/or potentially contaminating activities as defined by O. Reg 153/04 as amended, and a Phase 2 Environmental Site Assessment is required to investigate the identified issues.

## SWORN (Or Declared) BEFORE ME

At the , of ,

In the ,

This  day of ,

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Signature of Consultant

Address of consultant:

Telephone # of consultant:

## Section 6: Undertaking for Ontario Land Tribunal

TO: CITY OF OTTAWA

FROM: Name:   
Address:

SUBJECT: APPLICATION FOR PLAN OF CONDOMINIUM

Address of Site:

Where the City of Ottawa substantially supports the application for a Plan of Condominium,

Name of Applicant:

Hereby undertakes to pay, in accordance with section 19 of the Planning Fees By-Law, as amended, of the City of Ottawa, upon receipt of invoice from the City, any and all legal costs, including all disbursements of the City, to an upset limit of \$10,000 in respect of preparation for and attendance at a Ontario Land Tribunal hearing, until the matter is finally resolved by the said Tribunal.

It is hereby acknowledged that "hearing" shall include all attendances before the Tribunal in respect of the said application whether in person, telephone conference call or other means as directed by the Tribunal.

Dated at Ottawa this  day of , .

Please complete 1 or 2.

For Applicants and Individuals

|                        |
|------------------------|
| 1                      |
| <hr/>                  |
| Signature of Applicant |
| <hr/>                  |
| (Please print Name)    |
| <hr/>                  |
| Signature of Witness   |
| <hr/>                  |
| (Please print Name)    |

For Corporations and Companies

|   |
|---|
| 2   |
| <hr/>   |
| Corporate name (if applicable)                                      |
| <hr/>   |
| (Authorized Signature) I have the authority to bind the Corporation |
| <hr/>   |
| (Please print Name and Title)                                       |